



# Town Council Meeting

September 27, 2022

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

---

### Call to Order

#### 1. Approval of Agenda

#### 2. Approval of Minutes

- a. Town Council Meeting, July 19, 2022
- b. Town Council In Camera Meeting, July 19, 2022

#### 3. Presentation

Kings REMO Emergency Preparedness Presentation/Discussion –  
Dan Stovel (60 mins)

#### 4. Comments from the Mayor

- a. Proclamation: Fetal Alcohol Spectrum Disorder (FASD)  
Awareness Month of September
- b. Proclamation: Right to Know Week September 26 to October  
2, 2022

#### 5. Public Input / Question Period

PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes and may return to speak once, for  
1 minute, if time permits within the total 30-minute period
- Questions or comments are to be directed to the Chair



- Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.

**6. Motions/Recommendations from Committee of the Whole,  
September 6, 2022:**

- a. RFD 044-2022: Skateboard Bylaw
- b. RFD 045-2022: Taxi Bylaw
- c. Council Correspondence Motion
- d. RFD 009-2022: Virtual Meeting Policy
- e. RFD 035-2022: Council Professional Development 2022-24
- f. RFD 050-2022: Maple Avenue Resurfacing
- g. RFD 046-2022: Appointment of Alternate to the IMSA Pilot Board
- h. RFD 049-2022: Operating Lines of Credit – Annual Approval

**7. Correspondence:**

- a. A\_Anthony\_Meeting with Climate Reality Project Canada
- b. A\_Setton\_ Request for pin the town of Wolfville NS .
- c. B\_Bishop\_ No Parking Sign
- d. D\_Holmes\_ Welcome Letter for Deep Roots by Aug 4
- e. E\_Burton\_ Downtown Resident Parking Issue Incl Response from Mayor
- f. E\_Himsl\_ buried power lines
- g. E\_Mills\_ Noise complaints Incl Response from Mayor
- h. G\_Howes\_ the recent CFL game
- i. G\_Lummis\_ Development Eyesore Incl. Mayors Response
- j. H\_Webb\_ Volunteering for Valley Regional Hospital Foundation
- k. J\_MacLeod\_ council meeting on September 23rd
- l. J\_Novak\_ Sunday, October 2, 10am, Ukrainian Immigrants Waterfront Park



- m. M\_Gionet\_ Nuisance Party Bylaws
- n. M\_Riener\_ Invitation for participation in graduate research  
Incl Response from Mayor
- o. S\_DworkinFW\_ Vandalism incl Mayor's Reponse
- p. S\_Poirier\_ Reservoir park
- q. Sue\_TipsyToadGrove\_CFL impact on business
- r. W\_Lang\_ Sign bylaw

## **8. Regular Meeting Adjourned**



## PROCLAMATION

### Fetal Alcohol Spectrum Disorder (FASD) Awareness Month of September 2022

**WHEREAS:** Fetal Alcohol Spectrum Disorder (FASD) is a diagnostic term used to describe impacts on the brain and body of individuals prenatally exposed to alcohol. FASD is a lifelong disability. Individuals with FASD will experience some degree of challenges in their daily living, and need support with motor skills, physical health, learning, memory, attention, communication, emotional regulation, and social skills to reach their full potential. Each individual with FASD is unique and has areas of both strengths and challenges.

**WHEREAS:** fasdNL is a pan-provincial organization that educates, provides supports and resources, and raises awareness about fetal alcohol spectrum disorder (FASD) in Newfoundland and Labrador and Atlantic Canada; and

**WHEREAS:** fasdNL is leading a three-year FASD prevention, awareness, training, and collaborative action project in the four Atlantic provinces; and

**WHEREAS:** FASD Awareness month is devoted to raising awareness of fetal alcohol spectrum disorder (FASD) to improve prevention of FASD and diagnosis and support for individuals with FASD and broad public awareness helps to put FASD the 'map'; and

**NOW THEREFORE** I Mayor Wendy Donovan of the Town of Wolfville, do hereby proclaim the month of September, 2022 to be FASD Awareness Month.



Wendy Donovan

Mayor



**PROCLAMATION  
RIGHT TO KNOW WEEK  
September 26 to October 2, 2022**

**WHEREAS:** The Town of Wolfville has adopted the principles of openness, transparency, and accountability; and

**WHEREAS:** *Part XX of the Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the Town of Wolfville; and

**WHEREAS:** Access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

**WHEREAS:** A celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

**WHEREAS:** The Town of Wolfville joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week.

**NOW THEREFORE** I, Mayor Wendy Donovan of the Town of Wolfville, do hereby proclaim September 26 to October 2, 2022, to be **Right to Know Week** in the Town of Wolfville.



---

**Wendy Donovan**  
Mayor

**REQUEST FOR DECISION 044-2022**

Title: Skateboard Bylaw

Date: 2022-09-06

Department: Office of the CAO

---



## **SUMMARY**

### **SKATEBOARD BYLAW**

Skateboarding Bylaw #70 is due for review. It has become apparent to staff that there has been a large decrease in the number of skateboarders and/or personal transportation devices in the downtown area. Staff report zero recorded complaints in recent years.

The Motor Vehicle Act outlines regulations regarding personal transportation devices, skateboards, and scooters. Therefore, should a complaint be brought to the Town's attention, the Town and local RCMP can refer to this Act.

Staff therefore recommended the Skateboard Bylaw be repealed.

#### **DRAFT MOTION:**

That Council give first reading to the Repeal of Bylaw Chapter #109 Repeal of Skateboard Bylaw #70 as attached to RFD 044-2022.

## REQUEST FOR DECISION 044-2022

Title: Skateboard Bylaw

Date: 2022-09-06

Department: Office of the CAO

---



### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

Under Sections 172(1) of the Nova Scotia Municipal Government Act (NS MGA), Council may make bylaws, respecting health, wellbeing, safety and protection of persons, activities, and things in, on or near public place or place that is open to the public.

### 3) STAFF RECOMMENDATION

Staff recommends that Council repeal Skateboard Bylaw #70.

### 4) REFERENCES AND ATTACHMENTS

1. A copy of the current Skateboarding Bylaw #70 (attached)
2. A copy of the repeal Skateboarding Bylaw (attached)

### 5) DISCUSSION

The current Skateboarding Bylaw was passed by Council on July 9<sup>th</sup>, 2013. The Skateboarding Bylaw is due for review. During the review, staff discussed the minimal impact this bylaw has in regard to the changing trends. There has been a decrease in the number of skateboards being used in the downtown area, and no recorded complaints of such activity.

The Motor Vehicle Act outlines regulations regarding personal transportation devices, skateboards, and scooters. Therefore, should a complaint be brought to the Town's attention, the Town and local RCMP can refer to this Act.

### 6) FINANCIAL IMPLICATIONS

N/A

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

N/A

### 8) COMMUNICATION REQUIREMENTS

The repeal of a Bylaw is communicated on the Town's website so that the public is aware of the change.

### 9) ALTERNATIVES

Council does not approve this repeal and keeps the Skateboard Bylaw as is or asks staff to make amendments to reflect any changes they want to see.

Repeal of Bylaws and Regulations

---

**1. Title**

1.1 This Bylaw is entitled “Repeal of Bylaws and Regulations Ch 109”

**2. Repeal**

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

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

Chapter 70 – Skateboarding Bylaw

**Clerk’s Annotation for Official By-law Book**

**Date of first reading:**

September 27, 2022

**Date of advertisement of Notice of Intent to Consider:**

**Date of second reading:**

**Date of advertisement of Passage of By-law:**

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

I certify that this **REPEAL OF BYLAWS AND REGULATIONS #109** was adopted by Council and published as indicated above.

\_\_\_\_\_  
Laura Morrison, Town Clerk

\_\_\_\_\_  
Date



---

## SKATEBOARDING BYLAW

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

### 1 Title

This bylaw shall be titled and referred to as the 'Skateboarding Bylaw'.

### 2 Background

Section 172 of The Municipal Government Act gives Council the authority to establish by-laws. Section 172(b) and 172(d) allow by-laws to be created for the health, wellbeing, safety, and protection of persons, and that regulate activities in a public place. The purpose of this bylaw is to provide for the safety of pedestrians in the Town of Wolfville by controlling the use of skateboards and scooters in certain high traffic pedestrian areas.

### 3 Definitions

In this Bylaw:

- (1) "Bylaw Enforcement Officer" means a person appointed by the Chief Administrative Officer who is a Special Constable or Bylaw Enforcement Officer pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this By-law.
- (2) "Prohibited Area 1" is that section of Main Street including all sidewalks bounded at the East by the South East corner of the building at 344 Main Street, and the North East corner of Firefighters Square, and bounded to the West by Highland Avenue and the South West corner of the building at 472 Main Street.  
  
The "Prohibited Area 1" shall include 25 feet of any sidewalk or any street that intersects the prohibited area.
- (3) "Prohibited Area 2" is that section of Elm Avenue including all sidewalks bounded at the South by Main Street, and bounded at the North by the access road to the Wolfville Curling Club.  
  
(See Appendix A, map with prohibited areas indicated)
- (4) "Sidewalk" means any public path, lane, walkway or other area designated for pedestrian travel or use.

- (5) "Scooter" means a device consisting of a long foot board between two small end wheels, controlled by an upright steering handle attached to the front wheel.
- (6) "Skateboard" means a board constructed of any material which has affixed thereto rollers or wheels designed to be mounted and operated by any individual or individuals.
- (7) "Town" means the Town of Wolfville.
- (8) "Town Police Officer" means any member of a Municipal, Provincial or Federal law enforcement agency that is contracted to provide police services to the Town.

#### **4 Enforcement**

The ByLaw Enforcement Officer, Town Police Officer or any other person so appointed by the Chief Administrative Officer may enforce this Bylaw.

#### **5 Offence**

- (1) No person shall:
  - (a) use or operate a skateboard, or scooter, on the section of Main Street identified as "Prohibited Area 1";
  - (b) use or operate a skateboard, or scooter, on the section of Elm Avenue identified as "Prohibited Area 2";
  - (c) use or operate a skateboard, or scooter, on any street or sidewalk in the Town, or on any property in the Town, in a manner that causes harm, injury, or distress to any other person or damage to property.
- (2) Where an offence is committed contrary to the provisions of this Bylaw, and that offence continues beyond 12:00 midnight on the day it was committed, each subsequent day the offence continues shall be deemed to be a separate offence.

#### **6 Penalties**

- (1) Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$50 and not more than \$500 and to imprisonment of not more than 30 days in default of payment thereof.

(2) Staff shall apply to the Governor in Council pursuant to the *Summary Proceedings Act*, R.S.N.S. 1989, c.450, as amended, to have the offences under this Bylaw designated by the *Summary Offence Ticket Regulations* to permit the use of summary offence tickets for prosecuting such offences in appropriate circumstances.

**7 REPEAL**

The Skateboarding Bylaw passed by Town Council on 15<sup>th</sup> January 2001 is repealed.

**FIRST READING: June 4, 2013**

**SECOND READING: July 9, 2013**

**CERTIFICATE**

I, Michael MacLean, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 9<sup>th</sup> day of July, 2013.

Notice of the said Bylaw passing was published in ***THE ADVERTISER***, a newspaper circulating in the said Town on the 23<sup>rd</sup> day of July 2013.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this 13<sup>th</sup> day of August, 2013,



\_\_\_\_\_  
**MICHAEL MACLEAN**  
Town Clerk



## REQUEST FOR DECISION 045-2022

Title: Taxi Bylaw  
Date: 2022-09-06  
Department: Office of the CAO

---



## SUMMARY

### Taxi Bylaw, Chapter 40

The Taxi Bylaw was scheduled for a review in the Wolfville Operational Plan. The Taxi Bylaw needed updating to support the present taxi services but also required amendments to support new ideas for vehicles for hire within the Town. These ideas include innovated transportation modes, such as Uber and pedicab taxi services for the future.

The recommended updates include the definition addition of “vehicles for hire” and the requirement for licensing such vehicles.

The amended bylaw clarifies the requirements on application forms for the Taxi Owner, Taxi Driver, and the renewal forms. The two Licensing Sections of the Bylaw, 4.1 and 4.3, detail the necessary information required for the approval by the Licensing Authority.

The additional amendments are wording clarity and updating except for the Penalties, Section 8. There has been an increase in the fines with defined amounts in a graduated scale for first, second and third or subsequent offences. This fine schedule will allow for an efficient and expeditious method of handling offences by way of a summary offence ticket offering an out of court settlement.

