



Committee of the Whole

December 6, 2022

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Special Committee of the Whole Minutes, October 18, 2022
- b. Committee of the Whole Minutes, November 1, 2022
- c. Committee of the Whole In Camera Minutes, November 1, 2022
- d. Special Committee of the Whole Minutes, November 15, 2022
- e. Special Committee of the Whole Minutes, November 17, 2022
- f. Special Committee of the Whole In Camera Minutes, November 17, 2022

3. Public Input / Question Period

PLEASE NOTE:

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



4. Committee Reports (Internal)

- a. Accessibility Advisory Committee
- b. Planning Advisory Committee (*report to follow*)
- c. Source Water Protection Advisory
- d. Policing Services Review Committee

5. CAO Report

6. Staff Reports for Discussion

- a. RFD 067-2022: Council & Committees of Council Schedule 2023
- b. RFD 062-2022: Additional Video Camera
- c. IR 020-2022: Parking Updates for 2022-Q3
- d. RFD 076-2022: Equity, Diversity & Inclusion (EDI)
- e. RFD 075-2022: Committees of Council Councillor Appointments
- f. RFD 073-2022: Devour Signage
- g. RFD 077-2022: Fire Dept Pumper Truck Purchase

7. Conference Report

- a. NS Rec Conference (Councillor Ingham)

8. Committee Reports (External)

- a. Kings Point-to-Point (KPPT)
- b. Diversity Kings (DK)
- c. IMSA Board

9. Public Input / Question Period

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



- 11. Adjournment of In-Camera Meeting**
- 12. Regular Meeting Reconvened**
- 13. Motions from In-Camera Meeting**
- 14. Regular Meeting Adjourned**

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: December 6, 2022

Department: Committee of the Whole



The last meeting of the AAC was held in hybrid form on November 14, 2022, the next meeting is scheduled for January 9, 2023.

Andrew Jantzen, a Compacity Building program specialist and Jasmine Smart, Outreach and Compliance officer from NS Accessibility Directorate gave an update to the committee.

Key highlights:

- Accessibility Awareness campaign started.
- Compliance and enforcement framework developed. The emphasis is on education and awareness and supporting organizations to comply.
- Talked about the six standards development (Built Environment, Employment, Goods& Service, Education, Transportation and Information and Communication) as the focus to an Accessible NS for 2030. Standards apply to all public service bodies, Municipalities, Libraries, museums, and post secondary institutions.
- Goods and Service will be the next accessibility standard development and the Advisory Board of the Directorate is currently looking for new members.
<https://novascotia.ca/accessibility/>

We briefly discussed the impacts of hurricane Fiona and the CBC interview Dan Stovel from REMO did on the Vulnerable Persons Registry. Also new Accessible taxis are up and running in Halifax called Extra Care Taxi, operating 24/7.

The next version of Access by Design was discussed on how the committee would like to take it to the public for input after being approved by Council. Suggestions included presentation to WBDC, and a booth at the Wolfville Farmers market on Saturday with copies of the new plan. Using the wolfville.ca, Wolfville blooms along with Facebook and Instagram will be important. The possibility of a 4th year student on a work term placement to plan the in-person event. Director Thomason noted a letter of support from the committee to the Wolfville curling club to improve accessibility for their site, as well as a letter of support for Acadia installation of a new elevator.

Update from Acadia included working on wayfinding signs, which includes raised text and high contrast white on dark blue as well as braille. Plans to incorporate Mi'kmag language as well. An accessibility hub and a centralized website will include wayfinding and different aspects of accessibility on campus. The engineering class was approached to look at adding accessibility to

COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: December 6, 2022

Department: Committee of the Whole



their program. Emily Duffett will take over the development of the Acadia Accessibility committee with the assistance of a co-op student.

The committee would like to thank Rebecca Smith who completed 2 terms on the committee and has been a part of the inception of Wolfville AAC . Thank you to Dwayne MacLeod for his work the last 2 years as both Chair and Vice Chair, as well as Pamela Capern for her contributions to both Plans.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Source Water Protection Advisory Committee
Date: November 21st, 2022
Department: Committee of the Whole



Source Water Protection Advisory Committee

- The committee met via a hybrid meeting on November 21st, 2022
- Meeting commenced at 12:35
- Agenda and Minutes Approved. The last meeting was held in March 2022.
- As the new chair of the committee, we went around to introduce ourselves and welcome everyone back after a long break.
- A brief overview of the last meeting was given by Director DeSousa, as there was a presentation done that gave extensive background on the Wickwire and Cherry Lane wells.
- Since that meeting with much happening with those wells, Director De Sousa gave an update to the committee about the wells and where we stand with repair.
- Essentials to fix the wells are in place and things should back up and running within a few weeks. The minutes from this meeting will be circulated with a broader update.
- A good discussion was had, with many questions pertaining to the how's and why's of the wells, how the recent storm affected the wells, much discussion was had about the conservation advisory and how the public responded and how we communicated the initial advisory to them.
- Feedback from our community members indicated many did not know about the advisory because they don't follow social media and the notice in their water bills came much later than when the advisory was put forth.
- Director DeSousa updated on the longevity of the new pumps, the town's possible plans for a third well, and an update on the wastewater treatment plant development. Updates will come to council.
- It was mentioned about the updated Terms of Reference that were reviewed at the last meeting. They were attached to the meeting package so all were updated.
- Our next meeting is scheduled for January 23rd, 2023, from 1230-130

Respectfully Submitted,

Councillor Mike Butler, Chair

COMMITTEE UPDATE

Title: Police Services Review Committee

Date: December 6, 2022

Department: Committee of the Whole



UPDATE

The Committee reviewed the priorities identified by residents through the community engagement initiatives. CAO Beaudin met earlier with Stephen Schneider, a criminology professor at Dalhousie University and a local Wolfville resident who has offered support through his department. Mr. Schneider provided links to a number of helpful documents that can be found on www.wolfvilleblooms.ca within the section related to the police review: (1) Community Oriented Policing Services: Key steps to establish a police force (2) President's Task Force on 21st Century Policing – 2015 (3) Six Pillars – what to look at to start framing what we are looking for in service delivery.

The six pillars to consider: (a) Building Trust and Legitimacy (b) Policy and Oversight (c) Technology & Social Media (d) Community Policing & Crime Reduction (e) Training & Education (f) Officer Wellness & Safety. The Committee suggested adding a seventh pillar – capacity and resources. Future meetings will consider these six pillars as well as the seventh as a helpful process to develop a Request for Proposal for future police services.

In discussing the current police services committee members noted a significant communication gap between the current service provider and the community, a consequence, at least in part, because the current policing model does not include police as a line department of the Town but rather a purchase of service from the Province.

The Committee briefly discussed external situations with implications for the Town and the current police services review including:

- Will the RCMP continue to provide municipal policing anywhere in the country?
- Rising police costs generally and RCMP specifically
- Whether the Province plans to provide provincial policing either through the RCMP or a provincial body (similar to the OPP; SQ, RNLC)
- Root causes of behaviours e.g., poverty, mental health – not at their heart police issues although police end up being the first respondents often
- Officer safety

Next Steps:

- Committee Members tasked with reviewing the aforementioned documents which will begin to form the work on the RFP
- More extensive community engagement including public sessions

Respectfully Submitted,
Mayor Wendy Donovan

CAO REPORT

December 6, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Compliance Team goes electric

Our new compliance vehicle will be electric. Public Works compared prices, availability, and features on three battery-electric compact crossover vehicles and made the decision to move forward with a brand new 2023 Hyundai Kona EV in glacier white for use by the Compliance team. The expected delivery is in December, after strobe lights are installed and exterior graphics are applied.

Exterior graphics will be used to advertise the Town's commitment to climate, raising awareness of this fully electric vehicle. A level 2 charger will be installed in the parking lot behind Town Hall and the Fire Department to power the new vehicle.

Night of Lights

Wolfville Glows kicked off with the annual Night of Lights celebration in Clock Park. The community support was overwhelming with many residents and visitors, young and old, joining in the outdoor celebration. The Petting Farm was a big success and the line-up for visits with Santa showed what a draw the man in red can be.

Staff were grateful to Council for their help with refreshments and for keeping everyone connected and engaged.

The Festival continues with many events across the community and the Town is supporting more in-person Santa visits, a long list of FREE holiday films at the Al Whittle and a Flame Cakes celebration at the Community Oven. Full details can be found online at: <https://wolfville.ca/events/wolfville-glows>

PACE/Switch

Through meetings with FCM in the past week, staff have received and signed an updated agreement for the PACE/Switch program. This does not represent a change in the Town's project values, but rather a clarification by FCM to separate out the values for each of the three participating municipal units in the Switch Program.

The off-oil program is still available to support homeowners within the wellhead buffer zone. Homes within this zone with oil heating systems have been identified as posing a potential contamination risk to the Wolfville water supply; as a result, they may now be eligible to receive a grant from the Town of up to \$4,000.00 towards a home energy retrofit project.

CAO REPORT

December 6, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Corporate Services

The Budget process 2023/24 is now officially underway and stakeholders can follow along at <https://wolfvilleblooms.ca/budget-23-24> Meetings, agendas and interactive features will be available on our engagement platform through the entire budget cycle.

Parks and Recreation

Staff attended the Recreation Nova Scotia Annual (RNS) Conference in Dartmouth. Our Manager of Community Development participated as a presenter of the Memory Café Nova Scotia project. There were also professional development opportunities including sessions on Equity, Diversity and Inclusion; Youth Employment Experience; Trail Connections; Improving Quality of Life through Play and Physical Activity and; Recreation Capacity Building.

The annual Pumpkin Parade was successfully hosted on November 1 at Willow Park. Approximately 125 Jack-O-Lanterns were 'donated' for the event and passed along to a local farm for livestock food afterwards. Attendance was strong with approximately 200 visitors to the event.

Programming is now under way at Wolfville School including Ukulele Club, Guitar Club and Yoga for Teens. There are very healthy participation levels for each program. A morning exercise program in collaboration with Acadia School of Kinesiology to be implemented in the new year.

The Trailblazers outdoor adventure program is under way with full registration. Led by Wolfville's Programmer, Community Recreation, with support from an Acadia Community Development student and several special guests.

Our Manager of Community Development attended Recreation Facilities of Nova Scotia's Leadership Development Summit in Halifax. Topics covered included: "The Impact of Major Events" (with a Sport Tourism focus); "New and Innovative Funding Models for Capital Projects"; as well as sessions on communications (internal and external), Human Resource Management, Ice Making (indoor and outdoor rinks) and insurance/liability/risk management.

Planning and Economic Development

Staff completed work on Short-term rentals, Single Room Occupancies, and Business licensing. The business licensing program for WBDC businesses will move forward with a report back to Council and by-law adoption process. Other housing related work is expected to come out of the operations plan for next fiscal year.

Staff held a joint PAC and Council session on work-to-date with the East End Secondary Plan (Nov. 10). Another PAC discussion will take place in December on key issues. From there, a check-in with Council

CAO REPORT

December 6, 2022

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

will take place early in the new year before work is done to finalize concept plans and bring forward a final package for consideration through the legislated process to amend our planning documents. The final secondary plan is not envisioned to be completed until April-May of 2023 (TBD).

Staff are working toward engaging with C-2 property owners and gathering perspectives on how these areas can better develop to support our economic development aspirations. A student project may be integrated into this work (Dalhousie, Masters of Planning). More information will be provided to Council as we begin engaging and working on bringing a report to Council. Staff are looking to bring an economic development discussion forward as part of the budget process that will help forge a path forward on this and other work related to economic development.

Staff continue to work the WBDC on the forthcoming business licensing (tied to our Wolfville website registry), agreement renewal process (as per WBDC funding policy), GHG emissions reduction work, and other initiatives. Town Staff are typically providing support in the WBDC office Mondays and Fridays.

Engineering & Public Works

Internal work is now starting on the crosswalk flag pilot project. After discussion with legal, staff will work to create a SOP to define the Crosswalk flag program's level of service and potential limitations (i.e. not being considered a pedestrian crossing treatment) to manage the Town's liability. Once the SOP is complete and the program is ready to launch, communications will promote the flag pilot to the community.

Construction (Phase 1) for the Public Works building is proceeding according to schedule. Walls are being painted now and several minor change orders approved so far.

Staff placed an order for 900 metric tons of salt to prepare for the winter roads season. The loads are being delivered and loaded into the new salt shed without issue.

Our snow and Ice Clearing practices will go through an internal review this season. Updates to our Snow and Ice Clearing SOP (2003-01) will be considered with lessons learned throughout this coming winter season as it hasn't been updated in 20 years. Public Works will make suggestions for updates/improvements based on monitoring frequency, minimum accumulation, anticipatory salt application and how we manage public feedback and complaints.

The Highland Avenue Reconstruction Project is still underway as the weather holds. Additional communication has been shared dealing with some on-going issues – freezing water lines, access to properties as well as an updated schedule for gravel, paving and curb work. Updates are posted to the Town website, Blooms and the latest information has also been hand delivered to all homes in the project area.

CAO REPORT

December 6, 2022

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

For Highland Avenue residents who wish to park their vehicles outside of the project area, temporary, project-specific, street parking permits are being issued as the overnight parking ban comes into effect on Dec. 1. Information about accessing these special permits can be found on our website and it is also detailed in the hand-delivered notice to homes in the project area.

Everyone is being reminded that the project area on Highland Avenue is closed to regular traffic. Only local traffic is permitted.

Health and Safety

Multiple incidents involving upset residents have recently impacted staff. The increase in these incidents is being discussed at the Joint Occupational Health and Safety Committee and individual worksites are implementing strategies to increase the safety and comfort of staff.

At Town Hall, a wireless doorbell has been installed at the Front Desk so that staff can alert others in the building if there is a concern. The Public Works Building door will be monitored to ensure it is locked. Additional measures will be introduced as needed to provide a safe workplace, free from harassment.

Compliance Follow-up from Acadia

Staff reached out to Olivia Lynch at Acadia to see what was happening with Nuisance Party Order and Summary Offence Ticket information that has been shared since the start of the academic year.

