



# Committee of the Whole

September 7, 2021

8:30 a.m.

Hybrid - In person and Virtual via Zoom

Council Chambers, Town Hall

359 Main Street

## Agenda

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### 1. Approval of Agenda

### 2. Approval of Minutes

- a. Committee of the Whole Minutes, July 6, 2021

### 3. Presentations

- a. AVRL (Annapolis Valley Regional Library) Annual Report (*Ann-Marie Mathieu & Janet Ness*)
- b. Town of Wolfville Climate Change Students

### 4. Public Input / Question Period

PLEASE NOTE:

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

### 5. Committee Reports (Internal)



- a. Planning Advisory Committee

## **6. Staff Reports for Discussion**

- a. RFD 047-2021: REMO IMSA
- b. RFD 043-2021: Pickleball Tender
- c. RFD-044-2021: Municipal Alcohol Policy
- d. RFD 045-2021: Fall Debenture
- e. RFD 046-2021: Annual Operating LOC Approval
- f. RFD 048-2021: Municipal Vaccination Policy

## **7. CAO Report**

## **8. Committee Reports (External)**

- a. Valley Waste Resource Management (VWRM)
- b. Kings Transit Authority (KTA)
- c. Kings Point-to-Point (KPPT)
- d. Valley Community Fibre Network (VCFN)
- e. Annapolis Valley Trails Coalition (AVTC)
- f. Wolfville Business Development Corporation (WBDC)
- g. Diversity Kings (DK)
- h. Kings REMO REMAC Meeting Committee

## **9. Public Input / Question Period**

## **10. Regular Meeting Adjourned**



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**APPROVAL OF AGENDA**

Moved

Seconded

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

**APPROVAL OF MINUTES**

**a. Committee of the Whole Meeting, June 1, 2021**

Moved

Seconded

That the minutes of June 1, 2021 Committee of the Whole meeting be approved as circulated and/or amended.

**STAFF REPORTS FOR DISCUSSION**

**a. RFD 047-2021: REMO IMSA**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:

**That Council authorize the Mayor and CAO to sign the attached Inter-Municipal Services Agreement for the provision of Regional Emergency Management services.**

**b. RFD 043-2021: PICKLEBALL COURTS**

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:

**That Council approve a \$105,300 increase to the Capital Budget to support the construction of pickleball and tennis courts as part of Tower Community Park and bring the total project approved spending up to \$248,300.**

**c. RFD 044-2021: MUNICIPAL ALCOHOL POLICY**

That Committee of the Whole forward the following motion to Council for decision:

**That Council approve the draft Municipal Alcohol Policy for the Town of Wolfville as presented.**

**d. RFD 045-2021: FALL DEBENTURE**

Seconded

That Committee of the Whole forward the following motion to Council for decision:

**That Council approve the attached resolution for pre-approval of participation in the Spring Debenture Issue, with the following maximum parameters:**



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**Wastewater Treatment Plant Expansion** **\$1,300,000** **20 year amortization**

**Maximum average interest rate set at 5.5%**

**e. RFD 046-2021: ANNUAL OPERATING LOC APPROVAL**

Seconded

That Committee of the Whole forward the following motion to Council for decision:

**That Council approves the following lines of credit with the Bank of Montreal, effective October 1, 2021, to September 30, 2022:**

1. **Town Operating Fund, bank account** **\$700,000 maximum credit**
2. **Water Utility Operating Fund, bank account** **\$150,000 maximum credit**
3. **Corporate Credit Cards** **\$ 50,000 maximum credit (all cards combined)**

**f. RFD 048-2021: Municipal Vaccination Policy**

Seconded

That Committee of the Whole forward the following motion to Council for decision:

That Council approve the draft Municipal Alcohol Policy for the Town of Wolfville as presented.

**ADJOURNMENT**

Moved

Seconded

That the regular Committee of the Whole meeting be adjourned.

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## ATTENDING

- Mayor Wendy Donovan
- Deputy Mayor Oonagh Proudfoot
- Councillor Isabel Madeira-Voss
- Councillor Jennifer Ingham
- Councillor Jodi MacKay
- Councillor Mike Butler
- Councillor Wendy Elliott
- Chief Administrative Officer Erin Beaudin
- Recording Secretary, Laura Morrison

## ALSO ATTENDING

- Director of Finance, Mike MacLean
- Director of Planning and Development, Devin Lake
- Special Projects Coordinator, Barb Shaw
- Director of Public Works, Tim Bouter
- Community Climate
- Community Outreach

## MEMBERS OF THE PUBLIC

- George Lohnes

## CALL TO ORDER

Chair, Mayor Donovan, called the meeting to order at 8:33 a.m.

Agenda Item	Discussion and Decisions
	<ul style="list-style-type: none"><li>• It was noted there will be no presentations or In Camera session.</li></ul>
1. Approval of Agenda	<b>01-07-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED.</b>  <b>CARRIED</b>
2. Approval of Minutes	<b>02-07-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FROM THE COMMITTEE OF THE WHOLE IN-CAMERA MEETING, MAY 4, 2021, BE APPROVED AS CIRCULATED.</b>  <b>CARRIED</b>
	<b>03-07-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FROM THE COMMITTEE OF THE WHOLE MEETING, JUNE 1, 2021, BE APPROVED AS AMENDED.</b>  <b>CARRIED</b>

- Mayor Donovan noted two amendments; Page 2 of 6 presentation on Doctors recruitment discussion, should state “the population of those without a Physician is going down.”
- Page 3 of 6 typo.

**04-07-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FROM THE COMMITTEE OF THE WHOLE IN-CAMERA MEETING, JUNE 1, 2021, BE APPROVED AS CIRCULATED.**

**CARRIED**

**3. Public  
Input/Questions**

- George Lohnes raised concerns re the recent behaviours experienced by community members in the Fairfield, Bay, Hillside and Highland areas and the progress being made by the Community Harmony project. He recommends assigning resolution of this problem as top priority of the town and university.
- Mayor Donovan advised she is aware of the issues, has walked the street and witnessed the behaviours Mr. Lohnes is referring to and that several initiatives are scheduled for an immediate start.
- Councillor Madeira-Voss advised discussion had taken place around break ins on Laura Moore and partying that took place at Reservoir Park. RCMP will increase monitoring of that area.
- New Business – muffler noise - specific streets more of an issue than others. RCMP asked anyone who witnesses this to take down information i.e. license plates/make and model of car. Witnesses may have to attend court to give evidence. High areas of concern are Highland, Gaspereau and Main Street.
- There was also discussion and comments around the Good Neighbour group and crosswalk safety. The next meeting is scheduled for September 14th at 10am.
- Mayor Donovan cautioned when talking about the disturbances to be mindful that not all students are from Acadia. Some are friends of Acadia students; some are young residents in our town.
- Deputy Mayor Proudfoot agreed these should not be categorized as Acadia issues and to be mindful of the language imbalance.

**4. Conference  
Reports - NSFM**

- There were no additions to the report as presented.

**5. Committee  
Reports**

- There were no additions to the Committee reports as presented.

## 6. Staff Reports for Discussion

### a. RFD 040-2021: Snow and Ice Clearing Policy

- Tim Bouter shared a PowerPoint presentation and report on Snow and Ice Clearing Practice.
- Tim noted the correct street name is Harbourside Drive not Harbourview Drive as in the policy.
- Residents did not indicate any major objections to ceasing the snow and ice clearing and are thankful the town has given them some time to consider their options.
- Legal advice also sought; process is in accordance with their recommendations.
- Councillor Elliot advised Harbourside which is the opening part of a driveway is beside one of the oldest houses in town which has been painted by Canadian Artist Alex Coville.
- In response to a question Tim advised the other private lanes that are plowed by the people living adjacent are; Catherine Court, Wright Lane, Little Brook Lane, Harborside Drive, Toye Lane, Crowell Drive, Horton Ave and a portion of Acadia street which is on university property. It is believed these private lanes were developed this way in accordance with old public street standards.

**05-07-21 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE REMOVAL OF CLAUSE 1.2 IN POLICY 1223-50 — SNOW AND ICE CLEARING, AS PRESENTED IN THE JULY 6, 2021, COMMITTEE OF THE WHOLE AGENDA PACKAGE.**

**CARRIED**

### b. Info Report: Economic Development

- Director of Planning Devin Lake presented on the economic development alongside Alicia Christie, Coordinator, Community Engagement & Tourism and Barb Shaw, Special Projects Coordinator who presented on Communications and Branding.
- Deputy Mayor Proudfoot advised economic prosperity could equate to no empty storefronts, economic opportunities to retain young people in the area.
- Discussion around the diversification of products and services we have and offer and a good opportunity to talk to previous business owners who couldn't make a go of it and find out why if they are willing to share that information.
- Councillor Elliot advised there are tech firms that do startups at Acadia but not sure if survived, suggested gaining information about how they are doing.
- Councillor Ingham suggested cost sharing ideas for startups.

- Councillor Mackay advised consideration of accessibility of infrastructure could be a draw.
  - There was discussion around various ways to gather feedback from those people visiting the town and how to get more information.
  - Mayor Donovan advised mindfulness of the residents in conjunction with managing the flow of people and traffic in the town and looking to increase tourism, as well as communicating the benefits the residents.
  - Deputy Proudfoot requested all acronyms be spelled out at the beginning of the reports.
  - There was discussion around accessibility and wayfaring boards in terms of accessibility including language.
- c. Info Report: Climate Change Update**
- Director Bouter and summer Climate Action Team – Lia Lancaster and Max Abu-Laban presented on the report.
- d. Info Report: Alcohol Strategy Engagement Process**
- Councillor Madeira-Voss voiced her support for a Landlord Registry and focus on landlord engagement. How could we support those landlords who are struggling or feel intimidated by their tenants?
  - The CAO advised as part of the economic development, the business license registry would include landlords.
  - Deputy Proudfoot commented on the balance between ‘Keep it Social’ campaign which is relevant to all demographics and our economic development goal where we specifically promote the town libation and alcohol economic growth.
- e. Info Report: Accessibility Report Card**
- There was discussion around requirement/need for business cards versus people who don’t have internet and the cost of printing less cards.
  - Councillor Madeira-Voss expressed how well presented this report was. Visuals assisted with understanding.
- f. RFD 041-2021: Wickwire**
- Director Bouter provided an overview of his presentation.
  - Councillor Butler asked the difference between the top and bottom level tenders. Tim advised the tender was designed for cost only, not a typical RFP,



**Well  
Generator**

they all had to respond to specifications, so could be a case of different profit margins.

**06-07-21 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE A \$20,000 INCREASE TO THE WATER UTILITY CAPITAL BUDGET FOR THE WICKWIRE AVE. GENERATOR PROJECT, BRINGING THE TOTAL APPROVED SPENDING UP TO \$100,000.**

**CARRIED**

**g. RFD 039-  
2021:  
Physician  
Navigator  
Funding  
Request**

**07-07-21 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE A \$5,000 GRANT CONTRIBUTION TO THE AVCC PHYSICIAN NAVIGATOR POSITION AND THAT FUTURE YEAR'S CONTRIBUTIONS BE CONSIDERED DURING THE BUDGET PROCESSES FOR FISCAL 2022/23 AND 2023/24.**

**CARRIED**

**7. Request for  
Agenda Item:  
Saint-Anne-de-  
Bellevue**

- Mayor Donovan clarified this item will be given to staff to work on and provide a report at a future meeting, September at the earliest.

**8. CAO Report**

- The CAO advised the COVID phases are the focus, and how easing of restrictions will affect programs, council etc. There is one more council meeting in July with the hope to be in Phase 5 by September's meeting.

**9. Committee  
Reports  
(External)**

- WBDC – Councillor Madeira-Voss provided an update on the WBDC. The AGM was held on June 15<sup>th</sup>. This was a virtual meeting with 22 people in attendance.
- The meeting started with positive comment from Cochair Linda MacDonald that Wolfville had not lost any businesses due to COVID and that some new entrepreneurial opportunities had started up during COVID.
- Moving forward with strategies that continue to support businesses. The four main focuses are wayfaring improvements, strategic planning process, the immediate opening of an office for WBDC which will help facilitate a lot of communication. The business registry moving along and the website.
- There were 11 new directors elected and a change to the bylaw increasing number of directors from minimum of 11 to maximum of 14. The next meeting is scheduled for Sept 14, 2021.

- Councillor Ingham advised Kings council and staff took diversity training which looked at unconscious bias and how it shapes us. It is very much a personal journey of awareness to be considered by Council.
- 10. Public Input/Question Period**
- George Lohnes responded to an earlier comment around what action the citizens want taken. He advised he wanted the existing bylaws to be enforced and breaches dealt with.
  - Mayor Donovan assured Mr. Lohnes that Council wants the same and advised she had mentioned earlier that there was to be no discretion about enforcing our bylaws and identifying individuals as well as dealing with problem landlords.
- 11. Adjournment of Regular Meeting to In-Camera Meeting**      **Not Required**
- 12. Adjournment of In-Camera Meeting**      **Not Required**
- 13. Regular Meeting Reconvened**      **Not Required**
- 14. Regular Meeting Adjourned**      **11-07-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING ADJOURN AT 11:59 A.M.**

**CARRIED**

**Approved by Committee of the Whole Motion xx-07-21, September 7, 2021.  
As recorded by Laura Morrison, Recording Secretary**



ANNAPOLIS VALLEY REGIONAL LIBRARY  
**ANNUAL REPORT**

*April 1, 2020 - March 31, 2021*

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*“The Annapolis Valley Regional Library  
builds strong communities  
through the sharing of places  
for collections and connections.”*

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AVRL Innovation Labs

Grants

Programming

Service Development

Message From The Chair

Board Members



## A note from the CEO



**M**uch has happened during this year - COVID-19 being the most impactful. AVRL started the fiscal year, April 1, 2020, with our libraries closed to the public. While staff were working from home, and engaging in professional development activities, work was also happening to retrofit our facilities, develop a Roadmap to Reopening, and pivoting to new services to meet the challenge of COVID-19.

On March 18th, 2021, AVRL hosted an online celebration of the recently renovated Kingston Library. It is garnering rave reviews from staff and patrons. Over \$680,000 was raised to support this project, resulting in significantly expanded space, lovely furniture and shelving, and an increased collection size of books and DVDs. The facility includes a beautiful fireplace area to sit and relax, and an Innovation Lab.

AVRL applied for and received over \$190,000 worth of grants, including \$40,000 for the Moving Through Project, which builds relationships with our local First Nations communities.

We are truly living in extraordinary times. COVID-19 has turned the library world on its head. Our sector, like many others, has spent the last fourteen months examining and reimagining our future. Many of our core services have remained, but with different delivery mechanisms. New services were developed, new skills were acquired by staff to meet this ongoing challenge. We know that the library is an important place in the community. The 'new normal' may make our libraries and services look a little different, but at the core, we still provide collections and connections: connections to our resources, and connections to each other.

I am grateful to the dedicated, innovative library staff, AVRL's dedicated Board, enthusiastic Friends Groups, generous donors, our supportive Municipal Units, and the Department of CCH. It's a pleasure to work with these stakeholders to ensure service that is evolving to meet the ever-changing needs and interests of Valley Residents.


Stay safe! Nova Scotia Strong!

Ann-Marie Mathieu, CEO


# Performance Measures

**Income:**  
**\$2,793,114**  
**Provincial 69%**  
**Municipal 23%**  
**Other 8%**

**Expenses**  
**\$2,566,002**  
**Staff 73%**  
**Other 15%**  
**Library Materials 12%**



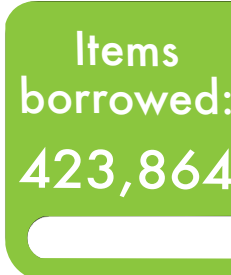
Active users:  
23,347



New Users  
2,212



Digital Circulation:  
70,524



Items borrowed:  
423,864



Items in collection:  
142,556



Hoopla:  
9,312



Online visits  
181,630



Email Newsletter subscribers: 1,083



YouTube views:  
3,604



Instagram followers:  
1292



Twitter followers  
@valleylibs: 1,575  
@annavalley: 1,486



Facebook followers:  
3105



## Roadmap to Reopening

In response to the pandemic and Public Health Guidelines/Restrictions, AVRL developed a multi-phased **Roadmap To Reopening Under COVID-19**. The Library Management Committee, in consultation with AVRL Staff developed guidelines and protocols to meet the Public Health requirements of the different PHASES.

