



Town Council Meeting

October 18, 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, September 27, 2022
- b. Special Joint Council Meeting, October 3, 2022
- c. Special Joint In Camera Council Meeting, October 3, 2022
- d. Special Town Council Meeting, October 4, 2022

3. Comments from the Mayor

4. Public Input / Question Period

PLEASE NOTE:

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



**5. Motions/Recommendations from Committee of the Whole,
October 4, 2022:**

- a. RFD 031-2022: Procurement Policy
- b. RFD 051-2022: Signing Authority Policy
- c. RFD 053-2022: Welcome Centre
- d. RFD 041-2022: Municipal Boundary Review
- e. RFD 052-2022: Community Alcohol Strategy
- f. RFD 054-2022: Land Use Bylaw Text Amendments: Daycares & Architectural Drawings.
- g. RFD 055-2022: 120 Highland Avenue Rezoning Application

6. New Business:

- a. Expressions of Interest for Deputy Mayor
- b. RFD 063-2022: KTA Temporary Borrowing Guarantee – Fleet Electrification

7. Regular Meeting Adjourned

REQUEST FOR DECISION 031-2022

Title: Procurement Policy Update
Date: 2022-04-29 Audit Committee **UPDATED FOR COW**
UPDATED FOR COUNCIL
Department: Finance



SUMMARY

Procurement Policy Update

The Town strives to update Council Policies on an ongoing basis each year. The Procurement Policy has not been formally updated since 2012, although it has been reviewed internally at least once since that date. It is due for review & update and as such was listed on page 29 of the 2021/22 Operations Plan to be looked at in the 2021/22 operating. The process of review and update was started last fall, and included an Information Report presented at the December 12, 2021 Audit Committee meeting.

The process outlined at that time was discussion and feedback from the Audit Committee, followed by discussion and feedback at the senior management table. After that the plan was to come back to Audit Committee in January of 2022. The revised draft document was not ready by that time and is now before Audit Committee at their annual April meeting.

The draft document for the review now incorporates changes based on feedback from December 12th, discussion at a couple of senior management meetings, as well as additional staff research into practices followed at other NS municipalities.

UPDATE NOTES Subsequent to April 29/22 Audit Committee Meeting appear in this colour font. All other information is as per RFD presentation at April Audit Committee.

The Audit Committee started its review of the Procurement Policy in December 2021, with RFD 031-2022 coming before the Committee in April 2022. On April 29th the Audit Committee passed the following motion:

That the Audit Committee forward the attached Procurement Policy, with amendments as discussed, to the June 7th Committee of the Whole Meeting after the final draft is circulated and approved by Committee members via email.

UPDATE FOR COUNCIL – The attached draft Policy reflects amendments requested during COW. The Changes are highlighted in red in the attached draft policy and are located in section 5.7.2 and 5.7.3.

DRAFT COUNCIL MOTION:

That Council approve the attached draft Procurement Policy with an effective implementation date of November 1, 2022.

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1) CAO COMMENTS

The CAO supports the recommendations of staff and thanks the Audit Committee for their effort and leadership on these recommended revisions.

2) LEGISLATIVE AUTHORITY

- NS Municipal Government Act
- Town Policy 140-001 Procurement

3) STAFF RECOMMENDATION

Staff recommend adoption of the attached draft version of Procurement Policy 140-001. Staff would note that this policy should be scheduled for review again within four to five years, ensuring key terms and thresholds remain up to date. Staff would also note that if circumstances warrant, the Policy be amended prior to 2026.

4) REFERENCES AND ATTACHMENTS

- NS Public Procurement Act
- Atlantic Trade Agreement
- Town Policy 140-001 Procurement (current version)
- Financial Condition Index (FCI's) published by the province
- Draft Revised Policy 140-001 ~ **attached**
- December 10, 2021 Information Report – IR 009-2021 ~ **attached**

5) DISCUSSION

The majority of the comments in the original RFD presented at Audit Committee remain relevant as the Policy moves forward to Council for consideration. Based on discussion during the April 29th Audit Committee meeting, there were a limited number of amendments made to the recommended draft Policy presented at that meeting. The “with amendments as discussed” phrasing in the motion refers to:

- Clause 5.2.1 Purchases greater than \$30,000
 - Additional restriction added covering circumstances where cost of good/service would exceed budget by more than \$100,000. The CAO would not have authority to purchase in these circumstances regardless of percentage variance from budget.
- Clause 5.7.2 Standing Offers

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- The first bullet referencing maximum length of time a Standing Offer can be in place increased from three to four years.
- **Clause 5.7.3 Request for Proposals**
 - This section was added under the Other Considerations area to have use of Request for Proposals (RFP's) following the same process as covered under 5.7.2 Standing Offers.
 - Policy includes requirements linking the use of RFP's with the budget process ensuring Council is aware of when this method of procurement is planned and an opportunity to seek clarification if needed. Also provides direction on instances that occur after budget approval has already occurred.

As referenced in the Audit Committee motion passed In April 2022, the intention was to do an email confirmation with Committee members that changes were accurately included in the draft policy and the RFD would be included on the June Committee of the Whole agenda. A number of circumstances impacted the timing and there was a delay in getting the amended policy back out to Audit Committee members. Given the delay, it was decided that the amended policy come back before the Committee at it's September meeting allowing a chance to review the changes and confirm that noted amendments were as intended. This review and discussion occurred at the September 16th meeting where the changes were confirmed.

A final change not specifically addressed was the effective start date. Section 5.1.1 now notes November 1st as the effective implementation date of the Policy guidelines.

The last amendment to the Procurement Policy was in late 2012. At that time the Town's previous policy had become outdated in both best practice elements as well as provincial legislative changes which had occurred prior to 2013. The review this time around is focused on elements of the existing of Policy without significant change to legislative references. The draft policy attached to this Request for Decision (RFD) has formed based on:

- Preliminary jurisdictional scan completed last fall
- Audit Committee preliminary discussion and feedback carried out December 10th
- Management discussion and review, informed by the above two items
- Audit Committee consideration of updated draft Policy (today's meeting)
- Committee of the Whole/Council consideration of draft policy for approval. The effective date of the updated policy would be determined at the time Council approves updated policy.

The Procurement Policy is a key part of Council's policy framework helping to ensure the Town's processes in spending taxpayer dollars is transparent & accountable, while at the same time enables efficiencies for staff in carrying out day to day services. As noted in the Purpose section of Policy 140-001, the purpose of the policy is

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To establish a Policy that guides Town staff in the acquisition of goods and services on behalf of the organization in a manner that is (1) consistent with Council's budget approvals, and (2) complies with the Province of Nova Scotia's Public Procurement Act.

The Audit Committee had a productive discussion on December 10th, covering the material included in IR 009-2021. That document is attached to this RFD as a reference document. Key discussion points coming from the Committee at that meeting included:

- Changes to purchase authority and purchase directives should be informed not only by comparisons to other similar municipal units, but also by analysis of the Town's actual spending both in terms of dollars and number of transactions. Summary results of that analysis is provided further on in this report.
- Consider whether the 10% purchase variance authority provided to the CAO in the current Policy (Section 5.2) be reviewed. In some instances, such as large construction projects, that 10% allowance can equate to hundreds of thousands of dollars above Council's approved budget.
- Use of Standing Offers be reviewed further with reference to types of services such agreements are used for, and what dollar thresholds should apply. Also consider improved communication to Council with regard to use of these agreements.

Subsequent to December 10th, discussions have occurred at Committee of the Whole meetings around the appropriate process involving the use of Request for Proposals.

Purchasing Authority Thresholds – section 5.2

The proposed amendments are to the threshold limits themselves, with no additional thresholds added. Refer to IR 009-2021 where examples of added categories/thresholds based on type of expenditure (goods, services, and construction).

The increase in threshold amounts reflects the change in purchasing power of a \$1 over time, i.e. \$1 today does not buy as much as \$1 a decade ago. Although the thresholds proposed are generally higher than many of the Town's municipal counterparts, staff believe they reflect a balance between sufficient oversight by senior staff and efficient use of human resources by the Town.

Key to the purchase authority thresholds is the link back to approved budget allocations.

Amendments also include revision to the CAO's authority to approve expenditures above approved budget allocations. The 10% variance is maintained, but only for purchases of up to \$100,000. Above that amount the variance is now noted as 5%.

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- The 10% variance on smaller expenditures will continue to allow staff to respond to changing pricing. No one purchase within that variance level would have a material impact on the Town's financial bottom line. The Town's quarterly financial updates to Council helps to ensure that the overall financial health of the Town stays within annual budget overall spending.
- On purchases greater than \$100,000 it is proposed the CAO's authority be limited to a 5% variance from budget. This helps to ensure cost over runs on specific projects, most likely capital projects, stay within reasonable limits of budget.

A clause was added under this section to have the same thresholds apply to grant funding opportunities that staff might pursue for projects. Effectively staff cannot seek grant funding for project values that exceed their own spending authority.

Purchase Directives – section 5.3

After reviewing analysis of the Town's annual expenditures, staff are now proposing an additional category for small purchases, as well as increases threshold amounts for existing categories.

- A new small dollar category added for purchases of up to \$500. It is proposed that for these items no formal procurement process is required. Purchases would be made on an as needed basis by staff at any level.
 - As per A/P standard procedures, Dept. Heads would still be required to approve invoices before submission to A/P for payment. This means the internal control occurs after purchase, but review/approval still occurs before payment.
- Low value procurement defined as \$500 up to \$2,500.
 - Includes added clause for social enterprise organizations, effectively allowing purchase with no formal process.
- Mid-range procurement defined as \$2,500 to \$50,000
 - Social enterprise organization option added in similar fashion to low value above.
 - Added wording includes obtain at least three quotes (current policy is silent on this), and requirement to document why three quotes could not be acquired, when those circumstances encountered.
- High value procurement proposed as greater than 50,000.
 - No separate category for construction is proposed at this time.
 - If no standing offer exists, public process must be followed
 - There is a sound basis to identify construction separately and at a higher threshold, for example \$100,000.

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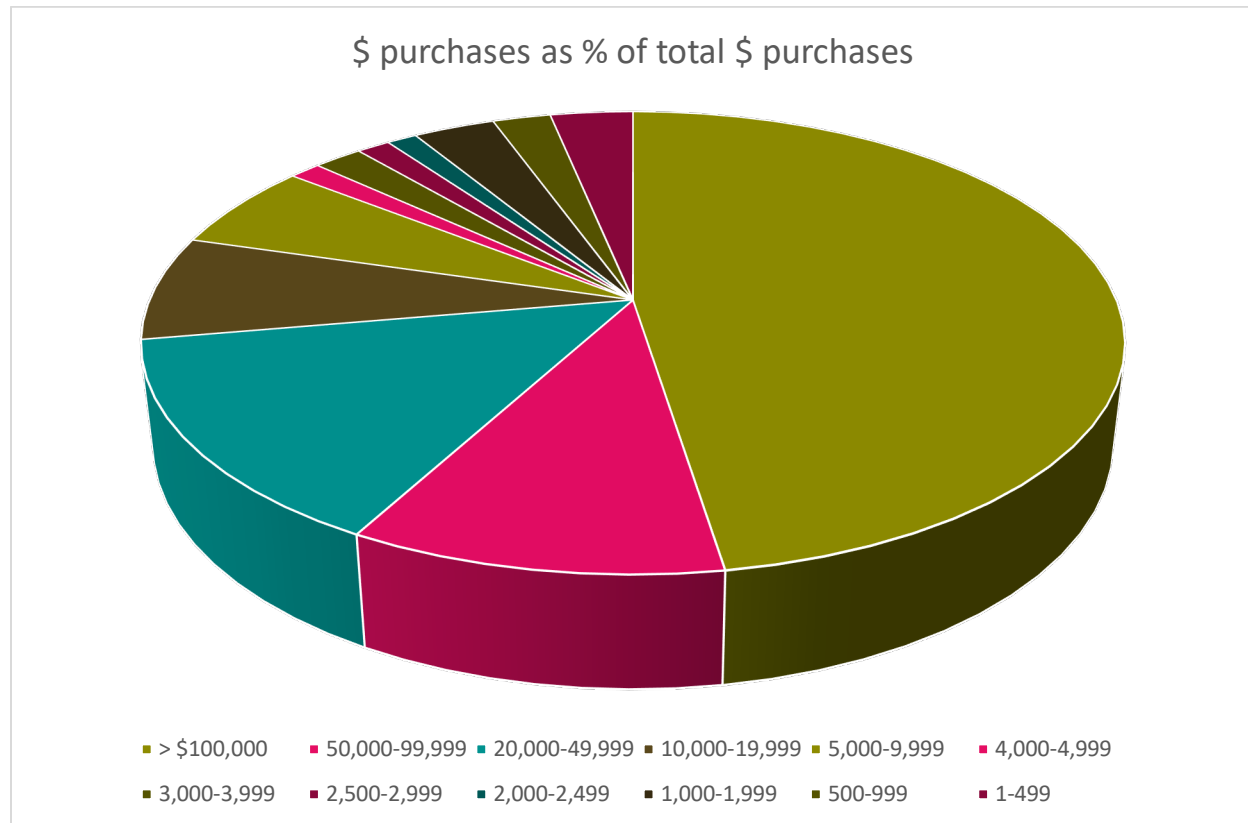
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The following two graphs summarize the analysis carried out on the Town's spending. They depict the breakdown of purchases by \$ thresholds and by # of transactions in relation to overall dollars.



The three largest sections of the chart represent approximately 72% of total dollars spent in a year thru the payables process. Conversely these transactions account for only 2.3% of total transactions. This effectively means that purchasing authority proposed (higher level of internal control by virtue of senior mgt approval needed prior to any actual purchase) still provides efficiencies as number of transactions is quite small.

The pie chart below depicts the individual transactions based on number of transactions per dollar threshold, in relation to total annual transactions. Individual transactions of less than \$2,500 account for almost 91% of all transactions, but less than 10% of total dollars spent. Overly restrictive purchase authority restrictions and directives for these transactions can create more bureaucracy/red tape than the dollar amounts require. Note, all such purchases with fewer restrictive directives still require Dept. Head approval before they are submitted for A/P processing.

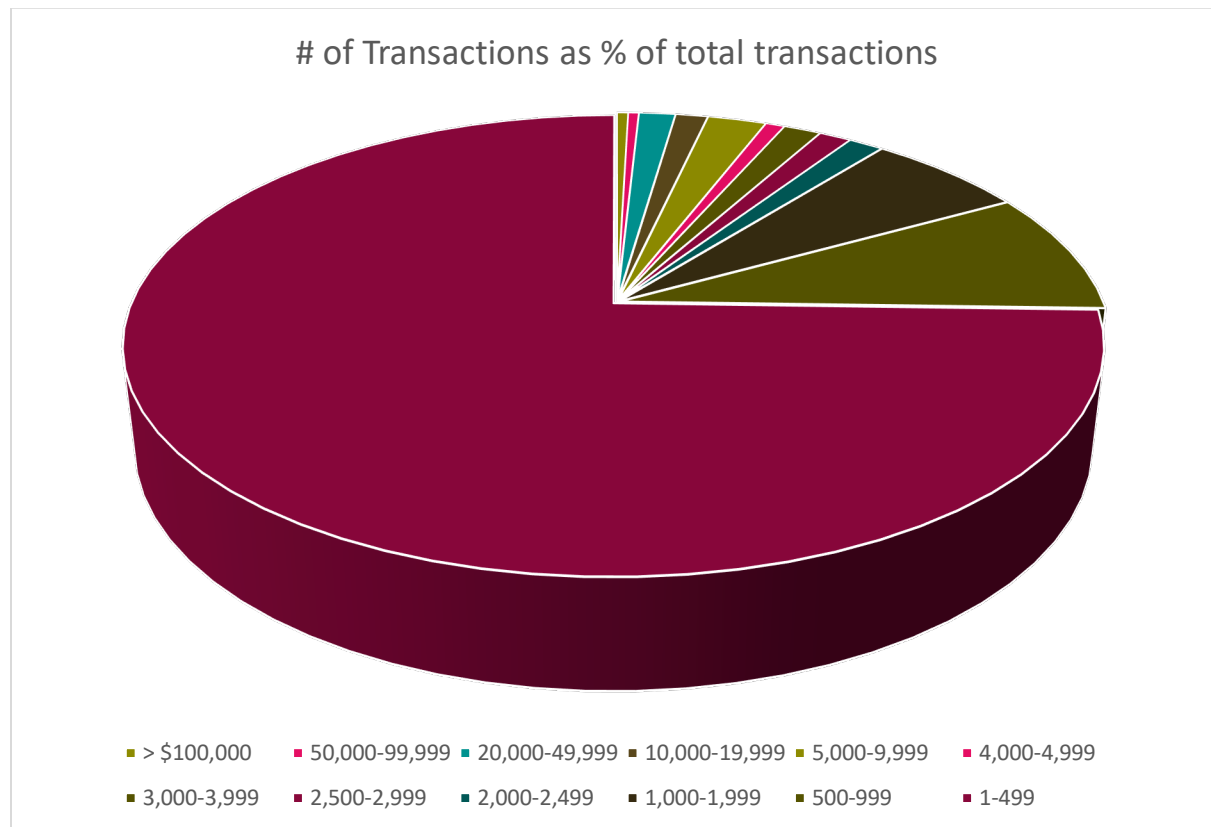
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Standing Offers – section 5.7.2

Standing offers can be an effective means to obtain competitive quotes for specific services, and ability to use the successful bidder(s) on an as needed basis over a defined period of time. Additional wording has been proposed in section 5.7.2 to ensure additional oversight/best practice is included in the Policy while still enabling the use of Standing Offers as an effective way for staff to carry out approved budgetary spending.