Acadia staff confirm every NPO/SOT shared with Acadia with a full name on it has been followed-up with under the Student Code of Conduct.

Acadia staff note that there have been two addresses (NPO) that have come up more than once since the start of their lease and these were referred to James Sanford for follow-up. As a result, a case file for one of these addresses was recently assembled and staff are working with the students.

REQUEST FOR DECISION 067-2022

Title: Council & Committees of Council Meeting Schedule 2023

Date: 2022-12-06

Department: Office of the CAO



SUMMARY

Council & Committees of Council Meeting Schedule 2023

The purpose of this RFD is for Council to consider accepting the Committees of Council Schedule for 2023 as attached.

DRAFT MOTION:

That Council adopt the 2023 Council & Committees of Council Meeting Schedule, as presented in RFD 067-2022.

REQUEST FOR DECISION 067-2022

Title: Council & Committees of Council Meeting Schedule 2023

Date: 2022-12-06

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the 2023 Council-Committees of Council meeting schedule as presented.

2) LEGISLATIVE AUTHORITY

Municipal Government Act, Section 19(2), states that Council members must be notified at least three days in advance of council meetings, and the clerk is to give at least two days' public notice of the meetings.

A long-term 2023 forecast of Council-Committees of Council meetings supports a more strategic view of scheduling.

3) STAFF RECOMMENDATION

Staff recommends that Council accept the 2023 Council-Committees of Council meeting schedule as detailed within this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings.

4) REFERENCES AND ATTACHMENTS

Policy 110-001 Committees of Council

Policy 110-012 Attendance Policy for Council

Council-Committees of Council meeting schedule 2023 (attached)

5) DISCUSSION

The Council, Committee of the Whole and Committees of Council meeting dates for 2023 are recommended as detailed in the attachment to this RFD.

Frequency of Meetings:

• Committee of the Whole	Monthly (quarterly full day sessions – Feb, Apr, Jun, Oct)
• Special Budget Committee of the Whole	Bi-annually
• Town Council	Monthly
• Accessibility Advisory Committee	Four times per annum
• Planning Advisory Committee	Monthly
• Audit Committee	At Least four times per annum
• Regional Emergency Management Advisory Committee	Quarterly
• RCMP Advisory Board	Quarterly
• Source Water Protection Advisory Committee	Quarterly
• Town & Gown Committee	Bi-annually

REQUEST FOR DECISION 067-2022

Title: Council & Committees of Council Meeting Schedule 2023

Date: 2022-12-06

Department: Office of the CAO



With the understanding meeting dates are subject to change as the year progresses, the proposed 2023 Council-Committees of Council meeting schedule considers the following annual conferences (some dates to be confirmed):

- | | |
|------------------------------|-------------------------|
| • May 3-5, 2023 (tentative) | NSFM Spring Workshop |
| • June 14-16, 2023 | AMANS Spring Conference |
| • Oct 17-20, 2023 | AMANS Fall Conference |
| • Nov 7-10, 2023 (tentative) | NSFM Fall Conference |

COW MEETINGS

January and September COW dates have been moved to the second week in the month to assist staff with report preparations after vacation & holidays. For the same reason the full day COW which was previously in September has been moved to October.

The all-day COW meeting in February will be used to review the Ops Plan and its linkage to Budget.

TOWN COUNCIL MEETINGS

To accommodate the changes to the COW meetings in January and September, the Town Council meetings for those months have been moved to the 4th Tuesday of the month. October's Town Council meeting has also been moved to the 4th Tuesday of the month to avoid conflict with the AMANS Fall Conference dates.

AUDIT MEETING

Please note there is a tentative and an alternative date for the Audit Committee meeting at end of June/beginning of July. The timing of this meeting will depend on the Auditors' ability to review year end results and produce the Financial Statements.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This RFD is administrative in nature for establishing the 2023 Council & Committees of Council meeting calendar.

8) COMMUNICATION REQUIREMENTS

Once accepted, the meeting dates contained in the 2023 Council-Committees of Council Calendar will be published to the website.

9) ALTERNATIVES

REQUEST FOR DECISION 067-2022

Title: Council & Committees of Council Meeting Schedule 2023

Date: 2022-12-06

Department: Office of the CAO



Throughout 2023, there may be the requirement to adjust scheduled meetings based on unforeseen scheduling conflicts that arise – these will be dealt with on a case-by-case basis.

Council Meetings		
Meeting	Time	Frequency
Committee of the Whole (COW)	8:30am - 11:30am (Quarterly full day: Feb, Apr, Jun, Oct)	Monthly (1st Tuesday of the month except January & September – 2 nd Tuesday of the month)
Town Council	6:30pm - 8:30pm	Monthly (3 rd Tuesday of the month except January, September & October – 4 th Tuesday of the month)
Special Budget COW	All day	Bi-annually
Committees of Council		
Accessibility Advisory Committee (AAC)	4:30pm - 5:30pm	At least 4 times per year (Mondays)
Audit Committee	9:00am - 11:00am	At least 4 times per year (Fridays)
Planning Advisory Committee (PAC)	4:00pm - 6:00pm	Monthly from Feb (Thursdays)
Town and Gown Committee	12:00pm - 1:00pm	Bi-annually (Mondays)
RCMP Advisory Board	10:00am - 12:00pm	Quarterly (Tuesdays)
Source Water Protection Advisory Committee	2:30pm - 4:00pm	Quarterly (Wednesdays)
Regional Emergency Management Advisory Committee	10:00am - 11:30am	Quarterly (Mondays)
Please note: Above timings are 'regular' timings. Scheduling may be modified by Committee.		

DECEMBER 2022

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FEBRUARY 2023

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JANUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2 New Year's Day STAT	3	4	5	6	7
8	9	10 8:30am - 11:30am COW	11	12	13	14
15	16 10:00am - 11:30am REMAC	17	18	19 9:00am - 4:00pm Special Budget COW	20	21
22	23	24 6:30pm - 8:30pm Town Council	25	26	27 9:00am - 11:00am Audit Committee	28
29	30	31				

JANUARY 2023

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FEBRUARY 2023

MARCH 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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5	6	7	8	9	10	11
		9:00am - 4:00pm COW	2:30pm - 4:00pm Source Water	4:00pm - 6:00pm PAC		
12	13	14	15	16	17	18
	4:30pm - 5:30pm AAC					
19	20	21	22	23	24	25
	Heritage Day	6:30pm - 8:30pm Town Council				
26	27	28				

FEBRUARY 2023

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MARCH 2023

APRIL 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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5	6	7 8:30am - 11:30am COW	8	9 4:00pm - 6:00pm PAC	10	11
12	13 4:30pm - 5:30pm AAC	14	15	16	17	18
19	20	21 6:30pm - 8:30pm Town Council	22	23	24	25
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MARCH 2023

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MAY 2023

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APRIL 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 9:00am - 4:00pm COW	5	6	7 Good Friday	8
9	10 Easter Monday	11 10am-12:00pm RCMP Advisory	12	13 4:00pm - 6:00pm PAC	14 9:00am - 11:00am Audit Committee	15
16	17 10am - 11:30am REMAC 4:30pm - 5:30pm AAC	18 6:30pm - 8:30pm Town Council	19	20	21	22
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APRIL 2023

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MAY 2023

JUNE 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		8:30am - 11:30am COW	Tentative NSFM Spring Conference May 3-5			
7	8	9	10	11	12	13
	12:00pm - 1:00pm Town and Gown		2:30pm - 4:00pm Source Water	4:00pm - 6:00pm PAC		
14	15	16	17	18	19	20
		6:30pm - 8:30pm Town Council				
21	22	23	24	25	26	27
	Victoria Day					
28	29	30	31			

MAY 2023

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JUNE 2023

JULY 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 9:00am - 4:00pm COW	7	8 4:00pm - 6:00pm PAC	9	10
11	12	13	14	15	16	17
			AMANS Spring Conference June 14-16			
18	19	20	21	22	23	24
		6:30pm - 8:30pm Town Council				
25	26	27	28	29	30 9:00am - 11:00am Audit Committee (tentative)	

JUNE 2023

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JULY 2023

AUGUST 2023

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Canada Day
2	3 Canada Day STAT	4 8:30am - 11:30am COW	5	6	7 9:00am - 11:00am Audit Committee (alternative)	8
9	10 4:30pm - 5:30pm AAC	11 10am-12:00pm RCMP Advisory	12 2:30pm - 4:00pm Source Water	13 4:00pm - 6:00pm PAC	14	15
16	17 10:00am - 11:30am REMAC	18 6:30pm - 8:30pm Town Council	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Natal Day STAT	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Labour Day STAT	5	6	7 4:00pm - 6:00pm PAC	8	9
10	11	12 8:30am - 11:30am COW	13	14	15 9:00am - 11:00am Audit Committee	16
17	18	19 10am-12pm RCMP Advisory	20	21	22	23
24	25	26 6:30pm - 8:30pm Town Council	27	28	29	30 National Day for Truth and Reconciliation

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Truth & Reconciliation STAT DAY	3 9:00am - 4:00pm COW	4	5	6	7
8	9 Thanksgiving	10	11 2:30pm - 4:00pm Source Water	12 4:00pm - 6:00pm PAC	13	14
15	16 10:00am - 11:30am REMAC 4:30pm - 5:30pm AAC	17	18	19	20	21
		AMANS Fall Conference Oct 17-20				
22	23	24 6:30pm - 8:30pm Town Council	25	26	27 9:00am - 11:00am Audit Committee	28
29	30	31				

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
		Tentative NSFM Fall Conference Nov 7-10				Remembrance Day
		8:30am - 11:30am COW		4:00pm - 6:00pm PAC		
12	13 Remembrance Day STAT	14	15	16	17	18
				9:00am - 4:00pm Special Budget COW		
19	20	21	22	23	24	25
		6:30pm - 8:30pm Town Council				
26	27	28	29	30		

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 8:30am - 11:30am COW	6	7	8	9
10	11	12 10am-12:00pm RCMP Advisory	13	14 4:00pm - 6:00pm PAC	15	16
17	18	19 6:30pm - 8:30pm Town Council	20	21	22	23
24	25 Christmas Day	26 Boxing Day	27	28	29	30
31						

REQUEST FOR DECISION 062-2022

Title: Additional Video Cameras

Date: 2022-12-06

Department: Office of the CAO



SUMMARY

Community Video Camera Pilot Project Addition

The Community Video Camera Pilot Project has been active for over three months. Eleven cameras were installed on August 25th, 2022. The footage captured by these cameras has been utilized to view criminal activity on multiple occasions. Since the installation of the eleven cameras, there has been a request from residents for two additional cameras to be added to the pilot. After reviewing these locations and the incidents that occurred, staff has recommended that Council consider adding these two locations after the pilot is complete if the final decision is to keep the Community Video Cameras following the one-year pilot.

While reviewing the events and referring to the Community Video Camera Policy, staff must take measures, other than the installation of a camera system, to address identified concerns regarding safety, security, and/or loss of, or damage to, property.

Staff does recommend the re-positioning of one camera located on Bay Street. When the initial placement was chosen, the exact range of the camera was unknown, until tested. After receiving and reviewing the footage from this location, we have realized the quality and lighting make it difficult to capture the area originally intended. This is partly due to the lack of lighting when most of the violations are taking place. By moving this camera westwards, the intended pilot area would be captured.

DRAFT MOTION:

That Council approve the relocation of the video camera on Bay Street, and consider the placement of additional cameras on Balcom Drive and Sherwood Drive, after the pilot is complete, as noted in RFD 062-2022

REQUEST FOR DECISION 062-2022

Title: Additional Video Cameras

Date: 2022-12-06

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act
<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf>
- Nova Scotia FOIPOP
<https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>
- OIPC Nova Scotia Video Surveillance Guidelines
[https://oipc.novascotia.ca/sites/default/files/publications/Video%20Surveillance%20Guidelines%20\(16%20March%202017\).pdf](https://oipc.novascotia.ca/sites/default/files/publications/Video%20Surveillance%20Guidelines%20(16%20March%202017).pdf)

3) STAFF RECOMMENDATION

That Council approves the request to relocate the current camera on Bay Street and consider adding cameras on Balcom Drive and Sherwood Drive after the completion of the pilot.

4) REFERENCES AND ATTACHMENTS

1. Map of presented additional / relocated video cameras
2. RFD 013-2022 Community Video Camera Pilot Project
3. 215-004 Community Video Camera Policy

5) DISCUSSION

The Community Video Camera Pilot Project has been active for over three months. Eleven cameras were installed on August 25th, 2022. The footage captured by these cameras has been utilized to view criminal activity on multiple occasions. The RCMP requested footage twice since the cameras have been active. Out of these two requests, no charges have been laid. Compliance Staff has reviewed the footage following reports of Nuisance Parties, Homecoming 2022, a vehicular hit-and-run, a report of unwanted guests trying to gain entry to a dwelling, and the attempted removal of Town street blades.

Since having these cameras installed and operational, there have been requests for additional cameras. Two requests have been received from residents in areas not currently covered by the cameras to have them installed due to vandalism on personal property.

REQUEST FOR DECISION 062-2022

Title: Additional Video Cameras

Date: 2022-12-06

Department: Office of the CAO



Balcom Drive

A request has come forward from a resident for the installation of a video camera on Balcom Drive. As noted below, we have received reports of vandalism at 576 Main Street, which is on the corner of Main Street and Balcom Drive.

March 1st 2022	2021 Mercedes SUV – Stolen Mercedes logo stolen	\$450 not including installation
March 2022	2019 Mercedes – the vehicle was ‘keyed’	Approx. \$1,000
September 17th 2022	Large flowering dogwood tree – uprooted	An estimated loss of \$1,500 for the two trees.
September 30, 2022	Maple tree - uprooted	
	Large white pumpkin	\$10 cost, but is concerned that offenders are getting more brazen, and encroaching further onto their property

Staff has identified two options for placement on Balcom Drive.

