



Committee of the Whole

October 5, 2021

8:30 a.m.

Hybrid

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, September 7, 2021

3. Public Input / Question Period

PLEASE NOTE:

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

4. Committee Reports (Internal)

- a. Accessibility Advisory Committee
- b. Art in Public Spaces
- c. Audit Committee
 - i. Info Report: 1st Quarter Financial Update
- d. Planning Advisory Committee
 - i. RFD 052-2021: Building Height
 - ii. RFD 051-2021: East End Secondary Plan



- e. Economic Development Task Force Project
 - i. Project Charter

5. **CAO Report**

6. **Staff Reports for Discussion**

- a. Info Report - Crosswalk Update
- b. Info Report – Climate Action Plan
- c. RFD 053-2021: Building Inspector Designation
- d. RFD 044-2021: Municipal Alcohol Policy

7. **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)

8. **Request for Agenda Item**

- a. Speed Limits (Cllrs. MacKay & Elliot)
- b. Harvest Moon Trail (Cllr. Ingham)

9. **Public Input / Question Period**

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



11. Adjournment of In-Camera Meeting

12. Regular Meeting Reconvened

13. Regular Meeting Adjourned

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: October 5, 2021

Department: Committee of the Whole



The Accessibility Advisory committee met virtually via teams on September 13/21.

The next meeting is scheduled for October 18, 2021.

It was agreed we include the unceded Territory acknowledgement reading before the start of every meeting moving forward.

James Sanford from Acadia gave an update on their Built environment, noting that 25% of their building footprint has been audited this summer. Upgrades to the Kinesiology building were noted and appreciated by students, including the installation of a new elevator. Committee member Emily discussed some changes coming to the disability employment program. Lab space for the S.M.I.L.E program will be made through the Canadian Tire Jumpstart program.

Discussion around the town's built environment was the main topic. Director Thomason explained the differences between Rick Hansen standard, and Rick Hansen Gold standard. He noted there are 9 subsections, with the main difference being price. For reference, the Municipality of the County of Kings new building is Rick Hansen certified.

The committee began discussion around the level of prioritizing standards of accessibility in Town Hall, Dykelands Facility, VIC, recreation centre, Sewer treatment plant, Water treatment, and the Wolfville Library. This topic will be on the agenda for the next meeting.

An information report on the walkabout of open spaces in July 2021 will be emailed to committee members for review.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: October 5, 2021

Department: Committee of the Whole



COMMITTEE UPDATE

Title: Art in Public Places
Date: October 5, 2021
Department: Committee of the Whole



UPDATE

Sept. 16, 2021

Members of the committee met virtually and discussed a number of topics. Chief of which was Brad Hall's stated inability to complete the 'sitting circle' commission he was given by the town. The committee was hopeful that Brad might be able to finish the work with more time. Subsequently Kelton spoke with him and Brad will be responding to this offer. Kelton indicated Brad was grateful for the call.

At our last meeting we had looked at the possibility of adding some art to the mechanical box at the new Splash Pad. The committee thought that mixing children's work and the topic of pollinators might be valuable in the context.

The committee had a freewheeling discussion about art and the new boxcar. We have even received advice from as far away as California about possible mural topics that relate to Wolfville's railway history. Much depends, however, on the needs of the library staff.

Local entrepreneur Joe Rafih spoke with the chair about three murals on his properties downtown. All three are deteriorating. He suggested he is willing to support replacements. The committee was interested in possibly revamping the 1993 Wolfville Centennial Mural on the building by the post office.

The future of the painted orange bricks in Willow Park was raised. Possibly an art project could result. They are fading currently.

COMMITTEE UPDATE

Title: Audit Committee Report
Date: September 10, 2021
Department: General Administration



UPDATE

The committee met virtually via Zoom on Friday September 10th at 9 am.

It was a great meeting to discuss the first quarter variances – the committee is very engaged.

Director MacLean walked us through the report and the variances. At this time, everything is in good shape with a very small surplus. This small of a surplus does mean the management team will have to watch their budgets closely as we move through the next 3 quarters.

There was a discussion on Insurance, premiums, claims, and risk assessment as this was one of the larger variances to note.

The committee also felt it helpful if we could list out things that were done if applicable – for instance in the events – if a note to what actually happened could be an appendix it helps us tie the numbers to the tangible actions.

We would also like to see the Capital Budget communicated to the residents in some way. If we are postponing, or changing a plan – how and we let people know this? This was brought to light by discussions that Highland's repairs may take a different timeline – and how do we share that with residents, especially those living on that street?

Action Item – was Director MacLean was going to speak with our communications person to see how best to move this forward.

Budgeting/Spending and Forecasting Projects – A system brought to Wolfville through the Public Works Director is keeping a spreadsheet on these projects, so it is easier to identify when a project goes over or under budget. This is very helpful to see.

Waste/Water Department – staff are reviewing staff requirements with the Treatment Plants to ensure proper resource allocation as we head into next year's budget process.

Respectfully Submitted,

Jodi MacKay

INFORMATION REPORT – To Audit Committee

Title: First Quarter Financial Update

Date: 2021-09-10 Audit Committee ~ **UPDATED FOR COW**

Department: Finance



SUMMARY

First Quarter Financial Update

This report comprises one of the components of the Town's commitment to transparency and accountability. The process includes quarterly updates that go first to the Audit Committee for questions and review. After that, the report is forwarded to Council (at the next available COW meeting) to complete that step of updating financial results for the Town.

A year ago, the financial results for the Town were being influenced by the financial impacts of the COVID pandemic and public health measures which hit all sectors of the community. Unfortunately, a year later and that same pandemic continues to impact the Town. Although not as drastic, the indirect financial impacts of COVID have continued into this fiscal year.

The Finance Department has been working on the June 30, 2021 variance report since mid-July and an early draft copy was provided to the Mgt Team by early August. The 1st quarter results are closer to budget than most years, with the Adjusted Forecast for the year the smallest surplus projected in at least six years. Note the forecast is based on only one quarter of the fiscal year with a few known variances built into the timing differences and a number of assumptions.

This Information Report, as well as the financial reports attached to it, were reviewed with the Audit Committee on September 10th. After review and discussion the Audit Committee passed the following motion:

THAT THE AUDIT COMMITTEE FORWARD THE INTERIM FINANCIAL REPORT (AS AT JUNE 30, 2021) TO THE NEXT AVAILABLE COMMITTEE OF THE WHOLE MEETING.

October 5th is the first available Committee of the Whole (COW) meeting since that time and as such the Financial Update is brought forward to complete the reporting cycle.

No further motion is required at COW as this report is received for information purposes.

INFORMATION REPORT – To Audit Committee

Title: First Quarter Financial Update

Date: 2021-09-10 Audit Committee ~ **UPDATED FOR COW**

Department: Finance



1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

- 2021/22 Operations Plan, approved by Council in March 20212
- June 30/21 Variance Report (attached)
- June 30/21 Summary of Significant Variances (attached)

3) DISCUSSION

No further analysis has been carried out since the September 10th Audit Committee Meeting. Given the time of year, attention has moved to ensuring an accurate financial information cut off for September 30th month end (2nd Quarter results). It will be the 2nd quarter results that will provide a clearer picture of early trends noted in the attached information, and those findings will be reviewed at the October 22nd Audit Committee meeting, providing more timely feedback.

The quarterly financial update is intended to provide the Audit Committee and Council with an overview of where the Town's financial results are in comparison to the budgeted expectations up to the most recent quarter end. This report covers the first quarter of fiscal 2021/22.

Unlike a year ago where magnitude of variances was much larger, the first quarter of fiscal 2021/22 shows fewer large/material variances from budget. Both the raw 1st quarter net surplus and the adjusted surplus forecast are much closer to budget than last year. In fact, the adjusted forecast surplus is the smallest in at least 6 years. Taking into account timing differences and a couple of assumptions on key elements of the budget, the adjusted forecast surplus is just under \$20,000 (less than 0.2% of total budget). This is essentially break even and could be reported as easily as a forecast deficit as it is surplus.

One of the key budget items involves Deed Transfer Tax. This is not unusual in the Town's operation, but the magnitude of the impact is larger this year than in past. For example, at this point in time a year ago, this revenue source was lagging behind budget with the year end forecast reflecting it to continue to be less than budget. It was not until September 2020 that DDT revenue started to consistently be ahead of monthly budget expectations, and it was not until November that the revenue jumped ahead of budget overall. Every month since last fall has seen actual revenues exceed budget, including every month this fiscal year. It is difficult to predict whether the residential housing market will continue at pace/price level experienced in the last 12 months and hence difficult to rely on revenues continuing at current levels. By June 30th, DTT revenue was \$133,800 more than budget. By July 31st this variance has grown to \$165,000. The summary of timing differences (below in this report) assumes this revenue will still end the year more than budget, but not at the magnitude realized to date.

INFORMATION REPORT – To Audit Committee

Title: First Quarter Financial Update

Date: 2021-09-10 Audit Committee ~ **UPDATED FOR COW**

Department: Finance



Attached to this Information Report is the June 30th Financial Variance Report which provides additional details of Town results. Included is the summary page of all Town operating activities, accompanied by Divisional and Department breakdowns. Also attached to this Info Report is a Summary of Significant Variances broken down by Division.

Overall Town results and timing differences are as follows:

Town of Wolfville Operating Fund

	Actual June 30, 2021	Budget June 30, 2021	Variance over/(under) budget
Revenues	\$4,739,042	\$4,621,447	\$117,595
Expenditures (operating/capital & reserves)	3,123,109	3,345,473	(222,364)
Net Surplus	\$1,615,933	\$1,275,974	\$339,959

Taking the June 30th reported Net Surplus, and accounting for timing differences and expected changes between budget and actual, yields a small adjusted forecast for the year:

INFORMATION REPORT – To Audit Committee

Title: First Quarter Financial Update

Date: 2021-09-10 Audit Committee ~ **UPDATED FOR COW**

Department: Finance



Timing Difference Reconciliation

Surplus variance, as of June 30/21		\$	339,959
Revenue variance timing adjustments			
Deed Transfer Tax	(70,000)		
Other Conditional Grants	24,500		
			(45,500)
Expense variance timing adjustments			
Salary and Wages	(24,600)		
Stipends & honorariums	(10,800)		
Operational Equip/Supplies	(43,000)		
Contracted Services	13,000		
Grants to Organizations	(126,800)		
Partner Contributions	(65,000)		
Other Debt Charges	(6,400)		
Interest On Debentures	(11,400)		
			(275,000)
Adjusted Surplus Forecast		\$	19,459

The Adjusted Surplus Forecast is essentially a break even result. At less than 0.2% of total budget the margin of error between a forecast surplus and deficit is small. As noted earlier, revenues from deed transfer tax will likely have the biggest impact on whether the Town ends the year with a surplus.

The majority of the expenditure timing differences noted above relate to expenditures that will occur at some point this year, just not in the first quarter as planned. For example, Grants to Organizations showed a budget allocation of \$73,000 to the end of June with no amounts paid out. The grants will occur this year, as well as the addition of the grant for Devour approved by Council earlier this year, but after the budget was set.

The Management Team will continue to monitor monthly results to help ensure that the Town ends the year at least break-even. The September 30th results (second quarter) will be key in identifying whether break-even remains likely.

A table containing key Divisional variances > \$5,000 is attached to this report. Additional explanations of those variances can be found in that document.

INFORMATION REPORT – To Audit Committee

Title: First Quarter Financial Update

Date: 2021-09-10 Audit Committee ~ **UPDATED FOR COW**

Department: Finance



Town Capital Fund

A summary is provided in the variance report attached. Of the \$930,000 incurred up to end of June on capital projects, \$840,000 relates to projects carried over from 2020/21 being completed this year. This leaves less than \$90,000 of current year capital budget incurred in the first quarter.

The change-over in staff within the Department of Public Works, as well as the additional analysis underway to review active transportation options on Highland Avenue has meant major projects in this year's budget are unlikely to occur this year. Several, such as Highland Avenue, have already been moved to early drafts of the 2022/23 Capital Budget. In the long run many of these projects should benefit with the additional analysis and cost estimates should be improved.

Another, smaller dollar area of the capital budget, that has been impacted by world markets is vehicle/equipment replacement. Two vehicle tenders were issued, with only one total response on the pickup truck. Staff are hearing that ordering a vehicle to specifications is likely to be difficult and the only thing available is vehicles on the lot.

The capital project summary included in the attached June 30 Variance Report includes notations on the projects that have known details.

Water Utility

The Utility ended the first quarter \$117,800 below budget, i.e. net deficit. This relates entirely to expenditures. Revenues were \$6,600 more than budget at June 30th.

In terms of expenditures, the Utility shows the following:

- Operational Equipment in Power & Pumping Dept is \$38,800 over budget. This relates to a pump replacement and once final costs finalized, this new pump will be reallocated to capital spending.
- Operational Equipment and Supplies in Distribution Dept is \$36,600 over budget. At this point in time this is a timing difference. Almost \$28,000 has been incurred for pavement replacement as part of repairs related to water main breaks/leaks. In past years this allocation of costs is not posted to the Water Utility accounts until 3rd or 4th quarter.
- The final major variance is under the capital program where no budget allocation is reflected in the first quarter, but actual costs have been incurred. This should be a timing difference only by year end, although the pump replacement may impact final results.

There is a positive note in revenues where metered sales were ahead of budget in the first quarter billing. Although it is too soon to tell whether a trend is in place, there was a rebound in water

INFORMATION REPORT – To Audit Committee

Title: First Quarter Financial Update

Date: 2021-09-10 Audit Committee ~ **UPDATED FOR COW**

Department: Finance



consumption by customers of the Water Utility, with commercial accounts included in this rebound from the low billing total in June 2020. The September consumption data will help inform how close to “normal” the community has recovered.

Outstanding Taxes

At March 31, 2021 there was just over \$485,000 in tax arrears still on the books (refer to Note 4 in the audited Consolidated Financial Statements). Of that balance, one company owed over \$200,000. That \$200,000 in March 31st arrears was subsequently paid in late July (along with the interim balances billed on April 30th). Several other larger arrears balances from March 31st have also been paid, or nearly paid. So at this point in the year, the outstanding tax balance is in positive shape compared to past years. That said, a more definitive indication of tax arrears will be evident by mid-October after the September 30th due date noted on final tax bills issued August 31st.

4) FINANCIAL IMPLICATIONS

Not applicable. This report for information purposes only

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No specific references provided. Generally, the quarterly financial updates help to provide transparency and accountability. In addition, where variances are materially significant, the reports can assist Council in ensuring projects/programs are affordable, and enhance the organization’s ability to stay on course.

6) COMMUNICATION REQUIREMENTS

This document and associated report are part of Council’s communication and accountability to the public. No other specific communications considered at this time

7) FUTURE COUNCIL INVOLVEMENT

After review by Audit Committee, this report and related financial statements will be forwarded to COW to complete the reporting cycle.

Interim Financial Variance Report

Town of Wolfville

As at June 30, 2021



A cultivated experience for the mind, body, and soil

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GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$4,394,060	\$4,262,526	\$131,534	\$9,724,500	\$4,195,593
Cost sharing recoveries	166,423	165,205	1,218	660,900	175,825
Sewer charges	118,467	121,142	(2,675)	509,000	94,593
Sale of services and other revenue	59,139	48,974	10,165	268,900	25,206
Provincial & Federal Grants	953	23,600	(22,647)	98,600	25,461
	<u>4,739,042</u>	<u>4,621,447</u>	<u>117,595</u>	<u>11,261,900</u>	<u>4,516,678</u>
EXPENSES					
Salary and wages	684,450	720,342	(35,892)	2,597,300	563,647
Employee Benefits	137,425	135,105	2,320	501,800	119,427
Meetings, Meals and Travel	2,751	4,712	(1,961)	24,000	598
Professional Development	7,349	15,301	(7,952)	66,900	1,199
Membership Dues & Fees	6,303	8,287	(1,984)	19,600	5,557
Advertising	1,773	6,136	(4,363)	24,500	2,813
Telecommunications	8,531	10,575	(2,044)	39,300	8,684
Office Expense	14,146	16,210	(2,064)	59,900	11,165
Legal	26,009	11,924	14,085	52,700	3,103
Insurance	138,716	136,725	1,991	154,500	101,973
Marketing and Communications		1,125	(1,125)	4,500	
Audit	1,064		1,064	21,500	2,019
Stipends & Honorariums	45,268	55,827	(10,559)	207,900	54,554
Miscellaneous	3	300	(297)	1,400	0
Heat	3,794	3,480	314	26,200	2,380
Utilities	27,246	32,378	(5,132)	138,200	26,148
Repairs and Maintenance	24,858	28,592	(3,734)	136,600	9,406
Vehicle Fuel	9,901	9,191	710	47,700	6,524
Vehicle Repairs & Maintenance	34,629	33,461	1,168	144,100	32,500
Vehicle Insurance	18,941	19,200	(259)	19,200	12,630
Operational Equip & Supplies	162,435	223,591	(61,156)	563,100	95,128
Equipment Maintenance	921	2,500	(1,579)	10,000	927
Equipment Rentals	1,483	1,250	233	5,000	600
Program Expenditures	3,570	13,126	(9,556)	80,100	5,613
Contracted Services	666,744	629,010	37,734	2,693,600	519,043
Grants to Organizations		72,750	(72,750)	154,200	
Licenses and Permits	795		795	3,300	781
Tax Exemptions	41,847	43,140	(1,293)	111,800	43,146
Partner Contributions	455,816	497,073	(41,257)	1,823,900	411,525
Other debt charges	2,714	9,100	(6,386)	10,100	98
Doubtful accounts allowance				2,500	
	<u>2,529,482</u>	<u>2,740,411</u>	<u>(210,929)</u>	<u>9,745,400</u>	<u>2,041,188</u>
Net Operational Surplus	<u>2,209,560</u>	<u>1,881,036</u>	<u>328,524</u>	<u>1,516,500</u>	<u>2,475,490</u>
CAPITAL PROGRAM & RESERVES					
Debenture principal	521,086	521,100	(14)	601,800	
Debenture interest	72,541	83,962	(11,421)	180,400	
Operating reserves				(294,600)	
Capital Reserves				1,028,900	
	<u>593,627</u>	<u>605,062</u>	<u>(11,435)</u>	<u>1,516,500</u>	
NET SURPLUS (DEFICIT)	<u>1,615,933</u>	<u>1,275,974</u>	<u>339,959</u>		<u>2,475,490</u>

GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending June 30, 2021

	Financial Results To				Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE			
REVENUES						
Taxes and grants in lieu of taxes	\$4,394,060	\$4,262,526	\$131,534		\$9,724,500	\$4,195,593
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Sewer charges	118,467	121,142	-2,675		509,000	94,593
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	<u>4,739,042</u>	<u>4,621,447</u>	<u>117,595</u>		<u>11,261,900</u>	<u>4,516,678</u>
EXPENSES						
Audit	1,064	-	1,064	#DIV/0!	21,500	2,019
Licenses and Permits	795	-	795	#DIV/0!	3,300	781
Doubtful accounts allowance	-	-	0	#DIV/0!	2,500	
Legal	26,009	11,924	14,085	118.1%	52,700	3,103
Equipment Rentals	1,483	1,250	233	18.6%	5,000	600
Heat	3,794	3,480	314	9.0%	26,200	2,380
Vehicle Fuel	9,901	9,191	710	7.7%	47,700	6,524
Contracted Services	666,744	629,010	37,734	6.0%	2,693,600	519,043
Vehicle Repairs & Maintenance	34,629	33,461	1,168	3.5%	144,100	32,500
Employee Benefits	137,425	135,105	2,320	1.7%	501,800	119,427
Insurance	138,716	136,725	1,991	1.5%	154,500	101,973
Vehicle Insurance	18,941	19,200	-259	-1.3%	19,200	12,630
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Operational Equip & Supplies	162,435	223,591	-61,156	-27.4%	563,100	95,128
Meetings, Meals and Travel	2,751	4,712	-1,961	-41.6%	24,000	598
Professional Development	7,349	15,301	-7,952	-52.0%	66,900	1,199
Equipment Maintenance	921	2,500	-1,579	-63.2%	10,000	927
Other debt charges	2,714	9,100	-6,386	-70.2%	10,100	98
Advertising	1,773	6,136	-4,363	-71.1%	24,500	2,813
Program Expenditures	3,570	13,126	-9,556	-72.8%	80,100	5,613
Miscellaneous	3	300	-297	-99.0%	1,400	-
Marketing and Communications	-	1,125	-1,125	-100.0%	4,500	-
Grants to Organizations	-	72,750	-72,750	-100.0%	154,200	-
	<u>2,529,482</u>	<u>2,740,411</u>	<u>-210,929</u>		<u>9,745,400</u>	<u>2,041,188</u>
Net Operational Surplus	<u>2,209,560</u>	<u>1,881,036</u>	<u>328,524</u>		<u>1,516,500</u>	<u>2,475,490</u>
CAPITAL PROGRAM & RESERVES						
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Capital Reserves					1,028,900	
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GP-2013 Wolfville
Town Operating Fund
For the Three Months Ending June 30, 2021

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Sale of services and other revenue	59,139	48,974	10,165		268,900	25,206
Provincial & Federal Grants	953	23,600	-22,647		98,600	25,461
	<u>4,739,042</u>	<u>4,621,447</u>	<u>117,595</u>		<u>11,261,900</u>	<u>4,516,678</u>
EXPENSES						
Contracted Services	666,744	629,010	37,734	6.0%	2,693,600	519,043
Legal	26,009	11,924	14,085	118.1%	52,700	3,103
Employee Benefits	137,425	135,105	2,320	1.7%	501,800	119,427
Insurance	138,716	136,725	1,991	1.5%	154,500	101,973
Vehicle Repairs & Maintenance	34,629	33,461	1,168	3.5%	144,100	32,500
Audit	1,064	-	1,064	#DIV/0!	21,500	2,019
Licenses and Permits	795	-	795	#DIV/0!	3,300	781
Vehicle Fuel	9,901	9,191	710	7.7%	47,700	6,524
Heat	3,794	3,480	314	9.0%	26,200	2,380
Equipment Rentals	1,483	1,250	233	18.6%	5,000	600
Vehicle Insurance	18,941	19,200	-259	-1.3%	19,200	12,630
Miscellaneous	3	300	-297	-99.0%	1,400	-
Marketing and Communications	-	1,125	-1,125	-100.0%	4,500	-
Tax Exemptions	41,847	43,140	-1,293	-3.0%	111,800	43,146
Equipment Maintenance	921	2,500	-1,579	-63.2%	10,000	927
Meetings, Meals and Travel	2,751	4,712	-1,961	-41.6%	24,000	598
Membership Dues & Fees	6,303	8,287	-1,984	-23.9%	19,600	5,557
Telecommunications	8,531	10,575	-2,044	-19.3%	39,300	8,684
Office Expense	14,146	16,210	-2,064	-12.7%	59,900	11,165
Repairs and Maintenance	24,858	28,592	-3,734	-13.1%	136,600	9,406
Advertising	1,773	6,136	-4,363	-71.1%	24,500	2,813
Utilities	27,246	32,378	-5,132	-15.9%	138,200	26,148
Other debt charges	2,714	9,100	-6,386	-70.2%	10,100	98
Professional Development	7,349	15,301	-7,952	-52.0%	66,900	1,199
Program Expenditures	3,570	13,126	-9,556	-72.8%	80,100	5,613
Stipends & Honorariums	45,268	55,827	-10,559	-18.9%	207,900	54,554
Salary and wages	684,450	720,342	-35,892	-5.0%	2,597,300	563,647
Partner Contributions	455,816	497,073	-41,257	-8.3%	1,823,900	411,525
Operational Equip & Supplies	162,435	223,591	-61,156	-27.4%	563,100	95,128
Grants to Organizations	-	72,750	-72,750	-100.0%	154,200	-
Doubtful accounts allowance	-	-	-	#DIV/0!	2,500	-
	<u>2,529,482</u>	<u>2,740,411</u>	<u>-210,929</u>		<u>9,745,400</u>	<u>2,041,188</u>
Net Operational Surplus	<u>2,209,560</u>	<u>1,881,036</u>	<u>328,524</u>		<u>1,516,500</u>	<u>2,475,490</u>
CAPITAL PROGRAM & RESERVES						
Debenture principal	521,086	521,100	-14		601,800	
Debenture interest	72,541	83,962	-11,421		180,400	
Operating reserves					-294,600	
Capital Reserves					1,028,900	
	<u>593,627</u>	<u>605,062</u>	<u>-11,435</u>		<u>1,516,500</u>	
NET SURPLUS (DEFICIT)	<u>1,615,933</u>	<u>1,275,974</u>	<u>339,959</u>			<u>2,475,490</u>

GP-2013 Wolfville
GENERAL GOVERNMENT DIVISION
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$4,194,204	\$4,064,476	\$129,728	\$9,328,400	\$3,999,839
Cost sharing recoveries	63,873	63,205	668	252,900	63,525
Sale of services and other revenue	27,203	27,575	(372)	160,500	9,619
Provincial & Federal Grants	18,670	18,600	70	71,100	18,661
	<u>4,303,950</u>	<u>4,173,856</u>	<u>130,094</u>	<u>9,812,900</u>	<u>4,091,644</u>
EXPENSES					
Salary and wages	161,006	178,552	(17,546)	656,000	164,804
Employee Benefits	33,581	34,774	(1,193)	134,500	35,215
Meetings, Meals and Travel	1,511	1,175	336	6,700	
Professional Development	5,999	11,551	(5,552)	51,900	411
Membership Dues & Fees	2,913	4,124	(1,211)	8,800	3,866
Advertising	1,773	2,136	(363)	8,500	1,741
Telecommunications	3,129	3,651	(522)	14,900	3,290
Office Expense	7,560	8,760	(1,200)	30,600	7,887
Legal	17,267	7,500	9,767	30,000	3,103
Insurance	137,134	135,825	1,309	147,000	101,245
Marketing and Communications		250	(250)	1,000	
Audit	1,064		1,064	21,500	2,019
Stipends & Honorariums	45,268	45,027	241	167,500	44,454
Miscellaneous	3	300	(297)	1,400	0
Heat	1,967	1,600	367	15,100	1,563
Utilities	892	1,425	(533)	5,700	1,177
Repairs and Maintenance	586	13,913	(13,327)	20,000	2,403
Operational Equip & Supplies	37,978	71,553	(33,575)	122,000	17,184
Program Expenditures		3,000	(3,000)	12,000	
Contracted Services	29,774	13,750	16,024	91,100	6,171
Grants to Organizations		28,900	(28,900)	73,900	
Tax Exemptions	41,847	43,140	(1,293)	111,800	43,146
Other debt charges	2,714	9,100	(6,386)	10,100	98
Doubtful accounts allowance				2,500	
	<u>533,966</u>	<u>620,006</u>	<u>(86,040)</u>	<u>1,744,500</u>	<u>439,777</u>
Net Operational Surplus	<u>3,769,984</u>	<u>3,553,850</u>	<u>216,134</u>	<u>8,068,400</u>	<u>3,651,867</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>3,769,984</u>	<u>3,553,850</u>	<u>216,134</u>	<u>8,068,400</u>	<u>3,651,867</u>

GP-2013 Wolfville
Legislative
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Employee Benefits	\$1,587	\$1,771	(\$184)	\$6,600	\$1,252
Meetings, Meals and Travel	1,345	576	769	4,300	
Professional Development	469	2,800	(2,331)	16,900	
Membership Dues & Fees	1,461	1,524	(63)	6,100	1,981
Advertising				300	391
Telecommunications	419	840	(421)	3,400	744
Stipends & Honorariums	45,268	45,027	241	167,500	44,454
Miscellaneous		250	(250)	1,200	
	<u>50,549</u>	<u>52,788</u>	<u>(2,239)</u>	<u>206,300</u>	<u>48,822</u>
Net Operational Surplus	<u>(50,549)</u>	<u>(52,788)</u>	<u>2,239</u>	<u>(206,300)</u>	<u>(48,822)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(50,549)</u>	<u>(52,788)</u>	<u>2,239</u>	<u>(206,300)</u>	<u>(48,822)</u>

GP-2013 Wolfville
General Administration
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Cost sharing recoveries					\$3,325
					<u>3,325</u>
EXPENSES					
Salary and wages	54,292	69,622	(15,330)	258,700	82,434
Employee Benefits	8,568	11,487	(2,919)	49,800	15,199
Meetings, Meals and Travel	78	250	(172)	1,000	
Membership Dues & Fees	688	1,800	(1,112)	1,900	1,107
Advertising	991	2,085	(1,094)	8,000	1,349
Telecommunications	620	855	(235)	3,500	793
Office Expense	81	300	(219)	1,200	81
Legal	17,267	3,750	13,517	15,000	
Marketing and Communications		250	(250)	1,000	
Program Expenditures		3,000	(3,000)	12,000	
Contracted Services	7,300	13,750	(6,450)	55,000	
	<u>89,885</u>	<u>107,149</u>	<u>(17,264)</u>	<u>407,100</u>	<u>100,963</u>
Net Operational Surplus	<u>(89,885)</u>	<u>(107,149)</u>	<u>17,264</u>	<u>(407,100)</u>	<u>(97,638)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(89,885)</u>	<u>(107,149)</u>	<u>17,264</u>	<u>(407,100)</u>	<u>(97,638)</u>

GP-2013 Wolfville
Human Resources
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Employee Benefits	\$1,381	\$2,250	(\$869)	\$9,000	\$2,062
Meetings, Meals and Travel		225	(225)	900	
Professional Development	5,530	8,751	(3,221)	35,000	411
Membership Dues & Fees	76		76		74
Advertising	782		782		
Office Expense	600		600		
Legal		3,750	(3,750)	15,000	3,103
Operational Equip & Supplies	490	175	315	10,000	63
	<u>8,859</u>	<u>15,151</u>	<u>(6,292)</u>	<u>69,900</u>	<u>5,713</u>
Net Operational Surplus	<u>(8,859)</u>	<u>(15,151)</u>	<u>6,292</u>	<u>(69,900)</u>	<u>(5,713)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(8,859)</u>	<u>(15,151)</u>	<u>6,292</u>	<u>(69,900)</u>	<u>(5,713)</u>

GP-2013 Wolfville
Finance
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Cost sharing recoveries	\$16,675	\$16,675		\$66,700	\$16,675
Sale of services and other revenue	1,400	450	950	1,800	1,128
	<u>18,075</u>	<u>17,125</u>	<u>950</u>	<u>68,500</u>	<u>17,803</u>
EXPENSES					
Salary and wages	65,619	63,772	1,847	239,900	62,200
Employee Benefits	13,297	11,479	1,818	41,200	12,448
Meetings, Meals and Travel	87	74	13	300	
Membership Dues & Fees	688	800	(112)	800	704
Telecommunications	261	270	(9)	1,100	269
Office Expense	193	725	(532)	2,900	339
Audit	1,064		1,064	21,500	2,019
Miscellaneous	3	50	(47)	200	0
	<u>81,212</u>	<u>77,170</u>	<u>4,042</u>	<u>307,900</u>	<u>77,979</u>
Net Operational Surplus	<u>(63,137)</u>	<u>(60,045)</u>	<u>(3,092)</u>	<u>(239,400)</u>	<u>(60,176)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(63,137)</u>	<u>(60,045)</u>	<u>(3,092)</u>	<u>(239,400)</u>	<u>(60,176)</u>

GP-2013 Wolfville
IT
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual Budget	Previous Year Actual
	Actual 2021-06-30	Budget 2021-06-30		2022-03-31	2020-06-30
REVENUES					
Cost sharing recoveries	\$9,450	\$9,450		\$37,800	\$5,250
	<u>9,450</u>	<u>9,450</u>		<u>37,800</u>	<u>5,250</u>
EXPENSES					
Salary and wages	38,817	42,116	(3,299)	146,100	18,574
Employee Benefits	8,502	7,240	1,262	25,800	4,105
Meetings, Meals and Travel		50	(50)	200	
Telecommunications	1,463	1,230	233	5,000	1,030
Operational Equip & Supplies	37,488	70,877	(33,389)	110,000	17,743
Contracted Services	22,474		22,474	36,100	6,171
	<u>108,744</u>	<u>121,513</u>	<u>(12,769)</u>	<u>323,200</u>	<u>47,623</u>
Net Operational Surplus	(99,294)	(112,063)	12,769	(285,400)	(42,373)
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(99,294)</u>	<u>(112,063)</u>	<u>12,769</u>	<u>(285,400)</u>	<u>(42,373)</u>

GP-2013 Wolfville
Common Services
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Cost sharing recoveries	\$1,800	\$1,780	\$20	\$7,200	\$2,975
	<u>1,800</u>	<u>1,780</u>	<u>20</u>	<u>7,200</u>	<u>2,975</u>
EXPENSES					
Salary and wages	2,277	3,042	(765)	11,300	1,596
Employee Benefits	247	547	(300)	2,100	149
Advertising		51	(51)	200	
Telecommunications	367	456	(89)	1,900	454
Office Expense	6,686	7,735	(1,049)	26,500	7,467
Heat	1,967	1,600	367	15,100	1,563
Utilities	892	1,425	(533)	5,700	1,177
Repairs and Maintenance	586	13,913	(13,327)	20,000	2,403
Operational Equip & Supplies		501	(501)	2,000	(622)
	<u>13,022</u>	<u>29,270</u>	<u>(16,248)</u>	<u>84,800</u>	<u>14,187</u>
Net Operational Surplus	<u>(11,222)</u>	<u>(27,490)</u>	<u>16,268</u>	<u>(77,600)</u>	<u>(11,212)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(11,222)</u>	<u>(27,490)</u>	<u>16,268</u>	<u>(77,600)</u>	<u>(11,212)</u>

GP-2013 Wolfville
Other General Government
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$4,194,204	\$4,064,476	\$129,728	\$9,328,400	\$3,999,839
Cost sharing recoveries	35,948	35,300	648	141,200	35,300
Sale of services and other revenue	25,803	27,125	(1,322)	158,700	8,491
Provincial & Federal Grants	18,670	18,600	70	71,100	18,661
	<u>4,274,625</u>	<u>4,145,501</u>	<u>129,124</u>	<u>9,699,400</u>	<u>4,062,291</u>
EXPENSES					
Insurance	137,134	135,825	1,309	147,000	101,245
Grants to Organizations		28,900	(28,900)	73,900	
Tax Exemptions	41,847	43,140	(1,293)	111,800	43,146
Other debt charges	2,714	9,100	(6,386)	10,100	98
Doubtful accounts allowance				2,500	
	<u>181,695</u>	<u>216,965</u>	<u>(35,270)</u>	<u>345,300</u>	<u>144,489</u>
Net Operational Surplus	<u>4,092,930</u>	<u>3,928,536</u>	<u>164,394</u>	<u>9,354,100</u>	<u>3,917,802</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>4,092,930</u>	<u>3,928,536</u>	<u>164,394</u>	<u>9,354,100</u>	<u>3,917,802</u>

GP-2013 Wolfville
 PROTECTIVE SERVICES DIVISION
 For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$197,033	\$198,050	(\$1,017)	\$396,100	\$195,754
Cost sharing recoveries	62,450	61,900	550	247,600	72,200
Sale of services and other revenue	21,229	5,000	16,229	25,000	6,097
Provincial & Federal Grants				1,900	
	<u>280,712</u>	<u>264,950</u>	<u>15,762</u>	<u>670,600</u>	<u>274,051</u>
EXPENSES					
Salary and wages	58,840	61,481	(2,641)	226,800	53,746
Employee Benefits	11,106	10,262	844	36,900	8,801
Meetings, Meals and Travel	172	1,927	(1,755)	7,700	196
Professional Development	1,350	3,750	(2,400)	15,000	788
Membership Dues & Fees	110		110	1,700	50
Telecommunications	2,404	2,349	55	9,400	2,163
Office Expense	1,069	1,925	(856)	7,800	
Legal	4,115	1,925	2,190	7,700	
Insurance	1,582	900	682	7,500	728
Marketing and Communications		250	(250)	1,000	
Stipends & Honorariums		10,800	(10,800)	40,400	10,100
Heat	843	1,080	(237)	4,100	388
Utilities	2,475	3,880	(1,405)	17,200	3,518
Repairs and Maintenance	6,822	2,679	4,143	11,600	456
Vehicle Fuel	654	1,543	(889)	6,200	808
Vehicle Repairs & Maintenance	7,726	11,626	(3,900)	46,500	9,112
Vehicle Insurance	9,025	9,100	(75)	9,100	6,036
Operational Equip & Supplies	25,664	17,375	8,289	69,500	9,061
Equipment Maintenance	921	2,500	(1,579)	10,000	927
Contracted Services	490,797	491,555	(758)	1,957,500	473,519
Licenses and Permits	445		445	1,800	437
	<u>626,120</u>	<u>636,907</u>	<u>(10,787)</u>	<u>2,495,400</u>	<u>580,834</u>
Net Operational Surplus	<u>(345,408)</u>	<u>(371,957)</u>	<u>26,549</u>	<u>(1,824,800)</u>	<u>(306,783)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	1,691	1,397	294	2,500	
	<u>1,691</u>	<u>1,397</u>	<u>294</u>	<u>2,500</u>	
NET SURPLUS (DEFICIT)	<u>(347,099)</u>	<u>(373,354)</u>	<u>26,255</u>	<u>(1,827,300)</u>	<u>(306,783)</u>

