



Committee of the Whole

December 1, 2020

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 3, 2020

3. Presentations

- a. Introduction of Jeremy Oakes – Community Liaison & Compliance Officer

4. 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.

5. Staff Reports for Discussion

- a. RFD 050-2020: PACE Bylaw
- b. RFD 048-2020: Visitor Information Centre



c. RFD 045-2020: Council & Committee Meetings Schedule 2021

6. **CAO Report**
7. **Public Input / Question Period**
8. **Adjournment to In-Camera Meeting under *section 22(2)(c) Of the Municipal Government Act.***
 - a. RFD 046-2020: Committees of Council Appointments
9. **Adjournment of In-Camera Meeting**
10. **Regular Meeting Reconvened**
11. **Motions from In-Camera Meeting**
 - a. RFD 046-2020: Committees of Council Appointments
12. **Regular Meeting Adjourned**

REQUEST FOR DECISION 050-2020

Title: Property Assessed Clean Energy (PACE) Bylaw

Date: 2020-12-01

Department: Planning & Development



SUMMARY

Property Assessed Clean Energy (PACE) Bylaw

In order to implement a PACE (Property Assessed Clean Energy) program, the Town of Wolfville must adopt an enabling Bylaw, as per section 81A of the Municipal Government Act, which holds that:

81A (1) The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of any of the following on private property with the consent of the property owner:

- (a) energy-efficiency equipment;
- (b) renewable energy equipment;

Work is ongoing on key elements of the proposed PACE program itself, including securing funding, developing program details, and working with partners and stakeholders; council will be kept apprised of this work through presentations and Information Reports, and have an opportunity to inform and approve the development of the Town's PACE program, in the coming months.

DRAFT MOTION:

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

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1) CAO COMMENTS

At the June Council Meeting, Council passed the following motion:

11-06-20 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL:

- **CONFIRM ITS APPROVAL OF THE DEVELOPMENT OF A PACE PROGRAM FOR WOLFVILLE;**
- **APPROVE DEVELOPMENT OF A PACE BYLAW, UNDER SECTION 81A OF THE MUNICIPAL GOVERNMENT ACT, TO FINANCE CLEAN ENERGY PROJECTS ON PRIVATE BUILDINGS AND OUTLINE THE PROCESS FOR DOING SO; AND**
- **FORMALIZE WOLFVILLE'S ENTRY INTO THE PACE ATLANTIC CONSORTIUM, AFFIRMING THE TOWN'S INTENT TO WORK WITH OTHER MEMBERS OF THE CONSORTIUM TO DEVELOP AN INTEGRATED PACE PROGRAM AND DEVELOP AND SUBMIT A JOINT FUNDING APPLICATION TO FCM, THROUGH SIGNING THE *MEMORANDUM OF UNDERSTANDING: PACE ATLANTIC – MUNICIPAL REGIONAL COOPERATIVE PROGRAM.***

CARRIED

This RFD deals with the second part of this motion and provides a draft Bylaw for Council's consideration. As noted in previous discussions with Council, this Bylaw is a requirement to move forward with the PACE program. This is also an opportunity for the new Council to re-affirm their commitment to this project, as moving forward with the Bylaw brings Council one step closer to having a PACE program established in the Town.

By way of update, last summer the Towns of Berwick and Kentville opted not to participate in the program, but the City of Charlottetown and the Town of Stratford continue to be strong partners and participated in the joint application. Wolfville was part of submitting to the Federation of Canadian Municipalities (FCM).

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2) LEGISLATIVE AUTHORITY

Under section 81A of the Municipal Government Act, council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of energy-efficiency equipment and/or renewable energy equipment on private property with the consent of the property owner.

The By-law adoption process is shown below, in Figure 1:

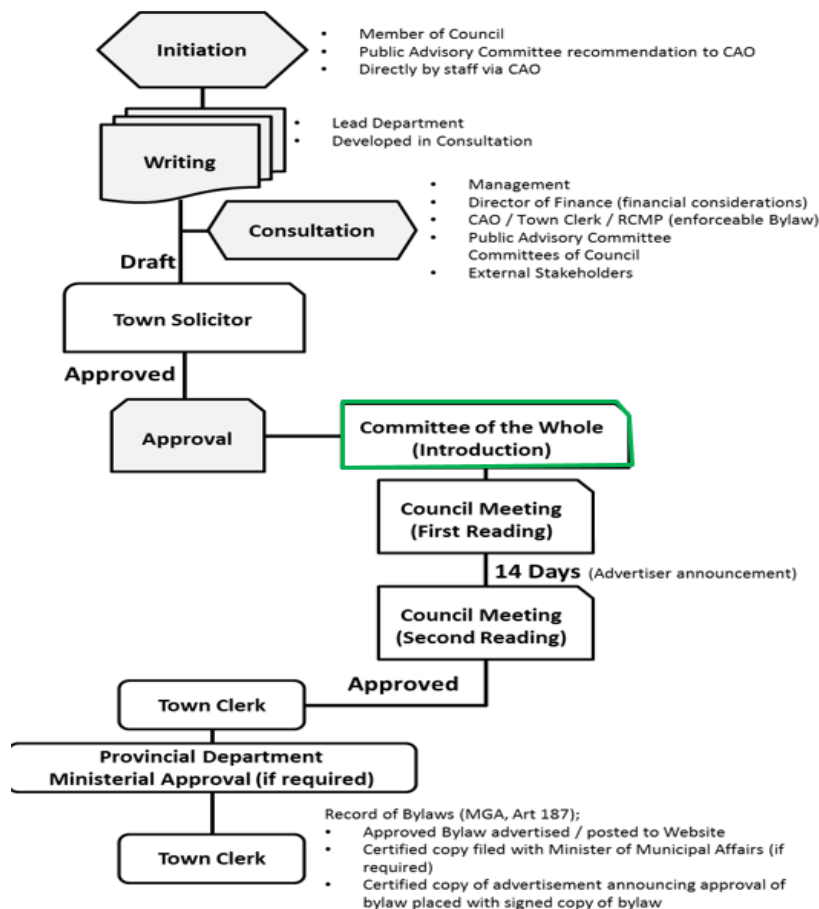


Figure 1 – By-law Adoption Process (from NS Department of Municipal Affairs)

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Title: Property Assessed Clean Energy (PACE) Bylaw

Date: 2020-12-01

Department: Planning & Development



3) STAFF RECOMMENDATION

This is staff's recommendation to Council that Council give first reading to the attached PACE Bylaw and direct staff to prepare the notice of intention and set a date for second reading.

4) REFERENCES AND ATTACHMENTS

1. PACE Bylaw, 2020 draft (attached)
2. Original PACE RFD 030-2020 (attached)

5) DISCUSSION

Exploring a PACE program was proposed to Council, via a project charter, in early 2020. In June, Council passed a motion confirming its approval of the development of a PACE program and formalizing the Town's entry into the PACE Atlantic Consortium.

In July, the Consortium submitted a funding application to the Federation of Canadian Municipalities' Community Energy Financing (CEF) program for \$13M in loans and grants to establish and finance the first ~3 years of a joint PACE program. That application has passed the first round of consideration and is scheduled to go the Green Municipal Fund's board for final approval in January 2021.

In order to be eligible for CEF, as per program eligibility requirements, applicants must have "a municipal program by-law or similar resolution, which authorizes the use of the specified mechanism in accordance with relevant provincial/territorial legislation". In August, a CEF program officer communicated via email that the program was "making exceptions to process some applications without bylaws, but [that applicants without them] may be penalized when it comes to program readiness."

The proposed PACE Bylaw is an enabling mechanism, nothing more: adopting it will make the Town of Wolfville to be eligible to participate in the Community Energy Financing program, enable it to implement a PACE program, and allow it to finance the installation of energy-efficiency or renewable energy equipment on private property with the consent of the property owner; it does not compel or require the Town to do any of those things.

6) FINANCIAL IMPLICATIONS

As noted in RFD 030-2020 there are no immediate financial implications to the motion contained on page 1 of this document. Council can refer to RFD 030-2020 for information related to future financial implications associated with a PACE program.