Option 1:

The video camera would be placed on the pre-existing light fixture in front of 1 Balcom Drive. This would capture the roadway from north to south. Also in view, would be the intersection of Balcom Drive and Main Street, as well as Westwood Avenue and Main Street.

The current light fixture is facing eastwards but does not run perpendicular to the roadway. Consultation with LED Roadway Lighting and Livable Cities is underway to ensure that the video cameras can rotate during installation to ensure optimal coverage of the desired areas. If this is not available, we would need to install a power tap accessory, which connects to the streetlight receptacle and then would be fixed to the pole for optimal placement of the camera. Livable Cities staff also noted concern about the tree growth and how it may impede the camera's view. This would have to be addressed as both sides of the light fixture have significant growth. This accessory was not used for any of the current video cameras.

Once a video camera is placed on the pole, the coverage of the property where vandalism and property damage occurred will be very minimal, if any. Due to the light fixture facing eastwards, a small portion of the side lawn of 576 Main Street may be visible. If any unlawful activity were to happen again, capturing the suspected individual(s) would ultimately depend on their direction of travel.

REQUEST FOR DECISION 062-2022

Title: Additional Video Cameras

Date: 2022-12-06

Department: Office of the CAO



Westwood Avenue was not included in the request for additional video cameras, but due to the proposed placement on Balcom Drive, the south end of Westwood Avenue would be in view. Due to video camera graphics and lighting, the quality would decrease as you travel northwards on Westwood Avenue.

Westwood Avenue has a history of Nuisance Party Orders along with Parking and Property Minimum Standard violations as noted below:

In 2022	Between 2020 – 2021
0 Nuisance Party Orders	6 Nuisance Party Orders

In 2022	Between 2020 - 2021
7 Minimum Property Standard files	9 Minimum Property Standard files

There are currently no Nuisance Party files for any property on Westwood Avenue, for this calendar year.

The camera would also capture portions of the sidewalk, a crosswalk, and the intersections where stop signs and street blades are placed. As noted in the Council meeting on November 15th, 2022, the crosswalk on Main Street between Westwood Avenue and Balcom Drive is very heavily used. Although our current bylaw is not written in a way that makes this a qualifying condition, it is still an area of concern for many.

There are no supporting files surrounding Nuisance Party Orders on Balcom drive in the last 3 years.

Option 2:

The second option would be placing the video camera in front of 3 Westwood Avenue. By doing so, the east side of 576 Main Street would be in view. As the video camera is a further distance away from 576 Main Street, staff predict the detail and quality of the footage could make it difficult to obtain identification of the involved individual(s) if any unlawful activities do occur.

A greater area of Westwood Avenue would be captured by placing the video camera in front of 3 Westwood Avenue. As per the Community Video Camera Policy, Westwood Avenue does not currently meet the criteria for a video camera.

Sherwood Drive

In early July 2022, there were reported acts of vandalism occurring at 100 Sherwood Drive, near Reservoir Park. This included vehicle and private property damage. Since then, the affected homeowners have started files with the RCMP and the Town. These damages include a decorative fence, with lights attached (approx. \$60 cost). The property owner reported her private garden being

REQUEST FOR DECISION 062-2022

Title: Additional Video Cameras

Date: 2022-12-06

Department: Office of the CAO



vandalized, and debris she put at the end of her driveway for pick-up was intentionally moved and thrown around.

Compliance has not received any further complaints to date regarding suspicious activity or acts of vandalism at this address.

The owner of 96 Sherwood also experienced vandalism in early August 2022 and made a report to the RCMP and Compliance. There have been no further reports made to Compliance since.

Staff has identified two options for placement on Sherwood Drive.

Option 1:

The placement of a camera on the pre-existing light fixture in front of 100 Sherwood Drive means the camera would face eastward, capturing footage going north-south along Sherwood Drive, encompassing the intersection of Sherwood and Pleasant. Due to the location of the light fixture, it would not capture the area of concern that is expressed by the property owner at 100 Sherwood.

Option 2:

If a video camera were to be placed in front of 15 Pleasant Street, this would capture the roadway running west to east and the parking lot for Reservoir Park. 100 Sherwood would also be in view, but due to the distance of the camera, the quality and details could decrease. Also, note that there is a green space between 100 Sherwood and the proposed camera location with multiple trees which can act as a blind spot when trying to review the footage if any unlawful activities were to happen again.

There are no recent reports of nuisance parties, vandalism, property damage, or other qualifying conditions in this area, other than the previous events mentioned above.

Bay Street Repositioning

The current video camera has been operational for just over three months now. After having this time to view footage and follow up on complaints, moving the camera on Bay Street to the next existing light fixture to the west would be beneficial. When the initial placement was chosen, the exact range of the camera was unknown, until tested. After receiving complaints about certain areas that we hoped this camera would capture, we have come to realize it does not. This is partly due to the lack of lighting when most of the violations are taking place. Moving this camera westwards would capture the area that was originally intended with greater detail.

Summary

These requests are a result of reoccurring vandalism in the noted areas above. Since installation, the cameras have assisted the RCMP with investigations, a vehicular hit and run has been documented, and

REQUEST FOR DECISION 062-2022

Title: Additional Video Cameras

Date: 2022-12-06

Department: Office of the CAO



evidence of nuisance parties is available if needed. As it is still early in the pilot, it is not possible to give a definite answer as to if the cameras are reducing criminal activity compared to before the pilot started, but they do give us the evidence needed to support an investigation when placed properly. Considering these two locations for future placements, it covers areas that are beneficial for separate reasons as well. When we near the end of the Community Video Camera Pilot, we will bring back an evaluation to Council, and will also have recommendations to improve the Community Video Camera Policy. As we work through this pilot, we learned many things that staff did not anticipate when drafting the current policy. Currently, these two locations meet the qualifying conditions for events that occurred around the dates mentioned above. But we must also look at measures other than the installation of a camera system to address these concerns, as per the policy. Since each event has been reported, Compliance has increased patrols in the identified areas, and each property owner was encouraged to open files with the RCMP.

FINANCIAL IMPLICATIONS

- Nominal cost to relocate the Bay Street video camera
- If Council decides to add the additional cameras now, this will reflect the current price of \$72/month per camera with the additional cost for installation.

REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity – Crime prevention is important to our business and residents in the Town of Wolfville. Recently, there have been reports of vandalism to our local businesses and private property.
- Social Equity – Everyone who chooses to live in Wolfville has the right to a livable and safe community. The theft of street blades put our residents in danger of not receiving emergency care due to First Responders not being able to find civic addresses.
- Community Wellness – A calm, livable neighborhood, free from crime, will increase the well-being of Wolfville's residents.

6) COMMUNICATION REQUIREMENTS

If Council approves the relocation of the Bay Street camera, no further communication would be necessary as consultation with this area was completed prior to the beginning of the pilot.

If Council decides to go ahead with the additional cameras, community engagement with those in the proposed locations would be completed. Signs will also be posted in the general vicinity of the new cameras. Staff will also continue to update the community through all regular communication channels, including our website, social media, and through our electronic newsletter

REQUEST FOR DECISION 062-2022

Title: Additional Video Cameras

Date: 2022-12-06

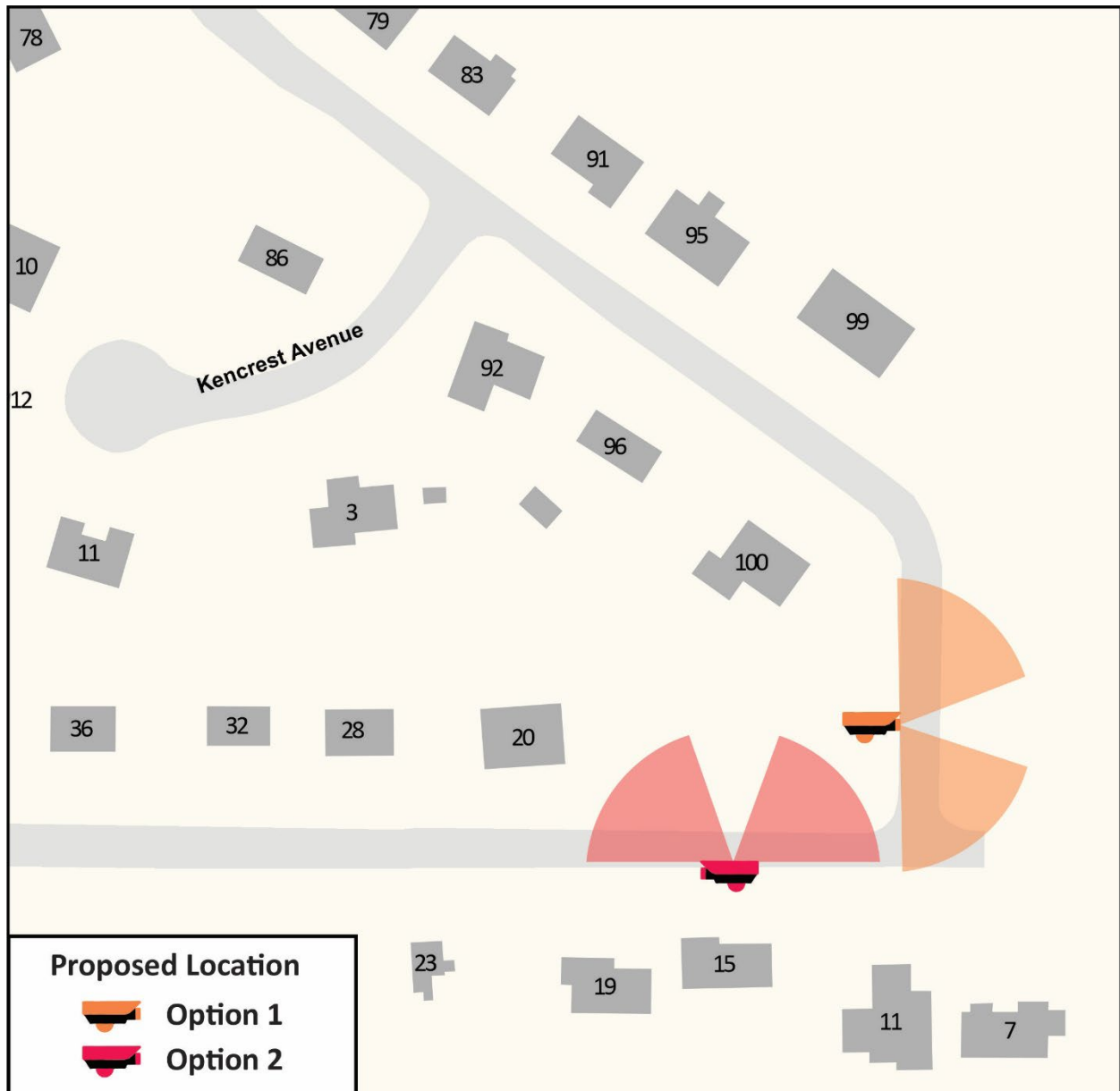
Department: Office of the CAO



7) ALTERNATIVES

Council can deny any part or some parts of this request

Sherwood Drive



REQUEST FOR DECISION 062-2022

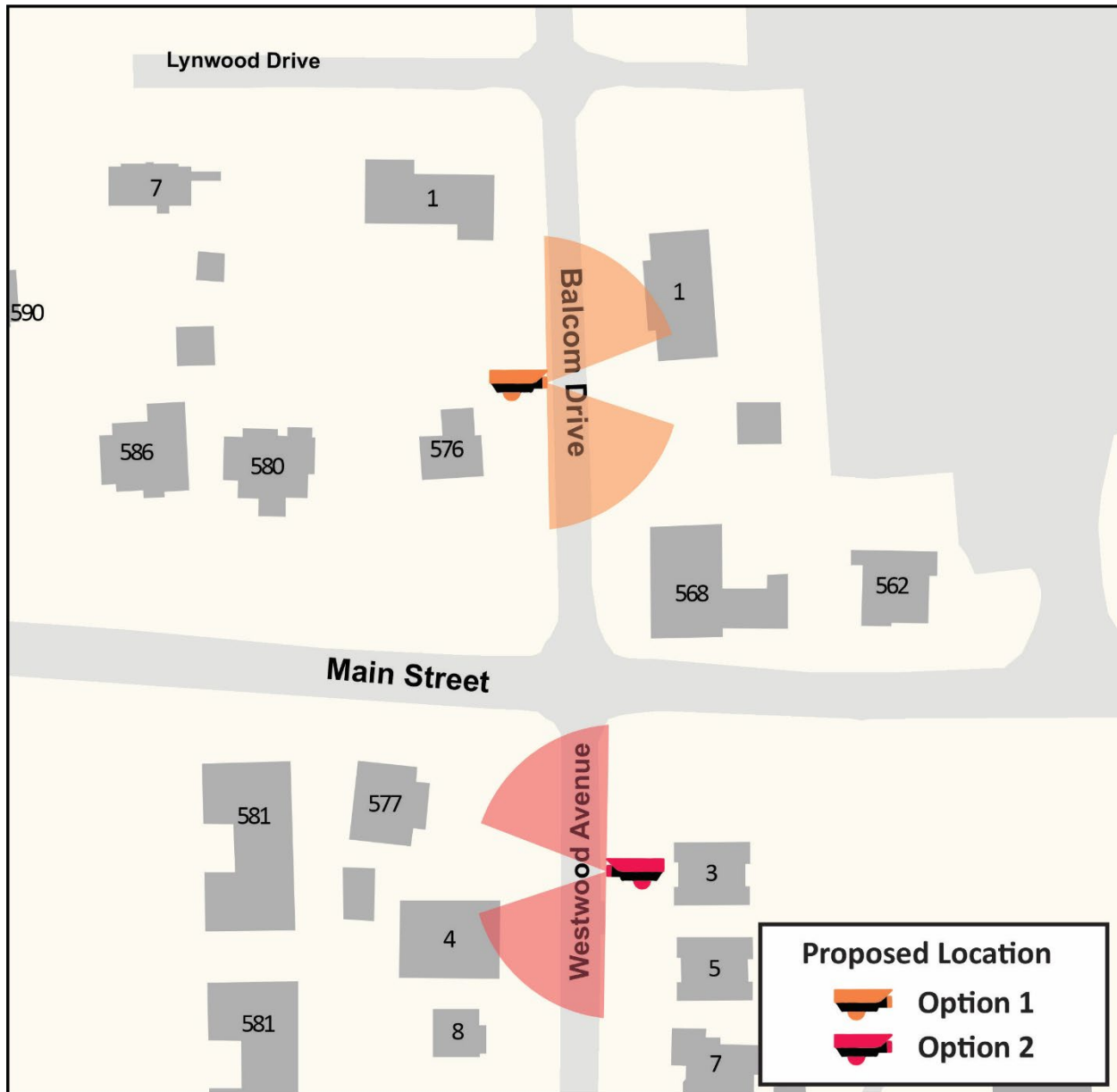
Title: Additional Video Cameras

Date: 2022-12-06

Department: Office of the CAO



Balcom Drive



REQUEST FOR DECISION 062-2022

Title: Additional Video Cameras

Date: 2022-12-06

Department: Office of the CAO



Bay Street relocation



INFORMATION REPORT 020-2022

Title: Parking Updates for 2022-Q3

Date: 2022-12-06

Department: Engineering & Public Works



SUMMARY

Parking Updates for 2022-Q3

Following discussion with Town of Wolfville Compliance and Planning staff, updates to public parking have been made in the following areas:

- Hillside Ave
- Main Street (between Seaview Ave and Willow Ave)
- Robie Tufts Drive and Marsh Hawk Drive
- Willow Ave (west of Winter St.)
- Blomidon Terrace (improved signage)
- East End Events Lawn (new signage)
- Town Hall (improved signage and marking)
- Library Fire Lane

The above changes are currently being implemented by Public Works, with public communication support by Town Hall staff. Compliance will allow a 30-day grace period after installation of new signage before warnings are issued, with an additional 30-day period in which warnings will be issued instead of fines.