These overarching principles remain in effect today:

- Safety and risk mitigation: for both staff and the communities we serve, based on direction from, and consultation with the Nova Scotia Health Authority.
- All services support community recovery.
- Accessibility and inclusion: we will strive to facilitate fair and equitable access to library services.
- Sustainability: All services developed in response to COVID-19 must be sustainable, both in terms of staffing and resources (financial, equipment, and other).



## Partnerships

The **Annapolis Innovation Lab** 3D printed "ear savers" and "face shields" for small businesses and not-for-profit groups throughout the summer.

A partnership with the **Clean Annapolis River Project (CARP)** included installation of a solar photovoltaic system on the building housing the Annapolis Royal branch library. AVRL is also partnering on the distribution of the CARP Renewable Energy Kits.

On behalf of the **Government of Nova Scotia**, AVRL branches distributed over 24,000 reusable cloth masks from the Government stockpile.

The **Acadia University Library** partnered with AVRL for "Pick up at the Public". Starting September 8th, 2020, users of the Acadia Library were able to send a request for Novanet items through the University library catalogue. The items were then delivered each week to the Wolfville Memorial Library for pickup.

**Active Kids Healthy Kids** in East & West Kings, **CCH's ACCESS-Ability Grant**, **Mud Creek Rotary**, the **NS Sport Fund**, **County of Kings**, and recreation departments in Kings County partnered with AVRL in "Get on It: Beach, Trail, Parks" to provide adaptive equipment (hippocampes wheelchairs).

All nine Nova Scotia Public Library regions partnered with the **Department of Education** to promote and support the Summer Reading Club province-wide.

The **Municipality of Windsor West Hants Healthy Living Fund** provided a grant of \$750 to purchase Nordic Walking Poles, available for borrowing from the Windsor Library.

# Facilities

On March 18th, 2021 AVRL hosted an online celebration of the recently renovated **Kingston Library**.

Over \$680,000 was raised to support this project, resulting in significantly expanded space, lovely furniture and shelving, and an increased collection size of books and DVDs. The facility includes a beautiful fireplace area to sit and relax, and an Innovation Lab with equipment such as sewing machines, a serger, a 3D printer and scanner, Cricut Maker, WeDo LEGO Robotics and more!

Many thanks to the **Government of Canada** [\$200,000], the **Government of Nova Scotia** [\$300,000], the **Canada Post Community Foundation** [\$23,600] and local citizens [\$156,400] for their incredible generosity.



Kingston Library

# AVRL Innovation Labs

## AVRL Mobile Innovation Lab

Created through an @NS grant received in 2019-2020. Equipment includes a 3D Printer, Cricut Maker & heat press, sewing machines, LEGO WeDo Education kits, Lego Mindstorms Robotics, Turing Tumble, and Snap Circuit kits. This lab will move from branch to branch.

## Annapolis Royal Innovation Lab

\$4,390 was received from @NS for a 3D scanner and video recording equipment.

## Wolfville Library Innovation Lab

Two generous private donations totalling \$14,729 were used to purchase a 3D printer (Ultimaker 3), Cricut Maker & heat press, serger, sewing machines, and more, along with tables, work carts, and supplies for programming.

Funding from @NS [\$2,045] was used to purchase a 3D Scanner and Adobe licensing.

The **Mud Creek Rotary** supported Innovation Lab staffing with a \$5000 grant.

## Kingston Library Innovation Lab

The Canada Post Community Foundation awarded the Kingston Library a grant of \$23,600 for equipment and programming.

A donation of LEGO Robotics kits, and a cabinet valued at approximately \$4,600 was received from from the recently disbanded **Sisters of Science**.



# Grants

## **Library Development Fund (CCH) AVRL Programming in the time of COVID-19 [\$2,216]**

This grant supported the provision of "Take and Make" craft kits for children, teens, and adults, as a way to continue library programming while in-person programs were not being presented due to COVID-19.

## **Library Development Fund (CCH) AVRL - A Safe Place To Be [\$16,610]**

This grant helps ensure that AVRL has the safest method to deliver hand sanitizer [via hands-free floor sanitizer dispensers], and an appropriate amount of hand sanitizer to satisfy current demands for the next 24 months.

## **Library Development Fund (CCH) AVRL's Portal - Connect, Communicate, Educate [\$31,174]**

AVRL's Portal will be used for, but not limited to, the following programs/initiatives:

- Learning Portal
- Health Partnership
- One-on-one technology help
- Staff training
- Expanding Programming

## **@NS COVID-19 Recovery Grants [\$15,755.36]**

This program's goal was to provide @NS sites with technology resources that would ease the stress of service delivery in the new world of physical distancing. We purchased iPads for public use along with waterproof keyboards, mice and the cabling and adapters used for the one-on-one sessions.

## **NS Department of Community Services (via CCH): [\$30,720]**

The grant was received towards the end of the fiscal year, and will be used for the following:

- Improve Internet connectivity with router upgrades
- Extend WiFi range with Wifi Access Point replacement and upgrades
- Purchase of devices to enhance accessibility [Daisy readers]
- Purchase of accessible workstation components

## **Department of Canadian Heritage Anti-Racism Action Program - Moving Through [\$40,000]**

AVRL received a 2-year grant for the following:

- Beginning October 19, Marlene Joudry was hired as the Indigenous Outreach Liaison
- Increase social participation in culture and arts for the three First Nations communities in the Annapolis Valley
- Incorporate Indigenous ways into the development of programs, library spaces, and materials
- Build relationships between the Indigenous community and the library
- Provide anti-bias training for staff
- Work to eliminate bias and stereotypes through Book Talking Circles for the public

## **Nova Scotia Department of Energy and Mines CONNECT2 Grant - E-Rider Pilot [\$11,418]**

Three electric bikes were added to the Book Bike fleet at the Wolfville Library.

## **The Department of Justice [\$12,000]**

A grant to support AVRL's Teen Zone - materials and programs for youth.

# Programming

Online, virtual, and passive programming included events such as:

- Trivia Nights
- Author visits
- Storytime Zoom
- Women Through an Indigenous Lens: Catherine Martin
- Lunch and Learn
- Book Clubs
- How-to craft programs
- Tech help
- Illustrator Sketch-off
- March Breakiosaur – Daily dino
- African Heritage Month
- I Read Canadian Day
- Take & Make craft kits
- Activity Packs – colouring sheets and crayons
- Art in A Bag (March Break)



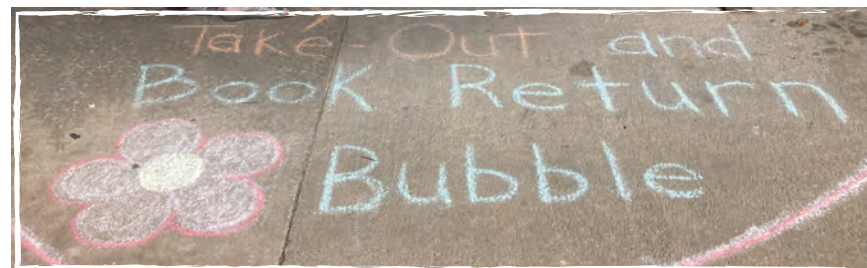
# Service Development

**Library Take-Out** was developed during the first shut-down. AVRL continued to offer this as an alternative to in-person visits to the library even after we reopened to the public in July 2020.

**Virtual Programming** – The Community Engagement Team put together a small committee to examine and develop guidelines for Virtual Programming. Using recommendations and research from CULC, the committee created Zoom training guidelines and Virtual Programming ideas for the whole region.

**Deposit Services** for retirement residences & nursing homes [8], licensed childcare facilities [11], and pre-schools & pre-primary classes [22] was successfully transitioned from the service previously provided by the bookmobile. This was facilitated with the purchase of a new delivery vehicle.

**The Learning Portal** at AVRL provided free WiFi support for students enrolled in online post-secondary courses. Post-Secondary students who were enrolled in virtual classes, with no access to reliable/stable internet, were eligible to book in-library space at the Annapolis Valley Regional Library to complete their online learning. All AVRL libraries have WiFi that is available 24/7.



# A Message From The Chair

COVID-19 continues to have an effect on the Annapolis Valley Regional Library operations and service. Fortunately, the Roadmap to Reopening, developed with professional and insightful leadership of the AVRL Library Management Team, provided AVRL with a clear path for decision-making throughout this tumultuous year and opened opportunities for new and innovative services, partnerships and collaboration, that respected the latest public health measures for providing safe spaces for our staff and patrons.

I continue to be impressed with the way our staff respond to patron and library needs in our communities. From the welcoming branch staff, who are our eyes and ears for community needs, to the Administration Office staff who keep the flow of information and resources seamlessly moving through the valley, to our library management team who continually see and implement new opportunities, services and programs despite the challenges of the past year. This year AVRL applied for and received almost \$160,000 in grants to fund programs that build on community resilience through our 11 library branches. A further \$30,764 was raised to enhance resources and equipment in Innovation Labs and fostering creativity and STEM opportunities for everyone. Programming moved online via Zoom and gave rise to wonderful new programs that patrons anywhere could tune into from wherever they are. This new format also showed wonderful new sides of our creative staff. Who didn't love to dance and laugh with our very own Daily Dino?

I would also like to acknowledge our staff for their care and concern for each other. Our board was pleased to support staff led initiatives to boost the morale and mental health through the many ups and downs of living and working during COVID.

Our communities are a focus of our mission and I would like to take this opportunity to recognize Angela Reynolds and Marlene Joudry for their insight and work in developing the Moving Through program. This Anti-Racism Action Program is a twofold project: relationship building and education. Using the principles of the Truth and Reconciliation Calls to Action and the guiding themes of the Nova Scotia Culture action Plan, Moving Through incorporates Indigenous ways of knowing and doing to the development of programs, library spaces, and collections, and helps build relationships with the three First Nations communities in our service area – Annapolis Valley, Bear River, and Glooscap. At this time, we recognize and mourn with our First Nations families the discovery of two hundred and fifteen (215) unmarked children's graves in Kamloops, BC. To honour those children and so many others, I would call on the AVRL Board to continue to support and grow this program of building stronger communities through collections, connections, and stories.

In closing I would like to thank all our Board Members. Your responsiveness, diligence and advocacy of public libraries and the AVRL in particular makes it an honour to serve with each of you. I am also grateful for the support and co-operation we receive from our Municipal units. This year we had a COVID Reopening of the new Kingston Library. New libraries only happen with municipal collaboration and working together for mutual goals. AVRL is indeed a Partnership that benefits all citizens of the Annapolis Valley from Windsor West Hants to Annapolis County.

Finally, I wish to acknowledge the inspiring leadership of our CEO, Ann-Marie Mathieu. The last 15 months have been unprecedented, but Ann-Marie's depth of knowledge and experience has guided AVRL through these unique times and together we will Stay Strong and Roar Back!

Chair – Janet Ness



## Board Members 2020-21

<i>Municipality of Annapolis County:</i>	Alex Morrison
<i>Municipality of Kings County:</i>	Emily Lutz
<i>Municipality of West Hants:</i>	Bob Morton
<i>Annapolis Royal:</i>	Pat Power
<i>Town of Berwick:</i>	Jane Bustin
<i>Town of Kentville:</i>	Gillian Yorke
<i>Town of Middleton:</i>	Jill Cox – Vice Chair
<i>Town of Wolfville:</i>	Janet Ness – Chair
<i>Province of Nova Scotia:</i>	Lesley MacDonald – Treasurer
<i>Province of Nova Scotia:</i>	Colin Bowers

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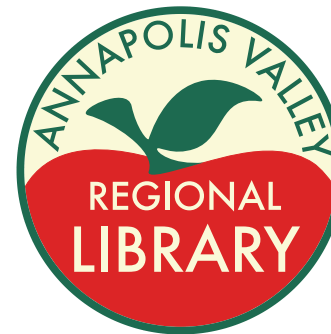
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[renewyourcuriosity.ca](http://renewyourcuriosity.ca)



Kingston Library

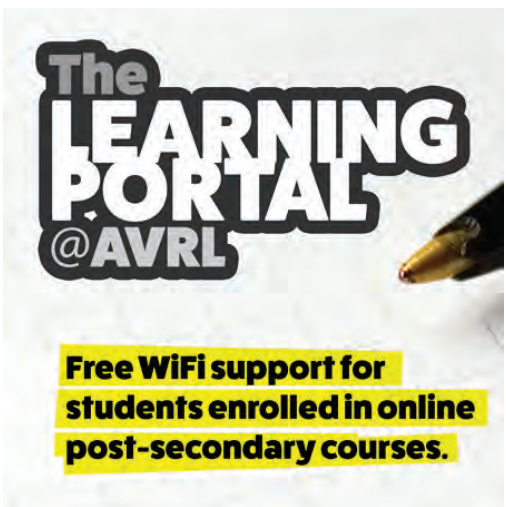
## ANNAPOLIS VALLEY REGIONAL LIBRARY BRANCHES

Annapolis Royal	143 Ritchie Street	532-2226
Berwick	236 Commercial Street	538-8060
Bridgetown	38 Queen Street	665-2758
Hantsport	10 Main Street	684-0103
Kentville	440 Main Street	679-2544
Kingston	671 Main Street	765-3631
Lawrencetown	489 Main Street	334-5142
Middleton	45 Gates Avenue	825-4835
Port Williams	1045 Main Street	542-3005
Windsor	195 Albert Street	798-5424
Wolfville	21 Elm Avenue	542-5760





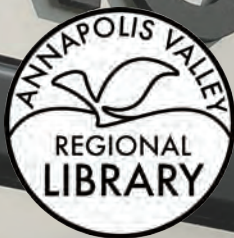
Indigenous Outreach Liaison Marlene Joudry (l.), & AVRL Community Engagement Coordinator Angela Reynolds (r.).



Ann-Marie Mathieu (l.), Honourable Leo A. Glavine (r.) at the Kingston Library's new Innovation Lab.



GYMNASIUM  
CLIMBING V  
LIBRARY  
INNOVATION  
CAFÉ



June 2021

## Town of Wolfville Community Climate Action

# ‘What We Heard’ Report

Lia Lancaster and Max Abu-Laban



August 27, 2021

*We respectfully acknowledge that Wolfville is in Mi'kma'ki, the traditional, unceded, and unsundered territory of the Mi'kmaq Nation. We are all Treaty People.*

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## 1. Introduction and Overview: What We Heard

During August 2021, the two Climate Action Interns (Lia and Max) hosted a total of ten (10) public Climate Outreach events for the Town of Wolfville. The aim of these events was to engage with community members about the issue of climate change, inspire individual and household Climate Action, inform them about what actions the Town is taking, and collect feedback about what more they would like to see done to address this issue. We spoke with a diversity of individuals and families at multiple locations including the Wolfville Farmers' Market, Just Us! Coffee House, Acadia University, and on our Climate Action Walking Tours.

We found that many community members who we interacted with had a foundational knowledge of climate change and were already taking some steps to reduce their own carbon footprints. This document serves as an accounting of What We Heard from our community about Climate Action in the Town of Wolfville. This valuable feedback, collected over the course of August 2021, should serve to inform, and potentially to transform, the Town of Wolfville's Local Climate Action Plan.