With regard the draft Bylaw, it should be noted several issues around financial aspects would expect to be covered under the eventual Policy referenced in the draft Bylaw.

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7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The attached PACE Bylaw was produced at the **direction of Council**, which on June 30th, 2020 passed a motion directing staff to develop a PACE bylaw to enable the Town to finance clean energy projects on private buildings and outline the process for doing so.

A PACE bylaw would allow the Town of Wolfville to implement a PACE program, which adheres to the following elements of the Town's **Strategic Plan**:

- The Principles of: Affordability, Community Capacity Building, and Environmental Sustainability
- The Strategic Direction of: Improving Quality of Life for All through supporting energy efficiency opportunities throughout the community and fostering economic independence, inclusion, and dignity through more affordable and diverse housing options.

A PACE bylaw would allow the Town of Wolfville to implement a PACE program, achieving the following objective of the Town's **Municipal Planning Strategy**:

- To promote clean energy and reduce greenhouse gases (Climate Change Mitigation) by maximizing energy efficiency through conservation, local renewable energy opportunities, partnerships, and the use of sustainable infrastructure and green building design.

A PACE bylaw would enable the Town of Wolfville to implement a PACE program, in keeping with Council's stated policies in the Town's **Municipal Planning Strategy**:

- To educate, encourage, empower, and enable the Town's residents, businesses, and institutions to reduce their energy use and environmental impact.
- To work toward a future where all residents can better afford energy for their homes, businesses and transportation needs.
- To recognize that the transition towards low-carbon energy sources can aid in issues of wellhead protection, ecological sustainability, and long-term economic growth.
- To collaborate with regional and federal partners in energy efficiency and climate change mitigation efforts.

8) COMMUNICATION REQUIREMENTS

As per section 168 of the Municipal Government Act, at least fourteen days before a by-law is read for a second time, notice of the council's intent to consider the by-law shall be published in a newspaper circulating in the municipality. The notice shall state the object of the by-law, the date and time of the meeting at which the council proposes to consider it and the place where the proposed by-law may be inspected.

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9) ALTERNATIVES

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

- Not approve the bylaw,
- 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 bylaw ## and may be cited as the Property Assessed Clean Energy (PACE) Bylaw.

2 Background

The Nova Scotia Municipal Government Act (NS MGA), Section 81(1) gives Council the specific authority to establish Bylaws *imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of any of the following on private property with the consent of the property owner: (a) equipment installed pursuant to an expenditure under clause 65 (aca): providing for, financing and installing energy-efficiency equipment on private property including, without restricting the generality of the foregoing, solar panels...*

The purpose of this Bylaw is to enable financing of energy and water efficiency, renewable energy, or greenhouse gas reduction upgrades to Qualifying Properties within the Municipality.

3 References

2.1 Nova Scotia Municipal Government Act (NS MGA)

2.2 Municipal Planning Strategy

2.3 Integrated Community Sustainability Plan

4 Definitions

In this Bylaw;

“Chief Administrative Officer” means the Chief Administrative Officer of the Municipality;

“Charge” means the Property Assessed Clean Energy improvement tax levied on the property pursuant to s.81A of the *Municipal Government Act*;

“Director of Finance” means the Director of Finance of the Municipality;

“Director” means the Director of the department of the Municipality responsible for energy, sustainability or the environment, and includes a designate or person acting under the supervision and direction of the Director;

“Energy Efficiency Upgrade” means any installation that is permanently affixed to the property and which:

- a) Will result in improved energy efficiency and reduce energy use; or
- b) Will result in reduced greenhouse gas emissions; or
- c) Will achieve an environmental sustainability goal of the Municipality; and
- d) Are approved by the Director and the Program Administrator;



“PACE Program Policy” means the policy that lays out the detailed structure and operations of the Town of Wolfville’s PACE program.

“Property Assessed Clean Energy (PACE) Program” means the program established by the Municipality under which owners of Qualifying Properties may apply for and obtain financing for Energy Efficiency Upgrades.

“Municipality” means the Municipality of Town of Wolfville;

“Participation Agreement” means the written PACE Program Participation Agreement between the owner of a Qualifying Property and the Municipality for financing of an Energy Efficiency Upgrade to the property, approved in form by the Director, which identifies the type of equipment, administrative fees, financing costs, and general terms and conditions that the owner agrees to prior to the installation commencing;

“Program Administrator” means the department of the Municipality responsible for operating the Property Assessed Clean Energy Program or a designated 3rd party administrator approved by the Director;

“Qualifying Property” means a property located within the Municipality, the owner of which is not otherwise in default of any municipal taxes, rates, or charges, and also is approved by the Director. Any additional requirements shall be defined in the PACE Program Policy.

5 Application and Approval

- 5.1 An owner of a Qualifying Property within the Municipality who is not otherwise in default of any municipal taxes, rates or charges, may apply for Municipal financing of Energy Efficient Upgrades to the property.
- 5.2 Financing shall be subject to Municipal approval and execution of a Participation Agreement with the owner of the Qualifying Property.
- 5.3 Financing shall be made available upon receipt by the Director of Finance of notice by the Program Administrator that the agreed Energy Efficiency Upgrade has been completed as per the Participation Agreement terms and conditions.
- 5.4 Energy Efficiency Upgrade financing shall be limited to 15% of the assessed value of the Qualifying Property or less as approved by the Director of Finance. Any additional limits shall be defined in the PACE Program Policy.

6 Payment of Charge

- 6.1 The PACE Program charge shall become payable in full on completion of installation of the Energy Efficiency Upgrade in accordance with the Participation Agreement.

6.2 The Director of Finance shall ensure a separate account is kept of all monies due for PACE Program charges levied pursuant to this By-law, identifying:

- 6.2.1 The names of the property owners and assessment, PID and civic address information of the subject property;
- 6.2.2 The amount of the PACE Program charge levied on the property;
- 6.2.3 The annual interest rate and amount of interest charges included within the PACE Program charge;
- 6.2.4 The amount paid on the PACE Program charge; and
- 6.2.5 The balance due on the PACE Program charge.

7 Lien

- 7.1 On completion of an Energy Efficiency Upgrade pursuant to a Participation Agreement, the PACE Program Charge shall be levied against the property.
- 7.2 A PACE Program Charge imposed pursuant to this Bylaw constitutes a first lien on the subject property and has the same effect as rates and taxes under the Assessment Act.
- 7.3 A PACE Program Charge pursuant to this Bylaw is collectable in the same manner as rates and taxes under the Assessment Act and, at the option of the Director of Finance, is collectable at the same time and by the same proceedings as taxes.
- 7.4 The lien provided for in this Bylaw shall become effective on the date on which the Program Administrator files notice with the Director of Finance that the agreed Energy Efficiency Upgrade has been completed as per the Participation Agreement terms and conditions.
- 7.5 The lien provided for in this Bylaw shall remain in effect until the total charge, plus interest, has been paid in full.

8 Interest

- 8.1 Interest will be charged on PACE Program Charges as agreed to in the executed Participation Agreement and at a rate of Municipal cost of borrowing plus 1% per annum.
- 8.2 Interest shall accrue on any PACE Program Charge or portion thereof which remain outstanding from the date of billing.
- 8.3 Interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by installments.

9 Installment Payments



9.1 The owner of a Qualified Property may elect to pay the PACE Program Charge by installment payments over a period or not more than 15 years, as set out in the PACE Program Customer Agreement. Further details regarding payment arrangements shall be addressed in the PACE Program Policy.



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 By-law: _____

Date of mailing to Minister a certified copy of By-law: _____

I certify that this **Title Bylaw ##**-- was adopted by Council and published as indicated above.

Town Clerk

Date

REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

Department: Planning and Development



SUMMARY

PACE Program Development

This RFD deals with the development of a Property Assessed Clean Energy (PACE) Program for the Town of Wolfville.