### DRAFT MOTION:

That Council give first reading to the amended Taxi Bylaw, Chapter 40.

## REQUEST FOR DECISION 045-2022

Title: Taxi Bylaw  
Date: 2022-09-06  
Department: Office of the CAO

---



### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

The authority under the Municipal Government Act (M.G.A) grants Municipal Councils under Section 171(1) (a), (b) and (c) the power to license; includes the power to regulate; regulate, includes the power to license; and includes the power to prohibit. The M.G.A. gives authority to Council to make bylaws, for municipal purposes, respecting transport and transport systems under Section 172(1)(e).

### 3) STAFF RECOMMENDATION

Staff recommendation is for Council to provide first reading to the attached draft Bylaw, directing staff to advertise notice of intention and to schedule second reading at a future Council meeting.

### 4) REFERENCES AND ATTACHMENTS

1. Taxi Bylaw, Chapter 40, dated October 25<sup>th</sup>, 2017 (attached)
2. Taxi Bylaw, M-27 Schedule of fines (attached)
3. Pedicab Operation Regulations of Nova Scotia
4. Pedicab Helmet and Equipment Regulations of Nova Scotia
5. Helmet Regulations of Nova Scotia
6. Taxi Owner's Licensing Application Schedule
7. Taxi Driver's Licensing Application Schedule
8. Taxi Driver's Licensing Renewal Application

### 5) DISCUSSION

The Taxi Bylaw was scheduled for a review in the Wolfville Operational Plan. The Taxi Bylaw needed updating to support the present taxi services but also needed changes to support new ideas for vehicles for hire within the Town. These ideas include innovated transportation ideas, like Uber and pedicab taxi services for the future.

The amendments to the Taxi Bylaw expand the options of vehicles for hire. The direction is to place similar regulations for all types of vehicles used for transportation for compensation. There is a move in other municipalities to endorse more innovated transportation modes like the Uber concept and the eco-mobility revolution concepts of electric assisted pedicabs or rickshaws. To date, there has been one enquiry on the rules for pedicabs in Wolfville. The definition section has defined the "Vehicle for Hire" and the "Pedicab or Rickshaw Bike" as a Taxi under this bylaw.

## REQUEST FOR DECISION 045-2022

Title: Taxi Bylaw  
Date: 2022-09-06  
Department: Office of the CAO

---



Although quite different transportation, the similarities for regulation as a vehicle for hire are apparent. The need to license the Owner and each Driver, the obligation to carry insurance coverage and have a safe vehicle are just a few. There are some provincial regulation differences between a motor vehicle and the pedicab or rickshaw bikes. These vehicles are not solely propelled by human power nor solely propelled by mechanical power but by both. The Province of Nova Scotia has a separate designation for these vehicles which are separated in the Motor Vehicle Act under the Pedicab Operation Regulations, the Pedicab Helmet and Equipment Regulation and the Helmet Regulations of Nova Scotia. Section 5(b) of the Pedicab Operation Regulation allows for the operation of a pedicab on a public highway (street as defined) in accordance with a town municipal bylaw.

The amended bylaw clarifies the requirements on application forms for the Taxi Owner, Taxi Driver, and the renewal forms. The forms have been updated into a new format outlining the required support documents as outlined in attached applications. The two Licensing Sections of the bylaw, 4.1 and 4.3, detail the necessary information required for the approval by the Licensing Authority.

Section 4.2 details the Taxi Owner's responsibilities once approved for license by the Licensing Authority. This includes the proof of financial responsibility, reporting of taxi collisions, staffing and vehicle replacements.

The Taxi Owner and the Drivers have further requirements in Section 5 which details the standards required for a taxi to be operated over and above a Nova Scotia Vehicle Inspection report. In addition, Section 5(b) requires the Taxi Owner or Taxi Driver of a Pedicab or Rickshaw Bike to operate and equip as detailed in three regulations, the Pedicab Operation Regulations, the Pedicab Helmet and Equipment Regulation and the Helmet Regulations of Nova Scotia, under the Motor Vehicle Act. Furthermore, a taxi must be submitted on a twenty-four-hour notice by the Licensing Authority for an inspection and failing to meet the standards the taxi may be ordered to cease operation until reapproved by the licensing authority.

The Licensing Authority duties, Section 7, outlines the authority for declining or revoking any license. Section 7(a) references, "Disqualifying Conditions", which are detailed in the definitions, as reasons for refusing, suspending, or revoking a license to a Taxi Driver applicant. This Section sets out the procedure for the appeal of any licensing decision by the Licensing Authority to Town Council. The criteria for the revoking a license in the public interest has a procedure with a strict notice procedure with timelines as set out in Section 7 (c) and (e). This Section also allows for an opportunity to solve the issues by compliance during a hearing between the License Holder and the Licensing Authority. If in the public interest that license is to be suspended or revoked, after the hearing, there will be a written notice to the License Holder and if a Taxi Driver's license is cancelled the Licensing Authority will notify the Taxi Owner.

Penalties, Section 8, have been completely overhauled with an increase in fines which are graduated based on the first offence of two hundred dollars (\$200.00), second offence of four hundred dollars (\$400.00) and third or subsequent offences of nine hundred dollars (\$900.00).

## REQUEST FOR DECISION 045-2022

Title: Taxi Bylaw  
Date: 2022-09-06  
Department: Office of the CAO

---



Passing this Bylaw does not mean we will see an enhancement of Vehicles for Hire options in Wolfville in the short term, or potentially for years. However, it will provide a regulatory framework for if and when this happens. Passing these amendments will be enabling such services within Wolfville in the future.

### 6) FINANCIAL IMPLICATIONS

There should be little financial implications related to the decision. With the introduction of the summary offence ticket (SOT) for expeditious and efficient processing of violations, prosecution cost should be kept to a minimum

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

Relevance to strategic direction from the 2021-2025 Strategic Plan:

- Community Wellness

Relevant to Council Priority Initiative:

- Economic sector growth and support for businesses (retention and attraction)
- Climate management related initiatives (reduce carbon emissions, support local transportation, food security, environmental protection)

### 8) COMMUNICATION REQUIREMENTS

Second reading will be advertised in accordance with the Municipal Government Act and if approved, the revised Bylaw will be updated on the Town's website.

### 9) ALTERNATIVES

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

- Approve portions of the bylaw and send back to staff for amendment; or
- Approve the by-law with other specific conditions.



## 1. Title

This bylaw shall be known as Bylaw Chapter 40 and may be cited as the Taxi Bylaw.

## 2. References

- 2.1 Nova Scotia Municipal Government Act (NS MGA)
- 2.2 Municipal Fee Policy, Policy 140-015

## 3. Definitions

In this bylaw:

- **Disqualifying Conditions** means:
  - an order prohibiting the possession of any firearm, ammunition, or explosive substance pursuant to the Criminal Code of Canada,
  - a conviction for any offence in which violence was used, threatened, or attempted, within the past three (3) years,
  - a conviction for an offence pursuant to the Controlled Drug and Substance Act of Canada, within the past three (3) years,
  - a conviction for an offence involving the illegal sale of liquor or the illegal possession of liquor pursuant to the Liquor Control Act of Nova Scotia within the past three (3) years,
  - a conviction for an offence involving the illegal sale of cannabis or the illegal possession of cannabis pursuant to the Cannabis Control Act of Nova Scotia, within the past three (3) years,
  - convictions for three or more driving offences or two or more convictions for driving offences in the past 12 months, pursuant to the Motor Vehicle Act unless, in the opinion of the Licensing Authority, the convictions were for offences unrelated to the possible safety of passengers or other persons using the street or highways,
  - a conviction in another country, province, or jurisdiction similar in nature to those described in the preceding sections,
  - a concern raised from the information received from a Vulnerable Sector or Child Abuse Registry check, in the reasonable opinion of the Licensing Authority.
- **Driver** means a person, to whom a taxi driver's license has been issued, is operating, driving, or having the care and control of a taxi or a vehicle for hire.
- **Licensing Authority** means a person appointed by the Chief Administrative Officer (CAO) by authorization of Town Council of Wolfville for the purposes of this bylaw.
- **Motor Vehicle** means a vehicle which is propelled or driven otherwise than by muscular power.
- **Owner** means any one or more persons or entities which the records of the Registrar of Motor Vehicles disclose as the owner of a vehicle or, in the case of a vehicle for which registration is either not required or not possible, the one or more persons or entities which, on their own or together with others, have the authority, whether exercised or not, to control the use of the vehicle or the authority, whether exercised or not, to dispose of the vehicle.

- **Pedicab or Rickshaw Bike** means a three-wheeled vehicle having a seat, pedals, and handlebars for the operator and capable of transportation of 3 or fewer passengers, and maybe assisted with an electric motor under 500W as set out by the Pedicab Operation Regulations under the Motor Vehicle Act of Nova Scotia.
- **Proof of Financial Responsibility** means a written document from an insurance broker or an authorized insurer that it has been issued or caused to be issued to or for the benefit of the person named in the document; a vehicle liability policy which, at the date of the document, is in full force and effect and which certifies that the person named in the document has at least insurance coverage required by this bylaw, or such other proof as the licensing authority may require.
- **Taxi** means a motor vehicle as defined in the Motor Vehicle Act used to transport passengers or goods for compensation or a **Vehicle for Hire as defined in this bylaw** but does not include either a motor vehicle owned or operated by a public utility as defined in the Public Utilities Act, or a motor carrier required to be licensed under the Motor Carrier Act.
- **Taxi Stand** means off-street parking as defined in the Land Use Bylaw for a taxi or taxis within the town.
- **Town** means the town of Wolfville.
- **Vehicle** means every device in, upon or by which any person or property is or may be transported or drawn upon a public highway, **including pedicabs or rickshaw bikes for hire** except a motorized wheelchair or scooter.
- **Vehicle for Hire** means a taxi, pedicab, rickshaw bike, or other devices that transports passengers or chattels for compensation.

#### 4. Licensing

##### 4.1 Taxi Owner's License

- a) No owner of a vehicle shall operate that vehicle or permit that vehicle to be operated as a taxi within the town, without a taxi owner's license issued for that vehicle.
- b) Every applicant for a taxi owner's license shall submit an application, in form Schedule "A" of this bylaw to the Licensing Authority.
- c) Application Schedule "A" will include, where applicable:
  - i. Full name and address of the applicant.
  - ii. Company name and address.
  - iii. The year, make, and model of any one or more vehicles to which the application applies.
  - iv. Proof of registration of license plate number for one or more vehicles to which the application applies.
  - v. Proof of ownership of one or more vehicles to which the application applies.
  - vi. Serial number or attached identification number for non-registerable vehicles.

- vii. Valid Nova Scotia Safety Inspection Report for any one or more vehicles, to which the application applies, dated not more than 60 days immediately preceding the date of the application.
- viii. Proof of financial responsibility certifying that any one or more vehicles to which the application applies have in place public liability of not less than \$2,000,000, passenger and cargo insurance of not less than \$1,000,000, in addition to accident and uninsured motorist coverage and endorsement permission to carry passengers for compensation for each vehicle, and
- ix. payment or proof of payment of taxi owner's licensing fee as outlined in Municipal Fee Policy.
- d) A taxi owner's license is issued in the name of the owner of a vehicle and is not transferable by that owner.
- e) All taxi owner's licenses expire on March 31st, of each year.
- f) A taxi owner's license can be issued for part of a year and the fees payable to the town will
- g) be prorated accordingly.
- h) The holder of a taxi owner's license may, during the duration of the license be required, by the Licensing Authority, to establish and maintain a taxi stand suitable to accommodate all vehicles licensed to that taxi license holder.

#### 4.2 Taxi Owner's License Responsibilities

- a) Every person who operates a taxi within the town shall have a taxi owner's license issued by the Licensing Authority.
- b) A taxi owner's license holder shall supply documents in each taxi to certify proof of financial responsibility for each taxi as follows:
  - i. Public liability of no less than two million dollars (\$2,000,000).
  - ii. Passenger and cargo coverage of no less than one million dollars (\$1,000,000).
  - iii. Accident benefits and uninsured motorist coverage as required by the Motor Vehicle Act or other Provincial Statute.
  - iv. Insurance endorsement for permission to carry passengers for compensation or approved comparable form.
- c) Every holder of a taxi owner's license shall report to the Licensing Authority any collision involving any one or more taxis owned or operated by that taxi owner no later than the first weekday immediately following the collision.
- d) The taxi owner shall not allow a taxi to be operated by any person without a valid taxi driver's license.
- e) Every taxi owner shall report to the Licensing Authority, within two (2) business days:
  - i. the name and address of a person who will or has been hired to operate any one or more taxis owned by that taxi owner;
  - ii. the name of any person who previously had been permitted to operate a taxi owned by the taxi owner and who is no longer permitted, for any reason, by the taxi owner to operate any one or more taxis owned by the taxi owner.
- f) The taxi owner shall immediately report any new additions or disposals of operational taxis to the Licensing Authority.
- g) The taxi owner shall, on replacement of a taxi with another vehicle, submit a new application without added fee for the replacement vehicle for the licensing year.