INFORMATION REPORT 020-2022

Title: Parking Updates for 2022-Q3

Date: 2022-12-06

Department: Engineering & Public Works



1) CAO COMMENTS

For informational purposes only.

2) REFERENCES AND ATTACHMENTS

- RFD 040-2018 _Parking Management_ 2018-06-05
- 2022_10_18 Special COW Meeting Agenda Package

3) DISCUSSION

Hillside Ave

'No Parking' signage to be refreshed on the West side of the street from Prospect St. to the driveway of Civic #14 (was signed previously). New signage will be posted on the east side of the street, from Prospect St. to Pleasant St. Where the street is not wide enough to support parking on both sides simultaneously, this update will serve to force motorists to park on the west side only.

Rationale for Update: Insufficient street width for parking on both sides, poor sightline visibility, and improving pedestrian safety.

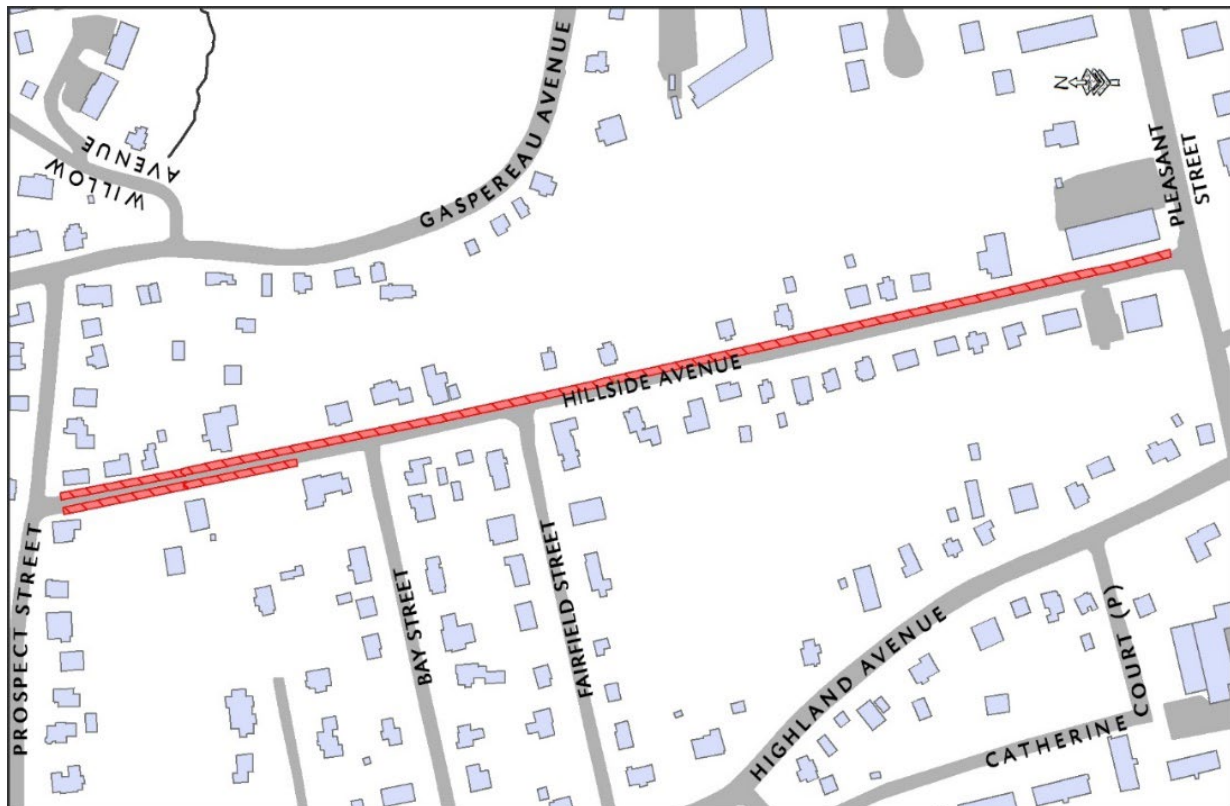


Figure 1 - Hillside Ave Parking Updates

INFORMATION REPORT 020-2022

Title: Parking Updates for 2022-Q3

Date: 2022-12-06

Department: Engineering & Public Works



Main Street

The two street parking spots on the south side of Main Street between the driveway of Civic #303 to Willow Ave have been eliminated. This location was recently flagged for review by a local resident.

Rationale for Update: Dangerous lack of sightline visibility for drivers turning from off of Willow Ave with parked vehicles in this location.



Figure 2 - Main Street Parking Updates

Robie Tufts Drive and Marsh Hawk Drive

Robie Tufts Drive (both sides) from Main Street to Marsh Hawk Drive, and Marsh Hawk Drive from Blue Heron Court to Marsh Hawk Drive will be posted as 'No Parking' zones.

Rationale for Update: Insufficient street width for parking on both sides, poor sightline visibility, and improving safety for compliance staff and pedestrians.

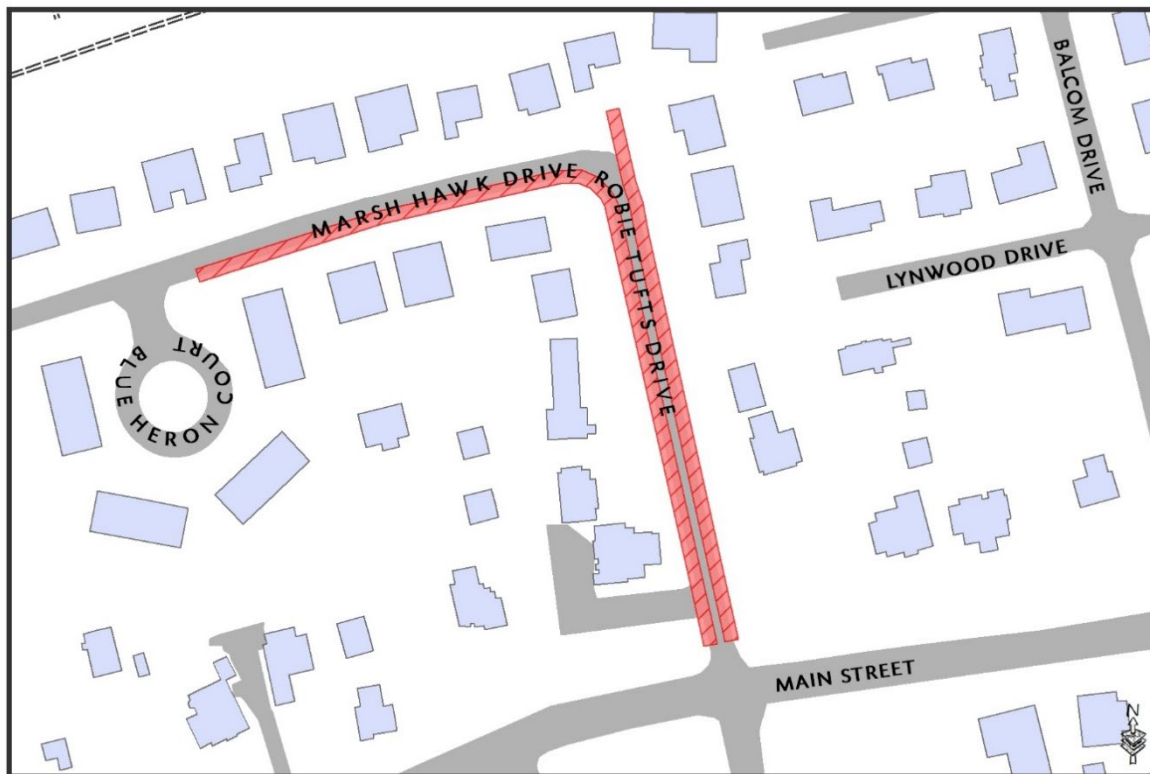


Figure 3 - Robie Tufts and Marsh Hawk Parking Updates

INFORMATION REPORT 020-2022

Title: Parking Updates for 2022-Q3

Date: 2022-12-06

Department: Engineering & Public Works



Willow Ave

Both sides of Willow Ave, from Winter St. to Gaspereau Ave will be signed as 'No Parking', including the off-pavement area in the street right-of-way adjacent to the cemetery entrance. The gravel area will be removed and landscape restorations with topsoil and sod are scheduled for spring of 2023. New signage has been designed and ordered to communicate the new rules to members of the public, and provide Compliance with the tools necessary to enforce parking rules.

Rationale for Update: Insufficient width for on-street parking and safe parking maneuvers.



Figure 4 - No Parking on Grass Sign



Figure 5 - Willow Ave. Parking Updates

The above 'No parking on grass' signs will also be installed at the entrances to the **events lawn** in the **east end gateway** to allow our Compliance officers to monitor and enforce parking on the lawn when not permitted (MVA s.149/151).

INFORMATION REPORT 020-2022

Title: Parking Updates for 2022-Q3

Date: 2022-12-06

Department: Engineering & Public Works



Blomidon Terrace

The entire east side of Blomidon Terrace is currently a 'No Parking' zone. Signage is being improved for better compliance.

Rationale for Update: Street parking on this side is currently not allowed, however signage is insufficient. This will be improved, with public notices provided.



Figure 6 - Blomidon Terrace Parking Updates

Town Hall

The back lot of Town Hall will receive some much-needed improvements to signage. At present, 3-hour maximum time limits are not adhered to by the public due to a complete lack of signage behind the building. Insufficiently marked parking stalls also allow for chaotic parking and a complete lack of organization, which reduces the lot's capacity from optimal.

INFORMATION REPORT 020-2022

Title: Parking Updates for 2022-Q3

Date: 2022-12-06

Department: Engineering & Public Works



The upper staff parking lot will have vegetation trimmed, and new angled parking stalls will be painted (seven in total). Any existing Staff Only signage will be replaced with new signs designed to be consistent with Town of Wolfville branding and exterior wayfinding standards. The three staff parallel parking stalls will be painted and signage posted, and two new stalls will be created at end of Emergency Services parking row for staff (with ends being hatched out for safety).

There are no proposed changes to number of parking stalls for RCMP and Emergency Services, but Emergency Services signage is being replaced at the request of WFD to be consistent with the above. One new parking stall is being created at the end of RCMP parking stalls to be reserved for new electric compliance vehicle (where a new Level 2 EV charger will be installed).

The four unmarked stalls behind Town Hall will have new signage installed denoting the 3hr limit (consistent with all other public parking in the area), and the faded “police only” signs are being updated/replaced with ‘No public entry’ signs. The remaining single parking space adjacent to the Town Hall rear entrance will be painted and signed as 20 minutes max, reserved for loading/unloading at Town Hall or WFD.



Figure 7 - No Public Entry Sign

Rationale for Updates: Existing signage is insufficient and in poor shape, often times entirely illegible due to fading or vegetation overgrowth. Local vehicle owners currently take advantage of the poor/lack of signage and park in this lot all day, often times requiring employees, visitors, and guests of Town Hall to seek parking elsewhere/offsite. At the moment, the lack of signage prevents from enforcement of parking rules. For the new electric compliance vehicle, the only available space with the required building wall access for electrical (charger) is the first unmarked spot adjacent to RCMP parking (next to WFD rear door).



Figure 8 - New Town Hall Parking Signage

INFORMATION REPORT 020-2022

Title: Parking Updates for 2022-Q3

Date: 2022-12-06

Department: Engineering & Public Works



Figure 10 - Town Hall Parking Lot Updates

Library

The laneway adjacent to the library will be painted/hatched out as 'Fire lane' with appropriate complementary regulatory signage.

Rationale for update: Motorists congest this area during busy times which prevents emergency vehicle access (MVA s.150).



Figure 9 - Library Parking Updates

INFORMATION REPORT 020-2022

Title: Parking Updates for 2022-Q3

Date: 2022-12-06

Department: Engineering & Public Works



4) FINANCIAL IMPLICATIONS

The proposed updates will be completed using approved operational budget items. Where a quarterly review and update program has not been completed in recent years, it is anticipated that the above will have “larger than average” impacts to operational spending, but can reasonably be expected to stabilize going forward.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

6) COMMUNICATION REQUIREMENTS

Changes to parking will be communicated on our website through a media release, with message amplification on Facebook and Twitter. The messaging will encourage residents and visitors to be aware of the signs that communicate where and when you can park.

