



Committee of the Whole

December 03, 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, November 5, 2019

3. **Public Input / Question Period**

PLEASE NOTE:

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

4. **Committee Reports (Internal)**

- a. Accessibility Advisory Committee
- b. Art in Public Spaces Committee
- c. Design Review Committee
- d. Environmental Sustainability Committee
- e. RCMP Advisory Board



5. **Staff Reports for Discussion**

- a. Info Report – Budget Process – Draft CIP
- b. RFD 080-2019: Outdoor Fire Bylaw
- c. RFD 045-2019: Minimum Property Standards – Supplemental Report
- d. RFD 066-2019: Committees of Council Meeting Schedule 2020
- e. RFD 079-2019: Appointment of Returning Officer
- f. RFD 082-2019: Delegation of Authority

6. **CAO Report**

7. **Committee Reports (External)**

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

8. **Public Input / Question Period**

Please refer to Agenda Item 3. above.

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

- a. RFD 067-2019: Committees of Council Citizen Appointments – information to follow.

10. **Adjournment of In-Camera Meeting**

11. **Regular Meeting Reconvened**



12. Motions from In-Camera Meeting

- a. RFD 067-2019: Committees of Council Citizen Appointments

13. Regular Meeting Adjourned

COMMITTEE UPDATE

Title: Accessibility Advisory Committee
Date: December 3, 2019
Department: Finance/Corporate Services



UPDATE – From Meeting Held Monday, November 25th

The Accessibility Committee (AAC) added an additional meeting to its schedule, meeting on November 25th at 4:30.

The agenda for the meeting picked up from the regularly scheduled September meeting, where time did not allow all items to be covered. The November meeting covered:

- Information Report – Accessibility Plan (AP) Action Item workplan
 - The Town's senior management team has been working on assigning all action items from the AP to a staff member, with intended timeline for completion. Although this document is still a work in progress, the AAC was able to review the workplan logic, and provide feedback on ways to improve the workplan document.
- Information Report – update on monitoring/feedback/complaints process noted in AP. This update will become a regular report to the AAC providing summary information on questions/complaints received and status of replies to individuals making submissions.
- Committee members provided an update on the success of the booth set up during Acadia Students' Union Clubs Fair held during the start of the academic semester.
- A round table discussion was held to start the process of developing a Report Card that the AAC will use to update Council on progress of the AP. This Report Card is required at the end of each fiscal year. The planned December AAC meeting will focus on development of the reporting tool.

COMMITTEE UPDATE

Title: Art in Public Spaces

Date: December 3, 2019

Department: CAO



UPDATE – Art in Public Spaces Committee

The Art in Public Spaces Committee meet 2019-11-22. During the meeting the committee discussed the juried selection of the artist for the upcoming public art installation. Included in this discussion were possible locations. Nothing was decided. Delivery date on the piece is expected in 2021 and with that, options need to be further discussed.

It is recognized that although the artist has been advised there needs to be agreement of service drafted. This will come from the Town Staff.

Comments were voiced concerning damage to the “125 Mural”. Follow-up happening on this to decide next steps.

COMMITTEE UPDATE

Title: Design Review Committee
Date: 2019-12-03
Department: CAO



UPDATE

The Design Review Committee were convened (via email) to provide comment on the proposed Visitor Information Centre project. See Design Brief from the Public Information Meeting [here](#).

Comments received have been passed on to the project Architect and will be considered as part of the design process.

Council will receive a presentation from the project Architect at the December 17th, 2019 meeting of Council.

COMMITTEE UPDATE

Title: Environmental Sustainability Committee
Date: 2019-12-03
Department: CAO



UPDATE

The Environmental Sustainability Committee met on November 18th, 2019. Topics discussed included:

- New Municipal Planning Strategy and Land Use Bylaw
- Sustainable Development Goals Act
- As well as several updates, including:
 - Community climate action planning
 - The Public Works building solar PV system
 - Outcome of the Acadia UPass referendum
 - Development of the PACE program
 - GHG inventory
 - Acadia sustainability initiatives
 - Forest management strategy
 - Wolfville flood mitigation plan RFP

COMMITTEE UPDATE

Title: RCMP Advisory Board
Date: December 3, 2019
Department: Office of the CAO



UPDATE

The Committee met on November 25th to receive presentations from Inspector Morrow on Kings District RCMP Operations and Li Chao on how the Provincial Policing Services Agreement (PPSA) works and how per officer amounts contributed by municipalities under the PPSA are calculated.

Both presentations will be available on the Town's website under the RCMP Advisory Committee.

INFORMATION REPORT

Title: 2020/21 Budget Process– Early Draft CIP

Date: 2019-12-03

Department: Finance



SUMMARY

2020/21 Budget Process – Early Draft CIP

As per the timeline outlined in the Budget Standard Operating Procedures (SOP), the Management Team has committed to start budget discussions with Council in November of each year. Typically, staff take direction from Council on a number of early strategies and then come back in January with the first official draft of both the operating and capital budgets (V1).

Depending on the year and significance of direction coming out of the November discussions, it can be beneficial to have Committee of the Whole review impact of suggested changes to the November document. This year is such a year. The key direction to review relates to moving the library project up to Year 5 in the draft Capital Investment Plan (CIP).

This Information Report is meant to provide an opportunity for members of Council to see the financial impact of moving the library forward, and to start the discussion on what options should be considered in developing V1 of the budget documents to be presented in January.

No formal motion of COW/Council will be required at this stage. Rather staff is seeking consensus from members of Council on next steps. Clearly moving the library forward to year 5 leaves a significant funding shortfall. Preliminary decision/direction is needed in order to developing V1 of the 2020/21 budget.

INFORMATION REPORT

Title: 2020/21 Budget Process– Early Draft CIP

Date: 2019-12-03

Department: Finance



1) CAO COMMENTS

This report is for information purposes and discussion.

2) REFERENCES AND ATTACHMENTS

- Draft 2020/21 Ten Year Capital Investment Plan (attached) – Library Year 5
- Capital Project Charters (attached)
- Council's 2017-2021 Strategic Plan

3) DISCUSSION

One of the key items reviewed at the November Committee of the Whole meeting was.....***Increased funding for the capital program to address the infrastructure deficit and new projects could benefit from every dollar of new revenue.***

- The gap between annual depreciation and transfers to capital reserves is \$250,300 (was \$343,700 last year)
- The Asset Management Plan baseline data noted, based on assumptions used, that the municipality should spend \$3.4 million a year on asset replacement.
 - In 2016 the Town was short of this mark by \$700,000, with an average annual capital budget of \$2.7 million based on the Ten Year Capital Investment Plan at that time.
 - The draft CIP before Council for 2020/21 budget totals some \$36.6 million (or \$3.6 million per year). Although it appears that the Town is now funding sustainably within the targets set by the Asset Management Plan, ***by the end of the ten year CIP period covered, the financial capacity to continue at that annual level is eliminated.***
- Sustainable funding capacity is effectively eliminated by Year 11.

Staff have prepared a revised Ten Year CIP based on the Library moving to Year 5 (from Year 8). The impact is significant. Funding assumptions/scenarios would have to change significantly, or other equally important projects would have to be deferred. Senior Management is looking for additional direction from Council before finalizing V1 of the budget for the January Special COW.

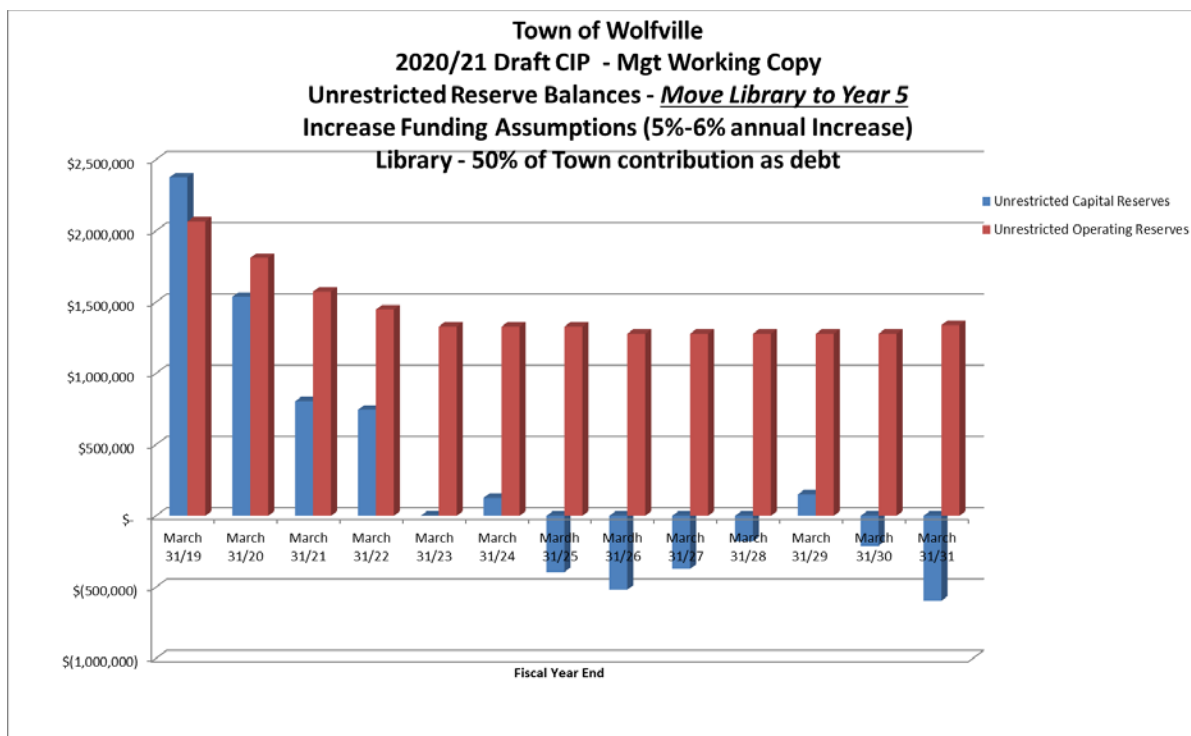
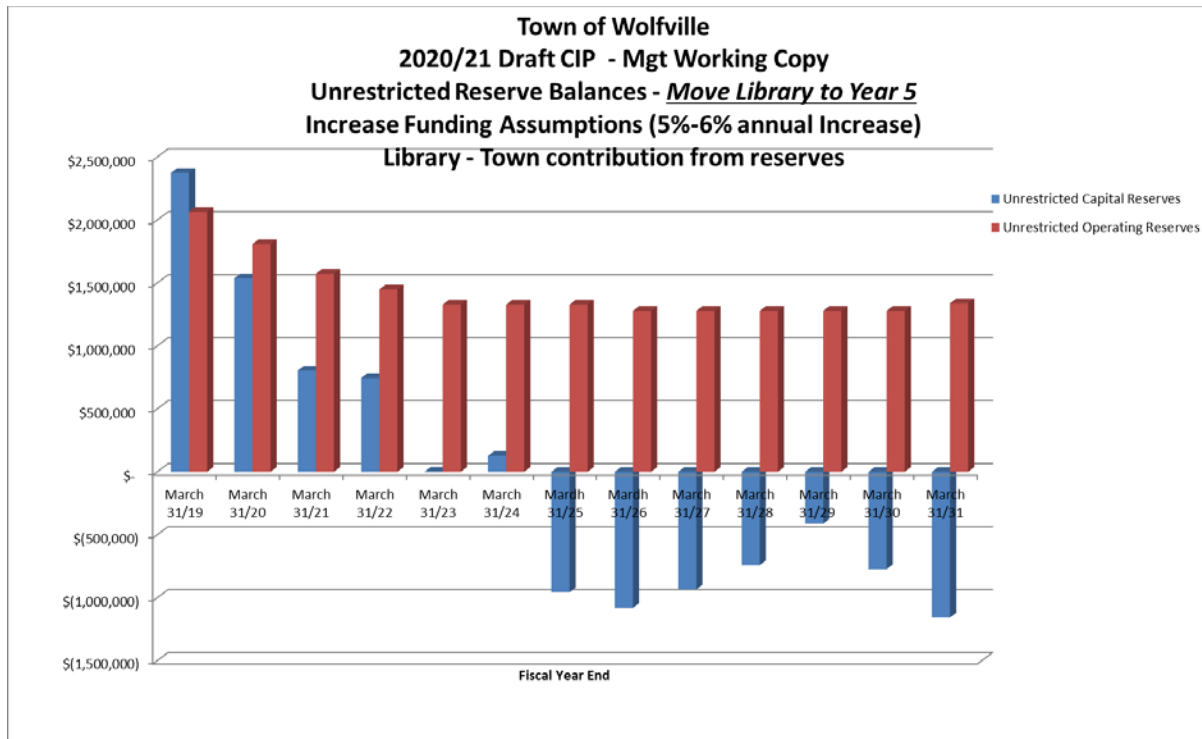
The goal is not to come to a final decision at this stage, however an appreciation of the funding impact of the requested change in years for the library project, as well as a review of the significant funding assumptions already required to balance the November draft CIP, should help inform future steps in the budget process. Two graphs are provided below, showing what the Town's Capital Reserves would look like by placing the library in Year 5, without any other changes to the CIP.

INFORMATION REPORT

Title: 2020/21 Budget Process– Early Draft CIP

Date: 2019-12-03

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Date: 2019-12-03

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As illustrated in both graphs, the Town runs out of capital reserve funds in fiscal 2024/25 (i.e. Year 5). As with the draft CIP reviewed in November, there is already an assumption built into the model of approximately 5% of funding coming from external sources.

The first graph assumes:

- \$1,400,000 funding coming from external sources, i.e. grants (provincial/federal/Kings County or community fundraising)
- The remaining \$1.1 million coming from capital reserves

The second graph assumes:

- \$1,400,000 funding coming from external sources
- \$562,500 from reserves
- \$562,500 from debt

There are a number of variations that could be worked on. The ones above are meant to show Council that the change in years will require additional decisions. The options could include:

- Leave library back in Year 8...or somewhere between Year 5 and 8. The longer the timeframe the more years available to build up capital reserves
- Move at least one street project to a later year. Likely requires two street projects to be moved. Would likely require deferring street projects 2 years as Year 6 already includes a \$2.5 million estimated cost for Phase II of the sewer treatment plant upgrades.
- Increase property tax levy starting in 2020/21 to build up additional reserves for the library project. This would be in addition to any other increase in tax rates that may be required to balance the 2020/21 operating budget.
- Combination of the options above

Staff feel it is important to consider the implications of deferring street project more than they have been over the last couple of budget cycles. Although pushing street (and related underground infrastructure replacement) projects out in years works mathematically in the short term, the result is to negatively impact the infrastructure deficit. One of the struggles the Town has had over the last number of years has been to adequately address the infrastructure deficit inherited from previous decades. Deferring needed capital replacements should be a difficult decision, taking into consideration the long term impacts on future capital budgets (asset failure resulting in no choice but to replace and higher operating costs to maintain beyond useful life).

It should be noted the timing of street infrastructure replacement has not been at a pace that was a comfortable fit to address condition of the assets only. It has been influenced by the limited capital dollars each year. If more dollars had been available, more km of infrastructure could have been

INFORMATION REPORT

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replaced. In the last three budget cycles, street projects have been deferred in response to identified upgrades to the sewer treatment plant. In order to fit the library in Year 5 of the upcoming budget, it is likely street projects will be deferred once again.

The goal for this staff report is to highlight the noted impacts, and to continue a discussion with Council on best path forward. Staff would ask the following questions to help focus the discussion:

- Are any of the options noted above acceptable, such as increase taxes and/or defer street projects?
- Does the library have to be in Year 5? Although requested by the library working group, the project itself only officially hit the Town's budget radar 2 years ago. Quickly accelerating it forward to what will be year 5 will result in fewer years to address necessary funding requirements.
- The proposed conceptual study agreed to by Council at November COW, is based on 3 options for an 8,750 square foot facility. Is Council open to a facility of a smaller size, but still larger than the current library?
- Is Council still interested on a combined Town Hall – Library facility? Refer to RFD 069-2018 from October 2018. The study as proposed at November COW this year does not include consideration of a combined facility.
- Is Council willing to achieve the recommended 8,750 sq ft facility if the overall environmental impact is negative?

