



# Town Council Meeting

December 15, 2020

6:30 p.m.

Virtual Meeting – via Zoom

## Agenda

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### Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes**
  - a. Town Council Meeting, November 17, 2020
3. **Presentation: Dr. Peter Ricketts**
4. **Comments from the Mayor**
5. **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.



- 6. Adjournment to In-Camera under the Municipal Government Act Section 22(2)(c):**
  - a. Personnel Matters
  
- 7. Adjournment of In-Camera**
  
- 8. Regular Meeting Reconvenes**
  
- 9. New Business:**
  - a. RFD 001-2020: 2<sup>nd</sup> Reading of Solid Waste-Resource Management Bylaw and Ch. 107 Bylaw Repeal of Valley Region Solid Waste Resource Management Bylaw
  
- 10. MOTIONS FROM COMMITTEE OF THE WHOLE, DECEMBER 1, 2020**
  - a. RFD 030-2020: PACE Bylaw
  - b. RFD 048-2020: Visitor Information Centre
  - c. RFD 045-2020: Council & Committee Meetings Schedule 2021
  - d. RFD 046-2020: Committees of Council Appointments
  
- 11. Correspondence:**
  - a. Allen Hume – Road Water and Ice
  - b. Annu Gupta – Schedule a Meeting
  - c. Duncan Ebata- Front Street Community Oven
  - d. Garth Staples – Closing of Town to Public 1 Nov.
  - e. Garth Staples- No Subject
  - f. Kevin Gildart – General Update on Latitude 45 Suites, 292 Main Street, Wolfville
  - g. Neha Taak – 1<sup>st</sup> Page listing on Google
  - h. Nella Pidutti- Acadia University Students and Parties off Campus



- i. Paul Goulden – Pond View Park
- j. Paul Goulden – Pond

## **12. Regular Meeting Adjourned**

## REQUEST FOR DECISION 001-2020

Title: Solid Waste-Resource Management Bylaw  
Date: ~~2020-01-21~~ ~~November 3, 2020~~ December 15th  
Department: Office of the CAO

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## SUMMARY

### SOLID WASTE-RESOURCE MANAGEMENT BYLAW

The current Valley Region Solid Waste-Resource Management Bylaw was last amended in 2012. There is a need to now update this Bylaw to:

1. Reflect changes to collection required as per the waste collection contract coming into effect April 1, 2020;
2. Remove Annapolis County, Bridgetown and Hantsport from the Bylaw;
3. Update the list of materials banned from landfill by the Province and Valley Waste-Resource Management Authority (VWRM); and
4. Address other housekeeping issues as required.

Council gave first reading to an amended regional Valley Region Solid Waste Bylaw on January 21, 2020. Since that time, it has been determined that each municipality should have their own individual complementary bylaws and that the directives initially proposed by Valley Waste be adopted by each individual municipality. The revised Bylaw now before Council achieves the goals as per this original RFD but now also has Valley Waste 1) recommending the directives for Council approval,; 2) recommending to the Municipality the By-Law Enforcement Officer(s) to be appointed by Council; and 3) setting out Schedules 1a and 1b as delegated authority to Valley Waste.

As a result of these changes, first reading to the Bylaw is once again required.

### DRAFT MOTIONS – December 15th:

That Council give Second reading to the attached Solid Waste-Resource Management Bylaw.

That Council give Second reading to the attached Repeal Bylaws and Regulations Chapter 107 Bylaw.

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### 1) CAO COMMENTS

See discussion for comments from the CAO.

### 2) LEGISLATIVE AUTHORITY

Section 325 of the *Municipal Government Act* enables Council to approve this Bylaw.

### 3) STAFF RECOMMENDATION

Staff recommend that Council adopt the proposed changes to the Bylaw.

### 4) REFERENCES AND ATTACHMENTS

1. Draft Solid Waste-Resource Management Bylaw Chapter 106
2. Draft Repeal Bylaws and Regulations Bylaw Chapter 107
3. 2020-01-09 VWRM – Report to Council on Proposed Changes to the Bylaw
4. 2020-01-09 Valley Region Solid Waste-Resource Management Bylaw – Draft
5. 2020-01-09 Valley Regional Solid Waste-Resource Management Bylaw Directives – Draft

For further context council can find items 4.3, 4.4 and 4.5 in the January 21, 2020 Council Package.

### 5) DISCUSSION

In May 2019, VWRM awarded the contract for the Provision of Services for the Curb-side Collection and Transportation of Source-Separated Waste for the 5-year period of April 1, 2020 – March 31, 2025 to EFR Environmental. Key changes as a result of this awarding are (1) a move to a four day per week collection program; (2) the allowance of materials to be placed curbside in the evening prior to collection starting at 7:00 pm and (3) a collection commencement time of 7:00 am (currently this is 8:00 am). Additionally, special collection waste is now to be placed curbside “no earlier than the weekend before the scheduled week” (currently the Bylaw states “no earlier than 7 day prior”).

Over the past few years there have also been changes to the Parties of the VWRM Inter-municipal Services Agreement. Bridgetown and Hantsport no longer exist as municipalities and the Municipality of the County of Annapolis and Municipality of West Hants have both withdrawn from VWRM, necessitating an update to the Bylaw.

Aside from other changes of a housekeeping nature, the Directives have also been updated to include new provincially banned materials such as certain types of oil products and electronics.

### 6) FINANCIAL IMPLICATIONS

## REQUEST FOR DECISION 001-2020

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There are no direct financial implications from the adoption of the amended Bylaw. It should be noted that the Residential Collection Contract collective budget line item for 2020-21 is anticipated to be a decrease of \$144,145 over the 2019-20 budget.

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

N/A

## 8) COMMUNICATION REQUIREMENTS

Note that this communication happened last winter as anticipated.

There will be a great deal of communication required for Wolfville residents as a result of amending the Bylaw and the start of the new waste collection contract. Specifically, the impacts for Wolfville that need to be communicated are as follows:

### Regular Collection (Effective March 31, 2020)

The Town of Wolfville will be switching from the current Wednesday & Thursday Week 1 to **Friday Week 2 for everyone**

This means the last time Wolfville will have collection on Wednesday/Thursday will be March 18/19 and the **first collection on the new day would be Friday April 10**; however, that is Good Friday so the first collection will actually be **Saturday, April 11**.

It will then be every second Friday (April 24, May 8, May 22...)

Also **collection begins at 7:00 am** starting in April and residents will be permitted to place the materials at roadside after 7:00 pm the night before.

### Spring & Fall Cleanup

There will also be a completely new cleanup schedule. There are no more Zone A or B or specific dates for each town.

Clean-up will still be on one day only – once in the spring and once in the fall.

The collection day area (Friday Week 2) will now be assigned a specific week each spring and fall for clean-up.

For Wolfville that will be the **weeks of April 27-May 1 and September 28 – October 2**

Residents will be asked to wait until the weekend before their cleanup week to put materials out. Bulky waste must be at roadside by 7:00 am on April 27<sup>th</sup> and September 28<sup>th</sup>.

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The Clean-up truck will be along sometime that week, Monday-Friday, to pick up the items and the truck will be by only once.

The cleanup dates will fall on the opposite week of regular collection. This helps VWRM keep the materials separate from regular materials and also helps them balance out the amount of incoming materials to the transfer stations.

Also, as VWRM is switching to a 4-day/week collection schedule (Tuesday – Friday), the transfer station will be closed on all holidays.

Finally, Monday, instead of Saturday, will become the alternate collection day for any storms or other holidays.

Town staff will be communicating with residents on these changes in the coming months.

### 9) ALTERNATIVES

Council can choose not to amend the Bylaw as requested, however this would ensure that the new waste collection contract awarded by VWRM would be offside the existing Valley Region Solid Waste-Resource Management Bylaw.



**WHEREAS** section 325 *Municipal Government Act, 1995 R.S.N.S. c. 18*, as amended (*MGA*), enables Council to make by-laws pertaining to solid waste; and

**WHEREAS** the Town of Wolfville is party to an Agreement under section 60 *MGA*, that created the Valley Region Solid Waste-Resource Management Authority as a municipally owned body corporate;

**NOW THEREFORE BE IT RESOLVED THAT** the Town of Wolfville hereby enacts as follows:

## 1 Repeal

Municipal By-Law # 68 Valley Region Solid Waste-Resource Management By-Law is hereby repealed.

## 2 Definitions

In this By-law:

- 2.1. "Authority" means the *Solid Waste-Resource Management Authority* as defined in provision 2.1 herein;
- 2.2. "Authority Collection" means collection of Solid Waste by or on behalf of the Authority from waste generators pursuant to this By-law and any issued Directives;
- 2.3. "Boxboard" means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or like items, with plastics removed;
- 2.4. "Bulky Items" means large items of a household nature including, without limitation, furniture, stoves, fridges with "CFC-free" sticker on, mattresses, bed springs, barrels, water tanks, dishwashers, Oil Tanks, and pieces of fencing;
- 2.5. "By-law Enforcement Officer" means a person with Special Constable Designation per ss 89 and 90 *Police Act*, employed by the Authority to administer and enforce this By-law;
- 2.6. "Collection Cart" or "Cart" means a cart supplied by the Authority for the Storage of Source-Separated Solid Waste such as an aerated cart for the collection of organic materials;
- 2.7. "Collection Containers" means bags, garbage cans or other containers approved in any
- 2.8. Directive; "Compostable Organics" or "Organics" or Compostables means Food Waste, Leaf and Yard Waste, Soiled and Non-Recyclable Paper, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin as set out in any Directive, but does not include whole companion animal or livestock carcasses or parts thereof that may create hazards or nuisance except as approved by the General Manager or designate;
- 2.9. "Construction and Demolition Waste" or "C&D" means materials normally used in the construction of buildings, structures, roadways, walls and other landscaping material, and includes, without limitation, soil, asphalt, brick, mortar, concrete, drywall, plaster, cellulose, fibreglass fibres, lumber, wood, asphalt shingles, and metals;
- 2.10. "Directive" means a provision recommended by the Authority and adopted by the Municipality and as set out in a Schedule to this By-law;
- 2.11. "Dispose" means the actions of dumping, abandoning, placing or leaving or the causing or permitting of any of these actions with respect to any Solid Waste on any property within the jurisdiction of this By-law;
- 2.12. "Eligible Premises" means those properties within the jurisdiction of the Authority, which are eligible for Authority Collection as set out in any Directive;
- 2.13. "Dwelling Unit" means a building or a unit with a separate entrance, kitchen, and sanitary facilities in a building, occupied or intended to be occupied as a home or residence by one or more persons but does not include a hotel, motel, guesthouse, inn, or travel trailer;



- 2.14. “Food Waste” means, without limitation, fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other like items;
- 2.15. “General Manager” means the General Manager of the Authority, the successor to such position, or a designate;
- 2.16. “Hazardous Waste” means solid or liquid waste that may be harmful to humans, animals, plant life or natural resources including, without limitation, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid and pesticides;
- 2.17. “Household Hazardous Waste” or “HHW” means Hazardous Waste generated in households including, without limitation, solvents, glues, cleaners, paints and finishes, asphalt sealers, gasoline, diesel, kerosene, pesticides, lawn and garden chemicals, poisons, propane tanks, roofing tar, pool chemicals, lubricating oil, batteries, and automotive fluids. For the purposes of this By-law, Household Hazardous Waste does not include PCBs, radioactive materials, explosives, fireworks, pathological wastes, and ammunition;
- 2.18. “IC&I Waste” means Solid Waste generated by, from or within any Industrial/Commercial/Institutional Premises.
- 2.19. “IC&I Premises” means a lot of land occupied by one or more industrial, commercial or institutional establishments;
- 2.20. “Litter” means loose Solid Waste items, usually smaller in size, that are distributed over a distance or area, including, without limitation, disposable drink cups, beverage bottles and containers, cigarette boxes, cigarette butts, potato chip bags, and food and candy wrappers;
- 2.21. “Leaf and Yard Waste” means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings and other like items;
- 2.22. “Multi-Unit Residential Building” means a dwelling containing three or more residential Dwelling Units and may include condominiums;
- 2.23. “Mini-bin” means a small container supplied to Eligible Premises by the Authority for the collection of organic materials prior to deposit in an Organics Collection Cart;
- 2.24. “Notice of Violation or Summary Offence Ticket” means an administrative monetary penalty issued by the Municipality for violating the By-law which, if paid as required, will result in no prosecution for the offence being commenced by the Municipality;
- 2.25. “Occupant” means any person who occupies property, including lands or buildings, and includes a tenant, lessee, roomer, subtenant, under-tenant or co-tenant, or who otherwise occupies or has occupied land or buildings and heirs, assigns and legal representatives;
- 2.26. “Oil Tanks” means residential oil tanks, cleaned and emptied of all liquids that hold a maximum volume of 900 litres;
- 2.27. “Order” means a written direction requiring any person to comply with a provision of this By-law;
- 2.28. “Property Owner” or “Owner” has the same meaning as “Owner” in the *Municipal Government Act* and, for greater clarity, includes a landlord, a lessor, an Owner, the person giving or permitting the occupation of premises, heirs and assigns and legal representatives and, in the case of a corporation, the officers and directors;
- 2.29. “Public Waste” means Solid Waste generated in or on premises where the public is or would normally be responsible for disposing of waste including, without limitation, enclosed or exterior shopping centres, malls, food courts, quick-service or counter- service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and inside or outside public event venues;
- 2.30. “Recyclable Materials” or “Recyclables” means newsprint, corrugated cardboard, Boxboard and other paper products, redeemable beverage containers, milk cartons, glass bottles and jars, steel/tin food cans, aluminum cans, aluminum foil plates, trays and wrap, high-density polyethylene plastic containers (HDPE #2), low-density polyethylene plastic containers (LDPE #4), and polyethylene terephthalate plastic bottles (PET #1), plastic bags (#2 and #4), stretch wrap (pallet wrap) or other items set out in any Directive;



- 2.31. “Residential Premises” means any house, dwelling, apartment, condominium, flat, tenement, mini-home, mobile home, mobile home park, mobile home space or any property that is occupied or may be occupied by an individual as a residence or that part of any such place, and includes any such property or premises occupied by an Owner and family;
- 2.32. “Residual Waste” means any Solid Waste remaining after diversion of Recyclables, Organics and Hazardous Waste or Household Hazardous Waste, tires, and electronics;
- 2.33. “Soiled and Non-Recyclable Paper” means dinner napkins, paper towels and fast food wrappers, wax paper, wrapping paper, soiled pizza boxes, paper plates and cups, damp and soiled newspaper and flyers, sugar, flour and potato paper bags or other like items or such other items that may be set out in any Directive;
- 2.34. “Solid Waste” means Residual Waste, Recyclables, Organics, Compostable Organics, construction and demolition debris, and other discarded materials resulting from residential, commercial, institutional and industrial activities that are commonly accepted at a municipal Solid Waste management facility, but excludes wastes from industrial activities regulated by an approval issued pursuant to the *Environment Act*;
- 2.35. “Source-Separated Solid Waste” means Solid Waste that has been sorted and separated at the point of origin, to facilitate its reuse, recycling, composting or disposal; for greater clarity, references to ‘source separation’ and ‘source separation of Solid Waste’ have the same meaning;
- 2.36. “Special Collection” means an Authority Collection for Bulky Items and such other materials as may be set out in any Directive;
- 2.37. “Storage Facility” or “Storage” means any container, Collection Cart, receptacle, building, structure, enclosure or other facility capable of, or intended to be used for, the temporary holding or storage of Solid Waste;
- 2.38. “Unsorted Solid Waste” means any Solid Waste that is not sorted and separated and contains materials banned from landfill as Directives;
- 2.39. “Valley Region” or “Region” means the Valley Region as defined in the Nova Scotia Solid Waste-Resource Management Regulations and any amendments thereto;
- 2.40. “Warning” means written notice by a By-law Enforcement Officer of contravention or failure to comply with any provision of this By-law, but which is not subject to section 8.0 Offence Enforcement and Penalties whereby proceedings are instituted; and
- 2.41. “Waste-Resource Management Centre” means a facility operated by the Authority for receiving, storing, sorting and shipping Solid Waste.