Over the past 6 months, staff have been working with Equilibrium Engineering and PACE Atlantic CIC (a newly incorporated Community Interest Corporation) to bring Wolfville into a consortium of four communities that would cooperate on the development, funding, and implementation of a regional PACE program supported by the Federation of Canadian Municipalities' \$300M Community Energy Financing Fund.

The development of the program is reaching a critical juncture. This document provides an overview of and rationale for a PACE program broadly, and for the model that Wolfville staff have been involved in developing in particular.

DRAFT MOTION:

That Council:

- Confirm its approval of the development of a PACE program for Wolfville;
- Approve development of a PACE bylaw, under Section 81A of the Municipal Government Act, to finance clean energy projects on private buildings and outline the process for doing so; and
- Formalize Wolfville's entry into the PACE Atlantic consortium, affirming the Town's intent to work with other members of the consortium to develop an integrated PACE program and develop and submit a joint funding application to FCM, through signing the *Memorandum of Understanding: PACE Atlantic – Municipal Regional Cooperative Program*.

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Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

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1) CAO COMMENTS

Exploring a PACE program was proposed to Council, via a project charter, in early 2020. Should Council still be interested in pursuing such a program, participating in the FCM application call with partner municipalities is likely the most effective, economical, and efficient way in which to do so. This initiative is being recommended by Planning Department staff due to its alignment with public feedback received to date and its synergies with early thoughts for the Town's Climate Change Action Plan.

Much has changed since the PACE project charter was initially shared with Council. Primarily, COVID-19 has made the Town revisit its expenditures and make tough decisions around staffing and programming. Additionally, the collection of taxes in May and early June is tracking slower than in previous years, impacting cash flow and requiring additional attention and resources from the Finance Department. As with all decision points Council will make in the coming months (possibly years), the impact of COVID-19 needs to be a consideration.

Should Council indicate that the PACE program is still a priority for 2020-21, it is recommended that Wolfville proceed as recommended by staff. However, if the Town is not serious about pursuing the program, then we should withdraw prior to the application phase as PACE Atlantic CIC is investing significant resources in this process. Council should also be aware that should we be successful and move forward with the program, additional operational resources will very likely be required to administer the program.

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2) LEGISLATIVE AUTHORITY

Council is enabled to approve this recommendation by Section 81A of the Municipal Government Act, which holds that:

81A (1) The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of any of the following on private property with the consent of the property owner:

- (a) energy-efficiency equipment;
- (b) renewable energy equipment;

3) STAFF RECOMMENDATION

Staff recommends that Council participate in the submission of the application to FCM for up to \$10 million in loan and \$3.75 million in grant funding in support of a PACE program for the four municipalities participating in the PACE program. It should be noted that none of the draft motions included in the RFD, including participating in the grant application phase, bind the Town to implementing the PACE program as described herein.

4) REFERENCES AND ATTACHMENTS

1. Briefing Note for PACE Atlantic
2. Draft PACE Bylaw
3. Memorandum of Understanding: PACE Atlantic – Municipal Regional Cooperative Program

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Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

Department: Planning and Development



5) DISCUSSION

Staff have been conducting research into PACE and available program and partnership options since Spring 2019. This includes researching best practices within the province, across Canada, and internationally; talking to other communities about their programs and experiences; talking to program delivery and administration agents about their programs; discussing partnership opportunities with other municipalities in the region; and participating in the Nova Scotia PACE Summit in the Fall of 2019. Findings from this research have informed efforts to date to develop a PACE program for Wolfville.

What is PACE and how does it work?

Pioneered in Canada with Halifax's Solar City Initiative, PACE is a financing mechanism that enables private home and building owners to borrow money against their property – up to 15% of its assessed value – for energy efficiency and renewable energy projects. In Canadian provinces that have enacted enabling legislation, municipal governments pay for the cost of eligible projects by using reserve funds or borrowing from the Municipal Finance Corporation. Those costs are repaid by the property owner via an assessment on the property's regular tax bill, as regular monthly payments over an agreed-upon period of up to 15 years (Figure 1).

How does the PACE program works?

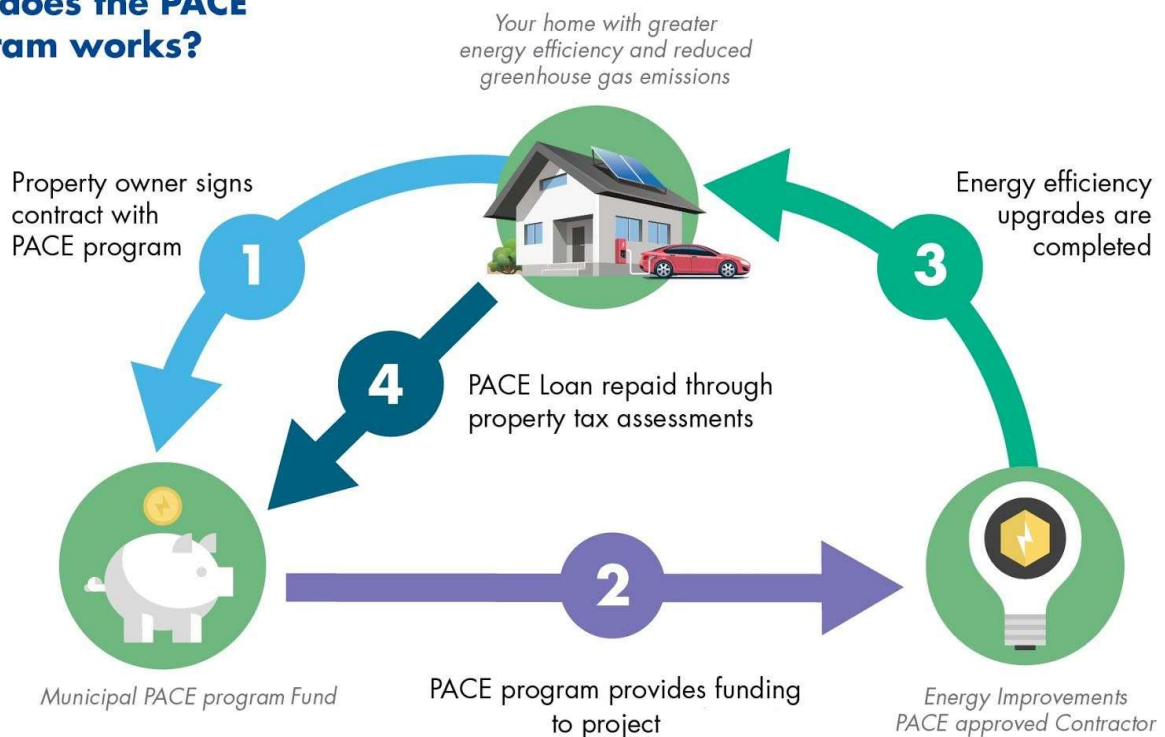


Figure 1: How PACE programs work

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PACE is a derivative of the Local Improvement Charge project funding mechanism. The key difference is that PACE is used to finance infrastructure on private properties, and the asset is owned by the property owner. This enables property owners to undertake deep, comprehensive retrofits that generate meaningful energy savings. Eligible retrofits are determined through an EnerGuide energy efficiency home evaluation, or similar, to ensure a 1:1 debt-to-savings ratio; savings often equal, if not exceed, the annual assessment payment, so the property owner is cash flow neutral or positive immediately. Project costs are repaid with interest and are secured as liens on affected properties, ultimately recoupable through tax sale if the loan goes into default. Such defaults, it should be noted, are exceedingly rare: there hasn't been one in HRM's PACE program, Solar City, since it began operating in 2013.

Impacts of PACE

PACE programs have several benefits, including:

- Reduced Greenhouse Gas (GHG) emissions:** the majority of GHG emissions from the Town of Wolfville are caused by building energy use (Figure 2), and the majority of those building-related emissions come from residential buildings (Figure 3). PACE is an effective means of reducing GHG emissions from the largest source in Town; based on modelling work completed by PACE Atlantic CIC, PACE projects in Wolfville will reduce GHG emissions of affected buildings by an average of 37%.