Staff are hopeful that further discussion of the library project and overall CIP can help Council achieve the best possible long term plan when it adopts the 2020/21 Operations Plan and Budget in March of the upcoming year.

4) FINANCIAL IMPLICATIONS

Nothing specific required at this time.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No additional details provided here as reference to specific strategic plan and/or reports will be included in Project Charters, where applicable.

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6) COMMUNICATION REQUIREMENTS

Nothing required at this stage. The budget discussion itself (and related agenda package information) form part of the communication to the public.

7) FUTURE COUNCIL INVOLVEMENT

As per Standard Operating Procedure – Annual Budget Process, there will be a number of COW meetings where 2020/21 budget is discussed. A formal Request for Decision will be developed in February 2020, to be presented at the March COW seeking budget approval at the March meeting of Council.

**Town of Wolfville
2020/21 Ten Year Capital Investment Plan
Fiscal 2020/21 to 2029/30**

Accessibility

Deadline

Prev YR	BUDGET FOCUS									
	Year 1 2020/21	Year 2 2021/22	Year 3 2022/23	Year 4 2023/24	Year 5 2024/25	Year 6 2025/26	Year 7 2026/27	Year 8 2027/28	Year 9 2028/29	Year 10 2029/30
Information Technology										
<u>Servers</u>	15,000	-	-	-	-	-	15,000	-	-	-
<u>Other IT Upgrades</u>										
<u>Total Other</u>	-	-	-	-	-	-	-	-	-	-
Information Technology	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Municipal Buildings										
<u>Town Hall Civic Complex</u>										
New Facility						50,000	50,000	-		2,800,000
<u>Community Development/Public Works</u>										
Accessibility/Reno upgrade - cfwd	200,000	250,000	over two years							
Park Shed			250,000							
Salt Shed										
Solar Panels - cfwd	135,000	160,000								
<u>Fire Hall</u>										
New Facility					25,000	50,000			2,000,000	
<u>RCMP Detachment</u>										
In Lieu of P Wks Reno for office space	50,000									
<u>Library</u>										
New Facility		75,000	-	50,000	50,000	2,500,000				
Total Municipal Buildings	\$ 385,000	\$ 485,000	\$ 250,000	\$ 50,000	\$ 50,000	\$ 2,525,000	\$ 100,000	\$ 50,000	\$ -	\$ 2,800,000
Protective Services										
<u>Fire Department</u>										
<u>Trucks</u>										
Aerial Ladder Truck						1,350,000	-			
Pumper 1 E-One Cyclone	ordered prior to March 31/19									
Ford 4*4 Utility Vehicle										
Pumper 3 E-One Cyclone	2003				800,000					
Tanker 6 Int'l Pumper/Tanker	2006									
Rescue 4 Pumper Rescue	2007								750,000	
Ford Haz Matt vehicle										120,000
<u>Fire Trucks</u>	-	-	-	-	800,000	1,350,000	-	-	750,000	120,000

Town of Wolfville
2020/21 Ten Year Capital Investment Plan
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Accessibility

Deadline

	Prev YR	BUDGET FOCUS									
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>
Equipment											
Equipment Upgrades	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
SCBA Apparatus	30,000	30,000	30,000	30,000							
Misc Fire Equipment	50,000	50,000	50,000	50,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Fire Department	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 820,000	\$ 1,370,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 770,000	\$ 140,000
Transportation Services											
Public Works - Fleet Inventory											
veh # 18 - small loader (replace skid steer)	120,000	-	-	-	-	-	-	-	175,000	-	-
veh # 19 - PW 3/4 ton Crew Cab		-	-	-	-	45,000	-	-	-	-	-
veh # 21 - PW 3/4 ton 4*4		-	-	65,000	-	-	-	-	-	-	70,000
veh # 22 - PW 1/2 ton		-	-	35,000	-	-	-	-	-	-	-
veh # 23 - PW 1 ton 4*4		-	-	75,000	-	-	-	-	-	80,000	-
veh # 25 - PW 5 ton plow truck		-	-	-	215,000	-	-	-	-	-	-
veh # 27 - PW backhoe	120,000	160,000	-	-	-	-	-	175,000	-	-	-
veh # 28 - PW loader		-	-	195,500	-	-	-	-	-	-	-
veh # 29 - PW trackless		175,000	-	-	-	-	-	-	-	195,000	-
veh #15 - Lead Hand truck	30,000	-	-	-	-	-	-	-	40,000	-	-
veh # 24 - PW asphalt recycler		-	-	-	110,000	-	-	-	-	-	-
veh # 51 - PW trackless		-	-	-	-	-	170,000	-	-	-	-
Parks Dept - Fleet/Equip											
veh # 20 - 1/2 pick up - Rec		-	-	37,000	-	-	-	-	-	-	40,000
veh # 26 - Parks 3/4 ton crew cab		-	-	-	75,000	-	-	-	-	-	-
veh # 31 - Parks micro truck		-	25,000	-	-	-	-	-	-	-	-
veh #34 - Parks micro truck		-	25,000	-	-	-	-	-	-	-	-
veh #16 - Lead Hand truck	30,000	-	-	-	-	-	-	-	40,000	-	-
veh # 39 - Parks mower X730		14,000	-	-	-	-	13,000	-	-	-	-
veh # 40 - Parks loader 1025		-	23,000	-	-	-	-	30,000	-	-	-
veh # 37 - Parks mower/backhoe 2032		-	-	-	-	45,000	-	-	-	-	-
veh # 38 - Parks mower 1023E		-	-	23,000	-	-	-	-	-	25,000	-
veh # 33 - Parks 3/4 ton crew cab 4*4		-	-	75,000	-	-	-	-	-	-	75,000
Chipper		25,000	-	-	-	-	-	-	-	-	-
Water & Wastewater Dept's											
Veh #30 - Works		-	35,000	-	-	-	-	-	-	-	-
veh # 32 - Works 3/4 ton 4*4		-	-	-	-	50,000	-	-	-	-	-
Other											
veh # 17 - Bylaw car		-	-	-	30,000	-	-	-	-	-	-
flail mower		-	-	-	-	-	-	-	-	-	-
Rec Dept - Bike Trailer		-	-	-	-	15,000	-	-	-	-	-
Fleet/Equipment	300,000	374,000	108,000	505,500	430,000	155,000	183,000	175,000	285,000	300,000	185,000

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Town of Wolfville
2020/21 Ten Year Capital Investment Plan
Fiscal 2020/21 to 2029/30

												Accessibility
Prev YR		BUDGET FOCUS									Deadline	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
<u>2019/20</u>		<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	
Transportation Infrastructure												
<i>includes active transport corridors, street, sidewalk, sanitary & storm sewer where applicable</i>												
Earnscliffe Ave. - civic 16 to end	170 m				-	612,000						
Earnscliffe Ave. Main to civic 16	180 m				648,000							
Gaspereau - civic 128 to Fowler	170 m										-	
Gaspereau - civic 94 to civic 128	180 m										-	
Gaspereau - Willow to civic 94	180 m	\$ 600,000										
Highland - Bay to Civic 76	250 m			900,000								
Highland - civic 76 - Skyway Dr	250 m							-	900,000			
Highland - Prospect to Bay	250 m		900,000									
Maple Ave - civic 43 to Civic 83	230 m										828,000	
Maple Ave - Main to civic 19	210 m					756,000						
Maple Ave -civic 19 to civic 43	210 m							-	792,000			
Maple Ave -civic 83 to end	250 m											
Pleasant - Huron to Orchard	240 m									864,000		
Pleasant - Sherwood to Huron	180 m			648,000								
Seaview	185 m	715,000										
University - civic 18 to Crowell Dr	200 m										720,000	
University - Main to civic 18	200 m							-	720,000			
Victoria - Main to King	170 m									612,000		
Westwood - Main to Irving Centre	350 m	1,260,000										
Wickwire - Little to Beckwith	300 m							-	1,080,000			
Parking lots ~ Dykeland/Elm		125,000										
Engineering - design work year in advance		-	45,000	77,400	32,400	68,400	-	90,000	84,600	73,800	77,400	32,400
		2,575,000	170,000	977,400	1,580,400	716,400	1,368,000	90,000	1,884,600	1,765,800	1,553,400	1,580,400
Land Acquisitions/Disposals												
		-	-	-	-	-	-	-	-	-	-	-
Streets, Sidewalks, Parking Lots		2,575,000	170,000	977,400	1,580,400	716,400	1,368,000	90,000	1,884,600	1,765,800	1,553,400	1,580,400

Town of Wolfville
2020/21 Ten Year Capital Investment Plan
Fiscal 2020/21 to 2029/30

Accessibility

Deadline

Prev YR	BUDGET FOCUS									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Other Transportation										
Decorative Downtown Light Posts - Elm	75,000	80,000								
Decorative Downtown Light Posts - to Willow		10,000	200,000							
Decorative Downtown Light Posts - up Gaspereau				30,000						
Shoreline Protection										
Flood Risk Mitigation	350,000	50,000						1,000,000		
Generator replacements - Town Hall	2006			80,000						
Well Generator (Water Utility)		70,000								
Confort Centre Generator	2018									
Bigelow Lift Station										
Acadia Lift Station										
Elm Ave Lift Station	2018									
Harbourside Lift Station	2017									
Main Lift Station	2015									
Oak Ave Lift Station	2017									
Water Treatment Plant?? (water Utility)										
Public Works Facility		80,000								
Storm Water Mgt Plan	30,000									
	505,000	290,000	200,000	110,000	-	-	-	1,000,000	-	200,000
Other Transportation										
TOTAL TRANSPORTATION	\$ 3,380,000	\$ 834,000	\$ 1,285,400	\$ 2,195,900	\$ 1,146,400	\$ 1,523,000	\$ 273,000	\$ 2,059,600	\$ 3,050,800	\$ 1,853,400
Environmental Health Services										
Storm Water Management										
included in Street infrastructure above										
Storm Water System	-	-	-	-	-	-	-	-	-	-
Sewage Treatment/Collection										
Sewer Treatment										
Plant expansion design	40,000									
Treatment plant expansion		3,500,000	-			2,500,000				
Generator - STP	2015									
	40,000	3,500,000	-	-	-	2,500,000	-	-	-	-
Sanitary Sewer Collection										
included in Street infrastructure above										
Sewer Flusher		90,000								
	-	90,000	-	-	-	-	-	-	-	-
TOTAL Environmental Health Services	\$ 40,000	\$ 3,590,000	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -

**Town of Wolfville
2020/21 Ten Year Capital Investment Plan
Fiscal 2020/21 to 2029/30**

Accessibility

Deadline

Community Infrastructure

- Infrastructure
- Street Scaping - DTN Maybe
- West End Gateway
 - Clock Park Lighting
 - Graveyard
- East End Gateway
 - Renovated VIC & Willow Park upgrades
 - Harvest Moon Trail Head - *partial cfwd*
 - Other Gateway Upgrades - TBD
 - Parking - North Side of street
- Relocate Skatepark & Related Costs
- Public Art Project
 - Evangeline Park - *partial cfwd*
- Nature Preserve - dam upgrade
- Post Office Open Space
 - Mona Parsons - pathway amenities
 - Cenotaph Monument - TBD
- West End Parkland & Trail
 - Trail system
 - neighborhood
- Reservoir Park
 - Parking Lot & Pleasant St. Entrance
 - Pumphouse
 - Washroom/Change Rooms
 - Design future amenities
- Allow for Future Park Development

Prev YR	BUDGET FOCUS									
<u>2019/20</u>	<u>Year 1</u> <u>2020/21</u>	<u>Year 2</u> <u>2021/22</u>	<u>Year 3</u> <u>2022/23</u>	<u>Year 4</u> <u>2023/24</u>	<u>Year 5</u> <u>2024/25</u>	<u>Year 6</u> <u>2025/26</u>	<u>Year 7</u> <u>2026/27</u>	<u>Year 8</u> <u>2027/28</u>	<u>Year 9</u> <u>2028/29</u>	<u>Year 10</u> <u>2029/30</u>
		400,000								
	50,000									
	25,000									
	100,000		40,000	250,000						
		250,000								
	75,000									
		25,000								
	15,000									
				400,000	400,000					
	20,000									
		50,000								
	10,000		10,000							
				20,000	30,000	10,000				
				150,000						
		55,000								
		10,000								
				100,000						
		10,000								
							50,000	50,000	50,000	50,000
	\$ 295,000	\$ 895,000	\$ 325,000	\$ 920,000	\$ 430,000	\$ 10,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
GRAND TOTAL ALL PROJECTS	\$ 4,150,000	\$ 5,869,000	\$ 1,910,400	\$ 3,215,900	\$ 2,446,400	\$ 5,428,000	\$ 2,893,000	\$ 2,194,600	\$ 3,120,800	\$ 4,673,400
										\$ 36,706,900

REQUEST FOR DECISION 080-2019

Title: Outdoor Fire Bylaw

Subject: Replacement of Open Air Fires Bylaw

Date: 2019-12-03

Department: Planning & Development



SUMMARY

Outdoor Fire Bylaw

It had become apparent to staff that the “Open Air Fires Bylaw” was falling behind with new trends in recreational fires using natural wood products, propane and other gas appliances. The bylaw allowed for open fires in “acceptable fire pits or portable barbecuing appliances” for the cooking of food only. The use of an acceptable fire pit, with proper clean fuel, used strictly for a social occasion is not allowed. There is no provision for the use of a certified gas appliances for the sole use of a recreational fire in a social setting, either. This previous bylaw does have exemptions for burning in Town owned facilities where fireplaces, stoves and fire pits are approved, burning for training by the Emergency Measures Organization and burning for municipal purposes at the direction of the Fire Chief.

Proposed is a new “Outdoor Fire Bylaw” strengthening the regulation of outdoor fires, defining the recreational use of acceptable outdoor wood burning appliances and clarifying the use of certified propane or other natural gas recreational appliances. The Outdoor Fire Bylaw still prohibits outdoor fires not contained in appropriate appliances, the burning of unacceptable waste and yard products and supports the Nova Scotia Department of Natural Resources burn bans.

To achieve this the bylaw has an expanded definition section and designated sections on prohibited outdoor fires, on permitted outdoor fires and on fire appliance requirements that make the outdoor fires permissible. A further addition is an enforcement section that gives certain authorities to the Fire Chief and Designate to order or extinguish an outdoor fire, enter on land in the performance of their duties, order or have removed an illegal fire appliance, and offers protection for actions carried out under this bylaw.

The penalty section has some increased fines, the first offence will remain at two hundred dollars (\$200.00), but a graduated fine schedule of four hundred dollars (\$400.00) for second offence and a fine of nine hundred dollars (\$900.00) for third or subsequent offences has been added. This wording change will allow for application for a summary offence ticket option from the Department of Justice, Registry of Regulations for violations for this bylaw.

DRAFT MOTION:

That Council repeal the Open Air Fires Bylaw.

DRAFT MOTION:

That Council give first reading to the attached Outdoor Fire Bylaw and direct staff to prepare the notice of intention and set a date for second reading.

REQUEST FOR DECISION 080-2019

Title: Outdoor Fire Bylaw

Subject: Replacement of Open Air Fires Bylaw

Date: 2019-12-03

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

Under Sections 172(1), (a), (b), and (d) of the Nova Scotia Municipal Government Act (NS MGA), Council may make bylaws, respecting the health, wellbeing, safety and protection of persons, the safety and protection of property, and activities that may cause nuisances including burning, odours, and fumes.