Standing Offers will initially be for no more than three years, with the option for one renewal period before having to go back out to market. This helps to ensure continued adherence to the policy commitment of fair and open procurement, and encouraging competition and equal access to suppliers.

The CAO shall approve the scope of goods or services to be procured using a standing offer, before staff engage in searching for standing offer submissions.

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Council will be updated annually, during the budget process, of existing and planned use of standing offers.

Use of Request for Proposals (RFP's)

This area of procurement was part of the Audit Committee discussion around Standing Offers, but it also applies to one-time purchases. Most recently it was part of budget discussions in terms of the development of a Parks Master Plan and possible use of consultants for that process. A key element around these discussions included what involvement Council has in the RFP process. Points raised to date include:

- The nature of the service obtained by way of an RFP could involve different manners of Council involvement. Technical services provided by consulting engineers is different than services provided by consultants for something like a new parks plans.
- Should Council be involved, on an ongoing basis/requirement of policy, to approve RFP's before they are issued publicly to obtain proposals.

Staff carried out an additional jurisdictional scan over the last month or so to determine what other NS municipalities do in terms of RFP process. The key question posed to our counterparts in NS was whether other councils required details of RFP's to be approved by Council before staff could issue RFP for services. Of the 16 municipal units that provided feedback, all but one had no requirement for council approval before an RFP was issued.

Eight of the units that did not require council approval as noted, did indicate that in limited (if not rare) circumstances their council has asked for the scope of work/terms of reference to be clarified so Council has a better understanding of services staff might be looking to acquire and does that scope align with Council's goal. Typically this occurs at times the RFP involves a project of high public interest, eg. an MPS process, new community centre discussions or a parks plan.

None of the units had the requirement for Council pre-approval of RFP's embedded in their policy, but rather would respond to council requests for added information if and when that occurred. A key element noted by at least one unit was ensuring that the budget process included sufficient information on large, high public interest projects to allow Council to understand the general scope of an RFP by the time the budget is approved.

Staff believe this focus on the budget process and project information provided is the key. Better use of Project Charters can help to clarify scope and council involvement in public facing projects. As such no provision has been included in the proposed draft Procurement Policy.

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FINANCIAL IMPLICATIONS

Nothing provided. The Policy itself guides financial expenditures of the Town. The annual budgeting process is the key connection between the Policy and positive financial results.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

7) COMMUNICATION REQUIREMENTS

Once amended, the Policy will be posted on Town website. In addition, updated training for key staff will be undertaken.

8) ALTERNATIVES

Multiple alternatives exist for this type of policy. They might include small changes to the thresholds noted, to major changes to the policy framework.

Staff believe the draft policy addresses both the original need to update selected threshold amounts, as well as new elements added to reflect feedback from the Audit Committee and jurisdictional scans.



POLICY

PROCUREMENT	
Policy Number: 140-001	Supersedes Policy Number: 1221-03 & 1221-04
Effective Date: 1999-12-12; 2004-09-20 Revised; 2012-12-17 Amended	Approval By Council (Motion Number): 12-12-99, 09-09-04, 04-12-12

1.0 Purpose

To establish a Policy that guides Town staff in the acquisition of goods and services on behalf of the organization in a manner that is (1) consistent with Council’s budget approvals, and (2) complies with the Province of Nova Scotia’s Public Procurement Act.

The Town of Wolfville is committed to:

- Providing for the procurement of goods, services, construction and facilities in a fair, open, consistent, and transparent manner resulting in best value
- Encouraging competition, innovative ideas and solutions, while respecting all Legislative and Trade Agreement obligations
- Promoting sustainable procurement in procurement decisions, including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ under-represented populations
- Ensuring that qualified suppliers have equal opportunity to bid on the Town of Wolfville’s procurement activity
- Being accountable for procurement decisions.

2.0 Scope

This Policy is applicable to all Town of Wolfville employees involved in the procurement process.

3.0 References

- 3.1 Nova Scotia Municipal Government Act



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4.0 Definitions

For the purposes of this policy, the following definitions are provided:

- 4.1 Atlantic Standard Terms & Conditions** - Standard instructions that support public tenders issued by the four Atlantic provinces for goods and services. Supplements may be added if and when required.
- 4.2 Best Value** - Evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing, and the capacity of the supplier to meet other criteria as stated in the tender documents.
- 4.3 Bid** - A supplier response to a public tender notice to provide goods, services, construction or facilities.
- 4.4 Construction** - The construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement.
- 4.5 Construction Contract Guidelines** - Standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders.
- 4.6 Goods** - Materials, furniture, merchandise, equipment, stationery, and other supplies required by the Town of Wolfville for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies.
- 4.7 Procurement Advisory Group** - The advisory group established by the Public Procurement Act to provide advice and recommendations to advance the outcomes of the Act.
- 4.8 Procurement Activity** - The acquisition of all goods, services, construction, or facilities procured by purchase, contract, lease, or long-term rental.
- 4.9 Procurement Value** - The value of the total contract excluding taxes but including all options whether exercised or not. For Facilities this value is determined by the monthly lease/rent times the term of the contract.
- 4.10 Procurement Web Portal** - The public website maintained by the Province where all public tender notices are posted.
- 4.11 Public Advertisement** - Advertising a public tender notice on the provincial procurement web portal when PPA thresholds are exceeded. Public advertisement could also include



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advertisement on Town’s website and local, provincial, and national newspapers, most notably when PPA thresholds are not exceeded.

4.12 Public Procurement Act (PPA) - An Act outlining the rules related to the procurement activity of all public sector entities in the Province of Nova Scotia.

4.13 Public Tender - Procurement for goods, services, construction, or facilities obtained through public advertisement. (See appendix 2 for an outline of the various tools that can be used for public tender.)

4.14 Public Tender Notice - Notice of intended procurement for goods, services, construction, or facilities obtained through public advertisement.

4.15 Services - Services required by the Town of Wolfville for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract.

4.16 Social Enterprise – for purposes of this Policy refers to **not for profit businesses that are directly involved in producing or selling Goods and Services for the blended purpose of generating income and achieving social, cultural or environmental aims. The majority of profits or surpluses are reinvested to support that purpose.**

4.17 Standing Offer - A standing offer is a contractual arrangement with a supplier to provide certain goods or services on an “as required” basis, during a particular period of time, at a predetermined price or discount, generally within a predefined dollar limit.

4.18 Sustainable Procurement - Sustainable Procurement involves taking a holistic approach to obtain best value. This will be done by integrating the following considerations in the procurement process:

- Environmental considerations: e.g. Green House Gas Reduction, Waste Reduction, Toxic Use Reduction
- Economic considerations: e.g. Life Cycle Cost, Fiscal Responsibility, Support for the Local Economy
- Social considerations: e.g. Employee Health and Safety, Inclusiveness and Fair Wage, Health Promotion.

5.0 Policy

5.1 Application

5.1.1 This policy applies to all procurement activity of the Town of Wolfville effective November 1, 2022.



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5.1.2 The Chief Administrative Officer of the Town of Wolfville is responsible for ensuring compliance with this policy.

5.1.3 All Town of Wolfville personnel who have authority for the procurement of goods, services, construction, or facilities must adhere to this policy. Failure to adhere may result in a temporary or permanent loss of procurement privileges or in more extreme cases result in disciplinary action and/or dismissal.

5.2 Purchasing Authority

5.2.1 Purchase Authority shall be designated based on the following thresholds:

Up to \$5,000 – A Department Head, or designate approved by the CAO and Director of Finance, is authorized to make contracts for the acquisition of goods and services where such expenditure is within budget allocation.

\$5,000 - \$30,000 – A Department Head, is authorized to make contracts for the acquisition of goods and services where such expenditure is within budget allocation.

Greater than \$30,000 – The Chief Administrative Officer, is authorized to make contracts for the acquisition of goods and services where such expenditure does not exceed budget allocation by more than 10%, where a specific budget is established.

- For project budget allocations greater than \$100,000, the CAO is authorized to purchase where such expenditure is within 5% of budget allocation.
- Notwithstanding the variance %'s noted above, in any situation where cost of good/service exceed budget by \$100,000, or more, shall be deemed outside the CAO's purchase authority.
- Purchases not falling within the CAO's authority require Council approval.

5.2.2 All dollar threshold references are to be values excluding tax.

5.2.3 The purchase authority thresholds noted above shall also apply to staff when seeking grant funding to assist in Town projects.

5.3 Directives

5.3.1 Small value procurement of goods and services having a cost of less than \$500.

No Purchase Order is required for this level of procurement. Purchases can be made as needed basis without formal process.

5.3.2 Low value procurement of goods and services having a cost of \$500 up to \$2,500.



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- a. If a local regional social enterprise organization exists for product/service being acquired, then purchase can be made on an as needed basis without formal process.
- b. If a standing offer with the Town exists, the goods or services must be procured under the standing offer.
- c. If a standing offer exists through the Province of Nova Scotia, the good or service may be procured through that standing offer, however the Purchase Authority may give preference to local suppliers.
- d. If no standing offer exists with the Town, the Purchase Authority may authorize acquisition from any supplier, so long as the purchase is consistent with the Purpose of this Policy. Preference may be given to local suppliers as may be applicable in the circumstances.

5.3.3 Mid-range value procurement of goods and services between \$2,500 and \$50,000.

- a. If a local regional social enterprise organization exists for product/service being acquired, then purchase can be made on an as needed basis without formal process
- b. If a standing offer with the Town exists, the goods or services must be procured under the standing offer.
- c. If a standing offer exists through the Province of Nova Scotia, the good or service may be procured through that standing offer, however the Purchase Authority may give preference to local suppliers.
- d. If no standing offer exists, the Purchase Authority will obtain at least three competitive quotes and award the purchase to the supplier providing best value to the Town of Wolfville. In cases where three competitive quotes are not possible, the purchasing authority will document the process followed and why three competitive quotes was not possible.

5.3.4 High Value procurement of goods and services greater than \$50,000.

- a. If a standing offer with the Town exists, the goods or services may be procured under the standing offer.
- b. If no standing offer exists, the procurement must take place by public tender. If the procurement activity exceeds the thresholds stipulated in the PPA, then any public advertisement must include use of the provincial procurement web portal.



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5.4 Alternative Procurement Practices

In order to balance the need for open, competitive process with the demands of urgent or specialized circumstances, Alternative Procurement Circumstances have been developed. These circumstances must be used only for the purposes intended and not to avoid competition or used to discriminate against specific suppliers. To ensure appropriate use, each circumstance must be documented by Town of Wolfville personnel stating the rationale permitting the Alternative Procurement circumstance, and signed by the CAO. All documents must be filed and maintained for audit purposes. See Appendix 1 for a list of the Alternative Procurement circumstances, as well as further requirements on documentation.

5.5 Bid Opening, Evaluation, and Award

5.5.1 Bid Opening

Bids are accepted in accordance with the closing time, date, and place stipulated in the bid request documents. Members of the public may receive the list of bidders electronically after bid opening.

5.5.2 Bid Evaluation

All bids are subject to evaluation after opening and before award of contract. The bid request documents must clearly identify the requirements of the procurement, the evaluation method, evaluation criteria based on the purpose and objectives of this policy, and the weights assigned to each criterion.

5.5.3 Award

The winning bidder and contract award amount for all high value procurement activity must be posted on the Province of Nova Scotia's Procurement Web Portal. After contracts have been awarded, routine access to information at the vendors request shall be provided in the following areas:

- Bidders list
- Name of winning bidder
- Award price excluding taxes of the winning bidder

Access to tender documents or other proprietary information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

5.5.4 Supplier Debriefing

At the request of a supplier who submitted a bid, Town of Wolfville personnel will conduct a supplier debriefing session to provide feedback on the evaluation of the public tender. Suppliers can find out how their proposal scored against published criteria, obtain comments on their bid, and gather information on how future bids may be improved. Supplier's bids are not compared to other bids, nor will information on other bids be provided.



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5.5.5 Supplier Complaint Process (SCP)

When a supplier is not satisfied with the information provided in a supplier debriefing, the supplier may file a complaint in accordance with the Supplier Complaint Process as defined in the Public Procurement Act. The SCP is not a dispute resolution process, but rather is intended to handle supplier complaints and to improve faulty or misleading procurement processes. The SCP is an integral part of a fair and open procurement policy.

5.6 Fair Treatment for Nova Scotia Suppliers

Based on the principle of best value for the Town of Wolfville and when deemed to be in their best interest, Town of Wolfville personnel may apply a preference for goods valued up to and including \$50,000 that are manufactured or produced in Nova Scotia. The final decision to apply a preference to a Nova Scotia supplier shall be approved by the Chief Administrative Officer.

Town of Wolfville personnel may also choose to apply a Nova Scotia preference or restrict the receipt of quotations at or below the low value procurement thresholds to Nova Scotia Suppliers. Any decision made by Town of Wolfville personnel should be based on budget considerations, and shall be approved by the Chief Administrative Officer.

5.7 Other Considerations

5.7.1 Cooperative Procurement

Town of Wolfville personnel are encouraged to look for opportunities to collaborate with government agencies when the arrangement may result in overall cost savings or other substantial advantages. For example, joint procurement may be appropriate to procure commonly used goods, services, fuel oil, telecommunications, etc.



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5.7.2 Standing Offers

Town of Wolfville personnel may access all Province of Nova Scotia standing offers, as well as any standing offer established through the Procurement Advisory Group for the Province should Town of Wolfville personnel wish to make use of the savings opportunities.

Standing Offers obtained by Town process shall;

- Be established for a specified length of time not to exceed four years at a time. Only one renewal period can be agreed to without going back out to market for competitive quotes.
- Key Standing Offers identified by Council will have a four year term, and the term will align with the year each new Council adopts it's Four Year Strategic Plan.
- Be for specific goods, services, or construction. The CAO shall approve the standing offer scope before any call for competitive quotes.
- Annually, as part of the budget process, a listing of existing and/or planned use of standing offers will be provided to Council. The listing will include a description of the nature of items covered by the Standing Offer and the related dollar thresholds involved.

5.7.3 Request for Proposals (RFP)

Annually, as part of the budget process, a listing of projects for which a Request for Proposal process is intended will be provided to Council. The listing will include a description of the project scope of work and the related dollar threshold involved. For projects identified by Council, staff will bring back additional details on selected draft RFP's before call for proposals are formally issued.

In addition to the budget process above, in those instances where an ~~unbudgeted~~ project arises during the fiscal year for which a Request for Proposal process is contemplated, after budget approval, Council will be updated as to the intended scope of work to be covered by the Request for Proposal. For projects identified by Council, staff will bring back additional details on selected draft RFP before call for proposal is formally issued.

5.8 Obligations under the Public Procurement Act

In addition to the areas already covered by this Policy, the following are additional obligations of the Public Procurement Act that the Town of Wolfville personnel are required to adhere to with their Procurement practices.

5.8.1 Terms and Conditions

Every public tender notice must include or have attached the terms and conditions that govern the purchase of goods, services, construction, or facilities. The terms and conditions of every public tender notice must be consistent with the Atlantic Standard



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Terms and Conditions for the procurement of goods, services, or facilities and the Construction Contract Guidelines developed in collaboration with the Construction Association of Nova Scotia for the procurement of construction.

5.8.2 Posting Tender Notices and Awards

All opportunities subject to a public tender, as required by the PPA guidelines, must be advertised on the Province of Nova Scotia Procurement Web Portal. Town of Wolfville personnel must also post on the Procurement Web Portal the name of the successful bidder for the public tender and the contract amount awarded.