2016 GHG Emissions

Source	% of Total	Tonnes of CO ₂ e
Building Emission	80%	63,252
Transportation Emissions	18%	13,612
Waste Emissions	1%	1,099
Fugitive Emissions	1%	893
Agricultural Emissions	<1%	5

Figure 2: GHG emissions from the 2016 inventory

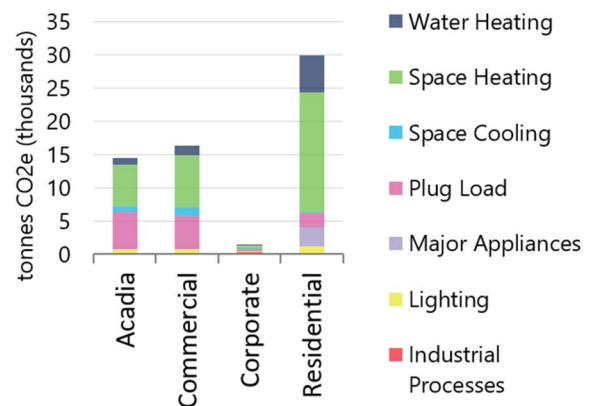


Figure 3: Building emissions by sector and end use

- Protecting the local environment and health:** PACE funding enables electrification and fuel switching; Wolfville can target homes located in the Well Head Protection Zone and Source Water Protection Area to encourage and enable homeowners to replace oil-based heating systems and fuel storage tanks with electric alternatives such as heat pumps, thereby reducing the potential for fuel spills and resulting aquifer contamination. Additional funding to incentivize homeowners in the Well Head Protection Zone and Source Water Protection Area to switch from oil-based to electric heating system is included in the application to FCM.

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- **Economic development:** Energy efficiency and renewable energy projects increase property values and generate investment, jobs, and economic activity in the local community and region. Additionally, the money residents save on energy costs, which would otherwise flow out of the community, can be redirected to local investments and purchases.
- **Cost savings:** In the short term, PACE loan repayments offset energy savings. However, repayment costs are fixed, compared to rising energy costs, which provides security; and the balance often works out in favor of the property owner. Once repayments are completed, the owner realizes long-term savings.
- **Improved quality of life:** Energy efficient buildings are safer, healthier, and more comfortable and functional buildings for their residents.
- **Overcoming barriers to climate action:** During the summer and fall of 2019, staff conducted over 300 door-to-door interviews with Town residents about climate change: their concerns, how they're taking action, and what's keeping them from doing so. Lack of financial capacity to invest in home energy efficiency was the barrier to GHG emission reduction most commonly reported by residents; PACE financing is designed specifically to address this barrier.

Limitations of PACE

Despite their potential benefits, up to now, the impact of most PACE programs in Nova Scotia has been limited by two issues:

- Poor implementation and limited uptake. Staff have consulted with a number of other municipalities whose PACE programs have languished or underperformed. The exceptions seem to be Solar Colchester, HRM's Solar City, and Berwick's PACE program. Solar Colchester and Solar City focus exclusively on renewable energy generation (Solar City is expanding to include energy efficiency) and are administered by their respective municipalities.
- The municipality's ability to finance clean energy projects, either because of finite reserves or the limits of the debt-service ratio, can limit the impact of PACE programs in communities where interest and uptake are strong. Recently there have been discussions within the province about increasing financing options available to municipalities: either by eliminating the debt impact of community energy programs, as Alberta has done; or allowing municipalities access to private capital, as Bridgewater has been advocating. These limitations are what makes the Federation of Canadian Municipalities (FCM)'s Community Efficiency Financing program, which released \$300M of available funding on April 1st, 2020, an attractive option

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PACE Atlantic

In Summer 2019, staff were approached by a local firm, Equilibrium Engineering, who were developing a multi-municipality PACE program. In April 2020, formal responsibility for the development of the proposed PACE program was shifted to PACE Atlantic, a newly formed community interest corporation (CIC) with a public benefit mandate. Key elements of PACE Atlantic are summarized below; for more information about PACE Atlantic CIC, refer to the Briefing Note for PACE Atlantic.

At the local level, staff have been working with PACE Atlantic staff on fine tuning several elements of the program, including:

- Technical programming elements specific to local interests, needs and conditions. In addition to single family homes – the traditional vessel for PACE projects – Wolfville has many rental properties that would benefit from clean energy upgrades. In addition to a need to reduce energy use and GHG emissions, Wolfville has a need to mitigate the risks of contamination to its aquifer. Both of these objectives are being factored into the structure and operations of PACE programming for Wolfville.
- A budget and program implementation plan – including risk mitigation, communication, and public/business engagement plans – specific to Wolfville. Through outreach, at events, and in meetings, staff have noted a high level of interest in energy efficiency and renewable energy generation among residents of Wolfville. Staff have been working with PACE Atlantic to develop PACE programming elements that both capitalize on these interests and work to ensure the effectiveness of the program in reducing GHG emissions and the equity of the program in terms of reducing barriers to participation.
- Building corporate administrative systems and capacity necessary to discharge the Town's role. Staff have been working to understand what burdens, responsibilities, and risks a PACE program might have on Town resources, and to ensure that the capacity exists, or can be developed without undue burden, to take on any additional requirements.

At a high level, the initiative PACE Atlantic has several benefits:

1. It involves 4 municipalities as a consortium working together on a collaborative program. This approach generates efficiencies with a centralized administrative agent, knowledge and experiences that can be shared between communities, and a larger program-participant base that can help leverage additional funding opportunities.
2. Part of its long-term plan is to explore options and mechanisms to attract private capital to finance PACE projects after the initial 3-year FCM funded period. Private capital provides financing for PACE programs in the USA – where, as of 2019, over 200,000 homeowners have

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made \$5 billion in energy efficiency and other improvements to their homes through PACE. This model is almost certainly the future of PACE financing in Canada; being an early adopter and part of a large-scale program would position Wolfville to be ahead of the curve in this transition.

3. It is being spearheaded by Julian Boyle, who developed Halifax's Solar City Program and redeveloped Berwick's Green Energy Program. As the former Energy Manager of HRM, Julian has substantial experience working with municipalities and the FCM. The other project lead is Bruce Cameron, former Executive Director of Electricity, Renewables, and Efficiency with the Nova Scotia Department of Energy, who is working on policy development and implementation strategy.

The Proposal

In 2019, FCM announced a new addition to their Green Municipal Fund: the \$300 Million Community Efficiency Financing Program, aimed at assisting municipalities to deliver energy efficiency financing programs. The program's first call for proposals is limited to communities with PACE programs ready to be initiated or currently in operation: it includes direct loans for program financing of up to 80% of eligible costs; and grants of up to 50% of the loan amount to support indirect program expenses.

PACE Atlantic staff have been working with staff from all members of the consortium to prepare an application for the first call, which closes on June 30th, 2020. The application is for \$10 Million in financing for local PACE projects in participating municipalities over 3 years, along with ~\$3.8 Million in grant funding to support the program.

Based on program planning and modeling undertaken by Town of Wolfville and PACE Atlantic staff, and materials and program details provided by FCM, this funding would allow the Town of Wolfville to finance ~43 residential clean energy projects in the first 3 years of the program. Each project would be unique, tailored to the needs of individuals and owners; however, it is projected that each PACE project would reduce its building's GHG emissions by, on average, 35%. This works out to an anticipated GHG emissions reduction of 174 Tonnes of CO₂e/year.

While this total represents a modest reduction when considered in terms of Wolfville's total annual GHG emissions, staff view the initial 3-year, FCM funded period of the program as its ramp-up phase. A steady-state PACE program financing 50 home energy projects/year would allow the Town of Wolfville to retrofit every existing building in Town before 2040. While the GHG emission reduction potential of a long-term program PACE program in Wolfville have not yet been modeled, an examination of the Wedge Diagram of actions for Halifax's low carbon pathway can provide a sense of the program's potential impact through retrofitting existing residential buildings (Figure 4).