3) STAFF RECOMMENDATION

Staff recommends that Council repeal the Open Air Fires Bylaw and approve the Outdoor Fire Bylaw by giving first reading, advertising the notice of intent and considering second reading at the next Council meeting.

REFERENCES AND ATTACHMENTS

1. Outdoor Fire Bylaw, 2019 draft (attached).
2. Open Air Fires Bylaw, Chapter 71, dated January 24th, 2001 (attached) – to be repealed.
3. Outdoor Fires Bylaw, draft “Schedule of Fines” (attached)

4) DISCUSSION

It had become apparent to staff that the “Open Air Fires Bylaw” was falling behind with new trends in recreational fires using natural wood products, propane and other gas appliances. The bylaw allowed for open fires in “acceptable fire pits or portable barbecuing appliances” for the cooking of food only. The use of an acceptable fire pit, with proper clean fuel, used strictly for a social occasion is not allowed. There is no provision for the use of a certified gas appliances for the sole use of a recreational fire in a social setting, either. This previous bylaw does have exemptions for burning in Town owned facilities where fireplaces, stoves and fire pits are approved, burning for training by the Emergency Measures Organization and burning for municipal purposes at the direction of the Fire Chief.

Proposed is a new “Outdoor Fire Bylaw” strengthening the regulation of outdoor fires, defining the recreational use of acceptable outdoor wood burning appliances and clarifying the use of certified propane or other natural gas recreational appliances. The Outdoor Fire Bylaw still prohibits outdoor fires not contained in appropriate appliances, the burning of unacceptable waste and yard products and supports the Nova Scotia Department of Natural Resources burn bans.

To achieve this the bylaw has an expanded definition section, which includes most of the previous bylaw definitions but gives additional clarity on what a burn means, what an outdoor fire means, what a

REQUEST FOR DECISION 080-2019

Title: Outdoor Fire Bylaw

Subject: Replacement of Open Air Fires Bylaw

Date: 2019-12-03

Department: Planning & Development



recreational fire means and what solid fuel is, as it relates to this bylaw. Definitions include detailing acceptable outdoor appliances including outdoor wood burning appliance, Chimenea appliances, outdoor propane firepit or fireplace and portable barbecuing appliances. A definition on what constitutes suitable fire protection equipment is explained and used within the bylaw. The Fire Chief and Designate are defined with a further additional definition on who is a Designated person under the bylaw.

From the definitions there are two sections on outdoor fires, Section 4 details “Prohibited Fires” and Section 5 details, “Permitted Fires”. Section 4.1 describes a prohibited outdoor fire and makes it an offence to burn on any land in Wolfville unless in an approved outdoor appliance in accordance to Section 5. Section 4.2 prohibits the burning of waste of any kind. New to the bylaw is the citing of the Nova Scotia Department of Natural Resources fire ban and weather conditions in Section 4.3, prohibiting fire during these time periods.

Section 5 deals with “Permitted Outdoor Fires” with the use of acceptable fire appliances. Requirements under Section 5.1 allows for recreational outdoor fires with the use of portable barbecue appliances, outdoor propane fire pit or an acceptable outdoor wood burning appliance for cooking food. Outdoor recreational fires in an outdoor propane firepit or fireplace installed per the manufacturing specifications will be allowed under Section 5.2. Acceptable outdoor wood burning appliances for recreational fires is fully outlined in Section 5.3, detailing the type of fuel, safe distances for appliances to be used and the criteria needed to have an acceptable outdoor wood burning activity. Section 5.4 allows for outdoor fires for the purposes of training by the Emergency Management Organization or the Wolfville Fire Department.

Section 6 details the “Fire Appliance Requirements” with appliance construction materials, the weight of the materials, the size of the materials and the certification of the gas appliances. Section 6.4 requires Propane Fire Pit, Fireplace and Barbecue installations, use and care, shall be in accordance with the manufacturer’s instructions and purpose guidelines. All-natural gas and liquefied propane must be certified by an appropriate certification agency as outlined in Section 6.5. Section 6.6 confirms that all Propane Appliances must conform to the Fuel Safety Regulations passed under the Technical Safety Act of Nova Scotia, which oversees the storage, use and transportation of propane, natural gas and the containers used to contain the same.

A further addition is an “Enforcement” section that gives certain authorities to the Fire Chief and Designate to order or extinguish an outdoor fire, enter on land in the performance of their duties, order or have removed an illegal fire appliance, and offers protection for actions carried out under this bylaw.

The “Penalty” section has some increased fines, the first offence will remain at two hundred dollars (\$200.00), but a graduated fine schedule of four hundred dollars (\$400.00) for second offence and a fine of nine hundred dollars (\$900.00) for third or subsequent offences has been added. This wording change

REQUEST FOR DECISION 080-2019

Title: Outdoor Fire Bylaw

Subject: Replacement of Open Air Fires Bylaw

Date: 2019-12-03

Department: Planning & Development



will allow for application for a summary offence ticket option from the Department of Justice, Registry of Regulations for violations for this bylaw.

The Town's Fire Chief has been involved throughout the development of this by-law.

This Bylaw is catching up to, and consistent with, trends in outdoor recreational fires. On the proactive side, it is evident that there are many outdoor burning appliances being offered for sale and this Bylaw will target only the ones not being used appropriately allowing for recreational use without the cooking necessity.

FINANCIAL IMPLICATIONS

With the introduction of the summary offence ticket for expeditious and efficient process of violations, prosecution cost should be kept to a minimum.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Improving quality of life for all by offering a dynamic quality of life grounded in the Town's leisure, culture and recreation activities.

6) COMMUNICATION REQUIREMENTS

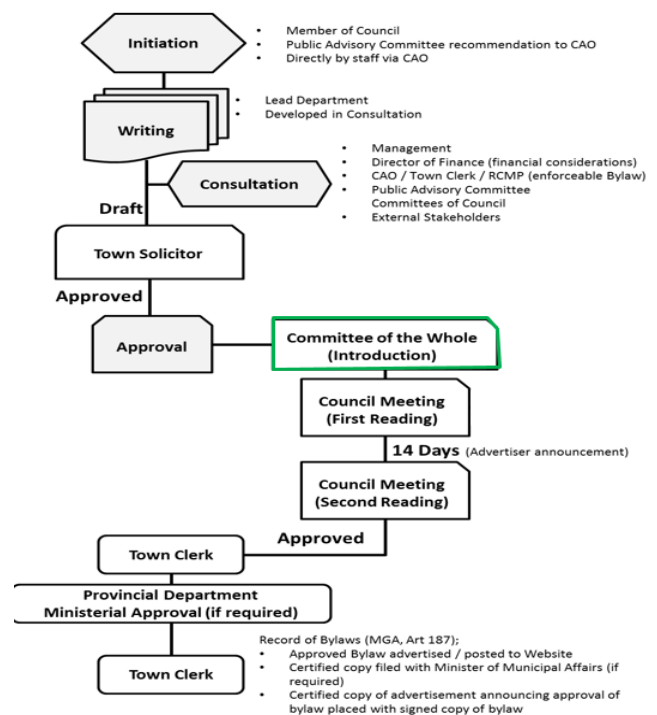
There is a slight need for public communication as the decision is a catch up to the merging trends of recreational fire in the community. There will be little impact on residents, students, landlords, police, enforcement and town staff. Consultation by way of notice of intention should be sufficient for this bylaw.

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

7) 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 bylaw with other specific conditions.



1. Title

This bylaw shall be known as Chapter 71 and may be cited as the Outdoor Fire Bylaw.

2. References

2.1 Nova Scotia Municipal Government Act (NS MGA):

Whereas under Sections 172(1), (a), (b), and (d) of the Nova Scotia Municipal Government Act (NS MGA), Council may make bylaws, respecting the health, wellbeing, safety and protection of persons, the safety and protection of property, and activities that may cause nuisances including burning, odours, and fumes.

3. Definitions

3.1 In this Bylaw:

- (1) "Acceptable Outdoor Wood Burning Appliance" means an outdoor receptacle with an opening which does not exceed one (1) meter across constructed from bricks, concrete blocks, heavy gauge steel, or stone, to a maximum of 60 centimeters from surface grade and has a one half inch (1/2") or (12 mm) spark arrestor or metal mesh screen covering;
- (2) "Building" means any structure, whether temporary or permanent, used or capable of use for the shelter, accommodation or enclosure of persons, animals, materials or equipment.
- (3) "Burn" means to light, ignite or set fire to any material;
- (4) "Certified" means certified as meeting the standards of the Canadian Standards Association (CSA approved) or another nationally recognized testing organization;
- (5) "Council" means the Council of the Town of Wolfville;
- (6) "Designate" means the person or persons designated by Council to enforce this Bylaw, including the Police, Bylaw Enforcement Officers and Fire Inspectors of the Town of Wolfville;
- (7) "Emergency Measures Organization" means the Emergency Measures Organization as approved and established for the Town of Wolfville;
- (8) "Fire Chief" means the Fire Chief, or his Designate for the Town of Wolfville;
- (9) "Garden and Yard Waste" means any shrubbery, tree pruning, leaves, brush, weeds, grass, roots, tree stumps, turf, and similar vegetation;
- (10) "General Waste" means any rubbish, garbage, treated wood with paint or preservative,

non-wooden material, packaging, containers, bottles, cans, rags, clothing, and petroleum products;

- (11) "Hazard" means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisance;
- (12) "Nuisance" means the causing of any smoke, smells or other emission from any fire permitted under this bylaw, or otherwise, that adversely and unreasonably affects the reasonable enjoyment by other persons of their property;
- (13) "Outdoor Fire" means any combustion, whether or not fire is present or visible, located any place on a property including inside any receptacle outside a building;
- (14) "Outdoor Propane Fire Pit or Fireplace" means a manufactured fire pit or fireplace commonly made of pre-cast concrete or metal and/or a combination of a metal table and stone which are fueled by natural gas, propane (LP) or bio ethanol and used for recreational fires.
- (15) "Portable Barbecuing Appliance" means any appliance sold or constructed for the purpose of cooking food outdoors, fueled by liquefied petroleum gas, natural gas, compressed briquettes, or charcoal;
- (16) "Recreational fire" means an outdoor fire using solid fuels or Liquefied Petroleum Gas or natural gas for cooking or pleasure;
- (17) "Solid fuel" means dry seasoned hard or soft wood, charcoal, mechanically processed fiber wood, pelletized wood and wood chips;
- (18) "Fire protection equipment" means tools or equipment useful in extinguishing fires and preventing the spread of fires including but not limited to fire extinguishers, back tanks, buckets of water and hoses connected to an adequate water supply;
- (19) "Town" means the Town of Wolfville.

4. Outdoor Fires Prohibited:

- 4.1 No person shall be permitted to have an outdoor fire within the Town, unless in accordance to Section 5 of this By-law;
- 4.2 No person shall be permitted to burn general waste, or garden and yard waste on any lands owned or occupied by such person, or on any other lands within the Town;
- 4.3 No person shall ignite an outdoor fire when:
 - i. The Nova Scotia Department of Natural Resources has issued a fire ban for this area of the province; and, or
 - ii. The weather conditions may jeopardize the ability to control the fire.

5. Outdoor Fires Permitted:

5.1 Persons shall be permitted to have a recreational fire to cook food using an Acceptable Outdoor Wood Burning Appliance; Portable Barbecue Appliance, an Outdoor Propane Fire Pit, or an Outdoor Fireplace;

5.2 Persons shall be permitted to have a recreational fire in an outdoor propane fire pit or fireplace, which has been installed pursuant to the manufacturer's specifications;

5.3 Persons shall be permitted to have a recreational fire in an acceptable outdoor wood burning appliance, providing that:

- i. only seasoned dry firewood or other solid fuel is burned;
- ii. a ½ inch or 12 mm spark arrestor or mesh screen covering is used to contain any sparks or blowing debris;
- iii. the acceptable outdoor wood burning appliance is in excess of 15 feet or 4.57 meters from any building, flammable structure, combustibile material or property line and not positioned on a wooden or combustibile material deck or platform;
- iv. only one recreational fire used on the property at one time;
- vi. the fire does not create a nuisance;
- vii. a responsible adult is present on the property while the fire is burning and until the fire is extinguished;
- viii. fire protection equipment is available to extinguish the fire within reasonable distance from where the fire is located.

5.4 Burning for the purpose of training members for the Emergency Management Organization or the Wolfville Fire Department is permitted.

6. Fire Appliance Requirements:

6.1 An acceptable outdoor wood burning appliance must be properly constructed of a minimum of 1/8" (4mm) steel in thickness, natural stone, brick, block or concrete to a maximum of 60 centimeters from surface grade measured on the outside rim of no more than 39.36 inches or one meter (1 m) across.

6.2 The actual size of the interior fire box in an outdoor wood burning appliance shall not be larger than 30 inches (30") or 762 millimeters (762 mm) in any dimension.

6.3 An acceptable outdoor wood burning appliance must be fitted with a spark arrestor mesh that covers the complete top with openings no larger than one half inch (1/2") or 12 millimeters (12mm).

6.4 Outdoor Propane Fire Pit, Fireplace or Portable Barbecues Appliances shall be installed, used and cared for in accordance with the manufacturer's guidelines and shall be only used for the purpose designed by the manufacturer.

6.5 All-natural gas or liquefied propane appliances must be certified by CSA, ULC or any other recognized certification agency.

6.6 Outdoor Propane Fire Pit, Fireplace and Portable Barbecue Appliances must conform to the requirements of the Fuel Safety Regulations as passed under the Technical Safety Act of Nova Scotia.

7. Enforcement:

7.1 The Fire Chief or Designate have control over the prevention and suppression of Outdoor Fires within the Town and shall have the authority to extinguish or ordered extinguished any Outdoor Fire which poses a health or fire hazard to persons or property, or which does not meet the provisions of this Bylaw.

7.2 The Fire Chief or Designate may enter upon any land, at any reasonably necessary time, for the purpose of performing their duties and functions pursuant to this Bylaw.

7.3 The Fire Chief or Designate can order the property owner to dismantle or removal an illegal outdoor burning appliance within a reasonable time and on failure to comply, shall have the appliance removed; the cost recovered by the Town on first lien on the property.

7.4 No action in trespass or nuisance may be brought against a member of a Fire Department, Police Officer, Bylaw Enforcement Officer or Designate for the doing of any act or the carrying out of any operation necessarily incidental to the exercise of any duty or power pursuant to this Bylaw.

8. Penalties:

8.1 Every person who contravenes or fails to comply with any orders or provisions of this Bylaw shall be liable to a penalty of not less than two hundred dollars (\$200.00) for first offence, not less than four hundred dollars (\$400.00) for second offence, and not less than nine hundred dollars (\$900.00) for third and subsequent offences.

9. Compliance with other legislation:

9.1 Nothing in this Bylaw shall exempt any person from obtaining any license, permission, permit, authority or approval required under any other Bylaw or regulation of the Town or any statute or regulation of the Province of Nova Scotia. If this Bylaw conflicts with any other statute or regulation of the Province of Nova Scotia the more restrictive statute shall apply.

10. REPEALS:

10.1 The Open Air Fires Bylaw and amendments thereto are repealed upon the coming into force of this Bylaw.



Clerk's Annotation for Official Bylaw Book

Date of first reading: _____

Date of advertisement of Notice of Intent to Consider: _____

Date of second reading: _____

Date of advertisement of Passage of Bylaw: _____

Date of mailing to Minister a certified copy of Bylaw: _____

I certify that this Outdoor Fire Bylaw Chapter 71-was adopted by Council and published as indicated above.