## 2. 2050 Low Carbon Roadmap and GHG Targets

At our 'Climate Action Coffee House' on Sunday, August 15<sup>th</sup>, we received extensive feedback from many individuals, including a considerable number of Climate Activists associated with Extinction Rebellion. While some praised our 2050 Low Carbon Roadmap as a good start, the feedback we received about the document was overwhelmingly critical. Many community members critical of our Low Carbon Roadmap cited the lack of short-term Climate Action Planning as a significant problem. Suggestions from attendees included checking the Action Plan in two-year phases, as well as setting targets for 2025, as opposed to 2030. The predominant critique of the 2050 Low Carbon Roadmap was that its timelines were too far in the future. Many we spoke with asserted that 2050 is a timeline too far in the future to form

the basis of an effective Climate Action Plan. This sentiment was echoed by Councilors Elliot and Butler in our conversation with them.

We also had a conversation at Just Us! with Emily, a prominent Climate Action organizer in our community, who was especially critical of the 2050 Low Carbon Roadmap. She first suggested that those of us involved in the Local Action Plan read 'A Good War' by Seth Klein, as it explicates the measures she viewed as necessary in combatting the Climate Emergency. Her and others critiqued the Low Carbon Roadmap for not "tying together issues" such as green jobs, Climate Action, decolonization, and justice, and they instead expressed support for a Green New Deal. They are far from alone in this assertion, as this approach has overwhelming support in Atlantic Canada. 85% of Nova Scotians support a Green Recovery, while 78% wish to see women, BIPOC, and other marginalized groups prioritized in our COVID-19 Recovery (The Council of Canadians 2021). These Climate Activists said correctly that the Climate Plan is not aligned with the latest IPCC reports, which state that bold reductions in greenhouse gas emissions are needed before 2030. This sentiment was reflected in our conversation with Dr. Alan Warner, who advocated for emission reductions of 60% by 2030. Furthermore, some individuals attending our Coffee House opined that 'Net-Zero' is not a valuable concept from which to base a Climate Plan, as it may allow for avoiding the transformational changes necessary to address the Climate Crisis.

Finally, attendees of our Coffee House said the need for bolder language within the Low Carbon Roadmap, and some thought that its tone was overly "apologetic", not emphasizing the many benefits of decarbonization. They wanted to see more decisive action and bold solutions to the Climate Crisis, and more emphasis on collective action as opposed to the individual actions seen on the Low Carbon Roadmap Energy Savings Checklist, for example. One attendee went as far as to caution the Town to be wary of "neoliberal thinking" manifesting in our Climate Action Plan.

### 3. Active Transportation and Public Transit

The provisions of Active Transportation (AT) infrastructure and improved public transit and mobility options were likely the most popularly suggested action items for the Town to implement. Based on our many conversations with community members, we have concluded that it is of critical importance to expand and improve AT and Public Transit infrastructure and services. Our 'Microtransit and Micromobility Review' expounds the argument for this.

At every one of our 'pop-up' events, community members stressed the need for active, reliable, integrated, and electrified transportation solutions. The All-Ages-Abilities (AAA) Network proposal was incredibly popular with nearly everyone we brought it up to, both at the Wolfville Farmers' Market and elsewhere. Many shared with us that they did not feel safe riding their bike on the streets of Wolfville, highlighting the need for a segregated AT route in Wolfville. Residents by-in-large encouraged the Town's goal of ending all personal vehicle trips under 2 km, though many commented on the infeasibility of this with the current lack of transportation options. Many community members also expressed support for the Wolfville Public Library's E-Bike program and wished to see it expanded.

The provision of microtransit and improved public transit options was incredibly popular among residents as well, with many advocating the need for Kings Transit to improve their service, and for the Town of Wolfville to introduce community transit options. The case for this is outlined in our Feasibility Study. Electrification of buses was a priority amongst residents, and one resident recommended half-size buses running routes more often. Community members also expressed enthusiasm for fully subsidized (fare-free) transit services in the Annapolis Valley and in Wolfville. Another suggestion that was brought to our attention was introducing a 'park and ride' service in the Wolfville region, so that visitors did not have to drive into town. This resident suggested that this service run from the Just Us! Roastery to Downtown Wolfville.

Several residents also expressed support for an EV Ride-Sharing program in Kings County. This was echoed by Dr. Edith Callaghan and Former ASU President Brendan Macneil. The need for a car-sharing initiative was expressed to us multiple times during our community engagement events.

## 4. Energy Efficiency and Renewables

Home energy efficiency and sustainable energy were important to many of the residents we interacted with, and we had remarkable success promoting the Switch Program to residents. People were genuinely excited about the program and what it could offer them in terms of reducing, improving, and switching their energy usage. The Switch Program is a major success for Climate Action in Wolfville, and residents were glad to know that the Town is doing its part to make energy efficiency accessible to residents. Some residents had concerns about the selection process of contractors within the program, especially homeowners who had had negative experiences installing heat pumps. One homeowner recommended that the Town have a pre-selected list of approved contractors for program participants to choose from. The most significant shortcoming of the Switch Program is that it does not extend past Wolfville's municipal boundaries. We spoke with countless community members living in places such as Greenwich, Port Williams, Kentville, or Windsor who were highly interested in the Switch Program but were ineligible. We received many recommendations that this program be expanded to include Kings County in its entirety. We think this is an excellent idea.

Many community members expressed support for a Community Energy Co-Operative, and this initiative was seen as a priority by some individuals that we spoke with. People in our community tend to have a negative view of Nova Scotia Power's monopoly over energy generation and procurement in our province. The Community Energy Co-Operative, which is mentioned in the Low Carbon Roadmap, would allow for more democratic control of local energy, and an increase in sustainable energy sources such as solar, wind, and geothermal. When we asked one resident if they had considered buying an EV, they replied that they would not entertain the idea while Nova Scotia's grid energy is still over 80% carbon-based. Another resident who had read the Low Carbon Roadmap suggested to us that the Community Energy Co-Operative initiative should be much more central and well-explained in the document.

## 5. Community Wellness and Civic Action

Several community members who we spoke with expressed their wish to see resources to help “hold space” for climate stress, eco-grief, and eco-anxiety. A Community Psychologist named Bruce emailed us to express his interest in creating “resources in Wolfville to help people manage the challenge of facing the climate realities and take action.”. Bruce shared the attached therapy-related resources, as well as the following letter.

<https://transitionnetwork.org/do-transition/inner/>

[https://www.psychology.org.au/getmedia/cf076d33-4470-415d-8acc-75f375adf2f3/coping\\_with\\_climate\\_change.pdf.pdf](https://www.psychology.org.au/getmedia/cf076d33-4470-415d-8acc-75f375adf2f3/coping_with_climate_change.pdf.pdf)

<https://www.psychology.org.au/getmedia/88ee1716-2604-44ce-b87a-ca0408dfaa12/Climate-change-empowerment-handbook.pdf>

<https://www.psychologyforasafeclimate.org/events/>

[heartwideopen.ca](http://heartwideopen.ca)

May 2021.

The subject of climate collapse or societal collapse in a time of climate breakdown is of such overwhelming importance.

Our understandings are diverse. Some of us feel that collapse is now inevitable with a real possibility of the end of life, at least the end of life for human beings and many other species, while others believe that moving forward to a sustainable future is still possible and even likely. Our differing viewpoints do not prevent us from experiencing a sense of relief in the discussion itself.

We believe in speaking the truth as we understand it, even when that truth is unpopular or unpleasant. We cannot know what the future holds and 'The End Of The World As We Know It (TEOTWAWKI)', may or may not be inevitable, but it seems clear that our lifestyle of driving, flying, and denial of the spiritual nature of this finite Earth and its eco-systems cannot continue. Humanity is facing a time of extreme challenge and holding onto hope for a miraculous turn-around may be avoiding the truth. We recognise that many people are already facing challenges and disrupted lives. Perhaps the time has come for more people to speak about this, and for us to help them.

Studying the fear of death and hearing about terror management we find that death-anxiety drives people to adopt worldviews that protect their self-esteem and worthiness so they feel they play an important role in a meaningful world. This may be an illusion, but we know it is hard for human beings to change from deeply embedded belief systems. We find that helping each other cope with a change of attitude, grief tending to include helping children face their grief, and new ways of thinking about the future are becoming increasingly important practices.

In sharing ideas about "hope" we discern that for some of us, moving from feeling hopeful (possibly as a form of denial of an unpalatable truth) to a state of acceptance can leave us hope-free, not hope-less. Reframing the future enables us to reach an understanding that the end might be nigh but that life and love goes on. We discover this reframing to be a powerful even joyful process of unburdening, finding it helpful to be free to discuss what living well and dying well might really mean. Giving up expectations of having to rescue the future personally is enormously liberating, and allows us to focus on living simply, staying local and building community in the present.

Once we accept that climate collapse may be an imminent possibility that could happen suddenly, like snow sliding off a roof, we may choose to change the actions we currently take to reduce our damage to the world. As we become more aware of the loss of habitat for people and wildlife and the anguish of inequality, we are inspired to work to reduce harm. Whatever the future may hold, we believe that it is important to walk forward with a sense of joy, love, and compassion for ourselves and for all of creation, working to reduce inequality and injustice in all places.

In our discernment, we find an acceptance of the real possibility of collapse to be liberating. It becomes a relief and pleasure to talk about how to live with what is. It may lead us to listen with greater compassion to those around us struggling to come to terms with their fears and difficulties, and to take steps to help them live and die better, helping one another up with a tender hand.

With regards to Civic Action, we heard some residents voice their desire to see our municipal government take a more active role in promoting climate action through community activism and organizing efforts. An anonymous respondent on Wolfville Blooms said that they wanted to see us "make policies that will help consumers have low carbon choices (buying local, public transit, etc.) and move away from our electrical grid being supplied by fossil fuel burning sources." because "our future depends on it.". The same respondent also encouraged the Town to help pressure Nova Scotia Power to end its use of coal energy.

Some community members we spoke with also supported policies included in our proposed Green New Deal. We had written support for a 4-day work week for all employees within the Town, as well as a reduction and redistribution of RCMP funding when the contract comes up for review in the next three years. Another resident also pointed out that our Public Works municipal fleet is made up largely of Ford F-150 pick-up trucks, which are not particularly fuel

efficient. Electric Ford F-150 work trucks start at around CDN \$40,000, and this is something for the Town to consider in decarbonizing its municipal fleet.

## 6. Local Traffic and Naturalization

Traffic density in Wolfville is increasing and is a concern to many residents we spoke with. Although some community members do appreciate driving places in town, many of the people we spoke with voiced their desire for a less congested Wolfville. Pay-parking, which we expressed the need for in our Microtransit and Micromobility Review, would likely be unpopular amongst residents, but the idea does have some support. One politically conservative community member we spoke with expressed his desire to see Wolfville become a “car-free town”, completely serviced by integrated community shuttle and interregional travel. Another resident said he wished to see a decreased speed-limit in town to reduce on-road emissions, as well as speed bumps. Another told us he wanted to see more stop lights to encourage drivers to travel at slower speeds.

Naturalization and rewilding of both public and private property in the Town was a priority for many community members that we spoke to. Residents were concerned at the lack of biodiversity within the Town’s living environment, including on Town property. Some residents were also concerned about the amount of mowing being done by the Town. They said that they wished to see more plant biodiversity on the Town of Wolfville’s property. The promotion of natural lawns was a suggestion given by multiple residents, with one individual giving a particularly innovative idea. Heather suggested that the Town offer a property tax rebate for residents who plant either a vegetable garden or a pollinator garden in their front yard. She suggested that the Town could offer complementary workshops on how to plant these gardens, and supply materials like soil so that residents could garden affordably.

## 7. Collaborative Action

Repeatedly, residents who we spoke with emphasized the need for the Town of Wolfville to collaborate with our municipal, regional, and Indigenous partners. One resident that we spoke with, a professor at Acadia, told us that he wanted to see more collaboration on Climate Action within Kings County. He stressed that action in one community is not enough, and that a regional approach is called for in addressing the Climate Crisis. Residents, especially students, spoke of the need to place Indigenous communities at the forefront of Climate Action efforts. Within the Town of Wolfville, this means increasing our collaboration with our Indigenous partners. We did this, quite successfully, when we collaborated with the Mi'kmaq Conservation Group for our Climate Action Walking Tour. There is an imperative for more of this collaboration in advancing our movement towards decolonization within the Town of Wolfville.

## 8. Local Food and Agriculture

Local food and agriculture are important topics in the Annapolis Valley, as it is considered a 'breadbasket' for Atlantic Canada. As we did many of our community engagement events at the Wolfville Farmers' Market, we were already among local food enthusiasts. It should then come as no surprise that community members spoke to us about their desire to see an increased focus on local food consumption. Residents spoke to us about expanding the WFM, as well as introducing incentives for restaurants in town to use locally grown food. Organic and permaculture farming was also important to community members, and a few expressed concerns at what they saw as a lack of these practices in the Annapolis Valley. Some community members also spoke to us about reducing their meat consumption, especially red meat, and how they expected others to do the same. Since most agricultural land exists outside of Wolfville's boundaries, the emissions created through agricultural practices are not directly in our purview. Again, this highlights the need for a regional approach to Climate Action.



## 9. Waste Reduction and Circular Economies

On the topic of waste reduction, community members who we talked with spoke of the need to ban single-use plastics in the Town. Community members who read the Low Carbon Roadmap were generally supportive of the Town's waste reduction targets. One resident proposed that the Town of Wolfville support the development of a 'Repair Café', which would help residents repair items that would otherwise end up in the waste-stream. This would also reduce community consumption of new goods, which was also a priority of residents we spoke with.

Another resident proposed the idea of the Town supporting the development of a 'Tool Library' in Wolfville, which is something that already exists in Halifax. The provision of a Tool Library would allow residents to borrow tools instead of buying new ones. This reduces the consumption of durable goods, increases community cohesion, makes items available to low-income households, and frees up income to access other energy savings like local food and home retrofits, which contribute to reductions in carbon emissions.

## 10. Conclusion: A Green New Wolfville

A 'Green Wolfville', based on the initiatives and actions outlined in this report is something that has overwhelming support from community members and will help our Town in so many ways; environmental, social, economic, and otherwise. We have tried to encompass the breadth of feedback that we received from community members, and we have been inspired by the enthusiasm about Climate Action that we have seen from so many residents. We hope that the community feedback detailed in this report is considered and acted upon.

## COMMITTEE UPDATE

Title: Planning Advisory Committee  
Date: July 8, 2021  
Department: Committee of the Whole – September 2021

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- Regrets from committee member Mark Bishop.
- Beverly Boyd was appointed Vice Chair.
- Director Lake spent the majority of the meeting providing updates and information on several key areas. He began with an update on housing and spoke of areas in Wolfville where housing changes are currently possible.
- Devin presented the Western Housing Authority waitlist for housing and spoke of Maslow's hierarchy of needs as it relates to housing. He referenced key housing needs as identified in the MPS and provided an overview of the housing ecosystem and how housing needs change over time.
- There was then some discussion about the need for a regional housing needs assessment as not having one makes it challenging to make change. Along with a discussion about the desire for mixed housing in Wolfville.
- Director Lake provided an overview of the CDD Lands. Director Lake expressed that there will be mixed housing in the remaining 2 large pieces of land zoned CDD which will add to the housing supply and provide some affordable options.
- There has been a lot of information presented to the committee in the last several months. Director Lake was asked if a folder of planning and housing materials for PAC could be pulled together for the committee members to review over the summer with several topics and issues to be discussed at that time. A sharepoint link was sent.
- Director Lake provided an overview on Vision New Minas to gather comments on the development materials. Suggested that there are other areas in the Valley where housing is more appropriate.
- After the Housing discussion, Director Lake provided an overview of the climate action plan for the summer. A discussion ensued about GHG emissions in Wolfville.
- Next up was an overview of the All-Ages Abilities AT network. Director Lake indicated that there will be updates in September.
- Director Lake provided an update on the East End Lands. Indicated that planning for this land is likely a couple years away and that there will be a long engagement process.
- Director Lake reminded PAC that staff are still processing DAs and stated there are 12 in process through site plan approval process. Notices will be going out to neighbours shortly.
- The next meeting is planned for September 9, 2021 – 4:00 p.m.