5.8.3 Code of Ethics

Town of Wolfville personnel and board members must ensure their conduct in relation to procurement activity is consistent with the “Duties of public sector entity employees” in the Public Procurement Act. This includes a request for removal from a procurement activity when a personal conflict of interest is perceived.

5.8.4 Other

Policy Posting

Town of Wolfville personnel will ensure this policy is posted on the Town of Wolfville web site.

Supplier Development Activities

Town of Wolfville personnel will make every attempt where appropriate to participate in vendor outreach activities as requested by the Procurement Governance Secretariat

Regulations

Town of Wolfville personnel will make sure that procurement practices remain consistent with any regulations that are adopted under the Public Procurement Act.

5.9 Amendments

Any amendments of this Policy will be communicated to the public on the Town of Wolfville website.

CAO

Date

Appendix 1

Alternative Procurement Approval, Consultation, and Reporting Process

Only those holding the appropriate role/position within the Town of Wolfville may delegate signing authority.

Small & Low Value:

The Department Head will be accountable for the proper use of alternative procurement transactions.

Medium & High Value:

Town of Wolfville personnel wishing to make use of a medium and high value alternative procurement practice (with the exception of an emergency) must consult with the Chief Administrative Officer to obtain approval and identify the most appropriate means by which to proceed with the satisfaction of the requirement. If in agreement, the Chief Administrative Officer may direct Town of Wolfville personnel to proceed with the procurement. The Chief Administrative Officer may wish to confer with provincial government procurement officials for discussion, validation, and or alternative options.

The Chief Administrative Officer may delegate signing authority for high value alternative procurement transactions to an Acting Chief Administrative Officer in his or her absence. All appropriate documentation will be maintained on file for audit purposes. The Chief Administrative Officer will ensure persons with delegated signing authority will be held accountable for their actions. The Chief Administrative Officer shall remain accountable for the proper use of alternative procurement transactions.

Alternative Procurement Circumstances

The Province of Nova Scotia is currently reviewing ALTP circumstances and will be issuing regulations that outline best practices in this area. Once issued by the Province, these revisions will be reviewed for incorporation into this Policy.

A. No Threshold Restrictions

Town of Wolfville personnel may use the following Alternative Procurement practices as described below for the procurement of goods, services, construction or facilities, with no threshold restrictions:

1. Where an unforeseeable situation of urgency exists and the goods, services, or construction cannot be obtained in time by means of open procurement procedures. Entities must ensure inadequate planning does not lead to inappropriate use of this exemption.
2. Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
3. Where compliance with the open tendering provisions set out in this Policy would interfere with a Party's ability to maintain security or order, or to protect human, animal, or plant life or health.

4. In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender.
5. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
6. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
7. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
8. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
9. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
10. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
11. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
12. For the procurement of original works of art.
13. For the procurement of subscriptions to newspapers, magazines, or other periodicals.
14. For the procurement of real property.
15. For the procurement of goods intended for resale to the public.
16. For the procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs, or through employment equity programs.
17. For the procurement from a public body or a non-profit organization.
18. For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation

B. Threshold Restrictions

Town of Wolfville personnel may use the following Alternative Procurement practices as described below, up to the high value thresholds of this Policy:

1. For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic, or social benefits when compared to conventional technology, but not for any subsequent purchases.
2. For procurement that fosters the development of minority businesses.

Draft - October 18 Council

Appendix 2

Below is an outline of some of the various tools available for use when issuing a public tender:

Request for Proposal (RFP)

Used when a supplier is invited to propose a solution to a problem, requirement, or objective. Suppliers are requested to submit detailed proposals (bids) in accordance with predefined evaluation criteria. The selection of the successful proposal is based on the effectiveness, value, and price of the proposed solution. Negotiations with suppliers may be required to finalize any aspect of the requirement.

Request for Construction (RFC)

Used to publicly tender for a construction, reconstruction, demolition, remediation, repair, or renovation of a building, structure, road, bridge, or other engineering or architectural work. When a supplier is invited to bid on a construction project the tender documents usually contain a set of terms and conditions and separate bid form that apply to that specific project. Suppliers are requested to submit a response (bid) in accordance with predefined criteria. The selection of the successful proposal is based on a number of factors as described in the tender documents. A request for construction usually does not include professional consulting services related to the construction contract, unless they are included in the specifications.

Request for Quotation (RFQ)

A request for quotation on goods or products with a minimum specification. Award is usually made based on the lowest price meeting the specification. An RFQ does not normally but may sometimes include evaluation criteria.

Request for Standing Offer (RSO)

A public tender to provide commonly used goods or services. The term of the standing offer can vary in duration but will be clearly defined in the tender documents. RSO's may include evaluation criteria depending on the requirement.

Request for Expression of Interest (REI)

The Request for the Expression of Interest is similar to the Request for Proposal and is sometimes referred to as a Pre-Qualification, where suppliers are invited to propose a solution to a problem. The REI, however, is only the first stage in the procurement process. Bidders responding to the REI will be short listed according to their scoring in the evaluation process. The short listed firms will then be invited to respond to a subsequent Request for Proposal. A REI does not normally include pricing as price is a key evaluation criteria used in the second stage RFP process.

REQUEST FOR DECISION 051-2022

Title: Signing Authority Policy 120-011

Date: 2022-10-04

Department: Finance



SUMMARY

Signing Authority Policy 120-011

The process of reviewing the Town's Procurement Policy started in fiscal 2021/22 with the Audit Committee recommending Council approval of an updated Policy 140-001. That recommendation and related Request for Decision (RFD) 031-2022 are included in the October Committee of the Whole (COW) agenda. The thresholds noted in Section 5.5 of the Town's Signing Policy 120-011 are derived from details of the Procurement Policy. In order to ensure the two Policy documents remain accurately connected, this RFD 051-2022 is brought forward to have Signing Policy amended to reflect related changes recommended in procurement.

One change to Section 5.6 of Signing Authority is also being recommended by staff. It addresses improving flexibility in the cheque signing process by providing one additional signing officer.

DRAFT MOTION:

That Council approve amendments to section 5.5 and 5.6 of Signing Authority Policy 120-011 as per attached draft policy.

REQUEST FOR DECISION 051-2022

Title: Signing Authority Policy 120-011

Date: 2022-10-04

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA)
- Procurement Policy 140-001

3) STAFF RECOMMENDATION

That Council approve the recommended changes to the Signing Authority Policy as noted in this Request for Decision (RFD).

4) REFERENCES AND ATTACHMENTS

1. RFD 031- Procurement Policy Update (included in October COW agenda)
2. Draft Signing Authority Policy 120-011 (attached)

5) DISCUSSION

Policy 120-011 covers authorizations related to signing various documents including deeds, contracts, agreements, and cheques. The RFD 051-2022 before Council relates to two sections of the Policy, 5.5 and 5.6. No changes are contemplated for other sections at this time.

Policy 120-011, Section 5.5

- The dollar thresholds noted are derived from Section 5.2.1 of the Procurement Policy. With the proposed updates in the procurement policy, this section of the Signing Authority requires changes to ensure consistency between the two documents.
 - The first amended threshold of \$5,000 used to be \$2,500
 - The second threshold used to be \$2,501 to \$20,000
 - The third threshold used to be \$20,000
- Refer to RFD 031-2022 for rationale informing the proposed new threshold levels. This was part of the review and recommendation coming from the Audit Committee.

Policy 120-011, Section 5.6

- Proposed addition of the Accountant to the possible second signature available.
- This section deals only with bank related activities such as cheques and transfer slips.

REQUEST FOR DECISION 051-2022

Title: Signing Authority Policy 120-011

Date: 2022-10-04

Department: Finance



- A note from RFD 029-2010 dealing with the then Cheque Signing Policy, applies to this section of Policy 120-011. “ *The Cheque Signing Policy should ensure that (a) only authorized purchases are paid for, (b) those signing cheques hold positions that provide them sufficient knowledge to ascertain the appropriateness of payments being made, and (c) that there is reasonable flexibility provided to ensure payments can be made on a timely basis.*” The addition of the Accountant position responds to all three objectives.
- Having the Accountant position included as a cheque signing officer is consistent with the job requirements carried out by the Accountant. That person is involved in the development of budget working papers, monthly variance reports, and therefore has knowledge of the full organization. The Town did not have an Accountant position a decade ago (when the policy was last updated) and in fact only incorporated the position five years ago. Adding cheque signing authority with the position helps to continue the development of position as a back up to the Director of Financial Services should that person be unavailable at times.

No other areas of the Policy require change at this time. Sections 5.1 thru 5.4 have specific applications which remain relevant today.

6) FINANCIAL IMPLICATIONS

No financial implications result from proposed policy change.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided for this report.

8) COMMUNICATION REQUIREMENTS

Once Policy amended, staff will contact the Town’s financial institution to begin the process of adding the additional authorized signing officer.

9) ALTERNATIVES

In relation to section 5.5 there is no alternative. It should move in conjunction with the Procurement Policy, so if those amendments are approved then the change noted here should be made.

With regard section 5.6, Council has a few alternatives;

REQUEST FOR DECISION 051-2022

Title: Signing Authority Policy 120-011

Date: 2022-10-04

Department: Finance



- Not approve the addition of another signing officer. This would keep the status quo but not address the occasional need for easier access to a second signature on payments nor continue the development of the Accountant position as a back up to the Director of Finance.
- Have the Accountant option added only to the second signature list, i.e. leave the first section unchanged as requiring either the Chief Administrative Officer or Director of Financial Services.
- Refer to the proposed Policy changes to the Audit Committee for input before any final decision is made.



POLICY

SIGNING AUTHORITY

Policy Number 120-011	Supersedes Policy Number 1221-43 & 1221-21
Effective Date 2001-12-17 2008-04-21 (Amended) 2010-12-06 (Amended) 2012-12-17	Approval By Council (Motion Number) 09-12-01 06-04-08 029-2010 04-12-12

1.0 Purpose

To adopt a policy permitted under the Municipal Government Act Section 13 (3) that permits Council to authorized designated officials to sign various documents; including deeds, contracts, agreements, and cheques.

2.0 Scope

This Policy is applicable to Town officials responsible for signing Town of Wolfville documentation.

3.0 References

- 3.1 Nova Scotia Municipal Government Act
- 3.2 Town of Wolfville Bylaw Ch03 – Town Seal

4.0 Definitions

- 4.1 **Town Seal** - The seal kept by the Clerk per Municipal Government Act Section 13 (2) requirement, the nature of which is described in bylaw Chapter 3 Town Seal.
- 4.2 **CAO** - Chief Administrative Officer

5.0 Policy

- 5.1 Any legal agreement, agreement amendment, amending agreement, development agreement, servicing agreement, or labour agreement approved by resolution of Council shall be signed by The Mayor or Deputy Mayor and the Town Clerk or CAO, under the seal of the Town if required.
- 5.2 Any bylaw, bylaw amendment or bylaw repeal approved by Council resolution shall be signed by the Town Clerk or CAO, under the seal of the Town if required.
- 5.3 Any Policy approved, amended or repealed by Council by resolution shall be signed by the Town Clerk or CAO.



POLICY

5.4 The Director of Financial Services, and if required, the Mayor or Deputy Mayor, shall sign all Temporary Borrowing Resolutions, Municipal Finance Corporation Debenture Approval resolutions approved by Council as well as Municipal Finance Corporation debenture documentation under the seal of the Town if required.

5.5 Any contracts, agreements not covered by numbers 1 and 4 of this Policy can be signed by the following individuals:

- Up to \$5,000 – Designated employees, approved by the CAO.
- \$5,000 to \$30,000 – Department Head
- Greater than \$30,000 – CAO

5.6 For all Town bank accounts, any cheques or bank transfer slips, regardless of payee, one of the following three officials shall have signing authority;

- Chief Administrative Officer
- Director of Financial Services
- Accountant

With one of the following five officials having co-signing authority;

- Mayor
- Deputy Mayor
- Chief Administrative Officer
- Director of Financial Services
- Accountant

CAO

Date

REQUEST FOR DECISION 053-2022

Title: Welcome Centre
Date: 2022-09-27
Department: Parks and Recreation



SUMMARY

Since January 2022 when Council approved the Motion in RFD 002-2022, **“THAT COUNCIL AUTHORIZE STAFF TO START THE PROCESS OF DETAILING AND TENDERING A NEW WELCOME CENTRE WITHIN THE CURRENT APPROVED BUDGET OF \$600,000”**, staff has been challenged to meet the requirements of the motion with respect to managing expectations related to the work and the budget.

Through both a public tender and through the Town’s standing offers, staff were unable to secure a vendor, within our budget, to provide detailed drawings and a resulting tender package.

With the recent appointment of our Director of Engineering and Public Works, and after discussions on next steps, it seems reasonable to be able to proceed with the process of detailing and tendering a new Welcome Centre using internal resources with minimal outside consultants. Our new Director is committed to supporting this project and sees opportunity to ensure budget requirements are met.

The intention, based on Council’s ongoing support, is to detail a design and tender in February 2023 for construction in the spring of 2023.

DRAFT MOTION:

THAT COUNCIL AUTHORIZE STAFF TO DETAIL AND TENDER BEFORE YEAR END, A NEW WELCOME CENTRE BASED ON AN AMENDED SCOPE THAT ENSURES THE PROJECT REMAINS WITHIN THE APPROVED BUDGET OF \$600,000.

REQUEST FOR DECISION 053-2022

Title: Welcome Centre
Date: 2022-09-27
Department: Parks and Recreation



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 65A.

3) STAFF RECOMMENDATION

As per draft motion.

4) REFERENCES AND ATTACHMENTS

1. RFD 061-2019
2. RFD 023-2021
3. RFD 002-2022
4. 2021/22 Operations Plan/Budget
5. Accessibility planning
6. ACOA Funding Guidelines

5) DISCUSSION

The Town, on two occasions, has issued tenders for the construction of a new Welcome Centre to replace the current building at Willow Park. In both cases, the tenders have come in well over budget and the project was put on hold. There was consideration to proceed with a major renovation, but that decision was reconsidered, and Council was presented with an updated option to build based on some concept drawings shared in January of 2022 (as outlined in RFD 002-2022).

Since the approval of the Motion in RFD 002-2022, detail design and resulting tender documents were not obtainable based on the overall project budget.

For the project to proceed, the scope of the new building needs to align with the approved budget without sacrificing required elements. Specifically:

1. improved all-around accessibility at the site
2. improved public washrooms and changerooms
3. upgrades to technology to support the visitor experience, both directly and indirectly

The amended scope would:

1. Decrease the overall footprint of the building, without losing any key elements
2. Be a hybrid of both timber framing and conventional building practices
3. Decrease the size of the enclosed service area, but maintain a service counter

REQUEST FOR DECISION 053-2022

Title: Welcome Centre
Date: 2022-09-27
Department: Parks and Recreation



4. Develop and maintain a covered open area for residents and visitor within the scope of the new building
5. Allow for the use of popup sites in town to further support the visitor experience – acting as an extension of the new Welcome Centre

The site needs to represent all that Wolfville can offer. Including supports for our business community. Staff remain confident this can be done within the reduced scope of the building.

The redefined space will be built to support staff both onsite (at Willow Park) but also to allow staff to do outreach within the community through pop-up events. There is still the intention to provide a full-service visitor counter within the rebuild but the space allocated to this will be less than the current building. However, there will be additional covered open space to welcome residents and guests.

Once staff has final designs for Council's consideration, Council will hopefully appreciate that this new space will not only provide an updated and highly functional space but will do so within the approved budget, all the while showcasing great design and function.

It is not lost on staff, that Council has been through several versions of a new Welcome Centre, and the path to this point has been a long one. Staff is working for Council within defined fiscal constraints and sound decision making needs to remain a priority. Questions related to other projects, such as the library and town hall, are certainly welcome and understood, but the investment in this project is as much an investment in improving public facilities (washrooms, rest areas, and passive visitor information) as it is in solely improving an aging Visitor information Centre.

This will be welcoming innovative space once completed.

6) FINANCIAL IMPLICATIONS

As part of the 2021-22 capital plan, budgeted dollars in the amount of \$600,000 have been approved and allocated to support a new Welcome Centre. As this project has crossed fiscal years from 2021/22 to the current 2022/23 year, the project expenditure has remained at the \$600,000 level (page 117 of 2022-2026 Operational Plan & Budget). As with typical capital project budgeting, the cost is intended to cover a full completed/turnkey building ready for use (furnishings and fully equipped included).