C.A.O./ Town Clerk

Date

DRAFT

Whereas under Sections 172 (a), (b), and (d) of the 1999 Municipal Government Act, Council may make bylaws, respecting the health, well being, safety and protection of persons, the safety and protection of property, and activities that may cause nuisances including burning, odours, and fumes;

Now, therefore, the Council of the Town of Wolfville duly assembled enacts as follows:

1. Interpretation

In this Bylaw:

“Acceptable Fire Pit” means an outdoor receptacle whereby the fire pit opening does not exceed 1 metre in width or in diameter when measured between the widest points or outside edges.

“Council” means the Council of the Town of Wolfville.

“Emergency Measures Organization” means the Emergency Measures Organization as established for the Town pursuant to the provisions of Chapter 57 within the Bylaws and Amendments of the Town of Wolfville.

“Fire Chief” means Fire Chief for the Town of Wolfville.

“Garden and Yard Waste” means any shrubbery, tree prunings, leaves, brush, weeds, grass, roots, tree stumps, turf, and similar vegetation.

“General Waste” means any rubbish, garbage, non-wooden material, packaging, containers, bottles, cans, rags, clothing, petroleum products, manure, human or animal excrement, sewage or the whole or part of an animal carcass.

“Hazard” means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisance.

“Nuisance” means the causing of nay smoke by or from any fire permitted or allowed under this Bylaw with compromises surrounding property owners with respect to the quiet enjoyment of their property.

“Portable Barbecuing Appliance” means any appliance sold or constructed for the purpose of cooking food outdoors, normally fuelled by liquefied petroleum gas, natural gas, compressed briquettes, or charcoal.

“Town” means the Town of Wolfville.

2. Open Air Fires Prohibited

- or
- (1) No person shall be permitted to have an open air fire or any other fire upon land owned or occupied by such person, or on any other lands within the Town.
 - (2) No person shall be permitted to burn general waste, or garden and yard waste on any lands owned or occupied by such person, or on any other lands within the Town.
 - (3) Notwithstanding Section 1, persons are permitted under this Bylaw to conduct:
 - (a) the cooking of food using a portable barbecuing appliance;
 - (b) the cooking of food in acceptable fire pits or acceptable fireplaces provided:
 - (i) only clean fuel is used such as natural gas, dry wood or charcoal in

amounts which will be contained within the fire pit or fireplace below the mesh screen;

- (ii) the fire does not create a nuisance, which is offensive to any other person;
- (iii) the fire does not create a hazard to persons or to other properties;
- (iv) a means, acceptable to the Fire Chief, of controlling or extinguishing the fire is available on the property and within reasonable distance from where the fire occurs;
- (v) a responsible adult is present on the property with the fire is burning;
- (vi) the fire is extinguished before supervision of the fire ends;
- (c) burning in fireplaces in or attached to dwellings as provided by legislation;
- (d) burning in Town-owned parks where fireplaces, stoves and fire pits are provided by or approved by the Town;
- (e) burning by the Emergency Measures Organization for the purpose of training members;
- (f) burning for municipal purposes at the direction of the Fire Chief.

3. Requirements for acceptable fire pits, outdoor fireplaces and structures

- (1) Acceptable fire pits, outdoor fireplaces, or structures must meet the following requirements:
 - (a) A minimum of 4.5 metres (15 feet) clearance shall be maintained from buildings;
 - (b) Installations must have enclosed sides made from bricks, concrete blocks, heavy gauge metal, stone, or other suitable non-combustible components;
 - (c) A spark arrestor mesh screen of ½ inch expanded metal (or equivalent) to contain sparks shall be provided over the fire.

4. Offences and Penalties

- (1) Every person who contravenes or fails to comply with any of the provisions of this Bylaw shall be liable to a penalty not exceeding \$250.00.

CERTIFICATE

I, Brian Porter, Town Clerk of the Town of Wolfville do hereby certify that the foregoing is a true copy of the Open Air Fires Bylaw passed at a duly called meeting of the Town Council of the Town of Wolfville on January 15, 2001.

Notice of the said Bylaw passing was published in ***THE ADVERTISER***, a newspaper circulating in the Town of on the 23rd day of January, 2001.

GIVEN under the hand of the Town Clerk and the Corporate seal of the Town of Wolfville this 24th day of January, 2001.

BRIAN PORTER, Town Clerk

*First Reading December 18, 2000
Second Reading January 15, 2001*

Schedule M-27

Town of Wolfville Bylaws

Outdoor Fire Bylaw

Offence	Section	Out of Court Settlement	
Having an Outdoor Fire other than permitted in Section 5	4.1	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Burning of General Waste, Garden or Yard	4.2	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Having Outdoor Fire during Provincial Fire Ban	4.3(i)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Having Outdoor Fire during weather jeopardizing control of fire	4.3(ii)	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50
Contravening provisions of bylaw or failing to comply with order (specify)	8.1	first offence	\$352.50
		second offence	\$582.50
		third & subsequent offence	\$1157.50

REQUEST FOR DECISION 045-2019 (Supplemental)

Title: Property Minimum Standards Bylaw

Date: 2019-12-03

Department: Planning & Development



SUMMARY

Supplemental Report - Property Minimum Standards Bylaw Amendment

The Property Minimum Standards Bylaw has been before Council previously; however, was not advertised properly and was sent back by the Province. Staff would like to take this opportunity (having to go through the process again) to introduce another housekeeping amendment regarding parking enforcement to this by-law.

The original RFD (045) is included and this supplemental report provides information on the proposed parking enforcement amendment being introduced.

As staff have been reviewing the Land Use Bylaw, there is a gap in enforcing illegal parking (on front lawns, etc). It was determined that the issue was better suited to the Property Minimum Standards Bylaw. It is proposed to amend Section 5(2)(b) of the Property Minimum Standards Bylaw which states, “parking vehicle on yards in accordance with the requirements of the Town of Wolfville Land Use Bylaw” to now read “The owner or occupier shall not allow any vehicle to park on any area of a lot other than a parking area”. A new definition of “Parking Area” will also be inserted into the Property Minimum Standards Bylaw and will alleviate the use of Section 5.6.2 of the Land Use Bylaw and the need for a judicial hearing in such cases of violation. With the Property Minimum Standards Bylaw being prepared for a Summary Offence Ticket (S.O.T.), payment option for this violation can be easily administered.

DRAFT MOTION:

That Council give first reading to the attached revised Property Minimum Standards Bylaw and direct staff to prepare the notice of intention and set a date for second reading.

REQUEST FOR DECISION 045-2019 (Supplemental)

Title: Property Minimum Standards Bylaw

Date: 2019-12-03

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

The purpose of this RFD coming back to Council is to now consider the parking enforcement amendments and bring this Bylaw through the formal approval process of first and second readings.

2) LEGISLATIVE AUTHORITY

Authority for the Town to adopt such a bylaw is found in Sections 172 and 181 of the Municipal Government Act (MGA). Section 8 of the Summary Proceedings Act of Nova Scotia permits offences contained in municipal by-laws to be designated as SOT offences.

3) STAFF RECOMMENDATION

Staff's recommendation to Council to approve the addition of the definition of "Parking Area" and the amendment to Section 5(2)(b) of the proposed amended Property Minimum Standards By-law

4) REFERENCES AND ATTACHMENTS

1. Original RFD 045-2019 (attached).
2. Copy original Property Minimum Standards Bylaw approved on October 8th, 2013 (attached).
3. Amended Draft of the Property Minimum Standards Bylaw (attached).
4. Draft of the Schedule M-27 wording for Summary Offence booklet (attached).

5) DISCUSSION

The Property Minimum Standards Bylaw has been before Council previously; however, was not advertised properly and was sent back by the Province. Staff would like to take this opportunity (having to go through the process again) to introduce another housekeeping amendment regarding parking enforcement to this by-law.

As staff have been reviewing the Land Use Bylaw, there is a gap in enforcing illegal parking (on front lawns, etc). It was determined that the issue was better suited to the Property Minimum Standards Bylaw. It is proposed to amend Section 5(2)(b) of the Property Minimum Standards Bylaw which states, "parking vehicle on yards in accordance with the requirements of the Town of Wolfville Land Use Bylaw" to now read "The owner or occupier shall not allow any vehicle to park on any area of a lot other than a parking area". A new definition of "Parking Area" will also be inserted into the Property Minimum Standards Bylaw and will alleviate the use of Section 5.6.2 of the Land Use Bylaw and the need for a judicial hearing in such cases of violation. With the Property Minimum Standards Bylaw being prepared for a Summary Offence Ticket (S.O.T.), payment option for this violation can be easily administered.

REQUEST FOR DECISION 045-2019 (Supplemental)

Title: Property Minimum Standards Bylaw

Date: 2019-12-03

Department: Planning & Development



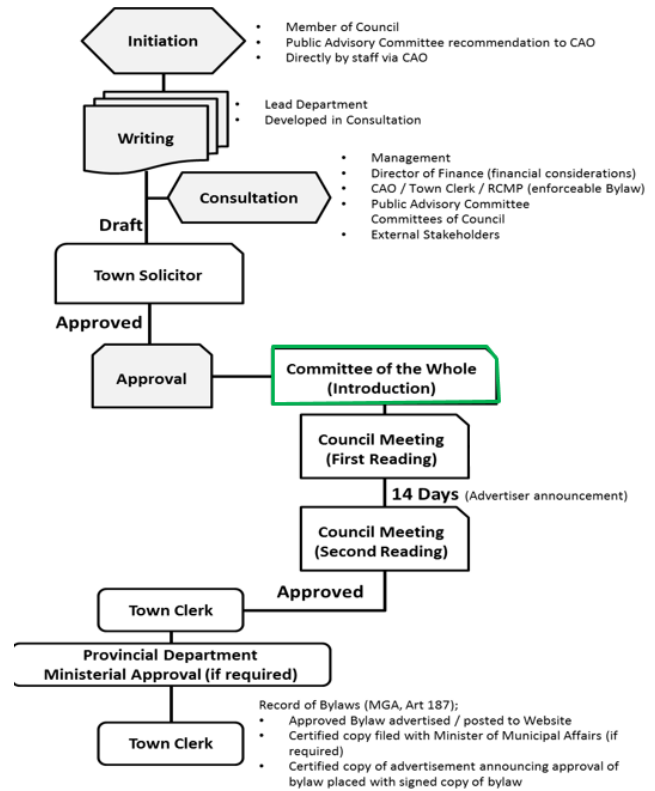
6) COMMUNICATION REQUIREMENTS

This decision does not warrant communication requirements as the changes are minor in nature and do not change the intention of the bylaw only a clarification of wording. The change to the use of the Summary Offence Ticket with an out of court settlement for minor single offences would not affect the community but makes internal processes more expeditious and efficient.

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

7) ALTERNATIVES

- Council could decide not to include this supplemental definition and amendment to the proposed Property Minimum Standards Bylaw as outlined in original RFD 045-2019.



REQUEST FOR DECISION 045-2019

Title: Property Minimum Standards Bylaw

Date: ~~2019-07-02~~ October 15, 2019

Department: Planning & Development



SUMMARY

Property Minimum Standards By-law Amendments

The Property Minimum Standards Bylaw was passed on October 8th, 2013. The proposed amendments are minor in nature and do not propose any substantial changes.

On review it was determined that the wording in the Bylaw could be clearer to avoid interpretation issues. Staff would like to have the bylaw offence sections designated under the Summary Offence Tickets (SOT) Regulations as an alternative to a long form information process. The SOT process would allow for an out of court settlement (OCS) option for the offences in the bylaw. The OCS would be the minimum penalty set out in the Property Minimum Standards Bylaw, plus victim fine surcharge of 15% and court costs for a single offence. Multiple offence incidents would be handled by the long form process.

The requested action to update and strengthen the Property Minimum Standards Bylaw is expected to assist the staff in dealing with substandard properties within the Town in an expeditious and efficient manner.

MOTION Carried at September 17, 2019 Council meeting:

That Council give first reading to the attached Property Minimum Standards Bylaw and direct staff to prepare the notice of intention and set a date for second reading.

DRAFT MOTION – October 15, 2019 Council meeting:

That Council give second reading to the attached Property Minimum Standards Bylaw and direct staff to prepare the Passage of Bylaw notification.

REQUEST FOR DECISION 045-2019

Title: Property Minimum Standards Bylaw

Date: ~~2019-07-02~~ October 15, 2019

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

Council discussed this Bylaw in July and was satisfied with the proposed changes. The purpose of this RFD coming back to Council is to now bring this Bylaw through the formal approval process of first and second readings.

2) LEGISLATIVE AUTHORITY

Authority for the Town to adopt such a bylaw is found in Sections 172 and 181 of the Municipal Government Act (MGA). Section 8 of the Summary Proceedings Act of Nova Scotia permits offences contained in municipal by-laws to be designated as SOT offences.

3) STAFF RECOMMENDATION

That Council give first reading to the attached Property Minimum Standards Bylaw and direct staff to prepare the notice of intention and set a date for second reading.

4) REFERENCES AND ATTACHMENTS

1. Copy original of Property Minimum Standards Bylaw passed on October 8th, 2013 (attached).
2. Amended Draft of the Property Minimum Standards Bylaw (attached).
3. Draft of the Schedule M-27 wording for Summary Offence booklet (attached).

5) DISCUSSION

The Property Minimum Standard Bylaw was passed in October 8th, 2013. On review it is felt by staff that a revision of some of the wording would be appropriate to clarify any possible interpretation issues in the bylaw. Furthermore, staff would like to have the bylaw offence sections designated under the Summary Offence Tickets (SOT) Regulations as an alternative to a long form information process under the Summary Proceedings Act. The SOT process would allow for the immediate notice of an offence charge, the exact circumstances of the offence, a date to pay the out of court-settlement (OCS) or inform the courts the intent to challenge the offence and the amount of the OCS if they decided to pay. The OCS would be the base penalty set out in the Property Minimum Standards Bylaw, of two hundred dollars (\$200.00) plus victim fine surcharge of 15% and court costs to a final OCS of three hundred and fifty-two dollars and fifty cents (\$352.50) for a single offence. The OCS would have a graduated fine schedule for a second offence of four hundred dollars (\$400.00) plus victim fine surcharge of 15% and court cost to an OCS of five hundred and eighty two dollars and fifty cents (\$582.50) and third or subsequent offences of nine hundred dollars (\$900.00) plus victim fine surcharge of 15% and court costs to an OCS of one thousand, one hundred and fifty seven dollars and fifty cents (\$1157.50).

REQUEST FOR DECISION 045-2019

Title: Property Minimum Standards Bylaw

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Department: Planning & Development



More complicated multiple offence incidents would still be handled by the long form process which requires a mandatory court appearance.

The requested action to update and strengthen the Property Minimum Standards Bylaw is expected to assist the staff in dealing with substandard properties within the Town. The Summary Offence Ticket with an out of court-settlement (OCS) will ensure an expeditious and efficient process for the simple singular Property Minimum Standards Bylaw offences.

Changes to the Property Minimum Standards Bylaw starts with the correction of the Municipal Government Act sections for authority to establish the bylaw. Further general amendments updated the reference sections to the appropriate statutes and codes throughout, to reflect standards of the Nova Scotia Building Code, National Building Code of Canada and the National Plumbing Code of Canada.

The definition section of the bylaw received an addition of “land, and “property” sections. These two clarifications in the definitions which are utilized throughout the bylaw replaced wording, like “buildings, grounds, yards, lawns which are included in these two new definitions. Additionally, the definition of “Single Room Occupancy” has been included to clarify what these living arrangements mean.

The Section of General Duties and Obligations, Section 4(b) is changed to clarify the standard that older buildings are to be maintained which is at the time of the original build. The addition of Section 4(d) allows for testing of materials, equipment, devices, construction, and remedial methods if needed as for a determination as a requirement of the Bylaw. As Section 4(d) relates to all sections of the Bylaw, Sections 6(2)(b), Structural Soundness and 6(12)(c), Electrical Services, are removed due to redundancy.