### **3 Valley Region Solid Waste-Resource Management Authority**

- 3.1. The *Valley Region Solid Waste-Resource Management Authority*, referenced herein as the Authority, is a body corporate established pursuant to an Intermunicipal Services Agreement (IMSA) to which this Municipality is party. The municipal parties thereto have delegated responsibility for the management of Solid Waste within their respective jurisdictions, pursuant to section 60 *Municipal Government Act* and the Solid Waste-Resource Management Regulations enabled by the *Environment Act* to the Authority.
- 3.2 Pursuant to the IMSA, it is agreed that each party shall establish and maintain a complementary Solid Waste-Resource Management By-law for the efficient and consistent execution of the Authority mandate throughout the jurisdiction of the municipal parties. Accordingly, this By-law may reference places or facilities within the Region that are beyond the geographical boundaries of this Municipality and it is intended that any such references in this By-law be construed and applied in a manner consistent with the provincially-mandated regional approach to Solid Waste-Resource management.
- 3.3 The General Manager is the chief administrator of and is responsible to the Authority for its proper administration in accordance with provincial legislation and regulations, any Directive, and plans approved and established by the Authority. The General Manager shall be responsible for the administration and enforcement of this By-law.
- 3.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.
- 3.5 The Authority shall recommend to the Municipality the appointment of a By-law Enforcement Officer to assist with the administration and enforcement of this By-law. Municipal Council shall consider the recommendation and may approve the appointment by resolution.
- 3.6 For the purpose of administration of this By-law, the General Manager or the By-law Enforcement Officer, or an agent or employee of the Authority so designated by either, may, at any reasonable time, enter and inspect any land or premises, other than a dwelling or a room being used as a dwelling, to verify compliance with this By-law and Directives, and may inspect Solid Waste and any Storage Facility.
- 3.7 The General Manager or the By-law Enforcement Officer may issue an Order directing any person to comply with the provisions of this By-law, including any Directive, in the manner and within the time specified therein.
- 3.8 Any Order or other written direction pursuant to section 3.7 signed by the General Manager or By-law Enforcement Officer, is effective if delivered personally to the person named therein or posted on the premises or if sent by prepaid post or facsimile or email transmission to the most recent known address of the person named and shall be deemed to have been received by such person, in the case of facsimile or e-mail transmission on the day after it was sent and in the case of prepaid post, on the third day after it was sent where receipt is not acknowledged, in the case of posting on the premises, on the day thereof.
- 3.9 It shall be an offence for any person to fail or refuse to comply with an Order signed by either the General Manager or Bylaw Enforcement Officer pursuant to this By-law.

## 4 Prohibitions

### 4.1 Illegal Dumping of Solid Waste

- 4.1.1 No person shall Dispose of or permit the Disposal of, dump, place, leave, abandon, or deposit Solid Waste at any public or private place within the Municipality unless that place is duly licensed to receive and Dispose of that particular category or item of Solid Waste.
- 4.1.2 Litter is not illegal dumping, and therefore is not within the jurisdiction of this By-law.

### 4.2 Illegal Dumping of Solid Waste at Authority Waste Facility

No person shall Dispose of Residual Waste or Solid Waste on the lands of a Waste- Resource Management Centre or any other facility licensed to receive any category of waste except during operational hours and only where directed by the Centre or facility.

### 4.3 Illegal Burning of Solid Waste

No person shall burn Solid Waste in the Municipality in a barrel, stove or other device or in the open as a method of Solid Waste disposal, excepting brush, tree limbs and milled wood that is free from adhesives, coatings and preservatives and, with respect to such products, only where such burning is permitted by law.

### 4.4 Disposal of Banned Materials

No person shall Dispose of the following materials at any licensed Solid Waste management facility, or Dispose of any such materials in a Storage area, Storage Facility, or collection container intended for Residual Waste disposal in an incinerator or landfill, namely:

#### 4.4.1 Banned by Provincial Regulation

Materials banned from Disposal by provincial regulation, including those materials listed in Schedule B of the Nova Scotia Solid Waste-Resource Management Regulations as amended from time to time;

#### 4.4.2 Banned by the Authority

Materials banned from time to time by this By-law.

### 4.5 Flow Control

No person shall export or remove from the Municipality Residual Waste, Construction and Demolition Waste, or Unsorted Solid Waste generated within the Municipality unless permitted otherwise by the General Manager or designate, and without limiting the foregoing, transport is permitted only to Waste-Resource Management Centres authorized by the Authority.

- 4.6 Notwithstanding section 4.5, the Authority may export Residual Waste, Construction and Demolition Waste or Unsorted Solid Waste to approved facilities beyond the jurisdiction of the Municipality.

### 4.7 Waste Accumulation



No Occupant or Owner of property in the Municipality shall allow, permit or authorize the accumulation of Solid Waste on or around property owned or occupied by them or allow, permit or authorize any uncollected Solid Waste to remain on or around property owned or occupied by them other than in a Storage Facility as approved in this By-law or in any Directive.

- 4.8 No person shall leave the lid or door of the Storage Facility open except during loading or unloading.
- 4.9 No person shall place any Solid Waste for collection on a property other than a property owned or occupied by that person, except as permitted by the General Manager or designate.

## 5 Source Separation Requirements

- 5.1 It shall be an offence of this By-law to fail to comply with any Directive pertaining to source separation of Solid Waste.
- 5.2 All Solid Waste being generated by or from any Residential Premises or any IC&I Premises shall be source-separated and packaged in accordance with any issued Directive and shall also comply with this By-law.
- 5.3 Public Waste  
The Property Owner and the Occupant of any premises where Public Waste is generated shall provide common area containers designed to receive and accommodate the quantities of Source-Separated Solid Waste generated on that site, as required by this By-law or any Directive, and shall ensure that such containers are clearly labeled and are accessible to the public, tenants, employees, visitors and Occupants of such premises.

## 6 Authority Collection

Solid Waste to be collected by or on behalf of the Authority must comply with the provisions of this section.

- 6.1 Collection Container Placement
  - 6.1.1 Except as otherwise permitted by this By-law, or by the General Manager, Collection Containers shall be placed roadside for collection as close as practicable to the edge of the street or roadway, and no further than five (5) meters from the travelled portion of the street or roadway to facilitate efficient unobstructed collection, accounting for factors such as urban versus rural setting, winter snow clearing operations, ditches, brush, and the like.
  - 6.1.2 All Solid Waste placed for collection shall be in front of and on the same side of the street or roadway as the Eligible Premises from which it has been generated.



- 6.1.3 Collection Carts shall be placed roadside in an upright position with the lid closed.
- 6.1.4 In the case of Multi-Unit Residential Buildings, the Owner shall provide a Storage Facility for Source-Separated Solid Waste in an easily accessible location on the building property in accordance with this By-law, any issued Directive and other applicable municipal requirements. Any collection contractor engaged by the Authority will collect Solid Waste from this location in accordance with source-separation and collection Directives provided it is accessible when the collection truck arrives, and otherwise shall be placed roadside for collection.
- 6.1.5 Collection will occur on public streets and roads only, except for: private roads identified by the Authority; roads on federal lands in cases where the cost of collection has been paid for by a grant in lieu of taxes or other means; or other roads as designated from time to time by the Authority, provided that all such roads must be in acceptable condition for the collection vehicles.
- 6.1.6 For all roads not otherwise addressed, collection will occur at the nearest intersection with a public street or road. Source-Separated Solid Waste must be brought to the intersection and placed in accordance with section 6.2 Set- out Times of this By-law; otherwise placement must be in the Solid Waste generator's own permanent Storage Facility or in the closest Storage Facility provided by the Authority for that purpose.

Any such Storage Facility must be in compliance with Storage requirements set out in clause 6.5 Solid Waste Storage.

## 6.2 Set-out Times

- 6.2.1 Solid Waste shall be set out for collection only between 7:00 pm the night before and 7:00 am on collection day. In the event of conditions preventing collection, the Property Owner shall remove prior to the end of collection day all Solid Waste not collected and set it out again on the scheduled alternative collection day or the next regularly scheduled collection day.
- 6.2.2 For Special Collections (Spring and Fall cleanups) Solid Waste for roadside collection shall be set out no earlier than the weekend immediately before the scheduled Special Collection week.

## 6.3 Removal of Collection Containers and Uncollected Material from Roadside

### 6.3.1 Removal of Collection Containers

Solid Waste Collection Containers shall be removed or caused to be removed by the Property Owner from roadside by the end of collection day excepting



permanent Solid Waste Storage facilities. Permanent Storage facilities shall comply with this By-law and any issued Directives. Collection Carts shall be removed from roadside and stored on the premises.

6.3.2 Removal of Uncollected Solid Waste

Any Solid Waste not collected for any reason, including, without limitation, Litter in or around any Storage Facility, shall be removed or caused to be removed by the Property Owner by end of collection day and properly sorted, contained, stored and Disposed of in accordance with this By-law.

Where uncollected Solid Waste has not been removed from roadside within 24 hours of collection day's end, and in cases where Solid Waste has been placed roadside outside the permitted time, the General Manager may arrange for the removal and Disposal of such waste and invoice the Property Owner for associated costs. For the purposes of this section and section 507 *Municipal Government Act*, the General Manager shall be deemed to be an employee of the Municipality.

6.4 Directives

The Municipality may adopt as part of this By-law Directives recommended by the Authority respecting the collection of Solid Waste, including, without limitation, the contents, type, nature, location and weight of Collection Containers or Storage facilities. The Directives, if adopted by the Municipality, shall form a part of this Bylaw and it shall be an offence to fail to comply with any such Directive.

6.5 Solid Waste Storage

Solid Waste Storage facilities shall be:

- 6.5.1 Weather-tight and animal-proof with the lid or door maintained in a closed position except during loading or unloading;
- 6.5.2 Capable of accommodating the quantities of Source-Separated Solid Waste generated between collections at that location;
- 6.5.3 Designed and constructed such that Solid Waste remains in a source-separated condition;
- 6.5.4 Easily accessible to all users and easily serviced by the collector;
- 6.5.5 Safe for their intended users; and
- 6.5.6 In cases where Authority Collection is provided at the Storage location, placed to provide unobstructed access over clear ground free of snow, ditches, brush or other obstacles to the Authority Collection truck within five (5) meters of the loading hopper.



## 6.6 Owner and Occupant Responsibilities for Solid Waste Management

The responsibility for management of Solid Waste in Residential Premises and IC&I Premises is shared by each Property Owner, jointly and severally, and each Occupant, jointly and severally, as follows:

### 6.6.1 Property Owner Responsibilities

The Property Owner shall:

6.6.1.1 Provide Solid Waste Storage facilities as set out in section 6.5;

6.6.1.2 Where any Storage Facility is inaccessible to the collection truck as required in section 5.5.6 on regular or Special Collection days, ensure that Solid Waste is set roadside in accordance with section 6.2;

6.6.1.3 Maintain any Solid Waste Storage facilities in good repair and in a clean, tidy, and sanitary condition at all times, both inside and outside, including the immediate surroundings; and

6.6.1.4 Ensure that Collection Containers, Storage facilities and uncollected Solid Waste, including Litter produced or resulting from set-out Solid Waste by pests, weather conditions or otherwise, are removed by the end of collection day.

### 6.6.2 Occupant Responsibilities

The Occupant shall:

6.6.2.1 Source-separate and package all Solid Waste generated in the Occupant's premises as per section 5 of this By-law and issued Directives; and

6.6.2.2 Between collections, place sorted and packaged Solid Waste in the Storage Facility provided by the Property Owner or in their own Storage Facility, as the case may be.

## 6.7 Inspection and Rejection Guidelines

Solid Waste set out for Authority Collection shall be subject to inspection by the collection contractor or by Authority staff. Solid Waste not in compliance with this By-law or any Directive may be rejected.

## 6.8 Authority Collection Prohibitions

No person shall:

6.8.1 Pick over remove, disturb or otherwise interfere with any Solid Waste that has been set out for Authority Collection except that Solid Waste set out for Special Collections may be removed for salvage or reuse providing that the set-out location must be left in a clean and tidy condition;





6.8.2 Collect Solid Waste placed for collection by the Authority; or

6.8.3 Remove a collection container placed roadside.

These prohibitions do not apply to the person who placed the waste for collection, to the Authority, or to its contractors.

#### 6.9 Suspension of Collection

The General Manager may suspend Authority Collection, upon written notice, at any Eligible Premises where one of the following deficiencies develops until corrected to the General Manager's satisfaction, namely:

6.9.1 An unsafe or potentially unhealthy condition or a nuisance or a potential nuisance related to Storage or collection of Solid Waste;

6.9.2 Persistent violation of any provision of this By-law or any Directives, Orders or other written notice issued pursuant to this By-law; or

6.9.3 Road conditions are unsafe for collection.

### **7 Non-Authority Collection and Disposal of Solid Waste**

The provisions of this section apply to all residential and IC&I Premises generating waste that is unacceptable for Authority Collection or exceeds allowable limits of Authority Collection or which for any other reason is not placed for Authority Collection by the Owner or Occupant, and is managed either by the Owner or Occupant or by another person or corporation for or on behalf of the Owner or the Occupant.