In addition to the community-wide messaging, changes to the back parking lot at Town Hall will be communicated directly to L’Arche Homefires as their staff do frequently use the parking lot. L’Arche staff will be encouraged to use the East End Gateway lot.

7) FUTURE COUNCIL INVOLVEMENT

Safety and compliance-related suggestions for review of individual public parking cases should be brought to the attention of the Director of Engineering & Public Works for regular consideration.

Prepared by: Alexander J. de Sousa, P.Eng., Director of Engineering & Public Works

Date Prepared: November 29, 2022

REQUEST FOR DECISION 076-2022

Title: Equity, Diversity, and Inclusion

Date: 2022-12-06

Department: Parks and Recreation



SUMMARY

Equity, Diversity, and Inclusion (EDI)

Based on a decision by Council not to proceed with signing the Diversity Kings IMSA (RFD 070-2022), Council requested staff to consider how best to plan & celebrate African Heritage Month and International Women's Day. In addition, Council was interested in what partnership opportunities could be explored to support EDI initiatives within the Town of Wolfville and Acadia University.

The following two motions seek approval from Council to allocate funds to plan and celebrate African Heritage Month and International Women's Day, along with funds to facilitate a workshop (and follow-up) with Council and members of the Acadia community to explore, imagine and define what a collaborative approach to supporting EDI efforts in Wolfville could and should look like, realizing that both the Town and Acadia have much to gain by working together and sharing resources.

DRAFT MOTIONS:

That committee of the Whole forward the following motions to Council for decision:

- **THAT COUNCIL DIRECT STAFF TO BEGIN THE PROCESS OF PLANNING AND DELIVERING EVENTS TO CELEBRATE AFRICAN HERITAGE MONTH AND INTERNATIONAL WOMEN'S DAY WITH AN APPROVED TOTAL BUDGET OF \$15,000.00.**
- **THAT COUNCIL APPROVE A \$3,000.00 BUDGET AND DIRECT STAFF TO WORK WITH ACADIA UNIVERSITY TO PLAN AND DELIVER A WORKSHOP FOR COUNCIL AND IDENTIFIED MEMBERS OF THE ACADIA COMMUNITY WHO ARE BEST POSITIONED TO LEAD AND CHAMPION A SHARED MODEL TO SUPPORT EQUITY, DIVERSITY, AND INCLUSION WORK IN THE TOWN OF WOLFVILLE.**

REQUEST FOR DECISION 076-2022

Title: Equity, Diversity, and Inclusion

Date: 2022-12-06

Department: Parks and Recreation



1) CAO COMMENTS

The CAO supports the recommendations of staff.

Celebrating Events

The proposal from Diversity Kings had included deliverables in this fiscal year (as part of the prorated ask of \$15,000) towards celebrating African Heritage Month and International Women's Day. It is unknown what the extent of both the scope and budget overall was planned for those two events as we did not proceed with the IMSA.

Staff have put together a proposal that reflects a total contribution of \$15,000 to celebrate these events. A part-time resource will be brought in to supplement existing Recreation staff for a 6-week period to lead the event delivery as these events were not initially planned for or contemplated in the Operations Plan. Additionally, a portion of the proposed budget will go towards the purchase of banners which can be used in future celebrations. The remaining budget ask will allow staff to program these events in a fulsome manner

In considering this request, Council should discuss what the service level expectation of these events should be as 1) the budget could be scaled up or down depending on expectations and 2) whatever the Town leads this year will set a precedent for future years and will come at an additional annual cost as we currently do not program either of these events. Council needs to be comfortable with the magnitude and scope of these events both for this fiscal year and in the future.

EDI Workshop

As Council decided not to proceed with participating in Diversity Kings, staff have been asked to come back with a plan (which will ultimately form a Project Charter) on how we can further EDI work both internally and collaboratively with Acadia. The proposed workshop will start to explore the possibilities and will help Council with this planning and how EDI work may fit within the context of the MOU.

2) LEGISLATIVE AUTHORITY

Municipal Government Act.

3) STAFF RECOMMENDATION

Staff recommend that Council approve the two draft motions contained in this RFD.

4) REFERENCES AND ATTACHMENTS

REQUEST FOR DECISION 076-2022

Title: Equity, Diversity, and Inclusion

Date: 2022-12-06

Department: Parks and Recreation



1. Request for Decision 070-2022 – Diversity Kings IMSA

5) DISCUSSION

While Council recently passed a decision not to proceed with the Diversity Kings IMSA, an alternative approach to engaging and actioning efforts related to equity, diversity, and inclusion (EDI) initiatives remains at the forefront of Council's priorities.

Council has acknowledged and identified the need to do more to embrace, understand and celebrate issues and opportunities associated with EDI improvements. Furthermore, Council sees great value in our partnership with Acadia University and how campus expertise and leadership could be expanded to build on collective work surrounding EDI efforts in our community.

Since the decision of Council not to proceed with the Diversity Kings IMSA, Town staff have reached out to Acadia to begin conversations around working together and what this could look like. The second motion contained in this RFD speaks to how both Council and Acadia could set the foundation for meaningful work in this area. The workshop would be intended to bring the two parties together to discuss needs and wants, values and visions – all the while defining how each can support one another's efforts and what deliverables are important moving forward. It is understood that the facilitator required for this would need to be a subject matter expert who understands the potential in a transformative collaboration between Town and Gown.

In terms of the first motion related to the planning and celebration of African History Month and International Women's Day, staff have drafted a budget to account for the requested \$15,000. Included in that budget are dollars to extend our current co-op student, by way of part-time hours in January and half of February, the production of a series of community-designed pole banners for African Heritage Month (these can be reused), printing and promotion, and dollars to support events during both months. Budget breakdown would look like this:

\$1680.00 Student position (6 weeks at 15 hours per week)
\$4000.00 Street banners (community developed)
\$4000.00 Black History Month programming/events
\$4500.00 International Women's Day programming/events
\$ 820.00 Printing and promotional (both BHM and IWD)

Total \$15,000.00

Early discussions with Acadia related to working together on African Heritage month have been very positive and the discussions and planning are ongoing.

Please note: the Council/Acadia workshop is the beginning of what sort of investment may be required to support ongoing EDI work in Wolfville. Next steps and resulting investments will need to come back to Council for consideration.

REQUEST FOR DECISION 076-2022

Title: Equity, Diversity, and Inclusion

Date: 2022-12-06

Department: Parks and Recreation



6) FINANCIAL IMPLICATIONS

The EDI budget noted for the two motions above, \$18,000, is a reallocated use of funds already in the approved 2022/23 Budget. Based on this, the spending noted above will not have a negative impact on the Town's financial results for this year, assuming that this spending is funded by way of Operating Reserves.

The 2022/23 budget allocation for Equity, Diversity and Inclusion was intended to fund Town's share of IMSA with Kings County. As the IMSA was not finalized and in some ways could have been a pilot project, the \$30,000 cost was funded by way of Operating Reserves as opposed to being built into the tax rate. The reallocation of this funding to the events noted above will likely need to come from Reserves to keep year end results on budget, avoiding any deficit.

Looking into future budget years, including the 2023/24 process just started, the resource allocation for this year can impact future budgets. If the amounts above are more than Council expects to spend in future years, then that community expectation going forward will need to be managed. If the dollar amounts are in the pocket of desired future spending, the 2023/24 budget will need to reflect higher costs and those costs will need to become part of the expenditures not funded by reserves.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

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

- Social Equity
- Community Wellness

Reference, if applicable, how the RFD links to a Council Priority Initiative:

- Economic sector growth and support for businesses (retention and attraction)

8) COMMUNICATION REQUIREMENTS

Information on the planned events (African Heritage Month and International Women's Day) will be shared on the Town's website and through social media as appropriate. Outcomes related to the workshops will also be shared.

9) ALTERNATIVES

Council can choose not to approve one or both of the motions.

Council can choose to adjust the amount of support they are prepared to invest in one or both of the motions.

REQUEST FOR DECISION 075-2022

Title: Committee of Council Councillor Appointments

Date: 2022-12-06

Department: Office of the CAO



SUMMARY

COMMITTEE OF COUNCIL COUNCILLOR APPOINTMENTS

Council selects their committee appointments for each member on an annual basis in November. However, due to a vacancy on Council, interim appointments were made in October. Council would now like to appoint Councillors to committees effective December 6th, 2022. Once the vacant council seat is filled a report back with recommended Committee Appointment changes will follow, likely in January 2023.

DRAFT MOTION:

That Council approve the Council Committee appointments as outlined in RFD 075-2022.

REQUEST FOR DECISION 075-2022

Title: Committees of Council Councillor Appointments

Date: 2022-12-06

Department: Office of the CAO



1) CAO COMMENTS

Refer to staff recommendation below.

2) LEGISLATIVE AUTHORITY

[Nova Scotia Municipal Government Act](#)

3) STAFF RECOMMENDATION

Staff recommend Council agree to the appointments as contained within this RFD.

4) REFERENCES AND ATTACHMENTS

- [Policy 110-001 Committees](#)

5) DISCUSSION

Typically, the Mayor and CAO meet to discuss Council Committee appointment recommendations to bring to Council in November of each year with a view to starting the new appointments in December. This year, due to the special election, interim appointments were made in October. Since that time the Mayor met with each Councillor to discuss their interests for Committee positions and worked with the CAO to make the recommendations as outlined in this RFD.

As the Committees of Council Policy was updated in early 2022, it has been noted by staff that the Committees of Council template document should be reformatted to provide deeper clarity on membership and terms of members. This document will be fine tuned after the appointments are made and will be provided to Council for easy reference. It was also noted that several housekeeping issues related to the Committees of Council should come back in the New Year to provide additional clarity in the Terms of Reference section of the Policy.

The following appointments are being recommended for Council's consideration:

REQUEST FOR DECISION 075-2022

Title: Committees of Council Councillor Appointments

Date: 2022-12-06

Department: Office of the CAO



COMMITTEES OF COUNCIL

ACCESSIBILITY ADVISORY COMMITTEE

Membership & Term (two (2) voting members of Council)

- The Mayor
- 1 member of Council (2-year term)

Name	Appointed	Expiry
Mayor Wendy Donovan	2022-12	2024-10
Councillor Jennifer Ingham (Chair)	2022-12	2024-10

NOTE: THESE APPOINTMENTS ARE FOR 2 YEARS AND SO WILL CARRY THROUGH UNTIL THE END OF THE COUNCIL TERM IN OCTOBER 2024.

AUDIT COMMITTEE

Membership & Term (three (3) voting members of Council)

- The Mayor
- 2 members of Council (2-year terms)

Name	Appointed	Expiry
Mayor Wendy Donovan	Not Applicable	Not Applicable
Councillor Mike Butler (Chair)	2022-12	2024-10
Deputy Mayor Isabel Madeira-Voss	2022-12	2024-10

NOTE: THESE APPOINTMENTS ARE FOR 2 YEARS AND SO WILL CARRY THROUGH UNTIL THE END OF THE COUNCIL TERM IN OCTOBER 2024.

REQUEST FOR DECISION 075-2022

Title: Committees of Council Councillor Appointments

Date: 2022-12-06

Department: Office of the CAO



PLANNING ADVISORY COMMITTEE

Membership & Term (four (4) voting members of Council)

- The Mayor
- 3 members of Council (1-year terms)

Name	Appointed	Expiry
Mayor Wendy Donovan	Non-applicable	Non-applicable
Deputy Mayor Isabel Madeira-Voss (Chair)	2022-12	2023-11
Councillor Wendy Elliott	2022-12	2023-11
Councillor Jennifer Ingham	2022-12	2023-11

NOTE: THESE APPOINTMENTS ARE FOR A ONE YEAR TERM AND WILL BE RE-CONSIDERED BY COUNCIL IN NOVEMBER 2023.

RCMP ADVISORY BOARD

Membership & Term (three (3) voting members of Council)

- 3 members of Council (1-year terms)
(The Mayor only votes if included as one of the 3 members of Council)

Name	Appointed	Expiry
Mayor Wendy Donovan	2022-12	2023-11
Councillor Isabel Madeira-Voss (Chair)	2022-12	2023-11
Councillor Mike Butler	2022-12	2023-11

NOTE: THESE APPOINTMENTS ARE FOR A ONE YEAR TERM AND WILL BE RE-CONSIDERED BY COUNCIL IN NOVEMBER 2023.

REQUEST FOR DECISION 075-2022

Title: Committees of Council Councillor Appointments

Date: 2022-12-06

Department: Office of the CAO



SOURCE WATER PROTECTION ADVISORY COMMITTEE

Membership & Term (three (3) voting members of Council)

- The Mayor (ex-officio)
- 2 members of Council (2-year terms)

Name	Appointed	Expiry
Councillor Wendy Elliott (Chair)	2022-12	2024-10
Councillor Jennifer Ingham	2022-12	2024-10

NOTE: THE TERMS OF REFERENCE ARE SILENT ON LENGTH OF TERM BUT IT IS RECOMMENDED THAT THE APPOINTMENTS BE FOR 2 YEARS AND CARRY THROUGH UNTIL THE END OF THE COUNCIL TERM IN OCTOBER 2024.

TOWN & GOWN COMMITTEE

Membership & Term (two (2) voting members of Council)

- The Mayor
- 1 member of Council (2-year term)

Name	Appointed	Expiry
Mayor Wendy Donovan (Chair)	2022-12	2024-10
Councillor Jodi MacKay	2022-12	2024-10

NOTE: THESE APPOINTMENTS ARE FOR 2 YEARS AND SO WILL CARRY THROUGH UNTIL THE END OF THE COUNCIL TERM IN OCTOBER 2024.