Standards for Buildings, Section 6(1)(a), under Fire Prevention is clarified to read, “other Town of Wolfville Bylaws or any Provincial legislation”. Drainage and Prevention of Dampness, Section 6(3)(b) has been amended to add “moisture” but remove mold and mildew, the result of the moisture and dampness. Experts are not needed for the detection of dampness and moisture which is the cause of the for mold or mildew. “Property” has replaced “building” in Pest Prevention and Control, Section 6(4). Interior Walls, Ceiling and Floors, Section 6(5)a had “the ceiling” added to the section. Stairs, Decks and Balconies, Section 6(9)(b) is a clarification of the standard expected that guards and handrails will be repaired or replaced with the appropriate legislation.

The Heating Section, 11(a) has been updated to reflect the National Building Code of Canada standards of 22 degrees Celsius in all living spaces and 18 degrees Celsius in unfinished basements during outside winter temperatures. This is an increase of 2 degrees in all living spaces and an additional standard for unfinished basements.

Most important changes are in the Penalties, Section 8(2) and 8(3) of the Bylaw. Section 8(2) is the addition of the authority of a Bylaw Enforcement Officer on probable grounds to issue a Summary Offence Ticket (SOT) for a single violation. The amendment to 8(3) sets out the base penalty for the issuance of a SOT for first, second, third and subsequent offences under this bylaw.

REQUEST FOR DECISION 045-2019

Title: Property Minimum Standards Bylaw

Date: ~~2019-07-02~~ October 15, 2019

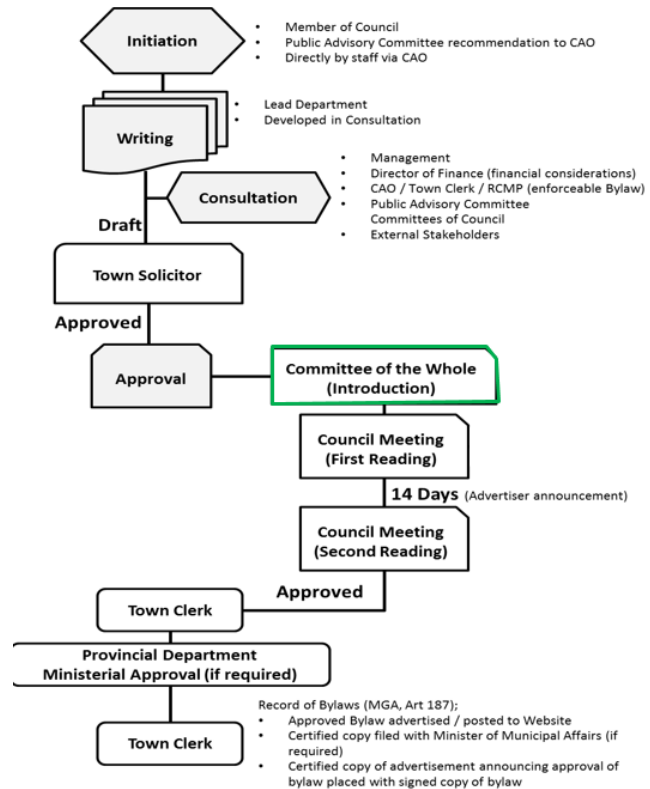
Department: Planning & Development



6) PROCESS AND COMMUNICATION REQUIREMENTS

This decision does not warrant communication requirements as the changes are minor in nature and do not change the intention of the bylaw only a clarification of wording. The change to the use of the Summary Offence Ticket with an out of court settlement for minor single offences would not affect the community but makes internal processes more expeditious and efficient.

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



7) ALTERNATIVES

- Council could decide to have all Property Minimum Standards Bylaw offences dealt with by way of a long form process to ensure a mandatory court appearance for all infractions regardless of the severity.
- Council could decide to approve the wording change but not to move forward to the Summary Offence Ticket process.



PROPERTY MINIMUM STANDARDS BYLAW

Be it enacted, by the Council of the Town of Wolfville under the authority of Section 172 and Section 181 of the Municipal Government Act, as amended:

1 Title

This bylaw shall be titled and referred to as the ‘Property Minimum Standards Bylaw’.

2 Background

Section 172 of The Municipal Government Act gives Council the authority to establish by-laws. Section 172(a) allows by-laws to be created for the health, well-being, safety and protection of persons, whilst Section 172(jb) allows by-laws to be created that set standards for the maintenance and sightliness of property and section 181 allows by-laws to be created to prescribe minimum standards for buildings occupied for residential and commercial purposes.

The purpose of this bylaw is to establish a set of minimum standards for properties in The Town of Wolfville and outline the responsibilities of property owners in this regard.

3 Definitions

In this Bylaw:

- (1) “Accessory Building” means a subordinate building or structure on the same lot as the main building devoted exclusively to an accessory use.
- (2) “Appointed Person” means the Building Inspector, By-Law Enforcement Officer of the Town of Wolfville, or any other person appointed by the Chief Administrative Officer who is empowered by legislation to enforce this By-law.
- (3) “Building” means any structure, whether temporary or permanent, used or capable of use for the shelter, accommodation or enclosure of persons, animals, materials or equipment and includes the grounds, lawns and accessory buildings on the property of the building.
- (4) “Building Inspector” means the building inspector of the Town of Wolfville.
- (5) “By-Law Enforcement Officer” means a person appointed by the Chief Administrative Officer who is a Special Constable or By-Law Enforcement officer pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this By-law.
- (6) “Council” means the Council of the Town of Wolfville.



- (7) “Dwelling Unit” means one or more habitable rooms used or capable of use by one or more individuals as an independent and separate housekeeping establishment in which separate kitchen and sanitary facilities are provided for the exclusive use of such individual or individuals, with a private entrance from outside the building or from a common hallway or stairway inside the building.
- (8) “Habitable Room” means a room in a dwelling unit used or intended to be used for living, sleeping, cooking or eating purposes.
- (9) “Occupier” means any person who resides in or uses a Dwelling Unit and includes, but is not limited to, a tenant or the owner of the Dwelling Unit.
- (10) “Owner” includes any one or combination of the following as defined in the Municipal Government Act:
 - (a) A part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,
 - (b) In case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building,
 - (c) A person who occupies shores , beaches or shoals, and
 - (d) In the absence of proof to the contrary, the person assessed for the property.

4 General Duties and Obligations

- (a) The Owner of a building shall maintain the building to the standards as provided in this By-Law.
- (b) The Owner of a building shall maintain the building to the standard to which it was required to be built.
- (c) The standards of this By-Law are minimum standards and this By-Law shall not be construed so as to lessen the requirements for the construction, repair, or alteration of a building imposed by any other Town of Wolfville By-Law or any other applicable legislation.



5 General Property Standards

(1) Grounds and Lawns

- (a) Grounds and lawns and the general landscaping of a property shall be maintained in a clean and tidy condition and shall not be unsightly in relation to neighboring properties.
- (b) Without limiting the generality of paragraph 5(1)(a), the following standards shall apply to grounds and lawns:
 - (i) Any vehicle, trailer, boat, furniture or equipment that is discarded, derelict, dismantled, or in an abandoned condition shall not be parked, stored or left in any yard.
 - (ii) Lawns, hedges, bushes and landscape plantings shall be maintained as required to prevent them from becoming overgrown or unsightly.
 - (iii) Yards shall be maintained free of rubbish and debris.
 - (iv) Any furniture that is designed and manufactured for indoor use shall not be placed outside of a dwelling.
 - (v) Appliances including, but not limited to, refrigerators, stoves, and freezers shall not be left in yards, interior stairways, or hallways and shall not be used as placed of storage.
- (c) Nothing in this by-law shall prevent a building owner from establishing vegetable gardens or other non-conventional landscape treatments such as tall ornamental grasses and perennial flowers, provided that such installations are appropriately maintained and tended commensurate with a residential setting.

(2) Walks, Steps, Driveways & Parking Areas

- (a) Steps, walks, driveways, and parking areas and similar areas of a yard shall be maintained to:
 - (i) afford safe passage under normal use and weather conditions,
 - (ii) keep the surface free of loose, unstable or uneven surfaces,
 - (iii) keep the surface free of water ponding.
- (b) Parking of vehicles in yards shall be in accordance with the requirements of the Town of Wolfville Land Use By-Law in force and as amended from time to time.

(3) Storage of Waste/Resource Materials

Every building shall be provided with adequate storage facilities for storage of waste/resource materials in accordance with the Town of Wolfville Solid Waste/Resource



Management By-Law and such facilities shall be maintained in a clean and sanitary condition.

(4) Accessory Buildings

Accessory buildings shall be maintained in good repair and free from hazards or conditions which may affect health or cause fire or unsafe conditions.

6 Standards for Buildings

(1) Fire Prevention

- (a) The Owner of every building shall provide fire and smoke alarm systems as required by the Town of Wolfville Building By-Law.
- (b) Fire and smoke alarm systems shall be maintained in an operational condition at all times.
- (c) All required fire separations shall be maintained so as to adequately prevent the spread of fire from one compartment to the next.

(2) Structural Soundness

- (a) Every part of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any load to which it may normally be subjected.
- (b) The Appointed Person may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made or sufficient evidence or proof be submitted, at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, devices, construction or foundation meets the prescribed requirements.

(3) Drainage and Prevention of Dampness

- (a) Every basement, cellar, crawl space and similar space shall be adequately ventilated and drained.
- (b) Every floor, ceiling, both sides of every interior wall and the interior side of every exterior wall in a building shall be maintained free from excessive dampness and mould and mildew.



(4) Pest Prevention and Control

Buildings shall be kept reasonably free of rodents and insects.

(5) Interior Walls, Ceilings and Floors

- (a) Every wall in a building shall be reasonably smooth and level and maintained so as to be free of all protruding, broken or decayed structural components or wall coverings.
- (b) Shower walls and walls abutting bathtubs shall be impervious to water.
- (c) Every floor in a building shall be reasonably smooth and level and maintained so as to be free of all protruding, broken or decayed structural subfloor or floor coverings.
- (d) Finish flooring in kitchens, bathrooms, toilet rooms, shower rooms and laundry rooms shall be maintained to be reasonably impervious to water.

(6) Foundations and Exterior Walls

- (a) All foundation supports forming part of a building shall be maintained in good repairs so as to prevent settlement of the building.
- (b) The components of every exterior wall of a building and the exterior wall shall be maintained, weather tight, free of loose or unsecured objects and materials, prevent the entrance of insects and animals and prevent deterioration due to weather, insects and animals.

(7) Roofs, Eaves troughs and Gutters

- (a) Roofs shall be kept weather tight and free from leaks.
- (b) Every eaves trough, roof gutter and down pipe shall be kept in good repair.
- (c) Every roof shall be kept free from loose or unsecured objects and materials, dangerous accumulations of snow and ice, and all other fire and accident hazards.

(8) Windows and Doors

- (a) Windows, doors, skylights and basement or cellar hatchways shall be maintained in a good repair, weather tight and reasonably draft free.
- (b) All windows that are operable and exterior doors shall have suitable hardware so as to allow locking or otherwise securing from inside.
- (c) At least one window in each sleeping room shall meet egress standards as required by the Provincial Building Code.



- (d) Doors between an attached garage and the remainder of the building shall be fitted with weather stripping and a self-closing device to prevent the passage of gases into the remainder of the building.

(9) Stairs, Decks and Balconies

- (a) Interior and exterior stairs, porches, balconies, decks and landings shall be maintained in good repair so as to be free of holes, cracks, and other defects which may constitute accident hazards. Existing stair treads or risers that show excessive wear or are broken, warped or loose and any supporting structural members that are decayed or deteriorated shall be repaired or replaced.
- (b) Guards and handrails in accordance with the requirements of the Town of Wolfville Building By-Law shall be provided on all stairs, porches, balconies, decks and landings.

(10) Egress

- (a) Every building and dwelling unit shall have a safe, continuous and unobstructed passage from the interior of the building or dwelling unit to the exterior grade level.
- (b) Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached through an operable window or door operable from inside without requiring keys or specialized knowledge.
- (c) Any required egress shall not pass through a room in another dwelling unit or a service room, or a private room or space within the same dwelling unit.

(11) Heating

- (a) Every dwelling unit shall be provided with suitable heating facilities for maintaining a minimum indoor ambient temperature of 20 degrees Celsius throughout the dwelling unit.
- (b) The heating facilities shall be maintained in good working condition so as to be capable of heating the dwelling unit safely to the required standard.
- (c) Where a heating system or part thereof or any auxiliary heating system or unit burns solid or liquid fuel, a place or receptacle for storage of the fuel shall be provided and maintained in a convenient and safe location free from fire and accident hazards.



- (d) Fuel fired heating appliances shall be located in areas and locations so as not to create a fire or accident hazard or obstruct an egress from a dwelling or dwelling unit.
- (e) Heating appliances relying on combustion for heat production shall be provided with an adequate source of make-up air.
- (f) Every dwelling unit shall have a thermostat, or other suitable means for the purpose of controlling heat within the dwelling unit.
- (g) Chimneys, smoke pipes, connections, etc., shall be maintained in good working order and be capable of conveying spent gases to the exterior of the building safely.

(12) Electrical Services

- (a) The electrical wiring, fixtures, switches, receptacles and appliances located or used in every building shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards
- (b) Lighting fixtures shall be installed throughout all buildings of adequate number, location and size to provide sufficient illumination so as to avoid health or accident hazards in the normal use of the building.
- (c) If in the opinion of the Appointed Person, there is doubt as to the safety of the electrical system or parts thereof, the Appointed Person may direct that tests of materials, equipment, devices and construction methods be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device or construction meets the prescribed requirement.

(13) Plumbing

- (a) All water supply pipes shall be provided with an adequate supply of potable running water from the Town of Wolfville Municipal water system.
- (b) All bathroom, kitchen and laundry plumbing fixtures shall be provided with an adequate supply of hot and cold running water. Hot water shall be capable of being supplied at a temperature of not less than 43 degrees Celsius and not greater than 60 degrees Celsius. A mixing valve shall be provided where required by the Town of Wolfville Building By-Law.
- (c) All plumbing, including drains, water supply pipes, toilets and other plumbing fixtures shall be maintained in good working condition, free of leaks and defects and all water pipe and appurtenances thereto shall be protected from freezing.



- (d) Every fixture shall be of such materials, construction and design that will ensure the exposed surfaces of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, or other imperfections that may harbor germs or impede thorough cleansing.
- (e) All plumbing fixtures shall be connected to the Town of Wolfville sanitary sewage collection system through water seal traps and be appropriately vented.
- (f) All appliances intended to supply the hot water to plumbing fixtures shall be equipped with a temperature relief valve.

(14) Natural Light and Ventilation

- (a) All basements, cellars, and attics and roof spaces shall be ventilated.
- (b) All dwelling units shall provide windows for natural light in accordance with the Town of Wolfville Building By-Law.
- (c) All dwelling units shall be adequately ventilated in accordance with the requirements of the Town of Wolfville Building By-Law.
- (d) All systems of mechanical ventilation shall be maintained in good working order.

(15) Bathroom Facilities

- (a) Every Dwelling Unit shall be provided with at least one bathroom which includes a water closet, lavatory and bathtub or shower, connected to a piped supply of potable water and an acceptable means of sewage disposal.
- (b) Every bathroom shall be fully enclosed and provided with a door equipped with a privacy latch.

(16) Sleeping Rooms

A room to be used for sleeping purposes shall:

- (a) have a minimum floor area of 7.0 square metres;
- (b) have a minimum floor area of 5.0 square metres per occupant where occupied by more than one person;
- (c) have a minimum ceiling height of 2.0 metres over at least 60% of the floor area;
- (d) not serve any other uses such as a lobby, hallway, closet, bathroom, laundry room, stairway, kitchen or service room.



(17) Kitchens

Every Dwelling Unit shall contain a kitchen area equipped with a sink, served with hot and cold running water, storage facilities, and a counter top work area covered with material that is easily cleanable. Space shall be provided for a stove and a refrigerator including appropriate electrical connections.