**REQUEST FOR DECISION 047-2021**

Title: REMO IMSA  
Date: 2021-09-07  
Department: Office of the CAO

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## SUMMARY

### REMO IMSA

The four municipalities in Kings County wish to continue a “host unit” Inter-Municipal Services Agreement for the provision of Regional Emergency Management Organization services. The attached draft IMSA will fulfill this goal, is in line with Wolfville’s recently approved Emergency Management Bylaw and replaces the now-expired pilot project term agreement for Kings REMO.

### DRAFT MOTION:

That Council authorize the Mayor and CAO to sign the attached Inter-Municipal Services Agreement for the provision of Regional Emergency Management services.

## REQUEST FOR DECISION 047-2021

Title: REMO IMSA  
Date: 2021-09-07  
Department: Office of the CAO

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### 1) CAO COMMENTS

Refer to discussion section below.

### 2) LEGISLATIVE AUTHORITY

- Section 60 of the *Municipal Government Act* (MGA) provides for the delivery of municipal services on such terms and conditions as agreed by the Participating Municipal Units and for the delegation of service delivery to a party to an Agreement; and
- A cooperative partnership has been established operating under the name Kings County Regional Emergency Management Organization (REMO) with a purpose to provide comprehensive emergency services to the region, to render mutual aid with respect to personnel and equipment during an emergency, and for joint provision of service and facilities by the Partnering Municipal Units per Part III MGA and Section 10 *Emergency Management Act* (EMA)

### 3) STAFF RECOMMENDATION

It is recommended that Council authorize the Mayor and CAO to execute the attached IMSA for the provision of Regional Emergency Management services.

### 4) REFERENCES AND ATTACHMENTS

1. Draft Regional Emergency Management Inter-Municipal Services Agreement

### 5) DISCUSSION

Since March 2018, the Towns of Berwick, Kentville, Wolfville and the Municipality of the County of Kings have partnered together to deliver regional emergency management services through a regional emergency management organization. Wolfville has served as the “host unit” for this arrangement since this time. Originally the IMSA was for a two-year pilot period, which expired on March 31, 2020. However due to both delays related to COVID-19 and the creation of a regional working group to consider all IMSA’s throughout the Valley region, there has been a delay in formalizing the permanent agreement. For the past 18 months the participating units have been working off the expired agreement and the services have continued to be provided at a regional level.

## REQUEST FOR DECISION 047-2021

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In the summer of 2021, all municipalities in Kings County updated their Emergency Management Bylaws, which enabled the creation of the IMSA now before Council. Furthermore, in July 2021 the IMSA Working Group supported the attached IMSA and recommended it move forward for consideration by partner Municipalities.

### 6) FINANCIAL IMPLICATIONS

Schedules C and D of the Agreement specify the annual budget and how this is allocated between the partnering municipalities. The Town of Wolfville is responsible for a base fee of \$6,000 annually and 9% of the remaining expenditures (which are anticipated to be just under \$5,000 for 2021-22), for an annual total of \$10,778 for 2021-22. The annual budget can be increased annually by CPI each year (as a maximum).

We have budgeted for this amount in the 2021-22 Operating Budget.

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

Reference the appropriate strategic directions from the 2021-2025 Strategic Plan:

- Community Wellness – having a strong regional emergency management system is critical to efficiently support residents through emergency management-related situations.

### 8) COMMUNICATION REQUIREMENTS

Council's decision will be communicated to the other municipal partners and the agreement, once executed, will be provided to the Province.

### 9) ALTERNATIVES

That Council does not authorize the CAO and Mayor to sign the agreement.

That Council proposes changes to the IMSA for consideration by the other municipal partners.

**THIS INTERMUNICIPAL SERVICES AGREEMENT** made in quadruplicate this \_\_\_\_ day of \_\_\_\_\_, 2021.

**BETWEEN:**

**MUNICIPALITY OF THE COUNTY OF KINGS**, a body corporate, pursuant to section 7 of the *Municipal Government Act*, S.N.S., 1998 c. 18;

(hereafter, “Kings”)

-and-

**TOWN OF BERWICK**, a body corporate, pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c. 18;

(hereafter, “Berwick”)

-and-

**TOWN OF KENTVILLE**, a body corporate, pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c. 18;

(hereafter, “Kentville”)

-and-

**TOWN OF WOLFFVILLE**, a body corporate, pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c. 18;

(hereafter, “Wolffville”)

(collectively, the “parties hereto”)

**WHEREAS** section 60 of the *Municipal Government Act* (MGA) provides for the delivery of municipal services on such terms and conditions as agreed by the Participating Municipal Units (PMU), and for the delegation of service delivery to a party to an Agreement;

**WHEREAS** the PMUs executed the Kings Regional Emergency Services Agreement on 27 September 2006 to provide for a coordinated joint municipal response to an emergency occurring within any PMU;

**WHEREAS** a cooperative partnership has been established operating under the name Kings County Regional Emergency Management Organization (REMO) with a purpose to provide comprehensive emergency services to the region, to render mutual aid with respect to personnel and equipment during an emergency, and for joint provision of service and facilities by the PMUs per Part III MGA and section 10 *Emergency Management Act* (EMA);

**WHEREAS** the parties hereto desire to develop a regional emergency response plan that includes complementary emergency management by-laws, a common risk assessment plan and Memoranda of Understanding with other interested parties;

**WHEREAS** the parties hereto agree to appoint and purchase the services from one PMU who will serve as the Host Unit to provide management of the service, to ensure operational efficiency and accountability to the PMUs;

**WHEREAS** the PMUs agree that this regional initiative will include having a Regional Emergency Management Coordinator, who shall be an employee or contractor of the Host Unit, a Regional Emergency Management Advisory Committee (REMAC), comprising elected officials of each PMU, and a Regional Emergency Management Planning Committee (REMPC), comprising public sector staff and regional not-for-profit personnel;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT**, for and in consideration of the joint and several mutual covenants herein contained, and other valuable consideration, the receipt and sufficiency of which is acknowledged by all PMUs, the parties hereto mutually covenant and agree with each other as follows:

#### **DEFINITIONS**

1. In this Agreement:

- (a) **CAO** means Chief Administrative Officer, and has the same meaning as in the MGA or successor legislation as may be enacted from time to time;
- (b) **Emergency Management Act (EMA)** means *Emergency Management Act, S.N.S., 1990, c. 8*, as amended;
- (c) **Fiscal Year** means the 12-month period beginning April 1 and ending March 31 of the following calendar year;
- (d) **Host Unit** means the PMU authorized by the parties hereto to provide general management and administration of regional emergency services, including, without limitation, accounting, legal, human resource and administrative oversight per this Agreement;
- (e) **MGA** means *Municipal Government Act, S.N.S., 1998, c. 18*, as amended;
- (f) **Participating Municipal Units** or **PMU** means, collectively, the parties hereto;
- (g) **Regional Emergency Management Advisory Committee (REMAC)** means the Mayors and one member of Council of each PMU;

- (h) **Regional Emergency Management Coordinator (REMC)** means the employee or contractor of the Host Unit responsible for preparing annual work plans, budgets, outcome reports and timelines for deliverables;
- (i) **Regional Emergency Management Organization (REMO)** means the REMAC, the REMC and the REMPC, and is the municipal emergency management organization of the PMUs pursuant to s. 10 (1) (c) of the EMA;
- (j) **Regional Emergency Management Planning Committee (REMPC)** means the committee comprising public sector staff and not-for-profit personnel detailed in Schedule B; and
- (k) **Special Resolution** means a motion introduced at a duly called meeting that is passed by a majority of the PMUs including Kings.

#### **EFFECT**

- 2. The parties hereto agree that this Agreement is effective as at the date first above written and replaces the 27 September 2006 Regional Emergency Services Agreement and 12 March 2018 Intermunicipal Services Agreement.
- 3. The PMUs hereby agree that the provision of services governed by this Agreement shall be managed and delivered by REMO which shall, effective as at the date of execution of this Agreement, commence operations in accordance with the provisions herein.

#### **DECLARING A STATE OF LOCAL EMERGENCY**

- 4. In accordance with the EMA, a Council or Councils of the parties hereto may, when satisfied that an Emergency exists or may exist in all or any area of their Municipality, declare a State of Local Emergency.
- 5. If a Council(s) is unable to act promptly under section 15 of the Act, the Mayor or Mayors of those municipalities may declare a State of Local Emergency.
- 6. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to this Agreement, the Mayors shall authorize, pursuant to s. 15 (1) (b) of the Act, REMO to act in his or her stead during the declared State of Local Emergency.
- 7. When the declared State of Local Emergency is exclusive to one of the parties hereto, that Mayor shall authorize pursuant to s. 15 (1) (b) of the Act, REMO to act in his or her stead under the declared State of Local Emergency.



8. When the declared State of Local Emergency is exclusive to one of the parties hereto, the incremental costs incurred by REMO associated with that specific declaration shall be borne exclusively by the party to which the emergency relates. Where the PMU objects to the assignment of costs, REMAC shall consider an alternate cost-sharing formula, and if not agreed by all parties hereto, the dispute provisions of the Agreement shall govern.

#### **LOCAL AND REGIONAL EMERGENCY MANAGEMENT**

9. An Emergency may be declared a State of Local Emergency by the Council or the Mayor of the parties hereto in accordance with the EMA regardless of whether the State of Local Emergency is wholly or in part specific to their municipality.
10. Per section 10 EMA, the parties hereto agree to form and maintain REMAC to advise on emergency management plans.
11. REMAC shall serve in a standing and advisory committee capacity to the PMUs and make joint recommendations to the respective Councils of the PMUs per section 24 MGA and section 10 EMA.
12. REMAC shall operate in accordance with terms of reference appended hereto as Schedule A.
13. REMAC shall have the authority to approve budget reallocations pursuant to Schedule C of this of this Agreement if the total budget is not exceeded and an allocation does not involve the acquisition of a tangible capital assets or long-term debt.
14. In accordance with s. 10 of the Act, the REMAC shall act in the stead of the parties' Emergency Advisory Committees. Similarly, a REMPC and REMC will act in place of the municipal committees and coordinators.
15. Each of the parties hereto shall appoint a municipal staff member to serve as a liaison between their respective municipality and the REMPC.

#### **REMO GOVERNANCE**

16. The parties hereto agree that enactment of REMO-related policies and by-laws shall be designed to be, to the extent possible, complementary policies and by-laws and require adoption of by each PMU pursuant to the MGA.

## PROGRAM ADMINISTRATION

17. REMO shall be administered in accordance with Part II MGA. The Chief Administrative Officer of the Host Unit shall be responsible for the duties assigned to the Host Unit under this Agreement that without limitation include management of the REMC and administration of the REMO budgets and financial reporting.
18. The PMUs shall authorize a Host Unit to provide general management and administration of regional emergency services, including, without limitation, accounting, legal, human resource and administrative oversight subject to other provisions herein.
19. The Host Unit will employ or contract a Regional Emergency Management Coordinator (REMC) responsible for preparing annual work plans, budgets, outcome reports and timelines for deliverables, prepared and presented to the PMU CAOs, then to the Host Unit, and to the REMAC for review and approval.
20. The PMUs agree that the Town of Wolfville is the Host Unit pursuant to this Agreement for the first Fiscal Year of the Term, with any subsequent Host Unit appointment to occur by Special Resolution at the first REMAC meeting of each Fiscal Year.
21. The Host Unit shall:
  - (a) Procure goods and services, in accordance with the *Public Procurement Act*, 2011, c. 12;
  - (b) Provide accounting services and reports to the CAOs and to REMAC on a semi-annual basis that are in accordance with the Canadian Generally Accepted Accounting Principles, including financial variance reports of actual year-to-date expenditure relative to budget, with provision of said services on a cost-recovery basis with said costs forming part of the REMO budget;
  - (c) Convene a minimum of two meetings per year of the PMU CAOs to review work plans, progress reports, budgets, outcome reports, and financial statements prepared by the Host Unit and the REMC with such meetings to be held in advance of the applicable REMAC meetings; and
  - (d) Execute contracts, including, without limitation, equipment, facilities, personnel and funding agreements with other orders of government, pursuant to an approved work plan.

## **REGIONAL EMERGENCY MANAGEMENT COORDINATOR**

22. The Host Unit shall employ or contract the services of a REMC on a part-time basis in accordance with this Agreement. The REMC is an employee or contractor of the Host Unit for payroll, accounting, employment rights and budget administration purposes.
23. The REMC shall be responsible for effective and efficient administration of REMO, including, without limitation:
  - (a) development and implementation of a strategy that contemplates plans and operations of the PMUs;
  - (b) preparation of an annual work plan;
  - (c) preparation of an annual budget per the requisites in the Financial provisions herein;
  - (d) development and circulation of an annual outcome report; and
  - (e) Recommendation of policy and management procedures to REMAC and PMUs in consultation with Regional Emergency Management Planning Committee (REMP) to ensure a state of preparedness for emergencies.
24. The REMC shall report to the CAO of the Host Unit or designate.
25. The Host Unit will provide office space for the REMC on a cost-recovery basis while the remaining PMUs will provide as-needed office space *gratis*.
26. The REMC shall develop and provide a work plan for review by the PMU CAOs and REMAC in January of each year and every six months thereafter, or more frequently as the PMUs may determine with a minimum of 30 days' notice to the REMC.

## **REGIONAL EMERGENCY PLANNING COMMITTEE**

27. The parties hereto agree that REMO shall form and maintain a Regional Emergency Management Planning Committee (REMP) in accordance with terms of reference appended hereto as Schedule B.

## **TERM AND TERMINATION**

28. The term shall commence on the date of execution of this Agreement and end on 31 March 2022 and shall continue year over year for each Fiscal Year (the "Term") subject to annual reviews for contract adjustments that will be considered by 31 December each year, including without limitation annual adjustments to Schedule D.

29. The parties hereto may elect to terminate this Agreement for any reason at any time on agreement of all parties hereto in writing, without liability, with sixty (60) days' written notice.
30. Upon termination of this Agreement, the current assets of the REMO are vested in the PMUs who are Parties to the Agreement at the time of termination and those PMUs are responsible for the liabilities of the REMO in proportion to their accumulated contributions to the REMO.

#### **WITHDRAWAL**

31. A PMU may withdraw from this Agreement at the beginning of any Fiscal Year by providing written notice to the other PMUs a minimum of twelve (12) months in advance of the commencement of the Fiscal Year in which they intend to withdraw.
32. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the date of the withdrawal and any severance, penalty or other costs necessarily incurred by the REMO as a result of the withdrawal.
33. It is further agreed by the PMUs that the remaining PMUs shall not be financially responsible for costs incurred by a withdrawing PMU.

#### **REMO ACTIVATION**

34. REMO shall be activated by the Host Unit, at the request of any PMU, to increase the resources and scope of a municipal response, and the REMC shall initiate the response through the Emergency Coordination Centre (ECC) at the level appropriate to the emergency.
35. The regional ECC is a centralized coordination facility located within the Municipality of the County of Kings Municipal Complex at 181 Coldbrook Village Park Drive.
36. REMO may operate, maintain and manage physical facilities for emergency responses at the scene and at the ECC.
37. The REMC is responsible for ensuring that Nova Scotia Emergency Management Organization (NSEMO) is informed of any activation of REMO.

## REMO OPERATION

38. REMO, via the REMC, shall be directly responsible for resource coordination to conduct emergency response operations, and shall keep the CAOs and NSEMO informed.
39. In the event REMO capacity is or is likely to be exceeded, REMO, via the Host Unit, will engage support from other agencies as required, and to that end shall develop regional agreements with other REMOs with said agreements being administered pursuant to provision 21(d) of this Agreement.