GP-2013 Wolfville
Police and Law Enforcement
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Sale of services and other revenue	\$10,436	\$2,500	\$7,936	\$10,000	\$4,370
	<u>10,436</u>	<u>2,500</u>	<u>7,936</u>	<u>10,000</u>	<u>4,370</u>
EXPENSES					
Salary and wages	1,701	1,879	(178)	6,800	505
Employee Benefits	190	375	(185)	1,400	43
Legal	3,638	1,625	2,013	6,500	
Utilities	464	780	(316)	3,500	660
Repairs and Maintenance	500	603	(103)	2,700	456
Contracted Services	385,042	382,980	2,062	1,517,000	366,971
	<u>391,535</u>	<u>388,242</u>	<u>3,293</u>	<u>1,537,900</u>	<u>368,635</u>
Net Operational Surplus	(381,099)	(385,742)	4,643	(1,527,900)	(364,265)
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(381,099)</u>	<u>(385,742)</u>	<u>4,643</u>	<u>(1,527,900)</u>	<u>(364,265)</u>

GP-2013 Wolfville
By Law Enforcement
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Sale of services and other revenue	\$1,952	\$2,500	(\$548)	\$10,000	\$1,433
	<u>1,952</u>	<u>2,500</u>	<u>(548)</u>	<u>10,000</u>	<u>1,433</u>
EXPENSES					
Salary and wages	17,146	17,112	34	63,600	16,834
Employee Benefits	3,962	3,423	539	12,700	2,550
Meetings, Meals and Travel		50	(50)	200	
Membership Dues & Fees	25		25	100	25
Telecommunications	256	249	7	1,000	247
Office Expense	1,069	375	694	1,600	
Legal	477	300	177	1,200	
Marketing and Communications		250	(250)	1,000	
Vehicle Fuel	26	125	(99)	500	70
Vehicle Repairs & Maintenance	233	226	7	900	749
Vehicle Insurance	563	600	(37)	600	372
Operational Equip & Supplies	628	250	378	1,000	
Contracted Services	350	2,000	(1,650)	15,000	
	<u>24,735</u>	<u>24,960</u>	<u>(225)</u>	<u>99,400</u>	<u>20,847</u>
Net Operational Surplus	<u>(22,783)</u>	<u>(22,460)</u>	<u>(323)</u>	<u>(89,400)</u>	<u>(19,414)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(22,783)</u>	<u>(22,460)</u>	<u>(323)</u>	<u>(89,400)</u>	<u>(19,414)</u>

GP-2013 Wolfville
Fire Protection
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$197,033	\$198,050	(\$1,017)	\$396,100	\$195,754
Cost sharing recoveries	42,424	41,750	674	167,000	52,050
Sale of services and other revenue	8,615		8,615		
	<u>248,072</u>	<u>239,800</u>	<u>8,272</u>	<u>563,100</u>	<u>247,804</u>
EXPENSES					
Salary and wages	22,051	22,253	(202)	84,700	21,661
Employee Benefits	4,436	3,540	896	12,300	4,057
Meetings, Meals and Travel	156	627	(471)	2,500	196
Professional Development	1,350	3,750	(2,400)	15,000	788
Membership Dues & Fees	85		85	1,600	25
Telecommunications	2,073	2,100	(27)	8,400	1,859
Office Expense		125	(125)	500	
Insurance	1,582	900	682	7,500	728
Stipends & Honorariums		10,800	(10,800)	40,400	10,100
Heat	843	1,080	(237)	4,100	388
Utilities	2,011	3,100	(1,089)	13,700	2,858
Repairs and Maintenance	6,322	2,076	4,246	8,900	
Vehicle Fuel	628	1,418	(790)	5,700	737
Vehicle Repairs & Maintenance	7,493	11,400	(3,907)	45,600	8,363
Vehicle Insurance	8,462	8,500	(38)	8,500	5,664
Operational Equip & Supplies	24,926	15,000	9,926	60,000	8,651
Equipment Maintenance	921	2,500	(1,579)	10,000	927
Contracted Services	102,905	102,825	80	410,500	102,798
Licenses and Permits	445		445	1,800	437
	<u>186,689</u>	<u>191,994</u>	<u>(5,305)</u>	<u>741,700</u>	<u>170,237</u>
Net Operational Surplus	<u>61,383</u>	<u>47,806</u>	<u>13,577</u>	<u>(178,600)</u>	<u>77,567</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>61,383</u>	<u>47,806</u>	<u>13,577</u>	<u>(178,600)</u>	<u>77,567</u>

GP-2013 Wolfville
Emergency Measures
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual Budget	Previous Year Actual
	Actual 2021-06-30	Budget 2021-06-30		2022-03-31	2020-06-30
REVENUES					
Cost sharing recoveries	\$20,000	\$20,000		\$80,000	\$20,000
	<u>20,000</u>	<u>20,000</u>		<u>80,000</u>	<u>20,000</u>
EXPENSES					
Salary and wages	14,313	14,217	96	52,800	13,973
Employee Benefits	2,224	2,275	(51)	8,500	2,090
Meetings, Meals and Travel	16	1,250	(1,234)	5,000	
Telecommunications	75		75		56
Office Expense		1,425	(1,425)	5,700	
Operational Equip & Supplies	110	2,000	(1,890)	8,000	410
	<u>16,738</u>	<u>21,167</u>	<u>(4,429)</u>	<u>80,000</u>	<u>16,529</u>
Net Operational Surplus	<u>3,262</u>	<u>(1,167)</u>	<u>4,429</u>		<u>3,471</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>3,262</u>	<u>(1,167)</u>	<u>4,429</u>		<u>3,471</u>

GP-2013 Wolfville
Other Protective Services
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Cost sharing recoveries	\$26	\$150	(\$124)	\$600	\$150
Sale of services and other revenue	226		226	5,000	294
Provincial & Federal Grants				1,900	
	<u>252</u>	<u>150</u>	<u>102</u>	<u>7,500</u>	<u>444</u>
EXPENSES					
Salary and wages	3,629	6,020	(2,391)	18,900	774
Employee Benefits	294	649	(355)	2,000	61
Operational Equip & Supplies		125	(125)	500	
Contracted Services	2,500	3,750	(1,250)	15,000	3,750
	<u>6,423</u>	<u>10,544</u>	<u>(4,121)</u>	<u>36,400</u>	<u>4,585</u>
Net Operational Surplus	<u>(6,171)</u>	<u>(10,394)</u>	4,223	<u>(28,900)</u>	<u>(4,141)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	1,691	1,397	294	2,500	
	<u>1,691</u>	<u>1,397</u>	294	<u>2,500</u>	
NET SURPLUS (DEFICIT)	<u>(7,862)</u>	<u>(11,791)</u>	3,929	<u>(31,400)</u>	<u>(4,141)</u>

GP-2013 Wolfville
PUBLIC WORKS DIVISION
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$2,823		\$2,823		
Cost sharing recoveries	40,100	40,100		160,400	40,100
Sale of services and other revenue	4,500	3,500	1,000	10,900	5,346
	<u>47,423</u>	<u>43,600</u>	<u>3,823</u>	<u>171,300</u>	<u>45,446</u>
EXPENSES					
Salary and wages	150,990	145,513	5,477	568,600	118,482
Employee Benefits	33,220	31,625	1,595	124,200	28,523
Meetings, Meals and Travel	400	75	325	3,300	340
Membership Dues & Fees	104		104	1,400	31
Telecommunications	941	954	(13)	3,800	955
Office Expense	557	1,150	(593)	4,000	1,276
Legal	911		911	5,000	
Heat	984	800	184	7,000	428
Utilities	7,688	8,051	(363)	33,000	7,661
Repairs and Maintenance	5,962	7,251	(1,289)	40,000	4,731
Vehicle Fuel	6,653	4,998	1,655	34,000	4,261
Vehicle Repairs & Maintenance	14,206	12,760	1,446	69,500	13,012
Vehicle Insurance	4,892	4,900	(8)	4,900	3,259
Operational Equip & Supplies	27,132	31,764	(4,632)	147,000	16,350
Equipment Rentals	669	1,250	(581)	5,000	
Contracted Services	84,527	66,965	17,562	425,000	17,731
Licenses and Permits	350		350	1,500	343
	<u>340,186</u>	<u>318,056</u>	<u>22,130</u>	<u>1,477,200</u>	<u>217,383</u>
Net Operational Surplus	<u>(292,763)</u>	<u>(274,456)</u>	<u>(18,307)</u>	<u>(1,305,900)</u>	<u>(171,937)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	60,288	70,470	(10,182)	136,200	
	<u>60,288</u>	<u>70,470</u>	<u>(10,182)</u>	<u>136,200</u>	
NET SURPLUS (DEFICIT)	<u>(353,051)</u>	<u>(344,926)</u>	<u>(8,125)</u>	<u>(1,442,100)</u>	<u>(171,937)</u>

GP-2013 Wolfville
Common Services
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual Budget	Previous Year Actual
	Actual 2021-06-30	Budget 2021-06-30		2022-03-31	2020-06-30
REVENUES					
Taxes and grants in lieu of taxes	\$2,823		\$2,823		
Cost sharing recoveries	26,425	26,425		105,700	26,425
	<u>29,248</u>	<u>26,425</u>	<u>2,823</u>	<u>105,700</u>	<u>26,425</u>
EXPENSES					
Salary and wages	60,725	48,066	12,659	178,900	44,360
Employee Benefits	11,939	8,049	3,890	30,000	8,225
Meetings, Meals and Travel		75	(75)	300	
Membership Dues & Fees	104		104	1,400	31
Telecommunications	941	954	(13)	3,800	955
Office Expense	557	1,150	(593)	4,000	1,276
Legal	911			5,000	
Heat	984	800	184	7,000	428
Utilities	2,295	2,600	(305)	10,000	2,572
Repairs and Maintenance	5,962	7,251	(1,289)	40,000	4,731
Operational Equip & Supplies	156	750	(594)	3,000	
Contracted Services		375	(375)	1,500	
Licenses and Permits	350		350	1,500	343
	<u>84,924</u>	<u>70,070</u>	<u>14,854</u>	<u>286,400</u>	<u>62,921</u>
Net Operational Surplus	<u>(55,676)</u>	<u>(43,645)</u>	<u>(12,031)</u>	<u>(180,700)</u>	<u>(36,496)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(55,676)</u>	<u>(43,645)</u>	<u>(12,031)</u>	<u>(180,700)</u>	<u>(36,496)</u>

GP-2013 Wolfville
Roads and Streets
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Cost sharing recoveries	\$13,675	\$13,675		\$54,700	\$13,675
	<u>13,675</u>	<u>13,675</u>		<u>54,700</u>	<u>13,675</u>
EXPENSES					
Salary and wages	89,709	97,178	(7,469)	388,700	74,122
Employee Benefits	21,193	23,523	(2,330)	94,000	20,298
Meetings, Meals and Travel	400		400	3,000	340
Vehicle Fuel	6,653	4,998	1,655	34,000	4,261
Vehicle Repairs & Maintenance	14,206	12,760	1,446	69,500	13,012
Vehicle Insurance	4,892	4,900	(8)	4,900	3,259
Operational Equip & Supplies	20,164	22,264	(2,100)	125,000	10,881
Equipment Rentals	669	1,250	(581)	5,000	
Contracted Services	54,956	35,215	19,741	385,000	17,731
	<u>212,842</u>	<u>202,088</u>	<u>10,754</u>	<u>1,109,100</u>	<u>143,904</u>
Net Operational Surplus	<u>(199,167)</u>	<u>(188,413)</u>	<u>(10,754)</u>	<u>(1,054,400)</u>	<u>(130,229)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(199,167)</u>	<u>(188,413)</u>	<u>(10,754)</u>	<u>(1,054,400)</u>	<u>(130,229)</u>

GP-2013 Wolfville
Street Lighting
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Utilities	\$5,393	\$5,451	(\$58)	\$23,000	\$5,090
Operational Equip & Supplies	2,794	1,250	1,544	5,000	
Contracted Services		375	(375)	1,500	
	<u>8,187</u>	<u>7,076</u>	<u>1,111</u>	<u>29,500</u>	<u>5,090</u>
Net Operational Surplus	<u>(8,187)</u>	<u>(7,076)</u>	<u>(1,111)</u>	<u>(29,500)</u>	<u>(5,090)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(8,187)</u>	<u>(7,076)</u>	<u>(1,111)</u>	<u>(29,500)</u>	<u>(5,090)</u>

GP-2013 Wolfville
Traffic Services
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Salary and wages	\$557	\$270	\$287	\$1,000	
Employee Benefits	88	53	35	200	
Operational Equip & Supplies	4,018	7,500	(3,482)	14,000	2,752
Contracted Services	29,571	31,000	(1,429)	37,000	
	<u>34,234</u>	<u>38,823</u>	<u>(4,589)</u>	<u>52,200</u>	<u>2,752</u>
Net Operational Surplus	<u>(34,234)</u>	<u>(38,823)</u>	<u>4,589</u>	<u>(52,200)</u>	<u>(2,752)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(34,234)</u>	<u>(38,823)</u>	<u>4,589</u>	<u>(52,200)</u>	<u>(2,752)</u>

GP-2013 Wolfville
Other Road Transport
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES	_____	_____	_____	_____	_____
EXPENSES	_____	_____	_____	_____	_____
Operational Equip & Supplies	_____	_____	_____	_____	\$2,717
	_____	_____	_____	_____	2,717
Net Operational Surplus	_____	_____	_____	_____	(2,717)
CAPITAL PROGRAM & RESERVES	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
NET SURPLUS (DEFICIT)	=====	=====	=====	=====	(2,717)

GP-2013 Wolfville
Other Transportation Services
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Sale of services and other revenue	\$4,500	\$3,500	\$1,000	\$10,900	\$5,346
	<u>4,500</u>	<u>3,500</u>	<u>1,000</u>	<u>10,900</u>	<u>5,346</u>
EXPENSES					
Net Operational Surplus	4,500	3,500	1,000	10,900	5,346
CAPITAL PROGRAM & RESERVES					
Debenture interest	60,288	70,470	(10,182)	136,200	
	<u>60,288</u>	<u>70,470</u>	<u>(10,182)</u>	<u>136,200</u>	
NET SURPLUS (DEFICIT)	<u>(55,788)</u>	<u>(66,970)</u>	<u>11,182</u>	<u>(125,300)</u>	<u>5,346</u>

GP-2013 Wolfville
SANITARY SEWER DIVISION
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Sewer charges	\$118,467	\$121,142	(\$2,675)	\$509,000	\$94,593
Sale of services and other revenue				2,000	
	<u>118,467</u>	<u>121,142</u>	<u>(2,675)</u>	<u>511,000</u>	<u>94,593</u>
EXPENSES					
Salary and wages	17,460	23,559	(6,099)	87,500	18,263
Employee Benefits	3,140	5,418	(2,278)	20,300	2,967
Telecommunications	138		138		125
Utilities	11,189	14,444	(3,255)	62,500	8,457
Vehicle Fuel	646		646		276
Vehicle Repairs & Maintenance	5,235	4,400	835	17,600	5,453
Vehicle Insurance	867	1,000	(133)	1,000	575
Operational Equip & Supplies	21,363	21,149	214	107,800	17,789
Contracted Services	7,764	10,190	(2,426)	66,000	11,780
	<u>67,802</u>	<u>80,160</u>	<u>(12,358)</u>	<u>362,700</u>	<u>65,685</u>
Net Operational Surplus	<u>50,665</u>	<u>40,982</u>	<u>9,683</u>	<u>148,300</u>	<u>28,908</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	6,949	8,186	(1,237)	28,200	
	<u>6,949</u>	<u>8,186</u>	<u>(1,237)</u>	<u>28,200</u>	
NET SURPLUS (DEFICIT)	<u>43,716</u>	<u>32,796</u>	<u>10,920</u>	<u>120,100</u>	<u>28,908</u>

GP-2013 Wolfville
Sewer Administration
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Contracted Services	\$7,150	\$6,200	\$950	\$24,800	\$7,075
	<u>7,150</u>	<u>6,200</u>	<u>950</u>	<u>24,800</u>	<u>7,075</u>
Net Operational Surplus	(7,150)	(6,200)	(950)	(24,800)	(7,075)
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(7,150)</u>	<u>(6,200)</u>	<u>(950)</u>	<u>(24,800)</u>	<u>(7,075)</u>

GP-2013 Wolfville
Sewer Collection
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$5,989	\$12,520	(\$6,531)	\$46,500	\$5,011
Employee Benefits	1,067	2,880	(1,813)	10,800	908
Vehicle Repairs & Maintenance	3,075	3,075		12,300	3,075
Operational Equip & Supplies	6,860	3,000	3,860	48,000	63
Contracted Services	438	1,500	(1,062)	25,000	2,587
	<u>17,429</u>	<u>22,975</u>	<u>(5,546)</u>	<u>142,600</u>	<u>11,644</u>
Net Operational Surplus	<u>(17,429)</u>	<u>(22,975)</u>	<u>5,546</u>	<u>(142,600)</u>	<u>(11,644)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u>(17,429)</u>	<u>(22,975)</u>	<u>5,546</u>	<u>(142,600)</u>	<u>(11,644)</u>

GP-2013 Wolfville
Sewer Lift Stations
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Salary and wages	\$1,099		\$1,099		\$1,144
Employee Benefits	155		155		63
Utilities	3,028	3,893	(865)	20,300	3,042
Operational Equip & Supplies	3,366	2,700	666	23,800	365
Contracted Services				3,400	532
	<u>7,648</u>	<u>6,593</u>	<u>1,055</u>	<u>47,500</u>	<u>5,146</u>
Net Operational Surplus	<u>(7,648)</u>	<u>(6,593)</u>	<u>(1,055)</u>	<u>(47,500)</u>	<u>(5,146)</u>
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)	<u><u>(7,648)</u></u>	<u><u>(6,593)</u></u>	<u><u>(1,055)</u></u>	<u><u>(47,500)</u></u>	<u><u>(5,146)</u></u>

GP-2013 Wolfville
Sewer Treatment
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Salary and wages	\$10,372	\$11,039	(\$667)	\$41,000	\$12,108
Employee Benefits	1,918	2,538	(620)	9,500	1,996
Telecommunications	138		138		125
Utilities	8,161	10,551	(2,390)	42,200	5,415
Vehicle Fuel	646		646		276
Vehicle Repairs & Maintenance	2,160	1,325	835	5,300	2,378
Vehicle Insurance	867	1,000	(133)	1,000	575
Operational Equip & Supplies	8,287	4,074	4,213	16,000	15,091
Contracted Services	176	1,240	(1,064)	4,000	911
	<u>32,725</u>	<u>31,767</u>	<u>958</u>	<u>119,000</u>	<u>38,875</u>
Net Operational Surplus	<u>(32,725)</u>	<u>(31,767)</u>	<u>(958)</u>	<u>(119,000)</u>	<u>(38,875)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(32,725)</u>	<u>(31,767)</u>	<u>(958)</u>	<u>(119,000)</u>	<u>(38,875)</u>

GP-2013 Wolfville
Solid Waste Management
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Contracted Services		\$1,250	(\$1,250)	\$5,000	\$675
		1,250	(1,250)	5,000	675
Net Operational Surplus		(1,250)	1,250	(5,000)	(675)
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)		(1,250)	1,250	(5,000)	(675)

GP-2013 Wolfville
Other Environmental Health
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Sewer charges	\$118,467	\$121,142	(\$2,675)	\$509,000	\$94,593
Sale of services and other revenue				2,000	
	<u>118,467</u>	<u>121,142</u>	<u>(2,675)</u>	<u>511,000</u>	<u>94,593</u>
EXPENSES					
Operational Equip & Supplies	2,850	11,375	(8,525)	20,000	2,270
Contracted Services				3,800	
	<u>2,850</u>	<u>11,375</u>	<u>(8,525)</u>	<u>23,800</u>	<u>2,270</u>
Net Operational Surplus	<u>115,617</u>	<u>109,767</u>	<u>5,850</u>	<u>487,200</u>	<u>92,323</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	6,949	8,186	(1,237)	28,200	
	<u>6,949</u>	<u>8,186</u>	<u>(1,237)</u>	<u>28,200</u>	
NET SURPLUS (DEFICIT)	<u>108,668</u>	<u>101,581</u>	<u>7,087</u>	<u>459,000</u>	<u>92,323</u>

GP-2013 Wolfville
PLANNING DIVISION
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30			
REVENUES					
Sale of services and other revenue	\$5,828	\$6,199	(\$371)	\$20,000	\$3,794
Provincial & Federal Grants	(24,517)		(24,517)		
	<u>(18,689)</u>	<u>6,199</u>	<u>(24,888)</u>	<u>20,000</u>	<u>3,794</u>
EXPENSES					
Salary and wages	101,447	107,581	(6,134)	369,600	87,130
Employee Benefits	21,483	16,689	4,794	61,800	17,231
Meetings, Meals and Travel	40	1,250	(1,210)	5,000	
Membership Dues & Fees	413	2,500	(2,087)	2,500	409
Advertising		2,000	(2,000)	8,000	972
Telecommunications	834	1,325	(491)	5,300	838
Office Expense	4,246	3,300	946	13,200	1,469
Legal	3,717	2,499	1,218	10,000	
Operational Equip & Supplies	173		173		
Program Expenditures					5,214
Contracted Services	18,113	13,750	4,363	55,000	
	<u>150,466</u>	<u>150,894</u>	<u>(428)</u>	<u>530,400</u>	<u>113,263</u>
Net Operational Surplus	<u>(169,155)</u>	<u>(144,695)</u>	<u>(24,460)</u>	<u>(510,400)</u>	<u>(109,469)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(169,155)</u>	<u>(144,695)</u>	<u>(24,460)</u>	<u>(510,400)</u>	<u>(109,469)</u>

GP-2013 Wolfville
COMMUNITY SERVICES DIVISION
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Sale of services and other revenue	\$379	\$6,700	(\$6,321)	\$50,500	\$350
Provincial & Federal Grants	6,800	5,000	1,800	25,600	6,800
	<u>7,179</u>	<u>11,700</u>	<u>(4,521)</u>	<u>76,100</u>	<u>7,150</u>
EXPENSES					
Salary and wages	194,707	203,657	(8,950)	688,800	121,222
Employee Benefits	34,895	36,337	(1,442)	124,100	26,691
Meetings, Meals and Travel	629	285	344	1,300	62
Membership Dues & Fees	2,762	1,663	1,099	5,200	1,201
Advertising		2,000	(2,000)	8,000	101
Telecommunications	1,086	2,297	(1,211)	5,900	1,312
Office Expense	714	1,075	(361)	4,300	534
Marketing and Communications		625	(625)	2,500	
Utilities	5,001	4,578	423	19,800	5,335
Repairs and Maintenance	11,488	4,750	6,738	65,000	1,815
Vehicle Fuel	1,948	2,650	(702)	7,500	1,180
Vehicle Repairs & Maintenance	7,463	4,675	2,788	10,500	4,923
Vehicle Insurance	4,157	4,200	(43)	4,200	2,760
Operational Equip & Supplies	50,125	81,750	(31,625)	116,800	34,744
Equipment Rentals	813		813		600
Program Expenditures	3,570	10,126	(6,556)	68,100	398
Contracted Services	35,768	32,800	2,968	99,000	9,841
Grants to Organizations		43,850	(43,850)	80,300	
	<u>355,126</u>	<u>437,318</u>	<u>(82,192)</u>	<u>1,311,300</u>	<u>212,719</u>
Net Operational Surplus	<u>(347,947)</u>	<u>(425,618)</u>	<u>77,671</u>	<u>(1,235,200)</u>	<u>(205,569)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	3,612	3,909	(297)	13,500	
	<u>3,612</u>	<u>3,909</u>	<u>(297)</u>	<u>13,500</u>	
NET SURPLUS (DEFICIT)	<u>(351,559)</u>	<u>(429,527)</u>	<u>77,968</u>	<u>(1,248,700)</u>	<u>(205,569)</u>

GP-2013 Wolfville
Parks and Playgrounds
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Sale of services and other revenue					\$450
Provincial & Federal Grants				4,500	
				<u>4,500</u>	<u>450</u>
EXPENSES					
Salary and wages	119,855	111,827	8,028	365,900	71,948
Employee Benefits	23,533	22,401	1,132	73,300	18,099
Meetings, Meals and Travel	439		439		62
Telecommunications	176		176		177
Office Expense	165		165		80
Utilities	1,357	1,337	20	5,400	1,905
Repairs and Maintenance	7,018		7,018		
Vehicle Fuel	1,948	2,100	(152)	6,500	1,180
Vehicle Repairs & Maintenance	7,353	4,150	3,203	8,500	4,850
Vehicle Insurance	4,074	3,600	474	3,600	2,704
Operational Equip & Supplies	45,527	56,900	(11,373)	88,200	33,225
Equipment Rentals	813		813		600
Contracted Services	34,705	30,300	4,405	72,500	8,809
	<u>246,963</u>	<u>232,615</u>	<u>14,348</u>	<u>623,900</u>	<u>143,639</u>
Net Operational Surplus	<u>(246,963)</u>	<u>(232,615)</u>	<u>(14,348)</u>	<u>(619,400)</u>	<u>(143,189)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	2,089	2,209	(120)	10,400	
	<u>2,089</u>	<u>2,209</u>	<u>(120)</u>	<u>10,400</u>	
NET SURPLUS (DEFICIT)	<u>(249,052)</u>	<u>(234,824)</u>	<u>(14,228)</u>	<u>(629,800)</u>	<u>(143,189)</u>

GP-2013 Wolfville
Economic Development
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Employee Benefits					\$193
Membership Dues & Fees	46		46		101
Telecommunications				10,000	39
Grants to Organizations				10,000	
	46		46	10,000	333
Net Operational Surplus	(46)		(46)	(10,000)	(333)
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	(46)		(46)	(10,000)	(333)

GP-2013 Wolfville
Festival and Events
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Provincial & Federal Grants	\$1,800		\$1,800	\$4,500	\$1,800
	<u>1,800</u>		<u>1,800</u>	<u>4,500</u>	<u>1,800</u>
EXPENSES					
Salary and wages	3,822	4,400	(578)	12,800	2,137
Employee Benefits	358	470	(112)	1,700	194
Advertising		1,500	(1,500)	6,000	20
Operational Equip & Supplies	1,360	10,250	(8,890)	12,000	
Program Expenditures	939	6,500	(5,561)	54,000	
Grants to Organizations		21,500	(21,500)	35,300	
	<u>6,479</u>	<u>44,620</u>	<u>(38,141)</u>	<u>121,800</u>	<u>2,351</u>
Net Operational Surplus	<u>(4,679)</u>	<u>(44,620)</u>	<u>39,941</u>	<u>(117,300)</u>	<u>(551)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(4,679)</u>	<u>(44,620)</u>	<u>39,941</u>	<u>(117,300)</u>	<u>(551)</u>

GP-2013 Wolfville
Recreation Administration
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Salary and wages	\$54,318	\$53,942	\$376	\$200,500	\$45,410
Employee Benefits	9,510	9,829	(319)	36,300	6,881
Meetings, Meals and Travel	6	160	(154)	800	
Membership Dues & Fees	2,716	1,163	1,553	4,700	1,100
Telecommunications	409	1,667	(1,258)	3,300	586
Office Expense	336	575	(239)	2,300	328
Marketing and Communications		625	(625)	2,500	
Utilities	1,231	1,090	141	5,800	1,358
Repairs and Maintenance	38	1,000	(962)	4,000	591
Contracted Services				1,500	
	<u>68,564</u>	<u>70,051</u>	<u>(1,487)</u>	<u>261,700</u>	<u>56,254</u>
Net Operational Surplus	<u>(68,564)</u>	<u>(70,051)</u>	<u>1,487</u>	<u>(261,700)</u>	<u>(56,254)</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest		100	(100)	100	
		<u>100</u>	<u>(100)</u>	<u>100</u>	
NET SURPLUS (DEFICIT)	<u>(68,564)</u>	<u>(70,151)</u>	<u>1,587</u>	<u>(261,800)</u>	<u>(56,254)</u>

GP-2013 Wolfville
Recreation Programs
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual	Previous Year
	Actual 2021-06-30	Budget 2021-06-30		Budget 2022-03-31	Actual 2020-06-30
REVENUES					
Sale of services and other revenue	\$379	\$5,000	(\$4,621)	\$42,000	(\$100)
Provincial & Federal Grants				1,500	
	<u>379</u>	<u>5,000</u>	<u>(4,621)</u>	<u>43,500</u>	<u>(100)</u>
EXPENSES					
Salary and wages	11,118	19,210	(8,092)	65,900	827
Employee Benefits	923	2,074	(1,151)	7,600	60
Meetings, Meals and Travel	132	125	7	500	
Advertising		500	(500)	2,000	81
Vehicle Fuel		550	(550)	1,000	
Vehicle Repairs & Maintenance	110	525	(415)	2,000	73
Vehicle Insurance	83	600	(517)	600	56
Operational Equip & Supplies	203	1,100	(897)	3,100	1,519
Program Expenditures	2,632	3,626	(994)	14,100	398
Contracted Services		2,500	(2,500)	25,000	
Grants to Organizations		12,350	(12,350)	25,000	
	<u>15,201</u>	<u>43,160</u>	<u>(27,959)</u>	<u>146,800</u>	<u>3,014</u>
Net Operational Surplus	<u>(14,822)</u>	<u>(38,160)</u>	<u>23,338</u>	<u>(103,300)</u>	<u>(3,114)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(14,822)</u>	<u>(38,160)</u>	<u>23,338</u>	<u>(103,300)</u>	<u>(3,114)</u>

GP-2013 Wolfville
Tourism
For the Three Months Ending June 30, 2021

	Financial Results To		VARIANCE	Annual Budget	Previous Year Actual
	Actual 2021-06-30	Budget 2021-06-30		2022-03-31	2020-06-30
REVENUES					
Sale of services and other revenue		\$1,700	(\$1,700)	\$8,500	
Provincial & Federal Grants				10,100	
		<u>1,700</u>	<u>(1,700)</u>	<u>18,600</u>	
EXPENSES					
Salary and wages	4,169	12,015	(7,846)	35,300	844
Employee Benefits	443	1,164	(721)	3,600	1,260
Meetings, Meals and Travel	52		52		
Membership Dues & Fees		500	(500)	500	
Telecommunications	377	480	(103)	2,000	385
Office Expense	52	250	(198)	1,000	20
Utilities	1,315	500	815	2,000	1,011
Repairs and Maintenance	2,885	250	2,635	1,000	496
Operational Equip & Supplies	3,035	13,000	(9,965)	13,000	
Contracted Services	1,064		1,064		1,032
	<u>13,392</u>	<u>28,159</u>	<u>(14,767)</u>	<u>58,400</u>	<u>5,048</u>
Net Operational Surplus	<u>(13,392)</u>	<u>(26,459)</u>	<u>13,067</u>	<u>(39,800)</u>	<u>(5,048)</u>
CAPITAL PROGRAM & RESERVES					
NET SURPLUS (DEFICIT)	<u>(13,392)</u>	<u>(26,459)</u>	<u>13,067</u>	<u>(39,800)</u>	<u>(5,048)</u>

GP-2013 Wolfville
Library Facility
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
Provincial & Federal Grants	\$5,000	\$5,000		\$5,000	\$5,000
	<u>5,000</u>	<u>5,000</u>		<u>5,000</u>	<u>5,000</u>
EXPENSES					
Salary and wages	1,425	2,263	(838)	8,400	55
Employee Benefits	129	400	(271)	1,600	5
Telecommunications	124	150	(26)	600	124
Office Expense	162	250	(88)	1,000	106
Utilities	1,098	1,650	(552)	6,600	1,061
Repairs and Maintenance	1,546	3,500	(1,954)	60,000	728
Operational Equip & Supplies		500	(500)	500	
	<u>4,484</u>	<u>8,713</u>	<u>(4,229)</u>	<u>78,700</u>	<u>2,079</u>
Net Operational Surplus	<u>516</u>	<u>(3,713)</u>	<u>4,229</u>	<u>(73,700)</u>	<u>2,921</u>
CAPITAL PROGRAM & RESERVES					
Debenture interest	1,523	1,600	(77)	3,000	
	<u>1,523</u>	<u>1,600</u>	<u>(77)</u>	<u>3,000</u>	
NET SURPLUS (DEFICIT)	<u>(1,007)</u>	<u>(5,313)</u>	<u>4,306</u>	<u>(76,700)</u>	<u>2,921</u>

GP-2013 Wolfville
Museum & Historical Facilities
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
<u>REVENUES</u>					
<u>EXPENSES</u>					
Grants to Organizations		\$10,000	(\$10,000)	\$10,000	
		10,000	(10,000)	10,000	
Net Operational Surplus		(10,000)	10,000	(10,000)	
<u>CAPITAL PROGRAM & RESERVES</u>					
NET SURPLUS (DEFICIT)		(10,000)	10,000	(10,000)	

GP-2013 Wolfville
Partner Contributions
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
Partner Contributions:					
1-840-9400- Regional Solid Waste	167,983	152,500	15,483	512,600	152,449
1-840-9410- Transit services	58,945	51,500	7,445	217,000	39,439
1-840-9440- Annapolis Valley Regional Library	7,575	7,575		30,300	6,080
1-840-9500- Education funding	181,095	180,498	597	722,000	190,926
1-840-9510- Corrections	20,894	20,500	394	82,000	
1-840-9520- Valley Regional Housing Authority				50,000	0
1-840-9530- Assessment services	19,324	19,500	(176)	78,000	19,311
1-840-9400-8401 Joint CAO Working Group					625
1-840-9420- Valley Community Fibre				2,000	
1-840-9450- Kings Region Cooperative Initiatives		15,000	(15,000)	30,000	2,695
1-840-9300- Grant to WBDC		50,000	(50,000)	100,000	
Total Partner Contributions	455,816	497,073	(41,257)	1,823,900	411,525

**Town of Wolfville
Capital Fund ~ Project Summary
For the 3 Months Ended June 30, 2021**

	Actual YTD	Mar/21 WIP & Est. Cost to Complete	Forecast Final Cost	Budget Fiscal 21/22	Forecast Budget VARIANCE	
Information Technology						
Video/Audio Council Chambers	-	20,000	20,000	15,000	5,000	Grant funding available, including possible COVID Relief \$'s in Town Reserves
	-				-	
	-	20,000	20,000	15,000	5,000	
Municipal Buildings						
P Wks/Comm Dev Bldg - Reno Upgrade	-	67,600	67,600	700,000	(632,400)	Unlikely this project to proceed as envisioned.
P Wks - Salt Shed & Parks Shed	-	800,000	800,000	430,000	370,000	This may fall into fiscal 2022/23. Early estimates indicate high cost
Library - Facility Feasibility Study	-	75,000	75,000	75,000	-	Some work being done inhouse - final costs may still use \$75 K
	-	942,600	942,600	1,205,000	(262,400)	
Protective Services						
Fire Equipment Upgrades	-	-	-	50,000	(50,000)	nothing identified yet in this fiscal year.
	-	-	-	50,000	(50,000)	
Fleet/Equip Inventory						
Veh #30 - Water Dept. 1/2 ton	-	44,000	44,000	40,000	4,000	only one bid submitted. Reflects current issues in auto industry
P Wks Veh/Equip	-	-	-	-	-	
New truck - 3/4 ton 4*4	-	-	-	80,000	(80,000)	no bids submitted on tender. Move ot 22/23 budget year
	-	-	-	-	-	
	-	44,000	44,000	120,000	(76,000)	
Streets						
Highland Ave. - Propect to Catherine	16,196	13,400	29,596	1,620,000	(1,590,404)	design costing still underway. Project moved to 2022/23
Guard Rail - Orchard Ave.	-	26,000	26,000	40,000	(14,000)	
Engineering - 2020/21 Street projects	4,068	60,000	64,068	66,000	(1,932)	Reorganization has some design being done in house, but still expect spending
	20,264	99,400	119,664	1,726,000	(1,606,336)	
Other Transportation						
Decorative Street Lights - to Willow & up Gasp	6,801	90,000	96,801	100,000	(3,199)	tenders just closed early September
Crosswalks - 2 planned or 21/22	-	-	-	80,000	(80,000)	no info to provide at time of writing report
Wayfinding	-	-	-	50,000	(50,000)	no info to provide at time of writing report
P Wks Facility Upgrades - generator	-	80,000	80,000	-	80,000	\$80 K approved budget in 2020/21.
Shoreline Protection	63	-	63	-	63	
	6,864	90,000	176,864	230,000	(53,136)	
Sewer Operations						
Video Sewer Lines	-	-	-	75,000	(75,000)	
WWTP Expansion	703,343	2,820,000	3,523,343	-	3,523,343	\$3.5 million budget 20/21
	-	-	-	-	-	
Sub total Sewer Operation	703,343	2,820,000	3,523,343	75,000	3,448,343	
Community Services						
VIC Reno/Upgrade	-	-	-	600,000	(600,000)	Cost to complete unknown. Scope still being determined
East End Gateway - splashpad	139,338	62,000	201,338	-	201,338	\$175 K budget 20/21 - extra costs req'd for base \$22K
East End Gateway - Lighting	-	-	-	-	-	\$ 30 K budget from 20/21
East End Gateway - events lawn	-	3,100	3,100	-	3,100	\$ 75 K budget from 20/21
East End Gateway - parking lot	-	2,200	2,200	300,000	(297,800)	planned for 2021/22. This represents desgin cost before const tender
East End Gateway - trail/ s/w & St	1,877	6,800	8,677	40,000	(31,323)	scope still being worked on
East End - st & s/w Willow Reconfiguration	1,435	-	1,435	-	1,435	
Nature Preserve - Dam Study and Upgrades	43,672	216,600	260,272	50,000	210,272	in addition to original budget back 3 or 4 yrs ago
Evangeline Park	-	5,300	5,300	-	5,300	WIP from last year. Tow small elements that may not be installed.
Public Art	-	9,200	9,200	28,000	(18,800)	WIP = Upfront Deposit - artist has pulled out (July 2021). Scope under review
Post Office Open Space - Cenotaph	12,807	-	12,807	-	12,807	carryover from 20/21. total project was within last yrs budget
West end Trail System/neighborhood park	-	-	-	10,000	(10,000)	
Reservoir Park - parking lot & Bike Skills	294	-	294	40,000	(39,706)	
Pickelball Courts	-	-	-	145,000	(145,000)	Report going to Council. Tender results = \$248,000. Scope & location
Basinview Park	-	-	-	7,500	(7,500)	
	-	-	-	-	-	
	199,423	305,200	504,623	1,220,500	(715,877)	
GRAND TOTAL ALL PROJECTS	929,894	4,321,200	5,331,094	4,641,500	689,594	