(18) Cleanliness

The Occupier of a Dwelling Unit shall maintain its contents, fixtures and fittings to a standard that does not present a hazard to persons, health or property. The Occupier shall ensure that:

- (a) Areas used for the preparation or cooking of food shall be kept reasonably clean;
- (b) Garbage and waste shall be cleared away and not allowed to accumulate, rot or fester;
- (c) Bathrooms, sinks, showers and tubs shall be maintained in a sanitary manner;
- (d) Feces from domestic pets will be cleared away and disposed of in an appropriate manner;
- (e) Used sanitary items, diapers, birth control devices, medicines and other potentially hazardous items will be disposed of in an appropriate manner.

7 Enforcement

Any *Appointed Person* is authorized to enforce this By-Law.

- (1) An *Appointed Person* may enter a property in order to carry out an inspection to ensure compliance with this Bylaw, so long as such entry is made in accordance with the requirements of Part XXI, Section 503(3) of the Municipal Government Act, as amended.
- (2) If after an inspection, an *Appointed Person* is satisfied that in some respect, the building or the property or the both of them, do not conform to the standards prescribed in this By-Law, the *Appointed Person* shall serve or cause to be served by personal delivery or registered mail to the owner(s) of the property, an Order to Comply and may at the same time provide all occupants of the building with a copy of the Order.
- (3) Every Order to Comply shall contain:
 - (a) the standards to which the building does not comply;
 - (b) the date after which the building must comply with the order and will be subject to a reinspection to ascertain compliance with the Order.



- (c) The action that will be taken against the owner should the building not comply with the prescribed standards at the time of the reinspection.

- (4) Where an order has been served upon an owner, and the owner provides the Appointed Person with a schedule outlining specific time frames within which the work specified in the Order will be completed, the Appointed Person may accept or amend the schedule at which time the schedule will become a part of the Order.

- (5) An owner may appeal an Order to the Town Council within seven days after the Order is served.

- (6) Where an owner fails to comply with the requirements of an Order within the time specified in the Order, the Appointed Person may have a contractor enter upon the property and carry out the work specified in the Order.

- (7) Where the Town carries out the work specified in the Order, the Town may charge and collect the costs thereof as a first lien on the property affected.

8 Penalties

- (1) Failure to meet each and every standard specified in this By-Law shall constitute a separate and distinct offence.

- (2) Any person who contravenes any provision of this Bylaw, or fails to comply with the terms of an Order issued subject to this Bylaw commits an offence that is punishable on summary conviction by a fine of not less than \$200 and not more than \$10000 and to imprisonment of not more than 30 days in default of payment thereof.

- (3) In any prosecution or proceeding in respect to any contravention of, or failure to comply with any provision of this By-Law, which contravention or failure of compliance continues from day to day, the Court or Judge before whom the matter of such contravention or failure of compliance is heard, may, in addition to the penalty imposed for such contravention or failure, impose a further penalty for each day during which such contravention or failure has been continued.

9 REPEAL

The Minimum Housing and Maintenance Standards Bylaw passed by Town Council on 16th November 1981 and approved by the Minister on 27th November 1981 is repealed.



FIRST READING: September 10, 2013

SECOND READING: October 8, 2013

CERTIFICATE

I, Michael MacLean, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 8th day of October, 2013.

Notice of the said Bylaw passing was published in **THE ADVERTISER**, a newspaper circulating in the said Town on the 22nd day of October, 2013.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this 23rd day of October, 2013.

MICHAEL MACLEAN
Town Clerk

PROPERTY MINIMUM STANDARDS BYLAW

Be it enacted, by the Council of the Town of Wolfville under the authority of Section 172 and Section 181 of the Municipal Government Act, as amended:

1 Title

This bylaw shall be titled and referred to as the 'Property Minimum Standards Bylaw'.

2 Background

Section 172(1) of The Municipal Government Act gives Council the authority to establish bylaws. Section 172(1)(a) allows by-laws to be created for the health, well-being, safety and protection of persons, whilst Section 172(1)(jb) allows bylaws to be created that set standards for the maintenance and sightliness of property and section 181 allows bylaws to be created to prescribe minimum standards for buildings occupied for residential and commercial purposes.

The purpose of this bylaw is to establish a set of minimum standards for properties in The Town of Wolfville and outline the responsibilities of property owners in this regard.

3 Definitions

In this Bylaw:

- 1) "Accessory Building" means a subordinate building or structure on the same lot as the main building devoted exclusively to an accessory use.
- 2) "Appointed Person" means the Building Inspector, Bylaw Enforcement Officer of the Town of Wolfville, or any other person appointed by the Chief Administrative Officer who is empowered by legislation to enforce this By-law.
- 3) "Building" means any structure, whether temporary or permanent, used or capable of use for the shelter, accommodation or enclosure of persons, animals, materials or equipment and includes the grounds, lawns and accessory buildings on the property of the building.
- 4) "Building Inspector" means the building inspector of the Town of Wolfville.
- 5) "Bylaw Enforcement Officer" means a person appointed by the Chief Administrative Officer who is a Special Constable or By-Law Enforcement officer pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this By-law.
- 6) "Council" means the Council of the Town of Wolfville.
- 7) " Dwelling Unit" means one or more habitable rooms used or capable of use by one or more individuals as an independent and separate housekeeping establishment in which separate

kitchen and sanitary facilities are provided for the exclusive use of such individual or individuals, with a private entrance from outside the building or from a common hallway or stairway inside the building.

- 8) "Habitable Room" means a room in a dwelling unit used or intended to be used for living, sleeping, cooking or eating purposes.
- 9) "Land" means grounds, lawns and yards of developed properties and undeveloped property lots.
- 10) "Occupier" means any person who resides in or uses a Dwelling Unit and includes, but is not limited to, a tenant or the owner of the Dwelling Unit.
- 11) "Owner" includes any one or combination of the following as defined in the Municipal Government Act:
 - (a) A part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,
 - (b) in case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building,
 - (c) a person who occupies shores, beaches or shoals, and
 - (d) in the absence of proof to the contrary, the person assessed for the property.
- 12) "Parking Area" means any portion of a lot used for the parking of vehicles and includes the driveway and circulation areas used to access any parking space.
- 13) "Property" means land and any buildings, structures, or part of a building or structure, erected on land, and includes vacant land.
- 14) "Single Room Occupancy" means a rental housing type wherein one or two people are housed in single room within a dwelling unit, wherein the tenants share bathroom and kitchen facilities.

4 General Duties and Obligations

- (a) The Owner of property shall maintain the property to the standards as provided in this Bylaw.
- (b) The Owner of a building shall maintain the building to the acceptable building practice at the time of the original build or building code at the time of the original build.
- (c) The standards of this Bylaw are minimum standards and this Bylaw shall not be construed to lessen the requirements for the construction, repair, or alteration of

property imposed by any other Town of Wolfville By-Law or any other applicable legislation.

- (d) The Appointed Person may direct that tests of materials, equipment, devices, construction and remedial methods be made, or sufficient evidence or proof be submitted, at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, devices, construction or remedial actions meets the prescribed requirements of this bylaw.

5 General Property Standards

1) Grounds and Lawns

- (a) Property and the general landscaping of a property shall be maintained in a clean and tidy condition and shall not be unsightly in relation to neighboring properties.
- (b) Without limiting the generality of paragraph 5(1)(a), the following standards shall apply to land:
 - (i) Any vehicle, trailer, boat, furniture or equipment that is discarded, derelict, dismantled, or in an abandoned condition shall not be parked, stored or left on land.
 - (ii) Lawns, hedges, bushes and landscape plantings shall be maintained to prevent them from becoming overgrown or unsightly.
 - (iii) Property shall be maintained free of rubbish and debris.
 - (iv) Any furniture that is designed and manufactured for indoor use shall not be placed outside of a dwelling.
 - (v) Appliances including, but not limited to, refrigerators, stoves, and freezers shall not be left in yards, interior stairways, or hallways and shall not be used as placed of storage.
- (c) Nothing in this bylaw shall prevent a building owner from establishing vegetable gardens or other non-conventional landscape treatments such as tall ornamental grasses and perennial flowers, provided that such installations are appropriately maintained and tended commensurate with a residential setting.

2) Walks, Steps, Driveways & Parking Areas

- (a) Steps, walks, driveways, and parking areas and similar areas of a yard shall be maintained to:
 - (i) afford safe passage under normal use and weather conditions,
 - (ii) keep the surface free of loose, unstable or uneven surfaces,
 - (iii) keep the surface free of water ponding.

- (b) The Owner or Occupier shall not allow any vehicle to park on any area of a lot other than a Parking Area.

3) Storage of Waste/Resource Materials

Every building shall be provided with adequate storage facilities for storage of waste/resource materials in accordance with the Valley Region Solid Waste-Resource Management Bylaw and such facilities shall be maintained in a clean and sanitary condition.

4) Accessory Buildings

(a) Accessory buildings shall be maintained in good repair and free from hazards or conditions which may affect health or cause fire or unsafe conditions.

6 Standards for Buildings

1) Fire Prevention

- (a) The Owner of every building shall provide fire and/or smoke alarm systems as required by The Nova Scotia Building Code.
- (b) Fire and/or smoke alarm systems shall be maintained in a operational condition at all times.
- (c) All required fire separations shall be maintained to adequately prevent the spread of fire from one compartment to the next.

2) Structural Soundness

- (a) Every part of a building shall be maintained in a structurally sound condition to be capable of sustaining safely its own weight and any load to which it may normally be subjected.

3) Drainage and Prevention of Dampness

- (a) Every basement, cellar, crawl space and similar space shall be adequately ventilated and drained.
- (b) Every floor, ceiling, both sides of every interior wall and the interior side of every exterior wall in a building shall be maintained free from excessive moisture and dampness.

4) Pest Prevention and Control

- (a) Property shall be kept reasonably free of rodents and insects.

5) Interior Walls, Ceilings and Floors

- (a) Every wall and ceiling in a building shall be reasonably smooth, level and maintained to be free of all protruding, broken or decayed structural components or wall coverings.
- (b) Shower walls and walls abutting bathtubs shall be impervious to water.
- (c) Every floor in a building shall be reasonably smooth and level and maintained to be free of all protruding, broken or decayed structural subfloor or floor coverings.
- (d) Finish flooring in kitchens, bathrooms, toilet rooms, shower rooms and laundry rooms shall be maintained to be reasonably impervious to water.

6) Foundations and Exterior Walls

- (a) All foundation supports forming part of a building shall be maintained in good repairs to prevent settlement of the building.
- (b) The components of every exterior wall of a building and the exterior wall shall be maintained, weather tight, free of loose or unsecured objects and materials, prevent the entrance of insects and animals and prevent deterioration due to weather, insects and animals.

7) Roofs, Eavestroughs and Gutters

- (a) Roofs shall be kept weather tight and free from leaks.
- (b) Every eaves trough, roof gutter and down pipe shall be kept in good repair.
- (c) Every roof shall be kept free from loose or unsecured objects and materials, dangerous accumulations of snow and ice, and all other fire and accident hazards.

8) Windows and Doors

- (a) Windows, doors, skylights and basement or cellar hatchways shall be maintained in a good repair, weather tight and reasonably draft free.
- (b) All windows that are operable and exterior doors shall have suitable hardware to allow locking or otherwise securing from inside.

- (c) At least one window in each sleeping room shall meet egress standards as required by the Nova Scotia Building Code.
- (d) Doors between an attached garage and the remainder of the building shall be fitted with weather stripping and a self-closing device to prevent the passage of gases into the remainder of the building.

9) Stairs, Decks and Balconies

- (a) Interior and exterior stairs, porches, balconies, decks and landings shall be maintained in good repairs to be free of holes, cracks, and other defects which may constitute accident hazards. Existing stair treads or risers that show excessive wear or are broken, warped or loose and any supporting structural members that are decayed or deteriorated shall be repaired or replaced.
- (b) Guards and handrails in unsafe condition shall be repaired or replaced accordance with the requirements of the Nova Scotia Building Code.

10) Egress

- (a) Every building and dwelling unit shall have a safe, continuous and unobstructed passage from the interior of the building or dwelling unit to the exterior grade level.
- (b) Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached through a window or door operable from inside without requiring keys or specialized knowledge as required by the Nova Scotia Building Code.
- (c) Any required egress shall not pass through a room in another dwelling unit or a service room, or a private room or space within the same dwelling unit.

11) Heating

- (a) Every dwelling unit, during outside winter design temperatures, shall be provided with heating facilities capable of maintaining a minimum indoor ambient temperature of no less than;
 - (1) 22 degrees Celsius in all living spaces, and
 - (2) 18 degrees Celsius in unfinished basements,as required by the National Building Code of Canada.
- (b) The heating facilities shall be maintained in good working condition to be capable of heating the dwelling unit safely to the required standard.
- (c) Where a heating system or part thereof or any auxiliary heating system or unit burns solid or liquid fuel, a place or receptacle for storage of the fuel shall be

provided and maintained in a convenient and safe location free from fire and accident hazards.

- (d) Fuel fired heating appliances shall be in areas and locations so as not to create a fire or accident hazard or obstruct an egress from a dwelling or dwelling unit.
- (e) Heating appliances relying on combustion for heat production shall be provided with an adequate source of make-up air.
- (f) Every dwelling unit shall have a thermostat, or other suitable means for the purpose of controlling heat within the dwelling unit.
- (g) Chimneys, smoke pipes, connections, etc., shall be maintained in good working order and be capable of conveying spent gases to the exterior of the building safely.

12) Electrical Services

- (a) The electrical wiring, fixtures, switches, receptacles and appliances located or used in every building shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards as required by the Canadian Electrical Code.
- (b) Lighting fixtures shall be installed throughout all buildings of adequate number, location and size to provide enough illumination to avoid health or accident hazards in the normal use of the building.

13) Plumbing

- (a) All water supply pipes shall be provided with an adequate supply of potable running water from the Town of Wolfville municipal water system.
- (b) All bathroom, kitchen and laundry plumbing fixtures shall be provided with an adequate supply of hot and cold running water. Hot water shall be capable of being supplied at a temperature of not less than 49 degrees Celsius and not greater than 60 degrees Celsius. A mixing valve shall be provided not to exceed 49 degrees Celsius in tubs and showers as required by the National Plumbing Code of Canada.
- (c) All plumbing, including drains, water supply pipes, toilets and other plumbing fixtures shall be maintained in good working condition, free of leaks and defects and all water pipe and appurtenances thereto shall be protected from freezing.
- (d) Every fixture shall be of such materials, construction and design that will ensure the exposed surfaces of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, or other imperfections that may harbour germs or impede thorough cleansing.
- (e) All plumbing fixtures shall be connected to the Town of Wolfville sanitary sewage collection system through water seal traps and be appropriately vented.

- (f) All appliances intended to supply the hot water to plumbing fixtures shall be equipped with a temperature relief valve.

14) Ventilation

- (a) All basements, cellars, and attics and roof spaces shall be ventilated.
- (b) All dwelling units shall be adequately ventilated in accordance with the requirements of the Nova Scotia Building Code
- (c) All systems of mechanical ventilation shall be maintained in good working order.

15) Bathroom Facilities

- (a) Every Dwelling Unit shall be provided with at least one bathroom which includes a water closet, lavatory and bathtub or shower, connected to a piped supply of potable water and an acceptable means of sewage disposal.
- (b) Every bathroom shall be fully enclosed and provided with a door equipped with a privacy latch.

16) Sleeping Rooms

A room to be used for sleeping purposes shall:

- (a) have a minimum floor area of 7.0 square metres;
- (b) have a minimum floor area of 5.0 square metres per occupant where occupied by more than one person;
- (c) have a minimum ceiling height of 2.0 metres over at least 60% of the floor area;
- (d) not serve any other uses such as a lobby, hallway, closet, bathroom, laundry room, stairway, kitchen or service room.