#### 7.1 Solid Waste Removal

The Property Owner or Occupant of premises shall promptly remove and Dispose of all Solid Waste not collected by Authority Collection.

#### 7.2 Solid Waste Storage

7.2.1 The Owner of any premises housing a Storage Facility, or the Owner or user thereof shall each ensure that such Storage Facility is:

7.2.1.1 weather-tight and animal-proof with the lid or door maintained in a closed position except during loading and unloading;

7.2.1.2 capable of accommodating the quantities of Source-Separated Solid Waste



generated between collections at that location;

7.2.1.3 designed and constructed such that Solid Waste remains in a source-separated condition;

7.2.1.4 emptied and cleaned regularly;

7.2.1.5 maintained in good repair and in a clean and tidy condition at all times, both inside and outside, including the immediate surroundings; and

7.2.1.6 clearly labelled with signage for source-separated waste streams.

7.3 No person shall place Solid Waste in any Storage Facility without permission of the Owner of the premises or the Owner or renter of the Storage Facility.

7.4 All Storage facilities are subject to inspection per this By-law.

7.5 The Owner of the premises or the Owner or renter or user of any Storage Facility shall each ensure that all Solid Waste placed in such Storage Facility is source-separated and packaged in accordance with this By-law and any issued Directive.

7.6 Any person collecting, transporting or hauling Solid Waste or any Storage Facility shall ensure that all Solid Waste contained within such vehicle or Storage Facility is delivered to the Waste-Resource Management Centre in a source-separated condition and deposited at the Waste-Resource Management Centre in the designated locations for each type of Source-Separated Solid Waste.

7.7 It is an offense to haul Unsorted Solid Waste to the Waste-Resource Management Centre for Disposal or to fail to deposit each type of Source-Separated Solid Waste in designated locations at the Waste-Resource Management Centre.

## **8 Waste-Resource Management Centres**

8.1 The Municipality delegates its authority as enabled under section 60 *MGA* to the Authority relative to the operation of Waste-Resource Management Centres and related tip fees as depicted in Schedules 1(a) and 1(b) of this By-law, as may be amended from time to time, by the Authority.

8.2 The Authority may recommend Directives to be adopted by the Municipality respecting the efficient, safe and environmentally-sound operation of Waste-Resource Management Centres in the Region and it shall be an offence to fail to comply with any such Directive.

### **8.3 Inspection and Enforcement**

All loads entering the Waste-Resource Management Centre are subject to inspection and enforcement by the General Manager or designate. The General Manager or designate may issue warnings, charge increased tipping fees, impose administrative



fees or revoke privileges of site users for non-compliance with this By-law or any issued Directive.

8.4 No person shall remove Solid Waste from a Waste-Resource Management Centre except as authorized by the General Manager or designate.

8.5 The operator of every commercial collection vehicle entering the Waste-Resource Management Centre site shall produce, upon request of the General Manager or designate, a manifest comprising a customer list whose Solid Waste is on board the vehicle.

## 9 Offence Enforcement and Penalties

9.1 No person shall contravene or fail to comply with any provision of this By-law.

9.2 This By-law may be enforced, at the discretion of the Municipality, by any peace officer or By-law Enforcement Officer, in accordance with the procedures set out in the *Municipal Government Act* or by means of a Summary Offence Ticket per the *Municipal Government Act* or *Summary Proceedings Act*.

9.3 The *Summary Proceedings Act*, where applicable, shall apply to proceedings under this By-law.

9.4 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:

- 9.4.1 Section 4.8 (failing to close the lid or door of Storage)
- 9.4.2 Section 4.9 (unauthorized placing of waste for curbside collection)
- 9.4.3 Section 6.1 (improper collection container placement)
- 9.4.4 Section 6.2 (improper set-out time)
- 9.4.5 Section 6.8.1 (interfering with Solid Waste set out for collection)

- a. for the first offence to a penalty of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00) or imprisonment for a period of not more than fourteen (14) days or both;
- b. for the second offence to a penalty of not less than two hundred dollars (\$200.00) and not more than seven hundred and fifty (\$750.00) or imprisonment for a period of not more than thirty (30) days or both;
- c. for the third offence to a penalty of not less than four hundred dollars (\$400.00) and not more than one thousand dollars (\$1000.00) or imprisonment for a period of not more than sixty (60) days or both

9.5 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:

- 9.5.1 Section 3.4 (failure to comply with a Directive)
  - 9.5.2 Section 3.9 (failure to obey a Warning or other written notice)
  - 9.5.3 Section 4.1 (illegal dumping)
  - 9.5.4 Section 4.2 (illegal disposal at licensed facility)
  - 9.5.5 Section 4.3 (illegal burning)
  - 9.5.6 Section 4.4 (disposing of banned Solid Waste)
  - 9.5.7 Section 4.5 (removing or exporting Residual Waste or Unsorted Solid Waste)
  - 9.5.8 Section 4.7 (accumulating of Solid Waste)
  - 9.5.9 Section 5.2 (failure to source-separate solid waste)
  - 9.5.10 Section 5.3 (failure to provide for source-separation of Public Waste or label containers)
  - 9.5.11 Section 6.3 (failure to remove uncollected containers or waste from roadside)
  - 9.5.12 Section 6.6.1 (failure to fulfill Owner Property Owner's responsibilities)
  - 9.5.13 Section 6.6.2 (failure to fulfill Occupant's responsibilities)
  - 9.5.14 Section 6.8.2 (illegally collecting Solid Waste set out for Authority Collection)
  - 9.5.15 Section 6.8.3 (illegally removing Collection Containers)
  - 9.5.16 Section 7.1 (failure to promptly remove Solid Waste from premises)
  - 9.5.17 Section 7.2 (failure to provide proper waste Storage for non-Authority Collection)
  - 9.5.18 Section 7.3 (unauthorized use of Solid Waste Storage)
  - 9.5.19 Section 7.5 (Owner's or renters of Storage Facility failure to ensure Solid Waste in Storage Facility is source separated and packaged)
  - 9.5.20 Section 7.6 (hauler's failure to keep hauled Solid Waste source separated and packaged)
  - 9.5.21 Section 7.7 (hauling Unsorted Solid Waste or failure to deposit Solid Waste in designated locations at Management Centre)
  - 9.5.22 Section 8.5 (hauler's failure to provide a manifest)
- a. for the first offence to a penalty of not less than five hundred dollars (\$500) and not more than five thousand dollars (\$5,000) or imprisonment for a period of not more than thirty (30) days or both;
  - b. for the second offence to a penalty of not less than one thousand dollars (\$1,000) and not more than seven thousand dollars (\$7,000) or imprisonment for a period of not more than forty-five (45) days or both;
  - c. for the third offence to a penalty of not less than two thousand dollars (\$2,000) and not more than ten thousand dollars (\$10,000) or imprisonment for a period of not more than sixty (60) days or both.

9.6 Any person who violates any other provision of this By-law is guilty of a summary offense

and liable to a fine of not less than two hundred and fifty dollars (\$250) and not more than five thousand dollars (\$5,000) or to imprisonment for a period of not more than thirty (30) days or both.

- 9.7 In any prosecution for an offence under this By-law, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for the offence, unless the accused establishes that the offence was committed without the knowledge or consent of the accused.
- 9.8 Where a corporation commits an offence under this By-law, any officer or director of the corporation who directed, authorized, assented to, acquiesced in or participated in the violation of this By-law is guilty of the offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted.
- 9.9 In lieu of prosecution under this By-law, the General Manager or his delegate may, in his sole and absolute discretion, issue to any person he believes upon reasonable grounds has committed an offence under this By-law a Notice of Violation (By-law Ticket), which Notice shall require the person to whom it is directed to pay to the Authority within fourteen (14) days of the issuance of the Notice the sum of one hundred and twenty-five dollars (\$125) for offences listed in section 9.4 and one hundred and seventy five dollars (\$175) for offences listed in section 9.5; and one hundred and twenty-five dollars (\$125) for offences covered by section 9.6. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this By-law requires the General Manager or designate to issue a Notice of Violation before initiating a prosecution.



- 9.10 Every day during which an offence pursuant to section 9.4, 9.5, or 9.6 continues is a separate offence.
- 9.11 Proof that Solid Waste that is Disposed of anywhere in contravention of this By-law originated from a particular person, from a residence of a particular person, from a particular premises or from a particular vehicle shall be evidence that the person, the Owner, or the current Occupant of said premises or the Owner of the vehicle so Disposed of it in the absence of evidence to the contrary.
- 9.12 When a person is identified as owner of Solid Waste deposited or dumped on a premises in violation of this By-law, the owner, on request of the By-law Enforcement Officer shall, within 48 hours of the request, supply the name and address of the person(s) responsible for the dumping. An owner of Solid Waste deposited or dumped on a premises in violation of this By-law who fails, to supply the requested information shall be guilty of an offense under this By-law.

**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 Bylaw: \_\_\_\_\_

I certify that this **NUISANCE BYLAW #97** was adopted by Council and published as indicated above.

\_\_\_\_\_  
Erin Beaudin, Chief Administrative Officer

**Schedule "A" DIRECTIVES**

**SOLID WASTE-RESOURCE MANAGEMENT BY-LAW DIRECTIVES**

**Pursuant to the  
Solid Waste-Resource Management By-law**

**Enabled by section 3.4 of the By-law**

***Approved by Council:***

**Solid Waste-Resource Management  
By-law Directives**

**Enabled by  
Solid Waste-Resource Management By-law**

## Introduction

The Solid Waste-Resource Management By-law (By-law) authorizes the Authority to apply and enforce Directives for the effective and efficient management of Solid Waste within the jurisdictions of the municipal unit parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement* or *IMSA* (i.e. the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville (collectively, the parties), or any other municipality who enters the *IMSA* to contract or designate the Authority to enforce their Solid Waste By-law and Directives.

These Directives are a Schedule to the By-law, forming part of the By-law that is in force and effect. Section 3.4 of the By-law reads as follows:

- 3.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.

The Directives in this Schedule have been recommended by the Authority pursuant to section 3.4 of the By-law and adopted by the Municipality and may be amended from time to time.

## 1 Banned Materials

### Materials Banned from Disposal

Section 4.4 Solid Waste Resource Management By-law names two classes of materials that are banned from disposal in landfill: 1.1 materials banned by Provincial Regulation; and 1.2 materials banned by the Authority. Banned items may be managed as Recyclables, Compostable Organics, Household Hazardous Waste, Hazardous Waste, tires, electronics, or by other means appropriate to the material. Disposal bans are in effect at Authority facilities for the materials listed below.

***Materials on the list that are accepted at the Waste-Resource Management Centres must be delivered separated from other garbage. Questions about how to handle specific items should be directed to the Authority at 902-679-1325 or toll free at 1-877-927-8300.***

- 1.1 Materials banned from landfill disposal by the provincial Solid Waste-Resource Management Regulations and accepted at the Solid Waste-Resource Management Centres:
- Beverage containers
  - Corrugated cardboard
  - Newsprint
  - Steel/tin food containers
  - Glass food containers



- Low Density Polyethylene (LDPE #4) bags and packaging including industrial/commercial/institutional stretch wrap (pallet wrap)
- High Density Polyethylene (HDPE #2) non-hazardous containers and packaging such as food containers, detergent containers, shampoo containers, jugs, pails and lids, windshield washer containers, non-hazardous cleaner containers, etc.
- Compostable organic material (food waste, yard waste, Soiled and Non-Recyclable Paper)
- Lead-acid automotive batteries
- Waste paint & their containers
- Ethylene glycol (automotive antifreeze)
- Used glycol
- Glycol containers
- Used oil
- Used oil filters
- Oil containers
- Electronic products specified by the Province

In the event of conflict with the above itemized list and the current policy of Nova Scotia Environment [NSE], NSE governs. Refer to Schedule “B” — Designated Materials Banned from Destruction or Disposal in Landfills and Incinerators in the Nova Scotia Solid Waste-Resource Management Regulations.

1.2 Materials banned from landfill disposal by the Authority and accepted at the Waste-Resource Management Centres:

- Polycoat or gable top cartons (milk, juice, soy, rice, etc.) and aseptic cartons (Tetra Pak<sup>®</sup>)
- All non-hazardous plastic bottles and containers Glossy paper, office paper, and other recyclable and compostable paper products
- Boxboard
- Household Hazardous Waste (HHW)
- Propane tanks
- Expanded polystyrene foam (beaded Styrofoam<sup>®</sup>)

1.3 Materials banned federally, provincially, or by the Authority and not accepted at the Waste- Resource Management Centres:

- Industrial, Commercial, Institutional Hazardous Waste
- Liquid Waste, or Solid Waste saturated to a fluid consistency, which is not part of the HHW program
- Highly combustible or explosive materials, such as celluloid cuttings, motion picture film, gasoline or solvent soaked rags or other combustible residues, ammunition, dynamite, or other similar material
- Medical material that is considered pathogenic or biomedical including anatomical waste, saturated blood-soaked dressings, infected material, and hypodermic needles from physicians, surgeons, dentists or veterinarians
- Whole carcasses of any animal or parts thereof that may create hazards or nuisance except as authorized by the General Manager or designate, except for

- the bodies of companion animals delivered to the Waste-Resource Management Centre by a municipal animal control officer
- Waste listed or characterized as hazardous by federal or provincial law
  
- Large pieces of sheet iron, scrap metal or machine parts, automobile bodies and fuel tanks
- Septic tank pumpings, raw sewage or industrial sludge
- Radioactive materials
- Soil and rock, and tree branches and stumps exceeding 15 cm (6 in) in diameter, unless approved by the General Manager or designate
- Manure, kennel waste, excreta, fish processing waste
- Asbestos
- Fuel tanks exceeding 2250 litre (500 gal) capacity
- Hot ashes or cinders
- Used Tires (rim size 24.5 inches or less)
- Specified Risk Materials (SRM) - the skull, brain, trigeminal ganglia, eyes, palatine tonsils, spinal cord and dorsal root ganglia (DRG) of cattle aged 30 months or older, as well as the distal ileum of cattle of all ages. In cattle infected with Bovine Spongiform Encephalopathy (BSE), these tissues contain the BSE agent and may transmit the disease

## 2 Source-Separation

To facilitate recycling and composting of banned materials, all persons in the Valley Region are required to source-separate the waste they generate at permanent, seasonal or temporary Residential Premises, at Industrial, Commercial, and Institutional premises, in public places, and at events held in public places, commercial premises, and other public event venues. Waste must be separated into the following categories: Compostable Organics, Recyclables, Residual Waste, Hazardous Waste, tires, and electronics. The items that compose each of these categories are listed below. For up-to-date sorting information, including proper preparation, see current the Authority sorting lists in the annual calendar on the Authority website ([www.vwrm.com](http://www.vwrm.com)), a free Recycle Coach app, or call the Authority office at 1-902-679-1325 or toll free at 1-877-927-8300.