GP-2013 Wolfville
Water Utility - Summary
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual	Budget	VARIANCE		
	2021-06-30	2021-06-30			
REVENUES					
Metered Sales	\$170,588	\$165,900	\$4,688	\$700,000	\$164,302
Fire Protection	99,006	99,000	6	396,000	99,006
Sprinkler Service Charge				10,800	
Other	7,909	5,975	1,934	26,500	14,745
	<u>277,503</u>	<u>270,875</u>	<u>6,628</u>	<u>1,133,300</u>	<u>278,053</u>
EXPENSES					
Salary and wages	79,820	75,459	4,361	290,700	66,925
Employee Benefits	14,701	15,092	(391)	58,200	12,756
Meeting, Meals and Travel		350	(350)	1,400	
Professional Development		1,250	(1,250)	5,000	
Membership Dues & Fees				500	
Advertising		50	(50)	200	
Telecommunications	172	375	(203)	1,500	174
Office Expense	12,662	8,500	4,162	34,000	9,944
Legal		75	(75)	300	
Insurance	14,300	10,500	3,800	10,500	13,300
Audit				6,000	(5,500)
Utilities	19,345	22,499	(3,154)	91,500	16,159
Repairs and Maintenance		600	(600)	2,400	
Property Taxes	27,913	26,850	1,063	53,700	27,911
Vehicle Fuel	477	750	(273)	3,000	224
Vehicle Repairs & Maintenance	579	3,600	(3,021)	14,400	4,473
Vehicle Insurance	867	400	467	400	575
Operational Equip & Supplies	106,950	36,805	70,145	148,000	21,604
Equipment Maintenance	245	1,250	(1,005)	5,000	242
Contracted Services	10,615	9,125	1,490	94,000	4,366
Other debt charges	42	500	(458)	500	30
Debenture interest	9,589	9,800	(211)	18,800	
Doubtful accounts allowance				1,000	
	<u>298,277</u>	<u>223,830</u>	<u>74,447</u>	<u>841,000</u>	<u>173,183</u>
Net Operational Surplus	<u>(20,774)</u>	<u>47,045</u>	<u>(67,819)</u>	<u>292,300</u>	<u>104,870</u>
Capital Program & Reserves					
Depreciation				160,000	
Debenture principal	36,960	37,000	(40)	37,000	
Capital Fund	49,964		49,964	70,000	
Dividend to Town				50,000	
	<u>86,924</u>	<u>37,000</u>	<u>49,924</u>	<u>317,000</u>	
NET SURPLUS (DEFICIT)	<u><u>(107,698)</u></u>	<u><u>10,045</u></u>	<u><u>(117,743)</u></u>	<u><u>(24,700)</u></u>	<u><u>104,870</u></u>

GP-2013 Wolfville
Power and Pumping
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Salary and wages	\$3,120	\$3,231	(\$111)	\$12,000	\$2,085
Employee Benefits	543	647	(104)	2,400	388
Utilities	16,687	20,874	(4,187)	85,000	14,781
Operational Equip & Supplies	42,008	3,126	38,882	8,000	521
Contracted Services	2,184		2,184	16,000	
	<u>64,542</u>	<u>27,878</u>	<u>36,664</u>	<u>123,400</u>	<u>17,775</u>
Net Operational Surplus	<u>(64,542)</u>	<u>(27,878)</u>	<u>(36,664)</u>	<u>(123,400)</u>	<u>(17,775)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(64,542)</u>	<u>(27,878)</u>	<u>(36,664)</u>	<u>(123,400)</u>	<u>(17,775)</u>

GP-2013 Wolfville
Treatment
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Salary and wages	\$5,056	\$4,711	\$345	\$17,500	\$4,655
Employee Benefits	844	942	(98)	3,500	872
Utilities	1,337	1,625	(288)	6,500	1,378
Repairs and Maintenance		600	(600)	2,400	
Operational Equip & Supplies	9,604	15,000	(5,396)	60,000	14,209
Contracted Services	5,428	4,125	1,303	18,000	4,366
	<u>22,269</u>	<u>27,003</u>	<u>(4,734)</u>	<u>107,900</u>	<u>25,480</u>
Net Operational Surplus	<u>(22,269)</u>	<u>(27,003)</u>	<u>4,734</u>	<u>(107,900)</u>	<u>(25,480)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(22,269)</u>	<u>(27,003)</u>	<u>4,734</u>	<u>(107,900)</u>	<u>(25,480)</u>

GP-2013 Wolfville
Transmission & Distribution
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual	Budget	VARIANCE		
	2021-06-30	2021-06-30			
REVENUES					
EXPENSES					
Salary and wages	\$36,880	\$29,967	\$6,913	\$111,300	\$23,584
Employee Benefits	6,502	5,993	509	22,300	4,175
Meeting, Meals and Travel		250	(250)	1,000	
Telecommunications	172	375	(203)	1,500	174
Utilities	1,320		1,320		
Vehicle Fuel	477	750	(273)	3,000	224
Vehicle Repairs & Maintenance	579	3,600	(3,021)	14,400	4,473
Vehicle Insurance	867	400	467	400	575
Operational Equip & Supplies	55,338	18,679	36,659	80,000	6,874
Equipment Maintenance	245	1,250	(1,005)	5,000	242
Contracted Services	3,003		3,003	30,000	
	<u>105,383</u>	<u>61,264</u>	<u>44,119</u>	<u>268,900</u>	<u>40,321</u>
Net Operational Surplus	<u>(105,383)</u>	<u>(61,264)</u>	<u>(44,119)</u>	<u>(268,900)</u>	<u>(40,321)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u>(105,383)</u>	<u>(61,264)</u>	<u>(44,119)</u>	<u>(268,900)</u>	<u>(40,321)</u>

GP-2013 Wolfville
Administration
For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual	Budget	VARIANCE		
	2021-06-30	2021-06-30			
REVENUES					
EXPENSES					
Salary and wages	\$34,764	\$37,550	(\$2,786)	\$149,900	\$36,600
Employee Benefits	6,813	7,510	(697)	30,000	7,322
Meeting, Meals and Travel		100	(100)	400	
Professional Development		1,250	(1,250)	5,000	
Membership Dues & Fees				500	
Advertising		50	(50)	200	
Office Expense	12,662	8,500	4,162	34,000	9,944
Legal		75	(75)	300	
Insurance	14,300	10,500	3,800	10,500	13,300
Audit				6,000	(5,500)
Property Taxes	27,913	26,850	1,063	53,700	27,911
Contracted Services		5,000	(5,000)	30,000	
Doubtful accounts allowance				1,000	
	<u>96,452</u>	<u>97,385</u>	<u>(933)</u>	<u>321,500</u>	<u>89,577</u>
Net Operational Surplus	<u>(96,452)</u>	<u>(97,385)</u>	<u>933</u>	<u>(321,500)</u>	<u>(89,577)</u>
Capital Program & Reserves					
NET SURPLUS (DEFICIT)	<u><u>(96,452)</u></u>	<u><u>(97,385)</u></u>	<u><u>933</u></u>	<u><u>(321,500)</u></u>	<u><u>(89,577)</u></u>

GP-2013 Wolfville
 Non Operating Expenditures
 For the Three Months Ending June 30, 2021

	Financial Results To			Annual Budget 2022-03-31	Previous Year Actual 2020-06-30
	Actual 2021-06-30	Budget 2021-06-30	VARIANCE		
REVENUES					
EXPENSES					
Other debt charges	\$42	\$500	(\$458)	\$500	\$30
Debenture interest	9,589	9,800	(211)	18,800	
	<u>9,631</u>	<u>10,300</u>	<u>(669)</u>	<u>19,300</u>	<u>30</u>
Net Operational Surplus	(9,631)	(10,300)	669	(19,300)	(30)
Capital Program & Reserves					
Depreciation				160,000	
Debenture principal	36,960	37,000	(40)	37,000	
Capital Fund	49,964		49,964	70,000	
Dividend to Town				50,000	
	<u>86,924</u>	<u>37,000</u>	<u>49,924</u>	<u>317,000</u>	
NET SURPLUS (DEFICIT)	<u>(96,555)</u>	<u>(47,300)</u>	<u>(49,255)</u>	<u>(336,300)</u>	<u>(30)</u>

Town of Wolville
Summary - Quarterly Variances By Division - Town Operating Fund
Financial Results for the Period Ended June 30, 2021

	Actual 30-Jun-21	Budget 30-Jun-21	Variance over/(under) budget
Revenues	\$ 4,739,042	\$ 4,621,447	\$ 117,595
Expenditures (Operating/capital & reserves)	3,123,109	3,345,473	(222,364)
Net Surplus (Deficit)	\$ 1,615,933	\$ 1,275,974	\$ 339,959

Significant Variance Explanation (over \$5,000 - \$10,000 by Division)

General Government

Account/Explanation	Actual 30-Jun-21	Budget 30-Jun-21	Variance over/(under) budget
Taxes and grants in lieu of taxes Similar to past years, the budget allowed for \$1 million loss on assessment for appeals. To date assessments largely unchanged. Deed Transfer Tax picked up where fiscal 2020/21 ended, well above budget. By June 30th DTT was \$133,800 more than budget.	4,194,204	4,064,476	129,728
Salary & Wages Main savings relate to 2 positions in Office of CAO that were vacant for short periods of time, as well as summer term GIS position not hired til late May.	161,006	178,552	(17,546)
Professional Development Both Council and staff training via conferences has been impacted by ongoing COVID restrictions with virtual only spring conferences/workshops	5,999	11,551	(5,552)
Legal Extra/unbudgeted costs incurred on new harassment policy development (\$11,400). Legal work on PACE agreements total \$1,700.	17,267	7,500	9,767
Repairs & Maintenance The budget provided for a number of repairs/maintenance items in the first quarter. Included one time items like back deck repair not done until after June 30th. Minimal cost for regular maintenance items such as furnace and A/C have been minimal to date	586	13,913	(13,327)
Operational Equip & Supplies Largest savings are in the IT Department, with the website redesign showing no costs to June 30th, Diamond Upgrade started after June 30th, GIS Enterprise costs include prepaid portion related to 22/23	37,978	71,553	(33,575)
Contracted Services Main savings in IT Dept. Some actual costs incurred in 1st quarter, with budget allocation starting in July (i.e. 2nd quarter). Timing differences	29,774	13,750	16,024
Grants to Organization No grants paid out by June 30th. The General Gov't section includes Community Oven Grant and AVCC Navigator position grant, neither of which was paid out by June 30th. AVCC Navigator grant expected to be paid week of August 30th.	-	28,900	(28,900)
Other Debt Charges The budget anticipated full participation in Municipal Finance Corp's spring debenture issue, but Wastewater Treatment Plant Project not complete in time, leaving largest debt cost to go to fall debenture issue.	2,714	9,100	(6,386)

Protective Services

Account/Explanation	Actual 30-Jun-21	Budget 30-Jun-21	Variance over/(under) budget
Sale of services & other revenue Approximately \$8,000 of this variance relates to Other fines recorded under Police Services Dept. Actual results vary year to year and budget is a nominal \$10,000. Actual receipts to June 30th were \$10,400 and budget only \$2,500. The remainder of the variance resides in the Fire Dept with \$8,600 billed already this year in HazMat response. There is no budget amount for Haz Mat revenues.	21,229	5,000	16,229
Stipends and honorariums Timing issue. Most years summer standby is forwarded to the Volunteer Dept by end of June. This year the transfer not done until July.	-	10,800	(10,800)
Operational Equipment & Supplies The Fire Dept shows as \$9,900 over the budget to June 30th. \$6,100 of that relates to Haz Mat service. Also refer to offsetting revenue noted above. The balance of the spending variance would be considered a timing difference at this stage of the year.	25,664	17,375	8,289

Public Works

Account/Explanation	Actual 30-Jun-21	Budget 30-Jun-21	Variance over/(under) budget
Salary and wages Salary & wages overbudget by \$5,500 to end of June. Mainly related to hire of new Director of Engineering & P Wks. As part of transition, previous Director and current Director were both on staff at same time, as well as one time costs of the re-structuring in the Dept (i.e. addition of the Manager of Engineering position). The salary variance overall will move closer to budget each month after the first quarter. Wages for P Wks crews show as underbudget by approximately \$7,200. This does not represent savings as much as it reflects wages allocated to other Dept's (Parks and Water Utility)	150,990	145,513	5,477
Contracted Service Cost overage relates to Roads & Streets, but should be viewed as a timing difference at this stage of year. Patching/Paving Program started a bit earlier this year but expected to end year on budget.	84,527	66,965	17,562
Debenture Interest This savings to June 30th is a timing difference. Budget shows all spring debenture payments occurring in first quarter (which is the usual timing), however last year's spring debenture occurred in July. Future budget allocations will reflect proper timing.	60,288	70,740	(10,452)

Environmental - Sanitary Sewer

Account/Explanation	Actual 30-Jun-21	Budget 30-Jun-21	Variance over/(under) budget
Salary & wages Generally wages allocated to Sanitary Sewer Collection Systems have been running less than budget.	17,460	23,559	(6,099)

Planning

Account/Explanation	Actual 30-Jun-21	Budget 30-Jun-21	Variance over/(under) budget
Grant Revenues The "negative" grant revenue relates to the final FCM climate change related grant claim submitted in fiscal 2020/21 and accrued in that year (part of most recent audited financial statements). The accrual was reversed in current year prior to receipt of grant (which did not occur until end of July). This variance reverses itself in July.	(24,517)	-	(24,517)
Salary & Wages Savings relate mainly to Climate Change term position which was vacant during the month of April (budget reflects the position for April thru September).	101,447	107,581	(6,134)

Community Service Division (Parks/Rec/Tourism)

Account/Explanation	Actual 30-Jun-21	Budget 30-Jun-21	Variance over/(under) budget
Sale of Services & Other Revenues Budget included afterschool program revenues of \$5,000 with no actual results for that period of time. Budget also included \$1,700 revenues to June 30th for the Visitor Information Centre. No revenues received in first quarter.	379	6,700	(6,321)
Salary and wages Savings largely related to Rec Program and VIC wages lower than budget. VIC was opened later in year than budget plan and summer programs not at budget levels. At time of budget preparation it was unclear how COVID would impact operations. Budget allowed for higher level of service in 1st quarter than COVID health protocols permitted.	194,707	203,657	(8,950)
Repairs & Maintenance - Building Mainly related to \$6,700 of fence repairs posted to Building Repairs under the Parks Dept. Need to review this posting to confirm whether it should be reallocated to different account.	11,488	4,750	6,738
Operational Equipment & Supplies Savings show in Parks Dept (\$11,300), Festival & Events (\$10,250) and Tourism (\$9,900). Parks savings may relate to \$6,700 cost overage noted above in Bldg Maintenance. Festival & Events had \$4,700 for street banners, with only \$1,300 incurred to June 30th. Budget also had \$4,000 for event tents, with no costs to June 30th. Costs for Tourist Bureau down generally related to late opening.	50,125	81,750	(31,625)
Program Expenses Rec Program spending is close to budget, with Festival & Events spending \$5,600 under budget to June 30th. Event spending for Canada Day was \$1,600 under budget, and Apple Blossom was \$2,000 under budget. General Events spending on supplies also below budget. All areas impacted by ongoing COVID restrictions.	3,570	10,126	(6,556)
Grants to Organizations Similar to last year, neither the CPP or SPP grants were paid out in the first quarter. It should be noted that this is also a transition year for the SPP grants as the four year agreements have expired and staff to bring updated Policy revisions back to Council. This may or may not impact final variances in this area of the budget. Only a portion of the grants have been paid by August 31st.	-	43,850	(43,850)

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: September 9, 2021
Department: Committee of the Whole – October 2021



- Director Lake and Climate and Mitigation Coordinator, Lindsay Slade provided an update surrounding Influencers and what is taking place surrounding the regional work. This work is being completed with consultants and the Greenhouse Gas Inventory has been completed and they are currently doing public input.
- SWITCH Wolfville also falls under this program and two residents have been approved to go ahead. The projects are solar projects and there are currently 54 people interested.
- Review of Walk through Wolfville and the success of the walk. There are currently two more events scheduled.
- Director Lake confirmed he has contact with many of their staff members and confirmed they have really elevated a lot of their work thorough substantial grant funding and have hired a lot of people and have a lot of input. Director Lake advised there are still struggles there and face some of the same challenges where they are just a municipality and need everyone on board.
- On the Development planning side site plan approval has been very successful. With the very high standards it has been mixed reviews with the developers.
- Director Lake presented four topic areas and sought input on what the priorities should be of the four. The four areas are: R1; short-term rentals; single room occupancy; building height.
- The committee agreed to short-term rentals and single room occupancy being given the green light and Lindsay will take the lead on collecting information, meeting with landlords, and providing information back to the committee.
- Director Lake provided a review surrounding rental properties and the different needs for different populations in the area. There are a lot of rental properties that existed before the bylaws were created and they are difficult to work through.
- Climate and Mitigation Coordinator, Lindsay Slade provided an overview surrounding short-term rentals. It was noted they are just beginning to be looked at however, with the research short-term rentals are continuing to grow across the country and the province. There are currently 25 active rentals operating outside of hotels and bed and breakfasts within the Town of Wolfville. None of these are currently registered which is a requirement put in place and therefore they are non-conforming uses. The actual scope is not confirmed this was just a quick look in the area on website.
- The Town needs to look at the short-term rentals and develop policies up front to be proactive to avoid conflict and can control and regulate with enforcement.
- It was agreed that a review of the R-1 issue and the impactful change surrounding housing supply and outside suites would be put aside for the time being, in light of the other priorities.
- The discussion then turned to building height. Director Lake provided background surrounding the building height discussion and that it was substantial during the review. The height landed at 3 stories with possibility of 4 stories upon review. For the university it was 4 stories with consideration for a 5th story.
- Discussion surrounding the Baptist Church and parking and their request to change their use to provide housing units.
- It was decided that the building height discussion should be revisited and that Director Lake would bring this information to Committee of the Whole.
- Next meeting: Originally scheduled for Thursday, October 7 at 4:00 pm but will likely move to Thursday, October 21 at 4:00 pm.

REQUEST FOR DECISION 052-2021

Title: STRs, SROs, and Building Height from PAC

Date: 2021-10-05

Department: Planning & Development



SUMMARY

Short-Term Rentals, Single Rooms Occupancies, and Building Height

The Town’s planning documents were adopted in September 2020. Staff would ideally do a check-in on the effectiveness of the new policy and regulatory changes after using the documents for a year; however, this has been a unique and challenging period in a pandemic and far from “normal” operating conditions.

The Planning Advisory Committee has been having discussions on housing in the Town/region/province since May 2021 and Staff brought forward 4 options to impact our housing situation in the short-term:

- R-1 zoning
- Short-term Rentals
- Single Room Occupancies
- Building Height

Each of these are detailed in the Planning Advisory Committee [Report](#). Additionally the discussion can be reviewed in the Draft minutes (attached) or by listening to the [recording](#) of the meeting.

The Planning Advisory Committee provided 2 recommendations to Council:

MOTION 1: THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO TOWN COUNCIL ON MOVING FORWARD WITH CERTAIN AMENDMENTS TO OUR PLANNING DOCUMENTS THAT FOCUS ON IMPROVEMENTS TO THE TOWN’S HOUSING SITUATION INCLUDING: RENTAL PROPERTIES AND SHORT-TERM RENTALS AS INCLUDED IN THE STAFF REPORT.

CARRIED

MOTION 2: THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO TOWN COUNCIL ON MOVING FORWARD WITH CERTAIN AMENDMENTS TO OUR PLANNING DOCUMENTS THAT FOCUS ON IMPROVEMENTS TO THE TOWN’S HOUSING SITUATION AND SPECIFICALLY BUILDING HEIGHT AS OUTLINED IN THIS REPORT.

CARRIED

REQUEST FOR DECISION 052-2021

Title: STRs, SROs, and Building Height from PAC

Date: 2021-10-05

Department: Planning & Development



DRAFT MOTION:

That Council adopt the recommendations from the Planning Advisory Committee, focused on improving the housing situation in the Town, and direct Staff to work on and bring back potential amendments to short-term rentals, single room occupancies and building height.

NOTE: This report will be accompanied by a Staff presentation to ensure the different areas are understood, context provided and decisions and process clearly outlined.

REQUEST FOR DECISION 052-2021

Title: STRs, SROs, and Building Height from PAC

Date: 2021-10-05

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* provides the Town broad authority to control land uses.

3) STAFF RECOMMENDATION

That Council accept the recommendations of their Planning Advisory Committee and look at Single Room Occupancies, Short-term Rentals and Building Height amendments.

4) REFERENCES AND ATTACHMENTS

References

1. Sept. 9, 2021 PAC [Recording](#).
2. Town of Wolfville Planning Documents: see [here](#).
3. Previous PAC Housing material, presentations and discussion (May-Sept 2021): see [here](#).

Attachments

1. PAC [Report](#) from September 9, 2021.
2. PAC Draft Minutes from September 9, 2021.

5) DISCUSSION

The attached PAC report should be read in-full to understand what was considered and now being presented for Council's consideration.

The pre-pandemic outlook for Nova Scotia was quite different than the interest we have in our Province now and the housing situation continues to worsen, particularly in already unaffordable markets (to most) like Wolfville. The planning documents we have adopted did not contemplate the situation we now find ourselves in. The Planning Advisory Committee has been reviewing housing material, listening to speakers and having discussion for the last 5 months. The PAC has now put forward changes to our planning documents to better the local housing situation, while holding off on looking at the R-1 zone until progress is made in other areas.

The attached PAC report outlines the R-1, Single Room Occupancy, and Short-term Rental issues well and there is not much to be added here. It was decided to hold off on the R-1 issue until we make progress on the Single Room Occupancies and Short-term Rentals. Consensus was fairly easily achieved on these issues at the PAC and was voted on as a separate motion.

REQUEST FOR DECISION 052-2021

Title: STRs, SROs, and Building Height from PAC

Date: 2021-10-05

Department: Planning & Development



The building height issue was more difficult and the minutes and recording should be reviewed for context. From Staff's perspective, the issue of building height is well explained in the PAC report and Staff (and multiple consultants) have recommended for a 6-storey height limit in the Town since 2016.

New information since the PAC meeting which Council may find relevant is the recent adoption of [a 6-storey height limit](#) in certain areas (Main Street, New Town 1, and Marine/Waterfront) of the Town of Lunenburg, as shown in the table below. This change was largely justified by the challenging housing situation we find ourselves in. Staff can further explain the Lunenburg context during the Staff presentation.

Form requirements from Town of Lunenburg new Land Use By-law:

Table 9: Main Building Form Requirements

Form Zone	Max. Height	Min. Height	Min. Ground Floor Height	Min. Streetwall Height	Max. Streetwall Height	Min. Stepback Above Streetwall	Max. Building Footprint
Old Town 1	10.5 m (34 ft)	6 m (20 ft)	-	-	-	-	-
Old Town 2	10.5 m (34 ft)	-	-	-	-	-	-
Old Town/New Town 1	10.5 m (34 ft)	-	-	-	-	-	-
Old Town/New Town 2	10.5 m (34 ft)	-	-	-	-	-	-
New Town 1	19.5 m (63 ft)	-	-	-	-	-	1,500 m ² (16,145 ft ²)
Main Street	20.5 m (67 ft)	10 m (33 ft)	4 m (13.2 ft)	10 m (33 ft)	16 m (52 ft)	3 m (10 ft)	3,000 m ² (32,291 ft ²)
Marine	19.5 m (63 ft)	-	-	-	-	-	-
Community	10.5 m (34 ft)	-	-	-	-	-	-
Industry	13.5 m (44 ft)	-	-	-	-	-	-
Rural	10.5 m (34 ft)	-	-	-	-	-	-
Shoreline	8 m (26 ft)	-	-	-	-	-	47 m ² (505 ft ²)

REQUEST FOR DECISION 052-2021

Title: STRs, SROs, and Building Height from PAC

Date: 2021-10-05

Department: Planning & Development



Next Steps

If council decides to move forward with these amendments, the Single Room Occupancy and Short-Term Rental work would take us a number of months (3-6 minimum) to build inventories, do consultation with stakeholders, test existing regulations and bring back amendments, if warranted.

The building height issue is more straightforward and could proceed to the next Planning Advisory Committee meeting for consideration – given the previous Staff and professional/consultant recommendations could be brought back for consideration.

6) FINANCIAL IMPLICATIONS

To systematically look at these issues, Staff capacity is required – potentially small amounts of the existing operating budget would be used for consultant support if needed.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See PAC report.

8) COMMUNICATION REQUIREMENTS

All amendments to our planning documents require a legislated process, including communications and notification.

9) ALTERNATIVES

1. Council direct Staff to only look at certain amendments recommended by the PAC.
2. Council direct Staff to look at amendments not recommended by the PAC (R-1) in addition to amendments recommended.
3. Council direct Staff to not look at any amendments at this time.

REQUEST FOR DECISION 051-2021

Title: East End CDD Lands

Date: 2021-09-28

Department: Planning and Development

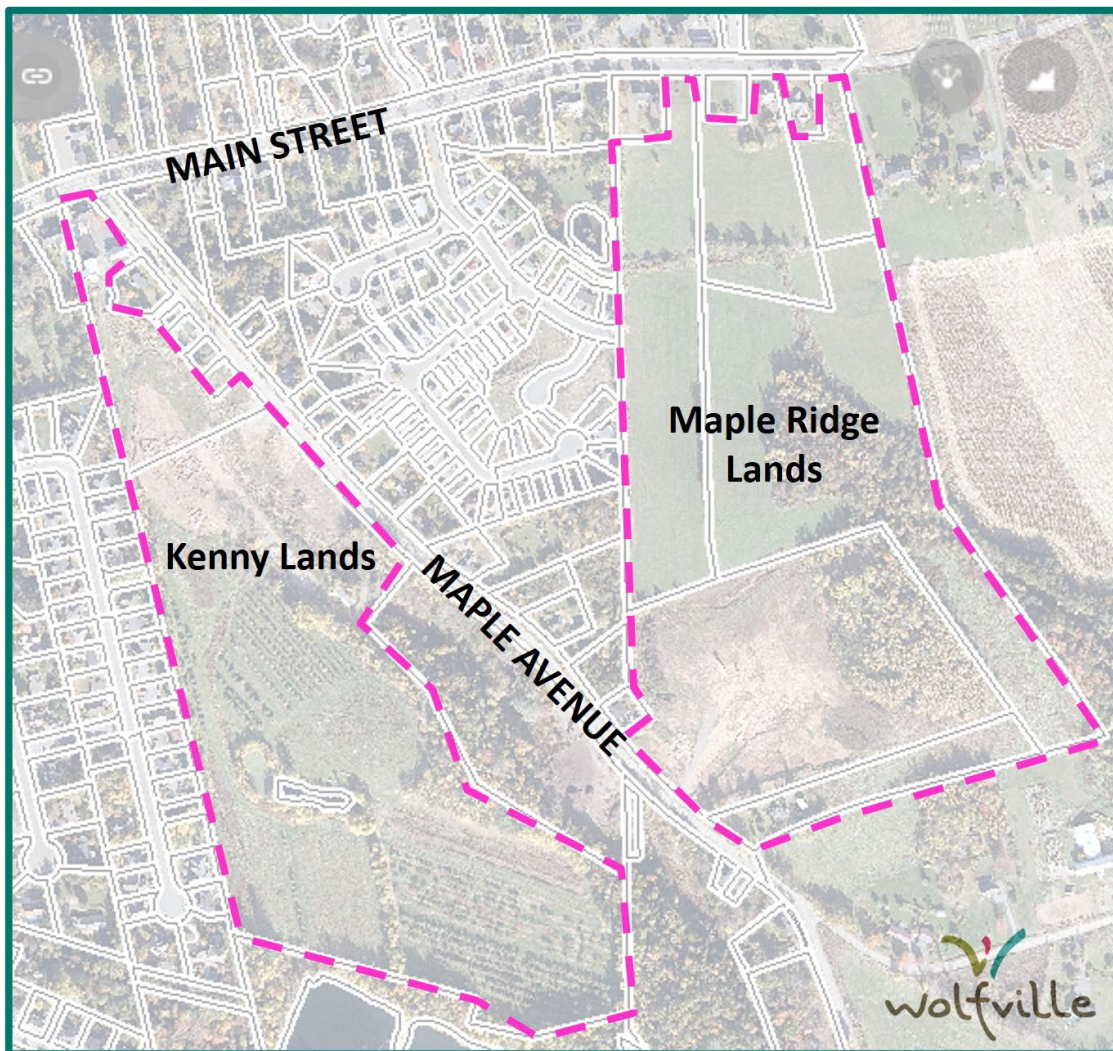


SUMMARY

East End Comprehensive Development District Lands

During the Town’s Municipal Planning Strategy Review, Council designated and zoned large tracts of undeveloped land in the East End of Town as “Comprehensive Development District.”

These lands are referred to in this report as the “Kenny Lands” and the “Maple Ridge Lands” and are shown below.



These tracts of undeveloped land require analysis, consultation, and planning before they can be considered for actual development (e.g. roads, parks, trails, buildings, etc). This process will take time

REQUEST FOR DECISION 051-2021

Title: East End CDD Lands
Date: 2021-09-28
Department: Planning and Development



and Staff are requesting direction from Council to move forward. A [report](#) was taken to Council in May of 2021 and the following motion passed:

That Council direct Staff to initiate the process to begin a secondary planning process of the Comprehensive Development District Lands in Wolfville's East End (as outlined in this report) and bring back a report outlining the process, associated costs, and other considerations to a future meeting of Council.

Since May, Staff have had meetings with some of the land owners in the East End, internal meetings with management and have established costs and a process to enable development on these lands.

The intent of this report is for Council to decide on whether to use reserve funding to begin this process now or wait and budget these costs in the next fiscal year (April 2022). The question is one of investment readiness – these lands cannot be developed without this process, as per the policies of our planning documents.

The owners and Developers in the East End want a clear path forward – the community will also want to have clear expectations on what change is to be expected. Staff feel the process outlined can avoid the pitfalls experienced during the West End process and bring new housing and investment to our community in a planned, coordinated manner.

DRAFT MOTION:

That Council authorize Staff to spend up to \$150,000 from reserves to complete a secondary plan and other diligence related to water and sewer infrastructure for the East End Comprehensive Development District lands.

REQUEST FOR DECISION 051-2021

Title: East End CDD Lands

Date: 2021-09-28

Department: Planning and Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff. Council will continue to be updated or presented with decision points as the process moves forward.

2) LEGISLATIVE AUTHORITY

The Municipal Planning Strategy provides Council the authority to begin planning undeveloped areas of the Town. The *Municipal Government Act* provides Council the authority to zone and regulate land uses.

3) STAFF RECOMMENDATION

That Council authorize Staff to spend up to \$150,000 on a secondary planning process for the East End CDD lands.

4) REFERENCES AND ATTACHMENTS

- May 18, 2021 Council Meeting – [Report](#) and [Minutes](#)

5) DISCUSSION

Initiation

The potential Developers in this area are requesting a process begin so development can eventually take place and clear expectations established. This report builds on the motion passed by Council in May 2021 to begin this process and bring back additional information.

Municipal Planning Strategy (MPS)

The Municipal Planning Strategy was approved in September of 2020. During our review there was discussion on the last large parcels of undeveloped land in the Town and Council decided to designate and zone these lands for comprehensive development – requiring a secondary plan before any actual development can take place.

Most of our residential areas have not been comprehensively planned. Areas were subdivided and individual areas developed – of various sizes. Council’s desire during the plan review was to avoid piecemeal planning or Development Agreements for portions of these tracts of land. The Comprehensive Development zone was created to guide a public process to establish what will be built – excerpts and references from the MPS are included further on in this report.

Consultation and Scope

On the Maple Ridge side, some land owners have been working with potential developers and others have not. Some land owners have not been contacted by the Town for discussion. All of these owners

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will be contacted and be part of the process outlined. The Kenny lands will only be a single land owner and therefore not as complex. These parties would be partners to the Town in the process. A full public engagement process would happen once we had consultants hired and the process outlined below kicks-off.

From Staff's perspective it is in Council's best interest (and the overall public interest) to plan these areas together and move through a clear, quality process to do so.

Secondary Plan Process:

Working with consultants Staff will carry out the following work:

- 1. Base Plan Assembly:** We will assemble the latest topographic, property, servicing and aerial base information to create an accurate CAD base plan from GIS files.
- 2. Development Analysis Maps:** We will assemble all of the necessary development analysis maps from a variety of sources including, slope maps, soils maps, surficial geology maps, geology maps, microclimate maps, aspect maps, vegetation maps, and servicing maps. These maps will be critical in understanding the development capability for the area and their capacity for new development, new roads, new parks and new conservation corridors.
- 3. Traffic data and study:** We will collect the latest traffic counts using Miovision traffic counters to supplement any existing traffic data for a Traffic Impact Study for the area.
- 4. Water and Sewer Analysis:** We will carry out a water study to ensure the Town has sufficient water to service the planned expansion and identify any upgrades required. A sewer capacity and distribution analysis will also be carried out to ensure capacity is sufficient and identify any upgrades or replacement required. Upgrades and cost sharing with developers would be determined through Servicing Agreements once development is proposed.
- 5. Other considerations:** We will confirm with other Town staff and stakeholders on any other necessary variables which may have a bearing on the layout of these developments. These could include recreation needs, ecological connectivity, flood potential, special servicing requirements, adjacencies, sustainability parameters, and any other special variables.
- 6. Stakeholder Engagement:** We will host sessions with land owners and / or their development representatives to communicate the goals and objectives of this process as well as the requirements for the secondary plan highlighted in the MPS. We anticipate one-on-one interviews with each to better understand the needs and aspirations for development as well as any phasing or timing constraints.
- 7. Public Engagement:** Our team will host a community development workshop designed to distill the goals, objectives and guiding principles which are important to the community. We will also need to communicate the goals and objectives of the municipality to the community as well as the development process. This two-way communication will be important to bring everyone on the same page about how

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these developments will build out over time and the importance of understanding each other's goals for a successful development.

8. Online Engagement: We will host a parallel online component using [Wolfville Blooms](#) to capture additional community input to guide this process smoothly and with mutual understanding.

9. Preliminary Design: From the feedback, our design team will prepare framework plans for the area looking at various options that meet the goals of the community, the developers and the Town. We will assemble a development pro forma for each option to communicate the anticipated yield and high level class D cost for each option. As part of this process we will summarize the various development forms including multi-unit, single family, duplex/semi, townhome and cluster style developments. This framework plan will not be a detailed master plan but will use typical development footprints to provide a realistic and achievable pro forma yield.

9. Feedback on Preliminary Design: We will present the various options to the land owners to gather feedback on a preferred development plan. Again, this plan will establish the important road connections, open space locations and connectivity considerations while leaving each land owner some flexibility in developing their own plan for their individual properties while still meeting the overall goals of the comprehensive development designation in the MPS.