#### 4.3 Taxi Driver's License

- a) Every person who **drives** a taxi in the town shall have a taxi driver's license issued by the Licensing Authority.
- b) **A taxi driver's license will not be issued to any person to whom a disqualifying condition applies.**
- c) Every applicant for a taxi driver's license shall submit a complete Application Schedule "B" as outlined in this bylaw before approval of the license.
- d) Every taxi driver's license expires on March 31<sup>st</sup>, of each year.
- e) **Every renewal for a taxi driver's license shall submit a complete Application Schedule "C" as outlined in this bylaw before approval of the renewal license.**
- f) **A taxi driver's license can be issued for part of a year and the fees applicable to any such application will be prorated accordingly.**
- g) **Every application for a taxi driver's license must be accompanied by two (2) photographs taken no more than 30 days prior to the date of the application and provided to the Licensing Authority in an untouched format measuring 70mm (2¾") by 50mm (2") and having a certification as to the date of the photograph.**

#### 5 Conditions of Vehicle and Inspection

- a) **No taxi owner or taxi driver shall operate or permit to be operated any taxi that does not** meet the following **applicable** standards:
  - i. A valid Nova Scotia Registry of Motor Vehicles Safety Inspection Report for a **Motor Vehicle** issued not more than sixty (60) days prior to the application.
  - ii. The interior shall be clean and sanitary.
  - iii. The upholstery shall be clean, free from holes, cuts, and tears, and shall not show excessive wear.
  - iv. Every seat shall be equipped with a properly functioning seat belt for passengers or possible passengers which shall be securely mounted and shall maintain its position and its adjustments.
  - v. The side windows **are designed** to open and close and shall be in good repair and in good working order.
  - vi. **The exterior shall be clean and in good repair, not damaged or unsightly with no protrusions as to be a hazard to persons or vehicles.**
  - vii. Every door and trunk lid shall open and close securely.
  - viii. Interior dome lights shall be in good working order and shall operate when any door is opened, or the light switch is turned on.
  - ix. A **securely affixed** sign bearing the word "Taxi" on the exterior of the taxi, lit after dark, and visible at all times from a distance of at least two hundred (200) feet.
  - x. **A copy of the taxi owner's license shall be conspicuously displayed at the taxi stand and made available for viewing at the request of any passenger.**
  - xi. **A copy of the taxi permit shall be conspicuously displayed on the rear of the front seat of the taxi during operation for view by the passengers.**

- xii. A copy of the taxi driver's license shall be conspicuously displayed within the driver's compartment of the taxi during operation for view by passengers.
  - xiii. A copy of the current approved fee schedule for service, as set out in Section 6(g), shall be conspicuously displayed on the rear of the taxi driver's seat during operation for view by passengers.
  - xiv. A copy of rate charges
- b) No taxi owner or taxi driver shall operate or permit to be operated any pedicab or rickshaw bike that does not also meet the following operational standards:
- i. All rules for helmets and equipment set out pursuant to the Pedicab Helmet and Equipment Regulations of Nova Scotia.
  - ii. All applicable rules and standards for pedicab operator's helmets and exemptions for pedicab passengers are set out pursuant to the Helmet Regulations of Nova Scotia.
  - iii. All rules of operation are set out pursuant to the Pedicab Operation Regulations of Nova Scotia under the regulations of the Motor Vehicle Act of Nova Scotia.
- c) Every taxi owner shall submit a taxi for examination by the Licensing Authority on twenty-four (24) hour notice and shall not prevent or hinder the Licensing Authority from carrying out the inspection.
- d) When a taxi fails to meet the required standards set out in Section 5(a), or 5(b), the Licensing the taxi shall not return to service until reapproved by the Licensing Authority.

## 6 General Conditions and Exemptions

- a) Every taxi driver shall be polite and respectful to passengers.
- i. A driver must not smoke, including e-cigarettes, in the vehicle does not permit passengers to smoke, including e-cigarettes, in the vehicle.
- b) A taxi driver transporting for hire passengers or goods brought into the town from outside the town is not regulated by this bylaw.
- c) A taxi driver transporting for hire passengers or goods taken on within the town to be discharged or unloaded outside the town is not regulated by this bylaw.
- d) No taxi shall be parked or left standing on any highway or street in the town for a period longer than ten (10) minutes between the hours of 8:00 a.m. and 10:00 p.m. or for the purpose of soliciting business or passengers, unless in a taxi stand or in a parking space designated by the Traffic Authority as, "Taxi Only Parking".
- e) If a taxi owner's or taxi driver's license is lost, stolen, or destroyed the Licensing Authority, on receipt of a replacement fee, may issue a replacement license.
- f) No owner or driver shall charge a higher fare than set out by approval of the Licensing Authority and displayed in the taxi interior.
- g) All fees payable for licenses are outlined in Policy 140-015, Municipal Fees Policy.
- h) Drivers must provide a print or electronic receipt to the passenger(s) at the end of the trip or shortly thereafter that includes information confirming:
- i. The rate and surcharge, if any, charged for the trip
  - ii. The total amount paid for the trip
  - iii. The date and time of the trip

- i) The Driver of a Taxi must post in a place which is clearly visible to passengers, a copy of the Taxi Rate Schedule

## 7 Duties of the Licensing Authority

- a) The Licensing Authority shall decline to issue a taxi driver's license to an applicant if determined disqualifying conditions exist to hold such a license based on the information provided by the applicant in the application.
- b) If the Licensing Authority declines to issue any license, the applicant may appeal that decision of the Licensing Authority to the Town Council at its next regular meeting.
- c) If the Licensing Authority has reason to believe that it is in the public interest to suspend or revoke any license under this bylaw, the Licensing Authority shall provide to the taxi owner and /or driver written notice of:
  - i. the proposed revocation,
  - ii. the reasons for the proposed revocation, and
  - iii. a twenty-four (24) hour notice of the date, time, and place for a hearing with the Licensing Authority to hear the reasons for the proposed revocation,
  - iv. the suspension or revocation requirements shall be served personally to the address given in the license application or a current address provided by the owner or driver, and,
  - v. any immediate suspension or revocation of the license if the continued operation of the taxi poses, in the opinion of the Licensing Authority, an immediate risk to the operator of the taxi, passengers, or possible passengers of the taxi or the general public.
- d) If the Licensing Authority is satisfied after the hearing, or if there is a non-appearance by the license holder at the hearing, that it is in the public interest, the Licensing Authority may cancel the license.
- e) The Licensing Authority shall provide written notice of cancellation of license to the license holder, effective twenty-four (24) hours after the day of personal service of the notice of cancellation or deemed delivered on the third full day after mailing the notice of cancellation to the license holder.
- f) If the notice of cancellation applies to a taxi driver's license, the Licensing Authority shall give notice of the cancellation to the applicable holder of the taxi owner's license.
- g) Any taxi owner or driver whose license has been canceled under this section may appeal the decision of the Licensing Authority to the Town Council at its next regular meeting.

## 8 Penalties

- a) Any taxi owner or driver who contravenes or fails to comply with any of the provisions of the Taxi Bylaw shall be liable to a penalty of not less than two hundred dollars (\$200.00) for the first offense, not less than four hundred dollars (\$400.00) for the second offense, and not more than nine hundred dollars (\$900.00) for the third and any subsequent offenses.
- b) Any fines provided in this bylaw shall not relieve a license holder from the necessity of paying any fee, charge, or cost for which they are liable under the provisions of this bylaw.

## 9 Repeal



- a) Any previous Taxi Bylaws and amendments are repealed upon passage of this bylaw.

**Clerk's Annotation for Official Bylaw Book**

Date of first reading: 2020-XX-XX

Date of advertisement of Notice of Intent to Consider: 2020-XX-XX

Date of second reading: 2020-XX-XX

Date of advertisement of Passage of By-law: 2020-XX-XX

Date of mailing to Minister a certified copy of By-law: 2020-XX-XX

I certify that this Taxi **Bylaw Chapter 40** was adopted by Council and published as indicated above.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

DRAFT



## SUMMARY

### COUNCIL & COMMITTEES OF COUNCIL VIRTUAL MEETING POLICY

As the State of Emergency has now been lifted for the COVID-19 pandemic, meetings may only be conducted by electronic means if enabled by a procedural policy of Council as per the Municipal Government Act.

The proposed policy in the RFD enables virtual attendance by participants of meetings of Council and Committees of Council under certain circumstances and takes into consideration the health and safety of all, as pandemic restrictions are lifted, and gathering limits increased.

By enabling virtual/hybrid meetings to remain in place, Council is supporting barrier-free access, relief from pandemic anxiety related to in person gatherings and work/life balance.

Staff recommend this policy takes effect as soon as possible.

### DRAFT MOTION:

That Council approve Policy #110-014 Council & Committees of Council Virtual Meeting Policy **with amendments** as presented.





## 1) CAO COMMENTS

The CAO supports the recommendations of staff.

## 2) LEGISLATIVE AUTHORITY

*Municipal Government Act, R.S.N.S. 1998, c.19A:*

## 3) STAFF RECOMMENDATION

Staff recommend approval of the policy allowing for Council & Committees of Council members and staff to attend meetings virtually and in conjunction with Policy #110-012 Attendance Policy for Council and Policy #110-001 Committees of Council Policy.

## 4) REFERENCES AND ATTACHMENTS

1. AMANS Model Council Videoconferencing Policy
2. Municipal Government Act.
3. Policy #110-001 Committees of Council Policy
4. Policy #110-012 Attendance Policy for Council

## 5) DISCUSSION

As a result of the COVID-19 pandemic which affected Nova Scotia at the beginning of 2020 and the State of Emergency that was declared, ministerial changes were made to the Municipal Government Act allowing Council to meet electronically. This provided opportunity for the Town to seek alternative, safe and secure solutions to enable all meetings of Council and their committees to continue with minimal interruption, in an off-site setting while maintaining transparency.

Investment was made in equipment which enabled this to occur, and virtual meetings have been the practice in the Town ever since.

The State of Emergency was lifted on March 21<sup>st</sup>, 2022, and in order to continue to hold meetings of Council electronically, a procedural policy is required.

It is recognized there is benefit in retaining the ability to meet virtually and in a hybrid setting. Meeting virtually has increased accessibility options for those previously unable to attend in-person meetings, helps allay anxiety around increase in gathering limits, as well as supporting work/life balance.

**REQUEST FOR DECISION RFD: 009-2022**

**Title: Council & Committees of Council Virtual Meeting Policy**

**Date: 2022/09/27 Updated**

**Department: Office of the CAO**

---



Discussion on this matter took place with Council at March COW and after the implementation of the new Attendance Policy for Council **with further discussion at September COW**. While it is understood meeting in person is the preference of Council members, it is recognized circumstances exist where this is not always possible. This policy enables the Town to continue to hold meetings without disruption and with full participation as if meeting in person.

**The only exception to this is in the instance of a secret ballot as currently we do not have the capability to hold secret votes by an electronic means.**

After further discussions at September COW the following amendments have been made:

- Council members are limited to attending 3 virtual meetings per year where the meetings are pre-scheduled.
- Council may request to attend any Ad Hoc meeting virtually.
- One week's notice will be given to meetings which are moving to fully virtual.

Taking all the above into consideration, it is the recommendation of staff that this policy is implemented.

## **6) FINANCIAL IMPLICATIONS**

Equipment already exists to continue to offer virtual meetings. Improvements and upgrades of equipment as new technology is discovered, and replacement of older equipment may be required at some points in the future.

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

This policy fits with the following guiding principles:

- Community Wellness

## **8) COMMUNICATION REQUIREMENTS**

The policy, if approved, will be shared with all new Council and Committee of Council members and staff as required and posted on the Town's website.

## **9) ALTERNATIVES**

Do not approve the policy and require all meetings of Council to be in person only.