### 2.1 Organics/Compostable Organics

- Food Waste including fruits and vegetables and peelings, table scraps, meat, poultry and fish, bones, shellfish (including shells), dairy products, egg shells, cheese, cooking oil, grease and fat, bread, grain, rice and pasta, coffee grounds and filters, tea leaves and bags, and other similar items
- Leaf and Yard Waste including grass clippings, leaves, brush, twigs, house and garden plants, waste potting soil, sawdust, and wood shavings
- soiled Boxboard with all plastics, foil and metal fasteners removed (unless soiled with HHW, paint, petroleum products, etc.) including cereal, shoe, tissue, cracker, cookie, baking product and frozen food boxes (not coated with plastic), paper towel and toilet paper rolls, soiled pizza boxes and waxed corrugated cardboard

- Soiled and Non-Recyclable Paper products (unless soiled with petroleum products)
- branches and prunings tied in bundles no longer than four (4) feet
- Christmas trees with decorations and stands removed; and
- Other materials of plant or animal origin, including cat litter (optional), except for whole companion animal or livestock carcasses or parts thereof and Specified Risk Materials (see section 1.0).

## 2.2 Recyclables

### Recyclable Paper

- phone books
- paper egg cartons and other molded paper products
- newspaper
- file folders
- office paper including shredded paper (bond paper, computer paper, envelopes)
- paperback books
- cereal boxes and other Boxboard packaging
- flyers and magazines
- non-waxed corrugated cardboard

### Recyclable Containers

- milk and juice containers (no caps)
- beverage containers (soft drinks, beer, liquor may also be returned to an Enviro-Depot for refund)
- tin/steel food cans
- aluminum foil plates, trays and wrap
- glass bottles and jars (remove lids)
- clean and empty plastic bags
- all plastic bottles and containers
- stretch wrap (pallet wrap)

## 2.3 Household Hazardous Waste (HHW)

HHW to be delivered at no charge to the HHW Depot at one of the Waste-Resource Management Centres. In general, material with hazardous symbols on the packaging illustrated below shall be considered hazardous.



**Toxic**



**Corrosive**



**Flammable**



**Explosive**

Examples of Household Hazardous Waste include:

- batteries
- propane tanks
- fluorescent light bulbs
- paint, stain, finishes, sealers
- motor oil
- household cleaners
- pool chemicals
- pesticides
- needles and lancets

#### 2.4 Residual Waste

Examples of Residual Waste include:

- chip bags and candy wrappers
- toothpaste tubes, tooth brushes and floss
- disposable drink cups
- diapers
- toys, clothing and footwear
- incandescent light bulbs, empty spray cans
- feminine hygiene products
- oil and antifreeze containers
- cat litter (optional)
- dog feces
- broken glass
- appliances not considered part of the electronics program
- furniture
- carpet
- Construction and Demolition (C&D) materials
- permitted medical Solid Waste\*
- and other items not listed as compostable or Recyclables or as Hazardous Waste

***\* Permitted medical waste means medical waste that is not medical waste listed in section 1.3 of the Directives.***

### 3 Authority Collection

The Authority provides a roadside waste collection program servicing all residential and IC&I Premises within the jurisdictions of the municipal unit parties to the *Solid Waste-Resource Management Intermunicipal Services Agreement*, i.e. the Town of Wolfville, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville. Solid Waste is collected through the Authority Collection program provided it is source-separated and set out according to the By-law and these By-law Directives.

All Eligible Premises are subject to the same source-separation requirements, set-out limits, and Collection Container requirements. It is the responsibility of the Owner or Occupant to provide for

collection and disposal of materials which are not eligible for Authority Collection or which exceed the allowable limits.

### 3.1 Eligible Premises

The basic unit of Authority Collection is a property, or Eligible Premises. To be deemed an Eligible Premises, a premises must be in compliance with applicable municipal zoning and development requirements, and property taxes levied to date must be paid. In the case of federal lands for which property taxes are not paid, premises may be deemed Eligible Premises if an agreement is in effect to provide waste management services on those lands.

Residential Premises eligible for Authority Collection include self-contained long-term living accommodations containing kitchen facilities in which the Occupant(s) sleep, cook, and eat meals. Each such unit is one Eligible Premises.

Industrial Commercial and Institutional (IC&I) Eligible Premises may include a variety of industrial, commercial or institutional enterprises or organizations including home occupation businesses. An IC&I serviced unit must:

- conform to municipal zoning by-law requirements;
- comprise the entire building, or form a separate business unit within a building containing two or more separate units;
- be an operating business generating waste through activities of that business; and
- be assessed as commercial, resource farm, or another designation excepting residential, or resource forest.

The Owner or Occupant of any Eligible Premises generating waste in excess of the standard collection limits must make arrangements, either through private service providers or using their own resources, to remove and Dispose of their waste materials in compliance with the By-law.

Examples of residential and IC&I Eligible Premises include:

- single detached residential dwellings including mobile homes
- each individual unit in a duplex or semi-detached residential dwelling (under-and-over and side-by-side)
- each individual unit in a Multi-Unit Residential Building (e.g. apartments and condominiums) or in a multi-unit ICI building or in a multi-unit mixed use building
- each individual unit in a row house or townhouse dwelling
- an individual unit in an industrial, commercial or institutional building as defined above
- seasonal residential dwellings (e.g. a cottage)
- church halls, community halls, fire halls, service club halls, and other similar public buildings
- residential dwellings and IC&I Premises on private roads providing that properly sorted and contained waste materials shall be deposited in a drop-off depot

designated by Authority for the purpose, or, in the absence of a drop-off depot, placed at the nearest

- intersection with a public road at the set-out times specified in section 5.2 of the By-law
- public wharves: a wharf is one Eligible Premises
- cemeteries: a cemetery is one Eligible Premises
- seasonal agricultural worker accommodations where Occupants eat, sleep and prepare their meals

### 3.2 Green Carts and Mini-bins

#### 3.2.1 Cart Distribution

The Authority provides aerated Organics Collection Carts (Green Carts) and kitchen Mini- bins for each Eligible Premises. Green Carts and Mini-bins are assigned to a given Eligible Premises and remain the property of the Authority. In all cases, the Authority supplies the Green Cart and Mini-bin only for the Storage and collection of Compostable Organics from the premises. Green Carts and Mini-bins are assigned as detailed below:

- a single detached permanent, residential dwelling including a mobile home, individual row house, and individual unit in a semi-detached dwelling - one Green Cart and one Mini-bin will be assigned automatically to the property;
- each single Industrial, Commercial, or Institutional premises - one Green Cart and Mini bin will be supplied;
- Multi-Unit Residential Building or condominium building - a sufficient number of Green Carts will be assigned to provide Storage for the amount of Organics generated between collections by all the building's units combined -usually that means one Green Cart for every four units;
- A Mini-bin will be provided to each individual apartment unit;
- duplexes (side by side or over and under) - one Green Cart will be assigned to each unit;
- seasonal homes on private roads - one Mini-bin will be provided to each unit; a Green Cart will only be provided if there is no seasonal waste drop-off depot in the area and the resident places the Green Cart at a public road for collection; and
- church halls, community halls, fire halls, service club halls and other similar buildings - one Green Cart and one Mini-bin will be provided on request to each unit.

#### 3.2.2 Green Cart Ownership

Green Carts and Mini-bins are and remain the property of the Valley Region Solid Waste-Resource Management Authority. The Green Cart and Mini-bin are registered to the residential or IC&I property, and are assigned to the property. When a property is sold, the Green Cart and Mini-bin shall remain on the property.

### 3.2.3 Green Cart Exchange

The Authority may from time to time offer more than one size Green Cart to accommodate the varying needs of residents. The standard Green Cart size has a nominal volume of 240 liters. When other Green Cart sizes are available, the current one may be exchanged for one of more suitable size. There is no service fee for this exchange. Green Carts will not be exchanged due to uncleanliness or design preference.

### 3.2.4 Lost, Stolen or Damaged Green Carts or Mini-bins

If a Green Cart is lost, stolen or damaged, except through normal use, it is the Property Owner's responsibility, subject to the General Manager's discretion, to pay the Authority the replacement cost. If damaged or stolen due to negligence of the collection contractor, it will be the contractor's responsibility to purchase a new Green Cart.

The Authority will replace Green Carts rendered unusable through normal use at no cost. It is the Property Owner's responsibility to replace lost or broken Mini-bins, except that when a property is sold, the Authority will replace missing or destroyed Mini-bins free of charge at the Owner's request.

### 3.2.5 Sale of Property

Green Carts are the property of the Authority. Upon the sale of a property, the Green Cart shall remain with the property. The new Owner is responsible for making new Green Cart arrangements with the Authority if necessary.

### 3.3 Non-Collectable Materials

In addition to all materials detailed in **Section 1.0 Banned Materials**, subsection iii, the Authority will not collect the following materials curbside through the Authority Collection program:

- Solid Waste produced outside the jurisdictions administered by the Authority
- Any material not meeting collection requirements
- items banned by the province from landfill disposal, as per Schedule B of Solid Waste- Resource Regulations; e.g. electronics
- large windows or large glass doors
- items covered under the Authority’s Household Hazardous Waste program

### 3.4 Collection Containers

Waste shall be set out for Authority Collection in the containers and quantities set out below.

Collection Containers must be designed to allow for safe and efficient collection. Collection Containers that do not allow the collector to remove waste in an ergonomically-acceptable manner may be rejected roadside provided the collector affixes a rejection sticker explaining the reason.

#### 3.4.1 Acceptable Collection Containers for Authority Collection

Acceptable Collection Containers for Recyclable Materials shall be:

- Transparent blue plastic bags weighing no more than 15 kg (33 lb.) when full; no wider than 0.8 m (30 inches), and no longer than 1 m (39 inches) when flat
- Bundles of corrugated cardboard: flattened and securely tied or otherwise bound together, weighing no more than 15 kg (33 lb.) and measuring no more than 30 cm by 60 cm by 90 cm (1 foot by 2 feet by 3 feet)

Acceptable Collection Containers for Compostable Organics shall be:

- Organics Collection Carts as assigned to properties by the Authority weighing no more than 100 kg (220 lb.) when full
- Bundles of brush, no more than 60 cm (2 feet) in diameter, securely tied, and weighing no more than 15 kg (33 lb.) with no individual piece of material being more than 5 cm (2 inches) in diameter or longer than 1.2 m (4 feet)

Acceptable Collection Containers for Residual Waste shall be:

- Clear Transparent Plastic Bags:
- Securely tied and watertight
- No wider than 0.8 m (30 inches) , and no longer than 1 m (39 inches) when flat; and
- Weighing no more than 15 kg (33 lb.) when full
- Each serviced unit may set out one (1) solid-coloured regular plastic garbage bag (e.g. black, green, brown, white, etc.) as a “privacy bag” each collection cycle, to contain private items



such as permitted medical waste and other Residual Waste. A clear bag filled with smaller opaque bags is considered one solid-coloured “privacy bag”. The privacy bag counts as one Residual Waste container and is subject to inspection for proper source-separation like any other Residual Waste container.

- Broken glass shall be safely boxed or wrapped to prevent injury
- To prevent Litter created by pests, snow plows, etc., acceptable Residual Waste bags may be set out for collection inside water tight metal or plastic garbage cans which are:
  - a. constructed of durable metal, plastic or other impermeable material designed for containment of waste;
  - b. equipped with a tight fitting impermeable cover;
  - c. equipped with handles in good repair; and
  - d. as large as or larger in diameter at the top than at the bottom.

**NOTE:** The basic Collection Container unit remains the plastic bag (clear or solid-coloured) regardless whether the bag is set out on its own, in a garbage can, or in a Storage bin roadside.

### 3.4.2 Allowable Number of Collection Containers

The number of Collection Containers allowed per serviced unit per collection is as follows:

1. A total of eight bags of Recyclables and Residual Waste combined;
  - a. Up to eight bags may be Recyclable Materials (in blue bags)
  - b. No more than four bags may be Residual Waste (in clear bags)
  - c. One clear bag may be replaced with a solid-coloured privacy bag – see section 3.4.1, Acceptable Collection Containers for Residual Waste, ii.
2. One Green Cart; except in the case of a Multi-Unit Residential Building where the number of Green Carts allowed shall be the number issued by the Authority to the building in accordance with section 3.2.1 of the Directives;
3. Two bundles of brush; and
4. Two bundles of corrugated cardboard

### 3.5 Exemptions from Collection Rules

Occasionally, the Occupant(s) of a serviced unit may be unable to comply with Authority Collection rules, for medical or similar reasons. In such cases, after verifying the reasons for the inability to comply, and after confirming that the Occupants are aware of their responsibilities and are complying with the best of their ability, Authority staff may grant an exemption to the normal collection rules.

Staff shall maintain a list of civic addresses where exemptions have been granted and the reasons for the exemptions. The civic address list shall be provided to the Authority

Collection Contractor to ensure that collection at exempted address is carried out consistent with the exemptions.

### 3.6 Curbside Inspection of Solid Waste Setouts

#### Inspection Guidelines

Authority staff regularly inspect waste materials set out for collection as a means of assessing compliance with the By-law and the source-separation and waste container Directives.

When the Inspector finds improperly sorted or packaged material set out for collection, the inspector may respond with educational tools including leaving the waste with an information sticker, and follow-up communication with the Occupant or Owner of the property.

Repeated subsequent violations, depending on their severity, may result in a more serious penalty as set out in the By-law, such a By-law Ticket or the suspension of the collection service.

### 3.7 Special Collections

#### 3.7.1 Spring and Fall Clean-up

Bulky Items such as furniture, stoves, mattresses, scrap metal, bed springs, barrels, water tanks, dishwashers, clothes, washers and dryers, pieces of fencing, refrigerators, freezers, air conditioners (with a “CFC refrigerant-free” sticker) and debris from home renovations are not collected roadside during regular Authority Collection days.