10. Socio Economic Impact Analysis: The primary advantage of conducting a socio-economic analysis at this stage of development is the value this holds in supporting communications with a range of project stakeholders. An analysis of economic impact helps to establish a clear understanding of the wider economic benefits that are associated with the proposed development. These benefits arising from our analysis will be expressed as:

- One-time only construction impacts.
- The important ongoing benefits of a fully programmed development that will provide dwelling units, places of work, and be an aggregator of consumers for the surrounding business community, as well as generate property tax impacts accruing to the Town and income tax accruing to the province and the federal government
- Increasingly, the value of housing stock availability in balancing the current and projected continuation of demand and its upward pressure on price; and
- Impacts on consumer spending, household formation, and the broader benefits of accessible housing, boosting the tax base, supporting employer recruitment of workers, among other benefits.
- Optionally, we can also provide an assessment of the demographic impacts and absorption rates based on our scenario-based population forecasting.
- The final statement of benefits will be succinctly framed in a one to two-page summary. This report will address the following direct and spin-off construction impacts of the project's contribution to:
 - Employment (expressed in full-time equivalent positions)
 - Household income
 - Gross domestic product (GDP at market prices)
 - Federal and provincial taxation; and
 - Changes in tax base and property tax revenues.

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10. **Master Plan Development:** We will use these conversations/process to this point to prepare a master development framework plan and final pro forma and phasing plan.

12. **Planning Advisory Committee and Community Feedback:** We will present our outcomes to the Planning Advisory Committee, hold a Public Open House and ensure Wolfville Blooms (online portal) is updated. A recommendation from the Planning Advisory Committee would be sought.

13. **Final Changes to Secondary Plan and Master Plan:** Following feedback from these sources we will update the draft secondary planning document and draft master plan

15. **Council Consideration:** We will assemble the final plan for consideration and adoption by Council into our planning documents through the legislated process in the *Municipal Government Act*.

16. **Development Enabled and Proceeds:** Depending on the outcomes of the Secondary Planning process, it is Staff's intent that development could then proceed by Site Plan approval (not Development Agreements). Contributions, timing and infrastructure would be managed through servicing agreements, in accordance with the secondary plan adopted by Council.

This overall process is estimated to cost up to \$150,000 – hiring various specialized consultants to carry out the work and support Staff moving this forward. It is anticipated the secondary planning process could be accomplished in 6-8 months.

6) FINANCIAL IMPLICATIONS

The \$150,000 is an unbudgeted cost, and as such Council should consider the options available to fund the secondary planning process. There is an opportunity for the land owners and Developers to contribute to this process; however, most of this work relates to Town responsibilities, e.g. does the Town's Water Utility have sufficient capacity to meet water consumption demands as new development occurs. As details of the secondary plan are developed the Developers will carry costs where relevant to their specific lands (e.g. infrastructure upgrades required for the development).

A couple of factors relate to the overall funding of the proposed secondary planning process.

- A portion of the consulting work required relates to the Water Utility (refer to Step 4 of the process outlined above). Currently it is anticipated this work will have a cost between \$50,000 and \$75,000. This would be paid directly out of the Utilities Operating Fund. No direct use of reserves is needed as the Utility is able to budget and/or incur a deficit. The Utility had \$674,000 in Accumulated Surplus at the end of fiscal 2020/21 which can be used to absorb the \$50,000-\$75,000 cost.

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- The other portion of the work relates to the Town's Operating Fund and as such has to fit within the financial processes outlined for municipalities. This could mean simply paying out of current year expenditures with the hope that the Town ends the year without a deficit. The other option is for Council to approve a transfer from Operating Reserves to offset the cost.

Given the current year end financial forecast for the Town (refer to Information Report related to 1st Quarter Financial Results) it would make sense to use Operating Reserves as the funding mechanism. This helps to avoid a potential deficit, which can count against the Town in the provincial Financial Condition Index (FCI's). Use of Reserves in this case is also consistent with the rationale outlined in Town Policy 140-006 Reserves.

It should also be noted that the Town entered the current fiscal year with approximately \$2.5 million in Unrestricted Operating Reserves. Of this amount, the Town has tentatively committed just under \$1 million for operating & capital costs during the next decade.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The Town's new planning documents can be found [here](#).

- [Municipal Planning Strategy](#)
- [Land Use By-law](#)
 - Schedule D outlines considerations for CDD areas
- [Zoning Map](#)

The Municipal Planning Strategy Policies most relevant are included below.

MPS Section 8.5:

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Title: East End CDD Lands

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8.5 Comprehensive Development District (Future Neighbourhoods)

IT SHALL BE THE POLICY OF COUNCIL:

1. To establish a Comprehensive Development District (CDD) zone in the Land Use Bylaw within the Neighbourhood Designation.
2. To require secondary plans to enable development agreements for developments within a Comprehensive Development District (CDD) zone.
3. To enable concurrent creation of secondary plans and development agreements and/or rezonings for Comprehensive Development Districts.
4. To require all proposals in the Comprehensive Development District (CDD) zone to enable a mix of commercial, institutional, park, open-space, and residential uses, in a variety of forms.
5. To enable certain existing uses on Comprehensive Development District (CDD) zoned properties, as outlined in the Land Use Bylaw.
6. To ensure the following criteria are met when Council is considering development proposals in the Comprehensive Development District (CDD) zone:
 - a. The minimum net-density of residential dwellings units shall be an average of 10 dwelling units per acre.
 - b. Require all power and communication infrastructure to be located underground (both primary and secondary) except in the following situations:
 - i. when 3-phase power is required; and
 - ii. when undergrounding of services negatively impacts significant environment features, such as watercourses, wildlife habitat, areas of steep slopes and similar situations.

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7. Larger parcels, or accumulated parcels, in other zones may apply to be rezoned to Comprehensive Development District (CDD).

8. To require a secondary plan for areas zoned Comprehensive Development District (CDD) that responds to the Town's 'sustainability checklist' (Schedule D: of the Land Use Bylaw - Sustainability Checklist for Comprehensive Development Districts) and respond to the following principles:

a. Land Use and Design

- i. Community Centre
- ii. Mixed Land Uses
- iii. Community Plans
- iv. Leveraging Existing Infrastructure

b. Connectivity

- i. Active Transportation
- ii. Green and Grey Networks
- iii. Alternative Forms of Transit
- iv. Connected Green Network of Natural Assets

c. Environmental and Economic Sustainability

- i. Environmental Considerations
- ii. Working Landscapes
- iii. Low Impact Infrastructure
- iv. Stormwater Management
- v. Enhancing Natural Environmental Features of high ecological value
- vi. Alternative Energy Sources
- vii. Density
- viii. Local Economy

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d. Social Equity

- i. Education Opportunities
- ii. Mixed Housing Types
- iii. Affordable Housing Supply
- iv. Accessible Design and Built Forms
- v. Prioritization of Shared Spaces

8) COMMUNICATION REQUIREMENTS

Communication and engagement during the planning document review has been carried out and was extensive; however, this is substantial change that will require a communications strategy as we move forward.

Initial communication will be to property owners within the two CDD areas and with developers. A full community consultation process and notification would be established as part of the secondary planning work.

9) ALTERNATIVES

- That Council not move forward with authorizing the costs to comprehensively plan the east end CDD lands and it be considered as part of the 2022 budget deliberations

COMMITTEE UPDATE

Title: Mayor's Task Force on Economic Development
Date: October 5, 2021
Department: Committee of the Whole



UPDATE

This new Task Force got underway in September. The Project Charter appended to this update outlines the purpose and work of the Task Force as well as its membership. The Task Force will be time limited with plans to have a report to Council by the end of this calendar year so that it may inform upcoming budget discussions.

Approximately 20 local businesses have been identified for the first round of Business Retention and Expansion (BRE) interviews. Interviews will be conducted by the Task Force Members and are intended to be completed by the end of October. This first round of interviews will be treated in part as a pilot and both questions and process used may be refined following the initial round of interviews. Typically, BRE interviews would be conducted by staff involved in economic development and that may be the direction in the future. These interviews will however help inform the larger intent of the Task Force and so will be conducted by the Members of Council on that group.

Approximately a dozen “influencers” individuals within the Town and Region who can help the Task Force to understand emerging businesses and entrepreneurial opportunities, resources or situations the Corporation of the Town as well as other partners could put in place to attract and support these initiatives, will also be interviewed during October.

The Project Charter provides more detail as to intent and process.

Respectfully Submitted

Mayor Wendy Donovan
October 2021

1. PURPOSE & DESCRIPTION

PURPOSE

The Mayor's Task Force on Economic Development will undertake an environmental scan of opportunities, constraints, support requirements, infrastructure and planning resource needs, potential partners etc., needed to attract business innovation, retention, and resiliency.

DESCRIPTION

Members: The Task force is composed of the Mayor and both Councillors who are Town representatives to the WBDC – Councillors Madeira-Voss (main appointee to WBDC) and Mackay (alternate appointee).

Timeline: The work of the task force will begin in September 2021 with an aim to provide a report to Council early in the 2022-23 budget preparation process – aiming for December 2021.

Activities: Part One of the Task Force's work will involve interviews with a variety of stakeholders including but not limited to: WBDC; Wolfville Market; Federal and Provincial elected officials for our region; Acadia Entrepreneurship Centre Director; Devour Representative; Regional Economic Network Chair and Senior Staff; Wolfville Market Manager; Acadia Student Union; Major Developers in the area; area Realtor representative(s); NSCC representatives including COG's campus representative; selected faculty at Acadia deemed to be able to provide insight to emerging business and technology options; local immigration representative; other selected individuals in the community that may emerge through initial consultations. Questions with these stakeholders will focus on: (1) emerging business models (2) existing and emerging business opportunities that are compatible with our community and region (3) limitations to / supports needed by emerging workforce opportunities (4) identification of potential financial and other supports (5) impediments to graduate retention (6) supports needed to attract entrepreneurs (7) what collaboration opportunities exist and how best are these developed.

Part Two of the Task Force's work will involve selected interviews with member businesses of the WBDC using an online survey format developed by Town staff for a Business Retention and Expansion (BRE) initiative. Of the over 250 local businesses currently identified within the Town's developing business GIS the Task Force will identify approximately 15 businesses deemed to be most consistent with the interviewees within Part One. Eventually all businesses will be engaged although not in the time frame of this Task Force.

Data gathered in Phases One and Two will be consolidated and analyzed to prepare an environmental scan report sufficient to identify some next steps for both the WBDC and the Town. As well the report will help inform resource requirements in this area that can be considered within the upcoming budget.

2. ALIGNMENT TO COUNCIL'S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes three (3) strategic directions and six (6) strategic principles. The Task Force for Economic Development is aligned with the Council Strategic direction "To Leverage our Economic Opportunities". As economic opportunities grow that in turn will provide opportunity to orient our infrastructure investments and through employment and service opportunities improve the quality of life for all residents, local and regional businesses.

OTHER TOWN PLANS

Directions that may be suggested or recommended by the Task Force will be consistent with the Town's various planning documents or could perhaps suggest a review of existing policies. As noted, recommendations may have implications for upcoming or future budgets. Both housing and business space accommodation will be likely requirements of business expansion and this initiative may help inform those files. Future planning for the Town's Library, micro-transit, pedestrian and other forms of active transportation, as well as vehicle traffic, will all be impacted by and attractive to future business location and development. Business expansion can certainly affect climate issues and must be a consideration for those plans.

3. SCOPE

OBJECTIVES

The objectives of the Mayor's Task Force on Economic Development are:

1. To identify realistic opportunities for new business development including graduate retention, entrepreneurial attraction, existing and future business resiliency
2. To identify supports and resources that the Town may need to provide to further any opportunities identified.
3. To build relationships with existing businesses including identifying needed supports and systems those businesses may need to remain resilient.

DELIVERABLES

The deliverable for the project:

1. An environmental scan report to Council for December 2021 with timing designed to support the next year budget discussions.

2. Initiation of the Town/WBDC BRE program including launching of the Town's GIS program for business.

4. TIMELINES AND MILESTONES

This Task Force will commence in mid September 2021. Interviews will be undertaken in October and early November with at minimum a draft report or status update available for the December 2021 COW

5. ASSUMPTIONS, CONSTRAINTS & RISKS

ASSUMPTIONS

- That those people identified for interviews will be willing to participate

CONSTRAINTS

- None identified at this time

RISKS

- None identified at this time

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

No budget requirements for the Task Force

RESOURCES

In addition to the Task Force composed of three members of Council, the Town's Director of Planning, GIS Manager and CAO will be involved in some aspects of this initiative. Interviews and report preparation will be the responsibility of the Task Force.

PROCUREMENT

N/A

7. ROLES & RESPONSIBILITIES

The Task Force is composed of three members of council. Council as a whole will be responsible for considering the report to assess whether there are implications for the future year budgets as part of the budget process

8. COMMUNICATION & ENGAGEMENT

The Task Force work to date will be shared with Council as part of the monthly COW internal committee reports.



1. Economic Prosperity

Public spaces continue to be revitalized with special attention paid to the re-fresh at Robie Tufts. Newly updated roofing, painting, harvest tables, lighting, and a pergola have been added to the well-used space. We continue to work with the Nature Society to update the older interpretive panels.

Park staff will be working to support Devour over the next weeks. The festival runs this year from October 19th–24th, with a hybrid format. This year's theme is Global Indigenous Cinema and Cuisine. Full schedules and event details can be found on their website at www.devourfest.com.

Other coming events to watch for include the Pumpkin Parade (Nov.1), Night of Lights (Nov. 26/27), and Wolfville Glows in December.

After direction from Council, discussions have continued with stakeholders in the East End of Wolfville regarding the lands zoned Comprehensive Development District. It is anticipated a planning process will begin in the fall for these lands. Direction is being sought from Council on an overall secondary planning process and costing.

The Valley Harvest Marathon happens on October 9 and 10 in Wolfville. With nearly 3,000 runners involved annually the Valley Harvest Marathon offers participants a chance to explore the beautiful Valley area around Wolfville and Port Williams and finish with a chance to network with fellow participants.

Acadia Homecoming runs from October 14 to 17 and will be both in-person and on campus this year. Town staff will be supporting this event as needed.

2. Social Equity

Since June of 2021, there has been a growing sense that flag lowering did not go far enough to acknowledge the loss of life, cultural genocide and systemic racism faced by indigenous peoples both historically, and today, the Town of Wolfville installed a semi-permanent memorial in Willow Park. Created from 215 bricks, painted orange, and placed around the perimeter of the pond at Willow Park, the community was invited to use this as a space to acknowledge experiences of indigenous peoples in our country and our community.

Following the first **National Day of Truth and Reconciliation**, the Town of Wolfville will remove the bricks to begin work on the permanent memorial that will live on in Willow Park. The memorial will be crafted with the original 215 bricks and council will be updated on this effort.

The Mawio'mi (Gathering) was supported by Town Staff, Council and DTM Security from September 30th through October 4th. A long list of engaging events was hosted in Clock Park.

CAO REPORT

October 5, 2021

Department: Office of the CAO



The Library and Town Hall process is underway with both staff and council workshops taking place with consultants from Fathom Studios. Public Consultation on this project will happen later in the fall and through the winter of 2022.

Staff were successful in a funding application for a Community Transit Feasibility Study to the Nova Scotia Transit Research Incentive Program – this work has begun with student background research and a consultant will support aspects of this work moving forward – including discussion with Council.

3. Climate Action

The costing of the all-ages-accessible bike network is being finalised. 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 at November Committee of the Whole. Staff have begun exploring grants to support this work as it gets considered in our 10-year capital plan.

A Climate Action update has been provided to Committee of the Whole and Staff will bring a draft plan forward in November. The Regional Climate work is also set to be completed in November.

The Finance Department continues to work on refining the PACE program process. Several projects have now been approved to proceed to installation phase. Our program partners hosted a number of full capacity stakeholder workshops at the Curling Club to raise more awareness for the newly launched program.

4. Community Wellness

Our workplace asymptomatic COVID-19 screening program has launched and we are averaging 125 tests completed each week. Our program participants include Town staff, volunteer fire fighters, crossing guards, after school program workers and members of council.

While exemption from the program is possible with proof of full vaccination (two shots plus two weeks), a good number of our team have opted to remain in the testing program to keep our community as safe as possible through this commitment to stop the spread of COVID-19.

Staff have been sharing screening test program details as well as our policy and standard operating procedures with other Towns, and community organizations, ensuring our learning is shared with the broader community. Program feedback has been mostly positive, with the only negative being the amount of candy in the test kit bags. The candy count is now being adjusted.

Our Afterschool Program staff are hired, programs are underway for 15 plus students each day and there is a waiting list. The Adult Ukulele classes begin in October as well as Older Adult Fitness.

CAO REPORT

October 5, 2021

Department: Office of the CAO



The Summer Music Series is now complete. We saw excellent attendance, and feedback throughout the summer was positive. Yoga in the Park is wrapped-up after a busy, well-attended season.

Pickle Ball Courts will come back to Council as part of the 2022/23 budget process.

5. Update from Finance/Corporate Services

Most external financial report submissions have been completed, including CIP for Gas Tax, SOE-A and SOE-B for provincial purposes (Town Budgets info), AER for gas tax requirements. Still outstanding is provincial FIR (Town's year end results), however the province is changing forms and the template has not yet been released. A typical due date for all of this is no later than September 30th.

Our Water Utility submission to UARB for year end results is still outstanding. There is no specific deadline, however the goal is to get this done by September 30th.

The Management Team is working through the early stages of the 2022/23 budget process, focused mostly on project identification and resource requirements (both operating and capital).

The due date for final 2021/22 tax bills is September 30th. Full analysis of arrears is to be done in early October, with an update to the Audit Committee in October.

The second quarter water bills went out at the end of September. This will provide further information as to how close to "normal" things have become in relation to COVID. For example, we will be looking to see if the commercial sector has returned to normal or closer to normal consumption patterns.

IT efforts have focused on supporting the website project, as well as assisting with the GIS upgrade to the Enterprise GIS platform. GIS staff met with Planning Department staff and the Town Clerk to work on the Compliance Reporting system which ties into the GIS system. Once fully active this should help streamline complaints received and sorting between dealing with staff and applicable bylaws. GIS continues to work with Planning to finalize the application to tie Building Permits process automatically to Town GIS and PVSC assessment records.

Final decision and release of information related to a 2016 FOIPOP application (appealed to OIPC back in 2016) was expected by the end of September.

6. Infrastructure/Capital

Updated traffic counts at the 4-way intersection began at the end of August and will continue at specified intervals into October. This intersection has a significant impact on traffic operations through the Town and there have been a variety of questions related to possible improvements to the intersection to better accommodate vehicles and active transportation users.

The last traffic count at this intersection was completed in November 2014 and may not have adequately incorporated peak pedestrian volumes seen in the summer and early fall. To better understand actual

CAO REPORT

October 5, 2021

Department: Office of the CAO



operations and potential intersection upgrade options, a more robust and focused analysis is being carried out using MioVision - automated data collection technology that incorporates real time movements of all users of the intersection. Following the updated traffic counts, Fathom Studios will be preparing an updated report outlining the results and recommendations, which will be brought forward to Council this winter.

Project updates:

- Acadia St, Main St and Pleasant St sidewalks are now complete. Crews are currently working on a section near the top of Chestnut Ave.
- Iona Rd, Fowler St and Riverview Ave - street paving is now complete. Sections of Blomidon Terrace are scheduled to be completed in the next month.
- The water transmission line installation along the top of Westwood Ave and Park St is now substantially complete.
- Water system flushing has been completed for 2021. The Director of EPW would like to thank residents for their patience on days that water pressure was low.
- Two projects have recently been awarded and will begin construction this fall:
 - New decorative lights on Gaspereau Ave from Main St to Summer St
 - New sidewalk and curb along Willow St

INFORMATION REPORT

Title: Wolfville Crosswalk Strategy
Date: 2021-10-05
Department: Engineering and Public Works



SUMMARY

Wolfville Crosswalk Strategy

In the fall of 2020, Fathom Studios (Fathom) was commissioned to carry out a technical review of existing crosswalks within the Town of Wolfville and develop a pedestrian crosswalk strategy to support the Town's existing and future transportation system. The Town of Wolfville has approximately 75 crosswalks, of which 42 are along the Main Street corridor.

Fathom's study includes guiding principles and best practices in order to inform future decision making by the Traffic Authority and Council. An inventory of existing crosswalks was developed using the Town's GIS database, and a gap analysis between existing conditions and best practice was completed, leading to a priority list that can be used for future planning.

Fathom's final report is titled, "Town of Wolfville Pedestrian Crosswalk Strategy" and is included in this information report. Fathom will be presenting a summary of their work during the October 5, 2021 Committee of the Whole meeting.

INFORMATION REPORT

Title: Wolfville Crosswalk Strategy
Date: 2021-10-05
Department: Engineering and Public Works



1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

- Town of Wolfville Pedestrian Crosswalk Strategy (attached)

3) DISCUSSION

The Town of Wolfville Pedestrian Crosswalk Strategy (Strategy) will assist in prioritizing crosswalk improvements on a go-forward basis and will assist in identifying the location and requirements of existing and future crosswalks. The Strategy examines existing crosswalks from an accessibility perspective and makes recommendations for improvements and standards for existing and future crosswalks.

Two new rectangular rapid flashing beacon (RRFB) crosswalk lighting systems similar to the existing beacons at the intersection of Main Street and University Avenue are included in the capital budget for the current 2021/22 fiscal year. In consultation with Fathom through this process, EPW staff have identified the following locations on either end of Main Street entering the Town as the top priorities for RRFB crossings:

- Main Street at Landmark East School
- Main Street at Olsen/Laura Moore

These locations are included with two others in the case studies at the end of the Strategy. The goal is to complete these two priorities this fiscal year, depending on weather and contractor availability. In order to make this goal achievable during a time of supply shortages and increased delivery times, EPW has already proceeded with the order of two sets of rectangular rapid flashing beacons (RRFBs).

A third RRFB is recommended at the intersection of Main Street and Willow Avenue, and will be included in the 2022/23 Capital Budget. Recommendations from the Strategy for other crosswalk locations will be reviewed and implemented through the 10-year capital program. For future years, a budget of \$25,000 per year is being proposed in the 10-year capital plan for a consistent approach to crosswalk upgrades for the long term.

4) FINANCIAL IMPLICATIONS

The 2021/22 Capital Budget includes \$80,000 for crosswalk upgrades. The two RRFB priorities for this fiscal year are expected to be within this budget. A budget of \$40,000 is being proposed for 2022/23 to allow the installation of the Willow Avenue RRFB. A budget of \$25,000 per year is being proposed for subsequent years in the 10-year capital plan for a consistent approach to crosswalk upgrades for the long term.

INFORMATION REPORT

Title: Wolfville Crosswalk Strategy
Date: 2021-10-05
Department: Engineering and Public Works



5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This project falls under Priority Area 2 of Council's Priority Initiatives, as outlined in the 2021-24 Strategic Plan:

2. Clear plan to address, in a timely manner, the revitalization and maintenance of road, sidewalk, crosswalk infrastructure and traffic management including addressing the issue of the 4-way stop.

The safety aspect of the Strategy also links directly to Council's strategic direction of Community Wellness.

6) COMMUNICATION REQUIREMENTS

N/A

7) FUTURE COUNCIL INVOLVEMENT

An official Crosswalk Policy (which may be combined with additional traffic related items) will be brought to Council for consideration at a future date. Section 5 of the Strategy lays out a framework for such a policy.



TOWN OF WOLFVILLE PEDESTRIAN CROSSWALK STRATEGY

SEPTEMBER 2021

Prepared for:

Town of Wolfville

Prepared by:

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Release

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Final Report — September 27, 2021



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01 Introduction and Guiding Principles

1.1 Introduction and Context

Fathom Studio was commissioned to carry out a technical review of existing crosswalk within the Town of Wolfville and develop a pedestrian crosswalk strategy to support the town's existing and future transportation system. The Town of Wolfville has approximately 75 crosswalks defined in their current database composed of a variety of intersection and mid-block crossings. This study specifically focused on existing crosswalks along the Main Street (Route 1) corridor between the east and west Town limits which represents 42 of the 75 crosswalks.

1.2 Study Purpose

Wolfville's transportation system is composed of a wide variety of important infrastructure elements including roads, sidewalks / trails, parking areas, loading zones, and more. This infrastructure supports a diverse set of users in vehicles, on foot, on bicycles, and many other motorized and non-motorized modes of travel. The safe and efficient operations of all users on all parts of the network are of the utmost public importance.

The interaction of the various modes is no more apparent than in our crosswalks - where roadway users (cars, trucks, buses, cyclists, etc.), directly interact with active transportation users generally at perpendicular angles. Crosswalks are integral to our transportation network, but inherently introduce points of conflict.

Money and urban right-of-way is simply not available to eliminate these conflicts through grade separation, therefore we have to think strategically about the existing infrastructure. This strategy examines the current condition of crosswalks, looks to the available best practises, and provides recommendations on ways to bridge the gap between the two.

The report concludes with recommendations, and an implementation plan which the Town of Wolfville may follow to start to mitigate risk and create a safer, more efficient and cost effective pedestrian crosswalk

environment. These items are considered to be an essential part of the Town's transportation framework and risk mitigation strategy. Such a strategy must:

1. Understand the current conditions of existing crosswalks;
2. Understand what the current best practices are for crosswalks;
3. Bridge the gap between these two points in a timely, cost effective and practical manner.

1.3 Study Objectives

This study was prepared to address these 3 fundamental points by gathering past work the Town has completed, recognized design and operational guidelines for crosswalks and the surrounding environment, evaluating the current crosswalks along the Main Street corridor, and developing a process to determine where time, effort and money is best spent in upgrading the existing crosswalk infrastructure. To do so, the report includes the following sections:

1. Guiding Principles - Defining an understanding of what we can and can't do...and why
2. Crosswalk Inventory - Safety and operational reviews of crosswalks including existing data and data needs
3. Crosswalk Best Practices - What is the current state of the art that should guide where we go
4. Gap Analysis and Prioritization - Understanding the gap between existing and conditions and best practices
5. Crosswalk Policy - Establishing a framework for bridging the gaps
6. Case Studies - Putting the process to work

1.4 Guiding Principles

The TAC Pedestrian Crossing Control Guide provides seven guiding principles. The application of these principles to the installation of new crosswalks or for the evaluation of existing crosswalk will help establish a connected, safe, and convenient network of pedestrian facilities, which in turn contributes to more sustainable and healthier communities.

Safety

Safety is the principal objective in providing pedestrian crossing control and other supporting facilities and devices. It is fundamental that the road system protect pedestrians and other vulnerable road users by achieving a high level of compliance from drivers, bicyclists and pedestrians, and by minimizing pedestrian exposure to vehicular traffic.

Delay

Delay experienced by pedestrians attempting to cross the road should be managed. As pedestrian delay increases, the likelihood of pedestrians making risky or non-compliant crossings also increases. This reduces the efficiency and safety of the crossing for both pedestrians and vehicle occupants.

Equity

The demographics of the pedestrian population as well as the mix of road users at different time periods should be considered, and crossing facilities and control devices should be designed accordingly. As the population changes, a “Design Pedestrian” should be considered to ensure the accessibility of all road users and not only those with good visual, mental, and physical capabilities.

Expectancy

The presence of a pedestrian crossing treatment system should not violate driver expectancy, thereby increasing the likelihood of drivers responding to situations correctly and quickly.

Consistency

This helps ensure that installations and devices are recognized, understood, and used effectively by all road users. The pedestrian crossing control devices or combinations of devices where single, simple treatments may be insufficient or unsafe should be designed according to the four traits of positive guidance: primacy (signs are placed according to the importance of their information, and in a way that presents the driver with information when it is essential); spreading (information is given in small amounts to reduce the information load on the driver); coding (color and shape coding of traffic signs); and redundancy (information is repeated).

Connectivity

Facilitating connectivity between crosswalks and sidewalks and/or trail networks involves understanding and monitoring pedestrian desire lines, which evolve as a function of land use, the location of pedestrian generators and attractors, and proximity to existing crossing facilities. When alternatives to pedestrian desire lines are required due to other factors, these facilities should be simple, convenient, and clearly marked, and should effectively channel pedestrians so that they modify their natural choice with the shortest possible deviation.

Pragmatism

The pragmatic selection of pedestrian crossing treatment systems involves consideration of costs, effectiveness of the device in local conditions, ease of installation and maintenance of the device, particularly in winter, when maintenance due to snow and ice can be challenging. The professional must realize that when a device is provided it should be functional year-round, unless it is intended to be used only temporarily.

In addition, the following supplementary guiding principles were developed specifically for the Town of Wolfville.

- All Ages and Abilities** The Town of Wolfville is actively pursuing an “All Ages and Abilities” (AAA) core active transportation network throughout the Town, including adjacent to Main Street. While holding such a standard may not be possible for all facilities throughout the Town, pursuing such a standard at all crosswalks where ever possible is recommended.
- Modal Diversity** Transportation systems throughout the world are being rethought, re-envisioned, and re-built to place greater emphasis on non-motorized modes of travel. While vehicle travel is not expected to disappear, the points of intersection between roadways and active transportation networks are quickly becoming increasingly important.
- Crosswalk Environment** It must be recognized that crosswalks are part of the surrounding environment. Crosswalk signs and markings, while important, have limited impact on drivers and their behaviour on the road network. Adding signs, markings and lights (if warranted) in combination with an appropriately designed crossing “environment” significantly improves the likelihood that all users will operate in a safe and responsible manner.
- Shared Responsibility** To often the discussion of crosswalk safety comes down to cars versus pedestrians (“I have the right-of-way”, “i didn’t see them waiting to cross”, “they were texting (could apply either way!)”, etc.). Seldom does a pedestrian win a battle when they compete with a car. It is therefore critically important that both vehicles and pedestrians respect and understand that they both have very important responsibilities at crosswalks.
- Three Pillars** A comprehensive pedestrian strategy is composed of three critical “E”s:
- Engineering (planning, design and maintenance) - making sure best practices are met;
 - Enforcement - ensuring both vehicles and pedestrians responsibly use the crosswalks and surrounding environment;
 - Education - Making sure everyone knows what they are supposed to know, especially with respect to vulnerable road users.
- Human Factors and Driver Consistency** It is important to remember that all parts of our transportation system are controlled by people (at least for now...) - people that have certain limitations, can make mistakes, miss signs and signals, make a wrong decision and a more. It is important to have an understanding on fundamental road safety considerations that factor into decisions made on add, improving or removing a crosswalk. Items such as consistency of signage and pavement markings, driver expectations at sequential and corridor based crosswalk locations, impacts of the surrounding environment and more are all important inputs to crosswalk based decisions.
- Context Appropriate Solutions** There is no point in pretending that there is unlimited resources and budgets to address all deficiencies that may be found at crosswalk or in other parts of the Town’s transportation system. Similarly, this is not being implemented in Toronto, or even Halifax therefore the crosswalk strategy must be suitable and practical for a smaller rural Nova Scotia Municipality.

1.5 Definitions

A variety of additional definitions can be found in the Nova Scotia Traffic Safety Act as well as a wide variety of other publicly available publications addressing roadways and crosswalks.

Actuation - Push Button

Actuation - Detectors

AASHTO - American Association of State Highway and Transportation Officials

Classification - Crosswalk: Defines characteristics of the crosswalk including: Marked or Unmarked; controlled (signal or stop sign intersection control) or uncontrolled; intersection or mid-block.

Classification - Roadway: Defines the hierarchy of roadways in a road network and impacts the nature of appropriate crosswalk treatments systems. General categorized into Freeway, Arterial, Collector and Local streets.

Crosswalk (NSTSA)

- (a) a marked lane across a roadway designated by a traffic sign for pedestrian crossing; or,
- (b) where not marked, that part of the roadway at an intersection that is included within the straight extension or connection across the roadway of:
 - (i) the lateral lines of the edges of any sidewalk at the side of an intersecting highway, or
 - (ii) in the absence of a sidewalk, the lateral lines of the curb or edge of the roadway and the property boundary at the side of an intersecting highway;

Crosswalk Skew - crosswalks that are not perpendicular to the curb lines (skewed) increase crossing distance (width) and exposure. They should be avoided, or designed to minimize skew wherever possible.

Crosswalk Width - Defined as the width from curb-to-curb taken at the midpoint of the crosswalk, including lanes, bikeways. Medians or refuge islands should be identified in this width from an operational perspective but do not reduce the fundamental width of the crosswalk.

Curb Radius - the radius of the curb line between streets where the main street meets and intersecting street or driveway. Frequently crosswalks are placed near or within this radius potentially making the crossing distance longer or promoting movements that are not directly aligned with the crossing direction.

Exposure - a measure of the potential opportunity for a crash to occur.

Grades - Cross-slope or longitudinal grades along roadways, sidewalks, or crosswalks or ramps. Typically identified as a percentage slope or ratio of horizontal over vertical dimensions.

Leading Pedestrian Interval (LPI) - provides for a pedestrian walk period prior to vehicles receiving a through green signal on the parallel street.

Pedestrian (NSTSA) means a person on foot, and includes a person

- (a) in or on a mobility aid; and
- (b) riding on a motorized cart designed for and being used to transport golfers and golf equipment over a golf course while traveling from one part of a golf course to another in a marked crosswalk;

Pedestrian-Activated Beacon means a flashing amber light activated by a pedestrian to indicate to drivers of vehicles on a roadway that the pedestrian is crossing, or waiting or about to cross, the roadway;

Ramp Configuration - Apex - crosswalk ramp located near the middle of the curb radius which generally slopes towards the center of the intersection.

Ramp Configuration - Perpendicular - crosswalk ramps placed past or near the end of the corner radius generally sloping in the direction of the opposite curb ramp across the roadway.

Recreational Apparatus (NSTSA) means a device capable of transporting an individual while being propelled by that individual's muscular power and includes

- (a) a kick scooter;
- (b) a skate board;
- (c) in-line skates;
- (d) roller skates; and
- (e) any other device prescribed by the regulations as being a recreational apparatus, but does not include a bicycle or mobility aid;

Risk - A measure of the probability of a crash to occur given exposure to potential crash events.

Signal Timing Plan - represents the time associated with each phase of movement at traffic signals and also includes information the fundamental operational characteristics of the signals (i.e. actuated or pretimed).

Speed - 85th percentile speed - The speed at which 85% of the vehicles passing a given point travel slower than.

Speed - Limit - The maximum speed at which a vehicle or other conveyance is permitted to travel on a roadway.

Vulnerable Road User - generally refers to users of the road network such as walkers or pedestrians and cyclists (bicyclists and motorcyclists) who are more easily injured in a car-dominated road space. With respect to crosswalks, VRU often refers to users such as children, the elderly or the mobility impaired.

02

Crosswalk Inventory

2.1 General Inventory

The Town of Wolfville currently maintains data on 75 individual crosswalk locations throughout the Town. Information primarily resides within the Town's Geographic Information System (GIS) database and is represented in the screenshot below where the red boxes represent existing crosswalk locations.

Existing data base information was reviewed and additional data was gathered from a variety of sources including:

- A detailed desktop review of crosswalk locations using Google Earth and Streetview;
- Existing GIS information provided by the Town of Wolfville;
- Review of various past reports and correspondence related to crosswalk infrastructure; and,
- Field investigations and detailed safety, operational and geometric review of each crosswalk considered in this evaluation.



2.2 Crosswalks Addressed in this Study

This study focuses on crosswalks located along Main Street within Town limits. Of the 75 crosswalks in Wolfville, our study looks at the 42 along Main Street as identified in the table to the right. These include direct crossings of Main Street as well as crossings of minor side roads at Main Street.

A significant number of the marked minor road crossings are configured at three-leg intersections resulting in one minor road crossing only with only 4 locations where minor roads are present on both sides of Main Street.

Locations are identified by the nearest side street and the table shows whether the location includes a crossing of Main Street and/or a minor road crossing at the same location.

	Main Street Crossing		Minor Road Crossing	
	Yes / No	#	Yes / No	#
Wolfville Elms / Landmark School	Yes	1	No	
Hillcrest Avenue	Yes	1	Yes	1
Cherry Lane	No		Yes	1
Kent Avenue	No		Yes	1
Chestnut Avenue	Yes	1	Yes	1
Wickwire Avenue	No		Yes	1
Robie Tufts Dr. / Earnscliffe Ave	Yes	1	Yes	2
Balcom Drive / Westwood Drive	Yes	1	Yes	2
Acadia Athletic Complex Driveway	No		Yes	1
University Avenue	Yes	1	Yes	1
Highland Avenue	Yes	1	Yes	1
Elm Avenue	Yes	1	Yes	1
Linden Avenue	Yes	1	Yes	1
Central Avenue	Yes	1	Yes	1
Harbourside Dr. / Gaspereau Ave	Yes	2	Yes	2
Locust Avenue	Yes	1	Yes	1
Willow Avenue	Yes	1	Yes	1
Victoria Avenue	Yes	1	Yes	1
Orchard Avenue	No		Yes	1
Oak Avenue	No		Yes	1
Sherwood Drive	No		Yes	1
Maple Avenue	Yes	1	Yes	1
Laura Moore Road / Olson Drive	No		Yes	2

2.3 Existing Data / GIS

The table below was generated from a review of the existing crosswalks databases within the Town’s GIS. The table identifies which layer was reviewed, fields within each layer that are considered useful to the evaluation of crosswalks, and why it is considered useful. The last column lists additional data that was identified during the crosswalk review process that may be useful to the Town.