This project has been approved for 1/3 ACOA funding, and as such the Capital Budget assumes \$200,000 external grant funding as part of project funding package (page 118 of 2022-2026 Operational Plan & Budget). The other \$400,000 was budgeted to come from debentures. It is likely this project will carry over into the 2023/24 budget process. Staff will have to verify that ACOA funding will be approved for carry over into next year. If it is, then no immediate budget finding impact.

REQUEST FOR DECISION 053-2022

Title: Welcome Centre
Date: 2022-09-27
Department: Parks and Recreation



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity
- Social Equity
- Climate Action
- Community Wellness

8) COMMUNICATION REQUIREMENTS

Based on Council's direction, staff is committed to keeping Council updated on progress made with this project.

9) ALTERNATIVES

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

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

Date: 2022-09-26

Department: Office of the CAO



SUMMARY

Municipal Boundary Review

The Municipal Government Act (MGA) states under section 369, Study of polling districts required:

1. In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of Councillors.
2. After the study is completed, and before the end of the year in which the study was conducted, the council shall apply to the Board (Nova Scotia Utility & Review Board) to confirm or to alter the number and boundaries of polling districts and the number of Councillors.

The Nova Scotia Utility and Review Board (NSUARB) provide rules of practice and procedure respecting MGA proceedings for the review of municipal boundaries, including the recommended two-step process for Council to decide the desired number of Councillors and distribution of polling districts (should Council decide to introduce them).

To assist Council with these decisions public consultation occurred during the Spring and Summer of 2022 which included a paper survey sent to all homeowners in the Town with water bills, digital survey on Wolfville Blooms, regular reminders and links on social media and the Town website and pop up in person public engagements which took place outside the post office on Thursday August 4th and Thursday September 15th, as was advertised on our social media.

There were two hundred and thirty-one responses to the Council Size Survey (an increase of 75 from 2014).

- 68% would like status quo (Mayor & 6 Councillors)
- 29% would like to decrease the size (Mayor & 4 Councillors)
- 3% would like to increase the size (Mayor & 8 Councillors)

With regard to introduction of wards or districts, preliminary discussions with residents during the pop-up engagement sessions indicated that there was a lack of knowledge on what a ward or district is. For those who were aware

- 58% did not think it was a good idea
- 16% did think it was a good idea

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

Date: 2022-09-26

Department: Office of the CAO



- 25% were unsure

DRAFT MOTION:

That Committee of the Whole move the following motion to Council:

That Council confirm, based on public input, status quo (Mayor and 6 Councillors at large) would be in the best interests of the Town.

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

Date: 2022-09-26

Department: Office of the CAO



1) CAO COMMENTS

It is felt that the public engagement on this issue meets the requirements of the UARB for public input. Direction is required at this time as the submission is due December 2022.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act 1998 (section 369)

3) STAFF RECOMMENDATION

Based on the three-part public consultation session carried out by staff i.e., digital project survey, paper survey and in person pop up engagement, the Council Size Survey results show the majority of residents are comfortable with the status quo (Mayor & 6 Councillors). Preliminary discussions show residents are not in favour of moving to a ward/polling district. Therefore, staff recommend maintaining status quo. However, should Council wish to consider moving to a ward system, several factors need to be considered such as, number of electors, parity of voting power, population density, community of interest and geographic size of the Town.

4) REFERENCES AND ATTACHMENTS

1. NSUARB (Nova Scotia Utility and Review Board) Municipal Boundaries User Guide (referenced)
2. Copy of Survey (attached)

5) DISCUSSION

As per the NSUARB Guidelines, public consultation took place over several months, on paper, digitally and in person. The purpose of the survey and the various ways available to complete it were advertised on our website and Social Media sites. On Facebook we had a reach of 436 people and 459 people respectively in May and August.

It is felt public engagement on this issue meets the requirement of the UARB for public input and the numbers of responses increased by 75 compared to the last review carried out in 2014.

The following question was asked:

- ❖ Based on the information provided in the [description section](#) of this survey, I would vote to:
 - Keep the Status quo (Mayor + 6 Councillors)
 - Decrease the numbers (Mayor + 4 Councillors)
 - Increase numbers (Mayor + 8 Councillors)

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

Date: 2022-09-26

Department: Office of the CAO



The description section was noted as follows:

1. Arguments for maintaining the status quo (6 Council members, plus the Mayor)

- Workload is manageable (when divided amongst the Councillors and when allowing technology to assist)
- Diversity of members provides different perspectives (i.e., age, background, gender, political experience)
- Lowers the ratio of residents to council representation enhancing community connection to Council

2. Arguments for reducing council size (i.e., 4 Councillors and the Mayor)

- Reduction in costs for remuneration and expenses (i.e., conferences and education, technologies, benefits, travel)
 - ◊ *The cost savings per Councillor might be approximately \$22,000/yr. or approx. 0.2% of the \$12 million budget)*
- Reduction of government (the "less" is "more" philosophy.)

3. Arguments for increasing council size (i.e., 8 Councillors and the Mayor)

- Provide more diversity for better debate
- Lessen individual workload, or allow members to play a more active role, or assume additional roles in projects relating to municipal governance.

A comparison of Councillors to population served, (by 2021 consensus figures), shows Wolfville compared to towns of similar size and to neighbouring towns in the Valley.

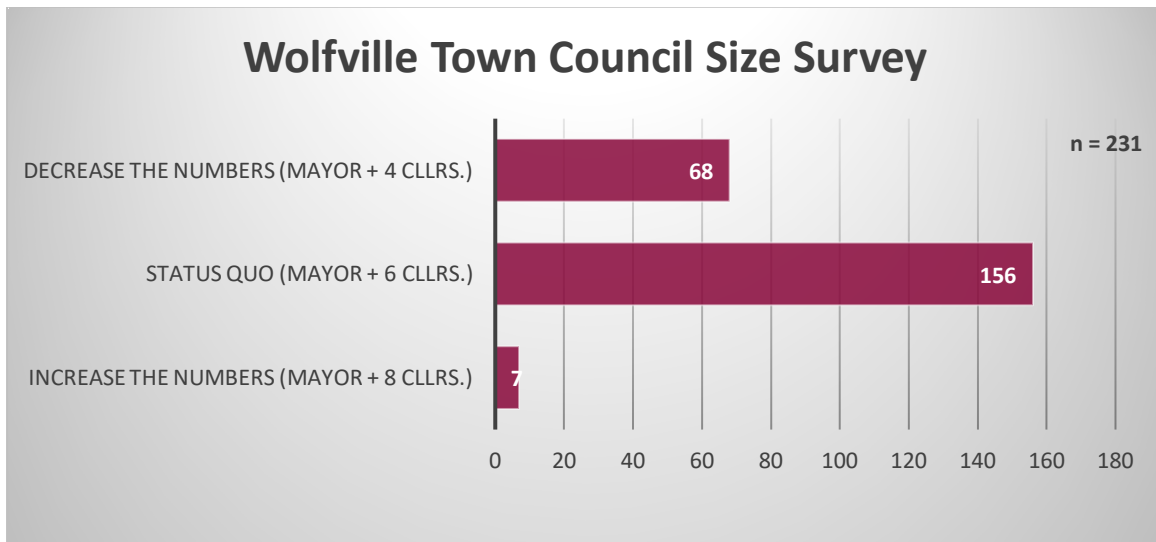
Municipality	Current Council #	Population Served	Citizen / Councillor Ratio
Town of New Glasgow	Mayor + 6 Councillors	9,471	1,579
Town of Bridgewater	Mayor + 6 Councillors	8,790	1,465
Town of Yarmouth	Mayor + 6 Councillors	6,829	1,139
Town of Kentville	Mayor + 6 Councillors	6,630	1,105
Town of Antigonish	Mayor + 6 Councillors	4,656 (9,423 w. students)	776 (1,571 w. students)
Town of Stellarton	Mayor + 4 Councillors	4,007	1002
Town of Wolfville	Mayor + 6 Councillors	5,057 (9,500 w. students)	843 (1,583 w. students)
Town of Amherst	Mayor + 6 Councillors	9,404	1,567
Town of Berwick	Mayor + 6 Councillors	2,455	410

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

Date: 2022-09-26

Department: Office of the CAO



Although not specifically referenced for applications by a Town which currently has not been divided into wards or polling districts, Council may wish to consider whether to change to a ward system in the NSAURB application.

In Nova Scotia, wards have traditionally been in place for larger municipalities, rather than towns, due to the large geographic areas and distinct communities within these municipalities.

Currently in Nova Scotia, there are 27 towns, four have a ward system. They are as follows:

Town	Population	# of Wards	# of Councillors
Stellarton	4,208	3 (1 Councillor each)	3 + Mayor
Truro	16,050	3 (2 Councillors each)	6 + Mayor
New Glasgow	9,562	3 (2 Councillors each)	6 + Mayor
Westville	3,800	2 (2 Councillors each)	4 + Mayor

In March 2015, the town of Pictou, with a population of 3,186 (2016) changed from a ward system to an 'at large' system. Prior to the change there were 4 Councillors from 2 wards.

The reasons given to the review board for the change were:

- 1) Given the relatively small geographic size of the town, the ward system is outdated.
- 2) Elected officials serve the Town, not just the ward in which they were elected.
- 3) The best candidates should be elected; it should not be based upon the ward in which someone lives.

REQUEST FOR DECISION 041-2022

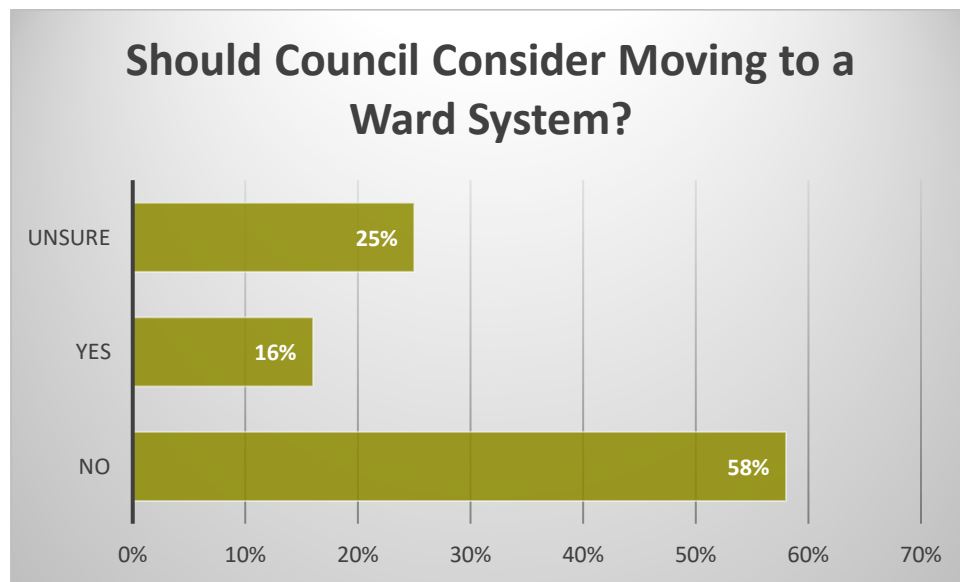
Title: Municipal Boundary Review

Date: 2022-09-26

Department: Office of the CAO



Preliminary discussions were had with residents of the Town during the in-person engagement sessions as to whether they felt a move to a ward system was a good idea or not. The results were not favourable to this move, and it was clear there was a lack of knowledge on what a ward system would look like or how it would affect them.



To fulfill all requirements of the review and application process, the following steps need to be taken:

- Staff asks for Council's recommendation on the council size and if applicable, ward/polling districts at the October 18 Council meeting.
- Application submitted to NSUARB no later than December 2022.
- Once submitted a public hearing will be scheduled by NSUARB

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

REQUEST FOR DECISION 041-2022

Title: Municipal Boundary Review

Date: 2022-09-26

Department: Office of the CAO



Council's decision will be recorded in the minutes and posted on our website/Wolfville Blooms platform and social media accounts.

9) ALTERNATIVES

This survey is mandated and requires to be completed every 8 years. Options available to Council are:

Council Size: keep status quo, reduce or increase

Wards/Polling Districts: remain at-large or divide into wards

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy

Date: 2022-10-04

Department: Office of the CAO



SUMMARY

Community Alcohol Strategy

Wolfville is a well-known destination for visitors seeking artisan beverage experiences. Many craft breweries, wineries, cideries and distilleries have opened over the past years and the significance of this is reflected in the Town of Wolfville's Vision Statement which brands the Town as "a spirited community."

As the home of Acadia University, Wolfville is also a Town and Gown community. When classes are in session, a significant portion of the Town's population is made-up of adults under the age of 24.

Within this unique dynamic, Wolfville has been tasked with managing complaints and responding to the on-going community impacts of alcohol in a responsive manner.

The Town has been focused on mitigating some of the impacts by supporting community harmony initiatives and in December 2021, the Town adopted their own **Municipal Alcohol Policy**.

As a Town, Wolfville alone can only go so far managing the negative impacts of alcohol misuse. **There needs to be a complete community approach.** As a result, a Community Alcohol Strategy has been taking shape over the past four years; visioned by the Acadia/Wolfville/ASU Memorandum of Understanding and drafted by numerous community members representing Public Health, owners and operators of licensed establishments, Acadia University, the ASU, and members of the local Good Neighbours Group.

The Strategy – Awareness, Events and Enforcement

The strategy is made of three distinct pillars with the first being **awareness**. All members of the community can benefit from increasing an understanding of alcohol, how it impacts us and how we can work to mitigate the harms of misuse. Awareness, resulting from this strategy, includes ramping-up support of the **Keep It Social** campaign, increased efforts to offer educational opportunities to both on and off campus communities and through bystander training.

Events are a critical part of the strategy so that safer use of alcohol can be modelled, peer to peer. From safely managed events with alcohol to increased intentionally dry (no alcohol served) recreational opportunities, members of our community will benefit from developing positive practices in their recreational and leisure times.

Events can also be combined with opportunities for awareness. For example, it would be worthwhile to develop an annual community-based symposium where our relationship with alcohol, positive and negative, can be fully unpacked.

Through this entire process, even with increased awareness and well-planned events, the potential is still there for people to misuse alcohol.

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy

Date: 2022-10-04

Department: Office of the CAO



If the negative behaviours associated with this misuse continue, strong **enforcement** is warranted. The Town has staffed-up in the compliance department and data tracking on enforcement of the Town's nuisance party by-law indicates that repeat offences are rare.

It is critical that the community understands the Town alone cannot manage enforcement. All partners, including the RCMP and Acadia, need to enforce through their codes. With consistent enforcement, a strong message will be delivered to those who choose to misuse alcohol in a way that results in harm to others and our Town.

This strategy, while not enforceable, is intended to provide on-ramps for stakeholders across the community who wish to partner with the Town to reduce the downstream harms of alcohol misuse in our community.

DRAFT MOTION:

That Council endorse the Community Alcohol Strategy and support its presentation to the partners outlined in the strategy through a consultation process that will build support and plans for implementation.

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy

Date: 2022-10-04

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff. It is critical that the Town of Wolfville not “own” this strategy alone – its success is dependent on buy-in and leadership from all stakeholder groups.

2) LEGISLATIVE AUTHORITY

The development and endorsement of the Community Alcohol Strategy is in accordance with the Acadia/ASU/Wolfville Memorandum of Understanding.

3) STAFF RECOMMENDATION

Staff recommend support of the Community Alcohol Strategy. Once the presentation/consultation is completed with the noted partners and inputs added, a community-wide information campaign can begin with events and opportunities being developed and scheduled. This is a long process but by keeping the approach targeted, within the scope of the Town and community stakeholders, we will slowly make progress on the elusive goal of reducing the harmful impacts of alcohol in Wolfville.

Staff also recommend that to operationalize this strategy, a working group should be struck, comprised of community stakeholders, to coordinate, and track all components of the strategic process. While funding should be sought for this through partner groups and stakeholders in the community, the Town might want to make the preliminary investment through the annual budget process.

4) REFERENCES AND ATTACHMENTS

Wolfville Community Alcohol Strategy

5) DISCUSSION

The goal of the Wolfville Community Alcohol Strategy is to empower strategic partners to come together to operationalize efforts that will reduce the harmful impacts of alcohol in Wolfville. This, in turn, should increase community harmony and increase community livability.

This Strategy has been in development for the past four years, with numerous drafts and many, inspired strategic components aimed at increasing awareness, and reducing the harms of alcohol to individuals, to others, and to the community. This current version has been drafted with earlier versions as a guide, combined with the results of group facilitation and individual feedback from community stakeholders.

This version has been pared-down from previous iterations and over the past year, the working group, with input from community members, has supported a move from a more public health-centred approach to a version that has been fine-tuned to fit with Wolfville’s unique reality. In simple terms, this version should work well alongside public health initiatives that focus more individual choices and harms.