POLICING SERVICES REVIEW COMMITTEE

Membership & Term

- The Mayor
- 1 member of Council

Name	Appointed	Expiry
Mayor Wendy Donovan (Chair)	2022-12	2024-10
Councillor Jodi MacKay	2022-12	2024-10

NOTE: THESE APPOINTMENTS ARE FOR THE DURATION OF THE REVIEW AND SO WILL CARRY THROUGH UNTIL THE END OF THE COUNCIL TERM IN OCTOBER 2024 OR UNTIL THE WORK IS COMPLETED.

REQUEST FOR DECISION 075-2022

Title: Committees of Council Councillor Appointments

Date: 2022-12-06

Department: Office of the CAO



REGIONAL COMMITTEES

ANNAPOLIS VALLEY TRAILS COALITION

- Councillor Jodi MacKay
- Deputy Mayor Isabel Madeira-Voss (alternate)

BISHOP-BECKWITH MARSH BOARDY

- Councillor Wendy Elliott

DIVERSITY KINGS COUNTY

- Councillor Jennifer Ingham

GRAND PRE MARSH BODY

- Councillor Wendy Elliott

INTER-MUNICIPAL SERVICE AGREEMENT (IMSA)

- Mayor Wendy Donovan
- Councillor Jodi MacKay (alternate)

KINGS POINT TO POINT

- Councillor Mike Butler
- Councillor Jennifer Ingham (alternate)

REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

- Councillor Jodi MacKay
- Councillor Jennifer Ingham

VALLEY COMMUNITY FIBRE NETWORK

- Mayor Wendy Donovan

WOLFVILLE BUSINESS DEVELOPMENT CORPORATION (WBDC)

- Councillor Jodi MacKay

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

REQUEST FOR DECISION 075-2022

Title: Committees of Council Councillor Appointments

Date: 2022-12-06

Department: Office of the CAO



7) COMMUNICATION REQUIREMENTS

Committee members are currently posted on website and will be updated with the changes as approved.

8) ALTERNATIVES

Council can choose to make changes to committee appointments.



SUMMARY

360 Main Street – Devour Studios – Digital Signage Proposal

Development Agreement Application

For Committee of the Whole to consider the PAC recommendation regarding the draft development agreement amendment 360 Main Street (PID 55278758) to erect and operate a digital marquee sign at 360 Main Street – Devour Studios.

PAC Motion (September 9th, 2022):

MOTION:

MOTION: THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL THAT THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55278758 BE SUBMITTED FOR ADDITIONAL INFORMATION FROM THE DESIGN REVIEW COMMITTEE AND FOR IT TO BE FURTHER RECOMMENDED TO THE COMMITTEE OF THE WHOLE BY THE DESIGN REVIEW COMMITTEE.

CARRIED

This report was held by Staff between PAC and Committee of the Whole so additional work could be carried out – including going back to the Design Review Committee (as suggested by PAC) and to allow the applicant to complete additional design development. Meetings were held September 26th and November 23rd with the Town’s Design Review Committee to refine the design and work with the applicant. The Draft Development Agreement has been updated – and is attached to this report – to reflect the PAC and DRC discussions.

Draft Motion:

That the Committee of the Whole recommend the Development Agreement application to erect a digital marquee sign at Devour Studios (360 Main Street) be forwarded to a Public Hearing before a decision is made on the application by Council.

REQUEST FOR DECISION (DA 2022-001)
Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



CAO COMMENTS

The CAO supports the recommendation of Staff.

1) LEGISLATIVE AUTHORITY

The *Municipal Government Act* and Municipal Planning Strategy establishes the ability to enter into development agreements.

2) STAFF RECOMMENDATION

Staff considers the application consistent with the relevant policies of the Municipal Planning Strategy (MPS) and have spent significant time with the applicant and the design review committee on design development. Staff recommends that it be forwarded to a Public Hearing before a decision is made by Council on the application. A legal review on the Draft DA would take place before the Public Hearing is advertised.

3) REFERENCES AND ATTACHMENTS

- Attachment 1: **Updated** DRAFT Development Agreement
- Reference 1: September 8, 2022 PAC report – see [here](#) (includes 1st Draft of DA)

4) DISCUSSION

The Applicant is seeking to erect and operate a digital marquee sign at 360 Main Street. The Design Review Committee and Planning Advisory Committee have reviewed the application and provided positive recommendations. See attached/referenced PAC Staff report for additional details.

Planning Advisory Committee:

PAC were in support of the application in general but requested that the application be brought back to DRC for a more fulsome review prior to moving the application to Committee of the Whole.

During the PAC meeting, members asked whether the DA could include regulations for the signage to ensure the information shared on the sign is up to date. Members asked whether the signage will include 3 different advertisements across the 3 LED panels and suggested limiting the number of events promoted to 1 as 3 events would appear cluttered and disorganized. Members also asked if the sign will be used to promote off-site events.

REQUEST FOR DECISION (DA 2022-001)
Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



The Draft Development Agreement has been updated to reflect the PAC comments.

Motion:

That the Planning Advisory Committee provide a positive recommendation to Council for the Draft Development Agreement for PID 55278758 with additional information being provided by the Design Review Committee that is brought to Committee of the Whole and then be forwarded to Council for initial consideration.

Design Development:

Initially gathered comment by email, before the PAC meeting. There has now been 2 reviews by the Design Review Committee.

There have been 2 designs proposed. The first had a few ways of using the fork as part of the signage and a different support system for the sign that went beyond the parapet and through the canopy. This concept was preferred by most – being more playful and less literal. See concepts shown below:



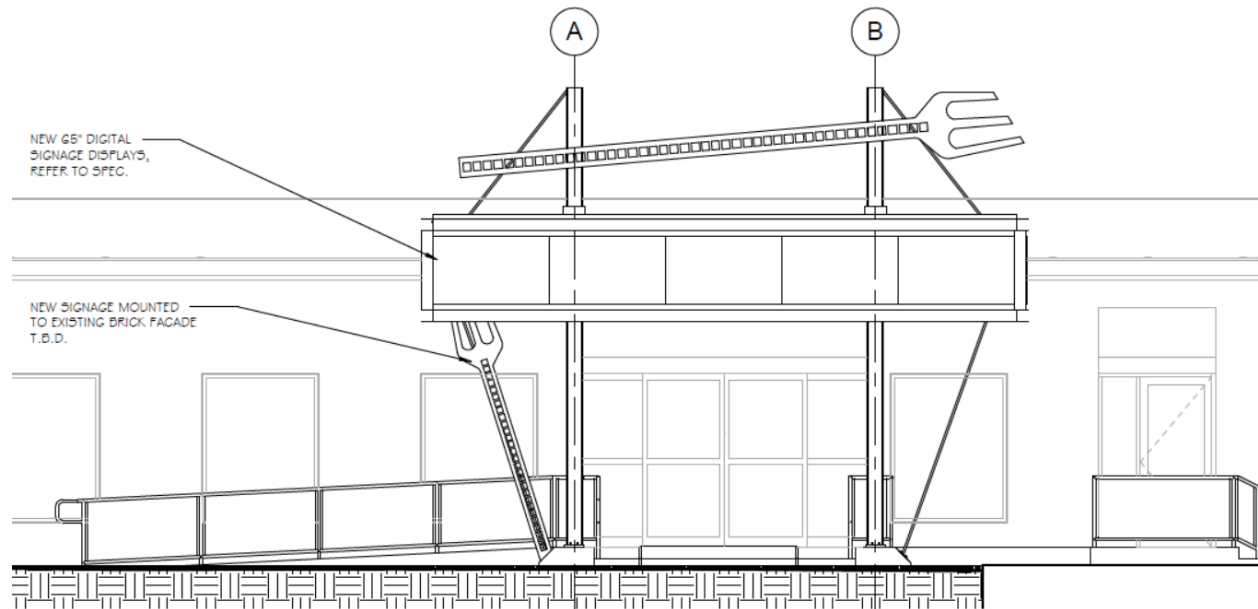
REQUEST FOR DECISION (DA 2022-001)

Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



After an initial meeting with the design review committee, the Architect completed some additional design development and came back with a revised design, similar but with some key differences, such as nothing protruding beyond the parapet/above the canopy; details on the east and west sides of the sign (no digital component), and other details/finishes on canopy. The forks in this version are more utilitarian and are used as supports for the canopy structure.

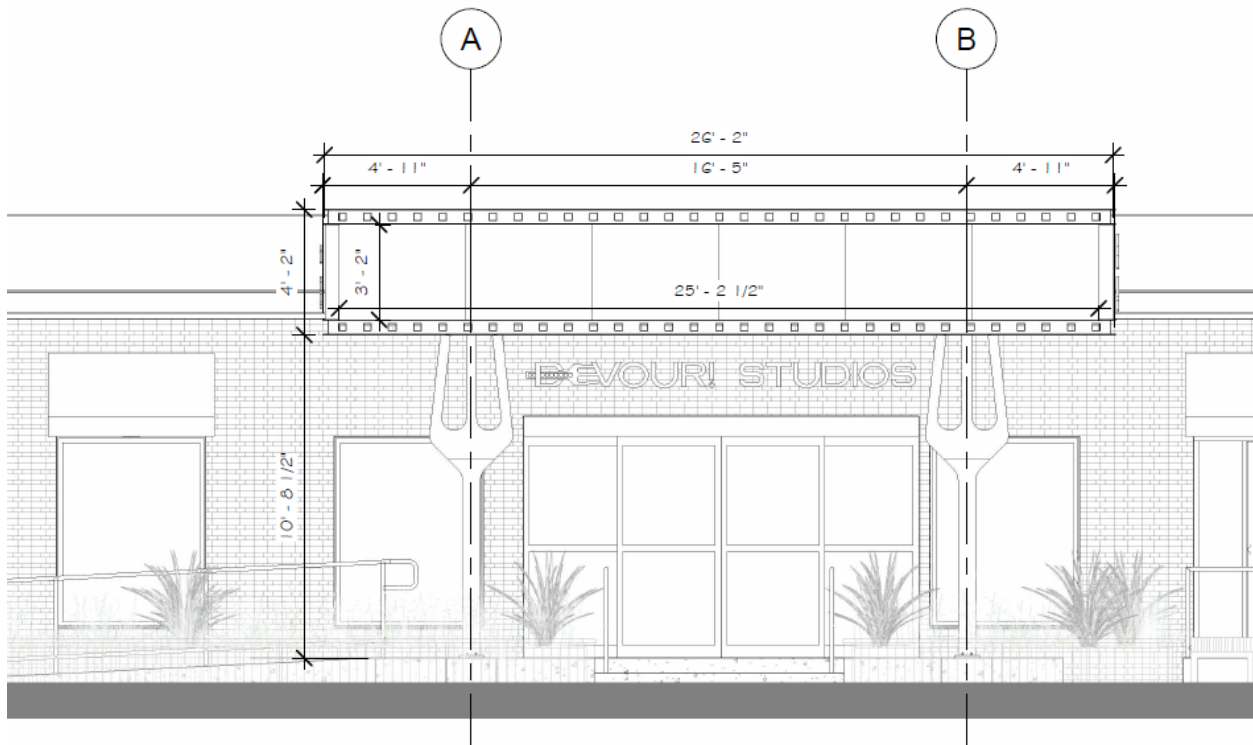
REQUEST FOR DECISION (DA 2022-001)

Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



REQUEST FOR DECISION (DA 2022-001)

Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



REQUEST FOR DECISION (DA 2022-001)
Development Agreement Proposal
360 Main Street PID 55278758
Date: December 8th 2022
Department: Planning & Development





Supported by discussions with the Design Review Committee, the applicant will continue to develop the way the fork is used and smaller details but generally, the design will be some combination of the 2 concepts shown here. The general feeling of the group was the use of the fork in the first concept was preferred while other details from the second would carry forward. The DA has been drafted to provide the applicant some flexibility in the way the signage is detailed/finished. See attached DA for details.

Design Review Discussion:

The Design Review Committee is a benefit to both Staff and Council as we navigate proposals in the downtown and along Main Street in our design guidelines areas. The group met on September 26th meeting and November 23rd – there were also comments solicited via email before the September 9th PAC meeting.

The Design Review have endorsed the digital signage – broadly – at meetings held or comments received from the group. The discussions have focused on the details of the design (e.g. making this a landmark, fun, artistic addition to the downtown). The committee endorsed some flexibility in the DA language while ensuring the fork element is included. The end product will be a combination of the 2 concepts developed to-date. Most preferred the initial concept.

4.0 Design Review Checklist

The following checklist shall be considered when an applicant is subject to these guidelines. Example questions/considerations are provided, based on the Design Principals this document is based on.



CHARACTER

Does the proposed development maintain clear development patterns and continuous built form within the area? Is the existing scale and rhythm of buildings and open spaces respected?



PEDESTRIAN EXPERIENCE

Will the proposed development improve the pedestrian experience, and safety, of residents and visitors to the Town of Wolfville?



DIVERSITY

Does this proposed development increase the diversity of housing types, land uses and architectural styles within the Town of Wolfville while reflecting local values and culture? Does the edge on the street show diversity?



PATTERNS

Will the proposed development maintain or create a pattern of trees or building walls? Does it include a landscaped public sphere?



PUBLIC REALM

Does the proposed development improve the quality of the public realm and contribute to a safe and vibrant community?



SUSTAINABILITY & RESILIENCE:

Will this proposed development reduce fossil fuel use and/or contribute to low carbon community outcomes.

FINANCIAL IMPLICATIONS

None

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the referenced PAC Staff Report.

6) COMMUNICATION REQUIREMENTS

If approved, a public hearing will require advertising and direct mail to residents.

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

REQUEST FOR DECISION (DA 2022-001)

Development Agreement Proposal

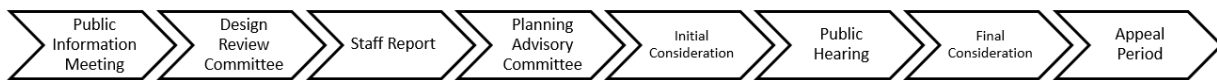
360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



The next step in the Development Agreement application process is for the application to go forward to a public hearing, which will be scheduled (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. The existing sign will remain placed on the property indicating the property is subject to a planning application. Following the public hearing, Council will then give consideration/make a decision on the development agreement.