## POLICY

---

<b>Council &amp; Committees of Council Virtual Meeting Policy</b>	
<b>Policy Number:</b> 110-014	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2022-09-27	<b>Approved by Council Motion Number:</b>

### 1.0 Purpose

The Town of Wolfville (**the "Town"**) is committed to providing a work environment that promotes the safety of members of the public, Council members and staff, while minimizing disruption to workflow, maintaining transparency and accountability during decision making processes.

The COVID-19 pandemic which affected Nova Scotia at the beginning of 2020, provided opportunity to seek alternative, safe and secure solutions to enable meetings of Council and the work of the Town, Council and their Committees to continue with minimal interruption, in an off-site setting, maintaining transparency and providing increased accessibility options for all.

While it is preferred that Council and Committee of Council members and staff meet in person as much as possible, it is understood circumstances exist where this may not be possible for everyone. This policy enables the **Town** to continue to offer virtual/hybrid meeting options to Councillors, Citizen Committee members, staff and members of the public enabling full participation in Council and Committees of Council meetings virtually (by video conference).

Meetings of Council which this policy applies to are:

- Town Council Meetings (including Special Meetings of Council)
- Committee of the Whole
- Accessibility Committee
- Audit Committee
- Planning Advisory Committee
- RCMP Advisory Committee
- Source Water Protection Committee
- Any other Committee of Council formed as per the Committees of Council Policy #110-001



## POLICY

---

The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in the **Municipal Government Act**.

### 2.0 Scope

This policy applies to all members of Council and Committees of Council (including citizen members), members of the public and staff.

### 3.0 References

3.1 *Municipal Government Act*, R.S.N.S. 1998, c.19A:

### 4.0 Definitions

- 5.1 **“Town”** means the Town of Wolfville
- 5.2 **“Council”** means the Council of the Town of Wolfville
- 5.3 **“Council member(s)”** include(s) the Mayor
- 5.4 **“Citizen member(s)”** mean citizen committee members
- 5.5 **“Committees of Council”** means the advisory committees as referenced in our Committees of Council Policy
- 5.6 **“virtual”** means video conference
- 5.7 **“hybrid”** means a mix of virtual and in person participants
- 5.8 **“accommodation”** means adjustment made in method of meeting participation to allow for individual needs
- 5.9 **“Ad Hoc”** means a meeting not in the approved Committees of Council/Council meeting Calendar.

### 5.0 Policy

#### 5.1 Public Notice

In accordance with the Municipal Government Act, a Council meeting or Committee of Council meeting may take place virtually if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted.

The notice to the public will be given by advertising:



## POLICY

---

- i. on the Town's publicly accessible Internet site; and
- ii. on the Town's social media platforms such as Facebook and Twitter.

Notwithstanding section 5.1, where the Mayor determines that there is an emergency, a meeting may be conducted virtually without notice or with such notice as is possible in the circumstances.

### 5.2 Virtual Attendance at Meetings

Where virtual attendance has **not** previously been approved by accommodation upon commencement of council term or employment of staff, Council and staff may request to attend a meeting virtually in accordance with any attendance policies in place.

Except where meetings have been set ad hoc, Council may attend no more than 3 meetings virtually per year.

The Chair may request an all-virtual meeting should the number of participants approved to attend virtually cause a challenge to hold an effective hybrid meeting **and by providing one weeks' notice**.

#### 5.2.1 Request to Attend Virtually

##### Members of Council

Where virtual attendance at meetings has **not** previously been approved by accommodation, and is not in conflict with Attendance Policy for Council #110-012, a Council member wishing to attend a meeting virtually shall:

- i. request to do so through the Mayor and CAO.
- ii. use equipment that allows all participants and viewing members of the public to see and hear them.

##### Members of Staff

Where virtual attendance at meetings has **not** previously been approved by accommodation on commencement of employment, a staff member (excluding the CAO) wishing to attend a meeting virtually shall:

- i. request to do so through the CAO and Town Clerk



## **POLICY**

---

- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.

Where virtual attendance at meetings has **not** previously been approved by accommodation on commencement of employment, the CAO wishing to attend a meeting virtually shall:

- i. request to do so through the Mayor and Deputy Mayor
- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.

### **Citizen Committee Members & Members of the Public**

All citizen committee members and members of the public will be given the option of attending meetings virtually through the Town Clerk.

The Town Clerk is to be made aware of all approved requests with no less than 24 hours' notice where possible, to allow for technical set up.

### **5.3 Town Equipment Requirements**

The Town is committed to providing a hybrid option for all meetings and will ensure:

- i. the electronic equipment enables all meeting participants to see and hear each other during the meeting.
- ii. a link to enable members of the public to participate in the meetings will be made available upon request.
- iii. a live streaming option will be available for observation in real time of Town Council and Committee of the Whole meetings only.

### **5.4 Recording Attendance of Council Members attending virtually**

Any Council member participating virtually in a meeting shall be deemed to be:

- i. present if approval has been granted for them to participate virtually under this Policy and in conjunction with Attendance Policy for Council #110-012
- ii. absent for any parts of the meeting in which a member is not permitted to participate virtually under this Policy and in conjunction with Attendance Policy for Council #110-012.



## POLICY

---

### 5.5 Technological problems - failure to connect or disconnection

If technological problems prevent a Council or Citizen member of Council from participating in a meeting prior to the meeting commencing, said member shall be marked absent from the meeting.

If a Council or Citizen member of Council becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that said member left the meeting at the time of the disconnection.

### 5.6 Secret Ballot Voting

Council members are unable to participate virtually, in any of the following:

- i. any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot;
- ii. vote held by secret ballot.

### 5.7 Code of Conduct

All Council and staff members who attend Council & Committee of Council meetings will read and sign a Code of Conduct for Virtual Meeting Participants (*see Appendix A*) confirming they have understood and will abide by the requirements laid out therein.

## 6.0 Review of Policy

The Town will review this Policy every four years.

---

CAO or Town Clerk

---

Date



## **POLICY**

---

### **Appendix A**

#### **Code of Conduct for Virtual Meeting Participants**

Participants attending meetings virtually shall have equipment that enables you to:

- Share your camera
- Mute/unmute microphone
- Share files
- Share your desktop/screen
- Send and read chat messages, if required

#### **Technical Requirements and Equipment**

It is recommended you test all technical requirements and equipment in advance to avoid disruption of the meeting.

- Stable and reliable Internet connection
- Audio (computer speakers, microphone, telephone, etc.)
- Webcam
- Headset required for In Camera portion of meetings.

#### **Technical considerations**

- Presenters (if presenting virtually) can consider using a microphone for better sound (headset, clip-on, desktop mic)
- It is preferred all presenters are in person.
- Decide how media will be displayed (and test it in advance) – share your screen/desktop.





## POLICY

---

### Virtual meeting etiquette

- All Council members taking part in a meeting virtually shall have their cameras switched on.
- The Chair should let participants know when they will be able to make comments/ask questions during the meeting.
- Ask all participants to signal and wait a couple seconds before speaking to account for lagging time.
- Remind participants to be on mute, have webcam on and limit background noise and distractions as much as possible.
  
- For In Camera meetings, participants joining virtually **must**:
  - be alone unless with another participant of the meeting who has permission to attend.
  - Ensure no-one can see or hear you or other participants in the in-camera meeting if they are not an attendee of that portion of the meeting.

**No unauthorized recording of any meeting shall take place.**

**I have read, understood, and agree to abide by this Code of Conduct.**

---

**Name**

**Signature**

**Date**

## REQUEST FOR DECISION 035-2022

Title: Council Conference & Professional Development Policy

Date: 2022-09-06

Department: Office of the CAO

---



## SUMMARY

### Council Conference & Professional Development Policy

Staff has reviewed the policy which was last revised in 2016. Due to the global pandemic in 2020, conferences/events were cancelled, and we were unable to create a four-year conference and professional development schedule at the beginning of this Council's term.

In order for Council to be able to take advantage of these types of events that once more become available, staff will provide a list of known conferences/training to Council for the remainder of their terms and ask that any requests to attend are made by **mid October 2022** so they can be included in November budget discussions.

For 2022-23, aside from NSFM, requests to be made to the Mayor and CAO and one-off decisions will be made based on budget constraints.

As part of this discussion, staff also identified some administrative and housekeeping changes to the existing Policy, which we are bringing forward for consideration.

### DRAFT MOTION:

That Committee of the Whole make the following recommendations to Council:

- That Council approve the changes to the Council Conference & Professional Development Policy 110-004.
- That Council agree to send their conference and training plan for the next two years to the budget process for discussion at the first session in November.

## REQUEST FOR DECISION 035-2022

Title: Council Conference & Professional Development Policy

Date: 2022-09-06

Department: Office of the CAO

---



### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

Section 48 of the *Municipal Government Act* enables Council to adopt policies on any matter that the Council considers conducive to the effective management of the municipality.

### 3) STAFF RECOMMENDATION

Staff recommends that Council approve the changes to the Council Conference & Professional Development Policy.

### 4) REFERENCES AND ATTACHMENTS

- Council Conference & Professional Development Policy, 110-004 (attached)
- *Municipal Government Act* (MGA)

### 5) DISCUSSION

Staff has reviewed the policy and some administrative changes are being recommended.

As well, due to the pandemic, we have been operating off-policy. For the remainder of this Council's term to offer some professional development the following process shall take place.

- Staff will prepare a list of known conferences for consideration by Council for the remainder of their term, including dates and locations where available and including local and national conferences.
- Requests to attend should be submitted by **mid-October** to be discussed in the November budget discussion looking at how best to manage needs over the next two years.
- Requests for **2022/23** should be made directly to the Mayor and CAO for one-off decisions.
- 2024/25 is an election year and typically training or large conferences are avoided.

### 6) FINANCIAL IMPLICATIONS

Depending on demand for conferences/training, financial information will be brought forward as part of the budget discussion for 2023-24. As Council is aware training/professional development budgets were reduced for both staff and Council during the pandemic years. Small increases were included in the 2022/23 budget, but the total budget allocation is still not back to pre-COVID budgets.

As of August 2022, the Professional Development budget for Council remains on budget, so should end the year with the annual allotment approved for 2022/23.

## REQUEST FOR DECISION 035-2022

Title: Council Conference & Professional Development Policy

Date: 2022-09-06

Department: Office of the CAO

---



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

N/A

### 8) COMMUNICATION REQUIREMENTS

Following approval of the Policy, it will be updated to the Town's website.

### 9) ALTERNATIVES

- The alternative is that Council does not approve the changes to the policy.



## POLICY

---

<b>Council Conference and Professional Development</b>	
<b>Policy Number:</b> 110-004	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2010-11-15 2012-10-15 Amended 2016-12-19 Amended 2022-09-20 Amended	<b>Approval By Council (Motion Number):</b> 11-07-10 08-10-12 10-12-16

### 1.0 Purpose

To provide a procedure for the opportunity for effective professional development for the Mayor and Councillors, to ensure proper representation at National/Provincial conferences and Boards/committees and to allow a fair and equitable schedule for participation at these conferences and Boards/committees by the Mayor, and Councillors.

### 2.0 Scope

This Policy is applicable to all Town of Wolfville Staff and Town Council members who attend conferences as representatives of the Town of Wolfville.

### 3.0 References

- [Nova Scotia Municipal Government Act](#)

### 4.0 Definitions

- 4.1 **FCM** means the Federation of Canadian Municipalities.
- 4.2 **NSFM** means the Nova Scotia Federation of Municipalities (*previously named UNSM - Union of Nova Scotia Municipalities*)
- 4.3 **SCC** means Sustainable Communities Conference.
- 4.4 **AMA** means Association of Municipal Administrators.
- 4.5 **Council** means the Council of the Town of Wolfville.
- 4.6 **CAO** means the Chief Administrative Officer of the Town of Wolfville.



## POLICY

---

### 5.0 Policy

#### 5.1 General Procedure

- a. Staff will prepare a list of known Conferences and Professional Development opportunities for Council, including locations, based on the four-year term of Council.
- b. Members of Council will complete a Council Conference & Professional Development Planning Form prior to January 15th of their first Council term. The Form is based on a four-year period. *(See Appendix A)*.
- c. Members of Council will review their Council Conference & Professional Development Planning Form annually prior to December 15<sup>th</sup> and submit any requested changes at that time.
- d. Staff will use the Forms to develop an annual training plan for Council and inform Council's professional development budget.