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy
Date: 2022-10-04
Department: Office of the CAO



Finally, to have a chance at success, **this strategy should not be led by the Town**. This strategy needs to be validated, embraced, and operationalized by a collective of dedicated community partners.

Cultural change can only happen in a meaningful way if diverse partners work towards a shared goal.

6) FINANCIAL IMPLICATIONS

This Strategy will be multi-year by its very nature, and as such will impact future budgets. With multiple partners/stakeholders working with the Town, different approaches will be implemented. As part of the budget process each year staff will work to identify initiatives that require specific budget allocations. This will help ensure adequate dollars are available to carry out these events/projects.

It is anticipated that actual budget funding requirements will vary from year to year based on plans developed. Funding partners will also be identified to ensure equitable allocation of any cost sharing potential. Effectively the budget to be determined on an annual basis and communicated to Council via the budget process. This will ensure Council is aware of intended actions and that Council provides direction on how those actions are to be funded.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity was considered when drafting a strategy that sought to acknowledge the harms of alcohol misuse while also respecting the financial support artisan beverage production, sales and tourism provide to our community.
- Community Wellness was a key consideration in the development of the Community Alcohol Strategy with a focus to the traumatic impacts to residents who lose sleep, work to repair damage to property and who face the on-going incivility of impaired behaviours in the close to campus neighbourhoods.

8) COMMUNICATION REQUIREMENTS

Once consultation with partners is complete, a full communications plan will bring the strategy to the attention of the community members. Wolfville Blooms will be used as a primary platform for this purpose but there will also be a media campaign developed to raise broad awareness.

This strategy also needs to be clearly communicated to those working on the review of the MOU so that work can continue, with full support from all partners. In addition, clear communication of this strategy should be part of the policing services review process as the next contracted policing provider will need to embrace the body of this work.

REQUEST FOR DECISION 052-2022

Title: Community Alcohol Strategy

Date: 2022-10-04

Department: Office of the CAO



9) ALTERNATIVES

Council could endorse the strategy but seek an external partner fully operationalize the strategy.





“From the late 1870s on, vandalism, drunkenness and general rowdyism caused citizens great concern. Not a property escaped wanton damage. By the late 1880s, the Acadian despaired at the disgusting scenes of rowdyism occurring nearly every night.”

- **From *Wolfville & Grand Pré – Past and Present*, by Brian Cuthbertson**



Wolfville Community Alcohol Strategy

Wolfville is a well-known destination for visitors seeking artisan beverage experiences. Many craft breweries, wineries, cideries and distilleries have opened over the past years and the significance of this is reflected in the Town of Wolfville's Vision Statement which brands the Town as "a spirited community."

As the home of Acadia University, Wolfville is also a Town and Gown community. When classes are in session, a significant portion of the Town's population is made-up of adults under the age of 24.

Within this unique dynamic, Wolfville has been tasked with managing complaints and responding to the on-going community impacts of alcohol in a responsive manner.

The Town has been focused on mitigating some of the impacts by supporting community harmony initiatives and in December 2021, the Town adopted their own **Municipal Alcohol Policy**.

As a Town, Wolfville alone can only go so far managing the negative impacts of alcohol misuse. There needs to be a complete community approach. As a result, a Community Alcohol Strategy has been taking shape over the past four years; visioned by the Acadia/Wolfville/ASU Memorandum of Understanding and drafted by numerous community members representing Public Health, owners and operators of licensed establishments, Acadia University, the ASU, and members of the local Good Neighbours Group.

This strategy, while not enforceable, can provide on-ramps to stakeholders across the community who wish to partner with the Town to reduce the downstream harms of alcohol misuse in our community.

Observed impacts from the misuse of alcohol in Wolfville

Many young people – even before attending university – view alcohol as an essential ingredient for having fun. As a result, heavy drinking or binge drinking is often seen as a normal and expected behaviour for young adults. Heavy or binge drinking often results in unwanted impacts such as private and municipal property damage, theft, violence, impaired driving, and the neighbourhood disruption caused by nuisance parties. These behaviours have plagued Wolfville for generations.

In Wolfville specifically, binge drinking and the accompanying impairment, results in poor decision making, as evidenced by the significant amount of property damage in our close-to-

campus neighbourhoods. The property damage observed includes the removal of street blades, road safety signage, damage to homes, vehicles, and the on-going issue of smashed bottles on our streets.

Process and Goal

The Wolfville Community Alcohol Strategy has been in development for the past four years, with numerous drafts and many, inspired strategic components aimed at increasing awareness, and reducing the harms of alcohol to individuals, to others, and to the community. This current version has been drafted with earlier versions as a guide, combined with the results of group facilitation and individual feedback from community stakeholders.

The goal of the Wolfville Community Alcohol Strategy is to empower strategic partners to come together to operationalize efforts that will reduce the harmful impacts of alcohol in Wolfville. This, in turn, should increase community harmony and increase community livability.

To have a chance at success, this strategy should not be led by the Town. This strategy needs to be validated, embraced, and operationalised by a collective of dedicated community partners. Cultural change can only happen in a meaningful way if diverse partners work towards a shared goal.

The Issue

The issue the strategy seeks to mitigate is the downstream harm of alcohol misuse, which includes the unwanted impacts to persons and property in the Town of Wolfville. While it is clear that alcohol is unsafe to individuals from a health perspective, the Wolfville Community Alcohol Strategy seeks to connect partners who want to work on the broader issue of community harm.

The Challenges – Pricing, Availability and Marketing

Through the strategic development process, it was possible to identify the challenges our community will face as we tackle reducing and mitigating the downstream harms of alcohol misuse. These challenges include the retail pricing of alcohol, specifically the cost per ounce of hard alcohol when compared to lower percentage alcoholic beverages. For example, a beer, per ounce, is more expensive than rum.

Pricing also becomes a challenge when licensed establishments are required to charge more than the Nova Scotia Liquor Commission (NSLC) per ounce. This factor alone provides a runway for heavier drinking outside of licensed establishments, which also means drinking without the watchful eye of trained, regulated, beverage industry employees.

The difference in pricing between licensed establishments and the NSLC contributes to the local house party culture, which keeps nuisance party behaviours in our residential neighbourhoods.

Availability of alcohol has also been identified as a challenge. Alcohol is available seven days a week in both retail and dining establishments.

Marketing is the third challenge identified. While regulations apply to the mainstream marketing of alcohol, influencer culture, product placement and sponsorships all contribute to the firehose of messages aimed at younger adults.

The challenges identified are large, systemic pieces that would take significant organization and resources to overcome. By raising awareness of the challenges, our strategy seeks to make a positive impact where we can, and to work around these challenges as much as possible.

The Strategy – Awareness, Events and Enforcement

The strategy starts with awareness. All members of the community can benefit from increasing an understanding of alcohol, how it impacts us and how we can work to mitigate the harms of misuse. Awareness, resulting from this strategy, includes ramping-up support of the **Keep It Social** campaign, increased efforts to offer educational opportunities to both on and off campus communities and through bystander training.

Events are a critical part of the strategy so that safer use of alcohol can be modelled, peer to peer. From safely managed events with alcohol to increased intentionally dry (no alcohol served) recreational opportunities, members of our community will benefit from developing positive practices in their recreational and leisure times.

Events can be combined with opportunities for awareness. For example, it would be worthwhile to develop an annual community-based symposium where our relationship with alcohol, positive and negative, can be fully unpacked.

Through this entire process, with increased awareness and well-planned events, the potential is still there for people to misuse alcohol. If the negative behaviours associated with this misuse continue, strong enforcement is warranted. The Town has staffed-up in the compliance department and data tracking on enforcement of the Town's nuisance party by-law indicates that repeat offences are rare.

It is critical that the community understands the Town alone can not manage enforcement. All partners, including the RCMP and Acadia, need to enforce through their codes. With consistent enforcement, a strong message will be delivered to those who choose to misuse alcohol in a way that results in harm to others and our Town.

In addition to enforcement, developing an off-campus party registry might provide ways to reduce the amount of enforcement needed in the community. The idea has been bounced around over the years, but no action has been taken thus far.

Next steps

A consultation process starts with a presentation to the Town Council. With support and validation, the strategy will be presented to the following groups:

- Acadia University
- The Acadia Students' Union
- The Good Neighbours Group
- The RCMP
- The Wolfville Business Development Corporation
- The community through Wolfville Blooms

Once the consultation is complete and inputs added, a community-wide information campaign can begin with events and opportunities being developed and scheduled. This is a long process but by keeping the approach targeted, within the scope of the Town and community stakeholders, we will slowly make progress on the elusive goal of reducing the harmful impacts of alcohol in Wolfville.

To operationalise this strategy, a working group should be struck by the Town to manage, coordinate and track all components of the strategic process. While funding should be sought for this through partner groups and stakeholders in the community, the Town might want to make the preliminary investment through the annual budget process.

Potential projects as discussed during the development of the strategy

- The Town of Wolfville is about to launch a community video camera pilot project. This will potentially provide a way to quantify the unwanted behaviours occurring because of the misuse of alcohol. This data should be used to inform research and strategic program development.
- Develop an impactful program for local students focusing on developing a healthier relationship with alcohol. This program should be on-going and be established in a way that welcomes learning, exploration, and self-reflection.
- Develop and launch a community symposium/speaker series that focuses on alcohol and alcohol related community impacts.

- Develop a Town and Gown conference in partnership with Destination Acadia that is focused on nuisance behaviours and the downstream impacts of the misuse of alcohol and other substances.
- Service industry professionals develop deep understanding of the impacts of alcohol. Develop a forum for them to share their learning and lead the dialogue.
- Revisit the notion of off-campus RAs/Red & Blue Crew in partnership with Town compliance staff.
- Develop a community ambassador program for volunteers to support students on party nights by offering food, non alcoholic beverages, and safe walk-home support for those who are impaired.
- Develop collaborative events each season that provide the opportunity for all residents to experience meaningful connections, without the use of alcohol.
- Develop consistent enforcement standards between Acadia, the Town and the RCMP.
- Develop a plan for quarterly conversations between enforcement partners to monitor concerns, note trends and develop strategies to mitigate property damage and vandalism.

Conclusion

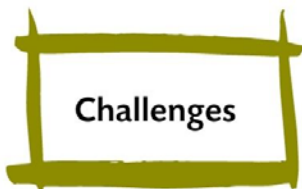
This process of culture change will not be quick, but with a targeted approach and community support, we will have greater potential to drive desperately needed change, and develop a more respectful relationship with alcohol. Through collaboration and community-wide effort, we can move beyond finger-pointing blame-based reactions to a more robust understanding of a historically significant challenge and what it takes to make change.



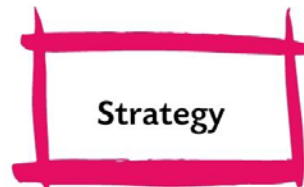
Community Alcohol Strategy



The downstream harm of alcohol misuse



- Pricing
- Availability
- Marketing



- Awareness
- Events
- Enforcement



- Awareness - Keep it Social
- Events - On-campus, in Town
- Enforcement - Consistent, targeted compliance and enforcement (Acadia, Town and the RCMP)

REQUEST FOR DECISION 054-2022 (PA 2022-002)

LUB Text Amendments: Daycares and Architectural Drawings

Date: 2022-09-22 **UPDATED FOR 1st READING**

Department: Planning & Economic Development



SUMMARY

Land Use Bylaw Text Amendments: Daycares and Architectural Drawings

Committee of the Whole supported the amendments presented in this report moving forward to 1st Reading. Staff have provided some clarification on questions asked and have updated the wording of the proposed changes (updated resolutions attached with track changes). In summary:

For Daycares: we have further consulted with Provincial licensing requirements for daycares and have updated the definitions and limitations appropriately.

For the Architectural requirement: we have updated the wording to provide some flexibility (in terms of people being “licensed” or not) when receiving building drawings.

For Committee of the Whole to consider the PAC recommendation regarding the draft text amendments to the Land Use Bylaw as outlined in the Resolution - Attachment 1, related to daycares and architectural drawings.

PAC Motion (September 9th, 2022):

MOTION:

MOTION THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND TO COUNCIL THE AMENDMENTS TO THE LAND USE BY-LAW RELATED TO DAYCARES AND ARCHITECTURAL DRAWINGS, AS OUTLINED IN ATTACHMENT 1.

CARRIED

DRAFT MOTION:

That Committee of the Whole forward the amendments to the Land Use By-law to enable daycares in the I-1, I-2, and C-2 zones ‘As-of-Right’ and in the R-3 and R-4 by ‘Site Plan Approval’ and to amend the requirements for Architectural plans for Site Plan Approval Applications as outlined in the Resolution - Attachment 1, to Council for First Reading.

REQUEST FOR DECISION 054-2022 (PA 2022-002)

LUB Text Amendments: Daycares and Architectural Drawings

Date: 2022-09-22 **UPDATED FOR 1st READING**

Department: Planning & Economic Development



1) CAO COMMENTS

Not required as this is a direct recommendation from PAC.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* (MGA) gives the Municipality the ability to amend its Planning documents.

3) PAC RECOMMENDATION

MOTION: THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND TO COUNCIL THE AMENDMENTS TO THE LAND USE BY-LAW RELATED TO DAYCARES AND ARCHITECTURAL DRAWINGS, AS OUTLINED IN ATTACHMENT 1.

CARRIED

4) REFERENCES AND ATTACHMENTS

- Attachment 1: Resolution File No. PA 2022-002
- Attachment 2: September 8, 2022 PAC report.

5) PURPOSE OF REPORT

For Council to consider the recommendation of the PAC.

6) DISCUSSION

Staff are seeking to amend the Land Use Bylaw to allow Daycares in the I-1, I-2, and C-2 'As-of-Right' and in the R-3 and R-4 by 'Site Plan Approval' in recognition of the limited opportunities to offer childcare in the Town under the current land use regulations.

Staff are also proposing to only require Architectural Plans (stamped by a Licensed Architect) in the Design Guidelines areas for proposals by Site Plan or Development Agreement. Staff have received concern from Engineers Nova Scotia on this requirement and from Developers looking to move projects forward and are facing issues with this requirement (time, cost, availability, etc). This requirement was created when we moved from almost all proposals going to Council through a Development Agreement to more permissive development controls where site plan and as-of-right approvals would be more common. The change is simply to allow other licensed professionals to prepare drawings.

The proposed text change in the Land Use By-law would be as follows (change highlighted):
Change LUB 2.10(5) to read:

REQUEST FOR DECISION 054-2022 (PA 2022-002)

LUB Text Amendments: Daycares and Architectural Drawings

Date: 2022-09-22 **UPDATED FOR 1st READING**

Department: Planning & Economic Development



(5) Architectural plans prepared by a licensed Architect for applications in a Design Guidelines Area or a licensed professional in other areas indicating compliance with the specific design requirements of the zones in this Bylaw including:

- (a) Height, streetwall height and setbacks pursuant to each zone;
- (b) Building elevations and articulation on all sides including signage and lighting;
- (c) Notes on building material intentions;
- (d) Floor plans for every level;
- (e) A perspective rendering of the building showing context and/or 3D Sketchup model may be required.

See Attachment 2. September 8, 2022 PAC report.

7) FINANCIAL IMPLICATIONS

None

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

9) COMMUNICATION REQUIREMENTS

Planning Advisory Committee reviewed these proposed amendments on September 8, 2022. The next step is for Council to give First Reading, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council. A mailing and required advertising on these amendments will be sent prior to the Public Hearing.

10) ALTERNATIVES

1. Committee of the Whole forwards the amendments to Council to refer the amendments back to the Planning Advisory Committee with specific direction or questions for consideration.
2. Committee of the Whole forwards the application to Council with a recommendation to reject or alter the amendments.

CERTIFIED COPY OF LAND USE BY-LAW AMENDMENT

I, Laura Morrison, Town Clerk of the Town of Wolfville in the County of Kings, Province of Nova Scotia, do hereby certify this is a true copy of the amendments to the Land Use By-law adopted by Council of the Town of Wolfville at a meeting duly called and held on the XX day of XXXXXXX, 2022.

Laura Morrison, Town Clerk

This signature is sealed with the Town of Wolfville Corporate Seal.