## FINANCIAL – REMO OPERATIONS

40. Allocation of budgeted costs per Schedule C of this Agreement shall be made in accordance with Schedule D hereto with said Schedules forming part of this Agreement.
41. The Host Unit shall invoice the PMUs for their *pro rata* share of the annualized budget in Schedule D at the start and mid-point of each Fiscal Year.
42. The Host Unit, through the REMC, shall prepare and submit an annual budget by December 31 of each Fiscal Year for presentation to the PMU CAOs and then to REMAC for review and approval by April 1 of the succeeding Fiscal Year. For the 2021-22 Fiscal Year the budget is attached as Schedule “C”, and year-over-year increases shall be to a maximum of Consumer Price Index (CPI) as published in December of each year by Statistics Canada for Nova Scotia (all goods being included).
43. In the event any PMU objects to a change to the budget allocation or an increase that exceeds CPI (Objecting PMU), the Objecting PMU may register its opposition to the same and thereafter, may require that the budget be approved as a Special Resolution. Failure to receive support of a Special Resolution shall require the Host Unit to propose a new budget that offers a remedy to the objection.
44. Upon approval, the budget shall be provided to the CAO of each PMU.
45. Annual surpluses incurred shall be refunded to the PMUs based on each PMU contribution to the budget.
46. Budget overages will require prior approval of all PMUs.
47. Deficits incurred are to be added to the funding commitments assessed to the PMUs succeeding Fiscal Year.

## **FINANCIAL – EMERGENCY EVENTS**

48. Any PMU may request resources from the other parties as required, to be provided at cost to the requesting PMU.
49. Fire response shall continue to be delivered and cost-shared in accordance with the terms of the Kings County Mutual Aid Agreement.
50. Where an emergency event does not involve all PMUs and any PMU objects to the application of the operating cost-sharing formula in Schedule D, REMAC shall consider an alternate cost-sharing formula, and if not agreed by all parties hereto, the dispute provisions of this Agreement shall govern.

## **INSURANCE**

51. In the event services are provided by a Host Unit employee, all remaining PMUs shall be named as additional insureds on the Host Unit's general liability insurance policy in the amount of \$5,000,000.
52. In the event the Host Unit provides services through a third-party services contract, the contractor shall insure each of the PMUs by policy in the amount of \$5,000,000.

## **DISPUTE RESOLUTION**

53. Notwithstanding any other provision in this Agreement, any dispute that cannot be resolved shall be referred to mediation. Where a dispute remains unresolved by mediation, then any PMU may refer such dispute to arbitration by provision of written notice to all parties hereto. In the event of arbitration, the arbitrator appointed shall be agreed by the parties within 30 days of submission to arbitration; in default of agreement, the parties will refer the choice of arbitrator to the Supreme Court in accordance with section 12 of the *Commercial Arbitration Act* (Nova Scotia) (CAA) . The arbitrator shall agree to conduct the arbitration in accordance with the terms of this Agreement. The appointed arbitrator shall have all the powers given by the CAA. The award and determination of the arbitrator shall be final and binding and each party hereto agrees not to appeal from such award or determination. The costs of any such arbitration shall be borne equally by the parties unless otherwise ordered by the arbitrator.

**NOTICE**

54. Any notice under this Agreement, unless otherwise provided, may be given if delivered or mailed, postage prepaid, or by facsimile transmission or electronic transmission to:

CAO  
Municipality of the County of Kings  
181 Coldbrook Village Park Drive  
Coldbrook, NS B4R 1B9

CAO  
Town of Berwick  
236 Commercial Street  
Berwick, NS B0P 1E0

CAO  
Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

CAO  
Town of Wolfville  
359 Main Street  
Wolfville, NS B4P 1A1

**APPLICABLE LAW**

55. The law governing this Agreement and any action, matter or proceeding based upon or relating to this Agreement shall be the law of the Province of Nova Scotia, which shall have exclusive jurisdiction over any action or proceeding based upon or relating to this Agreement.

**SEVERABILITY**

56. The parties covenant and agree that the invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision, and any invalid provision will be severable, or will be deemed to be severable.

**WAIVERS AND AMENDMENTS**

57. No action by any party to this Agreement shall be construed as a waiver saving express written provision of such waiver, and this Agreement shall not be amended saving express written provision of such amendment by all parties hereto.

**RELATIONSHIP OF PARTIES**

58. The PMUs intend that the parties hereto shall not be treated as partners or members of a joint venture for any purpose.

**FURTHER ASSURANCES**

59. The parties hereto agree to execute and deliver any further documents or assurances or to furnish any further information or perform any other act reasonably necessary to give full effect to the terms herein.

## **EXECUTION**

60. This Agreement may be executed by facsimile and in counterpart, and without limiting the foregoing, operates in accordance with the Term and Termination provisions herein.

## **TIME**

61. Time shall in all respects be of the essence in the Agreement.

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SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF

TOWN OF KENTVILLE

WITNESS

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF

TOWN OF WOLFVILLE

WITNESS

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

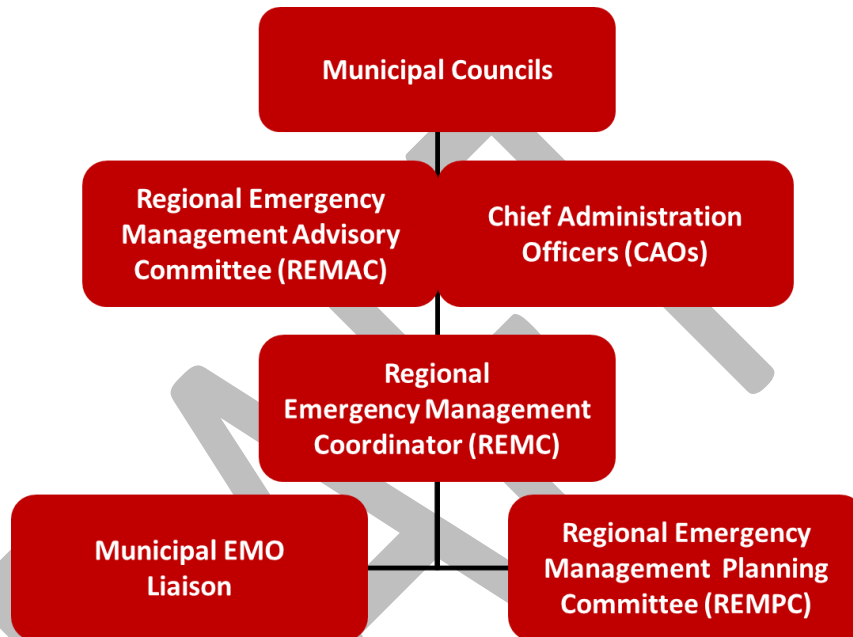
SCHEDULE A  
TERMS OF REFERENCE  
REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE (REMAC)

<b>Committee</b>	REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE (REMAC)
<b>Background</b>	Under s. 10(1)(d) of the <i>Nova Scotia Emergency Management Act</i> , municipalities are required to “ <i>appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans</i> ”.
<b>Mandate</b>	Direct and oversee the development of the Regional Emergency Management Plans (REMPs) and briefing Council(s) on same.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Exercise all powers necessary as conferred by the <i>Provincial Emergency Management Act</i> once a declaration has been made</li> <li>• If required, renew the State of Local Emergency declaration every seven (7) days</li> <li>• Authorize the expenditure of municipal funds</li> <li>• Advise and continually update Municipal Councils on the current emergency situation</li> <li>• When safe and appropriate, visit the emergency site(s)</li> <li>• When and if required, and in conjunction with the Public Information Officer, brief the media</li> <li>• When and if necessary, through the Public Information Officer, inform the public of significant developments occurring</li> <li>• Ensure that appropriate information is passed to Provincial Authorities</li> <li>• Provide oversight of the Regional Emergency Management Work Plan</li> <li>• To approve plan amendments proposed by the Regional Emergency Management Planning Committee (REMPC)</li> </ul>
<b>Committee Chair</b>	The Chair of the Kings County Regional Emergency Management Advisory Committee (REMAC) shall be determined by the Committee at the first meeting of each calendar year.
<b>Composition and Terms of Service</b>	<ul style="list-style-type: none"> <li>• The Regional Emergency Management Advisory Committee shall be comprised of two (2) members of the Councils participating in the Intermunicipal Services Agreement</li> </ul>

**Schedule of Meetings**

- The Municipal Council representatives on the REMAC shall be appointed for two-year terms of office with said terms/dates being set to align with the dates of general municipal elections.
- The Regional Emergency Management Advisory Committee shall meet not less than quarterly (4 times per year).

**Committee Structure**



The Regional Emergency Management Coordinator (REMC) shall attend in an *ex officio* capacity, and pursuant to s. 31(2)(a) *Municipal Government Act*, CAOs may attend and make observations and suggestions.

The Committee shall advertise and convene in public session subject to provisions of s. 22 *Municipal Government Act* (open meetings and exceptions).

**Meeting Quorum**

- Meeting Quorum shall be 50% plus 1 of the elected members.

**Agenda Items and Minutes**

- Administrative support (Recording Secretary) shall be provided by the municipality of the Chairperson
- All Agenda items must be forwarded to the Recording Secretary within ten (10) working days of the next scheduled meeting.

**Review of  
Terms of  
Reference**

- The Agenda with related documents will be made available to the Committee members three (3) working days prior to a scheduled meeting
- The meeting Minutes will be made available within ten (10) working days of the meeting

The REMAC Terms of Reference are to be reviewed by the REMAC every two (2) years.

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SCHEDULE B  
TERMS OF REFERENCE  
REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (REMP)

<b>Committee</b>	REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (REMP)
<b>Background</b>	<p>A cooperative partnership has been established operating under the name of Kings County Regional Emergency Management Operation (REMO). The purpose of REMO is to provide comprehensive emergency services to the region, to render mutual aid with respect to personnel and equipment during an emergency, and for joint provision of service and facilities by the Municipality of the County of Kings and the Towns of Wolfville, Kentville, and Berwick (the participating municipal units). The Kings County REMO has been formed pursuant to s. 10(1)(b) of the <u>Nova Scotia Emergency Management Act</u>, and through an Intermunicipal Services Agreement enabled under s. 60 <i>Municipal Government Act</i>. Through these authorities, the participating municipal units have determined that a Regional Emergency Management Planning Committee (REMP) should be formed to provide advice and guidance relative to emergency planning.</p> <p>Kings County comprises a land area of 2,126.71 km<sup>2</sup>, with a total population of 60,600 and a population density of 28.5/km<sup>2</sup> (as of the 2016 Census of Population conducted by <u>Statistics Canada</u>) – see <u>Annex A, Kings County Map</u>.</p> <p>Kings County is a dynamic industrial, agricultural, commercial, residential community that has the potential to be affected by a number of natural and man-made disasters or emergencies.</p> <p>Disasters and major emergencies can present challenges for Kings County. The effective exchange of emergency information with the community, and more importantly, those impacted directly by an emergency event is critical to a successful response. Planning for this exchange of emergency information between internal and external stakeholders, the community (both residents and businesses) and the media greatly increases the County’s chances of an effective response and organized recovery from the emergency.</p>

**Mandate**

The role of the Regional Emergency Management Planning Committee is to:

- provide interactive communication among affected parties and municipal staff on matters of Emergency Management;
- promote education, integration and training as necessary; and
- when needed, include measures to enhance personal preparedness and business continuity, and to advise the Regional Management Advisory Committee (REMAC).

**Duties and Responsibilities**

- Contribute to the identification of risks arising from emergencies in Kings County;
- Provide information and expertise relating to the occurrence and mitigation of potential emergencies in Kings County;
- Contribute to the continuous improvement of the Regional Emergency Management Plan (REMP) through monitoring, review and development. (Coordinated by the County of Kings Regional Emergency Management Coordinator);
- As required, participate in functional sub-committees and work groups to plan for specific emergencies, address issues, and develop and implement projects;
- Support the development of Plans to address emergencies based on existing and emerging hazards;
- Contribute to testing components of the REMP through the development and participation in emergency exercises; and
- Advise the Regional Emergency Management Advisory Committee (REMAC) on development and amendment of Regional Emergency Management Plans

**Committee Chair**

The Chair of the Kings County Regional Emergency Management Planning Committee is the Regional Emergency Management Coordinator (REMC).

**Schedule of Meetings**

- Four meetings per fiscal year with additional meetings to be scheduled if deemed necessary by the Committee As required for special projects and initiatives.
- After a major emergency or incident that required the use of the REMP, or organizational changes.
- After significant amendments have been made to the REMP through review or legislative changes.
- Upon identification of a new risk or hazard.



## Committee Structure and Membership



The Committee shall convene in public session subject to provisions of s. 22 *Municipal Government Act* (open meetings and exceptions).

The standing members of the Committee shall be comprised of persons representing the following organizations and departments:

- Regional Emergency Management Coordinator (REMC)
- Alternate REMC
- Finance & Corporate Services
- Engineering
- Community Planning
- Parks and Recreation
- Fire Service
- Police Service
- Emergency Social Services
- Health Services
- Transportation Services
- Annapolis Valley Regional School Board
- Amateur Radio Group
- Ground Search and Rescue

On an adhoc basis, representatives from the following organizations and agencies may be requested to attend specific meetings:

- Provincial agencies

- Utilities
- Community Groups
- Volunteer Organizations
- Neighbouring jurisdictions
- Business and Industry
- Mutual aid partners

**Meeting  
Quorum**

Meeting Quorum shall be 50% plus 1 of the standing members of the REMPC.

**Agenda Items  
and Minutes**

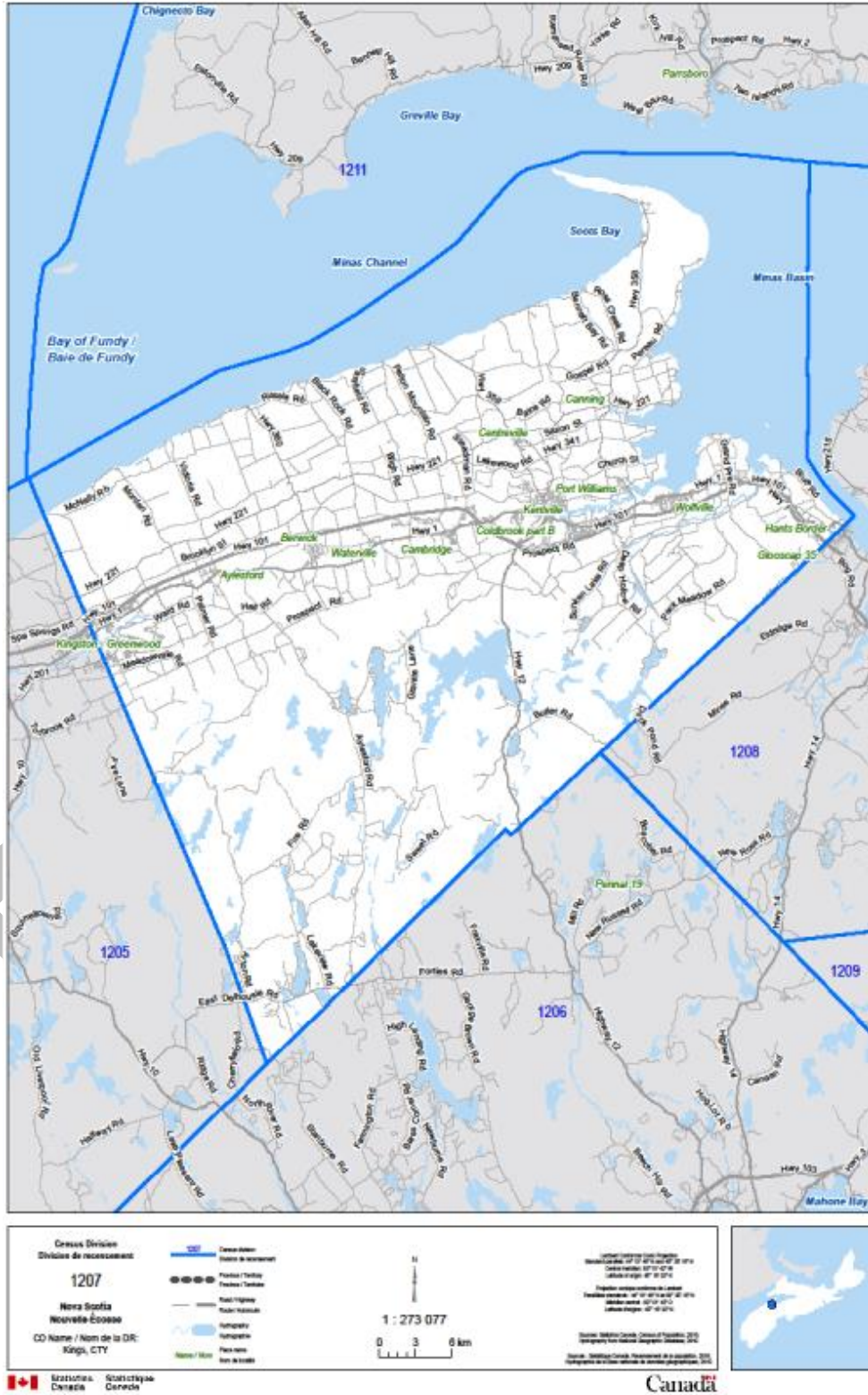
- All Agenda items must be forwarded to the REMPC within ten (10) working days of the next scheduled meeting.
- The Agenda with related documents will be made available to the Committee members five (5) working days prior to the next scheduled meeting.
- The meeting Minutes will be made available within ten (10) working days of the meeting.