LAYER	USEFUL FIELD	REASON WHY IT IS USEFUL	FIELDS TO ADD
wValves	None	N/A	
swManholes	Location	If in close proximity to crosswalk	
ssManhole	Location	If in close proximity to crosswalk	
swCatchbasin	Location	Provides indication of drainage in vicinity of crosswalk, proximity and direction	
Street Centerline	OWNER PCI_DESC ROADCLASS SURF_WIDTH ROW_WIDTH SURF_DESC CURBED CURBTYPE SIDEWALK SIDEWALKTY ReplaceYr BUSROUTE PCI_FIX IRI_FIX	Establishes Jurisdiction Adjacent pavement condition Road Hierarchy / Importance Indication of Crossing Distance Indication of Additional Width Type of Surface Curb Presence Type of Curb Sidewalk Presence Type of Sidewalk Anticipated Future Work Presence of Buses Type of Future Work (Condition) Type of Future Work (Roughness)	AADT Peak Hour Traffic Bike Lane Present Lane Width
Crosswalk	DATE_REV TYPE STREET SHAPE_Leng	Most recent review of Crosswalk Lined or Zebra Location Approx. Length of Crosswalk	SEE SECTION 2.4
Sidewalk	SnowPlow Material WIDTH CONDITION ReplaceYr	Plowed in the Winter? Surface Type Width of Sidewalk Sidewalk Condition Anticipated Future Work	
Curb	CONDITION	Condition of Curb	
Bike Lane	None	Similar to Street Centerline	
Buildings	None	N/A	
PavedSurface	None	N/A	

2.4 Additional Crosswalk Data Required / Recommended

The table below shows the additional fields that are considered beneficial to building a comprehensive crosswalk database for inventory, condition and planning purposes. The table identifies the general name of the new field, which data base it should reside within, and the reason it is considered a beneficial addition to the Towns dataset.

NEW FIELD	DATABASE	REASON FOR ADDITION
AtStreet	Crosswalk	Combines with STREET in crosswalk database to give a more precise location of the crosswalk
Posted Speed	Street Centerline	For reference
85% Speed	Crosswalk	Identifies operation speed at crosswalk and impacts risk and treatment selection
Sight Distances	Crosswalk	Identifies formal sight distances requirements - Yes or No based on guidance in the policy
Visual Obstructions	Crosswalk	Identify if present for any direction, includes things such as branches, signage, large poles, etc.
Pedestrian Profile	Crosswalk	% composition of different users (elderly, students, children, accessibility challenged).
Night Time Lighting	Crosswalk	Specific to crosswalk illumination
Upstream Pole Present	Crosswalk	Does the pole obstruct visibility of a pedestrian waiting at the crosswalk
Distance to nearest Parking	Crosswalk	Minimum distances upstream and downstream of the crosswalk, or N/A if parking is not permitted
Sign Placement	Crosswalk	Placement of signs relative to the crosswalks, particularly looking for signs that are places too far
Crosswalk Environment	Crosswalk	Identifies special circumstances - schools, playgrounds, seniors residence, etc.
Collision History	Crosswalk	Any collisions near the crosswalk should be reviewed, particularly any pedestrian or bicycle collisions
Crosswalk Treatment	Crosswalk	Marked or Unmarked, Controlled or Uncontrolled Intersection or Mid-block Identify use GM, GM+, OF TSP, TSS, as per TAC Guide
Ramp Material	Crosswalk	Concrete, Asphalt, Mixed or Other
Ramp Condition	Crosswalk	Good, Fair, Poor, Not Present
Drainage	Crosswalk	Good, Fair, Poor - potential for standing water in the crosswalk that interferes with pedestrians
Parking Upstream and Downstream	Crosswalk	Yes, No or Restricted
Tactile Strips Present	Crosswalk	None, One Side, Both Sides
Vehicle Crossings	Crosswalk	Number of peak hour vehicles crossing the crosswalk
Pedestrian Volume	Crosswalk	Number of peak hour pedestrians crossing the crosswalk
Exposure	Crosswalk	$((\# \text{ Vehicles}) + (2 * \# \text{ pedestrians})) * (\text{length of crosswalk}) / 100000$

2.5 Field Investigations

Field investigations were carried out during the fall of 2020 and spring of 2021 and included a collection of photos, videos and technical commentary on each crosswalk. Data collected included operational, safety and geometric data as well as specific information on the crosswalk infrastructure, condition information and other environmental data relevant to the functionality of the crosswalk.

For marked crosswalks on minor side roads adjacent to Main Street, photos included a view from the east and west sides of the crosswalk and included the landing and sidewalk approach areas. Photos would also include any additional nuances of the crosswalk that may be relevant to the evaluation of the crosswalk.

For crossings of Main Street, photos included:

- Views across the crosswalk from the north and south sides;
- Driver eye views from 30 meters upstream of the crosswalk on both approaches;
- Driver eye views from 60 meters upstream of the crosswalk on both approaches; and,
- Other photos of items relevant to the evaluation of the crosswalk.

The intent of field data collection program and recording is to supplement the existing GIS data for easy representation in the electronic environment and to help simplify the evaluation of crosswalk requirements. For the purposes of this project, a spreadsheet was built based on the data contained in the existing GIS database and supplemented with additional information as defined in Section 2.4 and as collected in the field.

This data was then used as the bases for identifying deficiencies at each of the individual crosswalks as well as the subsequent gap analysis and prioritization processes.



Locust crosswalk at Main - facing west



Main crosswalk - facing south



Main crosswalk - facing north



Facing east from 30 meters



Facing east from 60 meters



Facing west from 30 meters



Facing west from 60 meters

03

Crosswalk Best Practices

3.1 References and Guiding Documents

The following documents form the primary references used as a foundation for this study and documents that should be referred to in the ongoing installation, removal, review and maintenance of crosswalks.

Legal / Legislative

Nova Scotia Traffic Safety Act Bill 80

The new Traffic Safety Act adopted in 2018, replaces the outdated Motor Vehicle Act, originally written in 1920.

Crosswalks

Transportation Association of Canada – Pedestrian Crossing Control Guide, Third Edition (June 2018)

- Guide intended to augment information contained in the Manual of Uniform Traffic Control Devices for Canada (MUTCD)
- Users of the guide are directed to ensure they are aware of Provincial legislation regarding crosswalks and pedestrians.

Geometric Design

Transportation Association of Canada’s Geometric Design Guide, 2017 Edition

Various sections as related to overall roadway design with special emphasis on:

- Section 5 - Bicycle Integrated Design
- Section 6 - Pedestrian Integrated Design
- Section 9 - Intersections

Signage and Markings

Manual of Uniform Traffic Control Devices for Canada (MUTCDC v5 – v6 is currently under development)

Division 6 - Pedestrian Crossing Control

Lighting

TAC Guide for the Design of Roadway Lighting / Illuminating Engineering Society of North America (ANSI/IESNA RP-8)

3.2 Best Practices Context

This chapter extracts the relevant crosswalk best practices most applicable to the Town of Wolfville based on current best practices, current research and foundational technical knowledge. The body of information related to crosswalks and their management within a transportation network is extensive and comprehensive. For example, Book 15 of the Ontario Traffic Manual - Pedestrian Crossing Treatments includes over 120 pages of detailed information on the planning, design, and operation of pedestrian crossing treatments.

It is recognized that the Town of Wolfville is a smaller rural municipality with existing infrastructure in place that has a variety of design characteristics that are common through the network. Conversely, there are inconsistencies and challenges within the crosswalk network that warrant improvement, upgrades or replacements. It is expected that these modifications will take place over a number of years and the reality is that some of the lower priority or low risk improvements may never be implemented. It is also anticipated that some of the improvements identified in this report will simply be incorporated into other adjacent capital projects.

The intent of this section of the report is to extract the key planning, design and operational issues that are directly applicable to the Town, and to provide a context in which to apply these best practices to new and existing crosswalks.

Human Factors Considerations

Regardless of how well a roadway, active transportation or cross walk system is designed, it is important to remember that the users of these networks are composed of a wide variety of users with different capabilities and characteristics that impact the way pedestrians and vehicles interact. Mistakes will be made, some people will be distracted, and everyone is subject to certain human physical, perceptual and cognitive limitations. Therefore, implementing design and operational features that help minimize driver workload and the probability of errors is critical. This in turn helps reduce the risk of collisions and near miss occurrences and ultimately makes our transportation networks safer for everyone.

Some critical human factors considerations include:

- Evaluate crosswalks from both the pedestrians and drivers perspective;
- Reduce driver workload - decisions should be easy with lots of time
- Provide reasonable decision points - make sure all users can process information with adequate time, in logical steps and in a consistent manner.
- Understand who is using the crosswalks and their capabilities - child pedestrians, older pedestrians, pedestrians with disabilities, event / tourist traffic, AT connection points, etc.
- Observe behaviors at locations where incorrect or risky decisions are being made.
- Listen to users of the network regarding complaints, observations or other problems with the network.
- Put educational and regulatory measures in place to eliminate the use of hand-held communication device while driving AND while using a crosswalk.

Additional information regarding human factors considerations can be found in:

- *Transportation Association of Canada Pedestrian Crossing Control Guide: Section 2.1 - Human Factors*
- *Transportation Association of Canada Geometric Design Guide for Canadian Roads: Section 2.1 - Human Factors and Their Application to Road Design*

Crossing Environments

The TAC Pedestrian Crossing Control Guide identifies 7 primary crossing environments including: intersections; mid-block; roundabouts; channelized right turns; school/playground area or zone; smaller communities and rural environments; and, work zones. In the Town of Wolfville, intersections and mid-block crossings are the most relevant environments and are supplemented by information contained in the school / playground environment where applicable. Works zones are also considered relevant though are based on a site specific project and are therefore not discussed in detail in this report.

The majority of pedestrian crossings throughout Wolfville occur at intersections in one of two configurations:

1. A crossing of a main street which usually includes free flow conditions for vehicles on the main road and stop control conditions on the side road.
2. A crossing of the minor side road at the stop controlled approach to the intersection.

Key points for **intersection** crossings:

- Intersections are the most common crossing location and usually form the most direct route for pedestrians to cross a roadway;
- All legs of an intersection are typically considered to contain crosswalks by default, whether they are marked or not.
- All crosswalks should be marked at signalized intersections.
- To best accommodate pedestrians, intersections should be designed as compact as practical in urban and suburban areas.
- The TAC guide refers to AASHTO (2004) for the following principles of good intersection design for pedestrians:
 - “Clarity - making it clear to drivers that pedestrians use the intersection and indicating to pedestrians where the place to cross is;
 - Predictability - drivers know where to expect pedestrians;
 - Visibility - good sight distance and lighting so that pedestrians can clearly view oncoming traffic and be seen by approaching drivers;
 - Short wait - providing reasonable wait times to cross the street at both unsignalized (via gaps created in traffic or two-stage crossings) and signalized intersections (via signal cycle length);
 - Adequate crossing time - the appropriate signal timing for all types of users to cross the street;
 - Limited exposure - reducing conflict points where possible, reducing crossing distance and providing refuge islands when necessary; and,
 - Usable crossings - eliminating barriers and ensuring accessibility for all users.”

Key points for **mid-block** crossings:

- Should consolidate and encourage pedestrian movements at a single location where there is substantial space between intersection crossings or there is substantial generators / attractors between intersections;
- Have a reduced number of complexity and conflict points as there are no turn movements;
- May be unexpected by drivers and often experience higher vehicle speeds.

Volumes

Pedestrian crossing volumes and composition are critical to understanding operations at an existing crossing location, and for evaluating existing and potential new crossing locations. Similarly, understanding the volume of traffic that passes over the crosswalks is an important variable in understanding potential conflict and exposure values for pedestrians. Volumes can be highly variable by month-of-year, day-of-week and hour-of-day and other factors such as special events, environmental conditions and new development can also contribute to variations in the user population. Baseline and ongoing pedestrian and vehicle counts should be completed regularly as discussed further in the policy section of this report.

When evaluating potential new crossing location, latent pedestrian crossing demand should be evaluated, which is a measure of the potential volume of pedestrians that may use a crossing if one were provided at a specific location. The TAC pedestrian crossing control guide provides a methodology for evaluating such demand.

3.3 Crosswalk Best Practices

As noted in the TAC Pedestrian Crossing Control Guide, all crossing systems must include the following components:

- **Adequate Sight Distance** for both pedestrians and drivers. Both must be able to see the other and identify their intent to cross or stop, decide on the appropriate action and respond. Sight distance can be impacted by a variety of issues including roadside vegetation or structures, vertical or horizontal alignment, parking, other signage, and more. The TAC Geometric Design guide recommends “**Stopping Sight Distance**” as the minimum sight distance criterion for vehicles approaching a crosswalk (intersection or mid-block), though recommends using “**Decision Sight Distance**” wherever feasible.
- **Artificial Lighting** - should be adequate to illuminate all crossing components and adjacent sidewalks, and provide vertical positive contrast to highlight pedestrians in the crosswalk.
- **Curb Cuts and Ramps** - to provide continuous routes between sidewalks and crosswalks for all users and particularly those with disabilities and the elderly. It is important to maintain uniformity across crosswalks and where appropriate, use detectable warning surfaces as per local accessibility standards.
- **Sidewalks** - Crosswalks must connect directly to sidewalks to ensure route continuity.
- **Stopping Prohibition** - Used to improve pedestrian conspicuity and sight lines by restricting vehicles parking near the crosswalk. The Guide recommends a minimum of 15 meters on the approach to crossing locations and 10 meters following the crossing, though greater lengths could be considered in high volume situations, particularly where children are present. Stopping prohibitions may not be required where curb extensions are present.
- **Passing Restrictions** - passing should be restricted on approaches to crossings.

Pavement Markings

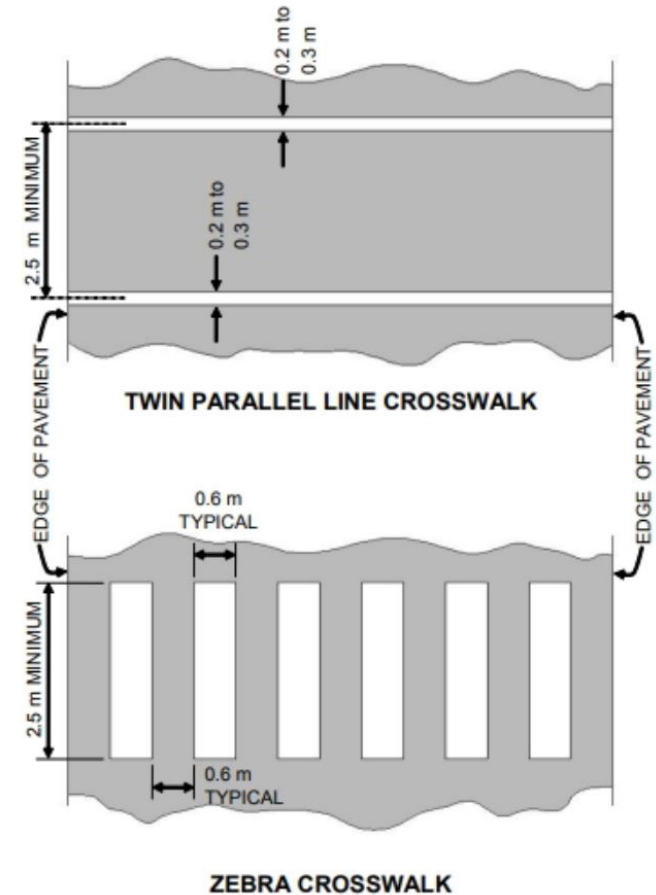
MUTCDC identifies two primary types of crosswalk markings which is consistent with guidance provided by NSTIR and HRM.

1. Twin Parallel Line Crosswalk
2. Zebra Crosswalks

Both are composed of solid white lines extending the width of the pavement with the dimensions indicated in the figure to the right. Both are required to be a minimum of 2.5 meters in width and should be oriented perpendicular to the roadway centerline to the extent possible to minimize crossing distance and be as intuitive as possible.

Crosswalk markings should be applied using skid resistant and high friction materials, and should be maintained in good condition at all times. The markings should generally be centered on the approaching sidewalks and must be a minimum of 600mm back from the projected edge of the travel lanes or the curb face.

Where a stop bar is present, it should be placed a minimum of 1 meter from the crosswalk lines. Standard practice in the Town of Wolfville is to use twin parallel lines for minor road crosswalks adjacent to major thoroughfares such as Main Street, and zebra crosswalks across Main Street. These applications should be applied consistently throughout the road network.



Pedestrian Signage

Pedestrian signage is not required at signalized intersections or intersection approaches controlled by stop signs.



RA-4R
600 mm x 750 mm

Pedestrian Crosswalk Sign (RA-4R and RA-4L) is used to indicate the location of a crosswalk and should be installed on both sides of the road. On two-way roads, two signs should be mounted back-to-back on both sides of the road with the pedestrian symbol facing towards the center of the road. Signs should be placed as close as practical to the actual crossing location and typically within 5 meters of the crossing. Distances greater than 5 meters may be caused by adjacent infrastructure or roadway features and in such cases should be subject to engineering review to identify alternatives that minimize safety impacts.

Pedestrian Crosswalk Ahead Sign (WC-2R and WC-2L) provides advanced warning of a crosswalk where there is limited visibility of the crosswalk. It should be installed between 50 and 150 meters in advance of the crosswalk. It is a single mounted sign though can be installed on both sides of the roadway with the pedestrian symbol facing the middle of the street.



WC-2R
600 mm x 600 mm

Special Crosswalk Overhead Sign (RA-5R and RA-5L) indicates the location of a Special (OF) Crosswalk and is installed over both sides of

the roadway so that drivers face two signs with each facing the center of the street. The signs must be internally illuminated and equipped with a pedestrian activated flashing amber beacon. The overhead fixtures are to include down-lighting on the crosswalk area.



RA-5R
600 mm x 750 mm

School Crosswalk Sign

(RA-3R and RA-3L) are to be used in locations where school related crossings take place. There are mounted in the same way as the RA-4 signs. The RA-3 signs can also be used in conjunction with the **School Crosswalk ahead sign (WC-16R and WC-16L)**.



RA-3R
600 mm x 750 mm



WC-16R
600 mm x 600 mm

Pedestrian Activated Crosswalks

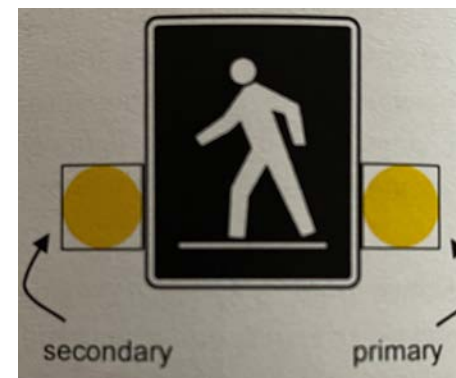
There are two types of pedestrian activated crosswalk assemblies composed of signage and lighting.

Rectangular Rapid Flashing Beacons (RRFB) assemblies are installed on both the right and left sides of the roadway for each approach to the crosswalk. The assembly consists of two rectangular rapid flashing beacons and the appropriate RA-4 (pedestrian) or RA-3 (school) sign. A pedestrian-activated push button and appropriate push button sign ID-21 must be installed with the assemblies on each side of the roadway. The ID-21 sign is to be mounted directly above the push-button and the push button itself is to be installed 1.1 meters above the ground (+/- 0.15m).



ID-21R
130 mm x 200 mm

Special Crosswalk (OF) assemblies are installed over both sides of the roadway so the driver faces two signs on each approach to the crosswalk. The assemblies include the appropriate RA-5 sign equipped with one pedestrian activated round flashing beacon (the addition of a second flashing beacon on each sign is optional). The signs must be internally illuminated and must include down-lighting on the crosswalk area from each overhead sign. A pedestrian activated push button and associated ID-21 sign is to be installed as noted above in the RRFB description.



A **Crosswalk Actuation Indicator** is a small light that is visible to pedestrians when pushing the button to confirm activation and should be installed with all RRFB and OF special crosswalks.



Crosswalk Locations - Intersections

The location of crosswalk markings are impacted by the curb radius in the corners of the intersecting. It has been noted that the curb radii throughout the Town of Wolfville are inconsistent and result in different vehicle and pedestrian requirements at different intersections. Radii should be made as small as possible which still serving the design vehicle turning movements required for that roadway. It is also important to consider the effective turning radius of vehicles as opposed to the corner radius only. For example, on Main Street, the effective turning radius in most cases extends to the painted bike lane edge as opposed to the Main Street curb line.

Curb Ramps

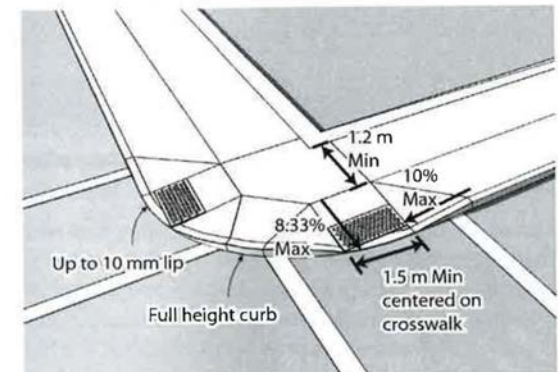
The curb ramp is the graded transition between the sidewalk and the roadway level crosswalk. Design guidance for curb ramps is based on the national -level guidance from the Canadian Standards Association (CSA) as referenced in the pedestrian integrated design sections of the TAC Geometric Design Guide, which suggest:

- Dedicated curb ramps should be provided for each individual crosswalk wherever practicable.
- Curb ramps should be centered on the crosswalk.
- Curb ramps should be equipped with tactile walking surface indicators (TWSI) whether they are at intersections or mid-block crosswalks. TWSIs should comply with guidance described in Accessible Design for the Built Environment (CSA, 2012).
- Ramps should have a maximum slope of 8% for all new ramps, with 10% generally being acceptable for existing ramps.
- Practical lower limits for ramps is 0.9 (accommodates the operation of a single wheelchair) with the recommended minimum width of 1.2 meters and a preferred width of 1.5 meters.
- Curb ramps should terminate at a flat landing area of at least 1.2 meters and preferably 1.5 meters in width. Larger landings should be provided where possible.

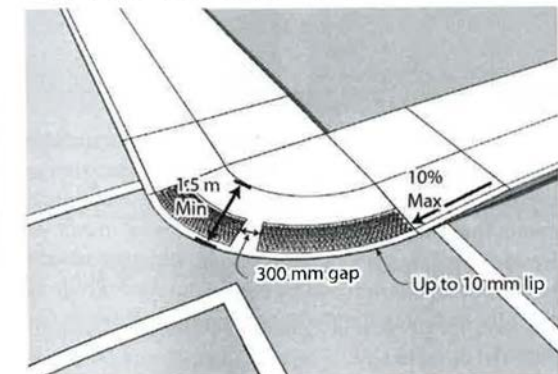
Two types of curb ramps are recommended as shown in the figure to the right:

1. Perpendicular / Parallel Curb Ramps - enhance safety and mobility for pedestrians, mitigate pedestrian crowding at the corner, improve guidance for the visually impaired and those in wheelchairs by perpendicular access to the roadway instead of enter the roadway at an angle, and reduces ambiguity for driver and pedestrian path choices.
2. Depressed Corners - appropriate for constrained situations where the intersection geometrics limit the ability to construct perpendicular ramps.

(A) Parallel Curb Ramp



(B) Depressed Corner Ramp



Parking / Stopping

Parking prohibitions should be put in place for a minimum of 15 meters on upstream approach and 10 meters after a crosswalk.

Sight Distances

The TAC Geometric Design Guide recommends that stopping sight distance should be used as a minimum criteria for sight distances at crosswalk, through preferably, Decision Sight Distance should be used whenever practical. The typical guidelines for each is provided in the table below for automobiles on level roadways.

Design Speed (km/h)	Stopping Sight Distance (m)	Decision Sight Distance (m)
50	65	200
60	85	235
70	105	275

Intersections with Traffic Signals

The Town of Wolfville does not currently have any traffic signals in place. Should signals be installed in the future, the MUTCDC provides specific guidance on the installation, configuration and operational requirements for traffic signals and the associated pedestrian signals.

04

Gap Analysis and Prioritization

4.1 Methodology

Each crosswalk identified in this study was reviewed in detail through a daytime and nighttime audit. Photos and video were collected on each crosswalk location individually and any deficiencies were identified during the field audits and subsequent review.

This resulted in the following main outcomes:

1. The addition of data to the crosswalks database, including the new fields added to the database noted earlier in this report. An electronic version of this data has been included as a deliverable in Excel format.
2. Correction of any data in the existing data base that appeared incorrect.
3. Creation of individual digital folders containing the photos and videos collected for that individual crosswalk.
4. Calculation of an exposure value.
5. Identification of deficiencies at the crosswalk. These represent items that are inconsistent with the best practices identified in the previous section of this report.
6. Defining frequency and severity risk factors based on the nature of the deficiency.
7. Calculating a deficiency priority to provide guidance on which deficiencies should be focused on.








Each of these items is discussed in greater detail below.

4.2 Photo and Video File Naming

For minor side road crosswalks, two pictures and a video were taken. The pictures were taken from each ramp of the crosswalk facing across the street identified as (Road Crosswalk is on) at (Intersecting Street)_(Direction facing). For example, Main at Highland_North. The video is simply labeled as (Road Crosswalk is on) at (Intersecting Street).jpeg.

For mid-block crosswalks (primarily on Main Street) where signage is present, a minimum of 1 video and 6 pictures were taken:

1. A video at the crosswalk named as noted above;
2. A photos from each ramp of the crosswalk named as noted above;
3. A photo on the main approach road from approximately 30 meters upstream of the crosswalk identified as (Road Crosswalk is on) at (Intersecting Street)_(EB or WB)30. For example Main at Highland_WB30.jpeg
4. A photo on the main approach road from approximately 30 meters upstream of the crosswalk identified as (Road Crosswalk is on) at (Intersecting Street)_(EB or WB)60. For example Main at Highland_WB60.jpeg.
5. Additional photos and videos may be included in the folders and may include sight distances or other special features noted in the vicinity of the crosswalk.

Name	Date modified	Type	Size
 Main at Linden.MOV	7/30/2021 1:50 AM	MOV File	257,539 KB
 Main at Linden_EB30.JPG	7/30/2021 1:50 AM	JPG File	3,493 KB
 Main at Linden_EB60.JPG	7/30/2021 1:50 AM	JPG File	3,484 KB
 Main at Linden_North.JPG	7/30/2021 1:51 AM	JPG File	3,861 KB
 Main at Linden_South.JPG	7/30/2021 1:51 AM	JPG File	4,354 KB
 Main at Linden_WB30.JPG	7/30/2021 1:51 AM	JPG File	4,447 KB
 Main at Linden_WB60.JPG	7/30/2021 1:51 AM	JPG File	3,963 KB

4.3 Exposure Value

There are a wide variety of ways that exposure can be defined and the measure is not without some debate on the most appropriate method to use. Fundamentally, it is a measure of the risk of conflict between vehicles and pedestrians which is dependent on:

1. Volume of vehicles crossing the crosswalk.
2. Volume of pedestrians crossing the crosswalk.
3. The length of the crosswalk where vehicle and pedestrian conflict could occur.

Exposure values therefore increase as vehicle and pedestrian volumes increase, and as the length of the crossing increases. The formula used to calculate the exposure values is:

Exposure = [(Peak hour volume of vehicles) + (2 * Peak hour of pedestrians)] * [Length of Crosswalk]

4.4 Frequency and Severity Risk

Frequency risk factors are based on a scale of 1 – 3 with 1 suggesting that the deficiency is unlikely to create a situation that may negatively impact a pedestrian at the crosswalk and 3 suggesting that the deficiencies will usually cause an issue for pedestrians. For example, a slightly narrow crosswalk width is unlikely to create a negative situation (frequency risk factor = 1) while a large pothole in the middle of the crosswalk will impact almost all pedestrians (frequency risk factor = 3).

Severity risk factors are similarly based on a scale of 1 – 3. A factor of 1 suggests that if an incident were to occur caused by the deficiency, it is unlikely to result in any significant problem (i.e. injury / cost / collision / etc.). A factor of 3 suggest that a serious

problem may result from an incident caused by the deficiency. For example, the large pothole in the middle of the crosswalk may cause pedestrians to walk outside the crosswalk and into the path of traffic.

These factors are applied to each deficiency identified at a crosswalk.

4.5 Prioritization

A separate spreadsheet was built that identifies deficiencies at the crosswalk including:

1. Crosswalk number and streets;
2. Nature of the deficiency;
3. Assignment of frequency and severity risk factors and calculation of a priority value (see below);
4. Up to 3 remedial measures for that deficiency;
5. A cost implication value (Low, Medium or High) for each remedial measure identified;
6. Supplementary notes on the deficiency.

The prioritization value is calculated for each deficiency using the following formula:

(Frequency Risk Factor) * (Severity Risk Factor) * (Exposure Factor at Crosswalk).

A copy of the spreadsheet is has been provided as a deliverable in Excel format.

The table below is a snapshot of the data contained in the original GIS database provided at the startup of this project. Of particular note, it includes the Crosswalk ID number under the OBJEC-TID, FT_ID and the last two digits of the AST_ID. It also includes the Street that the crosswalk is located on, but does not include the cross street, which has been added to the new data table. This data also contains the approximate length of the crosswalk under the SHAPE_Leng field, which was used in the exposure calculations previously noted.

OBJECTID	DATE_COMP	DATE_REV	TECH	DOC_DIGI	DOC_REF	CAP_TYPE	CAP_ACC	DS_ID	FT_ID	Marking	STREET	SEGID	SHAPE_Leng	SHORT_SEGI	created_us	created_da	last_edite	last_eidi_1	REFLECT_TA	AST_ID
44	2/24/2015	2/24/2015	Trevor Robar			7	2	42	44	Lined	Laura Moore Rd	400006627	8.2	6627			TROBAR	11/25/2020	2	6627-CWK44
43	2/24/2015	2/24/2015	Trevor Robar			7	2	42	43	Lined	Olsen Dr	185100012	14.8	0012			TROBAR	11/25/2020	2	0012-CWK43
56	2/24/2015	2/24/2015	Trevor Robar			7	2	42	56	Lined	Maple Ave	185100097	15.0	0097			TROBAR	11/25/2020	2	0097-CWK56
21	2/24/2015	2/24/2015	Trevor Robar			7	1	42	21	Zebra	Main St	185100024	11.9	0024			TROBAR	11/25/2020	1	0024-CWK21
55	2/24/2015	2/24/2015	Trevor Robar			7	2	42	55	Lined	Sherwood Dr	185100050	9.1	0050			TROBAR	11/25/2020	2	0050-CWK55
54	2/24/2015	2/24/2015	Trevor Robar			7	2	42	54	Lined	Oak Ave	185100019	10.6	0019			TROBAR	11/25/2020	2	0019-CWK54
57	2/24/2015	2/24/2015	Trevor Robar			7	2	42	57	Lined	Orchard Ave	185100216	13.4	0216			TROBAR	11/25/2020	2	0216-CWK57
49	2/24/2015	2/24/2015	Trevor Robar			7	2	42	49	Lined	Victoria Ave	185100051	8.4	0051			TROBAR	11/25/2020	2	0051-CWK49
22	2/24/2015	2/24/2015	Trevor Robar			7	1	42	22	Zebra	Main St	185100249	10.1	0249			TROBAR	11/25/2020	1	0249-CWK22
72			Trevor Robar			7	2	42	0	Lined	Willow Avenue		13.6	0071	TROBAR	3/22/2016	TROBAR	11/25/2020	2	0071-CWK72
20	2/24/2015	2/24/2015	Trevor Robar			7	1	42	20	Zebra	Main St	185100249	9.0	0249			TROBAR	11/25/2020	1	0249-CWK20
15	2/24/2015	2/24/2015	Trevor Robar			7	2	42	15	Lined	Locust Ave	185100052	7.6	0052			TROBAR	11/25/2020	2	0052-CWK15
16	2/24/2015	2/24/2015	Trevor Robar			7	1	42	16	Zebra	Main St	185100031	10.9	0031			TROBAR	11/25/2020	1	0031-CWK16
23	2/24/2015	2/24/2015	Trevor Robar			7	2	42	23	Lined	Main St	185100032	14.7	0032			TROBAR	11/25/2020	2	0032-CWK23

The next table below shows the new fields and data that was collected under this project. It includes the cross street of where the crosswalk is located and a variety of evaluation criteria. Note all data was readily available as part of this project and therefore some information is left blank for future addition. It should be noted that the Vehicle Crossing volumes and Pedestrian volumes at the crosswalks are estimates only and are not based on actual count data. It is recommended that these volumes be updated over time as actual data becomes available.

AST_ID	At Street	Environment	Control	Treatment	Installed	Speed85	Ramp_Material	Ramp_Condition	Drainage	Sign_Placement	Pole Placement	Sight_Distance	Visual_OBST	Ped Profile	Night_Light	Parking_UP	Parking_Down	Tactile	Collisions	Veh_Xing	PedVol	Exposure
	Main	Intersection	TWSC	LINED			ASP	FAIR	POOR	NA	GOOD	GOOD	NONE	NORMAL	FAIR	NONE	NA	NONE		100	10	0.99
	Main	Intersection	TWSC	LINED			CONC	GOOD	POOR	NA	FAIR	GOOD	TREEBRANCH	NORMAL	GOOD	NONE	NA	NONE		100	10	1.77
	Main	Intersection	TWSC	LINED			ASP/CONC	FAIR	FAIR	NA	GOOD	GOOD	NONE	NORMAL	FAIR	NONE	NA	NONE		100	10	1.80
	Maple	Mid-Block	Freeflow	GM+			ASP	FAIR	FAIR	FAIR	GOOD	GOOD	TREEBRANCH	NORMAL	GOOD/FAIR	NA	NA	NONE		800	10	9.75
	Main	Intersection	TWSC	LINED			ASP/CONC	GOOD	GOOD	NA	GOOD	GOOD	SIGHTDISTANCE	NORMAL	FAIR	NONE	NA	NONE		100	10	1.09
	Main	Intersection	TWSC	LINED			ASP	POOR	FAIR	NA	FAIR	FAIR	VEGETATION	NORMAL	POOR	NONE	NA	NONE		100	10	1.28
	Main	Intersection	TWSC	LINED			ASP	GOOD	GOOD	NA	GOOD	POOR	GROUND	NORMAL	POOR	NONE	NA	NONE		100	10	1.61
	Main	Intersection	TWSC	LINED			ASP/CONC	GOOD	FAIR	NA	FAIR	GOOD	SIGN	NORMAL	FAIR	NONE	NA	NONE		100	10	1.00
	Victoria	Mid-Block	Freeflow	GM+			ASP/CONC	GOOD	GOOD	FAIR	GOOD	GOOD	NONE	NORMAL	GOOD	NA	NA	NONE		800	20	8.51
	Main	Intersection	TWSC	LINED			CONC	GOOD	GOOD	NA	GOOD	FAIR	NONE	VRU	POOR	NONE	NA	NONE		100	100	4.08

The last table on this page shows a portion of the deficiencies list including the “Street”, “At Street” and exposure factors from the from the data tables, the specific deficiency, the frequency and severity risk factors and the calculated priority ranking of that deficiency. The table also shows the 3 potential remedial measures and associated cost as well as additional comment if warranted.

ID	Street	AtStreet	Deficiency	Frequency Risk	Severity Risk	Exposure Factor	Priority Ranking	Remedial Measure 1	Cost 1	Remedial Measure 2	Cost 2	Remedial Measure 3	Cost 3	Comments
43	Olson	Main	Wide Crossing	2	2	1.8	7	Add bumpouts	High	Extend Median	High			Vehicle paths are highly variable Lots of standing water in and adjacent to crosswalk
43	Olson	Main	Poor Drainage	1	1	1.8	2	Regrade pavement	High	Revise CB location with localized depression	Medium			
43	Olson	Main	Branches over sidewalk	2	1	1.8	4	Trim branches over sidewalk on west side	Low					
43	Olson	Main	Cracked Ramp on E. Side	2	1	1.8	4	Replace ramp panel	Medium					
44	Laura Moore	Main	Poor Drainage - Roadway	1	1	1.0	1	Regrade pavement	High					
44	Laura Moore	Main	Poor Drainage - Ramps	1	1	1.0	1	Localized repair	Medium					
56	Maple	Main	Marking terminate in intersection	1	2	1.8	4	Reconstruct SW corner	High	Relocate west ramp further from Main	Medium			
56	Maple	Main	Poor ramp and pavement - west side	1	1	1.8	2	Replace ramp - see reconstruct notes	Medium					
56	Maple	Main	Wide crosswalk	1	2	1.8	4	Reconstruct Maple approach	High					
21	Main	Maple	Non standard zebra markings	1	1	9.8	10	Repaint markings	Low					
21	Main	Maple	Poor ramp south side	2	1	9.8	20	Repair Ramp	Medium	Reconstruct SW corner	High	Add barrier curb in SW corner	Medium	
21	Main	Maple	Marking terminates in intersection	1	2	9.8	20	Adjust crosswalk location	Medium	Reconstruct SW corner	High			
21	Main	Maple	Branches obstruct Ped sign	2	2	9.8	39	Trim branches near signs on north side	Low					Sign and marking visibility are both issues
21	Main	Maple	Marking partially hidden by vertical curvature of Main	2	2	9.8	39	Adjust crosswalk location for better visibility	Medium					
55	Sherwood	Main	Vehicles off-tracking in SW corner (Bus?)	1	3	1.1	3	Add barrier curb to SW corner	Medium	Move landing area back from intersection	Medium			Risk to pedestrians standing on corner
55	Sherwood	Main	Sight distance to east - vegetation and wall	1	1	1.1	1	Trim / remove vegetation	Low	Modify wall (further study required)	Medium			May impact sightlines to pedestrians
54	Oak	Main	West ramp - uneven, gravel	1	2	1.3	3	Repair ramp	Low					

05

Crosswalk Policy

5.1 Policy Statement

Crosswalks represent a critical junction in a transportation network. While essential for active transportation connectivity, crosswalks introduce locations where roadway vehicles directly interact with pedestrians. Designing and maintaining “safe” crosswalks is a complex process and presents a variety of challenges for the professionals (i.e. traffic engineers, urban planners, road designers, etc.) responsible for the operations of our transportation networks.