AMENDMENTS TO THE TOWN OF WOLFVILLE LAND USE BY-LAW

- Amend tables 8.1, 14.1 and 19.2 in the Land Use Bylaw to include Daycare Facilities as shown below:

Table 8.1 Residential zones:

Neighbourhood Commercial Uses	R-1	R-2	R-3	R-4	CDD	C-2
Daycare Facilities (4 7 or more persons to a maximum of 30)			SP	SP		P

Table 14.1 Commercial zones:

Commercial zones	C-1	C-2	C-3
Daycare Facilities (4 7 or more persons to a maximum of 30)	P	P	SP

Table 19.2 Institutional zones:

Institutional	I-1	I-2	P-1	P-2	A	AT
Daycare Facilities (4 7 or more persons to a maximum of 30)	P	P				

- Amend definition of Daycare Facility to read:

Daycare Facility means a place where ~~four~~ **seven** or more persons are cared for on a temporary daily basis without overnight accommodation but does not include a school.

3. Delete 2.10(5) in the Land Use Bylaw and replace with:

2.10(5) Architectural plans prepared by a licensed Architect for applications located in a Design Guidelines Area (as shown on Schedule C) or plans prepared by a ~~licensed~~ relevant professional or technician in ~~other~~ areas outside a Design Guidelines Area, indicating compliance with the specific design requirements of the zones in this Bylaw including:

(a) Height, streetwall height and setbacks pursuant to each zone;

(b) Building elevations and articulation on all sides including signage and lighting;

(c) Notes on building material intentions;

(d) Floor plans for every level;

(e) A perspective rendering of the building showing context and/or 3D Sketchup model may be required.

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendments

Date: September 2022

Department: Planning & Development



PROPOSAL	To amend the Land Use Bylaw to allow Daycares in the I-1, I-2, and C-2 as-of-right and in the R-3 and R-4 by Site Plan Approval and to amend the requirements for Architectural plans for Site Plan Approval Applications.
LOCATION	Various (I-1, I-2, C-2, R-3 and R-4)

PURPOSE

Periodically Staff will identify amendments to the Land Use By-law, for various reasons. Two are outlined here and others will be warranted as we continue to work with our new (2020) planning documents. See [here](#) to view the Town’s Municipal Planning Strategy and [here](#) for the Town’s Land Use By-law.

LEGISLATIVE

The *Municipal Government Act (MGA)* states:

Amendment of land-use by-law

210 (1) An amendment to a land-use by-law that

(a) is undertaken in accordance with the municipal planning strategy; and

(b) is not required to carry out a concurrent amendment to a municipal planning strategy,

is not subject to the review of the Director or the approval of the Minister.

(2) The procedure for the adoption of an amendment to a land-use by-law referred to in subsection (1) is the same as the procedure for the adoption of planning documents, but a public participation program is at the discretion of the council and the amendment may be adopted by a majority of votes of the council members present at the public hearing.

BACKGROUND AND CONTEXT

1. Permitting Daycare Use

There is a need for childcare spaces in our region. Limited opportunity exists to create a daycare business in our Town. Staff are proposing to amend the following tables in the Land Use By-law (8.1, 14.1, 19.2) to allow Daycares to a maximum of 30 persons, as shown below. This type of facility is also subject to other Provincial licensing and approvals.

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendments

Date: September 2022

Department: Planning & Development



Table 8.1 Residential zones:

Neighbourhood Commercial Uses	R-1	R-2	R-3	R-4	CDD	C-2
Daycare Facilities (4 or more persons to a maximum of 30)			SP	SP		P

Table 14.1 Commercial zones:

Commercial zones	C-1	C-2	C-3
Daycare Facilities (4 or more persons to a maximum of 30)	P	P	SP

Table 19.2 Institutional zones:

Institutional	I-1	I-2	P-1	P-2	A	AT
Daycare Facilities (4 or more persons to a maximum of 30)	P	P				

The definition of a Daycare Facility is as follows:

Daycare Facility means a place where four or more persons are cared for on a temporary daily basis without overnight accommodation but does not include a school.

2. Requirement for Architectural Plans

Staff are proposing to only require Architectural Plans (stamped by a Licensed Architect) in the Design Guidelines areas for proposals by Site Plan or Development Agreement.

Staff have received concern from Engineers Nova Scotia on this requirement and from Developers looking to move projects forward and are facing issues with this requirement (time, cost, availability, etc).

This requirement was created when we moved from almost all proposals going to Council through a Development Agreement to more permissive development controls where site plan and as-of-right approvals would be more common.

The Design Guidelines areas are shown below:

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendments

Date: September 2022

Department: Planning & Development

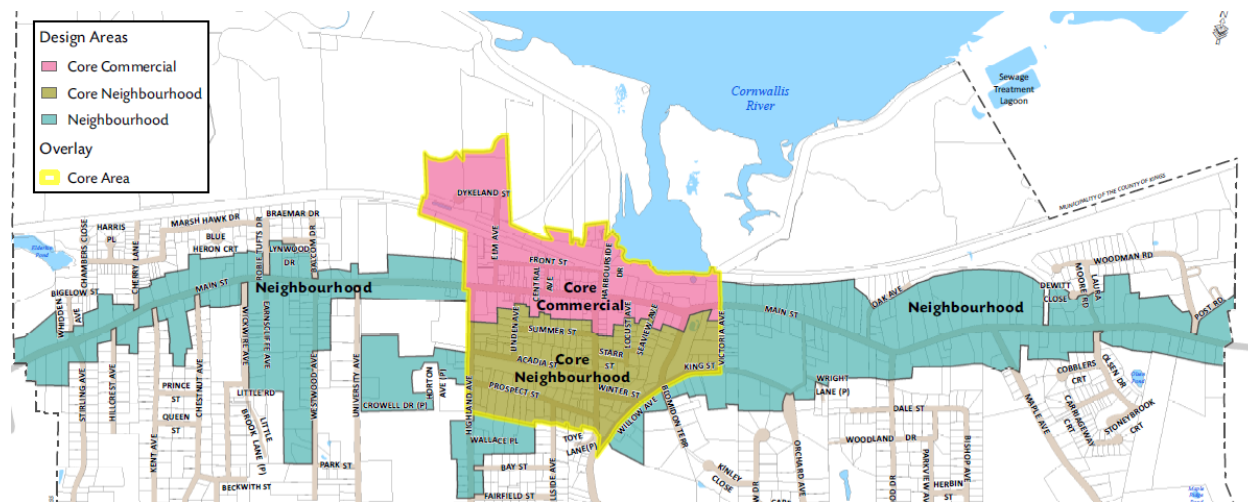


Figure 1 – Design Guidelines areas from LUB

The proposed text change in the Land Use By-law would be as follows:

Change LUB 2.10(5) to read:

(5) Architectural plans prepared by a licensed Architect for applications in a Design Guidelines Area or a licensed professional in other areas indicating compliance with the specific design requirements of the zones in this Bylaw including:

- (a) Height, streetwall height and setbacks pursuant to each zone;
- (b) Building elevations and articulation on all sides including signage and lighting;
- (c) Notes on building material intentions;
- (d) Floor plans for every level;
- (e) A perspective rendering of the building showing context and/or 3D Sketchup model may be required.

PROCESS & NEXT STEPS

Section 210 of The Municipal Government Act (MGA) establishes the process for amendments to the Land Use Bylaw. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person.

REPORT TO PLANNING ADVISORY COMMITTEE

Land Use Bylaw Amendments

Date: September 2022

Department: Planning & Development



The next step in the Land Use Bylaw Amendment process (as shown below), will be to have the Planning Advisory Committee (PAC) review this report and provide a recommendation to Council. Council will then provide Initial Consideration, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council.

A mailing and required advertising on these amendments will be sent prior to the Public Hearing.

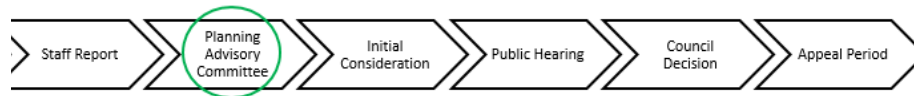


Figure 2 – LUB Amendment Process

STAFF RECOMMENDATION

That the Planning Advisory Committee recommend to Council the amendments to the Land Use By-law related to daycares and architectural drawings, as outlined in Attachment 1.

ATTACHMENTS

1. MPS Policy 11.4.3
2. Resolution

ATTACHMENT 1 – Policy Summary Table

Policy 11.4.3 of the MPS states the general considerations for all LUB amendments. As part of the review for this section, staff may have contacted other departments or outside agencies to seek specific information. The following table outlines the policy and provides Staff comment:

11.4.3 CRITERIA FOR LUB AMENDMENTS AND CONSIDERATION OF DEVELOPMENT AGREEMENTS

GENERAL CONSIDERATIONS	Staff Comment
<p>GENERAL CONSIDERATIONS</p> <p>a. The financial ability of the Town to absorb any costs relating to the proposal; and</p>	<ul style="list-style-type: none"> • Not applicable
<p>b. The proposal’s conformance with the intent of the Municipal Planning Strategy and to all other applicable Town Bylaws and regulations.</p>	<ul style="list-style-type: none"> • conforms with the intent of the MPS and would be regulated at the site level through applicable process (as-of-right, site plan, DA).
<p>c. The proposal’s conformance with relevant portions of the Town’s ‘Sustainability Checklist’, where applicable.</p>	<ul style="list-style-type: none"> • Not applicable
<p>COMPATIBILITY OF THE DEVELOPMENT</p> <p>d. Compatibility of the proposed land use with adjacent land uses; and</p>	<ul style="list-style-type: none"> • Daycares are proposed to be permitted in the R-3 and R-4, C-2 and I-1 and I-2 zones. The land use impacts of a childcare facility are not substantial (some noise, vehicle traffic for drop-offs, pick-ups). These impacts need to be weighed against the need for such spaces. Currently 2 daycares exist in neighbourhoods within the Town. • N/A for architectural drawing requirement.
<p>e. Compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, bulk, and architectural style; and</p>	<ul style="list-style-type: none"> • See above comment re: compatibility.
<p>f. Compatibility of the development with adjacent properties in terms of lighting, signage, outdoor display, outdoor storage, traffic impacts, and noise; and</p>	<ul style="list-style-type: none"> • See above comment re: compatibility.

<p>g. Integration of the development into the surrounding area by means of appropriate landscaping, with screening provided by existing and new vegetation and fencing as required; and</p>	<ul style="list-style-type: none"> • Subject to Land Use By-law requirements
<p>h. The proposal protects and preserves matters of public interest such as, but not limited to:</p>	
<p>i. historically significant buildings;</p>	<ul style="list-style-type: none"> • N/A
<p>j. public access to shorelines, parks, and public and community facilities; and</p>	<ul style="list-style-type: none"> • N/A
<p>k. important and significant cultural features, natural land features and vegetation.</p>	<ul style="list-style-type: none"> • N/A
<p>SERVICING CONSIDERATIONS</p> <p>l. The adequacy of sanitary services, water services, and storm water management services; and</p>	<ul style="list-style-type: none"> • To be reviewed at time of application
<p>M. Contribution of the proposal towards an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure and services.</p>	<ul style="list-style-type: none"> • Child care within the town provides a higher quality of life for parents of young children and a healthy land use mix in existing neighbourhoods.
<p>MOBILITY CONSIDERATIONS</p> <p>n. The adequacy of the road network in, and adjacent to, or leading to the development, regarding connectivity, congestion and traffic hazards; and</p>	<ul style="list-style-type: none"> • To be reviewed with applications
<p>o. The adequacy of site access as determined by the Traffic Authority; and</p>	<ul style="list-style-type: none"> • To be reviewed with applications
<p>p. The ability of emergency services to respond to an emergency at the location of the proposed development; and</p>	<ul style="list-style-type: none"> • To be reviewed with applications

<p>q. The adequacy of active transportation infrastructure to support walking and cycling to and from the proposed development; and</p>	<ul style="list-style-type: none"> • To be reviewed with applications
<p>r. The provision of off -street vehicle and bicycle parking to prevent significant congestion, nuisance and inconvenience in the area.</p>	<ul style="list-style-type: none"> • To be reviewed with applications. Could be an issue at some locations.
<p>ENVIRONMENTAL CONSIDERATIONS</p> <p>s. Consideration of any previous uses of the site which may have caused soil or groundwater contamination; and</p>	<ul style="list-style-type: none"> • To be reviewed with applications
<p>t. Suitability of the site in terms of slope and flood and erosion risk in accordance with Schedule E of the Land Use Bylaw; and</p>	<ul style="list-style-type: none"> • To be reviewed with applications
<p>u. Consideration of any anticipated environmental impacts resulting from the development, such as air and water pollution, soil contamination, and potential for the contamination or sedimentation of watercourses. Where Council determines, on the advice of a qualified person, that there is a significant risk of environmental damage from any proposed development, an environmental impact assessment shall be carried out by the developer for the purpose of determining the nature and extent of any impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage; and</p>	<ul style="list-style-type: none"> • To be reviewed with applications
<p>v. The application of sustainable design principles and energy efficient technology, including but not limited to renewable energy infrastructure; and</p>	<ul style="list-style-type: none"> • To be reviewed with applications

w. Environmentally friendly paving alternatives, provision of alternative transportation parking, integration of landscaping into the design of parking lots, green roofs, etc	<ul style="list-style-type: none">• To be reviewed with applications

REQUEST FOR DECISION 055-2022 (PA 2022-001)

120 Highland Avenue, Ahmed Nassrat

Date: 2022-10-04

Department: Planning & Economic Development



SUMMARY

120 Highland Avenue Rezoning Application

For Committee of the Whole to consider the PAC recommendation regarding the draft land use bylaw amendment for 120 Highland Avenue (PID 55271563) to rezone the property from Medium Density Residential (R-3) to Institutional General (I-1) for the purposes of opening a Mosque and affiliated uses on the site.

PAC Motion (September 9th, 2022):

MOTION:

THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT LAND USE BYLAW AMENDMENT FOR PID 55271563 AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION.

CARRIED

DRAFT MOTION:

That Committee of the Whole forward to Council for First Reading the amendment to the Land Use By-law (zoning map) to change the zoning of 120 Highland Avenue (PID 55271563), from R-3 Medium Density Residential to I-1 Institutional General, as outlined in the Resolution - Attachment 1.

REQUEST FOR DECISION 055-2022 (PA 2022-001)

120 Highland Avenue, Ahmed Nassrat

Date: 2022-10-04

Department: Planning & Economic Development



1) CAO COMMENTS

Not required. Recommendation from PAC.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* and Municipal Planning Strategy establishes the ability and process to amend the land use by-law and rezone properties from one zone to another.

3) STAFF RECOMMENDATION

Staff considers the application consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommends that it be forwarded to a Public Hearing (see PAC report).

4) REFERENCES AND ATTACHMENTS

- Attachment 1: Resolution
- Attachment 2: September 8, 2022 PAC report.

5) DISCUSSION

The Applicant is seeking to rezone 120 Highland Avenue from the Medium Density Residential (R3) zone to Institutional General (I-1) zone to permit the use of a Mosque, community gathering centre, a residential rental unit and a daycare.

The Planning Advisory Committee have reviewed the application and provided positive recommendations.

See attached PAC Staff report for additional details.

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

8) COMMUNICATION REQUIREMENTS

For past communications regarding the application, see referenced PAC report.

The next step in the 120 Highland rezoning application process is for the application to go forward for First Reading (October Council) and on to a Public Hearing (date TBD). This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. A sign will remain placed on the property indicating the property is

REQUEST FOR DECISION 055-2022 (PA 2022-001)

120 Highland Avenue, Ahmed Nassrat

Date: 2022-10-04

Department: Planning & Economic Development



subject to a planning application. Following the public hearing, Council will make a decision on the application – whether at that meeting or a subsequent meeting.

9) ALTERNATIVES

1. Committee of the Whole forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. Committee of the Whole forwards the application to Council with a recommendation to reject the application or to take other action.

CERTIFIED COPY OF LAND USE BY-LAW AMENDMENT

I, Laura Morrison, Town Clerk of the Town of Wolfville in the County of Kings, Province of Nova Scotia, do hereby certify this is a true copy of the amendments to the Land Use By-law adopted by Council of the Town of Wolfville at a meeting duly called and held on the XX day of XXXXXX, 2022.

Laura Morrison, Town Clerk

This signature is sealed with the Town of Wolfville Corporate Seal.