**Review of  
Terms of  
Reference**

The REMPC Terms of Reference are to be reviewed by the REMPC every two (2) years.

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# Annex A – Kings County Map



SCHEDULE C  
ANNUAL REMO BUDGET

Wages	\$ 50,000
Benefits	8,000
Office, communications, printing	9,000
Travel	5,000
Program development and legal	8,000
	<b>\$ 80,000</b>

DRAFT

SCHEDULE D  
REMO SHARING FORMULA

Municipal Unit:		Kings	Berwick	Kentville	Wolfville	Total
REMO Budget (Schedule C)	\$ 80,000					
Equal shares	30%	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 24,000
Population and Uniform Assessment	70%	43,338	2,046	5,838	4,778	56,000
	100%	\$ 49,338	\$ 8,046	\$ 11,838	\$ 10,778	\$ 80,000
Unit % of total		62%	10%	15%	13%	100%
Related Data:						
		UA	UA %	Pop	Pop %	Combined % (applied to 70% share)
Kings		3,562,881,949	76%	47,404	79%	77%
Berwick		147,196,578	3%	2,509	4%	4%
Kentville		488,850,683	10%	6,271	10%	10%
Wolfville		475,487,658	10%	4,159	7%	9%
		4,674,416,868	100%	60,343	100%	100%

## REQUEST FOR DECISION 043-2021

Title: Pickleball Courts  
Date: 2021-08-30  
Department: Parks and Recreation

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## SUMMARY

### Pickleball Courts

As part of the approved capital budget for the 2021-22 fiscal year, \$145,000 was allocated for the construction of three pickleball courts in Rotary Park. Given space restraints and a desire not to encroach on green space used to support youth soccer, a decision was made to find an alternative location. An alternative location was identified, and Acadia University was asked about expanding the Tower Community Park by revitalizing the current Acadia Tennis courts (courts beside the Community Park). Officials from Acadia were supportive of this but requested one tennis court be included in the project.

With that, both the scope and the budget of the project increased. The new proposed site would have four standalone pickleball courts and one tennis court, which would also include pickleball lines in order to offer two additional pickleball courts as required. Basically, the number of pickleball courts has gone from three to six, and a new public tennis court has been added.

This has increased the costs from a budgeted \$145,000 to \$248,300 (including 10% contingency allowance), or an increase of \$105,300.

### DRAFT MOTION:

**That Council approve a \$105,300 increase to the Capital Budget to support the construction of pickleball and tennis courts as part of Tower Community Park and bring the total project approved spending up to \$248,300.**

## REQUEST FOR DECISION 043-2021

Title: Pickleball Courts  
Date: 2021-08-30  
Department: Parks and Recreation

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### 1) CAO COMMENTS

One off requests that come to Council over budget after the fact are tricky, particularly when they are for community infrastructure projects under Council's discretion.

The main questions for Council, given the significant increase in project cost, are 1) would this project have been approved as it is now presented had this been the original request as part of the 2021-22 budget process? and 2) is the additional \$105,300 best spent on this initiative or is there another project that is a higher priority for this additional spending? In essence, using \$103,300 from reserves to move forward with this project will mean \$105,300 less to spend on another capital project.

### 2) LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Section 65

### 3) STAFF RECOMMENDATION

It is the recommendation of staff that Council approve this increase.

### 4) REFERENCES AND ATTACHMENTS

Town of Wolfville 2021-22 Capital Budget – Project Charter for Pickleball Courts.

### 5) DISCUSSION

The discussion is based on the value of investing tax dollars into recreation infrastructure. Initially, the intention was to add two or possibly three (based on grant funding) pickleball courts to Rotary Park. Once design started and consultation with stakeholders, specifically the Wolfville Soccer Club, it became apparent there was not great space within the park to support the addition of pickleball courts.

Consideration was given to other locations in town and there was general agreement to consider using the space occupied by tennis courts located on Acadia's campus. The location of these courts would be directly across from the current park the Town invested in a few years ago. The condition of the Acadia courts requires complete resurfacing, fencing, and new standards and nets. The size of the current court surface will be expanded to allow for dedicated pickleball courts in addition to lining the tennis court for additional pickleball courts.

Pickleball has been identified as the fastest growing sport in North America (US Pickleball Association), especially among seniors, and its popularity is evident in this region. The sport is relatively low-cost, easy to learn, and adaptable for all abilities (including wheelchair and "hybrid" versions). There are an estimated 75,000 Pickleball players in Canada. In Wolfville, the group playing at the local school includes over 40 regulars and often has a waiting list, and neighbouring municipalities report high competition



## REQUEST FOR DECISION 043-2021

Title: Pickleball Courts  
Date: 2021-08-30  
Department: Parks and Recreation

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for facility time for Pickleball. Several “ad-hoc” groups are known, but few “organized” groups (i.e. with Club status or the existence of an executive). The Town would encourage local players to organize themselves, with support from Town staff and the Wolfville Tennis Club. Attracting new users would increase physical activity opportunities in the area, and the location and trail connectivity would encourage users to arrive via active transportation methods.

Although there are municipalities and recreation sites that are lining tennis courts for both tennis and pickleball, the demands on Wolfville’s tennis courts are such that doing so would impact the tennis users – including the growing youth program. After discussions with the Wolfville Tennis club, the preferred approach would be to add dedicated surfaces to play pickleball. The Club recognizes the growth and popularity of pickleball. The Club also wants to make sure that the continuing growth and popularity of tennis in Wolfville is not impacted by mixed-use courts and is grateful to the Town for the ongoing investment in the tennis courts at Rotary Park. In addition, mixed-use courts prevent use of courts for sanctioned events such as Provincial tournaments.

In terms of the increase in budget there are a couple of factors at play, namely the increase in the number of courts and the addition of a tennis court as part of project.

Each of the three project components have been tendered. These include groundwork and surface prep, fencing, and court surfacing and lining.

Acadia currently has the lease document to authorize the use and access to the space. This is based on a ten-year agreement. No work will begin without the sign off on the lease agreement.

If approved by Council, work on this project would begin immediately. Given the progress on the first stages of the project – final court surfacing/lining - will be weather/temperature dependent, if temperature is not suitable for surfacing/lining this fall it will be finished as early as possible in spring 2022.

## 6) FINANCIAL IMPLICATIONS

As part of the 2021-22 capital plan, budget dollars in the amount of \$145,000 were allocated to build public pickleball courts in Wolfville. This amount is insufficient to allow for construction of the courts based on the current design and recent tender responses.

Approved 2021/22 Capital Budget \$145,000

Funding per 2021/22 Budget	
Capital Reserves	\$ 97,000
Provincial Grant	\$ 43,000
Other Contributions	<u>\$ 5,000</u>
Total	<u>\$145,000</u>

## REQUEST FOR DECISION 043-2021

Title: Pickleball Courts  
Date: 2021-08-30  
Department: Parks and Recreation

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If approved by Council, the added cost required to complete would increase to \$248,300 (including a 10% contingency).

Revised Funding	
Capital Reserves	\$202,300
Provincial Grant	\$46,000
Other Contributions	<u>\$ nil</u>
Total	<u>\$248,300</u>

Note the original funding included \$5,000 contribution to go towards a practice wall for the tennis club. With the relocation of the pickleball courts, this contribution is no longer applicable. As illustrated above, the revised scope and cost of this project, based on tender results, requires an additional \$105,300 from Capital Reserves. In the short term this is not an issue as there are sufficient Town Reserves at this point in time. As noted during 2021/22 budget process, over the long-term capital reserves are expected to be depleted.

The Management Team has started work on the 2022/23 capital plan and there are early indications that capital reserve/debt funding options may provide additional flexibility over the next ten years. Any unexpected demand on reserves will limit that flexibility. If Council approves the extra for the pickleball courts, staff will factor that impact into the early drafts of next year's budget. It is too early to know exactly what projects might be negatively impacted, but there will be \$105,300 less to fund future projects.

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

Reference the appropriate strategic directions from the 2021-2025 Strategic Plan:

- Economic Prosperity
- Social Equity
- Community Wellness

## 8) COMMUNICATION REQUIREMENTS

## REQUEST FOR DECISION 043-2021

Title: Pickleball Courts  
Date: 2021-08-30  
Department: Parks and Recreation

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Council and community will be updated as project progresses.

### 9) ALTERNATIVES

Council could choose not to approve increase and thereby cancel project.

Council could choose or suggest an alternative location, which may lead to different pricing. This option could involve the project coming back in the next budget cycle giving Council a chance to balance with other priorities. This could result in the project being put off indefinitely.

**REQUEST FOR DECISION 044-2021**

Title: Municipal Alcohol Policy

Date: 2021-09-07

Department: Office of the CAO

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## **SUMMARY**

### **Municipal Alcohol Policy**

As a “spirited community,” a University Town, and the premiere destination for craft beverage and wine experiences in Eastern Canada, Wolfville has both an opportunity and a responsibility to lead a targeted process to build understanding around our relationship with alcohol.

Through a comprehensive policy, Wolfville should be able to provide a safe and enjoyable environment in which the consumption of alcohol does not harm the health of our residents or visitors to our community.

Developed as an actionable piece of Wolfville’s draft community alcohol strategy, this policy represents real steps the Town of Wolfville can take to minimize alcohol related risks and harms in association with alcohol marketing, access to alcohol and consumption of alcohol.

The intent of this policy is to provide consistent direction to the Town of Wolfville for use in decision making regarding the promotion, serving, sale and consumption of alcohol on Municipal properties and at Municipal events.

#### **DRAFT MOTION:**

That Council approve the draft Municipal Alcohol Policy for the Town of Wolfville as presented.

## REQUEST FOR DECISION 044-2021

Title: Municipal Alcohol Policy

Date: 2021-09-07

Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

This policy is in accordance with the Liquor Control Act, The Municipal Government Act and the CRTC Code for the Broadcast Advertising of Alcoholic Beverages.

<https://nslegislature.ca/sites/default/files/legc/statutes/liquor%20control.pdf>

<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf>

<https://crtc.gc.ca/eng/television/publicit/codesalco.htm>

### 3) STAFF RECOMMENDATION

The staff recommendation is to approve the draft policy as presented.

### 4) REFERENCES AND ATTACHMENTS

*Town of Wolfville Draft Alcohol Strategy 2020*

### 5) DISCUSSION

The draft Municipal Alcohol Policy provides a clear set of considerations, rules and guidelines for Town owned and operated facilities. The policy also applies to events hosted by the Town, regardless of whether the event is hosted on Town property or not.

With this policy in place, public special events, licensed public special events and festivals organized or sponsored by the Town of Wolfville will have clear guidelines for promotion, sale, and consumption of alcohol.

With this policy, we will be able to take meaningful steps to minimize alcohol-related risks and harms in association with alcohol marketing, access, and consumption in our community.

As an actionable piece of the draft Community Alcohol Strategy, this policy provides the Town of Wolfville with a way to lead by example when it comes to understanding the responsibility that comes from having the right to enjoy alcohol.

### 6) FINANCIAL IMPLICATIONS

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## REQUEST FOR DECISION 044-2021

Title: Municipal Alcohol Policy

Date: 2021-09-07

Department: Office of the CAO

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None.

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

Reference the appropriate strategic directions from the 2021-2025 Strategic Plan:

- Economic Prosperity is considered because of our “spirited” brand. Managing the potential risks that come from alcohol through reasonable policy guidelines will allow the Town of Wolfville to continue to host safe, welcoming events for both residents and visitors.
- Community Wellness needs to be considered because of the health risks associated with alcohol use and misuse. Strong alcohol policy that covers serving, advertising, sampling, and selling makes it easier to manage both risks and harms.

### 8) COMMUNICATION REQUIREMENTS

Once passed, the Municipal Alcohol Policy needs to be shared with staff who will be responsible for planning, organizing, hosting, and partnering with others in event planning and event management.

Communication to Alcohol Working Group members and the Community Harmony members should also be done.

### 9) ALTERNATIVES

Without policy in place, staff could continue to make decisions on a case-by-case basis.



# Municipal Alcohol Policy

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Municipal Alcohol Policy for the Town of Wolfville	
<b>Policy Number:</b> 720-001	<b>Supersedes Policy Number:</b> N/A
<b>Effective Date:</b>	<b>Approved By Council (Motion Number):</b>

## 1.0 Purpose

To provide a safe and enjoyable environment in which the consumption of alcohol does not harm the health of our residents or those in our communities.

The aim of this Policy is to minimize alcohol-related risks and harms in association with alcohol marketing, access, and consumption. Furthermore, this Policy is intended to comply with relevant Province of Nova Scotia legislation such as the Liquor Control Act and the Municipal Government Act, as well as with the federal CRTC Code for Broadcast Advertising of Alcoholic Beverages.

This Policy will provide direction for Town of Wolfville staff to make fair and consistent decisions on how alcohol is promoted, sold, and consumed on municipal properties and at municipal events.

## 2.0 Scope

This Policy is applicable to all Town of Wolfville owned or operated facilities and municipal events (including public special events, licensed public special events, and festivals organized or sponsored by The Town of Wolfville), whether or not they are held on Town of Wolfville property.

## 3.0 Definitions

- 3.1 **Adult** – a person 19 years of age or older.
- 3.2 **Alcohol** – ethanol (ethyl alcohol); the predominant alcohol in alcoholic beverages (e.g., beer, wine, spirits). In relation to the application of Nova Scotia's *Liquor Control Act*, the word liquor is to be understood as having the same meaning as the terms alcohol or alcoholic beverage. For the purposes of this Municipal Alcohol Policy, the term alcohol product shall not be construed as to apply to products and/or materials (e.g.,





## Municipal Alcohol Policy

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prepared ‘kits’) used by consumers to make wine or beer at home and not intended for sale in any manner.