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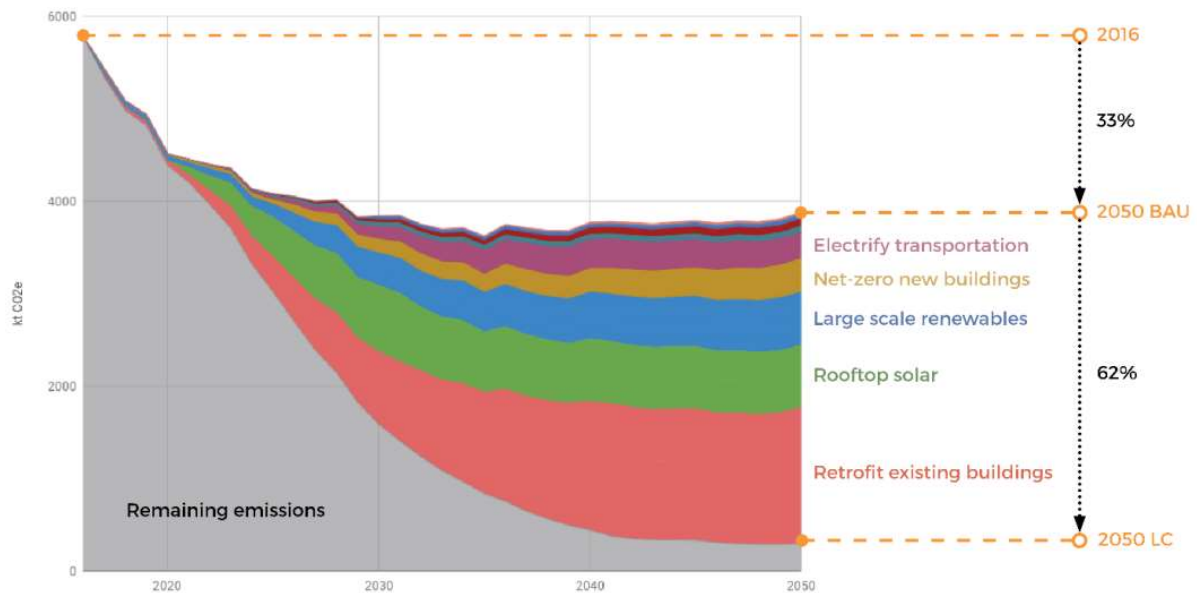


Figure 4: Wedge diagram of actions for the low carbon pathway

Next Steps

Town of Wolfville staff are actively involved in the development of PACE Atlantic, with the opportunity both to inform its form and direction and to opt-out of the initiative should the need arise. Planning, finance, and administrative staff have been participating in PACE Atlantic program development meetings and reviewing program and application materials as appropriate, and will continue to do so in order to ensure that administrative, financial, and governance elements of the program, and its timeline, meet Wolfville's needs and expectations.

Moving forward, PACE Atlantic is set to develop in stages, each of which locks in key elements of the program and offers participating municipalities off-ramps should it be determined to no longer meet their expectations, requirements, or readiness. The initiative is reaching one such stage, coinciding with the submission of the FCM funding proposal, which requires a decision from Council on the motion as outlined on page 1.

PACE can be a key strategy of Wolfville's Climate Change Mitigation Plan; the fact that the Plan is still in development should not overshadow neither the opportunity that PACE Atlantic and the FCM Community Efficiency Financing program represent, nor the pressing need to take swift action in response to the climate emergency declared by Council in 2019. As noted in the staff report for the HalifACT 2050: Acting on Climate Together Plan, adopted unanimously by HRM's council on June 23rd, 2020: "Responding to a changing climate is an urgent global crisis that requires immediate action with a steep decline in greenhouse gas emissions in the next ten years."

REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

Department: Planning and Development



6) FINANCIAL IMPLICATIONS

There are no immediate direct financial implications to the motion contained on page 1 of this document.

As the Town moves towards setting targets and implementing its climate change mitigation plan, there are likely to be costs/risks associated with any initiatives. For the Town organization, from a financial perspective, the question is what initiatives are pursued and what cost/risk is manageable within the financial framework of the Town.

The main risk areas could fall into two categories:

- Cash Flow & Bad Debts
- Reduced borrowing capacity to the Town for other projects (capital and operating)

An additional factor beyond risk is capacity to manage the program. To date, several governance models have been reviewed for the PACE Atlantic program, one of which would have Wolfville act as lead NS municipality managing the FCM funds. This scenario would in all likelihood require additional staff. In their review of the draft application to FCM the Town's solicitor also noted the administrative resources required to achieve the noted goals. It should be noted that part of the grant from FCM is budgeted specifically to support such resources. As noted above in discussion section it appears 50% grant funding is available for these costs. It is likely the taxpayer will have to support the other 50%.

Cash Flow Risk

Regarding the risk of negative impact on Town's cash flows, this has been a weakness of at least one PACE program in Nova Scotia. That situation has been further aggravated by the impact of COVID. Wolfville finance staff have already started to keep an eye on the COVID impact and a financial update was provided in a report reviewed during the June 16 Council meeting. The COVID situation has highlighted the susceptibility municipalities have to economic downturns.

The issue would be most prominent in cases where PACE participants don't stay current with their repayment schedule to the Town. The Town will be required to make repayments to FCM on a scheduled basis. If participants don't stay current with payments to Town, there would be a negative impact on the Town's cash flows and working capital.

The experience of HRM's Solar City program would indicate that the risk of default by participants (the ultimate cash flow issue) is low. That said, their program has existed in a pre-COVID economy that was generally considered a period of positive economic growth. Debt payments/defaults in such an environment are likely different than in an economic downturn.

REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

Department: Planning and Development



Assume that the Town does not use Reserves. Given the shortfall in long-term capital funding in the coming years, use of Reserves for a PACE program would not be recommended. Use of operating reserves is also not recommended. Council is aware that those funds are already committed to prop up the Ten Year Capital Investment Plan. They are now also needed to help offset the cash shortfalls expected by the COVID impact.

This means that at end of day, this is a loan program that the Town assumes the risk of lender. Effectively the Town would be acting as a financial lending institution, financing projects using funds from FCM (80%) and another lender (20%).

While the Town can design its program as it sees fit, generally PACE programs do not utilize credit checks, which is a standard procedure for commercial lenders to mitigate risk.

Possible Negative Impact on Town's Overall Borrowing Capacity

As noted in the discussion section, PACE loans do not currently count against a Town's Debt Ratio, as measured in the provincial FCI's. However, the province does use another debt capacity calculation when they evaluate debt requests by municipalities before those requests are submitted to the Minister for approval. This "benchmark" is not part of the FCI data.

A request has been submitted to the province for clarification of whether a PACE program operating debt would be included in their debt capacity evaluation. Staff are awaiting a final answer on this matter, but early indications are that PACE debt would be part of the evaluation process. This is similar to the more recent COVID operating line of credit the province has facilitated for municipalities. That operating debt will be part of the provincial evaluation process for Towns. This would mean an operating debt derived for PACE program could limit the amount of borrowing the Town could obtain for other purposes, most importantly capital project financing.

Finance Summary

Based on the staff analysis above, the benefit (from a GHG perspective) of this program is estimated at 174 Tonnes of CO₂e/year. This represents approximately 0.2% of the Wolfville community emissions per year. Assuming the benefit is cumulative each year (eg. year 2 becomes 348 Tonnes/yr) then it would take 10 years to realize a 2% savings annually. This is one aspect of the cost/benefit aspect council should consider.

- Is the effort and dollars to achieve this level of GHG reduction justified when compared to potential negative financial factors

REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

Department: Planning and Development



- How much renewable energy would occur in the community without the PACE program, i.e. how many of the noted 43 installations would happen from grassroots interest. The Town currently has 4 applications for PV Arrays this year.
- There were only a handful of solar panel companies in the province only a few years ago. There are now over 50 installers operate in the province.
- Is the 43 in first 3 years achievable; and is 50/year thereafter achievable. This would by far proportionately surpass the success of HRM's Solar City (420 agreements over the first 4 years)
- Despite HRM's commitment to carbon neutrality (HalifACT 2050), it appears that their program is being temporarily impacted by COVID with much of the needed resourcing for the plan put on hold.