The Authority provides Special Collections for Bulky Items. The dates, schedules, and rules for these collections appear on the annual Authority calendar distributed through the jurisdiction of municipal partners and on the Authority website.

Rules for Spring and Fall Cleanup are as follows:

- cleanups are intended for large, bulky and excess Residual Waste only.
- Recyclable Materials and Compostable Organics will not be collected by the clean-up trucks.
- items may be set out for clean-up no earlier than the weekend before the scheduled collection day
- all items must be set out for collection in front of the property where they were generated
- a maximum of 20 items will be collected from each serviced unit
- an item means a single object, bag, container, or securely tied bundle
- a bundle shall measure no more than 120 cm (4 feet) in length
- bagged waste must be placed in clear bags
- corrugated cardboard Cartons are banned from landfill in Nova Scotia and collection crews will empty and leave them for the Owner or Occupant of the

- serviced unit to recycle
- no more than two of any one appliance type will be collected from any one serviced unit
- items shall weigh no more than 34 kg (75 lb.) each
- certain large items such as furniture and appliances may weigh up to 91 kg (200 lb.)
- items weighing more than 91 kg (200 lb.) will not be collected
- large windows and glass doors may not be collected because of the potential danger to the collection crew if the glass shatters when compacted in the collection truck
- items not collected are the responsibility of the Owner or Occupant and must be removed from roadside at the end of the collection day

### 3.7.2 Other Special Collections

The General Manager may schedule other Special Collections as approved by the Authority.

## 3.8 Collection Schedule

Regular roadside Authority Collection of Recyclable Materials, Compostable Organics, and Residual Waste occurs every second week. Details of collection routes are available in the annual Authority Calendar, online at [www.vwrm.com](http://www.vwrm.com), or by phone through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

Collection will start no earlier than 7:00 a.m. on any collection day, unless otherwise specified.

## 3.9 Holidays

There shall be no collection on the following designated holidays:

- New Year's Day
- Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

The General Manager will notify the public, in advance, of the designated alternate collection day for each Holiday, normally through the annual calendar. Information is also available online at [www.vwrm.com](http://www.vwrm.com) or through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

### 3.10 Storm Day Collection

If Authority Collection is cancelled because of a storm, the collection contractor will collect the route the following Monday. If that Monday is a holiday or already scheduled for collection, the General Manager will designate another day.

If the collection contractor begins the day's routes but is called off the road due to inclement weather before completing the routes, no alternate collection day will be scheduled. Collection stops missed due to the cancellation will be granted double collection limits for the next regularly scheduled collection day.

## 4 Hazardous Waste

The Authority Collection program is not designed to collect Hazardous Waste. Residents shall Dispose of Household Hazardous Waste through the Household Hazardous Waste (HHW) Depots operated by the Authority at the Eastern Management Centre or the Western Management Centre.

The Management Centres are not permitted by the Province to accept Hazardous Waste generated in the Industrial, Commercial and Institutional sector. It is the responsibility of the IC&I sector to ensure that their Hazardous Waste is Disposed of in accordance with provincial regulations.

## 5 Public Waste and Special Events

The By-law requires the generator to source-separate their waste. There is no exception for waste generated at a public event where Public Waste is generated, or a private event such as a wedding, family reunion or other such gathering at a home, or other public or private venue.

The By-law defines Public Waste as:

- Public Waste means Solid Waste generated in or on premises where the public is or would normally be responsible for Disposing of waste including, without limitation, enclosed or exterior shopping centres, malls, food courts, quick-service or counter-service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and inside or outside public event venues;

It is challenging for businesses or special event managers to control the actions of the public or invited guests who use their facilities or attend their events. Public education and cooperation between the public, guests, the manager, staff, the waste hauler and the Authority key to successfully managing Public Waste. Similar guidelines apply also to operators of private events such as private parties, family events and the like.

Event organizers may contact the Authority for information and borrow sorting stations. It is the responsibility of event operators to Dispose of materials collected in borrowed sorting stations. The event organizer is also responsible for picking up, cleaning and returning borrowed sorting stations.

### Guidelines for Managing Public Waste

- in any staff-controlled area all waste shall be source-separated
- where waste is not under staff control, the business or event manager shall exercise due diligence to provide the public with conveniently located Source-Separation containers
- Labels and signage shall be posted indicating what materials should be placed in each container to help the public know where to correctly place their waste
- public washroom waste is considered Residual Waste and there is no requirement to sort it
- all waste delivered to Management Centres is subject to inspection and compliance measures
- The Authority staff are available to provide advice on setting up a Public Waste sorting system
- on request, the Authority lends sorting stations to event organizers

## 6 Management Centres

The Authority operates two Waste Management Centres, one at 100 Donald E. Hiltz Connector Road, in Kentville and one at 343 Elliot Road, south of Exit 19 off Highway 101 near the Village of Lawrencetown. The Management Centres are approved by the Minister of the Environment to accept Source-Separated Solid Waste from the general public and the IC&I sector. The various streams of Solid Waste are transferred off site to approved processing or disposal locations.

### 6.1 Hours of Public Operation

The Eastern Management Centre in Kentville is open to the public from 8:00 am to 4:00 pm from Monday to Friday inclusive and from 8:00 am to 12:00 noon on Saturdays. The Western Management Centre in Lawrencetown is open 8:00 am to 4:00 pm on Tuesday, Wednesday, and Friday and from 8:00 am to 12:00 pm on Saturdays.

### 6.2 Materials Not Acceptable as Residual Waste

See *Section 1.0 Banned Materials* for information on what can be delivered to the Waste- Resource Management Centres.

### 6.3 Waste Disposal Fee Structure

The following provisions apply to the waste disposal fee structure:

- The Authority shall stipulate the fees and charges for disposing materials at its waste management facilities. These fees shall be set from time to time by the Authority and displayed in a Fee Schedule (see attached sample in Schedule 1 (a));
- The applicable disposal fee shall be paid by the hauler who delivers the waste to the Waste- Resource Management Centre;
- Haulers or waste generators wishing to Dispose of materials requiring special handling or disposal techniques shall give the Authority 48 hours' notice

requesting permission to deposit such special wastes, stating the properties, characteristics, origins and amounts of the waste.

- Authority staff shall advise the hauler whether the waste is acceptable and, if so, under what conditions; and
- No waste disposal fees shall apply to waste collected from Eligible Premises by the collection contractor(s) engaged by the Authority to undertake the Authority Collection program.

#### 6.4 Haulage Vehicle Registration

Commercial haulers using the Authority's Waste-Resource Management Centres may be required to comply with the registration requirements of the Authority including vehicle registration for such haulers.

The following provisions may apply to vehicle registration for haulers using the Authority's Waste-Resource Management Centres:

- Haulers using the Authority's waste management facilities shall pre-register identifying information and the tare weight of each vehicle as required by the Authority from time to time, and separately identify those vehicles to be used in contracted Authority Collection services operated on behalf of the Authority (if the hauler is also a commercial collection contractor);
- Haulers who wish to be granted credit privileges with the Authority must register adequate information with the Authority. Each hauler will be assigned an account number and each vehicle may be assigned a unique identification number that shall be displayed on the left front of the vehicle in a location, size and format specified by the Manager; and The driver of each registered vehicle must present the assigned account number to the scale operator upon entering the facility. The hauler in whose name the account is registered will be invoiced for materials delivered under that account.

#### 6.5 Waste packaging and placement requirements

Waste materials may be brought to the Waste-Resource Management Centre either bagged, bundled or loose. For bagged materials, Recyclables must be in blue or clear bags, compostables in Green Carts or compostable bags for Organics, and Residual Waste in clear bags. In case of Recyclables or Residual Waste brought in cardboard boxes, the boxes must be emptied by the user.

All Solid Waste shall be placed in appropriate designated locations for each type of Source- Separated Solid waste. Failing to do so is an offence contrary to section 6.8 of the By-law.

#### 6.6 Fee Payment

Haulers who transport acceptable material to a facility operated by the Authority, either with his/her own vehicles, or through his/her contractors or agents shall pay tipping fee charges in cash, by credit card, or by current electronic payment technology available at the site or, if they have been granted credit privileges, upon invoice in accordance with sections a, b, and c below:

- a. When both inbound and outbound scales are operating, the vehicle will be weighed upon entering the facility and shall be weighed again upon leaving. The hauler will pay the fee in accordance with the current fee structure prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges;
- b. When only one scale is in operation and the tare weight of a vehicle transporting materials has been predetermined, payment in accordance with the fee structure is required upon being weighed prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges; and
- c. When only one scale is in operation and the tare weight of a vehicle transporting materials for disposal has not been predetermined, the vehicle will be weighed upon entering the facility and again upon leaving. The hauler will then pay the tipping fee in accordance with the fee structure set from time to time by the Authority prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.

Haulers who have been granted credit privileges are subject to the current Overdue Account Collection Policy.

#### 6.7 **Volume Based Tipping Fees**

The General Manager shall set per cubic-meter rates payable by the haulers to be used when the weigh scales at the Waste-Resource Management Centres become inoperative. These shall be applied based on the capacity of the vehicle and the volume of the material in the vehicle as estimated by the scale operator, and shall be based on material weights displayed in Schedule 1(b) Volume-based Tipping Fee Calculation.

#### 6.8 **Inspection and Compliance Guidelines**

Waste at the Waste-Resource Management Centres may be inspected to ensure compliance with the source-separation and waste packaging requirements established by provincial regulation, the By-law, and operational rules of the Waste-Resource Management Centres.

Based on a visual inspection, random selection or other factors, Waste-Resource Management Centre staff may choose a load for thorough screening. Waste screening normally means removing bagged waste or individual items from a load for careful examination to assess compliance and to identify the waste generator(s).

As provided in section 7.4 of the By-law, inspection staff have the authority to request the names of all customers whose waste is contained in commercial loads being inspected.

Non-compliant materials located in a load are communicated to the hauler, customer or generator of the waste.

Non-compliant materials located in a load may also result in any penalty detailed in the By-law, including without limitation, a Warning, a By-law Ticket, a double tipping fee, or rejection of the load and sending it back to the generator for corrective action before it can be accepted at the Waste-Resource Management Centre.

## 7 By-law Enforcement

### 7.1 Compliance Philosophy

Authority staff use a balance of education and enforcement strategies to improve compliance with municipal By-laws and provincial regulations. Providing information and assistance to citizens and businesses is the first step in achieving compliance, followed if necessary by progressive enforcement action such as written notice, Warnings, fines and charges laid by investigators to be dealt with according to law in Provincial or Supreme Court.

### 7.2 Enforcement Tools and Procedures

The graduated enforcement response has been developed to address cases of failure to comply with the requirements of the By-law and Directives.

The tools used by enforcement staff range from verbal communication, written notice with specific deadlines, Warnings, suspension of curbside waste collection, Notices of Violation providing for an administrative out-of-court settlement (By-law Tickets), Summary Offence Tickets (SOTs) and Long Form Information charges in Provincial Court.

The enforcement tools are chosen based on the type and severity of offence and are at the discretion of the enforcement staff and in accordance with the Offence Enforcement and Penalties provisions of this By-law.

### 7.3 Investigation

All complaints and information concerning alleged violations of the By-law received are prioritized and investigated as quickly as resources allow. As needed, during the investigation, enforcement staff will work closely with other Authority staff, municipal staff, Nova Scotia Environment Inspectors, and with the local police agencies.

The By-law Enforcement Officer shall be qualified as a Special Constable under the Nova Scotia Police Act, be a member of the Atlantic Bylaw Officers Association (ABOA) and shall participate in enforcement and compliance training opportunities.





**Schedule 1(a) – Fee Schedule**  
 Current April 1, 2020

Waste Category	Price Per Tonne	
	Authority Members	Non-members
Recyclables	\$97	\$129
Organics		
Food Waste	\$97	\$129
Brush, Grass Clippings, Pine Needles	\$97	\$129
Leaves	No Charge	\$129
Garbage	\$121	\$161
Construction & Demolition Debris – Sorted	\$57	\$76
Brick, block, concrete		
Asphalt shingles		
Drywall		
Construction & Demolition Debris – Mixed	\$121	\$161
Scrap Metals and White Goods	\$57	\$76
One free appliance per day		
Minimum Fee	\$5	\$10
Penalty Fee	\$242	\$322
Other Services		
CFC Removal from Refrigeration Units	\$20/unit	\$20/unit
Household Hazardous Waste	No Fee	No Fee
Contaminated Soil: Contact the Authority for disposal locations.	Dependent on disposal location	Dependent on disposal location
Other Special Wastes: Generator must give the Authority 48 hours' notice to make special arrangements.	To be arranged	To be arranged
Weighscale usage (loaded weight and tare weight)	\$10.00 per load	
Used wood pallets (for sale)	\$2.00 each	



**Hours of Operation:**

**Kentville: Mon – Fri 8am-4pm. Saturday 8am-12noon**

**Lawrencetown: Tues, Wed, Fri 8am – 4pm. Saturday 8 am-12 noon**

**Note 1:** The minimum fee applies to the following: 41kg and less for garbage, 50 kg and less for Organics, 50 kg and less for Recyclables or 90 kg and less for sorted construction & demolition debris and scrap metal.

**Note 2:** The term **Authority Members** applies to anyone bringing a load generated in the Town of Wolfville, the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, and the First Nations communities of Annapolis Valley, Bear River, and Glooscap. Loads originating outside these areas are considered **on-members**.

**Schedule 1(b)**  
**Volume Based Tipping Fee Calculation**

It may be necessary at times to operate one or both of the Waste-Resource Management Centres with inoperable scales – for example, during an emergency such as a major power failure. In such a circumstance it would be impossible to charge tipping fees based on incoming weights. Volume-based fees are one option.

The following table details conversion factors that the scale operator can use to calculate fees based on the type and volume of the material on the delivery truck.