ALTERNATIVES

1. COTW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COTW forwards the application to Council with a recommendation to reject the application.



ATTACHMENT 1 – Draft Development Agreement (subject to legal review)

Updated from Planning Advisory Committee Version

This **Development Agreement** is made this _____ day of _____, 2022.

BETWEEN:

Devour! Studios (Slow Motion Food Film Fest Society)

(Hereinafter called the “Developer”)

OF THE FIRST PART

- and -

TOWN OF WOLFVILLE

A municipal body corporate,

(Hereinafter called the “Town”)

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a Development Agreement relating to the use and development of the Lands (PID 55278758) pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval for the development of the Lands is that the parties enter into this Development Agreement;

AND WHEREAS the Town Council of the Town, at its meeting on _____, 2022 approved entering into this Development Agreement to permit a lounge as licensed by the Province of Nova Scotia, subject to the registered owner of the Lands entering into this Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Development Agreement and other valuable consideration the Developer and the Tenant and the Town agree to the following terms.



1. Schedules

The following schedules form part of this Development Agreement:

Schedule "A" – Property Description

Schedule "B" – Request and Proposed Elevation (to be updated)

Schedule "C" – Design Guidelines Areas Map

2. Definitions

2.1 In this Development Agreement:

"Building By-Law" means Chapter 65 of the By-Laws of the Town of Wolfville.

"Developer" means the owner(s) of the lands, their heirs, successors, assigns, and all subsequent owners of the lands.

"Development" means digital signage, generally in accordance with the concepts provided to-date and provisions of this DA

"Development Officer" means the Development Officer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

"Engineer" means the Engineer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

"Effective date" means the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.

"Innovative Development" means a development type that does not meet the zone requirements for as-of-right or site plan approval permissions but is still consistent with the overall intent of the municipal planning strategy and may be considered by development agreement.

"Lands" means the real property in the Town of Wolfville owned by the Developer, PID 55278758, and as described in Schedule "A".

"Land Use By-Law" means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions



of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law as adopted by Council on June 30, 2020, effective September 3, 2020.

“Municipal Planning Strategy” means the municipal planning strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy adopted by Council as adopted by Council on June 30, 2020, effective September 3, 2020.

“MGA” means the *Municipal Government Act*, S.N.S. 1998, c. 18, as amended.

“Planning Documents” means Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw.

“Sign, Digital Marquee” means any sign made as part of a marquee and designed to have changeable copy.

- 2.2** Where terms (words or phrases) are not defined in this Development Agreement, definitions in the Town’s planning documents shall apply. Where terms are not defined in the planning documents, definitions in the MGA shall apply. Where terms are not defined in the aforementioned sources, their ordinary meaning shall apply.

3. Relevance of Planning Documents and Other Regulations

- 3.1** This Development Agreement contains definitions and regulations for the Development. It complements the Town’s Planning Documents. Unless specified in this Development Agreement, requirements in the Town’s Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.
- 3.2** Regulations outside of this Development Agreement or the Town’s Planning Documents may be applicable to the Development. However, the terms of this Development Agreement shall not be materially changed in order to comply with such regulations without an amendment to this Development Agreement.

4. Background

The Developer wishes to enter into a development agreement to erect and operate a digital marquee sign to promote events, activities and organizations and groups that use the Devour Studios building at 360 Main Street. Illuminated signs or reader board signs are not permitted under



the land use bylaw in the Core Commercial zone, however Council may consider unique and site-specific uses in the Core Commercial (C-1) zone through Development Agreement.

5. Terms

5.1 Development Conditions

5.1.1 Permits and Approvals

- 5.1.1.1** This Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this Agreement.
- 5.1.1.2** The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.
- 5.1.1.3** Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.

5.1.2 Land Use

- 5.1.2.1** The following uses are permitted:

- (a)** A digital marquee sign subject to the requirements as laid out in this development agreement.

- (b)** Other uses in accordance with the zone standards of the Land Use By-law.

5.1.3 General Requirements

- 5.1.3.1** The Development shall conform to the zone standards of the Land Use By-law, except as otherwise established by this Agreement.
- 5.1.3.2** The Developer agrees that no scrolling, flashing or moving lights, text, images or videos may be illuminated on the signage.
- 5.1.3.3** The Developer agrees that no noise shall be produced by the signage.



5.1.3.4 The Developer agrees that the sign must revert to an unlit, black screen during any malfunction.

5.1.3.5 The Developer agrees that the sign shall not advertise or promote events or happenings that are not happening on the 360 Main Street property or as part of Devour programming.

5.1.3.6 Text or graphics may only change every 2 hours.

5.1.3.7 The night time brightness of the sign must not exceed 100 NITS and may not operate between 1:00am and 7:00am

5.1.3.8 The sign must be equipped with a sensor which automatically lowers light output in accordance with atmospheric conditions and so not to exceed the maximum number of NITS permitted.

5.1.3.9 The applicant shall submit the operational specification at the time of permit application demonstrating compliance with the requirements of this agreement

5.1.4 Design Requirements

5.1.4.1 The signage shall be generally in accordance with the Design Concepts – some combination of the packages, at the discretion of the Director of Planning during the Development Permit process.

5.1.4.2 The digital component shall only be permitted on the south side of the signage (not all 3 sides of the canopy).

5.1.4.3 The signage shall include a fork element(s), generally in accordance with the concepts provided during design development.

5.1.5 Utility Equipment

5.1.5.1 Utility equipment such as mechanical and electrical equipment related to the digital sign shall be visually screened by fencing or landscaping.

5.1.6 Timing



5.1.6.1 This Development Agreement shall be deemed entered into on the day following the day on which the time for appeal of Town Council's approval has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable.

5.1.6.2 This Development Agreement does not come into effect until the requirement of Section 228(3) of the Municipal Government Act are fulfilled and this development agreement is filed in the Registry of Deeds. All other time requirements imposed in this Development Agreement shall be calculated from that date, the effective date.

5.1.6.3 All Development enabled by this Agreement shall be completed within three (3) years. Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer or Tenant.

5.1.7 Amendment

5.1.7.1 With the exception of matters which the Town and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.

5.1.7.2 Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:

(a) The requirements for completion imposed by section 5.1.6.3.

(b) Design in accordance with concepts, as per 5.1.4.1

5.1.8 Expenses

5.1.8.1 The Developer shall pay all costs and expenses incurred by the Town related to this Development Agreement.

5.1.9 Liability



5.1.9.1 The Developer shall be liable for any damage caused to persons or public or private property by the Developer or any contractor or other individual doing work related to the Development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the Development. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to insure the responsibilities which the Developer is assuming in this section.

5.1.10 Default

5.1.10.1 If the Developer fails to comply strictly with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may, after 30 days notice in writing to the Developer, enter the lands and perform any obligation with which the Developer has failed to comply strictly. All expenses arising out of the entry of the Lands and performance of the obligations may be recovered by the Town from the Developer by direct suit and shall form a charge upon the Lands. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.

5.1.10.2 If the Developer breaches any of the terms of this Development Agreement, the Town, at its sole option, may:

- (a)** Terminate this Development Agreement;
- (b)** Exercise its rights under paragraph 5.1.10.1 above; or,
- (c)** Take no action.

5.1.10.3 Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach.

5.1.10.4 Any expenses incurred by the Town in exercising its rights under sections 5.1.10.1 and 5.1.10.2, or either of them, shall be paid by the Developer to the Town.

5.1.11 Administration

The Development Officer administers this Agreement. His/Her decision is final and binding on all parties.



6. Warranties by the Developer

6.1 Title and Authority

6.1.1 The Developer warrants as follows:

- (a)** The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Development Agreement to validly bind the Lands.
- (b)** The Developer has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

7. Full Agreement

7.1 Other Agreements

- 7.1.1** This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.
- 7.1.2** This Development Agreement shall not be a precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

8. Notice

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1
Attention: Development Officer

and if to the Developer:

REQUEST FOR DECISION (DA 2022-001)

Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



Devour! Studios (Slow Motion Food Film Fest Society)

360 Main Street

Wolfville, NS

B4P 1E2

9. Headings

The headings used in this Development Agreement are for convenience only. If any of the headings are inconsistent with the provisions of the Development Agreement which it introduces, the provisions of the Development Agreement shall apply.

10. Binding Effect

This Development Agreement shall ensure to the benefit of and be binding upon the parties to this Development Agreement, their respective successors, administrators, and assigns.

11. Execution

In witness of this Development Agreement the parties have signed and delivered it to each other on the date set out at the top of the first page.

SIGNED AND DELIVERED

In the presence of:

Witness

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TOWN OF WOLFVILLE

By _____

MAYOR

By _____

TOWN CLERK

REQUEST FOR DECISION (DA 2022-001)

Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



SIGNED AND DELIVERED

)

In the presence of:

) By _____

DEVOUR! STUDIOS (SLOW MOTION FILM
FEST SOCIETY)

Witness

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2022, _____
a witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFVILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2022, _____
a witness to this agreement came before me, made oath, and swore **that DEVOUR! STUDIOS (SLOW MOTION FILM FEST SOCIETY)**. caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

REQUEST FOR DECISION (DA 2022-001)
Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



A Commissioner of the Supreme Court of Nova Scotia

Schedule “A” – Property Description

Parcel is as described as of Plan 8381, registered 1990-10-22.

Municipality/County: Town of Wolfville

Designation of Parcel on Plan: Lot WFC-1

Registration County: Kings County

Registration Number of Plan: P-8381

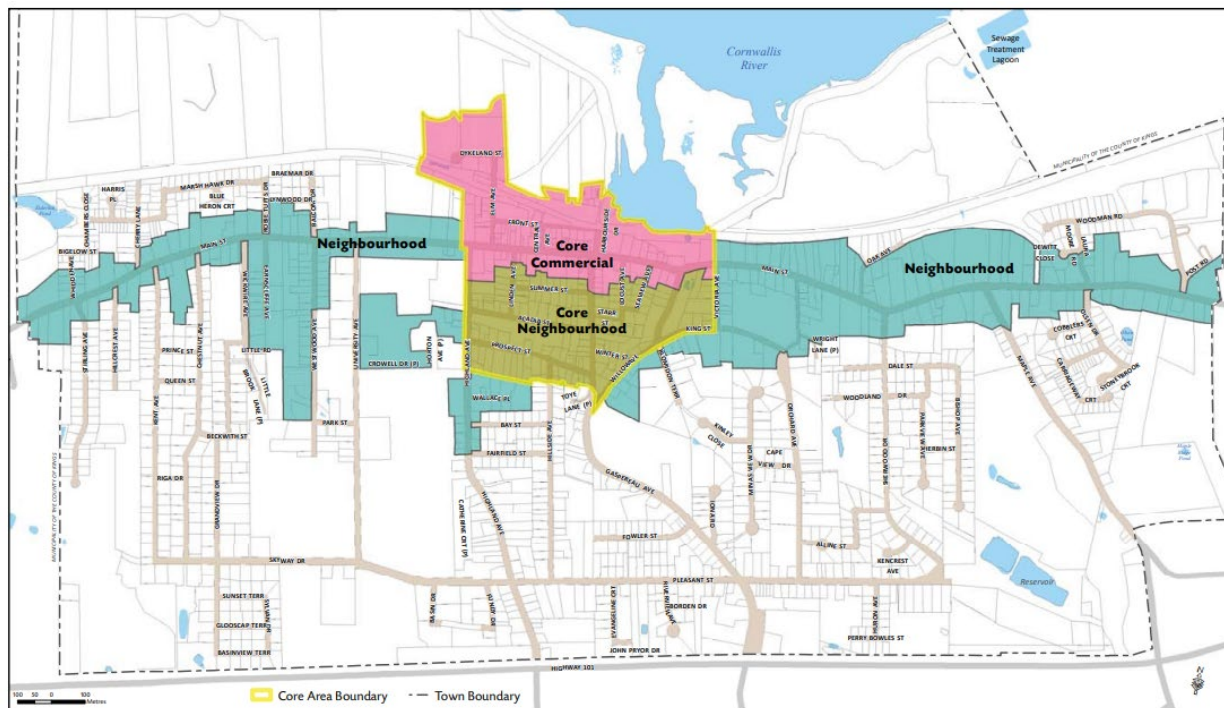
Registration Date of Plan: 1990-10-22

The Devour Studios (Slow Motion Food Film Fest Society) project is requesting a development agreement with The Town to erect and operate a Theatre marquee- like digital sign to promote events, activities and organizations and groups that will utilize the Devour Studios. It can be used as a community bulletin board for all events and activities in town.

The sign will be erected over the entrance to 1-360 Main street, facing south and set back from Main Street by 50 meters with no direct visual impact affecting drivers on Main Street. The marquee is envisioned as three separate digital panels that can be programmed to showcase events and tenants at the studios, in Waterfront Park and throughout town. In keeping with cultural buildings like the Confederation Centre in Charlottetown and the National Arts Centre in Ottawa (both of which have digital marquees) signage elevates these buildings to international stature with the use of new technology.

TO BE UPDATED BEFORE FINALIZING (showing both concepts)

Schedule C: Design Guidelines Area Map



REQUEST FOR DECISION (DA 2022-001)

Development Agreement Proposal

360 Main Street PID 55278758

Date: December 8th 2022

Department: Planning & Development



REQUEST FOR DECISION 077-2022

Title: Pumper 11 – Approval to Start Procurement Process

Date: 2022-12-06

Department: Fire Dept/Finance



SUMMARY

Fire Dept - Pumper Truck – Early Approval to Start Procurement Process

As part of the annual budget process, Council approves a Capital Budget which includes specific Year 1 project spending noted in the annual budget motion. In addition, the general multi-year capital spending plan noted, Ten Year Capital Investment Plan (CIP), is adopted as part of the overall Operations and Budget Plan. The current 2022/23 CIP (pages 113 to 117 of 2022-2026 Operations Plan) notes replacement of a Fire Dept. pumper truck in fiscal 2024/25.