- 3.3 **Alcohol Industry** – any corporation, business, or enterprise – of any size – involved in the production and/or sale of alcohol products (e.g. winery, brewery, distillery).
- 3.4 **Alcohol Marketing** – implementation of planned alcohol industry/marketing strategies to (a) get specific alcohol products noticed and influence consumer decisions, (b) create and increase consumer demand, (c) build brand awareness and loyalty, and (d) increase sales and profits. These alcohol marketing strategies primarily include:
- a. Advertising – the use of visible/observable forms or ‘tools’ of marketing delivered through a variety of media (e.g., print, billboards, television, radio, Internet, etc.).
  - b. Sponsorship – a marketing strategy involving the provision of alcohol-industry cash or an in-kind fee for the opportunity to have the alcohol product and/or alcohol company/business favorably associated with the positive values and attributes of the community facility, event, program, service, or group being sponsored.
  - c. Special Promotions – marketing events or opportunities intended to increase exposure of consumers to alcohol product advertising, or to build brand recognition and loyalty (e.g., t-shirt, ball cap ‘give-aways’, etc.), or to promote and encourage direct access of consumers to the alcohol product itself (e.g., wine, beer, or spirits ‘sampling’).
- 3.5 **Child** – person under 13 years of age.
- 3.6 **Family-Oriented Event** – a type of public event intended for families, or at which families, children, and/or youth may be reasonably expected to be present
- 3.7 **Public Event** – an event that is open to the public and in which any community member may participate. The event can be on property owned by the Town of Wolfville, or the event can be recognized, sponsored, or sanctioned by the Town of Wolfville. These Public Events can include, but are not limited to:
- a. Outdoor markets
  - b. Parades



## Municipal Alcohol Policy

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- c. Canada Day celebrations
  - d. Festivals
  - e. Fairs
  - f. Displays
  - g. Exhibitions
  - h. Fundraisers
  - i. Races
  - j. Concerts
- 3.8 **Special Occasion License** – as defined in the *Liquor Licensing Regulations*, a class 1, 2, 3, or 4 license to serve alcohol (at one specific event, taking place during one or more specified days) issued pursuant to the *Liquor Control Act* by the AGFT Division of Service Nova Scotia.
- 3.9 **Standard Drink** – either 12 oz (341 ml) of beer with 5% alcohol content, or 5 oz (142 ml) wine with 12% alcohol content, or 1.5 oz (43 ml) spirits with 40% alcohol content.
- 3.10 **Town of Wolfville hosted events** – these are events organized, supported, and/or sanctioned by the Town of Wolfville.
- 3.11 **Town of Wolfville facilities** – any building, park, sports field, recreational facility, or event-space owned, leased, and/or operated directly by the Town of Wolfville that is available for use by the public, either universally or by way of any special or specific arrangement.
- 3.12 **Youth** – a person between 13 and 19 years of age.

### 4.0 Policies

- 4.1 The Town of Wolfville will determine where alcohol establishments are permitted through the Town's Planning documents.



## Municipal Alcohol Policy

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- 4.2 Alcohol sales, serving, sampling and consumption are not permitted at **family-oriented** events hosted by the Town of Wolfville where children are the primary audience.
- 4.3 Alcohol is permitted in Town of Wolfville facilities where a special occasion or permanent license has been issued by the AGFT Division of Service Nova Scotia; and all aspects of alcohol sales, serving, and consumption shall be in compliance with the NS Liquor Control Act and Regulations made pursuant to the Act.
- 4.4 Alcohol is permitted at licensed public events only in designated areas. Children and youth (i.e., persons under 19 years of age) are not permitted in the designated areas.
- 4.5 Non-alcoholic beverages will always be available and less expensive than alcoholic beverages at Town of Wolfville facilities and hosted events.
- 4.6 Alcohol product sampling (i.e. wine, beer, spirits ‘tasting’) is permitted in Town of Wolfville facilities and/or at public events only if the following conditions are met:
- The alcohol industry/product vendor is a small-scale, local business or enterprise (e.g., local winery, craft brewery, craft distillery).
  - The vendor has obtained a Nova Scotia Liquor Corporation (NSLC) ‘Tasting Permit’, and provides the tasting opportunities in compliance with all specified permit requirements.
  - Sample sizes shall be less than a standard drink (see Definitions, above), and shall be in, or less than, the following amounts – spirits 10 ml; wine 20 ml; beer, cider and coolers 30 ml.
  - The vendor complies with the relevant alcohol marketing policies presented in policies 4.6-4.10 (below).
- 4.7 Alcohol marketing is not permitted at, or in close proximity to, family-oriented events hosted by the Town of Wolfville where children are the primary audience.
- 4.8 Canopies, tents, or umbrellas with the name or logo of an alcohol company, brand, or product are not permitted at public events hosted by the Town of Wolfville, except for an event and in a specified location for which a Special Occasion License has been issued.



## Municipal Alcohol Policy

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- 4.9 Consistent with the current Land Use Bylaw, large-scale items used for advertising purposes (e.g., inflatables, banners, billboards, etc.) that display the name or logo of an alcohol company, brand, or product are not permitted in the Town of Wolfville. The term 'large-scale' is defined as an item larger than 10 square feet. (0.929 square metres).
- 4.10 This Policy does not apply to permitted Sidewalk Cafes under the Town of Wolfville Land Use By-law.
- 4.11 The name or logo of an alcohol company, brand, or product is not permitted on or in any promotional materials or media (e.g., posters, tickets, social media, etc.) related to a public event hosted by the Town of Wolfville, except when the required age of entry to the public event is 19 years of age or older.
- 4.12 Beyond the foregoing, any other measure that is reasonable and appropriate to limit the exposure of children and youth to alcohol marketing may be implemented.
- 4.13 Sponsorship in the form of alcohol industry naming rights for Town of Wolfville facilities, events, programs, or services is not permitted.

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CAO

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Date



## REQUEST FOR DECISION 045-2021

Title: Fall Debenture Pre-Approval

Date: 2021-09-07

Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- MGA Section 66 - Power to Borrow Money
- MGA Section 88 – Ministerial Approval

### 3) STAFF RECOMMENDATION

That Council approve the 2021 Fall Debenture Issue funding requirements.

### 4) REFERENCES AND ATTACHMENTS

- MFC Pre-Approval Resolution Wording (attached)
- Borrowing Certificate CR 08-2021-0019 (Town TBR #21/22-01) in amount of \$2,000,000 (attached)
- Town Capital Asset Funding Policy
- RFD 028-2021 – Temporary Borrowing Resolution Renewal – WWTP
- 2020/21 Capital Budget and related funding requirements

### 5) DISCUSSION

This is one of the steps required in order to participate in the debenture issues processed by the Nova Scotia Municipal Finance Corporation (MFC) each year. ***This is a housekeeping matter at this stage*** as it relates to previously approved capital project and funding. Refer to the 2020/21 Capital Budget for Sewer Treatment Plant Expansion/Upgrade.

***As in past years, this matter is time sensitive.*** The MFC has set a deadline of October 1<sup>st</sup> to submit commitment letters for the fall issue.

As expected, based on funding projections using the Towns Ten Year Capital Investment Plan (CIP), the above noted borrowing can occur without negatively impacting the Town's Debt Service Ratio, which has been in the 7.6% range (according to provincial FCI Report) for last few years. The Province has a guideline that flags a municipality when their Debt Service Ratio exceeds 15%.

As noted during annual capital budget discussions, the Town's Debt Ratio will continue to increase over the next 10 years. This relates to Council's focus to address the existing infrastructure deficit in Town and the need to fund major infrastructure projects. Based on current capital funding model assumptions, the Town will not reach a 15% Debt Ratio until sometime after 2027.

## REQUEST FOR DECISION 045-2021

Title: Fall Debenture Pre-Approval

Date: 2021-09-07

Department: Finance

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The noted maximum interest rate is the figure suggested by the MFC given current market conditions. In the last two years the final debenture terms have included interest rates lower than the annually suggested threshold. The “maximum” is simply set to ensure the Town is able to participate in the spring debenture issue without having to revise documentation. Timelines do not allow councils to revise parameters and resubmit to the Municipal Finance Corporation (MFC).

### 6) FINANCIAL IMPLICATIONS

The financial impact of this debt requirement was considered as part of the 2020/21 budget approval process, as well as the 2021/22 budget. No further analysis is provided here.

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

Not applicable at this stage. Refer back to Council approval of Annual Operations Plan and related budget documentation.

### 8) COMMUNICATION REQUIREMENTS

Staff will communicate, in the required format, all information to the NS Municipal Finance Corporation

### 9) ALTERNATIVES

At this stage no alternatives are identified, as the budget plan included debt financing for the WWTP Upgrade.

**Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate**

**WHEREAS** clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

**AND WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

**AND WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

**AND WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

**AND WHEREAS** the resolution of council to borrow for was approved by the municipal council on \_\_\_\_\_ May 18, 2021 \_\_\_\_\_.  
(council's TBR approval date)

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, the

\_\_\_\_\_  
*TOWN of WOLFVILLE*  
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$1,300,000.00 \_\_\_\_\_, for a period not to exceed \_\_\_\_\_ 20 \_\_\_\_\_ years, subject to the approval of the Minister;

**THAT** the sum be borrowed by the issue and sale of debentures of the

\_\_\_\_\_  
*TOWN of WOLFVILLE*  
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 5.5%;

**THAT** the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

**THAT** this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

**For MFC use only:**  
  
TBR #: \_\_\_\_\_  
  
Minister signed: \_\_\_\_\_

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the  
TOWN of WOLFVILLE

\_\_\_\_\_  
(Name of Unit)

held on the \_\_\_\_\_ day of \_\_\_\_\_ 2021

**GIVEN** under the hands of the Mayor/Warden and the Clerk of the

\_\_\_\_\_  
(Name of Unit)

this \_\_\_\_\_ day of \_\_\_\_\_ 2021

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Clerk



## REQUEST FOR DECISION 046-2021

Title: Annual Operating Line of Credit

Date: 2021-09-07

Department: Finance

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## SUMMARY

### Annual Operating Line of Credit

Each year Council approves **maximum limits** for any potential use of operating lines of credit. This is separate from the Temporary Borrowing Resolutions (TBR's) approved earlier in the fiscal year for capital project funding. This is also separate from the operating line of credit Council approved for purposes of the PACE Program (i.e. Switch). Both the capital borrowing and PACE borrowing required TBR's ultimately authorized by the Minister of Municipal Affairs for funds that will flow through the Municipal Finance Corporation.

With regard the operating line of credit (this RFD), it is established to ensure adequate cash flow is available to meet expenditure requirements during the year. Timing of cash flow receipts does not always match the timing of required payments. The approval of annual operating lines of credit *provides flexibility* for staff to carry out the approved budget plans of Council in an effective and efficient manner.

Prior to fall 2020 the limits set by Council had for over a decade remained unchanged reflecting the continued financial health of the Town. Last year Council approved an increase to the Town's Operating Fund limit, taking into account the uncertainty created by the COVID-19 pandemic.

### DRAFT MOTION:

That Council approves the following lines of credit with the Bank of Montreal, effective October 1, 2021 to September 30, 2022:

- |   |   |
|---|---|
| 1. Town Operating Fund, bank account          | \$700,000 maximum credit                      |
| 2. Water Utility Operating Fund, bank account | \$150,000 maximum credit                      |
| 3. Corporate Credit Cards                     | \$ 50,000 maximum credit (all cards combined) |

## REQUEST FOR DECISION 046-2021

Title: Annual Operating Line of Credit  
Date: 2021-09-07  
Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

Municipal Government Act (MGA), Section 84

### 3) STAFF RECOMMENDATION

Staff recommend that Council approve a maximum line of credit for the Town's Operating Fund bank account of \$700,000, Water Utility Fund of \$150,000 and aggregate credit card limit of \$50,000.

### 4) REFERENCES AND ATTACHMENTS

- Bank Credit Card Policy #140-002
- Approved 2021/22 Operations Plan/Budget
- Consolidated and Non-Consolidated March 31, 2021 Financial Statements

### 5) DISCUSSION

This RFD is intended to provide Council with information to assist in the **annual decision** to establish lines of credit for the Town's **operating** fund bank accounts and corporate credit cards. Capital credit funding requirements have previously been approved by Council by way of Temporary Borrowing Resolutions.

***The Town's operating lines of credit are renewed with the Bank of Montreal once a year***, with the current agreement expiring at the end of September. As noted in the past couple of years, the timing of the annual renewal may change in the future as both the bank and Town staff would like to streamline out process. No change in timing has yet been formalized.

Over the past nine years, given the Town's positive financial results, this report has been a housekeeping matter required to keep our agreement with the Bank of Montreal up to date. Last year the financial impact of the COVID pandemic became part of the review and resulted in an increase to the town's limit from \$400,000 to \$700,000. At that time Town's cash flows, most notably receipts on property taxes, had been lagging behind prior years by approximately \$300,000 to \$400,000

MGA Section 84 allows municipalities to utilize temporary borrowings to cover current expenditures

## REQUEST FOR DECISION 046-2021

Title: Annual Operating Line of Credit  
Date: 2021-09-07  
Department: Finance

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### **Borrowing limits**

**84** A municipality may borrow to cover the annual current expenditure of the municipality that has been authorized by the council, but the borrowing shall not exceed fifty per cent of the combined total of the taxes levied by the municipality for the previous fiscal year and the amounts received, or to be received, by the municipality from Her Majesty in right of Canada or in right of the Province or from an agency of Her Majesty. 1998, c. 18, s. 84.

Note the limit per MGA 84 is 50% of previous years tax levy. For Wolfville that equates to over \$4 million. This upper level permitted by the MGA is a level that the Town does not need to look at, it is noted as reference only, i.e. what is permitted under legislation.

As reflected in amounts authorized by Council over the years, the Town has not required a line of credit anywhere near the maximum permitted. Staff have monitored property tax receipts over the last year, and note that the negative financial impact of COVID on cash receipts started to reverse itself towards the end of fiscal 2020/21. Additional arrears have been paid off since March 31, 2021. It is still relevant to consider factors noted in past reports, including:

- It has been a number of years since the Town experienced any timing issues with cash flow, and when they had occurred it tended to be in April and May, prior to the due date of interim tax bills. The annual agreement with the bank (Oct to following Sept) covers this period of time.
- As noted in past reports the last overdraft position for the two operating accounts (Town General and Water Operating) was:
  - Town general account required \$270,700 in temporary borrowings in April & May 2011.
  - In November 2010 the Water Utility required temporary borrowings of \$123,900.
- In addition, years with surplus results have helped eliminate the Town's reliance on short term borrowings.
- The bank requires an approved resolution in order to facilitate any temporary borrowings.

***With regard to the limit required for the Town credit cards***, the maximum overall credit has been set at \$50,000. This has not changed in years. This coincided with changes to the Credit Card Policy (140-002) which reduced the number of cards from maximum of 20 down to 3. The suggested limit has been set at a level that would provide flexibility ***if*** required during the fiscal year.

- There have been no issues during the past twelve months with the limit of \$50,000. Note the Town Policy has a per-card limit of \$5,000, unless otherwise required and temporarily increased by the Director of Financial Services.

As part of this year's Operations Plan, the Procurement Policy is scheduled for review and updating. That process may result in recommended changes to the use of credit cards, but it is not anticipated that any such change would require more than \$50,000 overall limit for the Town.

## REQUEST FOR DECISION 046-2021

Title: Annual Operating Line of Credit

Date: 2021-09-07

Department: Finance

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### 6) FINANCIAL IMPLICATIONS

Nothing specific noted. This RFD deals with source of payments not an increase in spending.

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

No references provided.

### 8) COMMUNICATION REQUIREMENTS

The lines of credit are a matter of routine operation; therefore, the only communication required is with the Bank of Montreal to ensure renewed credit facilities are in place before October 1, 2021.

### 9) ALTERNATIVES

Council has the option to amend the upper limits for line of credits to anything from nil to the upper legislated limit of over \$4 million. Staff have recommended a level that considers the ongoing uncertainty around COVID while keeping the limit low enough to ensure senior management take due diligence to manage the Town's financial resources.



## **1. Economic Prosperity**

Wolfville was booming over the summer months, keeping Visitor Information staff busy in their ambassador roles. Town-led concerts and events saw strong attendance and even with adherence to public health guidelines due to the on-going pandemic, there was a sense of revelry and celebration throughout the season.

Students and their family members arriving in Wolfville for the start of term will be welcomed with new street banners and on September 19<sup>th</sup>, the Town is set to host the first “Welcome to Wolfville” event, a Cittaslow celebration for students. The drop-in event has been programmed to reflect our Cittaslow brand, with local food tasting, music, and Wolfville history walks.