AMENDMENTS TO THE TOWN OF WOLFVILLE LAND USE BY-LAW

3. Amend the Zoning Map – *LUB Schedule “A”* – to rezone 120 Highland (PID 55271563) from Medium Density Residential (R-3), as shown below:

PROPOSED ZONING

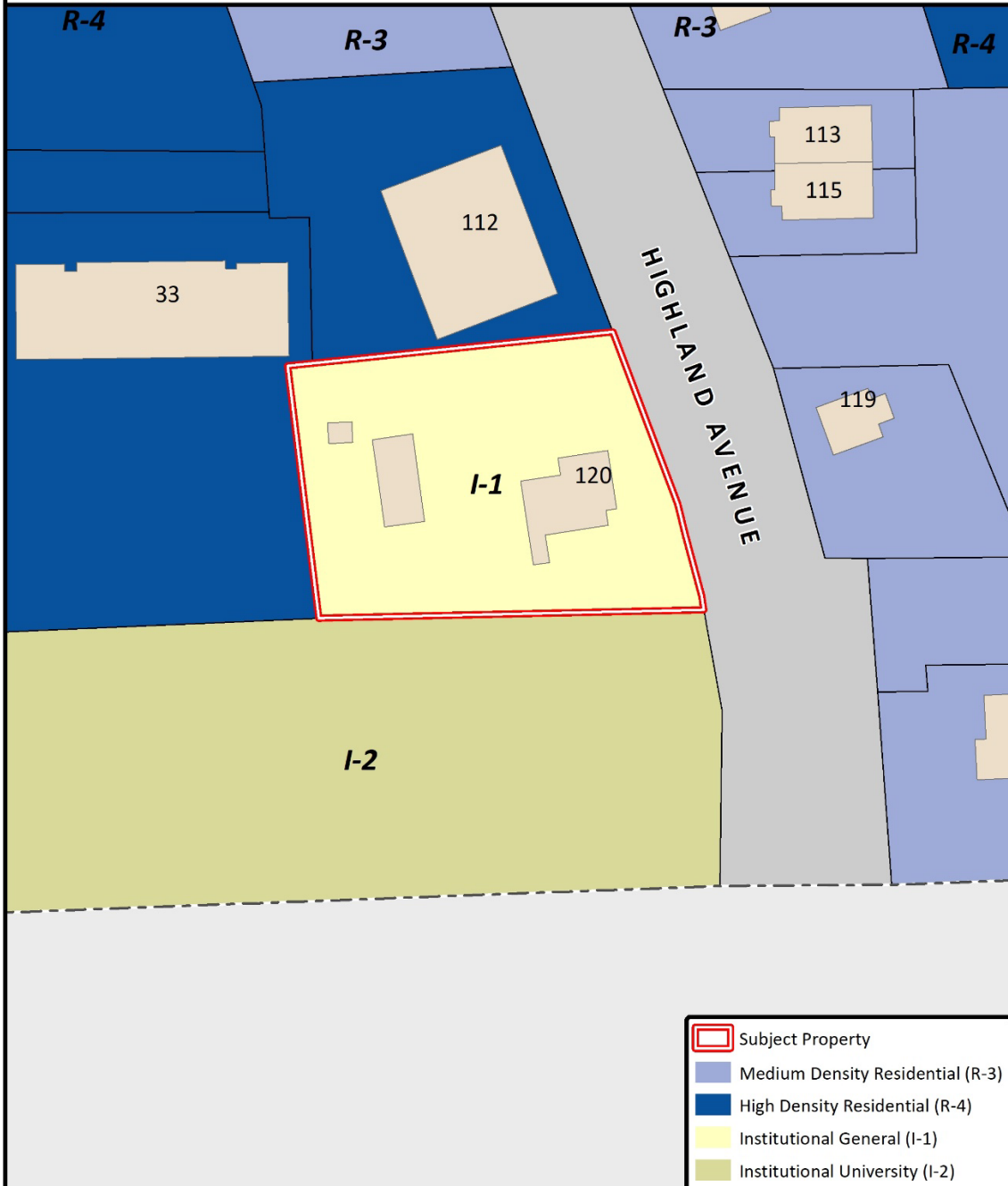
MAP S58

Date: 2022-09-26

120 Highland Avenue

1 in = 63 ft 1 cm = 8 meters

This map should not be used for navigation or legal purposes. It is intended for general reference use only.
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REPORT TO PLANNING ADVISORY COMMITTEE
Land Use Bylaw Amendment Proposal - Rezoning

PID 55271563 – 120 Highland Avenue

Date: September 2022

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APPLICANT	Ahmed Nassrat (Ummah Society)
PROPOSAL	To rezone 120 Highland Avenue from Medium Density Residential (R-3) to Institutional General (I-1) to permit the use of a Mosque, community gathering space, a daycare and residential rental unit.
LOCATION	120 Highland Avenue (PID 55271563)
LOT SIZE	0.6 acres/27,340 square feet
DESIGNATION	Neighbourhood Residential Designation
ZONE	Medium Density Residential (R-3)
SURROUNDING USES	Institutional University (I-2) unoccupied property, Medium Density (R-3) and High Density (R-4) properties.
ARCHITECTURAL GUIDELINES	N/A
NEIGHBOUR NOTIFICATION	Newspaper ads and notices mailed to surrounding property owners within 100 metres; Sign placed on property



PROPERTY LOCATION



Figure 1 – Context map

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Figure 2 – 120 Highland Avenue (existing) looking west from Highland Avenue (Google Streetview)

PROPOSAL

The applicant is seeking a Land Use Bylaw (LUB) Amendment to rezone the property from Medium Density Residential (R-3) to Institutional General (I-1) to permit the use of a Mosque, community gathering space, a residential rental property and a daycare.

There currently are only preliminary site plans of the property and the proposed alterations (shown below); however, the applicant intends to make the following changes to the existing structure:

- Raise the dwelling and construct a new 2000 square foot basement to use as a daycare space.
- Increase the main floor from 1000 square feet to 2200 square feet and use the main floor for a Mosque and community gathering centre.
- The 900 square foot second storey and 600 square foot attic will not be increased in size and will be used as a single residential rental unit.

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Figure 3 – Draft/Concept site plan

BACKGROUND AND CONTEXT

The Ummah Society has been serving the Muslim community for 44 years in Nova Scotia and is now seeking to better support Muslims in the Annapolis Valley by providing a community gathering space, a place of worship, and a daycare in Wolfville for their more than 50 local members. An attached letter from the Ummah Society (Attachment 3) further describes the society and vision for this space.

The property is currently zoned Medium Density Residential (R-3). The use of the property at the time of purchase by the applicant was a residential rental dwelling unit. The existing dwelling unit is currently unoccupied by tenants and is being used for prayers. The existing area of the main floor is 1000 square feet, the second storey is 900 square feet and the attic is approximately 600 square feet.

The applicant is currently fundraising to rebuild the basement on the south boundary of the property and add additional square footage to bring the basement area to 2000 square feet and use the basement as a daycare. The applicant is also seeking to add 1200 square feet to the first storey, to bring the area to 2200 square feet. The applicant is seeking to use the first storey as a community gathering and prayer space, with a residential rental property throughout the second storey and attic. No plans

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are prepared at this time, however there is a draft site plan shown above illustrating future plans for an additional structure.

The applicant is seeking to rezone this property to Institutional General I-1 zone to permit the use of a Mosque (place of worship) as well as community gathering space, daycare and residential use. The surrounding properties include one University Institutional I-2 zoned property, and several Medium Density R-3 and High-Density Residential R-4 zone properties, as shown in figure 4 below.



Figure 4 – Zoning context map

POLICY REVIEW & DISCUSSION

The property is designated Neighbourhood Residential in the [Municipal Planning Strategy \(MPS\)](#) and zoned Medium Density Residential (R-3) in the [Land Use Bylaw \(LUB\)](#).

Municipal Planning Strategy (MPS)

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The MPS contains 19 objectives related to land use, economic prosperity, climate action and social equity, 3 objectives related to land use, and 2 related to economic prosperity are particularly relevant to the proposed rezoning:

<p>OBJECTIVE LU</p> <p>To respect and strengthen existing neighbourhood character, while encouraging quality, inclusive urban design.</p>	<p>OBJECTIVE LU</p> <p>To support public art and cultural programming.</p>	<p>OBJECTIVE LU</p> <p>To create complete neighbourhoods to maximize our infrastructure and promote community health.</p>
<p>ANTICIPATED RESULTS</p> <ul style="list-style-type: none">• Improve processes and requirements for infill development.• Create tools for improved social inclusion of all residents.• Policies to support innovation.	<p>ANTICIPATED RESULTS</p> <ul style="list-style-type: none">• Institutionalize public art appreciation.• Work with and support action by community groups, non-profits and other partners.	<p>ANTICIPATED RESULTS</p> <ul style="list-style-type: none">• Create and incentivize neighbourhood commercial to create convenient access to services for all residents.

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OBJECTIVE EP	OBJECTIVE EP
To encourage growth and manage land use with a goal of balanced economic and environmental sustainability.	To ensure a vibrant local economy by supporting economic development, creative entrepreneurship, and home based business endeavours that further the Town's position as a regional cultural, tourism, and educational centre.

ANTICIPATED RESULTS

- Expand neighbourhood commercial opportunities.
- Focus on infill development and gentle density.

ANTICIPATED RESULTS

- Strive for top quality facilities and services, including an enhanced public library.
- Further our brand as a hub of tourism, food and libations through additional opportunities along Main Street and in the Core Area.

MPS - Part 8. Neighborhoods

Part 8.1 of the Municipal Planning Strategy outlines considerations for rezoning of lands zoned Medium Density Residential (R-3).

Policy 8.1.2 *To enable the following zones within the Neighbourhood Area Designation and that they be reflected on the Zoning Map of the Land Use Bylaw:*

e. Institutional General (I-1)

Policy 8.1.4 *To enable the rezoning of properties, save and except to or from the “Low Density Residential – Restricted” (R-1) zone, within the Neighbourhood Designation to another zone enabled in the designation where the general criteria of Section 11 – Implementation and specific criteria of the particular zoning category can be met.*

Policy 8.1.5 *To consider new General Institutional uses in the Neighbourhood Designation through a rezoning to the Institutional General (I-1) zone of the Land Use Bylaw.*

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Policy 8.6.4 *To enable economic development opportunities in both the 'Neighbourhood' and 'Core Neighbourhood' Designations in an effort to diversify our local economy, encourage entrepreneurship, reduce people's reliance on the automobile, and contribute to housing affordability.*

Policy 8.6.13 *To enable the rezoning if properties within the Neighbourhood Designation, to the Institutional General (I-1) zone where the property can meet the requirements of the Land Use Bylaw and the criteria of MPS Section 11 – Implementation.*

MPS - Part 11. Implementation

Sections 11.4.1 and 11.4.3 of the MPS outlines the policies of Council when considering a Land Use Bylaw Agreement. 'Attachment 1' outlines all the policies and analysis; however the following lists the most pertinent considerations for this application

11.4.1 Land Use Bylaw (LUB) Amendments

11.4.1.1 *To consider amendments to the Land Use Bylaw provided the amendment is consistent with the intent of the Municipal Planning Strategy.*

11.4.1. *To use the general criteria, outlined in Section 11.4.3, as a guide in the evaluation of Land Use Bylaw amendments.*

11.4.1.4 *To consider an application for amendment to the Land Use Bylaw (rezoning) only if the application has identified a proposed use for the property. Council shall give consideration to both the proposed use and to the impact of other uses permitted in the requested zone.*

11.4.1.5 *To consider an application for amendment to the Land Use Bylaw only if the site meets all of the lot size and zone standards for the zone sought.*

Land Use By-Law

The Land Use Bylaw (LUB) establishes the following regulations:

Part 19. General Requirements for Institutional, Agricultural, and Parks and Open Space Zones

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Table 19.2 Indicates the approval process for various uses in the Institutional General (I-1) zone. Uses permitted as-of-right in the I-1 zone include the following uses relevant to this application:

- Community centres
- Cultural facilities
- Places of Assembly
- Places of Worship
- Residential Uses Accessory to Places of Worship

Table 19.2 does not, however, permit daycares that are not accessory to places of worship. Staff are bringing forward amendments to better allow daycare facilities in the Town. Otherwise, this would have to be a very small facility that is accessory.

Part 20. Institutional General (I-1) Zone

20.1 Intent

The I-1 zone is intended to permit a range of institutional uses such as churches and public government facilities. Council may consider unique and site-specific developments by development agreement.

20.3 Rezoning

Rezoning to any other zone shall be considered subject to Policy 11.4.3 of the MPS.

PROCESS & NEXT STEPS

Section 219 of The Municipal Government Act (MGA) establishes the process for the approval of a Land Use Bylaw Amendment. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person or by the Applicant.

The first stage of the application review process began at the Public Information Meeting (PIM) held on August 4th, 2022. Property owners within 100 metres of the development were notified by mail and a notice of the PIM was posted in the Saltwire newspaper and on www.wolfville.ca indicating that the site was subject to a rezoning application. The purpose of the PIM was to provide the public with an opportunity to offer preliminary feedback on the request and allow the applicant to answer any questions that would arise. Notes from the PIM have been included as 'Attachment 2' and assisted the review process in identifying issues, support or concerns raised by residents and committee members.

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The next step in the Land Use Bylaw Amendment process (as shown below), will be to have the Planning Advisory Committee (PAC) review this report and provide a recommendation to Council. Council will then provide Initial Consideration, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council.



Figure 5 – LUB Amendment Process.

REVIEW FROM OTHER DEPARTMENTS

The following summarizes the comments from the relevant agencies or departments:

1. Traffic Authority and Director of Public Works and Engineering:
 - a. Alex de Sousa is the Traffic Authority for the Town of Wolfville and also the Director of Public Works and Engineering – input is ongoing. No issues are anticipated.

PUBLIC INFORMATION MEETING

The Town held a Public Information Meeting on August 4th, 2022. Notes from this meeting are included as Attachment 2. No members of the public expressed concern regarding this proposal during the PIM, and three members of the public spoke in favour of the proposal.

COMMENTS & CONCLUSIONS

The subject property and existing dwelling is currently unoccupied. The Land Use Bylaw Amendment application proposes the reconstruction and enlargement of an existing basement, additional square footage added to the main and second storeys, and a change in use from medium density residential to a mosque, daycare, community centre and rental apartment.

While daycares uses not accessory to a place of worship are not currently permitted in the I-1 zone, Staff believe these uses are compatible with the intent of the I-1 zone and are being proposed through a separate amendment to be added to LUB table 19.2. Staff believe the development proposal meets the overall intent of the Municipal Planning Strategy and is consistent with relevant policies.

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STAFF RECOMMENDATION

Staff recommends that the Planning Advisory Committee provide a positive recommendation to Council regarding the Land Use Bylaw Amendment to rezone 120 Highland Avenue from R-3 to I-1.

ATTACHMENTS

1. Policy Summary Tables
2. Public Information Meeting Notes
3. Letter from the Ummah Society

ATTACHMENT 1 – Policy Summary Tables

Policy 11.4.3 of the MPS states the general considerations for all Land Use Bylaw Amendments. As part of the review for this section, staff may have contacted other departments or outside agencies to seek specific information. The following table outlines the policy and provides Staff comment:

11.4.3 CRITERIA FOR LUB AMENDMENTS AND CONSIDERATION OF DEVELOPMENT AGREEMENTS

GENERAL CONSIDERATIONS	Staff Comment
GENERAL CONSIDERATIONS a. The financial ability of the Town to absorb any costs relating to the proposal; and	<ul style="list-style-type: none">• Not applicable
b. The proposal’s conformance with the intent of the Municipal Planning Strategy and to	<ul style="list-style-type: none">• The rezoning will enable development that will conform with the intent of the MPS and

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all other applicable Town Bylaws and regulations.	all other applicable Town Bylaws and regulations.
c. The proposal's conformance with relevant portions of the Town's 'Sustainability Checklist', where applicable.	<ul style="list-style-type: none"> • Not applicable
<p>COMPATIBILITY OF THE DEVELOPMENT</p> <p>d. Compatibility of the proposed land use with adjacent land uses; and</p>	<ul style="list-style-type: none"> • The proposed land use is compatible with the adjacent land uses.
e. Compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, bulk, and architectural style; and	<ul style="list-style-type: none"> • The development is compatible with the adjacent properties in terms of height, scale, lot coverage, density, bulk and architectural style.
f. Compatibility of the development with adjacent properties in terms of lighting, signage, outdoor display, outdoor storage, traffic impacts, and noise; and	<ul style="list-style-type: none"> • The proposed development will be required to minimize any impact on neighbouring properties by adhering to set hours of operation.
g. Integration of the development into the surrounding area by means of appropriate landscaping, with screening provided by existing and new vegetation and fencing as required; and	<ul style="list-style-type: none"> • Requirements will be applied during the permitting process.
h. The proposal protects and preserves matters of public interest such as, but not limited to:	
i. historically significant buildings;	<ul style="list-style-type: none"> • The proposal does not require alteration of historically significant buildings.
j. public access to shorelines, parks, and public and community facilities; and	<ul style="list-style-type: none"> • The plan does not interfere with any shorelines, parks, or public and community facilities.