This crosswalk policy aims to improve pedestrian safety and enhance pedestrian mobility through the consistent application and maintenance of pedestrian crossing control systems throughout the Town of Wolfville.

5.2 Legislative Authority

The primary provincial legislation governing the implementation, operation and regulation of crosswalks and the users of the roadways and supporting infrastructure impacting crosswalks is the **Nova Scotia**

Traffic Safety Act Bill 80 (Oct 2018).

5.3 References and Resources

Nova Scotia Transportation and Active Transit (NSTAT), Halifax Regional Municipality (HRM) and many other Nova Scotian Municipalities consistently refer to the Transportation Association of Canada’s “Pedestrian Crossing Control Guide” (last updated June 2018). This Guide in turn states that it is “...primarily intended to augment the information about pedestrian crossing control devices and their application contained in the Manual of Uniform Traffic Control Devices for Canada (MUTCDC).”

The Pedestrian Crossing Control Guide should be used as the primary guide for establishing and evaluating crosswalk locations and

provides a variety of other references that are useful constructing, reconstructing or evaluating crosswalks. Additional technical details can then be found in various sections of the Manual of Uniform Traffic Control Devices for Canada (MUTCD) as well as the Transportation Association of Canada’s Geometric Design Guide for Canadian Roads.

Illumination standards can be found in the Transportation Association of Canada’s Guide for the Design of Roadway Lighting in conjunction with the Illuminating Engineering Society of North America (ANSI/IESNA RP-8).

The National Association of City Transportation Officials (NACTO) also provides a variety of design and operational guidelines and documents that address current best practices for crossing locations. These guides should be considered as supplementary documents to the above noted reference materials.

The Town of Wolfville Active prepared an Active Transportation Plan in 2015 which provides overall network context and connectivity discussion

Town of Wolfville GIS Department maintains an active Streets and Crosswalk database and is maintained as the primary repository for crosswalk data.

The Town is pursuing a variety of aggressive Active Transportation initiatives within the Town. Town planning and public works staff should be contacted regarding ongoing initiatives and their impacts on crossing locations and infrastructure.

5.4 Responsibilities

1. As per Town Policy 320-004 – Traffic Authority:
 - The Director of Public Works & Parks is appointed as the Traffic Authority for the Town of Wolfville;
 - The RCMP Sergeant is appointed as Deputy Traffic Authority.
2. The Traffic Authority (or designate) shall be responsible for:
 - Maintenance and updates to the Crosswalk Policy;
 - Ensuring new crosswalks are located and constructed with the appropriate treatment systems;
 - Ensure that all existing crosswalk treatment systems are adequately maintained;
 - Establish a regular review process for crosswalks to identify deficiencies and corrective measures.
3. GIS System and Interconnectivity - The collection and dissemination of data related to crosswalks is to be coordinate with the Towns Geographical Information System (GIS) department to maintain consistency and integrity of data quality.

5.5 Crosswalk Fundamentals

Crosswalk Environments

The crosswalk environment represents the fundamental operational conditions surrounding the crosswalk and impacts the selection of treatments. As per TAC, the major categories for crossing environments are:

1. Intersections
 - Marked or unmarked
 - Signalized, all-way stop control (AWSC), two-way stop control (TWSC), uncontrolled
2. Mid-Block
 - Controlled or Uncontrolled
3. Roundabouts

4. Channelized Right Turn
5. School / Playground Area or Zone
6. Smaller Communities and Rural Environments
7. Work Zones

At this time environments 1, 2 and 5 are the most applicable to the Town of Wolfville's current transportation network.

Treatment Systems

The definition of treatment systems follows the guidelines represented in the TAC Pedestrian Crossing Control Guide

1. **Ground Mounted (GM) Systems** - are the most basic treatment systems including basic passive signs and pavement markings. This represents most side road crosswalks at two way stop controlled intersection. As they are stop controlled, signs are not required.
2. **Enhanced Ground Mounted (GM+) Systems** - Similar to GM systems but are enhanced by zebra pavement markings and require the evaluation of other desirable components to enhance the conspicuity of the crosswalk.
3. **Rectangular Rapid Flashing Beacons (RRFB)** - pedestrian activated systems consisting of two rapidly and alternately flashing rectangular flashing beacons mounted above side mounted pedestrian signs.
4. **Overhead Flashing (OF) Beacon System (Special Crosswalk)** - pedestrian activated systems with internally illuminated overhead mounted signs with round alternate flashing amber beacons and down lighting.
5. **Traffic Signals (TS) (Pedestrian or Full)** - Provides designated crossing locations at signalized intersections or crossing locations.

5.6 New Crosswalk Installation

Identify Candidate Crosswalk Location

Guidance for the implementation of new pedestrian crossing control is provided in the TAC Pedestrian Crossing Control Guide. A brief summary of the framework is provided here, through the Guide should be referred to for additional information and guidance. It is critical that the new crosswalk be based on a full engineering study and design that focuses on all aspects of the crossing location and surrounding environment.

The **Initiation Event** may be a reactive (specific complaints or requests / collision history / pedestrian demand / delay or safety issues / etc.), or could be proactive (recommendation of a traffic study / new high density developments / gaps in AT continuity / etc.).

Pedestrian Crossing Control Guide

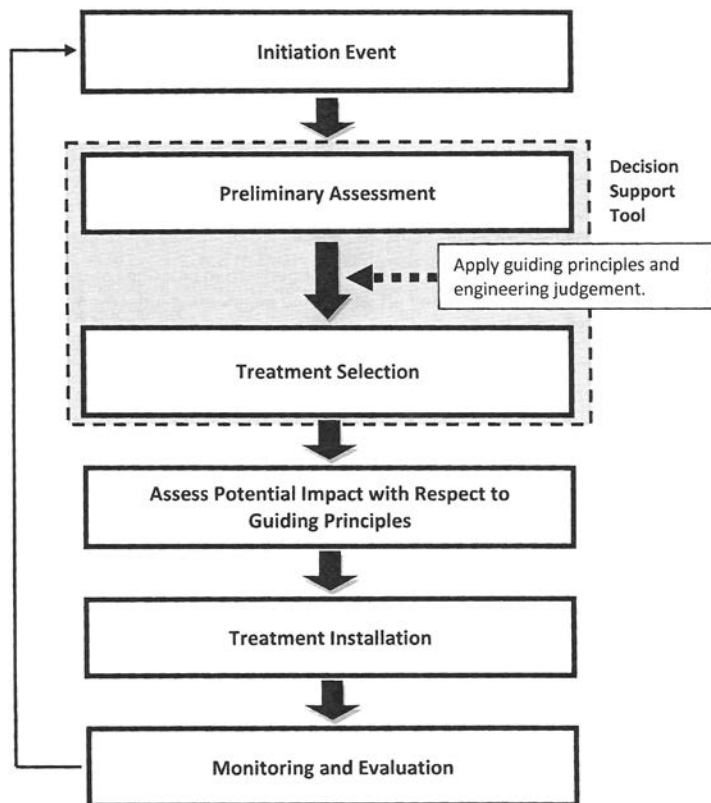


Figure 7: Approach for Implementing Pedestrian Crossing Control

The **Preliminary Assessment** should determine the need for a crosswalk at candidate locations and evaluate fundamental suitability of a crosswalk. This process requires a balance of the crossing and driving environment, driver and pedestrian expectations, ability to install an appropriate crosswalk system, and anticipated crossing demand. The Pedestrian Crossing Control Guide provides the following decision support tool for the preliminary assessment process.

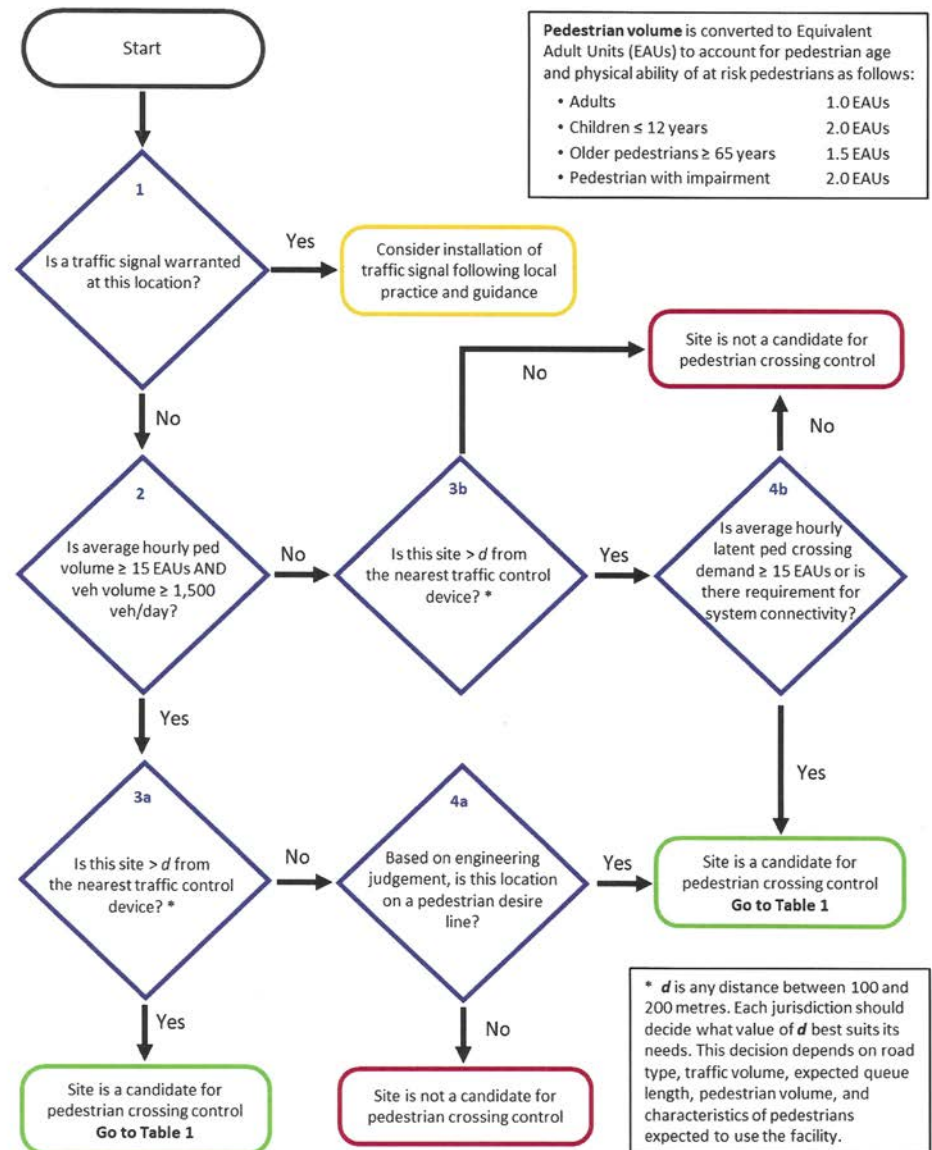


Figure 8: Decision Support Tool – Preliminary Assessment

Once a candidate site has been deemed appropriate, the **Treatment Selection** process can be used to determine the most appropriate treatment system that meets the needs of the selected location. It is important that treatment selection is logical for the site, meets driver and pedestrian expectations, and is consistent with the application of other treatment systems in the road network.

The figure to the right is taken from the Pedestrian Crossing Control Guide and provides direct guidance on the most appropriate treatment to be considered for a site. This tool also provides a convenient method to evaluate existing crosswalks to determine if the current treatment system is appropriate for the site. In all decisions stemming from the use of these tables, it is important to note that engineering analysis and judgment remains a critical component of the selection process.

This is particularly important for the selection of *Recommended, Desirable and Optional* components of the crossing system. These components are detailed in Table 2 to Table 7 in Section 4 of the Pedestrian Crossing Control Guide.

Following the selection of a treatment and its associated components, an **Assessment of Potential Impacts** should be completed against the guiding principles contained in the Crossing Control Guide including: Safety, Delay, Equity, Expectancy, Consistency, Connectivity, and Pragmatism. The results should be documented and include a final recommendation on the appropriateness or modifications to the treatment selection.

The **Treatment Installation** should follow the standard guidelines and best practices for the installation of each crossing system. The Pedestrian Crossing Control Guide provides typical installation layouts for the various treatment types in Section 5 of the report. Again, it is critical that these typical applications be subject to engineering design and judgment to ensure the installation accounts for the specific conditions at that location.

Table 1: Decision Support Tool – Treatment Selection Matrix

Average Daily Traffic	Speed Limit ² (km/h)	Total Number of Lanes ¹				
		1 or 2 lanes	3 lanes (two-way)	3 lanes (one-way)	2 or 3 lanes/direction w/ raised refuge	2 lanes/direction w/o raised refuge
1,500 < ADT ≤ 4,500	≤ 50	GM	GM	GM	GM	GM+
	60	GM+	GM+	OF	RRFB or OF ³	RRFB
	70	RRFB	RRFB	OF	OF	OF
4,500 < ADT ≤ 9,000	≤ 50	GM	GM	GM	GM	RRFB
	60	GM+	GM+	OF	RRFB or OF ³	OF
	70	RRFB	OF	OF	OF	TS
9,000 < ADT ≤ 12,000	≤ 50	GM	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
12,000 < ADT ≤ 15,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	OF	OF	RRFB or OF ³	TS
	70	OF	TS	TS	TS	TS
> 15,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

¹ The total number of lanes is representative of pedestrian-exposed crossing distance. The following can help determine the applicable number of lanes for a given roadway:

- Travel lanes, two-way left turn lanes, other turning lanes, and part time parking lanes should each be considered as one lane.
- Full time parking lanes on one or both sides of the roadway should be considered as one lane. Curb extensions may be constructed to reduce the total crossing distance and hence, the number of lanes.
- Engineering judgement based on local conditions should be used to determine the lane equivalent associated with bicycle lanes.

² At roundabouts, the maximum design speed of entering or exiting vehicles is often lower than the approaching roadway speed and can be used in place of the roadway speed limit.

³ If three lanes per direction use OF.

Additional notes:

Treatment systems are hierarchical (GM → GM+ → RRFB → OF → TS). Higher order treatment systems may be substituted for lower order treatment systems. The rationale for substituting higher order treatment systems should be consistent throughout the jurisdiction. Remain consistent in application of DESIRABLE components of the GM+ system as best as possible.

Raised refuge may be a pedestrian refuge island or raised median. Raised refuge should be a minimum of 2.4 metres wide to accommodate groups of pedestrians, bicycles, and mobility aids such as wheelchairs and scooters.

A TS treatment system should be selected: (1) for cross-sections with greater than six lanes where a raised refuge is present; (2) for cross sections with greater than four lanes where no raised refuge is present; and (3) for speeds greater than 70 km/h.

Always ensure adequate sight distance at the site as per the TAC *Geometric Design Guide for Canadian Roads*, and if it is insufficient, create it by applying available tools.

A crossing location with a very wide (7m or more) pedestrian refuge area between opposing directions of traffic may be considered to divide the crossing into two independent sections and may be treated as two separate crosswalks. This may occur at locations with a wide raised refuge or offset crosswalk.

Passive crossing treatment systems		Active crossing treatment systems		Traffic signal systems
GM Go to Table 2	GM+ Go to Table 3	RRFB Go to Table 4	OF Go to Table 5	TS go to Table 6 (pedestrian signal) or Table 7 (full signal)

5.7 Existing Crosswalks

For any new or existing crosswalks, it is important to complete regular **Monitoring and Evaluation** of the performance of the crosswalks. The effectiveness of existing crosswalks is a function of a continually evolving transportation systems therefore needs may change over time. It is also important to identify any deficiencies at the crosswalks resulting from:

- Issues with the initial construction (i.e. missing or incorrectly installed components);
- Changing network conditions (i.e. higher vehicle or pedestrian volumes);
- Ongoing maintenance requirements (i.e. damaged signs, burnt out bulbs, or worn pavement markings); or,
- Public or internal comments or complaints regarding the operation of a crosswalk.

Should the **Monitoring and Evaluation** process identify a changing need at that crosswalk, it is recommended that this be treated as an **Initiation Event** which starts the process noted previously in Section 5.6.

Crosswalk Review Frequency

The following review schedule is recommended as a general guideline for the review for existing crosswalks:

1. All crosswalks should be reviewed on an annual basis for basic maintenance items such as quality of line markings, damaged signs, lighting maintenance, sight lines (vegetation, temporary signage, etc.) and other features that are essential for the effective day-to-day operations of the crosswalk. Deficiencies should be corrected as quickly as possible for all minor items.
2. All crosswalks should be reviewed at least every three years for more significant upgrades and to update data in the Towns crosswalk database. This includes pictures, video and other documentation deemed essential by the Town.

3. Crosswalks should be reviewed on a more frequent basis as required by public complaints, known deficiencies, collision occurrences, or other factors that warrant immediate review of the intersection for safety or operational purposes.
4. Periodic updates should be made to the streets and crosswalk databases as new data becomes available such as new traffic counts, speed data collection, or other data collected through other means or projects.

Review Documentation

The review of crosswalks can be performed in a number of different ways, but should include the various data fields contained in the Town’s GIS database, updated to include recommendations made during the 2021 Pedestrian Crosswalk Strategy and any other supplementary data deemed appropriate by the Town. The table to the right provides a general guideline to the items that should be reviewed at a crosswalk.

A sample data sheet has been prepared and included in Appendix A of the Strategy report, though it is recommended that the Town may develop a preferred data format and updating procedure to best integrate with the GIS database.

Design Element	Typical Item
Location and Environment	Land use, street class, appurtenances
Pedestrian Crossing	Distance, markings, refuge
Intersection Lighting	Visibility of crosswalk and pedestrians
Traffic and Driver Behaviour	Speed, congestion
Sight lines and Visibility	Driver and pedestrian visibility
Signals and Push Buttons	Condition, location, timing
Signs	Condition, location, clarity, appropriateness
Curb Ramps and Corner Radii	Condition and adequacy
Transit and Bicycles	Presence of stops, bike lanes

5.8 Removal of an Existing Crosswalks

The removal of a crosswalk can be initiated in a variety of different ways. Regardless of the means, it should be considered an Initiation Event similar to the installation of a new crosswalk and proceed through the evaluation process noted in Section 5.6. Should the evaluation process suggest that the crosswalk is warranted, the crosswalk should be re-evaluated to ensure the current treatment and existing recommended, desirable and optional components are warranted and appropriate for the situation. The results and recommendations of this evaluation process should be documented.

Should the evaluation process suggest that the site is not a candidate for pedestrian crossing control, then a decommissioning process should be initiated. This process should generally include:

1. Documentation of the evaluation process and reasons for the removal of the crosswalk;
2. Confirmation and approval that the crosswalk is to be removed by the appropriate municipal departments and ultimately by the municipal traffic authority;
3. Preparation of a crosswalk removal decommissioning plan;
4. Council approval of the recommended decommissioning plan; and,
5. Removal of the crosswalk and reinstatement of the former crosswalk location to appropriate roadway design standards.

APPENDIX A

CROSSWALK INVENTORY AND EVALUATION SHEET (SAMPLE)

Location

Street: MAIN STREET School Area? NO
 Intersection - Cross Street: CHESTNUT AVE
 Midblock - Between:

Roadway

Road Classification: ARTERIAL **Surface Type:** Asphalt
Pavement Condition: FAIR **PCI:** 40 **IRI:** 3.15
Replacement Year? 2020 **Bus Route:** YES
Curb Material: MIXED **Curb Condition:** NULL
Posted Speed: 50 km/hr **85% Speed:**

Sidewalk

Sidewalk Material: ASPHALT **Sidewalk Condition:** 2
Sidewalk Width: 4.8 **Winter Plowed:** 2
Replacement Year? 0

Crosswalk

Type of Crosswalk: GM+ **Crosswalk AST ID:** 0080-CWK28
Striping Type: ZEBRA **Curb to Curb Distance:** 12.4m
Ramp Material: MIXED **Ramp Condition:** FAIR
Drainage Issues? YES **Valves, MH or CB within 1m:** NO
Sign Placement: N-GOOD,S-POOR **Pole Placement:** GOOD
Sight Distances / Visual Obstructions: NONE
Volumes - Pedestrians: UNKKNOWN **Roadway AADT:** UNKNOWN
Pedestrian Profile: 3 **Nighttime Lighting:** N-GOOD, S-FAIR
Distance to Nearest Parking: NP **Collision History:** UNKNOWN

BEST PRACTICES GAP and PRIORITIZATION

	Frequency	Severity	Risk	Cost
1. Sign placement, S-Side	H	L	M	M
2. Drainage, N-Side	L	L	L	M
3. Ramp condition, N-Side	H	L	L	M
4. Lighting, S-Side	M	M	M	H
5.				
6.				



APPENDIX B

CASE STUDY

Main Street at
Olsen / Laura Moore Road

Location

Street: MAIN STREET School Area? NO
 Intersection - Cross Street: OLSON DR/LAURA MOORE ROAD
 Midblock - Between: **NO CROSSWALK PRESENT ON MAIN**

Roadway

Road Classification: ARTERIAL **Surface Type:** Asphalt
Pavement Condition: GOOD **PCI:** 99 **IRI:** 2.02
Replacement Year? 2035 **Bus Route:** YES
Curb Material: CONC **Curb Condition:** GOOD
Posted Speed: 50 km/hr **85% Speed:**

Sidewalk

Sidewalk Material: ASP-N, CONC-S **Sidewalk Condition:** 4
Sidewalk Width: 4.8 **Winter Plowed** 3
Replacement Year? 2051

Crosswalk

Type of Crosswalk: NONE **Crosswalk AST ID:** N/A
Striping Type: **Curb to Curb Distance:** 12.4m
Ramp Material: **Ramp Condition:** FAIR
Drainage Issues? YES **Valves, MH or CB within 1m:** NO
Sign Placement: N-GOOD,S-POOR **Pole Placement:** FAIR
Sight Distances / Visual Obstructions: NONE
Volumes - Pedestrians: UNKKNOWN **Roadway AADT** <6000
Pedestrian Profile: 3V **Nighttime Lighting:** WEST SIDE GOOD
Distance to Nearest Parking: NP **Collision History:** UNKNOWN

BEST PRACTICES GAP and PRIORITIZATION

	Frequency	Severity	Risk	Cost
1. Side Road Widths	M	M	M	M
2. Drainage	L	L	L	M
3. Bike Lane Present	L	L	L	L
4.				
5. Location of crosswalk to be evaluated and intersection				
6. upgrades to be determined during engineering study.				



Introduction and Context

This case study focuses on a new crossing location at the intersection of Main Street with Olson Drive (south of Main) and Laura Moore Road (north of Main). At present there are crosswalks located across Olson and across Laura Moore Road parallel to Main Street but no crossing of Main Street itself. Both areas to the north and south of Main in this area are considered high growth residential areas of Wolfville and as such are expected to generate a steadily increasing volume of pedestrian traffic. This growth is expected to generate the need for a pedestrian crossing of Main Street at this location.

Existing Conditions

Main Street is comprised of two 3.5 meter through lanes with 1.5 meter marked bicycle lanes along each curb line. The intersection is located about 350 meters inside the east Town limit and has a posted speed of 50 km/hr. There is limited vertical and horizontal curvature near the intersection with a large radius horizontal curve located about 150 meters east of the intersection. A concrete sidewalk present on the south side of Main with an asphalt pathway on the north side.

Olson Drive is the single entry point to a residential development with multiple cul du sacs and primarily single family houses. The local roadways expand just south of Main to include a grassed and treed median resulting in an Olson roadway width (and consequently pedestrian crossing width) of about 14 meters. This width, while aesthetically pleasing on Olson, creates a reduced level of driver guidance and higher level of pedestrian exposure of to vehicles. Options for this crossing could include narrowing the road approaching Main Street or extending the median to create a refuge area at the crosswalk. Olson has an asphalt pathway on the west side and no sidewalk on the east.

Laura Moore Road is a two lane roadway about 7 meters wide and 200 meters long connecting Main Street to Woodman Road. Woodman loops back around to Main Street about 290 meters east of Laura Moore and provides access to a variety of single unit and multi-unit residential units. There is a concrete sidewalk on the east side of Laura Moore Road including access to community mailboxes just north of Main Street.

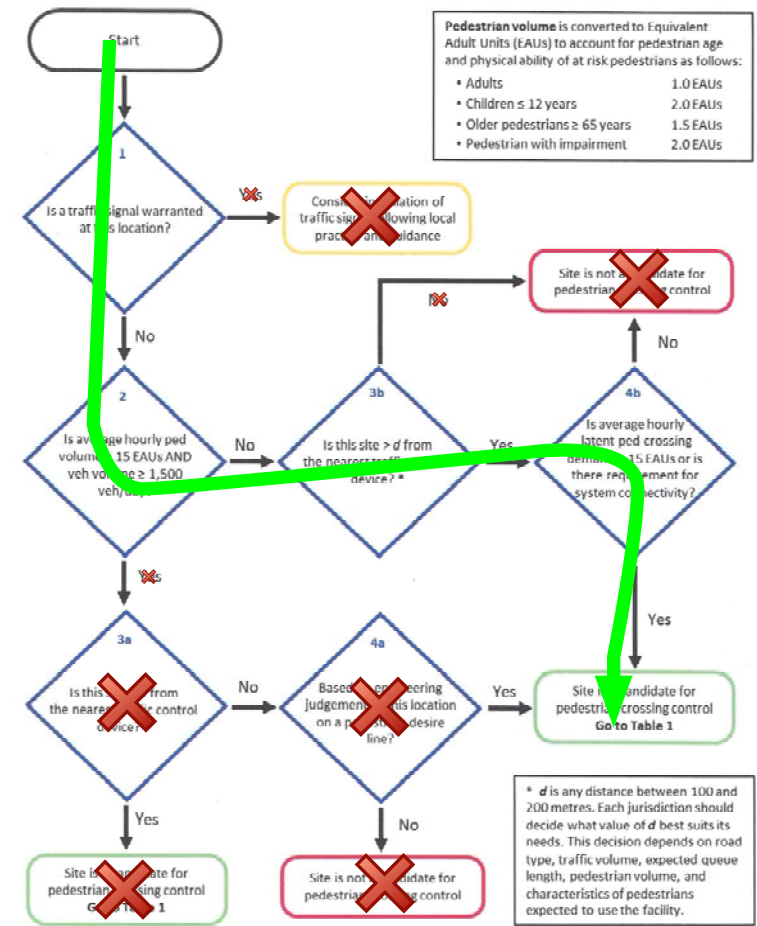


Preliminary Assessment

Using the TAC preliminary assessment tool shown to the right, the decision path suggests that the site is a candidate for pedestrian crossing control. This is based on two primary assumptions including:

1. Average annual daily traffic volumes (AADT) are in the range of 6,500 vehicles per day based on the most recent counts published by NSTIR. This data also suggest an 85th percentile speed of about 50 km/hr. This data is from 2012 and therefore should be updated to reflect more recent counts, though it is expected that updates will not impact the recommendations.
2. There is a future pedestrian crossing demand of 15 "Equivalent Adult Units" (EAUs) which accounts for pedestrians age and physical abilities.

Based on the decision criteria, the treatment selection matrix suggest the treatment is right on the boundary between a Ground Mounted System (GM) and an Enhanced Ground Mounted System (GM+). The difference between the two treatments is based on the speed limit, which is posted at 50 km/hr about 300 meters to the east location at the Town boundary. Given that the posted speed beyond this is 70 km/hr, it is reasonable to assumed that this area serves as a transition area between the two speed limits. Based on this argument, it is recommended that erring on a the side of a functional speed limit above 50 km/hr is reasonable assumption and therefore a recommendation of a GM+ treatment.



Location of Crosswalk

Location options include the east or west sides of the intersection either directly at the intersection or up/down stream of the intersections. Each location is evaluated briefly below.

1. East side of intersection: There is a catch basin in the south east corner of the intersection with a significant depression and a significant amount of puddling within the crosswalk area crossing the crosswalk. Drainage is also poor on the north side of the intersection. There are also two poles present on the east side of the intersection close to the crosswalk location which impacts sight lines and placement of the crosswalk terminus points. The evaluation process also noted that lighting is poor on the north side of the intersection.

Average Daily Traffic	Speed Limit ² (km/h)	Total Number of Lanes ¹				
		1 or 2 lanes	3 lanes (two-way)	3 lanes (one-way)	2 or 3 lanes/direction w/ raised refuge	2 lanes/direction w/o raised refuge
1,500	≤ 50	GM	GM	GM	GM	GM+
< ADT ≤ 4,500	60	GM+	GM+	OF	RRFB or OF ³	RRFB
	70	RRFB	RRFB	OF	OF	OF
4,500 < ADT ≤ 9,000	≤ 50	GM	GM	GM	GM	RRFB
	60	GM+	GM+	OF	RRFB or OF ³	OF
9,000 < ADT ≤ 12,000	70	RRFB	OF	OF	OF	TS
	≤ 50	GM	RRFB	OF	RRFB or OF ³	OF
< ADT ≤ 12,000	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
12,000 < ADT ≤ 15,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	OF	OF	RRFB or OF ³	TS
> 15,000	70	OF	TS	TS	TS	TS
	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
> 15,000	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

2. West side of intersection: The curb lines of Olson Drive and Laura Moore Road are offset by about 7 meters creating a non-standard intersection configuration that violates a number of driver and pedestrian expectation criteria and is therefore not considered a good option for a pedestrian crossing. Sight distances in both directions are good from this location and drainage appears reasonable.
3. East side of intersection - upstream of the intersection: There is an existing curb cut approximately 18 meters east of the Laura Moore curb line. There is a pole upstream of the crossing though it is separated by about 4 meters from the crossing resulting in reasonable sight distance. This pole also includes an overhead cobra style light fixture which should provide adequate lighting.
4. West side of intersection: There are few restrictions further west of the intersection with respect to potential crossing locations, sight distances and receiving areas. There are no interference from poles, though this also means there is no lighting currently present in the vicinity of the intersection. The crosswalk would be directly in line with the Woodmans Grove Park.

Recommendations

Based on evaluations against the crosswalk guiding principles, option 3 - upstream of the east side of intersection appears to be the preferred options. It is located in a reasonable location to accommodate the growing residential areas on both side of Main Street and would be relatively consistent with other cross walks across Main Street. It is located about 300 meters west of the Wolfville Welcome sign and complements the transition from rural to a semi-urban driving environment.

There is currently a speed radar sign located just upstream of the intersection which should be relocated further upstream so it does not interfere with the proposed crosswalk signage or markings. The combination of the Welcome sign, an appropriately places speed radar sign and the crosswalk would form an effective indication to drivers of a changing driving environment. A new curb cut would be required on the south side of Main Street and the existing curb cut on the north side should be upgrades as part of the installation. It is recommended that this crossing location be considered and move forward to detailed design.

Recommended Components

- RA-4 side-mounted signs, mounted back-to-back on both sides of the roadway
- Zebra crosswalk markings as per best practices guidelines
- Advanced warning sign is recommended in the westbound direction due to horizontal curve and transition from rural 70 km/hr to semi-urban 50 km/hr
- No parking and passing restrictions are already in place
- Pursue opportunities to narrow roadway width on Olson Drive at the intersection to improve vehicle and pedestrian guidance through the intersection.
- Consider the impacts of potential AAA active transportation facility along the north side of Main Street.

APPENDIX C

CASE STUDY

Main Street at Landmark East School

Location

Street: MAIN STREET School Area? YES

Intersection - Cross Street: DRIVEWAYS

Midblock - Between: v

Roadway

Road Classification: ARTERIAL **Surface Type:** Asphalt

Pavement Condition: GOOD **PCI:** 99 **IRI:** 2.02

Replacement Year? 2035 **Bus Route:** YES

Curb Material: CONC **Curb Condition:** GOOD

Posted Speed: 50 km/hr **85% Speed:**

Sidewalk

Sidewalk Material: ASP-N, CONC-S **Sidewalk Condition:** 4

Sidewalk Width: 4.8 **Winter Plowed** 3

Replacement Year? 2051

Crosswalk

Type of Crosswalk: NONE **Crosswalk AST ID:** N/A

Striping Type: **Curb to Curb Distance:** 12.4m

Ramp Material: **Ramp Condition:** FAIR

Drainage Issues? YES **Valves, MH or CB within 1m:** NO

Sign Placement: N-GOOD,S-POOR **Pole Placement:** FAIR

Sight Distances / Visual Obstructions: NONE

Volumes - Pedestrians: UNKKNOWN **Roadway AADT** <6000

Pedestrian Profile: 3 **Nighttime Lighting:** WEST SIDE GOOD

Distance to Nearest Parking: NP **Collision History:** UNKNOWN

BEST PRACTICES GAP and PRIORITIZATION

	Frequency	Severity	Risk	Cost
1. Pole and Fire Hydrant	H	M	M	M
2. Drainage	M	L	L	M
3. Driveway location ramps	H	M	H	M
4.				
5.				
6.				



Introduction and Context

There is an existing mid-block crosswalk located directly across from the Landmark East School on the north side of Main Street at the Wolfville Elms residential care facility on the south side of Main. The crosswalk is located about 100 meters east of the west Town boundary and is located within an area of transition from a 70 km/hr speed limit to 50 km/hr in the eastbound direction approaching the crossing. The area is considered a school zone and has signage indicating as such. In discussions with Landmark School staff, it was noted that the School has about 55 students and 45 staff members. Crosswalk volumes during the pre- and post school hours sees about 10-15 students and some staff members crossing at this location. At other times throughout the day, the crossing is relatively low volume. It was also noted that the route between the Wolfville Elms seniors residence and Sterlings was considered a commonly used route.

Existing Conditions

Main Street is comprised of two 3.5 meter through lanes with 1.5 meter marked bicycle lanes along each curb line. The crosswalk is located near the middle of a large radius and short length horizontal curve and is generally part of a longer curvilinear section of Main Street. Vertical grades are relatively consistent with no significant vertical curvature.

There is an asphalt sidewalk along the north side of Main Street of varying width and condition. On the south side not sidewalk is present to the west of the crosswalk with an asphalt sidewalk being introduced at the crosswalk and extending only to the east along Main Street.

The **driveways** on the north and south sides of Main Street adjacent to the crosswalk are both low volume driveways, though the Landmark East school may be subject to short term higher intensity entry and exit movements at the start and end of the school day. The south side driveway is about 4.5 meters wide and is slightly offset from the Landmark East School driveway. While this offset is not desirable, the low volume nature of both driveways combined with the offset direction and unlikely occurrence of movements across Main Street minimizes the frequency of potential conflicts.

The Landmark East driveway is a wide uncontrolled access that is close to 14 meters in width. The crosswalk north terminus is within the functional driveway terminates which creates a variety of challenges for pedestrians crossing Main Street as well as those traveling parallel to Main Street across the Landmark East driveway. The lack of driver guidance plus the presence of a high population of vulnerable road users suggests improvements are required at this location.

Drainage swale on south side of Main between driveway and buildings discharges water across the sidewalk and crosswalk destined to a catch basin on the east side of the crosswalk. This causes standing water during rain events and ice buildup during the winter months. It was noted that a catch basin is present south of the sidewalk presumably to capture the water from this swale, though appears to be ineffective in some situations.