#### 5.2 Priority

- a. Budget and schedule priority is to be given to attendance at NSFM.
- b. To ensure adequate representation and appropriate opportunities for the Mayor and Council to attend, the maximum numbers will apply:
  - i) Fall NSFM – Mayor and 6 Councillors will attend
  - ii) Spring NSFM – Mayor and 3 Councillors will attend
- c. Each member of Council will be provided the opportunity to attend at least one conference outside of NSFM during their four-year term as long as the content of the conference supports the strategic direction of Council and must be approved by Council.
- d. The Mayor may attend one conference per year.
- e. Where budget allows the Town will support members of Councils interested in participating in the NSFM/AMA Municipal Leadership Education Modules.

#### 5.3 Selection of Attendees

- a. To ensure the fair allocation of the conference and professional development opportunities, a four-year schedule will be set at the beginning of the term and reviewed/updated annually during the budget process and an appropriate budget allocation will be made on an annual basis.
- b. Members of Council will be expected to attend the conferences allocated to them. Councillors wishing to attend other conferences or workshops, outside of the approved



## POLICY

---

training plan, will submit a request using Council Conference & Development Request Form (*see Appendix B*) to the CAO who, together with the Mayor, will determine the appropriateness of the request and recommend approval, or not, to Council for their final decision.

- c. All members of Council will be permitted to attend the FCM Annual Conference when it is in Nova Scotia.
- d. All members of Council will be permitted to attend the NSFM Spring Conference when it is in the Valley Region.
- e. Any approval for conference attendance and professional development will always be subject to the budgetary funds available.

### 5.4 Registration and Reporting for Conferences

- a. Intending delegates are expected to complete the registration forms and submit, with a copy to the CAO, in reasonable time to meet the conference early registration deadline.
- b. Delegates who miss the early registration deadline are responsible for the additional cost of registration.
- c. For Mayor, Deputy Mayor and Councillors attending a conference on behalf of the Town of Wolfville, a brief written report, describing the purpose of the trip and results achieved must be submitted to Council for information using the Conference Update Form (*see Appendix C*).

### 5.5 Board and Committee Membership

- a. Council acknowledges the importance of representation by the Town of Wolfville at the board or Committee level for NSFM or other organization identified by Council.
- b. Where appropriate, Council will endorse the candidacy of one (1) Council Member to represent the Town of Wolfville on boards and committees described in 5.5.a. through Council resolution.
- c. Where there is more than one (1) interested candidate from Council for a given position, Council will call for expressions of interest and the candidacy will be put to a vote by secret ballot.
- d. If the candidacy is successful for a board or committee, the Town of Wolfville will provide reimbursement of expenses to attend the board or committee meetings as appropriate.



## POLICY

---

- e. Such endorsement and support for candidacy will be subject to annual review by Council.
- f. Any support for candidacy will always be subject to the budgetary funds available.

### 5.6 Council Approvals

- a. In circumstances where time does not allow for Council Approval at the Council table, Council polling will be via electronic format. This will supersede Policy 110-008, - Telephone Polls.

---

CAO

---

2022-09-20

Date

DRAFT





# POLICY

---

## Appendix A

### Council Conference & Professional Development Planning Form



Name: \_\_\_\_\_

This form should be submitted to the CAO by December 15.

Please use this form to identify your professional development and training priorities for the next four-years. This form will be reviewed, and updated if necessary, on an annual basis.

#### Top Four Priorities

Identify the top four conferences and/or professional development opportunities you would like to attend in your four-year term. You may list more than one priority in the same year, however, you are less likely to be approved for two in the same year as part of the Conference & Professional Development Plan. List the top priority as number 1 and so on.

Name of Conference	Location	Year
1.		
2.		
3.		
4.		

#### Other Conferences, Workshops, Training and Courses

There may be other opportunities you wish to participate in that do not fall in the top four or occur in the same year as your top four. Please identify any additional opportunities below to allow Council and Staff to get a feel for potential one-off requests and indicate the level of importance that opportunity has for you – high or low.

Name of Conference	Location	Year	Importance

If your conference/professional development opportunity is not indicated on the selection provided by staff, please include a website address or information on how to find out more about the opportunity.



# POLICY

---

## Appendix B

### Council Conference & Professional Development Request Form



Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Professional Development or Training Program

\_\_\_\_\_

Location: \_\_\_\_\_ Date(s) of Program: \_\_\_\_\_

Description of Program:  Program Outline Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how this particular program supports the strategic direction of Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this program in addition to your approved training plan or in place of an approved program?

Addition  In Place of \_\_\_\_\_

Date Reviewed by Chief Administrative Officer _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved <input type="checkbox"/> To be considered next fiscal year
Comments: _____ _____ _____	
CAO Signature _____	Date _____



# POLICY

---

## Appendix C

### CONFERENCE UPDATE

Title:            xxxx  
Date:            Month dd, YYYY  
Department:    Office of the CAO



---

### 1) UPDATE

xxx

## REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing  
Date: 2022-09-06  
Department: Public Works & Engineering

---



## SUMMARY

### Maple Avenue Resurfacing

This Request for Decision (RFD) brings before Council a request to fund a surface upgrade to Maple Avenue. This street has been noted by the community as needing attention for a number of years. It has also been noted in annual Pavement Condition Index (PCI) maps during the annual budget process discussions. Several factors have impacted the timing of when to include Maple Avenue in the annual budgets (operating and capital) for surface improvements (pavement). These include the Asset Management Plan review of underground infrastructure condition throughout Town and more recently, potential timing of the development of east end lands.

Staff are still reviewing video data of underground pipes and this remains a work in progress. This will help determine when Maple is added to the Capital Budget along with all other infrastructure deficit priorities.

In terms of Operating budget and maintenance dollars (resurfacing), the approved 2022/23 Operations Plan & Budget included \$353,400 for streets throughout Town. Maple Avenue was not one of the streets (refer to page 55 of Operations Plan). Subsequent discussions at Management, including new faces at the table, highlighted two factors. One was a reaffirmation of the poor pavement quality (PCI) and the second was the status of the East End Secondary Plan Review underway. Given expected timing of development starting in the East End, it is appropriate to consider resurfacing Maple Avenue in this fiscal year, assuming adequate funding exists for Council to consider.

### DRAFT MOTION:

That Council approve a maximum of \$80,000 be incurred in this fiscal year to resurface portions of Maple Avenue. The expenditure will be funded by way of a transfer from the Town's Unrestricted Operating Reserve Fund.

## REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing  
Date: 2022-09-06  
Department: Public Works & Engineering

---



### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal government Act 65A and B

### 3) STAFF RECOMMENDATION

That Council approve the estimated costs required to improve the pavement surface on Maple Avenue. This will involve maintenance processes which fit the street.

### 4) REFERENCES AND ATTACHMENTS

- 2021 Pavement Condition Index map of Town streets
- 2022/23 Operations Plan and Budget
- 2020/21 Operations Plan and Budget
- Information Report – IR009-2022 Financial Update

### 5) DISCUSSION

As noted in the summary at the top of this report, Maple Ave. has been noted as a Town roadway with poor condition of the paved surface. Two budget cycles ago (fiscal 2020/21) sections of Maple Avenue were included in the Ten-Year Capital Investment Plan (CIP), refer to page 101 of that year's Operations Plan. This work was planned for fiscal 2024/25 thru to 2029/30 and involved complete infrastructure rebuild. With staff changes with the Public Works Department over the last two years, changes were made to the long term CIP in 2022/23 involving fewer streets being specifically identified in the CIP. This was intentional and related to new project to gather video data of underground sanitary and storm water systems. This data is key to better determination of major infrastructure priorities.

The potential development of lands on the east end of Town also started to influence any decision as to timing of work on Maple Avenue. Last year Council approved an East End Secondary Plan Review and that process continues into this year. Over this time, it has become clear that substantial development is not likely to start for another 3 to 5 years. Any early phase work will benefit from a refreshed surface. The Secondary Plan review process needs to be fully carried out and after that point in time, road and infrastructure work will be required before potential developers begin actual projects (buildings).

Given the state of Maple Ave. pavement, a maintenance resurfacing will provide an improved service level for the community in the short term (next 5 years). This should also help line up any major infrastructure work to occur in conjunction with future development of the East End lands.

## REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing  
Date: 2022-09-06  
Department: Public Works & Engineering

---



The 2021/22 Operations Plan and Budget included Maple Ave. as part of the planned mill/pave maintenance program (page 50 of document). Ultimately Maple did not get included in the 2021/22 street maintenance work carried out.

## 6) FINANCIAL IMPLICATIONS

Whereas the expenditure contemplated in this RFD was not part of the approved budget, and the street maintenance budget has been linked to the streets noted on page 55 of the 2022/23 Operations Plan, staff are looking for approval for the unbudgeted amount of \$80,000. This dollar amount, over the past number of years would have been relatively easy to fit into spending without risk of creating a deficit. This is less certain in fiscal 2022/23. Refer back to IR-009 2022 Financial Update reviewed at the June Committee of the Whole which showed early indications that this might be a tougher year to ensure a break-even operation. That report noted a number of growing expenditure pressures likely to push costs at least \$104,000 over budget for the year.

A quick, high level, review of Deed Transfer Tax revenues indicates that this revenue source is not as likely to significantly exceed budget by year end as it had in past couple of years. As of end of August, it is estimated this revenue will still exceed budget by \$84,000, but the majority of that was earlier in the year. Over the last three months (June-August) the total revenue is estimated to be approximately \$12,000 less than budgeted for those three months.

## REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing  
Date: 2022-09-06  
Department: Public Works & Engineering

---



In terms of Operating Reserves, it was noted during the report of the March 31/22 Financial Statements that the Town ended the year with healthy level of reserves with just over \$2.4 million in unrestricted Operating Reserves. The issue today is almost \$1,000,000 will be utilized in the current year from those reserves. \$437,000 is earmarked for the Towns Operating Fund revenues and a further \$510,000 is noted for Capital Fund projects.

The provincial benchmark to keep the Operating Reserves financial indicator in the low risk category equates to approximately \$1.7 million for the Town of Wolfville.

All things being equal, the Town will drop below the low-risk benchmark at least temporarily based on budget spending. If Council approves the additional \$80,000 for Maple Avenue in this fiscal year, it will leave the Town that much further below the benchmark.

It is possible that the Town can still end the year break even or better. The Senior Management Team should work to identify potential areas of savings to help mitigate any overspending in pockets of the operation. Regular formal financial variance reporting starts with the Audit Committee in September, at which time year end forecast results can be discussed in more detail.

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

No specific references provided to the Strategic Plan. This spending is at the core of the Town's commitment to maintain and improve community infrastructure.

## 8) COMMUNICATION REQUIREMENTS

Nothing specific identified at this time.

## 9) ALTERNATIVES

Council has options with regard this report.

- Not approve the unbudgeted spending and leave Maple Ave. for future years to be part of a complete capital infrastructure rebuild.
  - This clearly leaves the street surface at a low service level for likely at least 5 years.
- Not approve the unbudgeted spending, and direct staff to ensure Maple Ave. is part of next years 2023/24 street maintenance budget.
  - Defers by a year the work proposed in this RFD.
  - Would also likely result in other streets that would have been included in next years plan being bumped out to at least 2024/25.

## REQUEST FOR DECISION 050-2022

Title: Maple Avenue Resurfacing

Date: 2022-09-06

Department: Public Works & Engineering

---



- Approve the unbudgeted spending for Maple Ave. and direct staff to identify specific budgeted projects/programs that can offset this cost.
  - Project would still need approval in September to ensure contractor can line up the work for this season before the asphalt plants close later in the year.
  - Staff would bring back the identified offset savings to October or November Council



**REQUEST FOR DECISION 046-2022**

Title: Appointment of Alternate to the IMSA Pilot Board

Date: 2022-09-06

Department: Office of the CAO

---



## SUMMARY

### APPOINTMENT OF ALTERNATE TO THE IMSA PILOT BOARD

With the hiring of Dwight Whynot and MNP to work on the IMSA Pilot Project over the next two years, the KTA and Valley Waste Boards have now turned their authority over to the Mayors and Warden, who collectively now serve as the Board of Directors for the Pilot Project, KTA and Valley Waste.

It is anticipated that all partnering municipalities will be requested to appoint an alternate member to serve on this Board.

#### DRAFT MOTION:

That Council appoint Councillor Jodi MacKay as the alternate member for the Town of Wolfville to serve on the Interim IMSA Board of Directors for the duration of the pilot project.

## REQUEST FOR DECISION 046-2022

Title: Appointment of Alternate to the IMSA Pilot Board

Date: 2022-09-06

Department: Office of the CAO

---



### 1) CAO COMMENTS

See below.

### 2) LEGISLATIVE AUTHORITY

The Interim IMSA adopted in early 2022 by all Parties governs the work of this Board over the next two years.