It is anticipated that COVID will continue to have a negative impact on the economy, including municipal finances, for at least a couple of years. This may require Town's to seriously consider how many and what types of projects they take on that are outside their core/essential services.

REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

Department: Planning and Development



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

PACE programs have several benefits, including:

- Leveraging our economic opportunities: energy efficiency and renewable energy projects generate investment, jobs, and economic activity in the local community and region. Additionally, property owners can invest the money saved in other capital projects, budgetary expenses, or other investments. Finally, FMC's Community Efficiency Financing program provides direct loans for program financing of up to 80% of eligible costs, and grants of up to 50% of the loan amount to support indirect program expenses, leveraging any contribution to the program by the Town by more than 4X.
- Improved quality of life: a PACE program would directly support energy efficiency opportunities throughout the community. Additionally, energy efficient buildings are safer, healthier, and more comfortable and functional buildings for their residents.
- Maximizing our infrastructure investments: a PACE program would provide funding to ensure that private homes, the dominant type of physical infrastructure in Wolfville, serve the needs of their inhabitants by being more energy efficient and the needs of the community by emitting fewer Greenhouse Gases.

Council Strategic Principles:

Explain how the initiative meets the strategic principles below (remove this line from the final report)

1. **Discipline to Stay the Course and United Front:** Council approved the initiation of a PACE program for Wolfville as part of the Town's 2020/21 operational plan and budget.
2. **Affordability:** the budget for the project can be scaled and tailored around the Town's financial capacity and leverages additional funding to increase program impact.
3. **Community Capacity Building:** the project will create opportunities for local residents and businesses to deliver energy efficiency services in pursuit of a more sustainable community.
4. **Environmental Sustainability:** the project will increase environmental sustainability by reducing energy use and resulting Greenhouse Gas emissions from home energy use and heating. Additionally, the project will encourage and enable fuel-switching in the Well Head Protection Zone and Source Water Protection Area to encourage and enable homeowners to replace oil-based heating systems and fuel storage tanks with electric alternatives, thereby reducing the risk of contamination.

REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

Department: Planning and Development



8) ALTERNATIVES

Option 1: Do not approve the development of a PACE program for Wolfville.

Option 2: Do not approve Wolfville participation in PACE Atlantic, and direct staff to either

- a) look for/work with another program partner to develop a PACE program for Wolfville, or
- b) develop a stand-alone PACE program for Wolfville
- c) promote existing alternative energy programs (provincial/federal) as a cost-effective way to encourage renewable energy conversions.

REQUEST FOR DECISION 048-2020

Title: Visitor Information Centre

Date: 2020-10-27

Department: Parks and Recreation



SUMMARY

Visitor Information Centre

Recently the Town received confirmation of grant funding to support the development of the East End Gateway project, including improvements to the Visitor Information Centre. A formal public announcement of this funding has been made, and the Town is being supported by a grant from ACOA in the amount of \$575,000.

This additional funding will allow the Town to replace the current building and not commit to a major renovation, as was agreed to previously. This change will not add cost to the Town. The change in scope will allow for the creation of some additional gathering space and improvements to the interpretive nature and intentions of the Centre. Accessibility remain at the front of the project.

Please note the intention of this project is to create additional covered space at the Centre.

DRAFT MOTION:

THAT COUNCIL AUTHORIZE STAFF TO REPLACE CURRENT VISTOR INFORMATION CENTRE ACKNOWLEDGING THE TOTAL PROJECT BUDGET IS NOT TO EXCEED \$600,000. THIS RECOGNIZES THE TOTAL IS NOT AN INCREASE TO THE TOWN'S CURRENT CAPTIAL ALLOCATION OF \$400,000 BUT IS COMBINED WITH GRANT DOLLARS IN THE AMOUNT OF \$200,000.

REQUEST FOR DECISION 048-2020

Title: Visitor Information Centre

Date: 2020-10-27

Department: Parks and Recreation



1) CAO COMMENTS

The CAO supports the recommendations of staff. Ratifying a motion that has been agreed to in principle via email by the previous Council is not a typical practice, however the timing of receiving the grant and the election made it the most viable option to determine initial support so that staff could continue to work on a revised design. The initiative has not yet gone to tender.

2) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 65A.

3) STAFF RECOMMENDATION

As per draft motion

4) REFERENCES AND ATTACHMENTS

- 2020/21 Operations Plan/Budget
- MPS – as it relates to energy efficiency goals and requirements.
- Accessibility Plan – as it relates to major renovations.

Concept images:



Above: North facing view. Entrance from Willow Ave.

REQUEST FOR DECISION 048-2020

Title: Visitor Information Centre

Date: 2020-10-27

Department: Parks and Recreation



Above: West side. Entrance from Willow Ave.



Above: Concept of internal space. Facing west.

REQUEST FOR DECISION 048-2020

Title: Visitor Information Centre
Date: 2020-10-27
Department: Parks and Recreation



5) DISCUSSION

Staff would like to acknowledge the following correspondence with our previous Council when seeking support of this motion. Previous Council approved the content of this motion in principle, allowing staff to start work immediately and to seek formal approval with our new Council. Staff have begun work under these guidelines. This new direction (increasing funding to \$600,000 to replace the Visitor Information Centre) was unanimously approved by the outgoing Council. As noted in the motion, staff is not asking for additional funds to support this project, but only for approval to increase total spending which is supported by recent grant funding.

The following outreach was conducted by the Town's CAO, which was unanimously supported by all 7 Council members.

Dear Council,

At the September COW meeting, the following motion was passed:

06-09-20 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL AUTHORIZE STAFF TO START THE PROCESS OF DETAILING AND UNDERTAKING A RENOVATION TO THE CURRENT VISITOR INFORMATION CENTRE, PROVIDED THAT COSTING MEETS CURRENT CAPITAL ALLOCATIONS FOR THE NEW VISITOR INFORMATION CENTRE AND THAT THE SITE CAN BE READY FOR THE 2021 SEASON.

We have since received great news. A significant grant has been confirmed at \$575,000 over three years. The grant is not yet public, but we are aiming to have it announced by the end of October. The grant relates to the full 3-year East End Gateway Project currently in the approved 2020/21 Ten Year Capital Investment Plan (CIP). The total approved by Council in the 2020/21 CIP was \$1.32 million over 3 years, including \$400 K for the VIC. Originally, the vast majority of the 3-year project was to be funded by Town sources, ie. Debt and capital reserves. After meeting with representatives from the granting organization, the funds can be used for a revised new VIC, as well as the rest of the East End Gateway project included in the grant application.

Since we do not have a regular Council meeting this month and we are in the middle of an election, staff are looking for email approval of the following. This will be formally ratified by the new Council in November before the project goes to tender:

To allow staff to proceed with a replacement of the VIC rather than the renovation direction from the September motion. The rationale is that the grant has provided room to increase the cost of the VIC upwards to \$600,000.

The grant will not be sufficient to use the tendered price from earlier in the year (which would have taken the overall VIC costs over \$900 K), but will allow for a much improved space allowing for accessibility and energy use enhancements.

REQUEST FOR DECISION 048-2020

Title: Visitor Information Centre

Date: 2020-10-27

Department: Parks and Recreation



The balance of the grant will also help in covering costs scheduled for Year 2 and 3 of the CIP. Early work on the draft CIP for upcoming budget cycle indicates a couple of the planned features will require increased budget estimates. Overall, the net costs to the Town (after accounting for grant) will not be higher than the currently approved 2020/21 CIP.

This item is coming back to Council as last direction was for a VIC renovation to stay within the original budget estimate of \$400K. The grant now allows room to build a new VIC at a cost up to \$600,000 with funding also available to cover increased cost estimates in future years. Please let me know if you support this direction by end of day tomorrow (October 9th) if possible.

Since that time staff have engaged in design work allowing a tender package to be developed and released by the end of November, for construction to start as soon as possible.