**Volume Based  
 Weights**

<b>MSW</b>	<b>lb./cu yd.</b>	<b>kg/cu yd.</b>	<b>kg/cu m</b>
Non-compacted	225	102	134
Compacted	750	341	446
<b>C&amp;D</b>			
Loose Mixed	560	255	333
Wood	169	77	100
Roofing	731	332	434
Concrete	860	391	511
<b>Organics</b>			
Food Waste	1,070	486	635
Leaves	225	102	134
Brush	300	136	178
Grass	400	182	238
<b>Recyclables</b>			
Paper Mixed Loose	875	398	520
Containers Mixed Loose	35	16	21

**Information from various sources including**

National Recycling Coalition Measurement Standards and Reporting Guidelines; EPA; FEECO; CIWMB 2006

**Conversions:** 1 kg = 2.2 lb.; 1 cu yd. = .765 cu meter



**1. Title**

1.1 This Bylaw is entitled “Repeal of Bylaws and Regulations Chapter 107”

**2. Repeal**

2.1. Be it enacted by the Council of the Town of Wolfville under the authority of the *Municipal Government Act* as follows:

The following Bylaw by Chapter and Description be hereby repealed in their entirety:

Chapter 68 – Valley Waste Solid Waste Management Bylaw

2.2 This Bylaw shall take effect on the date that the new Solid Waste Bylaw Ch. 106 comes into effect.

**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 **Bylaw to Repeal Valley Waste Solid Waste Management Bylaw** was adopted by Council and published as indicated above.

\_\_\_\_\_  
Erin Beaudin, CAO & Town Clerk

\_\_\_\_\_  
Date

**REQUEST FOR DECISION 050-2020**

Title: Property Assessed Clean Energy (PACE) Bylaw

Date: 2020-12-01

Department: Planning & Development

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## 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.

## REQUEST FOR DECISION 050-2020

Title: Property Assessed Clean Energy (PACE) Bylaw

Date: 2020-12-01

Department: Planning & Development

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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).

## REQUEST FOR DECISION 050-2020

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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:

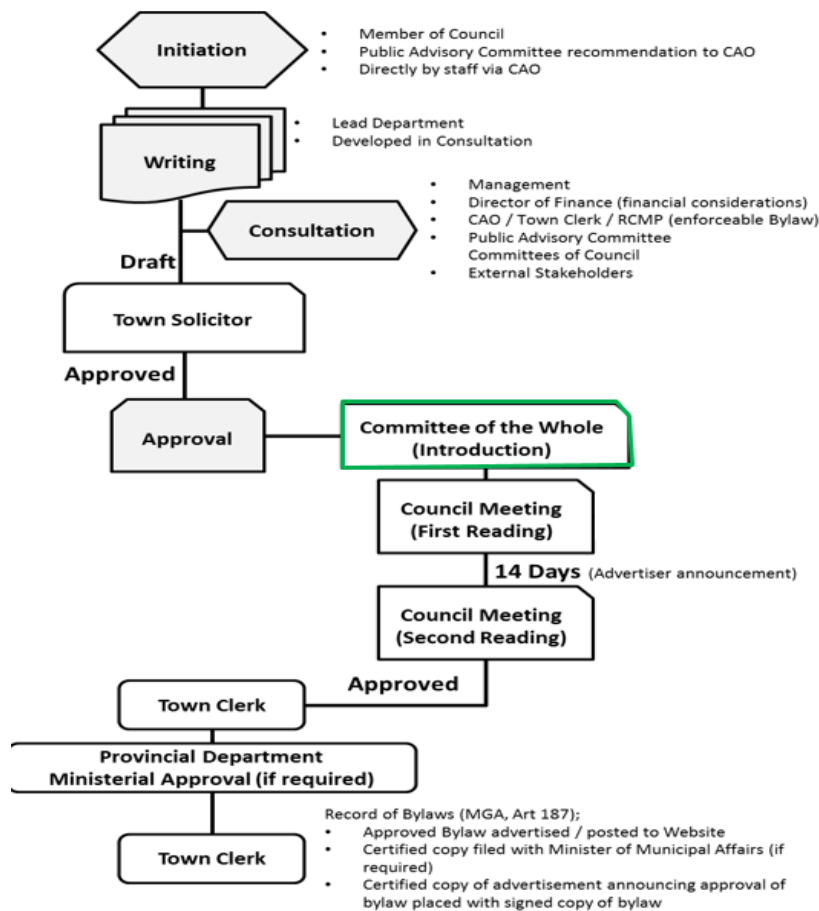


Figure 1 – By-law Adoption Process (from NS Department of Municipal Affairs)

## REQUEST FOR DECISION 050-2020

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Date: 2020-12-01

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### 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.



## REQUEST FOR DECISION 050-2020

Title: Property Assessed Clean Energy (PACE) 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 30<sup>th</sup>, 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.

## REQUEST FOR DECISION 050-2020

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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 3<sup>rd</sup> 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

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## 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*.



## REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) Program

Date: 2020-06-30

Department: Planning and Development

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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.

## REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) 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

## REQUEST FOR DECISION 030-2020

Title: PACE (Property Assessed Clean Energy) Program

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### 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 work?

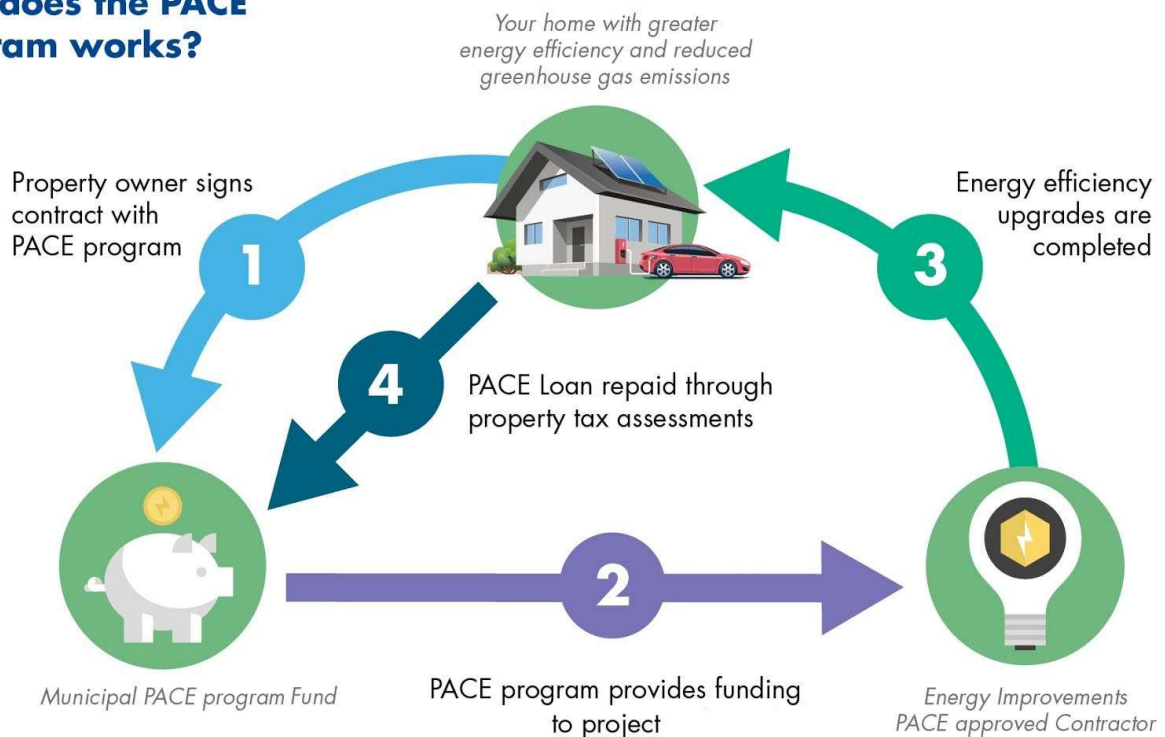


Figure 1: How PACE programs work

## REQUEST FOR DECISION 030-2020

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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 <sub>2</sub> 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

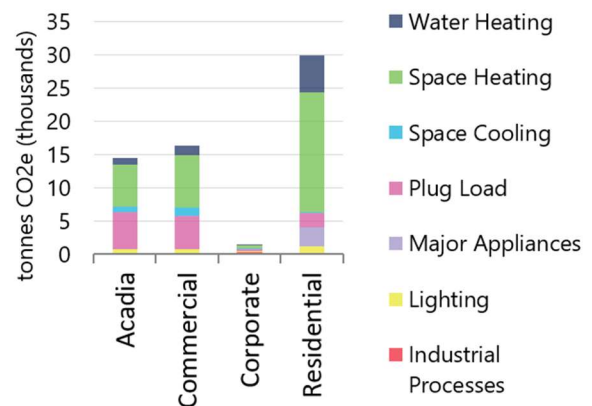


Figure 3: Building emissions by sector and end use

- 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 1<sup>st</sup>, 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

## REQUEST FOR DECISION 030-2020

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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 30<sup>th</sup>, 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 CO<sub>2</sub>e/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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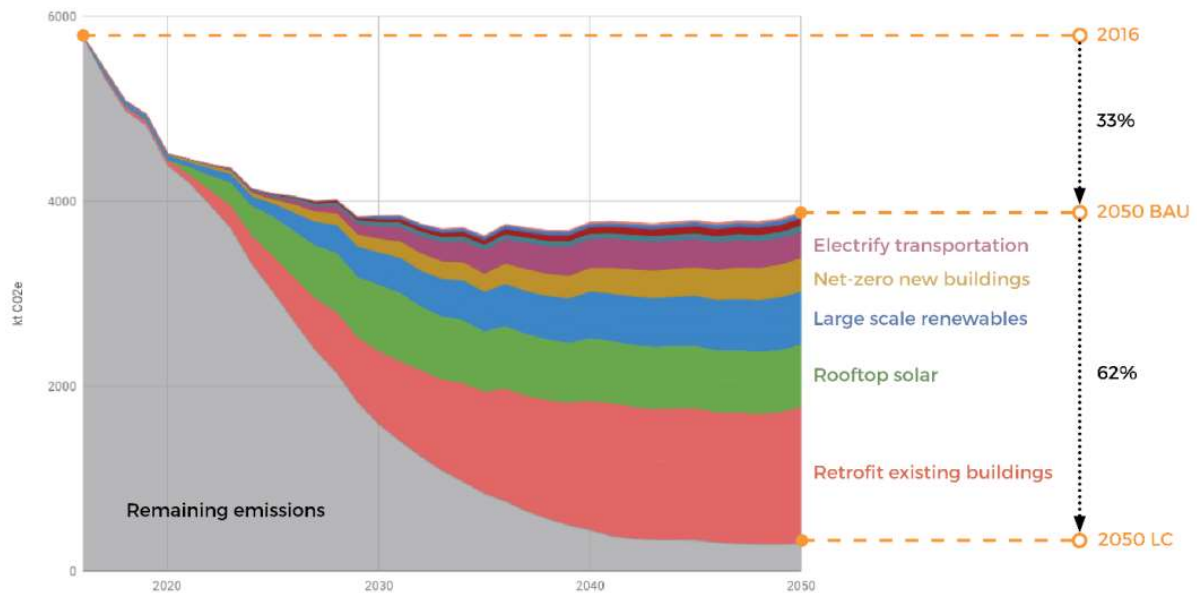


Figure 4: Wedge diagram of actions for the low carbon pathway

### 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 23<sup>rd</sup>, 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

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## 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.

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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 CO<sub>2</sub>e/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

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- 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.

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## 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.

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### 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

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## 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

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### 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

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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

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### 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

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*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 9<sup>th</sup>) 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

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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

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## **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

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### 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

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### 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	8.30 - 11.30 am	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 - 1:30pm	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
					<b>1</b> New Year's Day	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> PAC 4 - 6 PM	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Committee of the Whole 8.30 am - 11.30 am	<b>13</b> Source Water Protection 2.30 - 4 PM	<b>14</b> Special COW Budget 8.30 - 11.30 am	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> REMAC 10 - 11.30 AM	<b>19</b>	<b>20</b>	<b>21</b> APSC 9 - 10.30 AM	<b>22</b> AUDIT 9 - 11 AM	<b>23</b>
<b>24</b>	<b>25</b> ESC 2.30 - 4.30 PM	<b>26</b> Town Council 6.30 pm - 8.30 pm	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>		Notes January COW / TC meeting dates revised following COW December 1st				



# 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
	<b>1</b>	<b>2</b> Committee of the Whole 8.30 am - 11.30 am	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> PAC 4 - 6 PM	<b>12</b>	<b>13</b>
<b>14</b> Valentine's Day	<b>15</b> Heritage Day	<b>16</b> Town Council 6.30 pm - 8.30 pm	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>						
		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				

Wolfville Council and Committee meetings

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

Wolfville Council and Committee meetings

# May 2021

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	

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			

July '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	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 -1.30 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						
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					

July '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

August '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
		<b>1</b> Committee of the Whole 8.30 am - 11.30 am	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> RCMP Advisory 10 AM - 12 PM	<b>9</b>	<b>10</b> PAC 4 - 6 PM	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> AAC 4.30 - 5.30 PM	<b>15</b> Town Council 6.30 pm - 8.30 pm	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			
		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
20	21	22	23	24	25	26	22	23	24	25	26	27	28	26	27	28	29	30		
27	28	29	30				29	30	31											

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

October '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						

November '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	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
			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		

November '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				

December '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
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> Committee of the Whole 8.30 am - 11.30 am	<b>6</b>	<b>7</b> PAC 4 - 6 PM	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> Thanksgiving	<b>12</b>	<b>13</b> Source Water Protection 2.30 - 4 PM	<b>14</b> APSC 9 - 10.30 AM	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> REMAC 10 - 11.30 AM	<b>19</b> Town Council 6.30 pm - 8.30 pm	<b>20</b>	<b>21</b>	<b>22</b> AUDIT 9 - 11 AM	<b>23</b>
<b>24</b>	<b>25</b> ESC 2.30 - 4.30 PM	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>		Notes				

# November 2021

October '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						

December '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	

January '22						
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
	<b>1</b>	<b>2</b> Committee of the Whole 8.30 am - 11.30 am	<b>3</b>	<b>4</b> PAC 4 - 6 PM	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Town & Gown 12-1.30 PM	<b>9</b>	<b>10</b>	<b>11</b> Remembrance Day	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Town Council 6.30 pm - 8.30 pm	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				
		Notes				

# December 2021

November '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				

January '22						
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 '22						
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	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				

**REQUEST FOR DECISION 046-2020**

Title: Committees of Council - Appointments  
Date: 2020-12-01  
Department: Office of the CAO



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## SUMMARY

### Committees of Council - Appointments

The purpose of this RFD is to provide to Council applications from community members who want to participate as representatives on a Committee of Council where a vacancy exists from January 1<sup>st</sup> 2021. Council are asked to consider the applications attached and select representatives to fill vacancies.