### 3) STAFF RECOMMENDATION

Staff recommend that Councillor Jodi MacKay be appointed as the alternate.

### 4) REFERENCES AND ATTACHMENTS

1. IMSA – Pilot Project

### 5) DISCUSSION

It is recommended that Councillor Jodi MacKay be appointed as the alternate member for the reasons below:

- 1) As the Chair of KTA until the IMSA for the Pilot Project took effect, Councillor MacKay is now without that Committee workload and has in-depth knowledge of the KTA operation. There are a few issues at KTA that are carrying over between the former and new Boards and being familiar with these issues is an asset.

The Wolfville representative for Valley Waste was Mayor Wendy Donovan and she now serves on the Board as Mayor so the continuity and knowledge on the Valley Waste front remains.

- 2) Staff had considered recommending the Deputy Mayor, however for continuity it is important that the alternate be appointed for the duration of the pilot (September 2022 – September 2024) and the Deputy Mayor position may change twice during this time frame (November 2022 and November 2023).

### 6) FINANCIAL IMPLICATIONS

N/A

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

N/A

### 8) COMMUNICATION REQUIREMENTS

---

**REQUEST FOR DECISION 046-2022**

Title: Appointment of Alternate to the IMSA Pilot Board

Date: 2022-09-06

Department: Office of the CAO

---



The decision of Council will be communicated to the IMSA Pilot Board of Directors.

**9) ALTERNATIVES**

Council can choose to appoint another Councillor to this role.

## REQUEST FOR DECISION 049-2022

Title: Annual Operating Line of Credit

Date: 2022-09-06

Department: Finance

---



## SUMMARY

### Annual Operating Line of Credit

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

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

In 2020 Council approved an increase to the Town's Operating Fund limit, taking into account the uncertainty created by the COVID-19 pandemic. That limit remained unchanged a year ago, and this year's RFD recommends remaining at that level approved two years ago.

### DRAFT MOTION:

That Council approves the following lines of credit with the Bank of Montreal, effective October 1, 2022 to September 30, 2023:

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

## REQUEST FOR DECISION 049-2022

Title: Annual Operating Line of Credit

Date: 2022-09-06

Department: Finance

---



### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA), Section 84

### 3) STAFF RECOMMENDATION

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

### 4) REFERENCES AND ATTACHMENTS

- Bank Credit Card Policy #140-002
- Approved 2022/23 Operations Plan/Budget
- Consolidated and Non-Consolidated March 31, 2022 Financial Statements

### 5) DISCUSSION

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

The Town's borrowing for the PACE Program (Switch) is an operating line of credit, but it has been dealt with by Council under a separate TBR requiring ministerial approval. This funding process involves the Federation of Canadian Municipalities (FCM) and the Municipal Finance Corporation (MFC).

**The Town's operating lines of credit are renewed with the Bank of Montreal once a year**, with the current agreement expiring at the end of September. The Director of Finance met with the BMO commercial account representative and no change in timing of approving this line of credit is required at this time.

Up until two years ago, this report had been a housekeeping matter required to keep our agreement with the Bank of Montreal up to date. The financial impact of the COVID pandemic and the lingering effects of the pandemic have created unanticipated results, notably in the area of supply chain issues and accelerating inflationary costs. For the Town, these impacts have become very real. Key equipment has had delivery times of over a year. Some costs of infrastructure costs have risen by at least 20% from a couple of years ago.

## REQUEST FOR DECISION 049-2022

Title: Annual Operating Line of Credit  
Date: 2022-09-06  
Department: Finance

---



In addition, cash inflows have shown periodic signs of weakness. A couple of larger tax accounts have been slower paying, often well after due date. Although ultimately the accounts have been brought up to date, the delay has negatively impacted timing of cash inflows.

The Water Utility has, by design, drawn down its level of Accumulated Surplus and with another expected to have a deficit result, cash flow for the Utility can benefit from maintaining an approved line of credit.

At the end of the day, having a line of credit in place is a proactive way to ensure the Town can manage its annual budget efficiently.

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

### **Borrowing limits**

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

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

As reflected in amounts authorized by Council over the years, the Town has not required a line of credit anywhere near the maximum permitted. It is still relevant to consider factors noted in past reports, including:

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

***With regard to the limit required for the Town credit cards***, the maximum overall credit has been set at \$50,000. This remains unchanged. This coincided with changes to the Credit Card Policy (140-002)

## REQUEST FOR DECISION 049-2022

Title: Annual Operating Line of Credit

Date: 2022-09-06

Department: Finance

---



which reduced the number of cards from maximum of 20 down to 3. The suggested limit has been set at a level that would provide flexibility *if* required during the fiscal year.

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

### 6) FINANCIAL IMPLICATIONS

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

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

No references provided.

### 8) COMMUNICATION REQUIREMENTS

The lines of credit are a matter of routine operation; therefore, the only communication required is with the Bank of Montreal to ensure renewed credit facilities are in place before October 1, 2022.

### 9) ALTERNATIVES

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

**From:** [Ashley Anthony](#)  
**To:** [Town Council](#)  
**Subject:** Meeting with Climate Reality Project Canada  
**Date:** August 17, 2022 11:43:19 AM

---

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

Hello Wolfville Municipal Council and Staff,

My name is Ashley Anthony and I am a Regional Engagement Coordinator for [Climate Reality Project Canada](#). We are about to take a trip around the Maritimes and promote our various programs to help encourage participation in municipal governance, support post-secondary campus sustainability efforts, and our National Climate League data collection effort, as well as programs from our partner organizations Earth Net/The OATHE Project and Climate Caucus.

We are going to be in Wolfville Aug 30 and look forward to engaging with local community groups, ENGOs, post-secondary campuses and of course the local elected officials. I was hoping to schedule a time to talk to you about efforts underway in your municipality, your perspective on the work and what is needed, as well as any other additional topics that you may find pertinent or, are looking for stakeholder engagement with.

I am hoping that we can finalize some schedules this week! Feel free to include anyone else that you think would make a great addition to this effort as well. If this doesn't mesh with your schedule, I am also available via Zoom. Feel free to schedule a meeting through my [Calendly link](#).

Looking forward to speaking with you further,

Ashley



**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Request for pin the town of Wolfville NS .  
**Date:** August 2, 2022 2:33:07 PM

---

**From:** Aaron Setton  
**Sent:** July 27, 2022 2:33 PM  
**To:** Town Council <[towncouncil@wolfville.ca](mailto:towncouncil@wolfville.ca)>  
**Subject:** Request for pin the town of Wolfville NS .

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

To the Honorable Mayor of the Town of Wolfville NS ,

My name is Aaron A. Setton of Brooklyn NY .I am a professional pin collector with a large collection of pins from various places around the globe.

I am currently working on an extensive project of a collection of the pins that represent the seals of the historic townships of Nova Scotia .

I would be most honored if you as the Mayor of Wolfville NS would be able to assist me in this historic endeavor by granting a pin of Wolfville Township .By doing so you will greatly enrich the educational value of the collection and I will be very grateful.I thank you in advance for your assistance in this important investment in our diverse cultural history.For any questions regarding our work please contact me via email at [asetton45@gmail.com](mailto:asetton45@gmail.com).

Please mail any correspondence to,  
Aaron A. Setton

The Society For Preservation Of Historic Plns  
1995 East 4th Street Brooklyn NY 11223

If possible I kindly ask that all pins be plastic wrapped so as to avoid loss brought about by punctured envelopes.

Many Thanks ,  
Aaron A Setton

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: No Parking Sign  
**Date:** September 14, 2022 4:47:49 PM

---

**From:** Wendy Donovan <WDonovan@wolfville.ca>  
**Sent:** September 13, 2022 10:19 AM  
**To:** bailey bishop; Town Council <towncouncil@wolfville.ca>; Kaden Thibault <kthibault@wolfville.ca>  
**Subject:** RE: No Parking Sign

Thank You for your email and question. I have cc'd our compliance staff – Kaden Thibault who will be able to answer your question.

Sincerely



**Mayor Wendy Donovan**

Town of Wolfville

p 902-698-6342 | f 902-542-4789 | e [wdonovan@wolfville.ca](mailto:wdonovan@wolfville.ca)  
[wolfville.ca](http://wolfville.ca)

---

**From:** bailey bishop  
**Sent:** Tuesday, September 13, 2022 10:16:01 AM  
**To:** Town Council <[towncouncil@wolfville.ca](mailto:towncouncil@wolfville.ca)>  
**Subject:** No Parking Sign

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

Hi there,

I hope this email finds you well. I have a question regarding the no parking signs on 5 Blomidon Terrace. I have parked there all spring and summer long when visiting a friend. Now there is no parking signs? I'm just curious on where you want people to park now? Down at willow park To take parking spaces away from people visiting there? Blomidon terrace is a quiet road with hardly any traffic at all. If you could kindly explain why there is now no parking signs in that area I would appreciate it. And also where you suggest I park now to avoid a ticket issue.

Thank you

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Welcome Letter for Deep Roots by Aug 4  
**Date:** August 2, 2022 2:36:41 PM

---

**From:** Donna Holmes  
**Sent:** July 26, 2022 7:19 PM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** Welcome Letter for Deep Roots by Aug 4

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

Dear Wendy,

I am coordinating the Deep Roots Program Booklet again this year. We are hoping that we can include welcome letters from the Mayor of the Town of Wolfville and the president of Acadia once again this year. This will be our 18th Festival but the first full festival back in the downtown core and at Acadia venues since 2019. We are soooooo pleased to be back, and I am looking forward to reading the letters of welcome that you and Peter Ricketts will come up with this year.

If you could send me a **welcome letter** of about **200 words** or less for the 2022 Deep Roots Music Festival program souvenir booklet by **Thursday, August 4**, that would be greatly appreciated.

Thanks so much (and I hope you're doing well!)

Sincerely,  
Donna

Donna Holmes (she/her/hers)  
**Deep Roots Music Festival (Sept 21-25, 2022)**  
Wolfville, Nova Scotia

<https://deeprootsmusic.ca/>

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Downtown Resident Parking Issue  
**Date:** September 2, 2022 2:23:49 PM

---

**From:** Wendy Donovan <WDonovan@wolfville.ca>  
**Sent:** August 31, 2022 4:46 PM  
**To:** Emily Burton; Town Council <towncouncil@wolfville.ca>; Kaden Thibault <kthibault@wolfville.ca>  
**Subject:** RE: Downtown Resident Parking Issue

Hi Emily;  
I am sorry that you continue to have parking woes.

There is all day parking in some Town lots e.g., across from Willow Park as well as a few other places. Our Compliance officer Kaden Thibault, cc'd on this reply can provide you some direction and a parking map of spaces that allow all day parking. As well, I know that the Baptist Church sells parking passes. The Church Secretary is Theresa (902) 542-5524 and the general email is [wolfvillebc@gmail.com](mailto:wolfvillebc@gmail.com) . Finally, I understand from Councillor Butler who used this option in the past, that residents may obtain a parking permit from Acadia. I suspect for you that the WBC across the road might be your most convenient option.

We do understand that this is an issue for you and hope that some of these suggestions can assist you to find more suitable options.

Wendy



Mayor Wendy Donovan

Town of Wolfville

p 902-698-6342 | f 902-542-4789 | e [wdonovan@wolfville.ca](mailto:wdonovan@wolfville.ca)  
[wolfville.ca](http://wolfville.ca)

---

**From:** [Emily Burton](#)  
**Sent:** August 31, 2022 4:25 PM  
**To:** [Town Council](#); [Compliance](#); [Devin Lake](#); [Nick Zamora](#); [Amanda Brown](#)  
**Subject:** Re: Downtown Resident Parking Issue

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

Hi there,

I just wanted to follow up with this- I'm continuing to get parking tickets, as I'm not always able to move my car every three hours, every single day, when I'm teaching classes etc. I am wondering if there is some kind of permit I can purchase that will allow me to park downtown (near my house and business)? I've lived here five years, and would love to continue living and running the business here, but I don't think it's fair to receive continual parking tickets and be towed, just for living and parking near my home.