FINANCIAL IMPLICATIONS

As part of the 2020-21 capital plan, budgeted dollars in the amount of \$400,000 have been allocated to build a new Visitor Information and Welcome Centre. This budget would include all project costs some of which have already been incurred in design work for the initial tender scope.

Grant money has been confirmed to support the additional spend to \$600,000.

If Council were to elect to move forward with replacing the current VIC, monies would be available as part of the approved capital investment plan – pending final pricing.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic direction and sub goal from the 2020-2024 Strategic plan:

- Improving quality of life for all
- Maximizing our infrastructure investments
- Leveraging our economic opportunities
- Accessibility impact
- Climate Change

Council Strategic Principles:

Explain how the initiative meets the strategic principles below (remove this line from the final report)

1. **Affordability:** Project must be based on aligning with Town's Capital Investment Plan.
2. **Transparency:** Tender results are an open process.

REQUEST FOR DECISION 048-2020

Title: Visitor Information Centre

Date: 2020-10-27

Department: Parks and Recreation



3. **Community Capacity Building:** East End Gateway improvements are at the forefront of capital projects with your Parks and Recreation Department.
4. **Discipline to Stay the Course:** Improvements to the East End Gateway have been part of the Town's operating plan for several years.
5. **United Front:** Recreational space and supporting active lifestyles are specific to the Town's Strategic Plan.
6. **Environmental Sustainability:** Every opportunity for energy efficiencies will be incorporated into the project.

7) COMMUNICATION REQUIREMENTS

Your Parks and Recreation team will keep Council updated on the progress. Updated designs will be review by the Design Review Committee and made available to Council. Public updates will be developed as further information/details becomes available.

8) ALTERNATIVES

Council can choose not to accept the draft motion and defer to another option or could choose to do nothing at this time.

REQUEST FOR DECISION 045-2020

Title: Council – Committees of Council Meeting Schedule 2021

Date: 2020-12-01

Department: Office of the CAO



SUMMARY

Council-Committees of Council Meeting Schedule 2021

The purpose of this RFD is for Council to consider accepting the Committees of Council Schedule for 2021 as attached.

DRAFT MOTION:

That Council adopt the 2021 Council-Committees of Council Meeting Schedule as presented in this RFD.

REQUEST FOR DECISION 045-2020

Title: Council – Committees of Council Meeting Schedule 2021
Date: 2020-12-01
Department: Office of the CAO



CAO COMMENTS

The 2021 Council-Committees of Council calendar was reviewed by Management and the CAO supports the meeting schedule as presented.

1) 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 2021 forecast of Council-Committees of Council meetings supports a more strategic view of scheduling.

2) STAFF RECOMMENDATION

Staff recommends that Council accept the 2021 Council-Committees of Council meeting schedule as attached to this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings. In particular, given the current COVID restrictions, it is not known when Conferences and other major events will take place in 2021. If major changes to the schedule are needed, they will be brought back to Council for approval.

3) REFERENCES AND ATTACHMENTS

Appendix A – 2021 Council-Committees of Council meeting schedule (attached)

4) DISCUSSION

The Council, Committee of the Whole and Committees of Council meeting dates for 2021 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 045-2020

Title: Council – Committees of Council Meeting Schedule 2021

Date: 2020-12-01

Department: Office of the CAO



5) FINANCIAL IMPLICATIONS

Not Applicable

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This RFD is administrative in nature for establishing the 2021 Council & Committees of Council meeting calendar.

7) COMMUNICATION REQUIREMENTS

Once accepted, the 2021 Council-Committees of Council schedule will be published to the Town of Wolfville website "[Meeting Calendar](#)". Regular social media posts will notify the public of upcoming meetings, after Town Council meetings regular social media posts will notify the public of decisions made.

8) ALTERNATIVES

Throughout 2021, 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)
Special COW Budget	8:30am - 11:30am	Annually

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 - 2:00pm	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 2021

December '20						
S	M	T	W	T	F	S
		1	2	3	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		

February '21						
S	M	T	W	T	F	S
	1	2	3	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						

March '21						
S	M	T	W	T	F	S
	1	2	3	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			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2
3	4	5 Committee of the Whole 8.30 am - 11.30 am	6	7 PAC 4 - 6 PM	8	9
10	11	12	13 Source Water Protection 2.30 - 4 PM	14 Special COW Budget 8.30 - 11.30 am	15	16
17	18 REMAC 10 - 11.30 AM	19 Town Council 6.30 pm - 8.30 pm	20	21 APSC 9 - 10.30 AM	22 AUDIT 9 - 11 AM	23
24	25 ESC 2.30 - 4.30 PM	26	27	28	29	30
31		Notes				

February 2021

January '21						
S	M	T	W	T	F	S
					1	2
3	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						

March '21						
S	M	T	W	T	F	S
	1	2	3	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			

April '21						
S	M	T	W	T	F	S
					1	2
3	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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Committee of the Whole 8.30 am - 11.30 am	3	4	5	6
7	8	9	10	11 PAC 4 - 6 PM	12	13
14 Valentine's Day	15 Heritage Day	16 Town Council 6.30 pm - 8.30 pm	17	18	19	20
21	22	23	24	25	26	27
28						
		Notes				

March 2021

February '21						
S	M	T	W	T	F	S
	1	2	3	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						

April '21						
S	M	T	W	T	F	S
				1	2	3
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	

May '21						
S	M	T	W	T	F	S
						1
2	3	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					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Committee of the Whole 8.30 am - 11.30 am	3	4	5	6
7	8	9 RCMP Advisory 10 AM - 12 PM	10	11 PAC 4 - 6 PM	12	13
14	15 AAC 4.30 - 5.30 PM	16 Town Council 6.30 pm - 8.30 pm	17 St. Patrick's Day	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		Notes				

April 2021

March '21						
S	M	T	W	T	F	S
	1	2	3	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			

May '21						
S	M	T	W	T	F	S
						1
2	3	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					

June '21						
S	M	T	W	T	F	S
			1	2	3	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		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Good Friday	3
4 Easter	5 Easter Monday	6 Committee of the Whole 8.30 am - 11.30 am	7	8 PAC 4 - 6 PM	9	10
11	12	13	14 Source Water Protection 2.30 - 4 PM	15 APSC 9 - 10.30 AM	16	17
18	19 REMAC 10 - 11.30 AM	20 Town Council 6.30 pm - 8.30 pm	21	22	23 AUDIT 9 - 11 AM	24
25	26 ESC 2.30 - 4.30 PM	27	28	29	30	
		Notes				

Wolfville Council and Committee meetings

May 2021

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Committee of the Whole 8.30 am - 11.30 am	5	6 PAC 4 - 6 PM	7	8
9	10 Town & Gown 12 - 2 PM	11	12	13	14	15
16	17	18 Town Council 6.30 pm - 8.30 pm	19	20	21	22
23	24 Victoria Day	25	26	27	28	29
30	31	Notes				

June 2021

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Committee of the Whole 8.30 am - 11.30 am	2	3	4	5
6	7	8 RCMP Advisory 10 AM - 12 PM	9	10 PAC 4 - 6 PM	11	12
13	14 AAC 4.30 - 5.30 PM	15 Town Council 6.30 pm - 8.30 pm	16	17	18	19
20	21	22	23	24	25 AUDIT 9 - 11 AM	26
27	28	29	30			
		Notes				

Wolfville Council and Committee meetings

July 2021

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Canada Day	2	3
4	5	6 Committee of the Whole 8.30 am - 11.30 am	7	8 PAC 4 - 6 PM	9	10
11	12	13	14 Source Water Protection 2.30 - 4 PM	15 APSC 9 - 10.30 AM	16	17
18	19 REMAC 10 - 11.30 AM	20 Town Council 6.30 pm - 8.30 pm	21	22	23	24
25	26 ESC 2.30 - 4.30 PM	27	28	29	30 AUDIT 9 - 11 AM	31
		Notes				

August 2021

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NO MEETINGS IN AUGUST	2 CIVIC Holiday	3	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				

September 2021

August '21						
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October '21						
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31						