17) Kitchens

- (a) Every Dwelling Unit shall contain a kitchen area equipped with a sink, served with hot and cold running water, storage facilities, and a countertop work area covered with material that is easily cleanable. Space shall be provided for a stove and a refrigerator including appropriate electrical connections.

18) Cleanliness

The Occupier of a Dwelling Unit shall maintain its contents, fixtures and fittings to a standard that does not present a hazard to persons, health or property. The Occupier shall ensure that:

- (a) Areas used for the preparation or cooking of food shall be kept reasonably clean;
- (b) Garbage and waste shall be cleared away and not allowed to accumulate, rot or fester;
- (c) Bathrooms, sinks, showers and tubs shall be maintained in a sanitary manner;
- (d) Feces from domestic pets will be cleared away and disposed of in an appropriate manner; and
- (e) Used sanitary items, diapers, birth control devices, medicines and other potentially hazardous items will be disposed of in an appropriate manner.

7 Enforcement

Any *Appointed Person* is authorized to enforce this Bylaw.

- (1) An *Appointed Person* may enter a property in order to carry out an inspection to ensure compliance with this Bylaw, so long as such entry is made in accordance with the requirements of Part XXI, Section 503(3) of the Municipal Government Act, as amended.
- (2) If after an inspection, an *Appointed Person* is satisfied that in some respect, the building or the property or the both of them, do not conform to the standards prescribed in this By-Law, the *Appointed Person* shall serve or cause to be served by personal delivery or registered mail to the owner(s) of the property, an Order to Comply and may at the same time provide all occupants of the building with a copy of the Order.
- (3) Every Order to Comply shall contain:
 - (a) the standards to which the building does not comply;
 - (b) the date after which the building must comply with the order and will be subject to a reinspection to ascertain compliance with the Order.
 - (c) The action that will be taken against the owner should the building not comply with the prescribed standards at the time of the reinspection.
- (4) Where an order has been served upon an owner, and the owner provides the Appointed Person with a schedule outlining specific time frames within which the work specified in the Order will be completed, the Appointed Person may accept or amend the schedule at which time the schedule will become a part of the Order.
- (5) An owner may appeal an Order to the Town Council within seven days after the Order is served.
- (6) Where an owner fails to comply with the requirements of an Order within the time specified in the Order, the Appointed Person may have a contractor enter upon the property and carry out the work specified in the Order.

- (7) Where the Town carries out the work specified in the Order, the Town may charge and collect the costs thereof as a first lien on the property affected.

8 Penalties

- (1) Failure to meet each and every standard specified in this bylaw shall constitute a separate and distinct offence.
- (2) Any By-law Enforcement Officer, who believes on reasonable grounds that there has been a violation of this bylaw, may issue a Summary Offence Ticket.
- (3) Any Owner or Occupier, who contravenes any provision of this bylaw, or fails to comply with the terms of an Order issued subject to this Bylaw shall be liable to a penalty of no less than two hundred dollars (\$200.00) for the first offence, not less than four hundred dollars (\$400.00) for the second offence, and not less than nine hundred dollars (\$900.00) for the third and subsequent offences.
- (4) In any prosecution or proceeding in respect to any contravention of, or failure to comply with any provision of this bylaw, which contravention or failure of compliance continues from day to day, the Court or Judge before whom the matter of such contravention or failure of compliance is heard, may, in addition to the penalty imposed for such contravention or failure, impose a further penalty for each day during which such contravention or failure has been continued.

9 REPEAL

- (1) Any previous Property Minimum Standards amendments thereto are repealed upon coming into force of this Bylaw.

Clerk's Annotation for Official Bylaw Book

Date of first reading: 2019-09-00

Date of advertisement of Notice of Intent to Consider: 2019-09-00

Date of second reading: 2019-00-00

Date of advertisement of Passage of Bylaw: 2019-00-00

Date of mailing to Minister a certified copy of Bylaw: 2019-00-00

I certify that this **PROPERTY MINIMUM STANDARD BYLAW # 46** was adopted by Council and published as indicated above.

C.A.O./Town Clerk

Date

DRAFT

Schedule M-27

Town of Wolfville Bylaw

Property Minimum Standards, Chapter 46

Offence	Section	Out of Court Settlement
Owner failing to maintain buildings to the by-law minimum standard (specify).	4(a)	
first offence		\$352.50
second offence		\$582.50
third or subsequent offence		\$1157.50
Owner failing to maintain the building to the accepted building practice or building code of the original build.	4(b)	
first offence		\$352.50
second offence		\$582.50
third or subsequent offence		\$1157.50
Owner or occupier failing to comply with terms of an issued Order.	8(2)	
first offence		\$352.50
second offence		\$582.50
third or subsequent offence		\$1157.50
Owner or Occupier contravening provisions of bylaw (specify)	8(2)	
first offence		\$352.50
second offence		\$582.50
third or subsequent offence		\$1157.50

REQUEST FOR DECISION 066-2019

Title: Council – Committees of Council Meeting Schedule 2020

Date: 2019-12-03

Department: Office of the CAO



SUMMARY

Council-Committees of Council Meeting Schedule 2020

The purpose of this RFD is for Council to consider accepting the Committees of Council Schedule for 2020 as attached.

DRAFT MOTION:

That Council adopt the 2020 Council-Committees of Council Meeting Schedule as presented in RFD 066-2019.

REQUEST FOR DECISION 066-2019

Title: Council – Committees of Council Meeting Schedule 2020

Date: 2019-12-03

Department: Office of the CAO



1) CAO COMMENTS

The 2020 Council-Committees of Council calendar was reviewed by Management and the CAO supports the meeting schedule as presented.

2) LEGISLATIVE AUTHORITY

The Nova Scotia Municipal Government Act, Section 19(2), states that Council members must be notified at least three days in advance of council meetings, and the clerk is to give at least two days' public notice of the meetings. A long-term 2020 forecast of Council-Committees of Council meetings supports a more strategic view of scheduling.

3) STAFF RECOMMENDATION

Staff recommends that Council accept the 2020 Council-Committees of Council meeting schedule as detailed within this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings.

4) REFERENCES AND ATTACHMENTS

Appendix A – 2020 Council-Committees of Council meeting schedule (attached)

5) DISCUSSION

The Council, Committee of the Whole and Committees of Council meeting dates for 2020 are recommended as detailed in Appendix A to this RFD.

Frequency of Meetings:

- | | |
|--|---------------|
| • Committee of the Whole | Monthly |
| • Town Council | Monthly |
| • Accessibility Advisory Committee | Quarterly |
| • Planning Advisory Committee | Monthly |
| • Environmental Sustainability Committee | Quarterly |
| • Art in Public Spaces Committee | Quarterly |
| • Audit Committee | Quarterly |
| • Regional Emergency Management Advisory Committee | Quarterly |
| • RCMP Advisory Board | Quarterly |
| • Source Water Protection Advisory Committee | Quarterly |
| • Town & Gown Committee | Semi-Annually |

REQUEST FOR DECISION 066-2019

Title: Council – Committees of Council Meeting Schedule 2020

Date: 2019-12-03

Department: Office of the CAO



With the understanding the meeting dates may change as the year progresses, the proposed 2020 Council-Committees of Council meeting schedule considers the following annual conferences (NSFM dates to be confirmed):

- May 2020 NSFM Spring Workshop
- June 10-12 AMA Spring Conference
- September 22-25 AMA Fall Conference
- November 2020 NSFM Fall Conference

6) FINANCIAL IMPLICATIONS

Not Applicable

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This RFD is administrative in nature for establishing the 2020 Council & Committees of Council meeting calendar.

8) COMMUNICATION REQUIREMENTS

Once accepted, the 2020 Council-Committees of Council schedule will be published to the Town of Wolfville website "[Meeting Calendar](#)".

9) ALTERNATIVES

Throughout 2020, there may be the requirement to adjust scheduled meetings based on unforeseen scheduling conflicts that arise – these will be dealt with on a case-by-case basis.

Council-Committees of Council Meetings

Meeting	Time	Frequency
Committee of the Whole (COW)	8:30am - 11:30am	Monthly - 1st Tue of the Month
Town Council	6:30pm - 8:30pm	Monthly (Tuesdays)
Committees of Council		
Accessibility Advisory Committee	4:30pm - 5:30pm	Quarterly (Mondays)
Art in Public Spaces Committee	9:00am - 10:30am	Quarterly (Thursdays)
Audit Committee	9:00am - 11:00am	Quarterly (Fridays)
Planning Advisory Committee (PAC)	4:00pm - 6:00pm	Monthly (Thursdays)
Town & Gown Committee	12:00pm - 1:00pm	Semi-Annually (Mondays)
RCMP Advisory Board	10:00am - 12:00pm	Quarterly (Tuesdays)
Source Water Protection Advisory Committee	2:30pm - 4:00pm	Quarterly (Wednesdays)
Environmental Sustainability Committee	2:30pm - 4.30pm	Quarterly (Mondays)
Regional Emergency Management Advisory Committee	10:00am - 11:30am	Quarterly (Mondays)
Note: Above timings are 'regular' timings. Scheduling may be modified by Committee.		

January 2020

December '19							February '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30	31					23	24	25	26	27	28	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 NEW YEARS DAY	2	3	4
5	6	7 COW 8:30-11:30	8	9	10	11
12	13 Environmental Sustainability - 2:30-4:30	14	15 Source Water 2:30-4:30	16 Planning Advisory 4:00-6:00	17 Special COW Budget 2020/21 - 9 - 11	18
19	20 REMAC 10:00-11:00	21 Town Council 6:30	22	23	24 Audit 9 - 11 am	25
26	27	28	29	30	31	1
2	3	Notes				

February 2020

January '20							March '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	1	2	3	4	5	6	7
5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30	31		29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4 COW 8:30-11:30	5	6	7	8
9	10	11	12	13 Art in Public Spaces 9-10.30	14	15
16	17 HERITAGE DAY	18 Town Council 6:30	19	20 PAC 4:00-6:00	21	22
23	24	25	26	27	28	29
1	2	Notes				

March 2020

February '20							April '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4
2	3	4	5	6	7	8	5	6	7	8	9	10	11
9	10	11	12	13	14	15	12	13	14	15	16	17	18
16	17	18	19	20	21	22	19	20	21	22	23	24	25
23	24	25	26	27	28	29	26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 COW 8:30-11:30	4	5	6	7
8	9 Accessibility 4:30-5:30	10	11	12	13	14
15	16	17 RCMP Advisory 10-12 Town Council 6:30	18	19 PAC 4-6	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	Notes				

April 2020

March '20							May '20							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7							1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	17	18	19	20	21	22	23	
29	30	31					24	25	26	27	28	29	30	
							31							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6 Environment 2:30-4:30	7 COW 8:30-11:30	8	9	10 GOOD FRIDAY	11
12	13 EASTER MONDAY	14	15 Source Water 2:30-4:30	16 PAC 4-6	17 Audit 9-11	18
19	20 REMAC 10-11:30	21 Town Council 6:30	22	23	24	25
26	27	28	29	30	1	2
3	4	Notes				

May 2020

April '20							June '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30			28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5 COW 8:30-11:30	6	7	8	9
10	11 Town & Gown 12-1	12	13	14 Art in Public Spaces 9-10.30	15	16
17	18 VICTORIA DAY	19 Town Council 6:30	20	21 PAC 4-6	22	23
24	25	26	27	28	29	30
31	1	Notes				

June 2020

May '20							July '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2			1	2	3	4	
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 COW 8:30-11:30	3	4	5	6
7	8 Accessibility 4:30-5:30	9	10	11	12	13
14	15	16 RCMP Advisory 10-12 Town Council 6:30	17	18 PAC 4-6	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	Notes				

July 2020

June '20							August '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 CANADA DAY	2	3 Audit 9-11	4
5	6 Environment 2:30-4:30	7 COW 8:30-11:30	8	9	10	11
12	13	14	15 Source Water 2:30-4:30	16 Art in Public Spaces 9-10.30 PAC 4-6	17	18
19	20 REMAC 10-11:30	21 Town Council 6:30	22	23	24	25
26	27	28	29	30	31	1
2	3	Notes				

August 2020

July '20							September '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30	31		27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 NATAL DAY	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes NO MEETINGS IN AUGUST				

September 2020

August '20							October '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 COW 8:30-11:30	2	3	4 Audit 9-11	5
6	7 LABOUR DAY	8	9	10	11	12
13	14 Accessibility 4:30-5:30	15 RCMP Advisory 10-12 Town Council 6:30	16	17 PAC 4-6	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	Notes				

October 2020

September '20							November '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30				29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5 Environment 2:30-4:30	6 COW 8:30-11:30	7	8 Art in Public Spaces 9-10.30	9	10
11	12 THANKSGIVING	13	14	15 PAC 4-6	16	17
18	19 REMAC 10-11:30	20 Town Council 6:30	21 Source Water 2:30-4:30	22	23 Audit 9-11	24
25	26	27	28	29	30	31
1	2	Notes				

November 2020

October '20							December '20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 COW 8:30-11:30	4	5	6	7
8	9	10	11 REMEMBRANCE DAY	12	13	14
15	16	17 Town Council 6:30	18	19 PAC 4-6	20	21
22	23 Town & Gown 12-1	24	25	26	27	28
29	30	1	2	3	4	5
6	7	Notes				

December 2020

November '20							January '21							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7							1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	17	18	19	20	21	22	23	
29	30						24	25	26	27	28	29	30	
							31							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 COW 8:30-11:30	2	3	4	5
6	7 Accessibility 4:30-5:30	8	9	10	11	12
13	14	15 RCMP Advisory 10-12 Town Council 6:30	16	17 PAC 4-6	18	19
20	21	22	23	24	25 CHRISTMAS DAY	26
27	28	29	30	31	1	2
3	4	Notes				

REQUEST FOR DECISION #079-2019

Appointment of Returning Officer

Date: December 3, 2019

Department: Office of the CAO



SUMMARY

Appointment of the Returning Officer

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. The Returning Officer is appointed by Council to conduct regular and special elections. If the returning officer is being appointed for the first time, the appointment must be completed before March 15th in a regular election year.

DRAFT MOTION:

That Council appoint Vanessa Pearson as the Returning Officer for the Town of Wolfville for the 2020 Municipal Elections.

REQUEST FOR DECISION #079-2019

Appointment of Returning Officer

Date: December 3, 2019

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Section 4(1) of the *Municipal Elections Act* states “the council shall appoint a returning officer, who may be the clerk, another municipal employee or another person who is not a municipal employee, to conduct all regular and special elections required under this Act.”

3) STAFF RECOMMENDATION

That Council appoint Vanessa Pearson as the Returning Officer for the Town of Wolfville.

4) REFERENCES AND ATTACHMENTS

- [Municipal Elections Act](#)

5) PURPOSE OF REPORT

To request that Council appoint Vanessa Pearson as the Returning Officer for the Town of Wolfville.

6) DISCUSSION

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. Section 4(1) of the Act requires Council to appoint a returning officer to conduct all regular and special elections required under the Act. The Act allows the returning officer to be an employee of the municipality.

The Town has appointed an employee of the municipality, at least the last three municipal elections, as the Returning Officer. For the previous election the tasks were completed as part of the employee’s work plan for the given year.

Staff is requesting that Council appoint the Returning Officer at this time so that work can begin on the preparations for the 2020 Municipal Elections. If Council decides they want to appoint a person who is not a municipal employee this will allow sufficient time to advertise and recruit a returning officer prior to the March 15th deadline.

7) FINANCIAL IMPLICATIONS

The Returning Officer regular duties will be compensated as part of the Coordinator, Administrative Services regular pay. A stipend for duties performed on election day may be considered as part of the tariff of fees and covered in the 2020 municipal elections budget, which will be approved as part of the 2020/21 operating budget.