Thank you again.  
Emily Burton

On Thu, Jul 7, 2022 at 5:19 PM Emily Burton wrote:

To Whom It May Concern,

I have lived in Wolfville for five years, and opened a business on Elm Avenue two years ago. I have lived on Elm Ave., across from Clock Park, for 4 years. McKay Realty does not provide parking for this downtown building for either my residential or commercial units. For the past four years I have been finding places to park my car, whether it be Acadia rentals, parking up the hill, etc. and constantly worrying about it being parked so far away from me, or it getting towed. My car has been towed 4 times in the last year and a half- a HUGE expense that I do not budget for. But, I've had to use the 3 hour/ all day lots to keep my car- there is no o

I have grown continually frustrated and now am at a loss. I live and work downtown Wolfville, spend an unbelievable amount of money in this town- I buy everything locally and am hugely supportive of the restaurants and businesses, and yet there is nowhere to park my car. My boyfriend and I have been spending more and more time in Halifax, especially in the winter, because there is nowhere for him (or me) here to park his car overnight when he visits, without risking it being towed. My family does not visit Wolfville from the months of November to March, because there is nowhere for them to park overnight.

I chose to open my business here and it has been very successful, but I am growing resentful and feeling very unsupported by the town, with constant notices/tickets and \$500+ worth of towing expenses. I live here and I need a car for my business. There needs to be somewhere to park overnight- for myself, and for family and friends who want to visit our town. Parking in a lot far away from my house is also not ideal; my windshield was smashed last year in an Acadia lot. Friends of mine work downtown as well, and before covid when tickets were given out, they had to leave work in the middle of their shifts, every three hours, to move their cars. The "all day" lots were always full, especially during the university season.

After five years living and working and supporting this town, I am asking for a solution to this problem, and very quickly. There needs to be an overnight option downtown. I would be happy to purchase a pass in order to park in one of the lots. In the winter I do understand that cars need to be moved in order to plow. But otherwise, I really do not understand the harm in my car being parked downtown somewhere permanently- I am not taking away from a visitor or customer, as I am a downtown resident and spend much more money here than any visitor ever will.

I am hoping this can be discussed at council and a solution reached quickly. I realize that it is also McKay's responsibility to provide parking for tenants, but I have been struggling with this issue with them for years now. Mine is perhaps a special case, as I know many downtown units provide parking for their tenants.

Thank you very much for your time.

Emily Burton  
[REDACTED]  
[REDACTED]

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: buried power lines  
**Date:** August 2, 2022 9:50:35 AM

---

**From:** Wendy Donovan <WDonovan@wolfville.ca>  
**Sent:** July 28, 2022 1:21 PM  
**To:** edward himsl  
**Cc:** Town Council <towncouncil@wolfville.ca>; Devin Lake <DLake@wolfville.ca>  
**Subject:** Re: buried power lines

Hi Ed, just want to acknowledge your email and let you know that our planning staff will respond. I have cc'd them on this reply.

All the best  
Wendy

Mayor Wendy Donovan  
Town of Wolfville  
p [902-698-6342](tel:902-698-6342) | f [902-542-4789](tel:902-542-4789) |  
e [wdonovan@wolfville.ca](mailto:wdonovan@wolfville.ca)

On Jul 28, 2022, at 12:56 PM, edward himsl wrote:

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

Folks,

Is there an existing policy on buried power in new and existing development? I notice West end lands has some buried some pole. One developer buried the other no. Is there a level playing field here? Has policy been overlooked? There must be a policy?

Thanks,

Ed

Get [Outlook for Android](#)

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Noise complaints  
**Date:** August 31, 2022 10:25:24 AM

---

**From:** Wendy Donovan <[WDonovan@wolfville.ca](mailto:WDonovan@wolfville.ca)>  
**Sent:** August 29, 2022 6:38 PM  
**To:** ElizabethAnn Mills  
**Cc:** Town Council <[towncouncil@wolfville.ca](mailto:towncouncil@wolfville.ca)>; Lindsay Slade <[lslade@wolfville.ca](mailto:lslade@wolfville.ca)>  
**Subject:** Re: Noise complaints

ElizabethAnn, I am so sorry your initial friendly overture was not met with the same and your need for rest is so understandable. I have copied your email to one of our planners Lindsay Slade who is working on a landlord licensing and a review of tenant, landlord and permanent res issues. You may already have connected with Lindsay on your concerns as she is I believe reaching out to all. If you aren't familiar with this initiative you might want to check out <https://wolfvilleblooms.ca/tenant-survey>

Sincerely  
Wendy

Mayor Wendy Donovan  
Town of Wolfville  
(902) 698-6342

On Aug 29, 2022, at 5:06 PM, ElizabethAnn Mills wrote:

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

Dear Town Councillors

On Saturday, August 27, I was riding my bike on my street and stopped to say hello to the landlord of the student rental across the way from me.

He scowled and said "Is it you who is making all the noise complaints about my tenants? You are driving them out because of all your complaints!"

He went on in that vein for a bit and I was speechless. First of all I have not recently made any complaints about his tenants, but other local residents obviously have. They are very noisy parties, indoors and out, but as long as they pack it in by 10pm I don't complain (I have complained in the past but it is useless, nobody comes). I have Long Covid and it is absolutely necessary for me to keep regular bedtime hours and get a good 8 hours of sleep, just to keep from getting any worse.

Later I thought of all the things I could have said to him, such as that as a business owner running a business in a residential neighbourhood, it is his responsibility to not bother the neighbours, not vice versa. Residents of my area have every bit as much right to the quiet enjoyment of their homes as those in other parts of town. There are a lot of rental properties in this area, Hillside Apartments, "the Chicken Coop", etc., but none of those tenants bother the neighbours and they are for the most part a long term part of the local community.

Also, most responsible landlords provide sufficient parking for all their tenants, but many of the student landlords don't (including this one), and the current wording of parking bylaws allows that. It makes for all kinds of problems with cars parked on the street, including in front of fire hydrants or blocking large truck/fire truck/ambulance traffic. In the winter months students often park in the street because:

- (a) there is insufficient parking on the property where they live,
- (b) the parking spaces provided are bumper to bumper and tenants prefer not to wake everyone else in the house in order to get out, or
- (c) the landlord expects the tenants to clear the snow from the driveway themselves and they would rather park in the street than have to shovel snow.

At the very least landlords should be required to limit the number of vehicles allowed to the number of accessible spaces provided.

I think landlords should be required to have a business licence and should be made aware of their responsibility toward the residents of the area, not vice versa. It is very upsetting to be publicly confronted in your own neighbourhood in this manner by a "from away" landlord (he lives in Dartmouth).

Lately parking on my part of Hillside has become problematic. This particular landlord's tenants (and their party guests) are parking on the street. After finally getting the message that parking in front of a fire hydrant is illegal (who the heck issued them driver's licences?) they now park on both sides of the street, often in tandem. Last week one of the big trucks driving to/from the Highland Ave construction site had to sit on his very loud dump truck horn because he couldn't get through. Eventually a student car owner woke up and came out to move their car. Certainly no fire truck or EHS vehicle could have made it through either.

I've lived here a long time, my kids went to the Wolfville Elementary School, and I have a modest but nice home here. I don't bother my neighbours, in fact I am quite friendly with many of them. It was very upsetting to be accused by that landlord on the street in that manner, and I am still very upset by it. Hence this letter. I hope Council will take this into consideration when discussing landlord/tenant/neighbourhood relations.

Sincerely,

ElizabethAnn Mills





[REDACTED]  
[REDACTED]

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: the recent CFL game  
**Date:** July 21, 2022 8:33:48 AM

---

**From:** Graham Howes  
**Sent:** July 19, 2022 2:55 PM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** the recent CFL game

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

Dear Mayor Donovan and Councillors,

As one who was quite skeptical about the bringing of a CFL game to Wolfville, I feel I should now write and say that I am very impressed with how relatively 'invisible' the event was.

A lot of us were expecting a parking Armageddon with totally congested streets and an after-party along the lines of some of the Acadia parties. Here at Railtown, where I am on the Board of Directors, we were concerned about the impact on our reserved parking spots around the building. Frankly, we didn't encounter any outside vehicles.

While I was quite aware of the public relations effect this game would have on elevating the image of Wolfville, I wasn't sure I was prepared to sacrifice the peace and quiet of our small town to that purpose. The opening shots of the game showing the aerial view with the dykes with Blomidon in the background was priceless!

Well done to all of the Town staff for the first-rate handling of a major event.

Now, let's see how we can address our current parking issues!

Graham Howes

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Development Eyesoer  
**Date:** August 29, 2022 2:02:20 PM  
**Attachments:** [2DD55A0AE519457DA3F6AFC7DE61D637.png](#)

---

**From:** Wendy Donovan <WDonovan@wolfville.ca>  
**Sent:** August 28, 2022 10:51 AM  
**To:** Gordon Lummis  
**Cc:** Town Council <towncouncil@wolfville.ca>; Devin Lake <DLake@wolfville.ca>  
**Subject:** RE: Development Eyesoer

No what was approved was not changed in the recent amendment to the DA. It is a 4 story building with/including commercial on the bottom and a public access location on the roof.



Mayor Wendy Donovan

Town of Wolfville

p 902-698-6342 | f 902-542-4789 | e [wdonovan@wolfville.ca](mailto:wdonovan@wolfville.ca)  
[wolfville.ca](http://wolfville.ca)

---

**From:** [Gordon Lummis](#)  
**Sent:** August 28, 2022 10:49 AM  
**To:** [Wendy Donovan](#)  
**Cc:** [Town Council](#); [Devin Lake](#)  
**Subject:** Re: Development Eyesoer

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

Thanks Wendy. Hope there are no plans to increase the number of stories.

What a wonderful summer!

Gordon

On Sun, Aug 28, 2022 at 9:38 AM Wendy Donovan <[WDonovan@wolfville.ca](mailto:WDonovan@wolfville.ca)> wrote:

Good Morning Gordon;

You are correct the development was approved several years ago. Due to CoVid and supply chain issues the developer was not able to proceed in as timely a manner as all of us would have liked. Last Spring or early summer perhaps, Council approved an amendment giving the developer an additional two years to complete the work. As I understand it Town Staff are now in the final process of approvals that will allow work to begin. Council did ask that the site be cleaned and signage be installed so that the public would clearly understand what is approved for that site.

I have cc'd Director Lake on this reply so that next week he can reply to you with a more accurate timing and status than I have been able to. At the September COW (Tuesday, September 6<sup>th</sup>) I had planned to ask staff to provide Council with a timing update.

I hope your summer is going well, and thank you for your continued interest in the goings on of the Town.

All the best  
Wendy



**Mayor Wendy Donovan**

Town of Wolfville

**p** 902-698-6342 | **f** 902-542-4789 | **e** [wdonovan@wolfville.ca](mailto:wdonovan@wolfville.ca)

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

---

**From:** Gordon Lummis  
**Sent:** Sunday, August 28, 2022 9:45:00 AM  
**To:** Town Council <[towncouncil@wolfville.ca](mailto:towncouncil@wolfville.ca)>  
**Subject:** Development Eyesoer

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

Mayor Wendy Donovan, and  
Members of Council,  
Town of Wolfville  
Your Worship and Council,

It is unfortunate the residents and visitors to Wolfvile have to endure the eyesore of the land that is fenced off on Main Street at the entrance to our downtown near Willow Park.

I understand the proposed development on the site for a 3 or 4 story building was proposed several years ago----but nothing is happening.

Can the Town do something to ensure the proposed development is either started or will you withdraw the permit.

Gordon Lummis,

**From:** [Hillary Webb](#)  
**To:** [Town Council](#)  
**Subject:** Volunteering for Valley Regional Hospital Foundation  
**Date:** August 26, 2022 10:36:13 AM  
**Attachments:** [Poster\\_RadiothonV2.png](#)

---

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

Hello Town Council of Wolfville,

I am reaching out to you today as we are currently lining up our volunteer roster for Valley Regional Hospital Foundation's Radiothon on September 14th!

For those of you who haven't participated in the past or heard about the event, our Radiothon is a major fundraiser for our annual campaign. This year our campaign is "Breathe Well", where we are fundraising for critical pulmonary function testing equipment for our Respiratory department. AVR 97.7 broadcasts from the road and the studio all day in support of our fundraiser, interviewing key players in the community - doctors, patients, hospital staff, community organizations, business partners, etc - to raise awareness and engagement on behalf of Valley Regional Hospital. We have 15 locations secured between Wolfville and Middleton, where volunteers work in shifts in Radiothon tshirts and with change tubes to collect change and chat about the importance of quality healthcare within our community.

Many of our councillors across the valley have been wonderful supporters of this fundraiser, offering their energy and time as volunteers to fundraise on our behalf. Our locations in Wolfville are Carl's Independent and Just Us! Coffee House, with shifts available from 8:00-10:30, 10:30-1:00, and 1:00-4:00 pm.