Given the impact of the post-pandemic COVID world on prices and supply chains, Fire Chief Crowell has started looking into what the market looks like for their needs in the Department, most notably the next pumper due to be replaced. Indications are that the lead time on purchase, once a purchase decision is made, can be over a year and up to two years. In addition, cost of fire trucks are rising dramatically similar to other segments of the economy. In order to ensure a replacement truck would be ready for use in 2024/25 work needs to formally begin on the procurement process now. Typically procurement process does not start until the year of acquisition. This RFD is being brought to Council recognizing that in this area of the Town's operations, an earlier start is required and therefore Council approval is sought.

The truck to be replaced is Pumper 11, a 2003 vehicle purchased in the 2002/03 year at a cost of \$458,000. The CIP includes a replacement schedule for trucks reaching 20 years of age. By the time this new pumper is acquired, it will be 22 years old.

DRAFT MOTION:

That Council authorize staff to formally begin the procurement process for the acquisition of a new pumper truck for the Fire Department with an expected delivery date in the 2024/25 fiscal year.

REQUEST FOR DECISION 077-2022

Title: Pumper 11 – Approval to Start Procurement Process

Date: 2022-12-06

Department: Fire Dept/Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) Section 65A

3) STAFF RECOMMENDATION

Staff recommend Council approve the motion allowing the process to begin on a purchase that is technically in Year 3 of the current 2022/23 Capital Investment Plan refer to page 113 of 2022-2026 Operations Plan approved in March 2022). This will allow the Fire Chief to formally look into what options exist in the market, consider letters of commitment if applicable, and to identify local Fire Departments that may also be looking to acquire a new pumper truck in the same timeframe.

4) REFERENCES AND ATTACHMENTS

- 2022-2026 Operations Plan

5) DISCUSSION

This RFD is being brought forward seeking Council approval of a future purchase, not one that would occur in the current approved budget year. Council approves formal spending authorization in annual budget approvals. The required asset replacement is in year 3 of the current multi-year financial plan. Refer to page 113 of the Operations Plan.

The specific truck to be replaced is a 2002 E-One Pumper Truck acquired back in 2002/03 at a then cost of \$458,000. By the time a new replacement is received, the current vehicle will be 22 years old, slightly older than the desired 20 year lifespan for fire vehicles.

As with many things, the cost of fire trucks is rising quickly. The 2022/23 CIP has an estimated cost of \$900,000 and only two years ago the CIP noted an estimated cost of \$800,000. The Chief has looked into updated estimates and a cost estimate of \$1.4 million is now suggested as more likely to reflect actual cost. Refer to working draft copy of the CIP reviewed with Council during the Special all day budget Committee of the Whole meeting held November 17th.

A truck to be purchased will need to meet the specifications required by the Wolfville Volunteer Fire Department and as such alternative procurement processes may be needed. Staff believe there is at least one other local Fire Dept. that is looking to acquire a truck and joint tendering may be possible. Typically this can lead to some savings compared to a one off purchase.

REQUEST FOR DECISION 077-2022

Title: Pumper 11 – Approval to Start Procurement Process

Date: 2022-12-06

Department: Fire Dept/Finance



If the draft motion is approved, the procurement process will parallel the current 2023/24 budget process and updated cost information will be incorporated into that document. Ultimately the formal decision to purchase the new truck will occur by early 2023/24, at least a year ahead of the expected year of delivery.

6) FINANCIAL IMPLICATIONS

The updated cost estimate of \$1.4 million is already reflected in the draft 2023/24 CIP and it will become part of an approved 2023/24 budget by March 2023. The decision before Council is to allow staff to begin formal procurement process for an item that is not discretionary but required. The impact on the budget is possibly reduced by allowing an early procurement process as it is expected that cost will only continue to rise over time and delivery time delayed.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time. This RFD relates to a required service, Fire, and ensuring the Department continues to have an updated fleet to service the community.

8) COMMUNICATION REQUIREMENTS

None required at this time.

9) ALTERNATIVES

Council can decide not to allow the procurement process to start early. This would likely mean a missed opportunity to partner with another local department in a joint tender and it will also mean likely delay in receiving a new truck within the 2024/25 year, two years later than the goal of 20 year replacement schedule.

CONFERENCE UPDATE

Title: Recreation Nova Scotia Annual Conference
Date: October 19-21, 2022
Department: Office of the CAO



1) UPDATE

This was a fun, engaging, interactive and enlightening conference with many learning opportunities and connections made, thus the theme of the conference was titled Reconnect.

The first day of the conference saw presentations and discussions on the new Anti- Racism Charter in Recreation. Racism exists in every sector including in Recreation. The goal for RNS is to promote an inclusive environment by providing unifying guidelines to combat systemic racism. <https://www.recreationns.ns.ca/news/507-anti-racism-charter-in-recreation-en/file.html>

The keynote speaker for the charter launch was Dr. Barb Hamilton-Hinch from the African Nova Scotian communities of Beechville and Cherrybrook. She is the Assistant Vice Provost of Equity and Inclusion as well as a professor at Dalhousie University. She discussed the importance of identifying all African NS and Indigenous communities in NS and the barriers that still exist including many that still do not have drinkable water. Family and church were the form of leisure and recreation in African NS communities, so looking at the definition of leisure is important. The panel discussion was honest and interactive, and provided insight into Access and Inclusion in Community Recreation and the organizational barriers that still exist such as physical, social, and environmental. The panel included members from Eskasoni First Nations, African Nova Scotian community and Entrepreneurs who immigrated to NS.

The first seminar was titled, Inclusion and Access in Community Recreation. This was an interactive session which centered around our comfort with the topic of Inclusion. There is no road map, and no one way to do this.

Key takeaways:

- Inclusion must include, a safe space, be adaptable, welcoming, valuing different cultures, and celebrating diversity.
- We all have a roll to play, not just a one-person impact.
- Environmental barriers -location, physical, and transportation.
- Psychological barriers- acceptance, safety, and trust.
- Relational- well being, openness, and social support.
- Hearing from the community is important and advocating for financial need on a case-by-case basis.

CONFERENCE UPDATE

Title: Recreation Nova Scotia Annual Conference
Date: October 19-21, 2022
Department: Office of the CAO



- Have policies in place, as it will not always be inclusive, so be mindful.
- What's next?
- Identifying gaps through community engagement, have transparent conversations, develop a plan to identify gaps, build awareness, evaluate, and re-evaluate.

The second seminar was the Memory Café, with Nick Zamora and Dr. Beverley Cassidy presenting. It was exciting to see our community of Wolfville highlighted as the first Memory Café in Nova Scotia. The project aims at destigmatizing dementia by creating welcoming social spaces for older adults and their caregivers using a holistic approach. Some of the activities include art, musical guests, and of course a hot drink and snacks. They have proven to be a sustainable and low cost as social isolation is a significant risk factor for declining mental and physical health. Currently Wolfville meets at Charts café on Tuesdays, with 15-20 participants on average. Other locations include Clare, Yarmouth, Cape Breton, Yarmouth, Argyle, and Lunenburg. www.memorycafens.ca

The third seminar was from NS Walks- Social Support for less Active adults through walking. The goal is to create a social support and to increase opportunities for people who are less active and increase activity while enjoying conversations. Wolfville currently includes the walking program in our recreation department. A group leaves every Tuesday at 10:00 am at the library, in the summer, spring, and fall. Training for walk leaders is also available to community members through Hike NS. www.nswalks.ca

The keynote speaker on day 2 was Sarah Moore, an assistant professor in the school of Health and Human performance at Dalhousie University. She discussed childhood growth and development, movement, play behaviours and physical activity for children and youth. Covid has affected the way we engage with recreation but children with disabilities were further impacted. She discussed how active play is critical for child development. Only 5% of children meet the 24 hr movement guidelines, however only 1.3 % of children with disabilities meet these guidelines. She explained how important recreation has in this development and there isn't a one size fits all approach.

The final presentation of the conference was given by Rachel Bedingfield, Mary Sweatman, and Jackie Oncescu. They discussed how to design resilient recreation and park provisions. Some key topics noted: equity in the recreation sector, who may need more support and resources to create a meaningful leisure experience. Outreach, equipment loan programs, and payment methods.

CONFERENCE UPDATE

Title: Recreation Nova Scotia Annual Conference
Date: October 19-21, 2022
Department: Office of the CAO



The importance on recreation being human centered, such as including our citizens and community lead design. Do we understand what our citizens need, and does it provide benefit?

This conference was extremely beneficial to me as a Councillor for the Town of Wolfville and was an invaluable learning experience which I can share with all my current committees as well as my colleagues. The definition of leisure is vast and has different interpretations depending on cultural identity. The common theme is that leisure and recreation are extremely important components to mental and physical health, as well as strengthening relationships with family and friends.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: Kings Point to Point
Date: November 16th, 2022
Department: Committee of the Whole



KINGS POINT TO POINT MEETING

- Meeting was held in the brand-new Kings Point to Point space located at 20 Aberdeen Street, Kentville
- Financial reports circulated- All Municipal funds have been allocated accordingly
- Memberships have slowed down but are still higher than what was originally budgeted for this time of year
- Operating costs are below budget, but many vehicle expenses are over: insurance, fuel costs, repairs, and maintenance and those were discussed through the group.
- Vehicle maintenance pertains to less vehicles which go through more wear and tear, so the repairs are more excessive
- Discussion was had following the announcement of Government funding for E-Vehicles, Hybrid Vehicles, and one Four-Wheel drive vehicle for Winter driving
- Good Discussion on efficiency with driver time and proper scheduling. With three new people out front, not as much training but a good sense of adapting to the higher numbers.
- Office report emphasized fuel costs and fluctuations and there was a discussion about possible fuel discounts. As well, discussions of larger cancellation numbers at the last minute which factors into efficiency of trips.
- Chair and Driver Rep met, had a great discussion about the ups and downs or some operational things. A larger report to follow.
- Discussion following a better protocol to communicate the Valley Faces of Business ad to make sure more staff, drivers, board are included in the photo
- Discussion about how to maintain regular driver meetings, with specific agendas, to improve communications.
- **Next Meeting is scheduled for January 18th, 2023 5:00, 20 Aberdeen Street**

Respectfully Submitted,

Councillor Mike Butler

COMMITTEE UPDATE

Title: Diversity Kings County

Date: December 6, 2022

Department: Committee of the Whole



The last meeting of Diversity Kings County was held in hybrid form on November 7, 2022. The next meeting will be held December 5, 2022.

Kenya did a presentation on her work as a diversity summer student focusing on a camp the Municipality put on through their recreation department titled; Equity, Diversity, Inclusion, Justice, and Belonging Camp. Counsellors were trained in codes, rules, and expectations, and focused on how we learn and practicing good behaviours.

Devon Adams, committee member gave an update on the Africentric Education Conference which is in its 28th year. He talked about culturally responsive education and centering learning around student ideas. Students and teachers are not always connecting, and black students were perceived as not smart. The term scaffolding was discussed, a term used where teachers offer a certain type of support to students by asking questions, providing feedback and support from their peers. Thus, giving people credit but they don't always learn. The potential for misjudging can be very high if not facilitated correctly.

NSCC Post- Secondary student homelessness in Canada was discussed with an estimated 100,000 students facing homelessness, including couch surfing and no roof over their heads. A National survey was shared to the committee to complete and share to our networks.

Equity, Diversity, and Inclusion terms were discussed which included:

Cultural Competency- Learning about cultures and adapt, understand, and honour histories. Focusing on uniqueness instead of generalizations.

Cultural Humility- Is a mindset, being aware of imbalances and the process of our bias, and how we treat others.

The terms of reference for the Diversity plan were reviewed and discussed with amendments.

COMMITTEE UPDATE

Title: Diversity Kings County

Date: December 6, 2022

Department: Committee of the Whole



Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: IMSA Board
Date: December 2022
Department: Committee of the Whole



UPDATE

The IMSA Board meets monthly to receive status updates from both Kings Transit and Valley Waste Authority. Reports provided to the IMSA Board include reports of both the KTA and VWMA General Managers, and MNP – the accounting firm responsible for support during the IMSA Pilot.

- MNP continues to work with the GM's of both organizations on financial reporting activities.
- Their work plan includes an analysis of municipal cost sharing related to Valley Waste Activities

KTA Update:

- Completion of work on a number of older buses. These older buses continue to have operational/maintenance issues. Replacement of these buses or expansion of staffing in the maintenance department will be required.
- Cost of fuel continues to increase with an 28% overage in fuel costs anticipated by fiscal year end.
- Ridership continues to increase across the entire system compared to 2021 although still down considerably relative to the last full pre-CoVid year. Ridership (based on boardings) is approximately 80% of the last full pre-CoVid year.
- 122 one-year free passes have been given to Ukrainian refugees by KTA.
- Revenue is down relative to ridership based on free tickets.
- Staff recruitment for operators is proving difficult perhaps because what is being offered are part-time positions.

VWMA Update:

- Management continues to review health and safety initiatives – there was a near miss and potential damage to the WMC Compactor
- The increase in commercial and curbside waste that was seen during the last two CoVid years is moderating
- High fuel costs continue to have a significant impact on expenses
- The provinces recently announced new construction and demolition waste regulations has potential implications for the Authority, primarily due to the ban on pressure treated wood and creosoted wood from first-generation C&D landfills. It is anticipated that additional water monitoring for C & D storage will be required. Implications for the Authority is likely a requirement to either shred wood or expand the storage area for wood and asphalt shingles. This will prove challenging.
- It is hoped that EPR will move forward in the new year. Future EPR regulations are anticipated to include an expansion of the existing EPR electronics programs to include additional electronics.

COMMITTEE UPDATE

Title: IMSA Board
Date: December 2022
Department: Committee of the Whole



While this is a positive move it has implications for VWA as it will require an expansion to the site.

- Some changes have been made to the printing and distribution of the annual calendar including providing the calendar at pick-up sites i.e., Town Halls, Libraries, grocery stores rather than house to house bulk deliver. As well staff will manage the calendar design and advertisement sales internally. Both will result in significant cost savings.
- Waste screening an inspection have increased considerably.

Respectfully Submitted,

Mayor Donovan