Staff continue to work with the Wolfville Farmers Market and Acadia University on longer-term strategic planning and funding applications, with a focus on the utilization of the DeWolfe building and other expansion areas. The feasibility study team will be working over the coming months and updates will be provided to Council. Staff supported a grant application for the Market, submitted for outdoor placemaking around the current site, to enhance outdoor market potential and present a more attractive site to residents and visitors.

After direction from Council, staff have continued discussions with stakeholders in the East End of Wolfville on the lands zoned Comprehensive Development District. A planning process will begin in the fall for these lands. An overview of this will come to PAC and Council once finalized.

## **2. Social Equity**

The new set-up for Council Chambers to facilitate hybrid meetings with upgraded cameras and microphones has been installed. Testing and tweaking of the system will continue throughout September to optimize remote attendee experience, increasing access to meetings and further promoting transparency.

Funding has been received to start work on a Community Transit Feasibility Study through the Nova Scotia Transit Research Incentive Program. This work was started with student background research and will be supplemented by a consultant, who will support aspects of this work moving forward. Council will be involved in this discussion at a future date.

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### 3. Climate Action

With the launch of our engagement platform, [wolfvilleblooms.ca](http://wolfvilleblooms.ca), our Climate Road Map, climate reports, climate walking tour, and survey feedback tools now have a digital home where the community can interact with all our current climate offerings. Through “Blooms,” stakeholders can actively provide comment, share tips, and interact with up-to-date climate information.

The Switch Wolfville program is now the Town’s primary support for local homeowners looking to increase energy efficiency by leveraging the value of their home. The program has successfully launched and with promotion on-going, we are making every effort to support full enrollment in the program.

Information on the Switch Wolfville Program has been featured in the local press, through our social channels, on our website, on Blooms and information was added to property tax bills, in a direct attempt to engage more program participants.

Costing of the all-ages-accessible bike network is being finalized. The current focus is on Highland Avenue, given the upcoming re-build of a large portion of this street. The final investment package and report for the entire network will come to Council as part of the budget process. Staff have begun exploring grants to support this work as it gets considered in our 10-year capital plan.

The Town’s two Climate Action summer students will present an overview of their activities, what they heard and highlights of other projects to Council at the September Committee of the Whole. The students completed a significant amount of work over the summer season, including the launch of our local Climate Walk.

### 4. Community Wellness

Afterschool programs are now fully booked and fall recreational programming like Ukulele Club, Yoga and Morning Fitness are being organized. With the re-design of [wolfville.ca](http://wolfville.ca), Parks and Recreation identified a need to offer a better program booking process for both staff and stakeholders. In response to enquiries, Wolfville will be beta testing a new atomic booking system when our new website launches, thanks to our web development team at Blaze Studios. If successful, this new booking platform will be available to other Municipalities and not for profits who have similar needs. Staff are eager to participate in this test-drive opportunity.

The Great Neighbourhoods Crime Prevention Through Environmental Design (CEPTED) pilot that launched in August continues to deliver important data. The pilot will run through October and findings will be brought to Council and used as important data to inform further work on the Community Alcohol Strategy process.

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In response to resident complaints, the Town has contracted DTM Security, and their patrols of the downtown core and neighbourhoods occur every Thursday, Friday, and Saturday night. Weekly reporting indicates that the security professionals are spending their time communicating with residents about the nuisance party by-law as well as general community harmony messaging. On numerous occasions security has been relied on to help disperse large, out of control gatherings.

## 5. Update from Finance/Corporate Services

Staff are in the process of finalizing and submitting required reports to the province, including the Town's Capital Investment Plan (CIP), Statement of Estimates Forms A & B (SOE), and the Financial Information Return (FIR). The SOE and FIR are essentially the Town's budget (SOE forms) and year end audited financial statements (FIR).

The Town has been selected for an audit of claim submissions under the Federation of Canadian Municipalities (FCM) Municipalities for Climate Change Innovation Program (MCIP). Staff will be working on the required filing requested by the FCM.

One FOIPOP file remains active, related to a 2016 FOIPOP application. The legislated timelines for this file fall into September and staff hope to have this file complete and closed by mid-September.

Final Tax Bills for fiscal 2021/22 have been generated and will be issued by early September, with amounts due the end of September and looking forward, the Management Team has started work on the 2022/23 (i.e., next year's) budget, both operating and capital components. Financial variance reporting will formally start again with the Audit Committee in September.

Background work has also started on jurisdictional scans of pension plans offered by municipalities and procurement policies. Both items will result in reports to Council later this year.

## 6. Infrastructure/Capital

Staff met with consultants to discuss the Library and Town Hall. Initial analysis and background work is underway. Preparation for a Council workshop is now underway.

Traffic counts underway at the four-way stop on Main Street, but no traffic light pilot is planned at this time. Findings and recommendations from the current study will be presented to Council by the Director of Public Works and Engineering at budget time to determine next steps.

Acadia St and Main St sidewalks are scheduled to be paved in early September and other sidewalk upgrades will be ongoing through the rest of summer and early fall. Iona Rd, Fowler St and Riverview Avenue street paving is scheduled for the week of September 15<sup>th</sup>. Notices to stakeholders will continue to be posted on our website and through our social media channels.

## CAO REPORT

September 7, 2021

Department: Office of the CAO



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The sewer odour issues at the Sewer Treatment Plant have been resolved. The Director of EPW would like to thank Council and residents for their patience while we worked through this challenge.

Some construction projects residents can expect to see this fall include:

- Water transmission line installation along the top of Westwood Ave and Park St
- New decorative lights on Gaspereau Ave from Main St to Summer St
- New sidewalk and curb along Willow St



## COMMITTEE UPDATE

Title: Valley Waste Resource Management  
Date: September 7, 2021  
Department: Committee of the Whole

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### Valley Waste July meeting

Bottom line is revenues are up and expenses are down in the last month. The net surplus was \$288,761. The board heard from the Sydney-based auditor that the authority's portfolio has increased in value by \$99,000.

The reserve funds from Chester are being set aside because new cells need to be constructed. The chair and Mayor Donovan have not been able to meet with staff in Chester yet. The cost of sending Valley waste to Cogmagun due to the fire in Chester was \$11,000. Lithium batteries, it was mentioned, cause fires and should not be added to garbage.

Andrew Garrett reported on the status of the New Brunswick Extended Producer Responsibility program and explained a draft proposal drawn up by the Nova Scotia regional chairs. Nothing definitive here yet, but he calls it a high priority and is hopeful that N.S. will align with N.B.

GM Andrew Wort noted that more residential garbage is being placed at curbsides now and mentioned one thousand new stops due to cottage country pick-up. More small loads are arriving at the two management centres. He spoke of a thousand more vehicles more than last year.

Communication is positive with Annapolis County. There is an eagerness to re-integrate.

The authority went in camera to discuss an upcoming contract, which requires some amendments. The authority will only meet in August if necessary. The next regular meeting will Sept. 15.

## COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
 Date: September 7, 2021  
 Department: CAO



### UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, July 19, 2021.

Key issues of discussion included:

- **Kings REMO EM Bylaw**

An update was provided to the Committee on the status of the Municipal EM Bylaws:

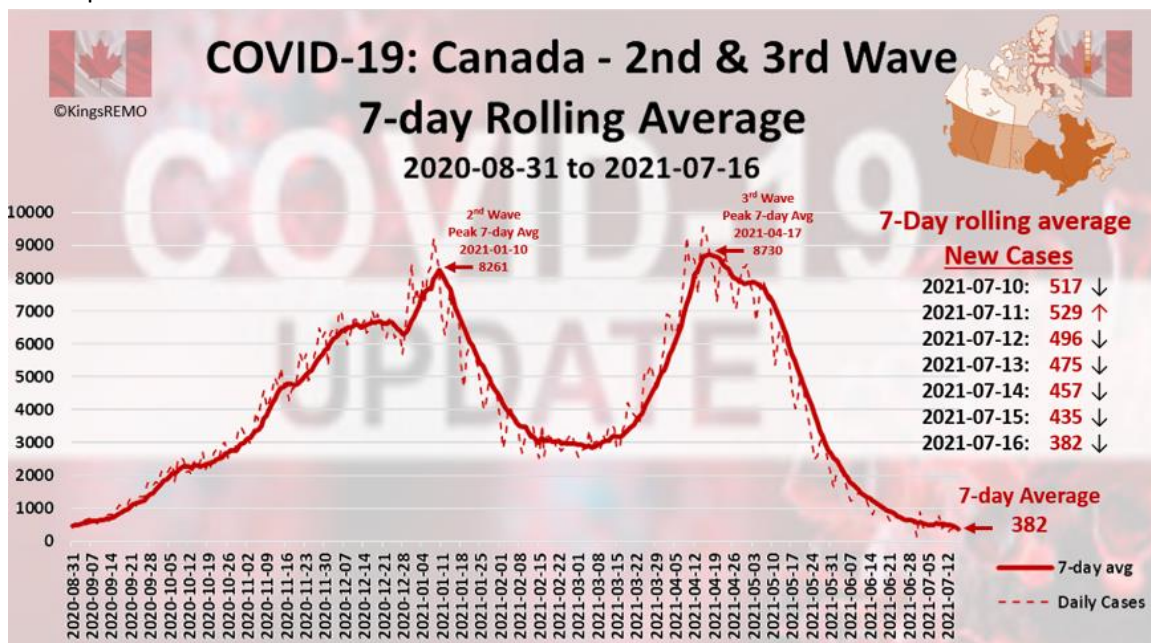
	1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
Municipality of the County of Kings	2021-06-15	2021-07-06
Town of Berwick	2021-07-13	2021-09-14
Town of Kentville	2021-06-28	2021-07-26
Town of Wolfville	2021-06-15	2021-07-20

- **Kings REMO Designation Letter**

The draft letter to the Deputy Minister of Municipal Affairs was approved by the Committee and the letter will be retained on file by the REMC until post-election, August 17, 2021

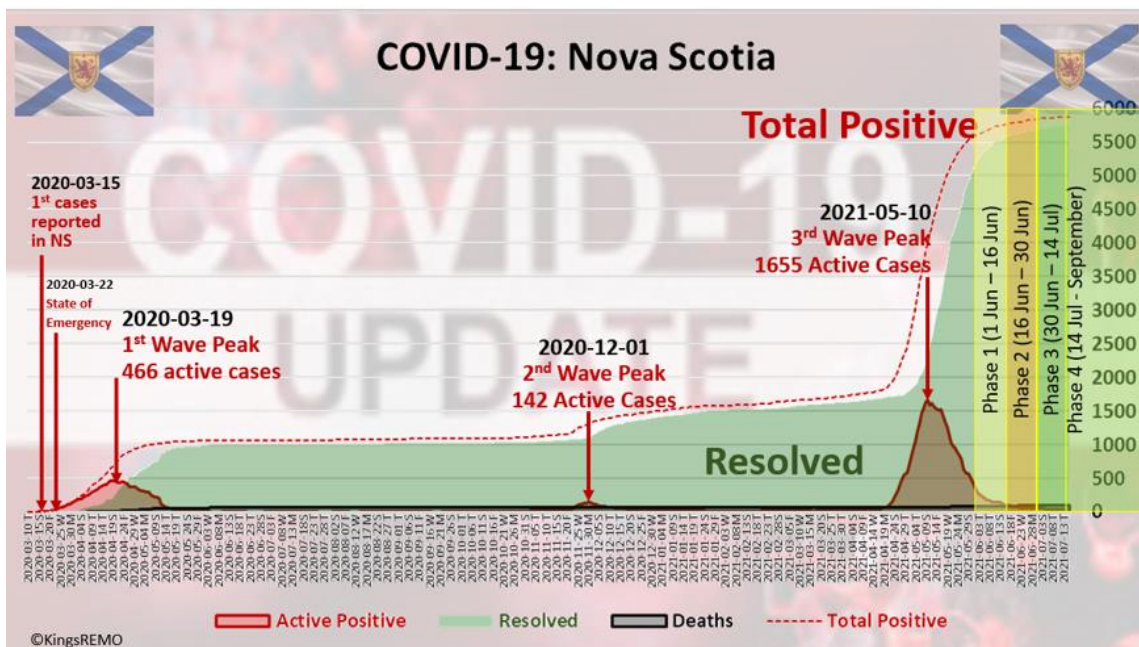
- **COVID-19 Pandemic Update**

REMC provided a National and Provincial overview on COVID-19



# COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)  
 Date: September 7, 2021  
 Department: CAO



- **Canadian Red Cross – Emergency Management**

What they do:

- Reception
- Registration and Inquiry
- Emergency Lodging
- Clothing
- Feeding
- Personal Services
- Other assistance as supported by Public Authorities

Atlantic capabilities:

- 828 trained volunteers
- 6,200 blankets (NS 700 / Western 100)
- 3,300 cots (NS 700) / Western 40)
- 4,800 hygiene kits (NS 700 / Western 200)
- 2,300 cleanup kits
- Emergency Ops Centres
- Telecommunications
- Digital Assistance (Registration/Cash Cards/EFTs)
- Case Management

- **Alert Ready – Municipal Use**

Value Proposition:

- Enhanced ability to raise public awareness of emergencies/serious events
- An ability to transmit public alerts to the public via existing media infrastructure
- Facilitate coordinated communication to the public by emergency management stakeholders

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### How is Response Enhanced:

- Enhanced ability of municipalities and the province to share information with citizens
- Enhanced aggregation and coordination of messaging
- Ability to target geographic distribution of information
- Overall strengthening of Emergency Management framework

### Requesting an Alert

- Alerts can be requested by Police, Municipalities and First Nations
- An Alert is initiated by calling Shubie Radio: 1-833-758-4540

- **2021 Atlantic Hurricane Season**

- 2020 was an extremely active Hurricane Season with 30 named storms, 8 of which entered the Canadian Hurricane Centre (CHC) Response Zone
- 2021 is forecast to be an 'Above-Average' Hurricane Season with 13-20 names storms forecast



- **Kings REMO Heat Advisory & Response System (HARS)**

- To-date, Kings County has seen 5 days of Heat Warnings being issued in June 2021
- Summer temperatures are expected to be 1.0 to 20 deg C above average for Nova Scotia
- The Kings REMO Heat Advisory and Response System was developed to identify when the health of residents may be threatened by extreme heat conditions

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- **Kings County Comfort Centres**
  - 24 facilities have been identified in Kings County as Comfort Centres and signed the Memorandum of Understanding with Kings REMO to support residents during an emergency
  - Of the 24 facilities identified, 6 of the facilities have been identified as Emergency Shelters to support the Canadian Red Cross if required:
    - Canning Multicomplex/Firehall
    - Kentville Firehall
    - New Minas Firehall
    - New Minas Louis Millet Centre
    - Waterville Firehall
    - Wolfville School
  
- **Kings REMO Training & Exercises**
  - 2021-06-24 Basic Emergency Management (BEM) Course held for REMAC membership and other elected officials. Training package for BEM available for REMAC to expand training to Comfort Centres and other organizations within Kings County
  - 2021-07-15 Hurricane / ECC Activation Tabletop Exercise/Discussion. The After Action Report (AAR) will be presented to REMAC membership at the October meeting
  - 2021-11-25 Winter Ice Storm / Power Outage Tabletop Exercise/Discussion
  
- **Kings REMO Social Media Account**

While not all residents of Kings County are connected to the Internet or Social Media, Kings REMO REMC is making use of Social Media to reach out to the community in support of increasing Emergency Preparedness Awareness.

The following accounts have been developed:

### Facebook

#### REMO\_KingsCounty

- 200 followers (Pre-COVID-19 pandemic, early 2020)
- 1,858 followers (2021-04-19)
- 2,404 followers (2021-07-19)

### Twitter

#### @REMO\_KingsCty

- 415 followers (Pre-COVID-19 pandemic)
- 612 followers (2021-04-19)
- 648 followers (2021-07-19)



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### Instagram

#### remo\_kingscounty

- 153 followers (2021-04-19)
- 166 followers (2021-07-19)

**Next Meeting:** Monday, October 18, 2021