November '21						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 LABOUR Day	7 Committee of the Whole 8.30 am - 11.30 am	8	9 PAC 4 - 6 PM	10	11
12	13 AAC 4.30 - 5.30 PM	14 RCMP Advisory 10 AM - 12 PM	15	16	17	18
19	20	21 Town Council 6.30 pm - 8.30 pm	22	23	24	25
26	27	28	29	30		
		Notes				

October 2021

September '21						
S	M	T	W	T	F	S
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November '21						
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December '21						
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Committee of the Whole 8.30 am - 11.30 am	6	7 PAC 4 - 6 PM	8	9
10	11 Thanksgiving	12	13 Source Water Protection 2.30 - 4 PM	14 APSC 9 - 10.30 AM	15	16
17	18 REMAC 10 - 11.30 AM	19 Town Council 6.30 pm - 8.30 pm	20	21	22 AUDIT 9 - 11 AM	23
24	25 ESC 2.30 - 4.30 PM	26	27	28	29	30
31		Notes				

November 2021

October '21						
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31						

December '21						
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January '22						
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30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Committee of the Whole 8.30 am - 11.30 am	3	4 PAC 4 - 6 PM	5	6
7	8 Town & Gown 12 - 2 PM	9	10	11 Remembrance Day	12	13
14	15	16 Town Council 6.30 pm - 8.30 pm	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		Notes				

December 2021

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

January '22						
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30	31					

February '22						
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23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Committee of the Whole 8.30 am - 11.30 am	8	9 PAC 4 - 6 PM	10	11
12	13 AAC 4.30 - 5.30 PM	14 RCMP Advisory 10 AM - 12 PM	15	16	17	18
19	20	21 Town Council 6.30 pm - 8.30 pm	22	23	24 Christmas Eve	25 Christmas Day
26 Boxing Day	27	28	29	30	31 New Year's Eve	
		Notes				



1. Improving Quality of Life for All

- Staff have closed the baseline mobility survey, which received almost 400 responses, and are in the process of analysing the results;
- Staff have received the projection for the low-carbon scenario from our consultants, the Sustainability Solutions Group. The projection will inform the development of carbon emissions reductions targets recommendations, which will be presented to Council, along with a Request For Decision, within the next few months;
- The pilot project to include 3 electric bikes into the Wolfville Public Library's BookBike program has been completed. Staff will be reviewing data collected during the project and meeting with staff from the Wolfville Public Library and the Annapolis Valley Regional Library to review the pilot and discuss next steps;
- Staff have engaged Thinkwell Shift, a behavior change company that specializes in resource conservation, to develop a community outreach and engagement program for Wolfville centered on climate change mitigation and emissions reduction. Funding for this project is coming from the Town's 2019 Low Carbon Communities grant;
- Staff working with regional partners to discuss possible feasibility review for regional recreation infrastructure. Includes preparations to address all councils at a joint meeting in coming month or two;
- Staff planned and facilitated the Annual Pumpkin Parade in Willow Park. Over one hundred Pumpkins were donated to a local farm;
- In partnership with the WBDC staff developed the Wolfville Glows 2020 a month of community events and experiences, to promote the shop, dine stay and be merry experience in Wolfville;
- In partnership with Flying Squirrel Adventures, staff are preparing for various Women and Girls, as well as Family-oriented Hike series to be offered from January - March 2021;
- Staff have connected with various location organizations such as the Randall House Museum, Lions Club and various Churches to involve them in Wolfville Glows 2020;
- Staff completed "Memory Boot Camp" online program with 40+ participants;
- Staff started Teen Music Workshop with various guest musicians, introducing song-writing and music-making techniques and styles;

2. Maximizing Our Infrastructure Investments

- Flushing and video inspection of sanitary sewer mains is ongoing. The contractor has completed approximately 95% of flushing and 25% of video inspection;
- Installation of decorative lights on Elm Avenue began and lights are expected to be installed by mid-December;
- Staff have worked hard to decorate the core for the Holiday season – increasing the number of wreaths and adding lighting to Waterfront Park;

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- Staff worked with WBDC to introduce new 8-foot wreath to the Town. Located in Waterfront Park;
 - Stay safe and thank you for shopping in Wolfville banner being installed over Main street;

3. Leveraging our Economic Opportunities

- Staff are working with the Wolfville Farmers Market on longer-term strategic planning and funding applications, including working toward the utilization of the DeWolfe building or other expansion area;
- Staff are working closely with the Wolfville Business Development Corporation (WBDC) and attending their monthly meetings. Progress has been made on communications and a downtown signage review and eventual project(s) is underway with Fathom Studios who will lead a meeting with the WBDC board on signage/wayfinding and downtown placemaking and improvement needs November 19th, 2020;
- Staff are working with AVR to offer a Wolfville Glows and 'safe shopping' radio series to promote Wolfville's downtown core as a shopping location and to remind individuals about the importance of shopping safely;

4. Operational Updates

- Staff welcomed the Town's new Community Liaison and Compliance Coordinator, Jeremy Oakes on November 16th;
- Acadia University continue to update the Community page on their website under the COVID menu. <https://www2.acadiau.ca/covid-19/community-information.html>;
- Major focus for staff in Finance area is next steps of 2021/22 budget process and the month end financials with an eye to 3rd quarter variance report including year end financial forecast;
- IT staff and Accountant are preparing for system update required for new year and payroll tax tables;
- Staff are working on the requirements to get Council Chambers set up to allow Council to meet in Chambers combined with public participation via Zoom;
- Staff in GIS busy prioritizing numerous requests heading into next year's budget season;
- Staff have reviewed the Draft Report on Nova Scotia Power Inc's 2020 Integrated Resource Plan and submitted a letter of comment to the Nova Scotia Utility and Review Board highlighting the impact that the Integrated Resource Plan on the Town's climate change mitigation planning and implementation efforts;
- Staff have developed a Draft PACE Bylaw for the Town of Wolfville and submitted it, along with a Request For Decision, for inclusion in the Agenda for the December Council Meeting;
- Staff continue to provide building and development services (permitting, fire inspections, etc) and are currently providing limited building inspections services to the Town of Middleton while a longer-term solution is established for them;

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- Staff are working on various aspects of implementing the new planning documents including operational and administrative processes. A Municipal Planning Strategy Implementation framework is being worked on concurrently to Council's strategic planning process;
- Staff have been working through various enforcement and compliance issues and are handing over files to our new Community Liaison and Compliance Coordinator, Jeremy Oakes;
- Staff are working on finalizing the Flood Risk Study that was presented to the previous Council. An overview of this will be provided to the new Council once completed and will be recommended to be adopted for information and decision-making purposes;
- Tender for new sidewalk tractor has been awarded to Saunders Equipment and includes a new angles broom to assist with street sweeping and cleanup during asphalt repairs;
- Tender for a new sewer cleaner has been awarded to Saunders Equipment;
- Staff realigned Rail Trail behind Acadia Athletic Facility;
- First stagnant lead sampling of the water distribution system was completed. This will be part of an annual sampling plan going forward;
- Senior staff toured town work sites and facilities with Councillors on November 10th, part of their formal orientation;
- Staff have rescoped renovations to the Public Works/ Community Development facility and the project will be retendered;
- Fairfield Street has been signed No Parking on the north side of the street;
- Staff carried out sidewalk repairs, storm sewer repairs and prepared for the winter season;
- Staff repaired two water main breaks;
- Staff are in the process of organizing and packing the Visitors Information Centre to prepare for renovations;
- Staff connected with The Portal and contributed to the Prevention Task Force Youth Programming Toolkit;
- Staff attended two Youth Working Group meetings with the Town of Kentville and the Municipality of the County of Kings;
- Planning continues on the design of new VIC/Welcome Centre;
- Staff will begin winter work in Reservoir Park;
- Staff presented (virtually) to Recreation Nova Scotia audience on Memory Café project;
- Staff are planning more virtual Memory Café programming;
- Participating in planning committee for hosting NS Trails Conference 2021 with a theme of "Trails for All";
- Met with Wolfville School Administration to begin working on programming involving the school and students.