Preliminary Assessment

Using the TAC preliminary assessment tool shown to the right, the decision path suggests that the site is a candidate for pedestrian crossing control. This is based on two primary assumptions including:

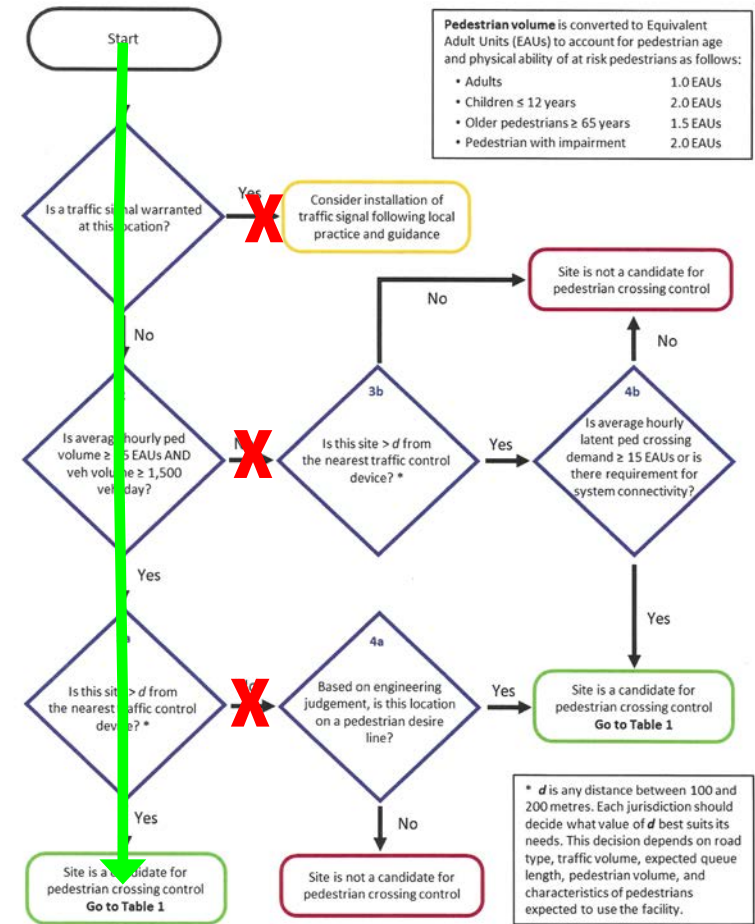
1. Average annual daily traffic volumes (AADT) are in the range of 10,000+ vehicles per day based on the most recent counts published by NSTIR. This data also suggest an 85th percentile speed of just over 50 km/hr. This data is from 2012 and therefore should be updated to reflect more recent counts, though it is expected that updates will not impact the recommendations.
2. There is an existing crossing demand of 15 “Equivalent Adult Units” (EAUs) which accounts for pedestrians age and physical abilities. It appears clear that this demand is present during portions of the day, though additional pedestrian crossing data should be collected to confirm crosswalk use throughout the day.

Based on the decision criteria, the treatment selection matrix suggests that the location is a candidate for a rectangular rapid flashing beacon RRFB treatment. Such an installation service a couple primary purposes:

1. Serves the high vulnerable road user population that is expected to use this crosswalk;
2. Signifies a transition from a more rural driving environment to an urban environment. In this regard, it serves as a “gateway” feature at the west Town limits.

Recommended Components

- RRFB and RA-3 side-mounted signs, mounted back-to-back on both sides of the roadway
- Zebra crosswalk markings
- Pedestrian push button with sign (ID-21) on both sides of road
- Advanced warning sign (WC-16) is recommended in the eastbound and westbound directions due to horizontal curve and transition from rural 70 km/hr to semi-urban 50 km/hr
- Stopping prohibition for 15m on approach and 10 m after crossing.
- Pursue opportunities to narrow driveway width to Landmark School East to improve vehicle and pedestrian guidance through the intersection.



Average Daily Traffic	Speed Limit ² (km/h)	Total Number of Lanes ¹				
		1 or 2 lanes	3 lanes (two-way)	3 lanes (one-way)	2 or 3 lanes/direction w/ raised refuge	2 lanes/direction w/o raised refuge
1,500 < ADT ≤ 4,500	≤ 50	GM	GM	GM	GM	GM+
	60	GM+	GM+	OF	RRFB or OF ³	RRFB
	70	RRFB	RRFB	OF	OF	OF
4,500 < ADT ≤ 9,000	≤ 50	GM	GM	GM	GM	RRFB
	60	GM+	GM+	OF	RRFB or OF ³	OF
	70	RRFB	OF	OF	OF	TS
9,000 < ADT ≤ 12,000	≤ 50	GM	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
12,000 < ADT ≤ 15,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	OF	OF	RRFB or OF ³	TS
	70	OF	TS	TS	TS	TS
> 15,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

Location of Crosswalk

There are a variety of challenges with the existing location including:

- Landmark East School driveway width and placement of the crosswalk;
- Drainage issues on south side of the crossing;
- Presence of a pole and fire hydrant limiting the crosswalk ramp width;
- Location between two opposing driveway.

To rectify this, a number of options exist and should be subject to further engineering study to determine the preferred options to accommodate this crosswalk:

1. Keep the crosswalk at the same location but implement a number of improvements / changes. These include:

- Reconstruct the Landmark East school driveway to provide a narrower drive aisle and create separation from the crosswalk;
- Relocate either the pole or fire hydrant on the south side to provide enough space for a proper ramp;
- Correct drainage issues on south side of the road that result in water crossing the sidewalks and crosswalks; and improve pavement conditions in all pedestrian areas.

2. Relocate the Crosswalk to the West - this option moves the crosswalk fully to the west side of the driveways for improved user recognition and guidance, though moves the crossing location further from the core residential areas where more pedestrian traffic is likely to be generated. This location also reduces visibility when approaching the crosswalk in the westbound direction due to the curvature in the roadway.

3. Relocate the Crosswalk to the East - this option moves the crosswalk fully to the east of the driveways and directly in front of the Landmark East School for improved user recognition and guidance. This moves the crossing location closer to the core residential areas where more pedestrian traffic is likely to be generated and closer to the Whidden and Stirling side roads. This location also reduces visibility when approaching the crosswalk in the eastbound direction due to the curvature in the roadway.

4. Relocate the Crosswalk to the Whidden, Sterling Avenue - this location moves the crosswalk about 100 meters to the east to the Whidden / Sterling intersection (east of west side to be determined) and provides improved services to the subdivisions on either side of Main Street, through less direct service to the Landmark East School and the seniors residence. Assuming that the majority of student pedestrian traffic comes to and from the east, this crosswalk change may have limited impact to the students and staff of Landmark. This change also removes the crosswalk from the middle of a horizontal curve to a tangent section of Main Street which is expected to improve sight lines and recognition for drivers and pedestrians alike. The main challenges at this intersection include the wide curb radius on the northeast side of the intersection and there appears to be some challenges with respect to a new development located in the northwest quadrant of the intersection.

Recommendations

The two preferred options are:

- 1. Option 3 - East of the Existing Crosswalk** - this location provides a high level of access to the school and seniors residence and eliminates the challenges associated with significant deficiencies noted at the existing location. There are existing bus stops directly in front of the school which would have to be relocated and new overhead lighting would be required. There is also a slight vertical curve in the Main Street alignment with the peak of the curve being at the existing crosswalk location. Caution should be taken in the detailed design of a crosswalk at this location as the pavement markings may not be visible on the eastbound approach to the crosswalk due to this curvature.
- 2. Option 4 - Whidden Sterling Intersection** - this location serves two purposes by being placed at the intersection and therefore supporting pedestrian traffic between the two development areas north and south of Main Street, while still remaining convenient for the majority of school related AT traffic. It is less convenient for residence of the seniors home. Successful installation at this location will require a logical resolution of adjacent access driveways and intersection design to support the crosswalk installation.

APPENDIX D

CASE STUDY

Main Street at University Avenue

Location

Street: MAIN STREET School Area? YES
 Intersection - Cross Street: UNIVERSITY AVENUE
 Midblock - Between:

Roadway

Road Classification: ARTERIAL **Surface Type:** Asphalt
Pavement Condition: GOOD **PCI:** 99 **IRI:** 2.02
Replacement Year? 2035 **Bus Route:** YES
Curb Material: CONC **Curb Condition:** GOOD
Posted Speed: 50 km/hr **85% Speed:**

Sidewalk

Sidewalk Material: ASP-N, CONC-S **Sidewalk Condition:** 4
Sidewalk Width: 4.8 **Winter Plowed** 3
Replacement Year? 2051

Crosswalk

Type of Crosswalk: NONE **Crosswalk AST ID:** N/A
Striping Type: **Curb to Curb Distance:** 12.4m
Ramp Material: **Ramp Condition:** FAIR
Drainage Issues? YES **Valves, MH or CB within 1m:** NO
Sign Placement: N-GOOD,S-POOR **Pole Placement:** FAIR
Sight Distances / Visual Obstructions: NONE
Volumes - Pedestrians: UNKNOWN **Roadway AADT** <6000
Pedestrian Profile: 3 **Nighttime Lighting:** WEST SIDE GOOD
Distance to Nearest Parking: NP **Collision History:** UNKNOWN

BEST PRACTICES GAP and PRIORITIZATION

	Frequency	Severity	Risk	Cost
1. Sports Complex Driveway	H	H	H	M
2. Drainage	M	M	M	M
3. Offset Intersections	H	M	M	H
4.				
5.				
6.				



Introduction and Context

The University Avenue crosswalk is located on Main Street between University Avenue and the main driveway to the Acadia sports stadium complex. It was recently upgraded to include rectangular rapid flashing beacons (RRFB) as the control treatment at the intersection. The review of the intersection as part of the crosswalks strategies project investigated the existing crosswalk conditions in detail to identify any further deficiencies that may be present at this crossing location and to confirm that the current RRFB treatment meets current best practices for such a crossing.

Existing Conditions

This crosswalk location is a complex environment as it is located between two intersections, including the higher volume driveway to the sports complex. It has a significant pedestrian volume due to its location relative to the various University buildings and facilities near the crosswalk. The crossing population is predominantly composed of student traffic through much of the year through other users were frequently noted at the crossing. Students in this situation are generally of university age and therefore more mature than to be considered purely from children users perspective. The section of main street also carries significant traffic loading. Vehicle speeds appear to be reasonable as the crossing is still relatively influenced by the downtown core environment immediately to the east and drivers approaching from the west have had some chance to acclimatize to the urban environments from the more rural Highway sections further to the west.

The existing crosswalk across the Sports complex driveway is close to 33 m long as painted, or about 25 m long functionally across the driveway entrance. It was noted that there is limited lane definition at this driveway and it is likely that vehicle paths through this crosswalk vary significantly. The adjoining crosswalk over University Avenue is more traditional and recent upgrades have improved the corner condition near the crosswalk ramp locations.

The presence of the driveway to the west and University Avenue to the east places the crosswalk in a challenging position between these two points which creates a number of potential conflict points due to right and left turning traffic movements at the intersections. In particular, the left turns onto Main Street creates direct conflict with a pedestrian crossing and limit or reduce the effectiveness of the rapid flashing beacons when approaching the crosswalk from the driveway at the University Avenue.

Drainage at this crosswalk is poor with a significant amount of water coming from the Acadia sports complex that collects from the parking lot, drains along the west side of the driveway across the crosswalk into a catch basin immediately on the south side of the crosswalk. This result in significant amount of water within the crosswalk during rainfall events and would be prone to icing during the winter months. The presence of the rapid flashing beacons between the intersection results in a high driver workload with pedestrian signage poles, flashing beacons, driveway movements, pedestrian movements and more happening in a very limited amount of space.

Preliminary Assessment

Using the TAC preliminary assessment tool shown to the right, the decision path suggests that the site is a candidate for pedestrian crossing control. This is based on two primary assumptions including:

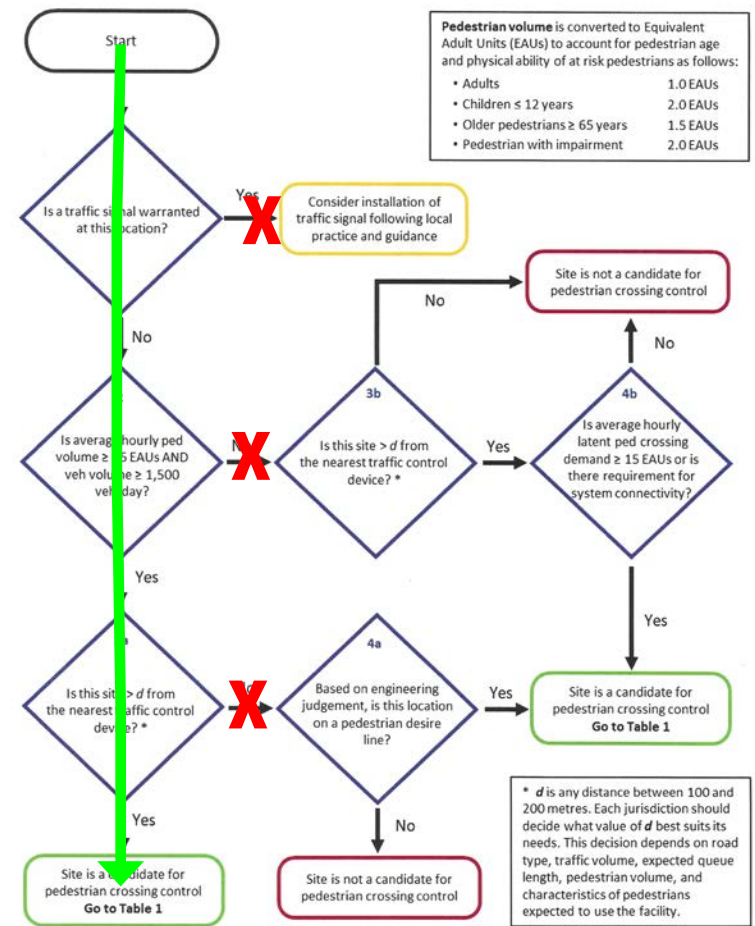
1. Average annual daily traffic volumes (AADT) are in the range of 10,000+ vehicles per day based on the most recent counts published by NSTIR. This data also suggest an 85th percentile speed of just over 50 km/hr. This data is from 2012 and therefore should be updated to reflect more recent counts, though it is expected that updates will not impact the recommendations.
2. There is an existing crossing demand of 15 “Equivalent Adult Units” (EAUs) which accounts for pedestrians age and physical abilities. It appears clear that this demand is present during portions of the day, though additional pedestrian crossing data should be collected to confirm crosswalk use throughout the day.

Based on the decision criteria, the treatment selection matrix suggests that the location is a candidate for a rectangular rapid flashing beacon RRFB treatment. Such an installation service a couple primary purposes:

1. Serves the high vulnerable road user population that is expected to use this crosswalk;
2. Identifies the crosswalk as a prominent location and is consistent with the university environment. It also signifies a changed from the RA-5 treatments in the downtown.

Recommended Components

- RRFB and RA-3 side-mounted signs, mounted back-to-back on both sides of the roadway
- Zebra crosswalk markings
- Pedestrian push button with sign (ID-21) on both sides of road
- Advanced warning sign (WC-16) is recommended in the eastbound and westbound directions due to horizontal curve and transition from rural 70 km/hr to semi-urban 50 km/hr
- Stopping prohibition for 15m on approach and 10 m after crossing.
- Pursue opportunities to narrow University Sports complex driveway
- Pursue options to reduce the number of conflict points at the crosswalk



Average Daily Traffic	Speed Limit ² (km/h)	Total Number of Lanes ¹				
		1 or 2 lanes	3 lanes (two-way)	3 lanes (one-way)	2 or 3 lanes/direction w/ raised refuge	2 lanes/direction w/o raised refuge
1,500	≤ 50	GM	GM	GM	GM	GM+
	60	GM+	GM+	OF	RRFB or OF ³	RRFB
	70	RRFB	RRFB	OF	OF	OF
< ADT ≤ 4,500	≤ 50	GM	GM	GM	GM	RRFB
	60	GM+	GM+	OF	RRFB or OF ³	OF
	70	RRFB	OF	OF	OF	TS
4,500	≤ 50	GM	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
9,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
9,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	OF	OF	RRFB or OF ³	TS
	70	OF	TS	TS	TS	TS
12,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	OF	OF	RRFB or OF ³	TS
	70	OF	TS	TS	TS	TS
12,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS
> 15,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

Location, Geometric Design and Safety

The crosswalk location and treatment appear to be appropriate and convenient for users, though it is placed in the middle of a series of side road driveways and roadways, including the extremely wide driveway to the Acadia sports complex, University Avenue and a secondary maintenance driveway to the University sports complex. If the existing access configurations are to remain in place, there would be incentive to move the cross walk location to the east side of the maintenance driveway to remove the crosswalk from the middle of a high number of potential conflict points.

A more logical solution at this location would be to implement a significantly higher level of access management principles which could include;

- Narrowing of the main athletic complex driveway and reducing the existing 33 meter wide crosswalk to 7 - 10 meters in width.
- Eliminating the maintenance roadway to Main Street, requiring vehicles to use the access roadway north to the front of the complex. Alternatively the maintenance access to be extended straight to the main parking lot, or could be reconstructed further to the east so it does not interfere with the functional area of the crosswalk and Kent Road intersection.
- Design the crosswalk area and adjacent driveways to provide clear vehicle and pedestrian guidance to eliminate existing ambiguity of movements and delineated paths

The other essential improvement at this intersection area is reconstruction portions of the stormwater drainage network which currently results in standing water across all the crosswalks and heavy flows across the crosswalks in some areas. These are all factors which negatively impact pedestrian safety and comfort and increase the risk of vehicle pedestrian collisions.

APPENDIX E

CASE STUDY

Eastern Gateway, Willow
Avenue

Introduction and Context

The Willow Avenue crosswalk, often referred to as the Eastern Gateway is located just east of Wolfville's downtown core area, approximately 260 metres east of the Harbourside / Gaspereau intersection with Main Street. The crosswalk was recently relocated from about 30 meter further east to the existing location immediately on the east side of Willow Avenue. The crosswalk forms a critical AT connector between Willow Park and the Waterfront Harvest Trail including the parking lot immediately on the north side of Main Street. It is also in close enough proximity to the downtown core that significant pedestrian volumes travel between the core area and the amenities surrounding this crosswalk. Further, many of the users of this crosswalk are considered to be within the vulnerable road user (VRU) classification composed of many families, children, elderly as well as being an area frequented by visitors and tourists.

Existing Conditions

Willow Avenue is a short local residential roadway connecting Main Street to King Street / Blomidon Terrace / Winter Street and is a primary access point to Willow Park. A concrete sidewalk is located on the east side of Willow connecting to Main Street just west of the crosswalk location. The previous driveway to the parking areas was also relocated further east making space for a new residential development being constructed immediately north of the crosswalk. This positions the crosswalk in the middle of the north parking lot driveway and the southern Willow Avenue.

The crosswalk is positioned in the middle of a curvilinear section of Main Street with the current position likely creating the best opportunities for sight lines to and from the crosswalk. Nonetheless, it is a relatively complex crosswalk area with high vehicle and pedestrian movement taking place in a location of transition between downtown and semi-rural traffic operations. The crosswalk also represents the start and end point of the curbside bike lanes that run along Main Street to the east town limits. West of the crosswalk towards downtown, the cross-section reverts to a two lane roadway with parking permitted along the east/south side of the street.

Three hour parking is permitted right up to the Willow intersection and it was noted that the southwest corner of the Willow intersection has a relatively large corner radius resulting in a crosswalk length of close to 16 metres across Willow Street. While there is some justification for a slightly wider radius due to the skew angle that Willow intersection Main with, it is still larger than warranted and likely promotes faster vehicle speeds for right turn movements.



Preliminary Assessment

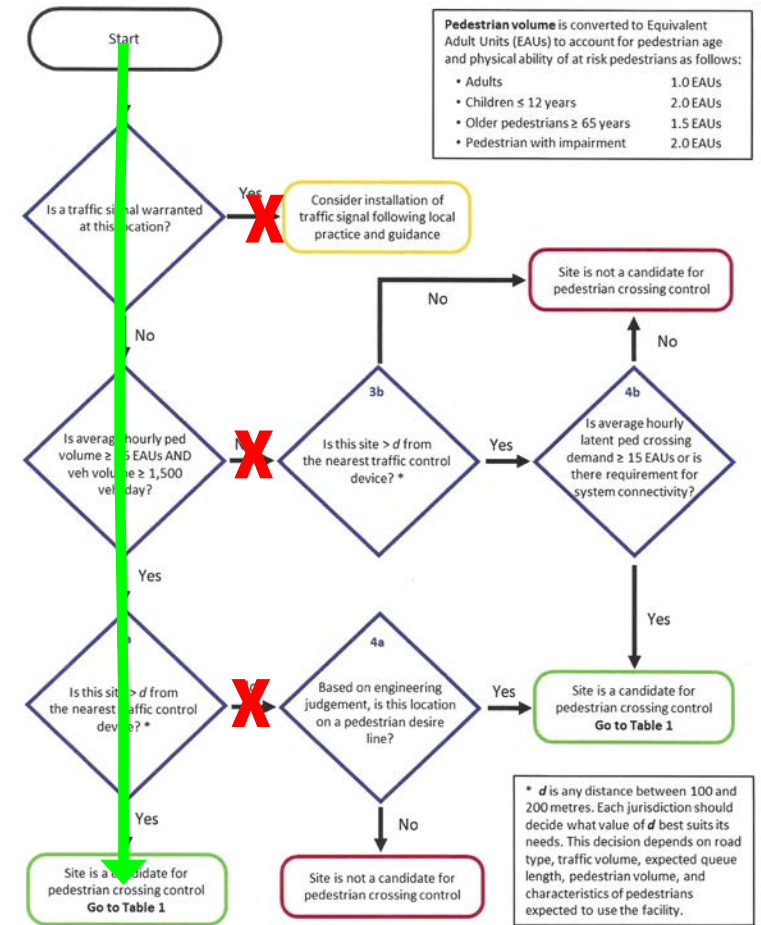
Using the TAC preliminary assessment tool shown to the right, the decision path suggests that the site is a candidate for pedestrian crossing control. This is based on a primary assumptions that there is an average daily traffic volume (ADT) greater than 9,000 vehicles per day past this point. This should be confirmed by carrying out a traffic count at this location. Based on observations and discussions with Town staff, it is clear that the pedestrian volumes significant exceeds the require EAU thresholds.

Based on the decision criteria, the treatment selection matrix suggests that the location is a candidate for either a GM+ or a rectangular rapid flashing beacon RRFB treatment. Such an installation serves a number of primary purposes:

1. Serves the high vulnerable road user population that is expected to use this crosswalk;
2. Identifies the crosswalk as a prominent location within a relatively complex crossing environment;
3. It signifies a changing driving environment between downtown core operations and the semi-rural operations further to the east.

Recommended Components

- RRFB and RA-3 side-mounted signs, mounted back-to-back on both sides of the roadway
- Zebra crosswalk markings
- Pedestrian push button with sign (ID-21) on both sides of road
- Advanced warning sign (WC-16) is recommended in the eastbound and westbound directions due to horizontal curve the relatively complex environment surrounding the crosswalk.
- Stopping prohibition should be increased in on the west side of the intersection due to improve sight lines
- Pursue opportunities to narrow the Willow Avenue crosswalk
- Pursue opportunities to simplify driverwork load the the intersection and crosswalk area.



Average Daily Traffic	Speed Limit ² (km/h)	Total Number of Lanes ¹				
		1 or 2 lanes	3 lanes (two-way)	3 lanes (one-way)	2 or 3 lanes/direction w/ raised refuge	2 lanes/ direction w/o raised refuge
1,500 < ADT ≤ 4,500	≤ 50	GM	GM	GM	GM	GM+
	60	GM+	GM+	OF	RRFB or OF ³	RRFB
	70	RRFB	RRFB	OF	OF	OF
4,500 < ADT ≤ 9,000	≤ 50	GM	GM	GM	GM	RRFB
	60	GM+	GM+	OF	RRFB or OF ³	OF
	70	RRFB	OF	OF	OF	TS
9,000 < ADT ≤ 12,000	≤ 50	GM	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
12,000 < ADT ≤ 15,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	OF	OF	RRFB or OF ³	TS
	70	OF	TS	TS	TS	TS
> 15,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

Location Options

Given the complexities of the crosswalk location there are two fundamental approaches to improving this crosswalk.

1. Relocate the crosswalk to an alternate location that reduces the complexities and conflict points in the vicinity of the crosswalk.
2. Leave the crosswalk at its existing location and simplify infrastructure elements that create a complex driver work load in the vicinity of the crosswalk.

Based on the direct high volume desire line generated at this location and the reduced sight lines that would result from moving the crosswalk further to the east, it is recommended that leaving the crosswalk in its existing location as described in Option 2 is the preferred solution.

Recommendations

Upgrading this cross walk environment would benefit from a detail traffic count of vehicle and pedestrian volumes to confirm the recommendation for the installation of a RRFB crosswalk treatment. It would also be beneficial to understand the nuances of traffic and pedestrian operations through the intersection.

The RRFB installation appears to be a prudent recommendation given the complexities of the crossing environment and the high driver workload currently experienced through the intersection and crosswalk. The RRFB treatment provide a more robust pedestrian activated control option that wil be more visibly through the visual clutter that is found approaching the intersection .

Other recommened improvements at this intersection to simplify operation and ultimately reduce the risk of conflicts or collisions include:

- Posting the easbound WC-16 warning sign on sides of the roadway provided that a suitable sign placement can be found that does not obstruct sight lines to the crosswalk or the RRFB fixtures.

- Given the curvilinear nature of the approach roadways, ensure the RRFB fixtures are oriented in a direction that maximizes visibility on each of the approaches.
- Eliminate parking immediately upstream of the intersection west of Willow Avenue. This includes no parking zone extending past the first fire hydrant to the west providing close to 50 meters of open sight lines to the crosswalk with the loss of only 2 parking spaces.
- Consider initiating the bike lane to the west of Willow Avenue to avoid this transition directly at the crosswalk and will help reduce the additional signage related to the bike lane in the vicinity of the crosswalk. This also provides some benefit in helping slow traffic down prior to the crosswalk due to the narrower painted lane lines. Alternatively, the start to the bike lane could be shifted further downstream.
- Access management principles suggest that residential driveways should not be placed within the functional area of the interection. In this regard, the residential driveway immediately west of the Willow on the south side should be closed with access provided off of Willow Avenue.
- It was also noted that a new driveway ramp has been placed immeidately across from Willow Avenue though offset slightly to the west. If this is the intended location of the driveway access to the new residential complex on the north side of Main Street, it is considered to be a very undesirable location and it is recommended that the driveway access be relocated further west away from the Willow Avenue intersection and crosswalk location.
- The southwest quadrant of the intersection should be reconstructed with a significantly smaller corner radius to reduce the width of the Willow Avenue crossing and the help better manage vehicle routes and speeds through the intersection.
- Evening audits indicate that lighting levels at this crosswalk are poor therefore additional overhead lighting should be installed at this intersection as part of the upgrading process.

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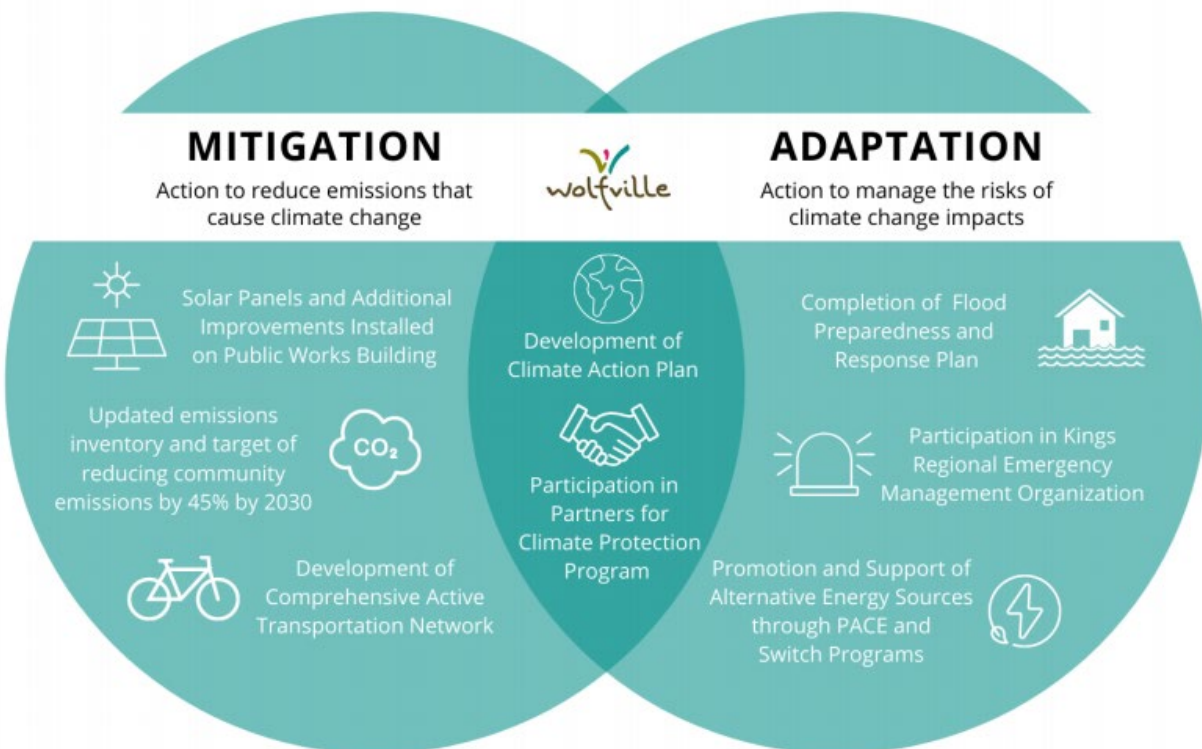
SUMMARY

CLIMATE ACTION UPDATE + DISCUSSION

This report is meant to provide Council information/education and an opportunity for discussion around the next steps of Climate Action work in the Town. It is important that Staff, Council and the Community (Business and Residents) are aligned in these efforts as we move forward to adopting a Climate Action Plan that stretches to meet our targets.

This work has progressed over the last 2-3 years and is now at an exciting juncture where Council can consider community engagement efforts, understand the overall emissions profile for our region, and work together to do our part.

Figure 1: Climate Action Venn Diagram Summary



Staff are working on finalizing a draft Climate Action plan for the Town (see our Low Carbon Roadmap – found [here](#)). Staff have been using our ‘Wolfville Blooms’ web engagement platform and also engaged through the summer with the public and are now working on finalizing documentation for Council’s

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consideration and direction. The draft Climate Action plan will be accompanied by 3 year (the remainder of this Council term) implementation opportunities that Council can consider as part of the annual budget process.

This report will be accompanied by a Staff presentation to help facilitate a discussion focused on short-term actions. Discussion on ideas from Council can help inform Staff completing the draft plan. The draft Climate Action plan will come to Council at the November Committee of the Whole meeting.

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1) CAO COMMENTS

For information purposes only.

2) REFERENCES AND ATTACHMENTS

References

1. [Wolfville Blooms Engagement platform](#)
 - a. [Low Carbon Roadmap](#)
2. [FCM Climate MITIGATION maturity scale](#)
3. [FCM Climate ADAPTATION maturity scale](#)

Attachments

1. Regional GHG Emissions Inventory and Opportunities:
 - a. Regional Climate Work – Preliminary Executive Update

3) DISCUSSION

Overview

This work has been ongoing for 2-3 years. This has included a Federation of Canadian Municipalities (FCM) Staff grant, work completed through the Transition 2050 program (GHG emissions inventory and target setting, Low Carbon Roadmap), and also the work funded through the Provincial Low Carbon Communities Fund (Inspire Wolfville). This work is all coming together to inform a Climate Action Plan that will be presented for Council's consideration in November.

It is important to think of the impact the Town of Wolfville (and other municipalities in our region) can have on the situation we find ourselves in. Thinking about our different roles in the energy and emissions cycle is key. The biggest impacts are where we have indirect control, underscoring where a community effort is required.

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Figure 2: Local Government Roles in Climate Action

Local government as...	Authority	Sample actions	Community energy & emissions planning techniques	Potential impact on GHG emissions reductions
Energy Consumers	Direct control	Municipal building retrofits, construction of high performance municipal buildings, purchase of zero emissions vehicles, development of renewable natural gas from organic materials	Corporate GHG inventory and plan	Low
Investors	Indirect control	Renewable natural gas from a landfill, zero emissions transit system, cycling infrastructure, electric vehicle charging stations, recycling programs, public/private partnerships	Situational analysis [review of capital budgets]	Medium-high
Influencers	Indirect control	Municipal Planning Strategy, Property Assessed Clean Energy (PACE) programs	Modelling and scenario-planning	High

Adapted from the Ontario Community Emissions Reduction Planning: A Guide for Municipalities

The 2050 Low Carbon Roadmap report (see references), prepared by Sustainability Solutions Group as part of FCM's Transition 2050 program, outlines the scope and scale of change required if communities are going to achieve net zero targets by 2050.

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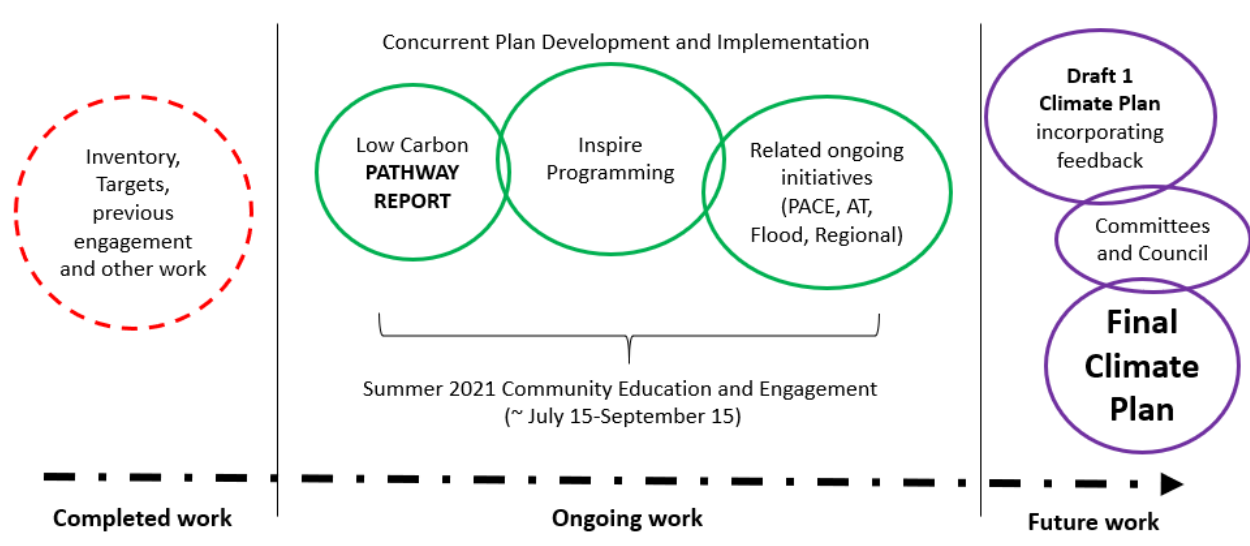
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Figure 3: Graphical summary of work-to-date, ongoing efforts and future work



What's happening next?

The Town has set targets under the Partners for Climate Protection framework. To move to the next milestone, and to provide a roadmap to move forward with our Climate work, a Climate Action Plan needs to be developed and approved by Council. Sustainability Solutions Group, who recently completed a greenhouse gas inventory for the Town, have also produced a Community Energy and Emissions Roadmap – how we could move toward 2050 and meet our targets. This 2050 Low Carbon Roadmap provides 21 actions in 5 action areas to reduce emissions and hit the emissions reduction targets approved by Council by 2030 and 2050. This roadmap is the backbone of the upcoming Climate Action Plan to be considered by Council.

The timeline moving forward is proposed to be:

- Staff to finish drafting the Climate Action Plan (now - Nov 7)
 - Closing out engagement and summarizing this for the draft Climate Plan
 - Integrating the different pieces of work (Low Carbon Roadmap, Inspire Wolfville, Engagement, etc) into a document
 - Creating a 3-year implementation opportunities menu
 - Working with the consultants doing the Regional work to integrate what we can into our climate plan
- Review of the package going to Council by the Environmental Sustainability Committee (October 25th)

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- Committee of the Whole considers the draft plan and short-term implementation options (Nov. 7th Committee of the Whole)
 - Council provides direction on next steps
- Additional work by Staff to finalize plan or complete other work needed (date TBD)
 - Regional study outcomes and/or other Council direction
 - Additional discussion at another Committee of the Whole?
- Council considers adoption of final Climate Action Plan (date TBD)

Regional Climate Work

Staff have secured funding and have been involved in ongoing Regional climate work with staff from Kings County, Kentville and Berwick. Current work includes a regional greenhouse gas inventory and emissions reduction opportunity catalogue being developed by consultants, AET Group Inc. This work acknowledges that climate change is a regional issue and that Wolfville’s actions are more impactful when paired with others in the region. The final report and emissions reductions opportunity catalogue is expected to be complete by the end of November 2021 and should inform the Town’s Climate Plan.