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<p>k. important and significant cultural features, natural land features and vegetation.</p>	<ul style="list-style-type: none"> • The proposed development will provide cultural opportunities not previously offered in Wolfville.
<p>SERVICING CONSIDERATIONS</p> <p>l. The adequacy of sanitary services, water services, and storm water management services; and</p>	<ul style="list-style-type: none"> • The proposed development is serviced by municipal water and sewer.
<p>m. Contribution of the proposal towards an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure and services.</p>	<ul style="list-style-type: none"> • The proposed development will change the use of an existing, municipally serviced building.
<p>MOBILITY CONSIDERATIONS</p> <p>n. The adequacy of the road network in, and adjacent to, or leading to the development, regarding connectivity, congestion and traffic hazards; and</p>	<ul style="list-style-type: none"> • Public Works to review
<p>o. The adequacy of site access as determined by the Traffic Authority; and</p>	<ul style="list-style-type: none"> • Traffic Authority to review
<p>p. The ability of emergency services to respond to an emergency at the location of the proposed development; and</p>	<ul style="list-style-type: none"> • To review, no issues anticipated
<p>q. The adequacy of active transportation infrastructure to support walking and cycling to and from the proposed development; and</p>	<ul style="list-style-type: none"> • The property is located along phase 1 of the active transportation network and there will be sidewalk and bicycle lane access.
<p>r. The provision of off -street vehicle and bicycle parking to prevent significant congestion, nuisance and inconvenience in the area.</p>	<ul style="list-style-type: none"> • The proposed development will be required to meet Part 6 Parking and Loading Requirements of the Land Use Bylaw.

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<p>ENVIRONMENTAL CONSIDERATIONS</p> <p>s. Consideration of any previous uses of the site which may have caused soil or groundwater contamination; and</p>	<ul style="list-style-type: none"> • Not applicable
<p>t. Suitability of the site in terms of slope and flood and erosion risk in accordance with Schedule E of the Land Use Bylaw; and</p>	<ul style="list-style-type: none"> • Not applicable
<p>u. Consideration of any anticipated environmental impacts resulting from the development, such as air and water pollution, soil contamination, and potential for the contamination or sedimentation of watercourses. Where Council determines, on the advice of a qualified person, that there is a significant risk of environmental damage from any proposed development, an environmental impact assessment shall be carried out by the developer for the purpose of determining the nature and extent of any impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage; and</p>	<ul style="list-style-type: none"> • Not applicable
<p>v. The application of sustainable design principles and energy efficient technology, including but not limited to renewable energy infrastructure; and</p>	<ul style="list-style-type: none"> • N/A at this time
<p>w. Environmentally friendly paving alternatives, provision of alternative transportation parking, integration of</p>	<ul style="list-style-type: none"> • N/A at this time

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landscaping into the design of parking lots, green roofs, etc	

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ATTACHMENT 2 - Public Information Meeting and Design Review Committee
Notes

Public Information Meeting
6.00 PM – Council Chambers
Development Agreement Proposal
249 Main Street

Attending

Director of Planning Devin Lake, Community Planner Lindsay Slade, Applicant Ahmed Nassrat and five interested members of the public.

Lindsay Slade began the meeting at 6 PM with a presentation on the development proposal, beginning with an overview of the uses proposed and a review of the policy relating to this application and the requirements of the LUB amendment process. Lindsay Slade then looked to the attendees for questions, or comments. No questions were posed, however two members of the public did provide feedback, summarized below:

Mr. Rafih: Expressed that the proposal is a great addition to the Town and Valley, and is very important to the Muslim community, and that this proposal will be good for refugees and helps to show them that Wolfville is a good place for them to live.

Mr. Kadray: Expressed that the close proximity of the proposed use to Acadia University is important because there are many Muslim students at Acadia University. There are also many Muslims moving to the Town who will appreciate having the Mosque and community centre nearby.

Director Lake adjourned the meeting at 6.27 PM.

Additional feedback, submitted through email following the PIM, includes the following:

Beverly Boyd: Expressed support for the proposed development, indicated it will bring needed services to the Town, will support diversity and inclusion, and provide an adaptive re-use of the property. Ms. Boyd questioned how the development will be financed and sustained moving forward, and if the development may impact traffic on Highland Avenue.

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ATTACHMENT 3 – Letter from the Ummah Society Regarding the Proposed Uses

Dear Town of Wolfville,

The Ummah Society is a non-profit organization based in Nova Scotia that has a Islamic Community Center and School on Chebucto Road in Halifax. The Ummah Society has been a leader in providing guidance to newcomers. It has also provided community support in areas like mental health, social and family support.

Our local Muslim community has done a lot of work in welcoming new comers to Wolfville as well as befriending the different students that come to Wolfville and Acadia for the past 44 years. We have rented many different venues at no cost to the students, providing them with a meal, friendship and guidance when needed.

We are not a organization and we have being asked by the different families that live here to help provide a place for them and their families to gather for there different religious and cultural events that will enrich our greater community!

As a result, we have partnered with the Ummah Society to provide a well needed place that hopefully will be a torch of hope for Wolfville. We have chosen Wolfville for our endeavour because the town is full cultural and multicultural coexistence! We hope to add much more to our great town.

The Ummah Society recently purchased the property at 120 Highland Ave to help meet the growing demands of our local Muslim Community. Over the past 5 years we have seen a big influx of Muslims specifically through the Syrian Refugees that have moved to the area together with families moving from other provinces for work. There are many Muslim students attending Acadia University that will use this place for worship, community events and holidays.

With this growth in the Muslim Community comes a need for space for community members to meet, congregate and pray. The intended future use of the property at 120 Highland Ave is to have a community center with a hall for events, prayers as well as development of a daycare for children. The upper levels would be used to house students attending Acadia or a family. This is in addition of using the outdoor spaces for gatherings and a playground.

If there is any further questions please do not hesitate to ask.

Ahmed Nassrat
Ummah Society

REQUEST FOR DECISION 063-2022

Title: KTA Temporary Borrowing Guarantee – Fleet Electrification

Date: 2022-10-18

Department: Finance



SUMMARY

Kings Transit Authority Temporary Borrowing Guarantee – Fleet Electrification

Kings Transit Authority (KTA), through the Interim Inter-Municipal Service Agreement Pilot Project Board, have forwarded a request to the individual participating municipal units seeking debt guarantees related to an initiative to electrify their fleet. This is the first time KTA has sought debt guarantees from IMSA partners, however the process is the same as debt guarantees provided each year to Valley Waste Resource Management.

Kings Transit is in a position to receive significant grant funding under the Investing in Canada Infrastructure Program (ICIP) to address conversion of the bus fleet from combustion engine to an electric fleet, including associated infrastructure requirements to manage the new fleet. The total cost of the project is \$11,950 as noted in the attached resolution and can be summarized as:

- Infrastructure Upgrades – Building and equipment \$2,716,500
- Bus Fleet \$9,233,500

The ICIP funding totals 73.33% of the project or \$8.763 million. As with Town capital projects, KTA will require a Temporary Borrowing Resolution (TBR) covering the project costs to facilitate cash flow requirements while awaiting grant payments derived from cost reimbursement claims submissions. The net municipal contributions, after all grant funds received and use of KTA Capital reserves, will be just under \$2.8 million and be financed by way of long term debenture funding.

DRAFT MOTIONS:

Motion #1 - That Council guarantees a share of the Kings Transit Authority’s TBR Fleet Electrification (in the amount of \$11,950,000), with Wolfville’s share being 15% or \$1,792,500 as per attached partner guarantee resolution form.

Motion #2 – That Council commit to it’s proportionate share of the net project funding of \$2,273,787 (Wolfville share of \$390,481) required with estimated total financing costs (principal and interest payments over life of debenture) totaling \$3,555,950 (Wolfville share of \$610,669).

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1) CAO COMMENTS

The CAO supports the recommendation of staff. Given the tight timelines required for ICIP program reporting deadlines, this item has been brought direct to Council as New Business.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act – Sections 60 & 88

3) STAFF RECOMMENDATION

That Council approve the loan guarantee requested by KTA to address the conversion of the bus fleet to electric vehicles with the project taking place over the next 3 to four years.

4) REFERENCES AND ATTACHMENTS

- Standard loan guarantee resolution provided by KTA (attached)
- Copy of TBR approved by KTA Board on October 5th (attached)
- Copy of memo from Interim IMSA Pilot Project consultant Dwight Whynot (attached)

5) DISCUSSION

Kings Transit Authority has an opportunity to leverage Investing in Canada Infrastructure Program (ICIP) funding to electrify the bus fleet over the next few years. A deadline of November 15, 2022 has been set by the ICIP program for KTA to submit the appropriate paperwork showing it's capacity to fund the net municipal share of the project. On October 5th the KTA Board approved a motion to request the four KTA municipal parties to guarantee their share of the project financing requirements, both short term temporary borrowing upper limits as well as net long term financing required at project completion.

The attached memo from Dwight Whynot outlines the grant funding breakdown as well as the financing requirements from each municipal unit. Note the temporary borrowing requirements are set to a maximum of the total project. This allows for financing requirements as project costs are paid, with grant claim submissions occurring through the life of the project. It would not be expected that the full \$11.95 million would be borrowed at any given point in time, simply that the TBR be set at a maximum tied to total project costs. This is the same approach the Town has used in the past with grant funded projects (example would be the Phase I Wasterwater Treatment Plant Upgrade a couple of years ago).

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Ultimately at project completion, there will be debenture funding set up to finance the \$2.273 million net municipal costs (project cost less ICIP grant and Capital Reserves). At that time Wolfville would guarantee their share of the debenture funding, estimated to be \$390,481.

It should be noted that over the next year a feasibility study will take place which will help inform the final parameters of the fleet conversion. The results of the feasibility study will be presented to the participating municipal units next year.

6) FINANCIAL IMPLICATIONS

There is no immediate budget impact to the Town as the KTA capital project will become part of future KTA budget submissions to the municipal units. Project completion is not expected for several years. The long term debt contemplated will require increased Town contributions in future years, once the debenture is in place and repayments become part of the annual KTA budget

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This KTA project relates to the Town's strategic direction to address Climate Change by moving towards further electrification.

8) COMMUNICATION REQUIREMENTS

Once approved the guarantee will be signed, and the Town will advise KTA of Councils decision and forward duly signed copies of the guarantee documents

9) ALTERNATIVES

Council could decide to not provide the requested guarantee. Depending on what each of the other three municipal Councils decide relative to the guarantees, KTA's future bus replacement program would be impacted as would it's annual operating budgets.

**KINGS TRANSIT AUTHORITY
MUNICIPAL PARTY GUARANTEE RESOLUTION
COUNCIL OF
Town of Wolfville**

Guarantee Share Amount: \$1,792,500

Purpose: Fleet Electrification and Related Infrastructure

WHEREAS the Kings Transit Authority (hereinafter referred to as the Authority) was incorporated on April 1, 1999 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority has determined to borrow the aggregate principal amount of Eleven Million Nine Hundred Fifty Thousand Dollars (\$11,950,000) for the purpose set out above;

WHEREAS the Authority has requested the Council of Town of Wolfville a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the Town of Wolfville does hereby approve the borrowing of the aggregate principal amount of Eleven Million Nine Hundred Fifty Thousand Dollars (\$11,950,000) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs and Housing of the guarantee, the Council unconditionally guarantee repayment of One Million Seven Hundred Ninety Two Thousand Five Hundred Dollars (\$1,792,500) for the purpose set out above; and

THAT upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Wolfville held on the ____ day of _____, 2022.

GIVEN under the hands of the Clerk and under the seal of the Municipality this ____ day of _____, 2022.

Clerk

KINGS TRANSIT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 11,950,000.00

Purpose: Fleet Electrification and Related Infrastructure

WHEREAS the Kings Transit Authority (hereinafter referred to as the Authority) was incorporated on April 1, 1999 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Town of Berwick, the Town of Kentville, the Town of Wolfville, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, including the paying or retiring of debentures;

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the four municipal parties are attached at Schedule "A"; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing and associated municipal guarantees have been approved by the Minister of Municipal Affairs and Housing;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed Eleven Million Nine Hundred Fifty Thousand Dollars (\$11,950,000.00) for the purpose set out above;

THAT the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Authority borrow from time to time a sum or sums not exceeding Eleven Million Nine Hundred Fifty Thousand Dollars (\$11,950,000.00) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of Kings Transit Authority held on the 5th day of October, 2022.

GIVEN under the hands of the Chair and the Secretary under the seal of the Authority this 5th day of October, 2022.

Chair

Secretary

KINGS TRANSIT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 11,950,000.00

Purpose: Fleet Electrification and Related Infrastructure

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTY	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Town of Berwick	5%	597,500
Town of Kentville	20%	2,390,000
Town of Wolfville	15%	1,792,500
Municipality of the County of Kings	60%	7,170,000
Total Capital Requirements for Borrowing Resolution	100%	11,950,000

COPY

Memo

To: Town of Wolfville

From: Dwight Whynot - Kings Transit Authority

Re: Municipal Participation in Kings Transit Authority Electrification Plan

Date: October 11, 2022

The Investing in Canada Infrastructure Program (ICIP) available to Kings Transit Authority (KTA), the following recommendations and motion are being recommended to access the \$8.76M in Federal and Provincial funds (when including the Municipal share totals \$11.95M). Funding sources are detailed in Table 1.

Table 1: Total Project Funding

Project Funding Scope			\$ 11,950,000
ICIP Bi-lateral Agreement			
Federal	40%		4,780,000
Provincial	1/3		3,983,333
			8,763,333
Municipal	4/15		3,186,667
			\$ 11,950,000

The recommendations contained in this memo are being provided to the Town of Wolfville to address the November 15, 2022 deadline being imposed by the Province to access the \$8.76M in Federal and Provincial funds (Phase 2). The actual business planning (Phase 1) will take an additional 6-12 months to complete. Once the Phase 1 business plan is completed, the details of the implementation plan will be finalized and presented to the municipal units for approval.

For the municipal units to ensure the \$8.76M Federal and Provincial ICIP funding is received by Kings Transit Authority, the recommendations below require consideration. In summary, the following two motions should be considered by the Town of Wolfville.

For the Town of Wolfville to:

- Recommend that the Town of Wolfville guarantee their share of the TBR (which will be dependent on the second motion)¹.
- Recommend that the Town of Wolfville commit to their share of the net municipal portion of the project (see below for the related tables and proposed motion).

¹ The project will require temporary financing through a commercial lender. Temporary financing, known as a TBR, requires approval of the Provincial Minister of Municipal Affairs and Housing. TBRs are typically issued for the total value of the project, but rarely fully utilized. Once the project is complete, the temporary financing is replaced by long-term debt in the form of debenture financing. The TBR is within the purview of the Kings Transit Authority Board of Directors, but requires accompanying Guarantee Resolutions from those municipal units participating in the debenture issues. Debentures issued to a Municipal Corporation do not impact the borrowing capacity of the participating (guaranteeing) municipal units.

Table 2: Municipal Guarantee Allocations

Parties	Guarantee	Percentage
Kings	\$ 7,170,000	60%
Kentville	2,390,000	20%
Wolfville	1,792,500	15%
Berwick	597,500	5%
	\$ 11,950,000	100%

Implications of Municipal Participation

The following table outlines participation of four municipal units. The base cost is the municipal units share of the project funding breakdown of the \$11.95 million. The reserve is the current capital reserve being held by Kings Transit Authority on behalf of the municipal partners and allocated based on contributions. The balance for funding is the net amount after the Kings Transit Authority Board approves the use of the capital reserve fund for this project. The share of financed cost is the total costs, principal and interest, for the duration of the 10 year life for equipment and 20 year life for the building.

Table 3: Participation by Four Municipal Units

Allocation				Base cost	Less Reserve	Balance for Financing	Share of Financed Cost*
Kings	54.9%	y	\$	1,712,637	(507,728)	\$ 1,204,909	\$ 1,884,344
Kentville	21.2%	y		662,289	(169,243)	493,046	771,069
Wolfville	16.6%	y		517,413	(126,932)	390,481	610,669
Berwick	7.3%	y		227,662	(42,311)	185,351	289,868
Annapolis	0.0%	n		-	-	-	-
Digby	0.0%	n		-	-	-	-
	100.0%		\$	3,120,000	(846,213)	\$ 2,273,787	\$ 3,555,950

*Share of Financed Cost is proportional to the Municipal units financing requirements net of the use of capital reserves.