#### DRAFT MOTION:

That Council appoint, effective January 1, 2021, the following community members to the Committees of Council for the terms indicated below. The terms will expire at the end of December of the applicable year:

- xxxx – Accessibility Advisory Committee two-year appointment
- xxxx – Accessibility Advisory Committee two-year appointment
- xxxx – Accessibility Advisory Committee two-year appointment
- xxxx – Accessibility Advisory Committee two-year appointment
  
- xxxx – Art in Public Spaces Committee two-year appointment
- xxxx – Art in Public Spaces Committee three-year appointment
  
- xxxx – Audit Committee two-year appointment
  
- xxxx – Environmental Sustainability Committee two-year appointment
- xxxx - Environmental Sustainability Committee two-year appointment
- xxxx – Environmental Sustainability Committee two-year appointment
- Alex Surrette – Environmental Sustainability Committee Youth Rep one-year appointment
  
- xxxx – Planning Advisory Committee two-year appointment
- xxxx – Planning Advisory Committee two-year appointment
  
- xxxx – Source Water Protection Advisory Committee three-year appointment
  
- xxxx – RCMP Advisory Board two-year appointment

**REQUEST FOR DECISION 046-2020**

Title: Committees of Council - Appointments

Date: 2020-12-01

Department: Office of the CAO



- 
- xxxx – RCMP Advisory Board two-year appointment
  - xxxx – Town & Gown two-year appointment

**Other Committee:**

- Xxxx – Wolfville Business Development Corp three-year appointment

## REQUEST FOR DECISION 046-2020

Title: Committees of Council - Appointments  
Date: 2020-12-01  
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### 1) COMMENT / RECOMMENDATION – CAO

The CAO recommends that Council review the attached Committee Application forms and select members to fill the Committee vacancies for the time period indicated in the Draft Motion.

### 2) LEGISLATIVE AUTHORITY

[Nova Scotia Municipal Government Act](#)

### 3) STAFF RECOMMENDATIONS

Staff recommends that Council approve the Committee appointments as outlined in this report.

### 4) REFERENCES AND ATTACHMENTS

- [Policy 110-009](#) (Accessibility Advisory Committee)
- [Policy 760-002](#) (Public Art)
- [Policy 140-007](#) (Audit Committee)
- [Policy 120-015](#) (Environmental Sustainability Committee)
- [Policy 610-002](#) (Planning Advisory Committee)
- [Bylaw Ch 87](#) (RCMP Advisory Board)
- [Policy 910-001](#) (Source Water Protection Advisory Committee)
- [Policy 120 012](#) (Wolfville Acadia Town & Gown Committee)
  
- **Committee Applications - Attachments:**
  - **General Applications:**
    - Beverley Ann Boyd (current APSC) interested in additional Committee
    - Heather Mackay (new application) interested in other Committees
  
  - **Accessibility Advisory Committee**
    - 4 Vacancies
    - **New Applications** – Pamela Capern, Dwayne MacLeod
    - Current incumbents who want to renew their term:
      - Agnieszka Hayes – completed 1 term
      - Andrew Roach – completed 1 term
      - Rebecca Smith – completed 1 term
  
  - **Art in Public Spaces Committee**
    - 2 Vacancies
    - **New Application** – Jane Lutes

## REQUEST FOR DECISION 046-2020

Title: Committees of Council - Appointments

Date: 2020-12-01

Department: Office of the CAO



- 
- Current incumbents who want to renew their term:
    - Sara-Lee Lewis – completed 2 terms
  - **Audit Committee**
    - 1 Vacancy
    - **New Applications** – Heather MacKay, Noah Robertson
    - No current incumbents want to renew their term
  - **Environmental Sustainability Committee (ESC)**
    - 3 Vacancies
    - **New Applications:**
      - Dwayne MacLeod
      - Simon Greenough
      - Emily LeGrand (lives outside Wolfville)
      - Wesley Booth
    - Current incumbents who want to renew their term:
      - Jodie Noiles, Acadia – completed 2 terms
      - Bill Zimmerman – completed 2 terms
      - Howard Williams – completed 1 term
    - Alex Surette, ASU to be appointed as Youth Member to Committee
  - **Planning Advisory Committee (PAC)**
    - 2 Vacancies
    - **New Application:** George Lohnes
    - No current incumbents want to renew their term
  - **Source Water Protection Advisory Committee (SWPA)**
    - 1 Vacancy
    - **New Application:** Erin Crandall
    - Current incumbents who want to renew their term:
      - John Brzustowski – completed 2 terms
    -
  - **Wolfville RCMP Advisory Board**
    - 2 Vacancies
    - **New Applications:** Lindsey MacLellan, Emily Kathan
    - Current incumbents who want to renew their term:
      - Michael Jeffrey – completed 2 terms
-

## REQUEST FOR DECISION 046-2020

Title: Committees of Council - Appointments  
Date: 2020-12-01  
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- **Wolfville-Acadia Town and Gown Committee**
  - 1 Vacancy
  - **New Applications:** Jo-Anne Kobelt, Paul Doerr
  - Further vacancies:
    - Board of Governors, Acadia
    - ASU Community Relations
  
- **Wolfville Business Development Corporation**
  - 1 Vacancy
  - **New Application:** George Lohnes

### 5) PURPOSE OF REPORT

Council is required to appoint Committee representatives to the various internal and external committees that require representation by the Town.

### 6) DISCUSSION

In total there is a requirement to appoint **17 members** to the various Committees of Council, and one appointment to an external Committee to represent the Town. The vacancies for Committee members exist on 8 Committees of Council and 1 external Committee outlined below:

#### a. [Accessibility Advisory Committee](#)

Reference: [Policy 120-009](#)

Name	Appointed	Expiry
Vacant - Agnieszka Hayes_(Chair)	2018-05	2020-12
Mayor Wendy Donovan	Not Applicable	Not Applicable
Vacant - Andrew Roach	2018-05	2020-12
Vacant (ex. David Daniels)	2020-12	2023-12
Vacant - Rebecca Smith	2018-05	2020-12
Emily Duffett	2018-05	2021-12
Birgit Elssner (Vice-Chair)	2018-05	2021-12
Councillor Jennifer Ingham	2020-11	2021-12
Alternate – Councillor Jodi MacKay	2020-11	2020-12



## REQUEST FOR DECISION 046-2020

Title: Committees of Council - Appointments  
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### Ex-Officio Members

- Erin Beaudin, Chief Administrative Officer non-voting
- Mike MacLean, Director of Finance non-voting

### b. [Art in Public Spaces Committee \(APSC\)](#)

Reference: [Policy No. 760-002](#)

Name	Appointed	Expiry
Councillor Wendy Elliott ( <b>Chair</b> )	2020-11	2021-12
Mayor Wendy Donovan	Not Applicable	Not Applicable
Sally Benevides Hopkins	2019-07	2022-12
Vacant - Sara-Lee Lewis	2018-12	2020-12
Vacant – (ex. Jessie Forman)	2017-12	2020-12
Beverley Ann Boyd	2019-12	2022-12

### Ex-Officio Members

- Erin Beaudin, Chief Administrative Officer non-voting
- Dr. Laurie Dalton, Acadia University voting

### c. [Audit Committee](#)

Reference: [Policy No. 140-007](#)

Name	Appointed	Expiry
Councillor Jodi Mackay ( <b>Chair</b> )	2020-11	2021-12
Mayor Wendy Donovan	Not Applicable	Not Applicable
Councillor Mike Butler	2020-11	2021-12
David Crabb	2019-12	2021-12
Vacant (ex Frank Lussing)	2020-12	2022-12

### Ex-Officio Members

- [Erin Beaudin](#), Chief Administrative Officer non-voting
  - [Mike MacLean](#), Director Financial Services non-voting
-

## REQUEST FOR DECISION 046-2020

Title: Committees of Council - Appointments

Date: 2020-12-01

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### **d. Environmental Sustainability Committee (ESC)**

Reference: [Policy No. 120-015](#)

Name	Appointed	Expiry
Councillor Mike Butler ( <b>Chair</b> )	2020-11	2021-12
Vacant - Jodie Noiles, Acadia University	2018-12	2022-12
Vacant - Bill Zimmerman	2018-12	2020-12
Vacant - (ex. Janet Eaton)	2020-12	2022-12
Vacant - Howard Williams	2018-12	2020-12
Alex Surette, Youth Member At-Large	2019-12	2021-12

#### **Ex-Officio Members**

- Mayor Wendy Donovan voting
- Erin Beaudin, Chief Administrative Officer non-voting
- Devin Lake, Director Planning and Development non-voting

### **e. Planning Advisory Committee (PAC)**

Reference: [Policy No. 610-002](#)

Name	Appointed	Expiry
Deputy Mayor Oonagh Proudfoot ( <b>Chair</b> )	2020-11	2021-12
Councillor Wendy Elliott	2020-11	2021-12
Councillor Isabel Madeira-Voss	2020-11	2021-12
Mark Bishop	2019-12	2022-12
Vacant (Ex Steve Mattson)	2020-12	2022-12
Vacant (Ex Isabel Madeira-Voss)	2020-12	2022-12
David MacKinnon	2019-12	2022-12
Alice Cohen	2019-12	2022-12

## REQUEST FOR DECISION 046-2020

Title: Committees of Council - Appointments  
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### Ex-Officio Members

- Mayor Wendy Donovan voting
- Erin Beaudin, Chief Administrative Officer non-voting
- Devin Lake, Director of Planning non-voting

### f. [Source Water Protection Advisory Committee \(SWPA\)](#)

Reference: [Policy No. 910-001](#)

Name	Appointed	Expiry
Deputy Mayor Oonagh Proudfoot (Chair)	2020-11	2021-12
Councillor Wendy Elliott	2020-11	2021-12
Jennifer Kershaw	2019-12	2021-12
Vacant - John Brzustowski	2017-03	2020-12

### Ex-Officio Members

- Councillor Peter Allen-Kings County Council voting
- Marcel Falkenham, Acadia University, voting
- **VACANT** -Member-at-Large, County of Kings, voting
- Town of Wolfville, Director of Public Works non-voting
- Town of Wolfville, Water System Operator non-voting
- Planning Staff, Kings County non-voting
- Nova Scotia Department of Environment & Labour non-voting
- Terry Hennigar, Consultant non-voting
- Outside Resources as needed, NSDTIR, NS Agriculture non-voting

### g. [Wolfville RCMP Advisory Board](#)

Reference: [Town of Wolfville Bylaw Ch 87](#)

Name	Appointed	Expiry
Councillor Isabel Madeira-Voss	2020-11	2021-12
Councillor Jodi MacKay	2020-11	2021-12
Vacant – (ex. Kathy Bird)	2018-12	2020-12
Vacant – Michael Jeffrey	2018-12	2020-12
Laura Fisher	2019-12	2021-12

## REQUEST FOR DECISION 046-2020

Title: Committees of Council - Appointments  
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### Ex-Officio Members

- Mayor Wendy Donovan voting
- Erin Beaudin, Chief Administrative Officer non-voting
- Vacant, Department of Justice Consultant / Advisor non-voting  
Provincially appointed.
- Sgt Ryan Kelly, Wolfville RCMP non-voting

### h. Wolfville-Acadia Town and Gown Committee

Reference: [Policy No 120-012](#)

Name	Appointed	Expiry
Mayor Wendy Donovan (Chair)	Not applicable	Not applicable
Councillor Mike Butler	2020-11	2021-12
Erin Beaudin, CAO	Not applicable	Not applicable
Vacant, Board of Governors, Acadia	2020-12	2021-12
Brendan McNeil, President ASU	2020-04	2021-05
Chris Callbeck, Acadia University	Not applicable	Not applicable
Vacant, ASU Community Relations	2020-04	2021-05
Vacant, Community Representative (Ex I Madeira-Voss)	2020-12	2022-12

### i. Other Committee Appointments:

- a) **Wolfville Business Development Corporation**  
a. One vacancy (Ex. Hugh Simpson)

## 7) FINANCIAL IMPLICATIONS

Not Applicable

## REQUEST FOR DECISION 046-2020

Title: Committees of Council - Appointments  
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### 8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Council Strategic Principles:

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

### 9) COMMUNICATIONS REQUIREMENTS

Once appointed, the new Committee appointments will be added to the Town of Wolfville website. Letters acknowledging appointments will be drafted for Mayoral signature.

### 10) ALTERNATIVES

Not Applicable – Council is required to appoint replacements to Committees of Council

**Amanda Brown**

---

**Subject:** FW: Road Water and Ice

-----Original Message-----

From: Allen Hume

Sent: November 26, 2020 8:22 AM

To: Town Council <towncouncil@wolfville.ca>

Subject: Road Water and Ice

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I have lived in Wolfville for four years now at 18 Carriageway Court in Whispering Creek. Briefly, this is a wonderful place to live.

I am hoping that you can help with a problem I have. Water runs in front of our house and the houses on either side of me. In the warm weather, it is a nuisance. In the colder weather, it is very dangerous as it provides an icy road in front of these houses. I have brought this concern previously with a complaint in person.

I am wondering if something can be done to prevent this water from running down the road by our home. It is likely that someone is going to fall on this. This is a continual issue that hopefully you can rectify in the near future

I await your reply.

Sincerely,

Allen D. Hume.

**Amanda Brown**

---

**Subject:** FW: Scheduling a meeting!!

---

**From:** Annu Gupta >  
**Sent:** November 25, 2020 9:33 AM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** Re: Scheduling a meeting!!

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Did you get a chance to review my previous email?

Could we schedule a call for Thursday (26th Nov) or Friday (27th Nov) so we can discuss **Mobile app** or **Web app** development requirements you may have? Please suggest a day and time and share the best phone number to reach you.

Thank you  
Annu Gupta

On Tuesday 6 October 2020 7:13 PM, Annu Gupta wrote:

Hello,

Would you like me to schedule a call so we can talk about Mobile app and Web app development requirements your company may have? Please suggest a day and time.

We are a mobile app and web app development company; we build custom solutions based on required functional specifications that automate various business applications.

Look forward to your response.

Thanks & Regards,  
Annu Gupta

## Amanda Brown

---

**Subject:** FW: Front Street Community Oven

---

**From:** Duncan Ebata

**Sent:** November 13, 2020 4:53 PM

**To:** Oonagh Proudfoot <OProudfoot@wolfville.ca>

**Cc:** Wendy Elliott <WElliott@wolfville.ca>; Erin Beaudin <EBeaudin@wolfville.ca>; Wendy Donovan <WDonovan@wolfville.ca>; Town Council <towncouncil@wolfville.ca>; Adam Barnett >; Kelton Thomason <kthomason@wolfville.ca>

**Subject:** Re: Front Street Community Oven

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi folks,

These days, we'd have to plan for a warm day and have a rain date plan, it's totally possible to do it at the oven, it would just need to be nice to be good experience....until we have walls and doors.