The timeline moving forward is proposed to be:

	September-21				October-21				November-21			
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
Prepare Draft GHG Inventory Reports												
Prepare Final GHG Inventory Reports												
Benchmarking Assessment												
Interviews with Stakeholders												
Research of Non-Interviewed Stakeholders												
Consolidation, Evaluation, Prioritization of GHG Reduction Opportunities												
CURB Modeling Analysis												
Draft Regional GHG Reduction Opportunity Study												
Meeting with Municipal Representatives												
Preparation of Final Regional GHG Reduction Opportunity Study												

An executive update on the regional work is also included as attachment 1 to this report.

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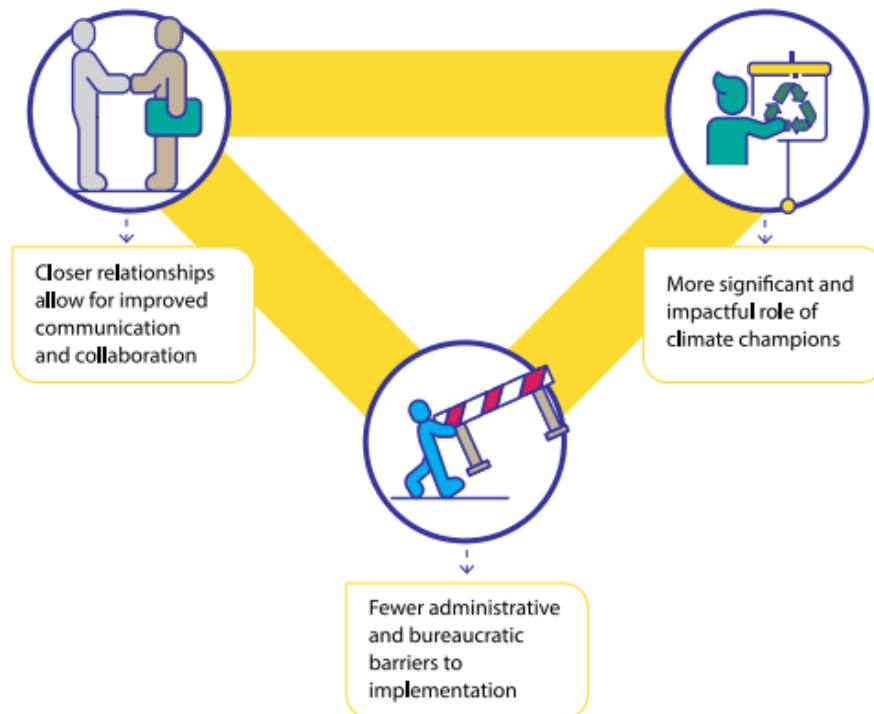
It is hoped that the Regional Work will lead to cooperation between the units to tackle this work collectively, potentially through an Intermunicipal Services Agreement (IMSA) and shared capacity. Given the varying readiness in the different areas of action, the best way to cooperate and move forward needs to be further unpacked once the regional inventories and opportunities report is received. FCM's Climate Mitigation and Adaptation 'Readiness Scales' (see references) are helpful tools when thinking about how best to align the various municipal units to 'move the needle' on climate action.

Inspire Wolfville Program

Through the NS Low Carbon Communities fund, a robust behaviour change program has been developed and will complement the Climate Action work – both on going and work to come. This is the most important and difficult area of this work – how does everyone row in the same direction? The work completed by ThinkWell Shift lays a solid foundation for us to move forward. This work is all included [here](#) in the last Environmental Sustainability Committee Package (item 4a). This work informs our climate plan and seasonal efforts through summer students will continue to be proposed as part of our efforts.

Figure 4: Unique Advantages of Rural Communities in taking Climate Action

THE UNIQUE ADVANTAGES OF SMALL AND RURAL COMMUNITIES



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Conclusion

There is no 'off-the-shelf' solution to this work. From the beginning we have taken a concurrent plan implementation-plan development approach (doing obvious things while also planning for future actions). Wolfville is seen as a leader in the province. The final figures below, from our Engagement Guide prepared by ThinkWell Shift, outlines how both individual and system-level actions are needed, and that this is an iterative cycle as we move ahead together toward a low carbon future.

Figures 5 and 6: Inspire Wolfville Concept Diagram and Individual-Collection Action Diagram

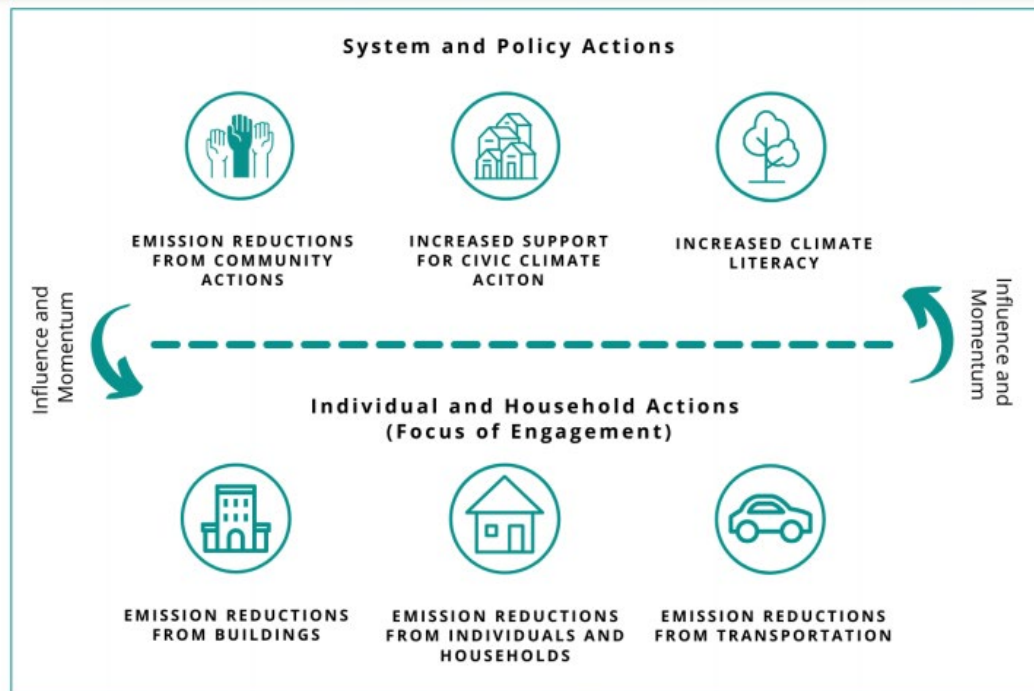


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4) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Climate Action directions have been established in the Town's:

- [Municipal Planning Strategy](#) - Excerpt included here from Community Priorities (Part 2)– see full document for details and other policy direction.



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OBJECTIVE CA	OBJECTIVE CA	OBJECTIVE CA	OBJECTIVE CA
To control land use in a way that preserves, enhances and protects the natural environment to ensure open space opportunities for all residents.	To promote clean energy and reduce greenhouse gases (Climate Mitigation) by maximizing energy efficiency through conservation, local renewable energy opportunities, partnerships, and the use of sustainable infrastructure and green building design.	To undertake climate adaptation and mitigation measures to create a community resilient to disruptors.	To create a leading sustainable transportation network that supports non-vehicular transportation modes and improves connectivity.
ANTICIPATED RESULTS <ul style="list-style-type: none"> Enhance environmental constraints Preservation of ecosystem services, including Agricultural land. Ensure source water protection and reduce water consumption. 	ANTICIPATED RESULTS <ul style="list-style-type: none"> Work toward advancing our position in the Partners for Climate Protection Program through GHG emissions reduction and energy planning work. 	ANTICIPATED RESULTS <ul style="list-style-type: none"> Work with partners to preserve and enhance resilience to sea level rise. New requirements for buildings in flood prone areas. Educate the community about climate change implications and initiatives. 	ANTICIPATED RESULTS <ul style="list-style-type: none"> Better leverage our partnership with Regional Transit Authorities. Prioritize the creation of walkable and bikeable infrastructure. Explore community/micro transit options.

- [Council Strategic Plan](#) / [Town Capital and Operations Plan](#) (priority area 4 included here – see full documents for details)

4. Priority Area 4 (PA4) - Climate management related initiatives to reduce carbon emissions, support local transportation, local food security and environmental protection.

5) COMMUNICATIONS

There has been a large focus on communications with Barb Shaw – the Town’s Communication’s lead – sitting on the Climate action internal working group.

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ATTACHMENT 1 – Regional Greenhouse Gas Reduction Study

Executive Update (September 27, 2021)

Regional Greenhouse Gas Reduction Study

Executive Update (September 27, 2021)

The partner municipalities of the County of Kings (Town of Berwick, Town of Kentville, Town of Wolfville and the Municipality of the County of Kings) are partnering in the development of a Regional Greenhouse Gas Reduction Study. The project is being conducted in phases, with the first phase being the calculation of greenhouse gas (GHG) emissions for each partner municipality at both the Community level and Municipal Operations levels. The second phase of the project is the modeling of future GHG emissions for each partner municipality, the identification of potential GHG reduction opportunities, and the development of a GHG reduction implementation plan.

This executive update is to provide results of the completed first phase of the project. The findings from the second phase of the project will be released in the fall of 2021.

Community GHG Emissions

The Community GHG emissions were calculated in accordance with *The Global Protocol for Community-Scale GHG Emission Inventories*, a globally-recognized best practice framework. Community GHG emissions were calculated using a variety of input data sources including Census of Canada, community electricity consumption totals, waste disposal figures, transportation surveys, and the Census of Agriculture. Annual estimates of carbon uptake (removal from the atmosphere) in natural lands such as forest and wetlands were also calculated.

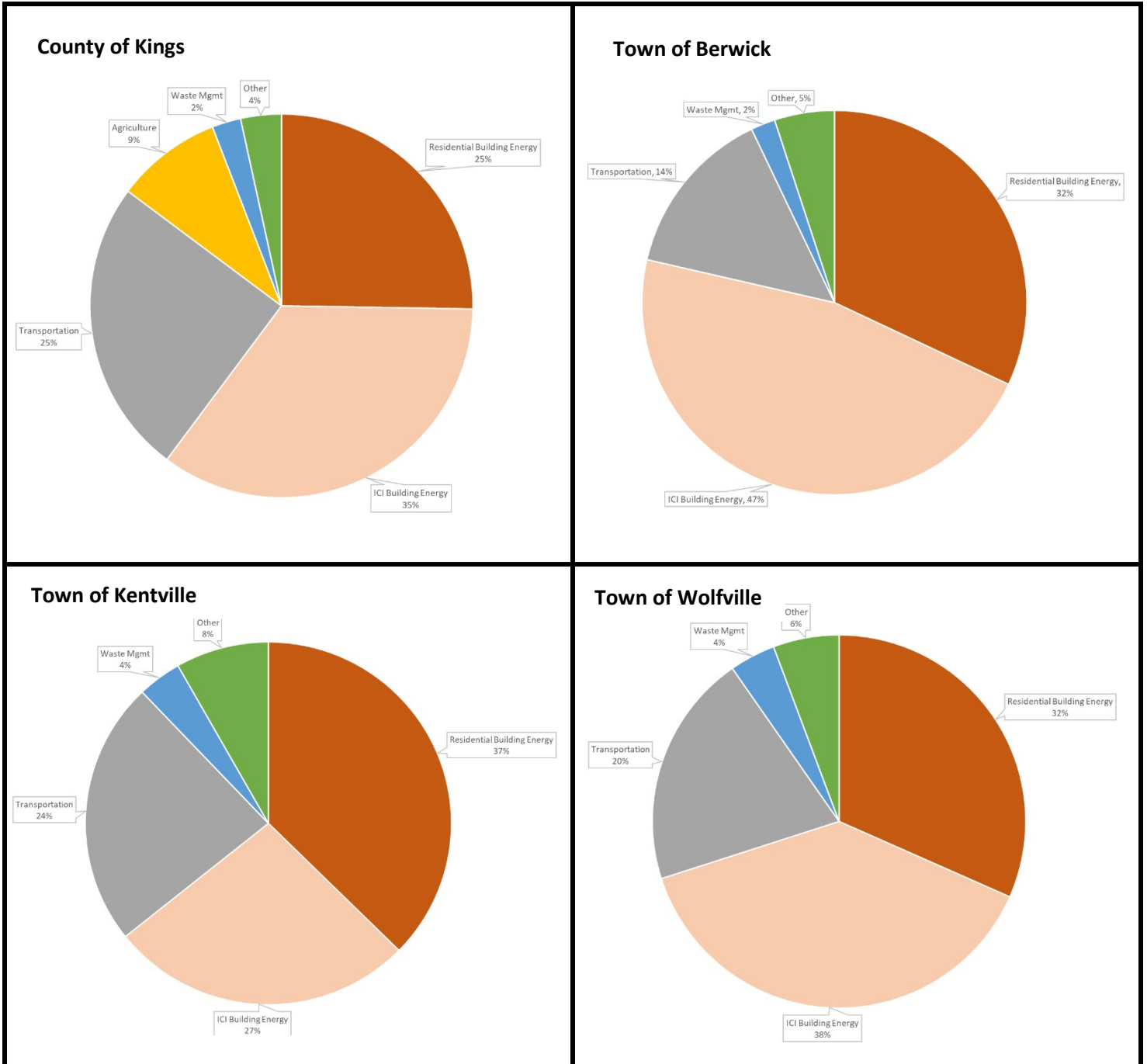
GHG Source	GHG Emissions (tonnes of equivalent carbon dioxide)			
	Town of Berwick	Town of Kentville	Town of Wolfville	Municipality of the County of Kings
Residential Building Energy	16,926	29,769	20,774	231,695
ICI (Institutional – Commercial – Industrial) Building Energy	24,643	21,448	25,236	320,545
Transportation	7,577	18,820	13,319	229,169
Agriculture	0	0	0	81,910
Waste Management	1,084	3,098	2,612	22,334
Other	2,661	6,558	3,749	31,518
Total GHG Emissions	52,891	79,694	65,689	917,171
Carbon Uptake in Natural Lands	-111	-2,356	-921	-574,380

Total Community GHG emissions for all of the partner municipalities is approximately 1.115 million tonnes of equivalent carbon dioxide. Energy used in buildings (residential + ICI) is the largest source of Community GHG emissions, representing 62% of the total. This includes both electricity and fuel combusted for

heating. Transportation is the second largest source of Community GHG emissions, representing 24% of the total.

The region’s forest and wetlands remove approximately 574,000 tonnes of carbon dioxide from the atmosphere each year, confirming that the protection and enhancement of natural land covers is an important strategy in climate change action planning.

Percentage of Community Emissions by GHG Source:



The following observations were made regarding the percentage of Community emissions by GHG source:

- The Municipality of the County of Kings is the only partner municipality for which Agriculture sector GHG emissions were calculated (it was assumed that the amount of agriculture land in the boundaries of Berwick, Kentville, and Wolfville was insignificant)
- The Town of Kentville is the only partner municipality that had a larger percentage of GHG emissions from Residential Building Energy compared to ICI Building Energy
- The Town of Berwick had the smallest percentage of GHG emissions from Transportation and the largest percentage of GHG emissions from Building Energy
- The Town of Wolfville had the least differential between percentage of GHG emissions from Residential Building Energy and ICI Building Energy

Municipal Operations GHG Emissions

Municipal Operations GHG emissions were calculated for each partner municipality using a variety of input data sources including invoices from electric utilities, invoices from building heating energy suppliers, energy used for the treatment of water and wastewater, vehicle and equipment fuel receipts, and waste disposal data. Annual estimates of carbon uptake in natural lands owned and operated by the municipality such as conservation lands or parks was also calculated.

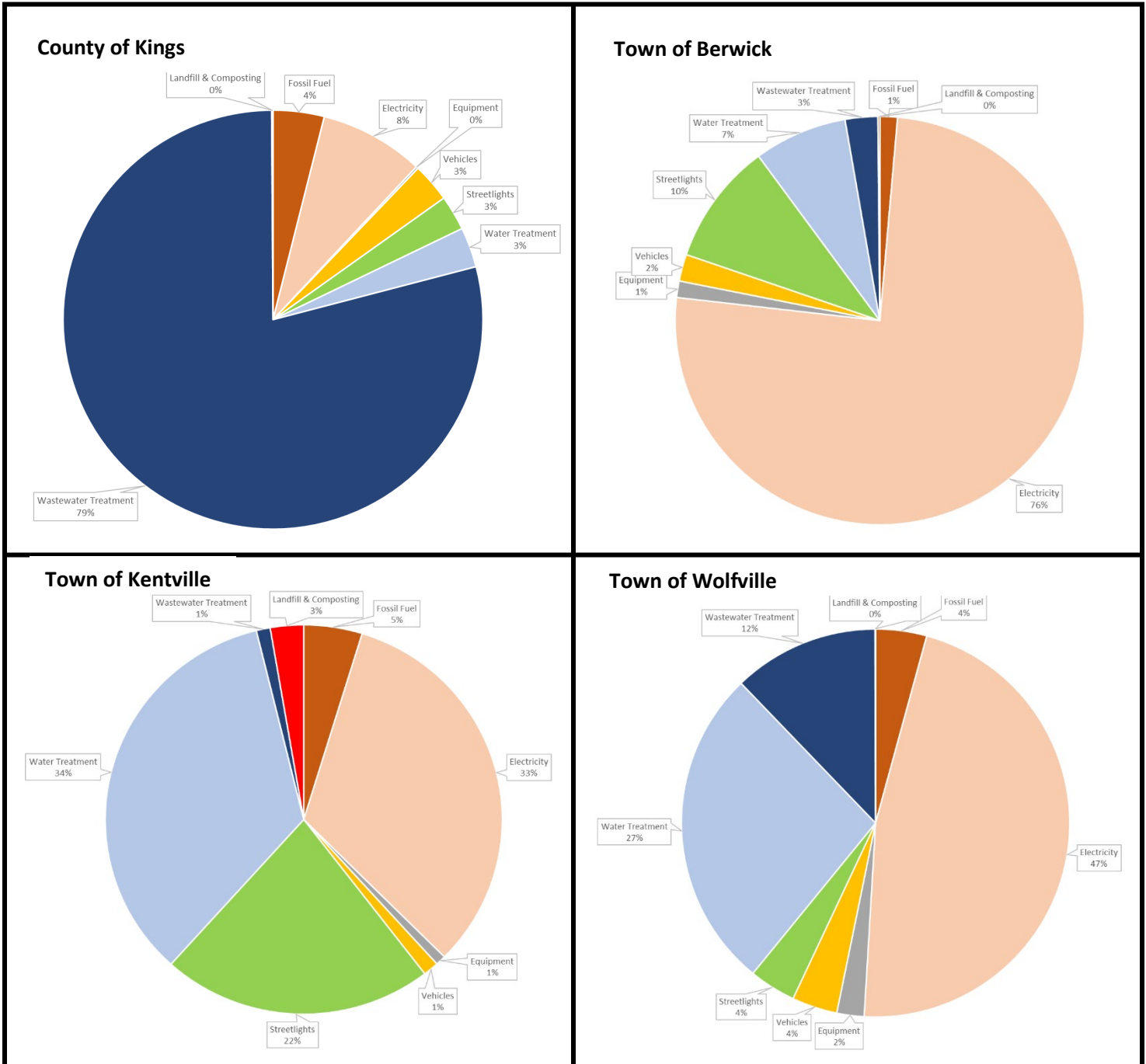
GHG Source	GHG Emissions (tonnes of equivalent carbon dioxide)			
	Town of Berwick	Town of Kentville	Town of Wolfville	Municipality of the County of Kings
Building Energy – Fossil Fuel	18	111	84	200
Building Energy - Electricity	962	760	928	409
Vehicles and Equipment	44	48	120	162
Streetlights	123	513	77	137
Water Treatment	94	801	535	157
Wastewater Treatment	33	26	241	4,016
Solid Waste Disposal	2	63	1	5
Total GHG Emissions	1,276	2,323	1,987	5,085
Carbon Uptake in Natural Lands	0	-204	-83	-1,067

Total Municipal Operations GHG emissions for all of the partner municipalities is 10,672 tonnes of equivalent carbon dioxide. Energy used for Wastewater Treatment is the largest source of Municipal

Operations GHG emissions, representing 40% of the total. Electricity consumed in buildings is the second largest source of GHG emissions, representing 29% of the total.

Forest and wetland areas under municipal control remove 1,354 tonnes of carbon dioxide from the atmosphere each year, confirming that the protection and enhancement of natural land covers is an important strategy in municipal climate change action planning.

Percentage of Municipal Operations Emissions by GHG Source:



The following observations were made regarding the percentage of Municipal Operations emissions by GHG source:

- The Municipality of the County of Kings has the largest percentage of GHG emissions from Wastewater Treatment due to the number of wastewater treatment plants that are operated by the County
- The Town of Kentville has a larger percentage of GHG emissions from Streetlights and Waste Disposal compared to the other partner municipalities. Streetlights and Waste Disposal represent 25% of Kentville's GHG emissions from Municipal Operations; these categories do not exceed 10% combined in the other partner municipalities
- The Town of Berwick has the largest percentage of GHG emissions from Building Energy (Electricity)
- The Town of Wolfville has a lower percentage of GHG emissions from Streetlights compared to the other towns

REQUEST FOR DECISION 053-2021

Title: Appointment of Building Official

Date: 2021-10-05

Department: Planning & Development



SUMMARY

Appointment of Building Official / Fire & Life Safety Inspector

In order to provide a continuous level of service to residents, it is necessary for the Town to appoint an additional building official. Mr. Collicutt is a qualified as a residential level building official and will be certified Level 1 in early 2022.

DRAFT MOTION:

That Council appoint James Collicutt as a “Building Official” pursuant to Section 5(2) of the Building Code Act, Chapter 46 of the Revised Statutes, 1989.

REQUEST FOR DECISION 053-2021

Title: Appointment of Building Official

Date: 2021-10-05

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

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

3) STAFF RECOMMENDATION

Staff recommends that Council appoint James Collicutt as one the Town's Building Officials.

4) REFERENCES AND ATTACHMENTS

N/A

5) DISCUSSION

In order to provide a continuous level of service to residents, it is necessary for the Town to appoint an additional building official. Mr. Collicutt is qualified as a residential level building official and will be certified Level 1 (Part 9 Building Code) in early 2022.

Mark Jamieson will stay with the Town permanently until April 1, 2022 at which time he will be here on contract/as needed only supporting James on Part 3 buildings (Level 2) and assisting with training for the fire inspections program.

By winter 2023, James will be fully certified as a Level 2 Building Official and will handle all files at that time.

6) FINANCIAL IMPLICATIONS

The Building Inspector position is a permanent budgeted position of the Town of Wolfville.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

Staff will be advised of the appointment and changes to contact information will be made where necessary.

9) ALTERNATIVES

REQUEST FOR DECISION 053-2021

Title: Appointment of Building Official

Date: 2021-10-05

Department: Planning & Development



N/A

REQUEST FOR DECISION 044-2021

Title: Municipal Alcohol Policy

Date: 2021-09-07

Department: Office of the CAO



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 amended.

That staff review and report on tobacco and cannabis regulations at a future date to ensure any gaps are addresses in future policy review.

REQUEST FOR DECISION 044-2021

Title: Municipal Alcohol Policy

Date: 2021-09-07

Department: Office of the CAO



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.

Discussion at the September 7, 2021, Committee of the Whole raised the question of how the policy relates, or applies, to the Wine Bus that operates by the Willow Park Visitor Information Centre. Staff

REQUEST FOR DECISION 044-2021

Title: Municipal Alcohol Policy

Date: 2021-09-07

Department: Office of the CAO



considered this and recommended that the policy work with the Wine Bus in the same way that the policy works with sidewalk patios, which is to say, the Wine Bus would have an exemption from the policy.

Through this process, the Wine Bus marketing was reviewed, including the images on the bus, and it all adheres to advertising standards.

There is no record of complaints regarding Wine Bus patrons from families using the Willow Park playground and splash pad, so restrictions through the application of this new policy are not required at this time.

At the Sept. 21 Town Council meeting, discussion focused on alcohol marketing in close proximity to children as outlined in Section 4.7 of the draft Municipal Alcohol Strategy. A suggestion was made to remove the specific section to tighten-up the language in policy. Once done, no exemption will be required for the Magic Winery Bus.

The section (4.7) removed included the **prohibition of alcohol marketing in close proximity to family-oriented events hosted by the Town of Wolfville where children are the primary audience.**

Section 4.2 of the draft policy continues to prohibit alcohol sales, serving, sampling and consumption at family-oriented events hosted by the Town of Wolfville where children are the primary audience.

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

None.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- 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.

REQUEST FOR DECISION 044-2021

Title: Municipal Alcohol Policy

Date: 2021-09-07

Department: Office of the CAO



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

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

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.



Municipal Alcohol Policy

- 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., 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



Municipal Alcohol Policy

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
- 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

- 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** 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.
- 4.8** 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



Municipal Alcohol Policy

Wolfville. The term 'large-scale' is defined as an item larger than 10 square feet. (0.929 square metres).

- 4.9** This Policy does not apply to permitted Sidewalk Cafes under the Town of Wolfville Land Use By-law.
- 4.10** 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.
- 4.11** 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.
- 4.12** Sponsorship in the form of alcohol industry naming rights for Town of Wolfville facilities, events, programs, or services is not permitted.

CAO

Date

COMMITTEE UPDATE

Title: Kings Transit
Date: September 22, 2021
Department: KTA for Committee of the Whole



UPDATE

I have taken the last couple of updates from Brian Smith the Interim GM - to highlight what has been happening over the last couple of months. We did not have a meeting in August so these were submitted in lieu of the meeting.

Brian has been a wonderful Interim to work with through the last few months as we continued to look for a new General Manager. Brian will now be transitioning to his next “gig” as we have hired Michael Getchell as the new General Manger, and he will start on October 10th. We will begin the transition shortly and Brian has agreed to continue to be a contact point for Michael during the beginning of his time with KTA. Michael will be coming from the Toronto Transit organization – and we look forward to having him as part of the team.

Update:

- The three new Eldorado Buses are being prepared for service, the factory has sent technical staff to complete deliver work and Motor Carrier staff have completed inspections. We still have to switch out radio and computer gear and complete a Motor Carrier License amendment (larger seating capacity) before putting them into service. Thanks to our fleet group for the hard work, factory liaison and permitting work.
- Thanks to the CAO’s and Finance staff in the Municipalities of Annapolis County and Digby County for help sorting out the cost sharing on the two new buses headed their way soon.
- On the human resource side of things, we welcome new mechanic Alan Fillipone, brought in to do the capital project work on the donated buses in particular. We regret the departure of Ashlie Schofield as our daytime cleaner, visible to many drivers and riders as she cleaned the New Minas terminal and buses regularly as part of our COVID cleaning protocols. We have brought in Rose Salsman on a short term contract to do this work. Besides the regular bus and building cleaning, Rose has made a great start on some storeroom clean-up projects.
- While we continue to monitor the KTA budget closely, we have found room to launch a small radio advertising program in September to help attract new and returning riders during this critical month for people deciding to take transit for work and education. I am also looking at the possibility of some contracted engineering assistance to move the transit garage heat pump project forward more effectively, so we can start earlier to reduce heating expenses and emissions with the current oil fired heating system.
- I know the Authority Board and staff members may be wondering about the concept of electric buses, something we are working on with the Municipality of Kings County as a future project. I’ve come across a recent and short US paper to share on the topic, which I will include with this update. Lots of progress, including Canadian examples, but still very early days in the transition to more efficient passenger vehicles in heavy daily use.

COMMITTEE UPDATE

Title: Kings Transit
Date: September 22, 2021
Department: KTA for Committee of the Whole



- Finally, thanks to everyone on KTA staff for the continuing team work and good customer service that are so critical in getting ridership levels back up to pre-COVID levels. We had a report of a standing load on a morning trip from Greenwood this week – in the dog days of summer! Let's hope this is a sign of things to come.

Background for Transit Authority Board Meeting September 22, 2021

The following information is provided to summarize the reports and topics listed in the September 22nd KTA Board Meeting Agenda. The numbers listed on the left should match the Agenda items.

5. August Ridership and Revenue Report:

- Ridership on all routes, except for Digby, for the month is about 47% higher than in August 2020.
- Year to date ridership on all routes is generally higher (combined Core and Route 2, Annapolis and Digby routes) than budget by 13%.
- The 5 Year Ridership History demonstrates KTA routes are still below pre-COVID ridership levels. Progress has been better on the Annapolis West and Digby routes.

6. Capital Project Update:

- Launch of 3 new Eldorado Buses has taken much longer than anticipated, due to pre-delivery work by the manufacturer and Motor Carrier Board requirements. We hope to have the Weymouth bus in service about the time of the Board meeting, and may arrange for one of the buses to be outside the MoK building in advance of the Board Meeting.
- Thanks to some help from MoK Engineering staff on publishing to the Provincial Tender Site, we plan to open tenders on the Heat Pump RFP on Thursday, September 23rd at 2:00pm.

7. Financial Reports and Preliminary Forecast:

- August Actuals (Far left column) represent Year to date as of August 31st, five months.
 - Preliminary Forecasts are "preliminary" because we are estimating for 7/12 of the year.
 - Preliminary Forecast notes are provided to highlight anticipated variances for year end.
 - CORE: Variances for GM salary and Professional Fees offset each other; note projected variance (surplus) for not implementing hourly service – something to consider if ridership improves. Fuel is a concern, with diesel price higher than estimated at budget time.
 - ANNAPOLIS: Anticipate reduced maintenance with new bus (early in budget year to predict with certainty). High cleaning costs were changed in September, Fuel costs a concern, forecast deficit at this point in the fiscal year.
 - DIGBY: Anticipate reduced maintenance with new bus. Fuel costs a concern, but forecast surplus at this point in the fiscal year.
 - See Item 8(a) – This information can be shared with partner municipalities.
-

COMMITTEE UPDATE

Title: Kings Transit
Date: September 22, 2021
Department: KTA for Committee of the Whole



8. New Business

a. Communication with Partners: Monthly Statements/Forecasts

Suggest KTA Financial Reports be included with Monthly (Annapolis & Digby) and Quarterly (Core partners) invoices. This would advise Directors of Finance of current figures.

b. Hourly Service

There have been requests for improved service to Acadia and other destinations, and funds were budgeted to add hourly service back after the COVID related cutbacks. Unfortunately, this budget room has been reduced by increased fuel costs. There is also a link between this question and a possible regional transportation study. Suggest keeping this item on future Board agendas, to see if hourly service can be added in future.

c. Phase 5 Reopening Plan

Kings Transit staff are monitoring developments, in terms of masking and related employer requirements as Phase 5 of the COVID Reopening Plan is being revealed by the Province. We will keep the Board informed of these developments.

d. Statutory Holiday Service

Board Members were asked recently to approve a new holiday in the transit schedule, on September 30th. It was suggested that there be a further discussion of this issue by the Board.

Note, ridership information was compiled concerning **Natal Day**, which was an operating day for drivers and office staff in 2021. A five year summary is enclosed with this report, but here is the information for 2021:

Core	60 cash	193 Total Riders (including pass users)
Bridgetown	36 cash	92 Total Riders
Cornwallis	10 cash	35 Total Riders
Weymouth	31 cash	69 Total Riders

The cash fares do not justify the operation of the buses over a full service day, even taking into account that staff would be paid during the holiday.

It is recommended that staff and the Board budget in 2022 to cease service on Natal Day and close the office, in line with other municipal operations.

e. Transportation of Small Bicycles

We recently received a complaint, echoed by a Kings County Council Member, about not taking small bicycles on our buses. Kings Transit uses a very common transit bike rack made by SportWorks, and they recommend the following limits on bike size:

bicycles with no longer than a 44 inch wheel base, 2.3 inch wide tires, wheel diameters of 20 inches or larger and a total weight of 55 pounds or less per bike.

COMMITTEE UPDATE

Title: Kings Transit
Date: September 22, 2021
Department: KTA for Committee of the Whole



The next few months will be full of change for KTA with a new GM at the helm.

He will also be filling the position of Supervisor which is currently vacant – although being filled by Kevin (a long term employee) very well.

Our Customer Service position is also recently vacant. I would also like to thank Reanne Wadsworth who was in the Customer Service position who has also moved on. She will be missed.

Respectfully Submitted,

Councillor Jodi MacKay

COMMITTEE UPDATE

Title: Annapolis Valley Trails Coalition

Date: October 5, 2021

Department: Committee of the Whole



The last meeting of AVTC was the Annual General meeting on September 2, 2021, in person at the Louis Millett Center in New Minas. This was the first in person meeting since I have been on the committee. The next meeting is scheduled for November 4, 2021.

The meeting started off with the Chair's annual report.

Firstly, County of Kings wanted a 3-year service agreement to secure funding which was signed in April 2021.

The issue of trail maintenance and enforcement were noted to be challenges as the Harvest Moon Trail is at capacity. The biggest issue is getting the maintenance complete as people stop and talk to workers hundreds a times per day. Maintenance is crucial and costly, and should we close trails or do the work at night to be more efficient? Trail enforcement is complex, the department of the Environment controls this, and this is enforced on a complaint-based system. Thus, the need for an Enforcement campaign by NS Trails. (nstrails.com) Pass with Class with bicycles is popular slogan to put up on the Trail Heads.

Rick gave a financial statement update with the total expenses at 98,232.14. He also gave the Trail coordinator update with the theme to celebrate our accomplishments since it's been a challenging year with huge trail usage. Some of the challenges include social distancing, staff reduction (loss of Western Loop coordinator), contracting issues, fire hazards, storm drainage, heat and humidity relating to staff production. No lawsuits currently, the first time in 12 years. The HMT has seen upgrades in Paradise, Aylesford, Auburn, with better grading practices. New rest areas in Auburn and Kingston were installed.

It was noted an increase of 40-50 new business signage on the trail this year.

The boxcar project was successful, with Wolfville benefitting from this.

COMMITTEE UPDATE

Title: Annapolis Valley Trails Coalition

Date: October 5, 2021

Department: Committee of the Whole



The HMT counts have been extremely high this year with the Grand Pre Loop being the busiest at over 900 users per day. That's up from 375 users in 2017.

Finally, nomination of committee directors and election of board of directors was held. The only changes were myself being nominated to the Vice Chair role.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Diversity Kings County Committee

Date: October 5, 2021

Department: Committee of the Whole



The meeting of Diversity Kings County was held in person on September 8, 2021.

The next meeting is scheduled for October 4, 2021.

The committee was introduced to Kenisha Gordon, the new Diversity specialist at the Municipality of Kings County, replacing Britney Mastroianni as she started her new position as Manager of Community Development. Kenisha is from Jamaica and has been a city councillor for seven years, as well as a teacher.

The committee watched a video from RBC and a discussion was had on workplace discrimination and hearing your voice, and respecting differences.

An action plan update was presented, and discussion was had regarding our feelings on the plan. Some thoughts expressed were, the need to be more measurable, the difference between substantive vs non substantive needs to be clear and talk needs to lead to action. These changes to the terms of reference will be going to COW.

It was discussed that historic Black communities are not progressing with Black Nova Scotians already living here. Immigrants progress faster also. It is estimated that 40% of Black students are not graduating high school in Kings County. Certainly, this needs to be addressed.

The committee was presented with the AM project to read, unfortunately the author was not available to present. This project aims to transform a community space into a safe and developmental space which includes access to online resources, training, and career guidance to young people aged 8 to 16 in the Bayville community of Barbados.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Diversity Kings County Committee

Date: October 5, 2021

Department: Committee of the Whole





REQUEST FOR AGENDA ITEM

Title:
Submitted by:
Submitted on:

The Request for Agenda Item form is to be used by the Mayor and Councillor's to request an item to be added to the Committee of the Whole agenda for consideration. All Request for Agenda item forms should be submitted at least **10 BUSINESS DAYS** prior to the scheduled Committee of the Whole meeting to the Chief Administrative Officer. Exceptions may be made for extraordinary circumstances.

Date of Committee of the Whole requested:

Recommendation(s) and/or Motion

(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

An exploration into lowering speed limits

Summary

(provide a Brief description of item/background for this request)

Currently 50k - speeding is a concern - a number of towns + cities are moving to 40k

Expected Outcome:

- In Camera Discussion
- For information/discussion purposes only
- Recommend an action to the CAO
- Promote clarification/renewal or production of a policy or procedure
- Recommend a motion for approval by Council

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Wendy Elliott

REQUEST FOR AGENDA ITEM

Title:

Submitted by:

Submitted on:



The Request for Agenda Item form is to be used by the Mayor and Councillor's to request an item to be added to the Committee of the Whole agenda for consideration. All Request for Agenda Item forms should be submitted at least **10 BUSINESS DAYS** prior to the scheduled Committee of the Whole meeting to the Chief Administrative Officer. Exceptions may be made for extraordinary circumstances.

Date of Committee of the Whole requested:

Recommendation(s) and/or Motion

(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

Summary

(provide a Brief description of item/background for this request)

Expected Outcome:

In Camera Discussion

For information/discussion purposes only

Recommend an action to the CAO

Promote clarification/renewal or production of a policy or procedure

Recommend a motion for approval by Council