If you have the time and inclination to volunteer this year, please respond to this email or call me directly at 902-830-3580. We will be confirming our volunteer roster next week and will send out individual emails to all volunteers with their time slot, location time, and t-shirt pickup information.

Thank you in advance for your consideration!

Kind regards,

Hillary

--

**Hillary Webb** (Pronouns: She/her)

Valley Regional Hospital Foundation

150 Exhibition Street



To donate online, [click here](#)



Kentville, NS B4N 5E3

Ph: 902-678-5414

Cell: 902-830-3580

Email: [hillary.webb@nshealth.ca](mailto:hillary.webb@nshealth.ca)

I live and work in Mi'kma'ki, the unceded ancestral territory of the Mi'kmaq people.

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: council meeting on September 23rd  
**Date:** September 14, 2022 4:42:45 PM

---

**From:** Janet MacLeod  
**Sent:** September 9, 2022 11:39 AM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** council meeting on September 23rd

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

Good morning,

I would like to be able to speak briefly about a concern I have at the next council meeting. Will you please let me know how I go about getting permission?

Thank you,

Janet MacLeod

 Wolfville

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Sunday, October 2, 10am, Ukrainian Immigrants Waterfront Park  
**Date:** September 14, 2022 5:04:44 PM

---

**From:** WolfVegas Famous  
**Sent:** September 14, 2022 5:01 PM  
**To:** Wendy Donovan <WDonovan@wolfville.ca>  
**Cc:** Town Council <towncouncil@wolfville.ca>  
**Subject:** Re: Sunday, October 2, 10am, Ukrainian Immigrants Waterfront Park

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

Amazing. Thank you Wendy, I look forward to this day so much.

I've reached out to Inna and I've extended the invite to say a few words to both her and Vlad.

Let's give our new friends and neighbours an amazing day here!! I'm so honoured to be part of this.

Jeremy

On Wed, Sep 14, 2022 at 4:45 PM Wendy Donovan <[WDonovan@wolfville.ca](mailto:WDonovan@wolfville.ca)> wrote:

Thank You for the invite Jeremy. I would be happy to join you briefly at 10:00 am that morning. I know the gentleman you mention - Vlad - but I don't have his contact information. Suggest you contact Inna Viriasova [REDACTED]. Inna is a faculty member at Acadia and led the Rally for Ukraine last spring. She would have all appropriate contact information.

Wendy

Mayor Wendy Donovan  
Town of Wolfville  
(902) 698-6342

On Sep 14, 2022, at 4:31 PM, WolfVegas Famous wrote:

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

Hello Wendy et al., beauty day!

I'm working with Pauline Raven and the Helping Hands Orchard Valley through the County of Kings to put together a Valley Tour for around 40 Ukrainian immigrants on



Sunday, October 2. We'll be meeting at the Wolfville Waterfront at 10am and I'm wondering if Wendy or a Town representative or two could be available to say a few words?

Mayor Peter Muttart will be with us for the day and will say a few words then as well. I reckon it'll be a special day.

Speaking of....does anyone know the organizer of the Stand with Ukraine informal campaign that has been taking place in Clock Park? I'd like to invite them to the park as well.

Thanks so much, thank you for all your efforts. Wolfville is a HUGE success and you're all a big reason why. Cheers to another wonderful week!

Jeremy

--

[Where It's At Tours](#)

[Valley Ghost Walks](#)

Jeremy Novak

902-692-8546

--

[Where It's At Tours](#)

[Valley Ghost Walks](#)

Jeremy Novak

902-692-8546

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Nuisance Party Bylaws  
**Date:** September 19, 2022 10:46:42 AM

---

**From:** m g  
**Sent:** September 16, 2022 12:45 PM  
**To:** Lindsay Slade  
**Subject:** Nuisance Party Bylaws

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

Hello, Lindsay.

I shared this with the Good Neighbours group recently and it was suggested that you and the Wolfville Town Council should receive the article, as well. Will you please pass it on to the Council members? Food for thought when looking at best practices, moving forward.

Thank you.

Meriza Gionet  
Wolfville

[City council passes 'nuisance' bylaw after last year's wild 'fake homecoming' at McMaster | CBC News](#)

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Invitation for participation in graduate research  
**Date:** August 29, 2022 11:19:25 AM

---

**From:** Wendy Donovan <WDonovan@wolfville.ca>  
**Sent:** August 23, 2022 10:02 AM  
**To:** Markus Riener  
**Cc:** Town Council <towncouncil@wolfville.ca>  
**Subject:** Re: Invitation for participation in graduate research

This sounds like an interesting project Markus. As a former member of the St Andrews congregation I certainly have experience with the trajectory of this initiative which has now been well accepted in the community. Council is on hiatus in August and several of our senior staff who would provide information are on vacation the last two weeks. Someone will be in touch more formally in early September.

Mayor Wendy Donovan  
Town of Wolfville  
(902) 698-6342

On Aug 16, 2022, at 12:42 PM, Markus Riener wrote:

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

**To the town council of Wolfville!**

My name is Markus Riener and I am a researcher and candidate for a master of arts degree in the Department of Geography at Memorial University specializing in urban geography and adaptive reuse. I am currently conducting research for a study called “The Church Brewery: Adaptive Reuse of Spaces of Worship into Craft-Beer Enterprises.”, which is part of the parent project “The After Church Atlas”.

The goals of this project are to examine the development and socio-economic implications of transforming spaces of worship (e.g., churches) into craft-beer businesses, i.e., spaces of consumption. In other words, I am going to write a thesis that helps others to better understand the history, influence and prospects of church-breweries in North America. In your case I would like to collect information on the transformation of the St. Andrews Stone Church into the Church Brewing company, its development and challenges, past and future. Therefore, it would be fantastic if there is anyone as part of the municipality available for an interview!

For additional information about the interview process, my project and my academic background I have attached an official recruitment letter, a consent form and weblinks to the project.

I hope I have caught your interest to participate in my project! I am of course happy to answer any questions you might have or provide you with additional information about myself and the study, so feel free to contact me via this email or via phone under [REDACTED]

Thank you for your consideration and have a great day!

Weblinks

ACE Space: <https://www.munacespace.com/>

After Church Atlas: (website in development) <https://experience.arcgis.com/experience/b169df32c1054cbc81711ce3876ef4b0/page/AC-Atlas-MAIN/>

--

Markus Riener, B.Sc.

M.A. Geography Candidate as part of [ACE Space](#)

[Graduate Profile](#)

[Memorial University of Newfoundland and Labrador](#)

<RienerM\_RecruitmentLetter\_TheChurchBrewery\_TownofWolfville.pdf>

<RienerM\_InformedConsentForm\_ICEHR\_Final.pdf>

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Vandalism  
**Date:** August 8, 2022 9:01:30 AM

---

**From:** Wendy Donovan <WDonovan@wolfville.ca>  
**Sent:** August 6, 2022 1:54 PM  
**To:** susan dworkin  
**Cc:** Town Council <towncouncil@wolfville.ca>  
**Subject:** Re: Vandalism

I am sorry to hear of this latest issue Susan. The Town Council email also includes our CAO who will forward this to appropriate staff including the RCMP. Your email indicates that this happened about an hour ago - so sometime after noon today, or did you notice it an hour ago and it may have happened overnight? Please forward any other details such as the location of your lights e.g., in your back or front yard etc., to our CAO [EBeaudin@wolfville.ca](mailto:EBeaudin@wolfville.ca) so that she can share with the RCMP as appropriate.

Mayor Wendy Donovan  
Town of Wolfville  
p [902-698-6342](tel:902-698-6342) | f [902-542-4789](tel:902-542-4789) |  
e [wdonovan@wolfville.ca](mailto:wdonovan@wolfville.ca)

On Aug 6, 2022, at 1:40 PM, susan dworkin <[susanlisadworkin@gmail.com](mailto:susanlisadworkin@gmail.com)> wrote:

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

Hello Wendy,

My property ( [REDACTED] ) was damaged by vandals AGAIN. We were vandalized twice during the football game and now, about an hour ago.

We just bought new string lights to decorate our rope fence. It cost \$60. The ropes were purposefully broken and some were found strewn on the road.

This makes my blood boil!

When we were first vandalized about a month ago, I asked for more police presence around the reservoir park. There are too many cars and people at the park and this brings vandals to our area.

I want something done about this. I am not the only one facing this issue.

Hiring more counselors isn't going to resolve this issue. You can discuss and debate about it all you want. It yields no resolution. Police presence. Now.

Respectfully,

Susan Dworkin

Sent from my iPhone

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Reservoir park  
**Date:** August 10, 2022 2:31:10 PM

---

**From:** Sonya Susan Poirier  
**Sent:** August 10, 2022 1:34 PM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** Reservoir park

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

Hello, I am presently with 4 other people and we are STILL wondering why the person who is camped out at the park is still there!?? We have waited for approximately 6 weeks now to have this person removed. It is becoming an issue we are all losing patience about. I personally feel like camping here myself. If you allow one person then you have to allow us all. We are going to stage a camp out of this issue is not taken care of. Everyone here is tired of the excuses given. Either we are all allowed to camp in this park or no one is. Having someone removed - as you have been promising for over a month now can't be all that difficult.

Sonya and park friends

**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: CFL impact on business  
**Date:** July 18, 2022 8:59:29 AM

---

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

Good day,

As I'm sure you are aware, yesterday's CFL game in Wolfville is being touted as a huge success and an event that will bring prosperity and recognition to the town. As a small business owner who sells at the Wolfville Farmers' Market I am writing to alert you to the fact that for many business owners yesterday's event was a disaster.

It stands to reason that an event which brings over 10,000 people to a town the size of Wolfville should mean increased revenues for businesses in the area, certainly in the immediate vicinity of the event. At the very least it should not result in lost revenue. Unfortunately, for the 50+ businesses who attend the market every Saturday that was anything but the case. Our customer parking and one main access point were fenced off for the game. Regular customers stayed away for fear of getting stuck in traffic and lack of parking. Every vendor I spoke with yesterday lost money, even with 10,000 extra people in town. I also spoke with shop and restaurant owners in the town and by their accounts sales were either "slow" or "dead".

The Farmers' Market is an institution and attraction in Wolfville. It represents local producers who work hard to contribute to the economy of the area. I know several businesses who, anticipating extra traffic, paid for extra workers to help out or brought extra product. I sell hot prepared food and the past week I dedicated an extra day to preparation to ensure I had extra product and items that could go out quickly and keep people happy. My sales yesterday were not just down, they were down by over 70%, and that's not taking into account the anticipated extra sales. Speaking to my fellow vendors their experiences were the same across the board. For farmers and prepared food vendors that extra food often ends up as waste. It's a huge loss.

Workers at a popular coffee shop on Main Street told me it was the slowest day they'd seen in a very long time. The owner of a local bike shop said business was dead. A restaurant I stopped at after market reported that their business had been on the slow side all day.

I am not against events of this nature, they absolutely represent a fantastic opportunity. Unfortunately, the way this event was orchestrated, that opportunity was lost. People bussed in from Halifax were herded straight into the stadium. There were very few ticket holders wandering the streets of Wolfville checking out the local sights and businesses before the game. From my perspective at the Farmers' Market it's almost as though the barricades and fencing were set up to prevent people from finding us. Add to that a host of food trucks and on-site vendors at the game site taking money that could have been directed to local businesses and it feels as though the residents who work hard to boost the economy of this region were disregarded and shut out. Even the town's traffic plan was inaccessible online for the better part of the week making the logistics of planning to get to and from market a complete guessing game.

If something of this nature ever happens again in Wolfville I would encourage the town and every other stakeholder to give serious consideration to the effect it has on the businesses who operate there. Include us, don't replace us. I know that a lot of people enjoyed this event and had a fantastic time, and I truly think that's wonderful. But a lot of businesses lost a lot of money as a direct result. It didn't have to be that way.

Sincerely,  
Sue Earle,  
Topsy Toad Grove Farm

Sent from my iPad



**From:** [Laura Morrison](#)  
**To:** [Laura Morrison](#)  
**Subject:** FW: Sign bylaw  
**Date:** August 4, 2022 9:32:29 AM

---

**From:** William Lang  
**Sent:** August 4, 2022 8:02 AM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** Sign bylaw

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

Good morning. A fellow business owner has advised me that businesses are not allowed to have sandwich boards due to a town bylaw and have had them confiscated by the town? Is this in fact true? May I please have some clarification on this and a link to the bylaw and when it was passed. Thank you for your attention to this matter.

Wil Lang  
Co-owner, Troy