Duncan

PS. I'm co-hosting 6 free participatory Narrative Project sessions this fall around exploring the narratives and stories we want more of, check it out [howwethrive.org/narrativeproject](http://howwethrive.org/narrativeproject)

Duncan Ebata

Social Entrepreneur & Community Builder

Office/Cell: 1-902-692-9421

Projects at: [duncanebata.com/welcome](http://duncanebata.com/welcome)

*May it be acknowledged that Wolfville is located in Mi'kma'ki ,  
the ancestral and unsundered territory of the Mi'kmaq People.  
Pronouns: he/him*

On Mon, 2 Nov 2020 at 10:05, Oonagh Proudfoot <[OProudfoot@wolfville.ca](mailto:OProudfoot@wolfville.ca)> wrote:

Dough or dough (\$\$)? 😊





## Oonagh Proudfoot

Deputy Mayor,

Town of Wolfville

p 902-599-2844 | f 902-542-4789 | e [Oproudfoot@wolfville.ca](mailto:Oproudfoot@wolfville.ca)  
[wolfville.ca](http://wolfville.ca)

---

**From:** Wendy Elliott <[WElliott@wolfville.ca](mailto:WElliott@wolfville.ca)>

**Sent:** November 2, 2020 10:04 AM

**To:** Erin Beaudin <[EBeaudin@wolfville.ca](mailto:EBeaudin@wolfville.ca)>

**Cc:** Duncan Ebata <[duncan.ebata@gmail.com](mailto:duncan.ebata@gmail.com)>; Wendy Donovan <[WDonovan@wolfville.ca](mailto:WDonovan@wolfville.ca)>; Town Council <[towncouncil@wolfville.ca](mailto:towncouncil@wolfville.ca)>; Adam Barnett <>; Kelton Thomason <[kthomason@wolfville.ca](mailto:kthomason@wolfville.ca)>

**Subject:** Front Street Community Oven

How about we plan a pizza 🍕 demonstration? Going to the Dartmouth oven when it was operating as an FCM outing sold me on the concept. I'll offer to contribute some dough...

Wendell

Sent from my iPhone

On Nov 2, 2020, at 9:59 AM, Erin Beaudin <[EBeaudin@wolfville.ca](mailto:EBeaudin@wolfville.ca)> wrote:

Then let's definitely plan for separate.

Kelton can you work with Duncan to schedule something?

Sent from my iPhone

On Nov 2, 2020, at 9:55 AM, Duncan Ebata <> wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Erin.

Separately sounds good.

I definitely wouldn't want to rush it as I'd like to engage the council with some of the ideas and plans.

Duncan

Duncan Ebata

Social Entrepreneur & Community Builder  
Office/Cell: 1-902-692-9421  
Projects at: [duncanebata.com/welcome](http://duncanebata.com/welcome)  
Tours & Experiences: <http://RisingTideNS.ca>

On Mon, Nov 2, 2020, 9:51 AM Erin Beaudin <[EBeaudin@wolfville.ca](mailto:EBeaudin@wolfville.ca)> wrote:

Hi Duncan,

We are finalizing our itinerary and Kelton can reach out. We have a lot to pack into that day so it might actually be better to have the new council visit the oven separately so that we aren't rushed.

Erin

Sent from my iPhone

On Nov 2, 2020, at 9:50 AM, Duncan Ebata  
<[duncan.ebata@gmail.com](mailto:duncan.ebata@gmail.com)> wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi folks.

Please let me know if there is a slot to share the community oven impact stories and next steps on Nov 10th so I can plan accordingly.

Duncan

Duncan Ebata

Social Entrepreneur & Community Builder  
Office/Cell: 1-902-692-9421  
Projects at: [duncanebata.com/welcome](http://duncanebata.com/welcome)  
Tours & Experiences: <http://RisingTideNS.ca>

On Thu, Oct 29, 2020, 9:04 PM Wendy Donovan  
<[WDonovan@wolfville.ca](mailto:WDonovan@wolfville.ca)> wrote:

Hi Duncan;

Your group has really persevered during a difficult time. I am copying this response to Kelton Thomason, and Erin Beaudin is already part of the Town email link. Staff likely have a better sense of when a presentation might be appropriate. The new council will be doing a tour of various sites on November 10th (all day) and I would expect we will be visiting the site in conjunction with the library. That might be the appropriate time to provide council with an overview.

All the best

Wendy

Mayor Wendy Donovan

Town of Wolfville

(902) 698-6342

On Oct 29, 2020, at 8:49 PM, Duncan Ebata < >  
wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Wolfville councillors.

Congratulations being elected/re-elected!

I'm reaching out because it's been almost two years since we presented to council about the idea of the Front Street Community Oven and we formed an agreement.

Tonight was our 3rd last official firing of the oven for the 2020 season until we get the building walls and rolling doors installed and we can be open all year round. This was our 27th oven event since August 1st, 2020. Not too bad for starting late due to COVID.

I'm reaching out to offer that we update council on stories from the oven, a little about where we are going next, and different ways community members can participate.

*Please let me know if this of interest and let me know what format would make most sense (Zoom, in person, combo- inside photo share and outside oven space viewing). Adam Barnett and I are excited to hear from you.*

I'm looking forward seeing you and collaborating in the future.

Warmly,

Duncan

Duncan Ebata

Social Entrepreneur & Community Builder  
Office/Cell: 1-902-692-9421

Projects at: [duncanebata.com/welcome](http://duncanebata.com/welcome)

**Amanda Brown**

---

**Subject:** FW: Closing of Town Office to Public 1 Nov.

---

**From:** Garth

**Sent:** December 1, 2020 9:42 AM

**To:** Town Council <towncouncil@wolfville.ca>

**Subject:** Closing of Town Office to Public 1 Nov.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I carefully read that the Town Office would close on 1 Nov 2020.

I did not read of the reason why.

Is there one?

Garth E Staples

Sent from [Mail](#) for Windows 10

**Amanda Brown**

---

**Subject:** FW:

---

**From:** Garth

**Sent:** December 2, 2020 7:05 AM

**To:** Town Council <towncouncil@wolfville.ca>

**Subject:**

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

There were also 275 tests performed at the rapid-testing pop-up site in Halifax and **585 at the pop-up site in Wolfville. No positives were found at either one.**

Sent from [Mail](#) for Windows 10

## Amanda Brown

---

**Subject:** FW: General update on Latitude 45 Suites, 292 Main Street, Wolfville

---

**From:** kevin.gildart

**Sent:** December 5, 2020 2:54 PM

**To:** Town Council <towncouncil@wolfville.ca>

**Cc:** Devin Lake <DLake@wolfville.ca>; Kelton Thomason <kthomason@wolfville.ca>; Kevin Kerr <KKerr@wolfville.ca>; Emodi, Thomas; Marcia Elliott <MElliott@wolfville.ca>

**Subject:** General update on Latitude 45 Suites, 292 Main Street, Wolfville

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mayor Donovan and Council:

This message is sent to allow you to give factual and relevant answers to the residents and businesses of Wolfville who may be seeking status updates on our development.

Regarding construction schedules:

- we wish to acknowledge the very cooperative spirit that we are receiving from Town Staff. This level of cooperation is most relevant as we work toward long term solutions to areas of aesthetic interface between our development and future visions for the Gateway entry designs that the Town is working toward. An example is the joint decision to remove the visual clutter of utility lines crossing our joint easements with underground servicing trenches .Some of these changes have required us to make modifications to previous designs as we repositioned electrical rooms, etc.

- Covid-19 has resulted in us facing significant challenges (delays) in certain design aspects, as key providers of engineering and other services dealt with staffing challenges . We can advise that all design and engineering requirements are now completed and we expect to apply for our stage (2) permitting next week.

- At present, we have awarded our concrete and structural contracts. We were able to secure our preferred contractor and they wish to take advantage of a winter gap in their schedule. Our current plans are to start underground services within 10 days (subject to Town permits being issued) and preparation for concrete will begin shortly thereafter. Our concrete work is extensive and will require 90-120 days to complete, weather dependent.

-----  
-----  
Potential point of Civic Pride for Wolfville.

Our architects are currently entertaining specifications for the eastern edge Living Wall. We have offered a Request for Proposal to local, Annapolis Valley area providers, in addition to others.

One of the early stage respondents is a well respected landscape design provider. In the opinion of this provider, the Latitude 45 Suites living wall, will be " The largest and most significant expanse of Living Wall " as currently exists in Canada. I see this as a fitting complement to the environmental stewardship that Wolfville supports.



I trust this update is of benefit to Council as you seek to serve the residents of Wolfville.

Yours truly,

Kevin Gildart

**Amanda Brown**

---

**Subject:** FW: 1st Page listing on Google

---

**From:** Neha <>  
**Sent:** November 24, 2020 1:40 PM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** 1st Page listing on Google

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello [towncouncil@wolfville.ca](mailto:towncouncil@wolfville.ca),

I am Neha (Online Marketing Executive), contacting you after checking your website.

I was looking at your website and realized that despite having a great design; it was not ranking high on any of the search engines (**Google Yahoo and Bing**) for most of the keywords related to your business.

I am affiliated with a SEO company based in India that has helped over 200 businesses achieve **1st Page listing on Google** search result page for highly competitive keywords.

We will be glad to assist you with offering our services.

**Let me know if you are interested, then I can send you our SEO Packages and Price list.**

Thanks for your time, looking for your kind response!

Warm Regards  
Neha,  
Online Marketing Executive

## Amanda Brown

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**Subject:** FW: Acadia University students and parties off campus

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**From:** N P <>

**Sent:** November 22, 2020 7:56 PM

**To:** Wendy Donovan <WDonovan@wolfville.ca>; Oonagh Proudfoot <OProudfoot@wolfville.ca>; Mike Butler <mbutler@wolfville.ca>; Wendy Elliott <WElliott@wolfville.ca>; Jennifer Ingham <jingham@wolfville.ca>; Jodi MacKay <JMacKay@wolfville.ca>; Isabel Madeira-Voss <imadeira-voss@wolfville.ca>; Town Council <towncouncil@wolfville.ca>; covid19info@novascotia.ca; covid-19@acadiau.ca; security@acadiau.ca

**Subject:** Acadia University students and parties off campus

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

November 15, 2020

Hello Mayor Donovan,

For the second time since the 2020 school year began, my granddaughter, who is in her second year at Acadia, and on the Dean's list I might add, mentioned that another large group of 70 or so students were "caught" partying off campus, ignoring the public health regulations at this time, and disrespecting the welfare of the community, their families and the other students: students like my granddaughter who does not 'party' while in school.

We wore a mask in my daughter's house while visiting on November 15th, even though we have strictly maintained this bubble of ours in order to protect our health and our ability to continue our working lives. Her father is in the military, so we have additional considerations regarding duty and safety. However, we have to do this because the university is reckless in its treatment of these breaches in provincial regulations. Police enforcement with low fines is insufficient and the town of Wolfville seems helpless to protect its very large senior population. I would offer that these students learn nothing if the fine is only 600.00 or so dollars, money that can be divided up amongst the 70 plus partiers.

My granddaughter, like other serious students, is afraid for her health and the health of her parents, grandparents and her 4-year-old cousin. My question is, why? Why should the students and the community have concerns that are seemingly ignored? Why are the town, the university and policing, seemingly helpless to these arrogant student partiers? Why should I be so concerned about visiting my granddaughter because she attends a university that does not take this current situation seriously?

I am encouraging as many persons as I can, to complain to the Public Health Department, that too many persons at the University and the representative councillors of the town of Wolfville, are allowing irresponsible students to endanger others, with no oversight or sufficient enforcement.

I attended a Zoom call with Dr. Strang this past week with a group of business in Nova Scotia. So many of us have suffered tremendous losses and succumbed to inordinate sacrifices, in order to get through this period. We are in another precarious position with more cases, and Dr Strang has announced that we need to return to our bubbles. I fail to understand how Wolfville and Acadia University are hard pressed to join the rest of the province, in adhering to the regulations that the rest of us are compelled to follow, ironically, to keep those who do not follow the same regulations, safe. Vigilance and repercussions will be increasing in order. I encourage you all to get serious about them.

Please advise as to your management of these continued breaches in safety, and the implementation of actions to prevent them.

I await your response.

Kind regards,  
Nella Pidutti

## Amanda Brown

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**Subject:** FW: Pond View Park

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**From:** Paul Goulden < >

**Sent:** November 24, 2020 11:48 AM

**To:** Town Council <towncouncil@wolfville.ca>

**Cc:** Keith Appleton < >; Erma Stultz < >; JoAnne Kobelt < >; Jane Cayford < >; Brenda Gainer < >; Gordon Lummis < >

**Subject:** Pond View Park

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Mayor and Councilors.

Once again, the pond at Pond View Park is a muddy mess this morning after the heavy rains last night.

We are writing to see what, if anything, has been done to date to curb the mud and debris from the construction sites that are running into the pond when we get heavy rain like this.

Now that the new council has had an opportunity to come together and examine the issues in the town, please be assured that we are anxious to hear what steps have been taken to fix this problem.

Thank you for your attention to this matter.

KCCC#8 Board of Directors

## Amanda Brown

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**Subject:** FW: Pond

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**From:** Paul Goulden

**Sent:** November 30, 2020 2:29 PM

**To:** Town Council <towncouncil@wolfville.ca>

**Cc:** JoAnne Kobelt <>; Jane Cayford <>; Brenda Gainer <>; Gordon Lummis <>; Erma Stultz <>; Keith Appleton <>

**Subject:** Fw: Pond

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Good Afternoon

We are writing to note that there is great concern about the impending heavy rain forecast for tomorrow. As you can see from the attached photos, today, November 30, there is already muddy runoff coming into the pond. Tomorrow will once again inundate the pond with mud and debris. There is construction on Whidden Avenue but it does not appear that there is any issue with water running off the digging that is going on, so we assume it is from up above on the upper part of Kent and Stirling where there is also extensive digging. Or possibly someone is pumping water in to the storm sewers ahead of the rainstorm. Is anything being done to deal with reducing the inflow from the expected heavy rain ?

Please help!!!!

Thank you.





Sent from my iPhone