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Strategic Goal #5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

REQUEST FOR DECISION #079-2019

Appointment of Returning Officer

Date: December 3, 2019

Department: Office of the CAO



9) COMMUNICATION REQUIREMENTS

N/A

10) ALTERNATIVES

- That Council decides to appoint a person who is not a municipal employee as the returning officer for the Town of Wolfville.

REQUEST FOR DECISION #082-2019

Delegation of Authority

Date: December 3, 2019

Department: Office of the CAO



SUMMARY

Delegation of Authority

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. The Act also enables Council to delegate authority to the Chief Administrative Officer (CAO) to perform specific duties and/or make decisions as part of the election. Staff is recommending that Council delegate authority to the CAO to appoint an assistant returning officer and set a tariff of fees for the election.

DRAFT MOTION:

That Council delegate the power to appoint an assistant returning officer, if applicable, to the Chief Administrative Officer.

That Council delegate the authority to make, revise and amend the tariff of fees and expenses to be paid to any person for their services and expenses under the *Municipal Elections Act* and may similarly revise and amend the tariff and provide for a method of rendering and verifying accounts for payment as part of the 2020 Municipal Election for the Town of Wolfville and Electoral District 10 for the Nova Scotia School Board Elections, if applicable, to the Chief Administrative Officer.

REQUEST FOR DECISION #082-2019

Delegation of Authority

Date: December 3, 2019

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

The following sections of the *Municipal Elections Act* enable Council to delegate authority to the Chief Administrative Officer to perform specific powers:

Appointment of Assistant Returning Officers

Section 4(1C) The Council may delegate its powers of appointment pursuant to this Section to the clerk or Chief Administrative Officer.

Fees and Tariffs

Section 193(1A) The Council may delegate its authority to make, revise and amend the tariff of fees and expenses and approve for a method of rendering and verifying accounts for payment pursuant to subsection (1) to the clerk or Chief Administrative Officer.

3) STAFF RECOMMENDATION

Staff recommends that Council delegate the power to appoint an assistant returning officer, if applicable, and the authority to make, revise and amend the tariff of fees and expenses incurred as part of the 2020 Municipal Election for the Town of Wolfville and Electoral District 10 for the Nova Scotia School Board Elections (if applicable).

4) REFERENCES AND ATTACHMENTS

- [Municipal Elections Act](#)

5) PURPOSE OF REPORT

To request that Council delegate authority to the Chief Administrative Officer to perform specific powers under the *Municipal Elections Act* for the 2020 Municipal Election for the Town of Wolfville.

6) DISCUSSION

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. The Act also enables Council to delegate authority to the Chief Administrative Officer to perform specific duties and/or make decisions as part of the election. Staff is recommending that Council delegate authority to the CAO to appoint an Assistant Returning Officer and set a tariff of fees for the election.

Appointment of an Assistant Returning Officer is not mandatory and not being requested by Council at this time. However, as Council and Staff identify the priorities for 2020/21 the time of the Returning

REQUEST FOR DECISION #082-2019

Delegation of Authority

Date: December 3, 2019

Department: Office of the CAO



Officer may be required on additional projects and therefore, appointing an Assistant Returning Officer to assist in carrying out required duties would be beneficial. Therefore, staff is requesting that the CAO be given the authority to appoint an Assistant Returning Officer if necessary.

A tariff of fees and expenses and the method of rendering and verifying accounts for payment is another power that can be delegated to the CAO. The items usually included in the tariff are stipends payable to the Returning Officer, Assistant Returning Officer, Deputy Returning Officers, Poll Clerks, or other election workers assisting the Returning Officer. This power also allows the CAO to authorize payment of services or expenses incurred but not covered in the tariff. In addition to a tariff of fees and expenses, the budget for the 2020 municipal election will be approved by Council as part of the 2020/21 operating budget and the Returning Officer will be responsible for managing the budget with direction from the CAO. Therefore, delegating the authority allows the CAO to approve expenditures, in accordance with the budget, and eliminates the need to receive approval of council for expenditures outside the tariff but within the overall budget.

7) FINANCIAL IMPLICATIONS

The tariff of fees and expenditures will be prepared and considered as part of the 2020 municipal elections budget, which will be approved as part of the 2020/21 operating budget.

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Strategic Goal #5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

9) COMMUNICATION REQUIREMENTS

N/A

10) ALTERNATIVES

- That Council does not delegate authority to the CAO.



1. Improving Quality of Life for All

- Staff continue to support the Older Adult fitness program and are also working to offer a Memory Café starting in January;
- Staff mentored students from Acadia's Community Development program with two Try it in Wolfville events and an Earth Camp reunion while continuing to promote the events with social media;
- Staff are moving resources from the New Year's Eve brunch to offering a Town event on Family/Heritage Day in February;
- Staff have organized a free skate on December 31st, from 4 to 6 pm at Acadia – all are welcome;
- Planning continues on the new Visitor Information and Welcoming Centre;
- Registration for the winter afterschool programs will start mid-December;
- Staff have completed data collection for the Town Greenhouse Gas Inventory. All data is with our consultants, the Sustainable Solutions Group, who will be developing a comprehensive GHG emissions model for the Town as part of the Transition 2050 program. Staff are finalizing an agreement with SSG to provide services beyond the scope of the program, including spatial and financial modelling;
- Staff are working on a pilot PACE program for the Town of Wolfville. A project charter and PACE bylaw are being developed. The pilot phase of the program will be aimed at encouraging homes located near the Town's well heads to electrify their heating systems in line with recommendations from the Source Water Protection Plan;
- Staff have been preparing for the development of a Forest Management Strategy in 2020, attending the Atlantic Urban Forest Conference in Halifax, having an Acadia student conduct some background research and securing another student to pilot a tree inventory program early in 2020 as part of a 4th year work placement program.

2. Maximizing Our Infrastructure Investments

- Staff are finalizing an agreement with the Alternative Resource Energy Authority and their installation agent Thermodynamics Ltd. to install the Solar PV system on the roof of the Public Works building;
- Staff are developing a parking study for institutional (Acadia) and private parking facilities in Wolfville, based on the Town's parking count program. The study will be conducted early in 2020 by an Acadia community development student as part of a 4th year work placement program;
- The Draft 3 Planning documents received a recommendation to Council from the Planning Advisory Committee on October 24, 2019. A report compiling all feedback received on the Draft 3 documents went to a Special Committee of the Whole meeting

November 26, 2019. Council has directed Staff to complete the documents and communications materials for consideration of First Reading (mid January);

- Seaview Avenue is substantially completed with some site restoration outstanding;
- Westwood Avenue is substantially completed;
- University Avenue pedestrian crossing signals - Installation is scheduled to start the week of December 2nd with work completed prior to the holidays;
- Elm Avenue Decorative lights contract has been awarded to Black & MacDonald and work is expected to start in December;
- Staff will add reflective tape to crosswalk signposts beginning on Main Street during the first week in December and work through the winter to get all crosswalks completed;
- Staff will finalize the scope of work for the Wastewater Treatment Plant upgrades by the holidays and complete detailed design and tender in April 2020;
- Public Works/Community Development building renovations – consultant is finalizing revised design proposal and should have it submitted for review by the first week of December;
- Work on the installation of the solar panels at the Public Works/Community Development building is beginning and it's hoped the system can be operational by June 2020;

3. Leveraging our Economic Opportunities

- Staff have installed new holiday banners in the Downtown core. This project was supported by the WBDC;
- Staff have completed the holiday decorations on Front Street including upgraded wreaths and banners. The wreaths now have lights on Front Street, at the request of the WBDC;
- Staff are working with a group of students from Acadia's F C Manning School of Business to survey members of the Wolfville business community about the barriers and opportunities for businesses responding to climate change;
- Staff are working with the WBDC on Wolfville Glows. A holiday market will be held in advance of the Night of Lights event on November 29th. A billboard will promote in Halifax. WBDC purchased wreaths for businesses and lights for the tree planters. A flyer was sent to households in Town and surrounding communities to invite people to come to Wolfville. Over twenty businesses and community groups promoted events/specials in the flyer that was delivered to 6000 local homes. The Wolfville song will debut at the Holiday Market event on Central Avenue on November 29. It is expected that the video will also be ready for this date. Daniel McFadyen will perform live at the event;



4. Operational Updates

- Community Development students are starting to apply for positions with the Town to fulfill their work placement requirements next year. Typically, 6-week placements starting in March;
- Staff will continue working in Reservoir Park clearing and maintaining the park into December;
- Staff from planning and development and public works are collaborating on an RFP for flood mitigation planning, to be posted early in 2020;
- Staff continue to work with Developers on Development Proposals (as-of-right through Development and Building Permits and the Development Agreement process to Council);
- Staff continue focusing on Fire Inspections with training and capacity building to better action the Municipal System of Fire Inspections requirements;
- Staff have overhauled the Taxi Bylaw to include other vehicles for hire, transportation options that are forecasted for the future and this should be ready for Committee of the Whole and Council in early 2020;
- A new small loader to replace the skid steer was delivered and staff trained on the new equipment in November;
- A storm water management plan has been completed and will be referenced in the new MPS;
- Staff have awarded the contract to clean the water reservoir;
- Staff will begin winter shifts the week of December 2nd and continue to the end of March 2020;
- GIS staff are busy supporting other departments with core functions (planning documents and asset management plan data), as well as value added data for individual department requests;
- IT staff are beginning a process to develop base line data on how Town staff are using Town software tools, storing files, and identifying opportunities for improvements in both efficiency and effectiveness;
- Management has reviewed a second draft of the ten-year capital plan. An Information Report is going to December COW highlighting the impact of Council direction to move the new library up to year 5;
- The Town has been selected, for the 3rd time in 4 years, for an audit of gas tax funding utilization. Work is underway preparing the submission to go to the provincial auditors;
- Staff have one FOIPOP file open, with a decision to be issued to applicant by early December;
- Staff are still awaiting a decision from a FOIPOP file appealed to the provincial office three years ago;
- Question/complaint file submitted under the Accessibility Plan provisions is partially complete, with final response likely by early December;

CAO REPORT

December 3, 2019

Department: Office of the CAO



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- Staff have begun work on the 2020/21 operating budgets.

COMMITTEE UPDATE

Title: VWRM
Date: December 3, 2019
Department: Town Council



UPDATE: Valley Waste Management Authority-

The Valley Waste Management Authority met on Nov. 20. A review of staffing at the authority is set up and the consultant will hopefully be finished in February. It will be paid for with municipal modernization funding.

EFR has won the contract for transport of transportation of source separated solid waste.

General manager Andrew Wort has drilled down and completed an in-depth analysis of the previous waste stream from Annapolis County and the Chester agreement details. He presented those numbers in camera with the authority's lawyer John Shanks on hand.

On Nov. 27 we are scheduled to meet with the folks from Chester about Sustane and other topics.

Valley Waste met with four representatives from the Municipality of Chester on Nov. 27. They reported that the Sustane plant is still ramping up and expectations are that process will continue through December. There is some progress on the plastic to fuel front with the province showing approval. Currently the plant is expected to officially open in January with a staff of 16.

The Chester folks and Valley Waste staff discussed their varied budget schedules for the next iteration and how to work together. Dec. 31 is the aim in Kentville, while in Chester it's as late as March.

General Manager Andrew Wort noted that Annapolis County is now showing some interest in mediation, but the province's offer and the ISMA call for binding arbitration. The two legal cases which are pending, involve (1. monies owed to Valley Waste and 2. the IMSA dissolution amongst the parties).

Respectfully submitted,

Councillor Wendy Elliott

COMMITTEE UPDATE

Title: Kings Point-to-Point
Date: December 3, 2019
Department: Town Council



UPDATE: Kings Point to Point Transit-

Kings Point to Point (KPPT) board of directors met on October 21, 2019.

- Municipality of the County of Kings Mayor Peter Muttart presented, outlining the budget pressures that Kings experiences. He outlined a possible direction to a Regional Service Commission that could include KPPT along with Valley Waste, Valley Community Fibre Network, and Kings Transit. Mayor Muttart also reminded the board that any attempt to restrict councillor membership on the executive is discriminatory.
- The financial report showed passenger trips increasing and that a surplus is projected again this year.

The board of Kings Point to Point Transit met on November 26, 2019

- While the month to month growth in rides and revenue has slowed, the annual excess receipts over expenditures is \$19,957 to date.
- The PAX, (Passenger efficiency or kilometres with a paying passenger compared to total kilometers travelled) was 90.3%, up from October 2018 (when it was 85.2%).
- Total drives in October were 2,460, and year to date were 16,511. Drives originating in Wolfville were 361 for October, almost 1/2 compared to October 2018, but the year to date for drives originating in Wolfville was up 200 compared to 2018-19, at 1,904.
- The board voted to pursue the purchase of a Dodge ProMaster full size van and a Dodge Grand Caravan. With modifications, these are heavy-duty and fully accessible. A 2012 van will be surplus and will be sold.
- A draft MOU was received from Kings Regional Emergency Measures Organization. The Manager of KPPT will look at coverage in the event of damage to a vehicle during an emergency.
- A Poverty Reduction Government Investment Program has been funded by the Provincial Department of Communities, Culture, and Heritage. This will allow those with third-party referrals (like food banks and service clubs), or those self-identifying as low income, to pay what they can to receive transportation for medical appointments, food bank or grocery stores, educational programming and to reduce social isolation. The funding is expected to last 6 months until it runs out.
- An ad-hoc sub-committee will be meeting in December to discuss a draft funding agreement with the Municipality of Kings. The board will meet after the committee to discuss their recommendations.

COMMITTEE UPDATE

Title: Kings Point-to-Point

Date: December 3, 2019

Department: Town Council



Respectfully submitted,

Councillor Mercedes Brian

COMMITTEE UPDATE

Title: Wolfville Business Development Corporation
Date: December 3, 2019
Department: Town Council



UPDATE - WBDC

1. Town planner Devin Lake gave an update on the MPS. Devon talked about issues that would relate to increased business opportunities for business development corporation members.
 - a. Sandwich boards and signage for businesses.
 - b. New parking lot in downtown near Public Works building
 - c. We discussed rezoning in the new commercial C-1 area - how that would look and what kind of businesses would be in that area. It was suggested that professional service businesses would be good.

They decided that they would form a small committee to talk about sandwich boards and parking lots.

2. Rec director Kelton Thomas came to the meeting to talk about decorative lights in the downtown area. He also spoke about hanging banners and how the town and WBDC could share the cost.

3. Wolfville Glows - Nov 29 -WBDC will launch the new Wolfville song by Daniel Mcfayden. The board suggested that next year maybe lighting the town could extend to a 2- day event Friday night and Saturday with a full day of entertainment and things to do. Friday night is usually busy for a lot of families specially when there's a chicken barbeque dinner going on at the Lions Club every year at this time.

Christmas winter Greenery program will be implemented this year. Wreaths have been ordered for businesses. These are being supplied by WBDC at no extra cost to individual businesses.

A Billboard will be going up in November in Halifax Re: Wolfville Glows.

4. Two business development videos will be coming out in the spring to promote Wolfville and area. One is on Cape Split and one is on Wolfville.
5. Pete Lockett's Vineyard won a social media award this year for his 6. Main street parking spots need to be marked. With no defined parking we are losing parking spots. It's not very efficient the way it is now.

Wolfville business development and the town are working very well together. It's amazing when you all work together how much you can get done. There are now two organizations sharing information through good communication.

Subject: Song and Wolfville videos

Here is the going back to Wolfville song video- by Daniel Mcfayden.

COMMITTEE UPDATE

Title: Wolfville Business Development Corporation
Date: December 3, 2019
Department: Town Council



Daniel Mcfayden -
goin back to Wolfvil

***Double click on the icon and it will ask if you would like to open. ***

The music video by Canopy creative Isn't quite finished yet.

Highlight Video: <https://vimeo.com/373221335>

Password: tourism