

Committee of the Whole

January 10, 2023 8:30 a.m. Council Chambers, Town Hall 359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, Minutes, December 6, 2022
- b. Committee of the Whole In Camera Minutes, December 6, 2022

3. Presentations

a. Royal Canadian Legion (Paul Murphy & Michael Bawtree)

4. Public Input / Question Period

PLEASE NOTE:

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

5. Committee Reports (Internal)

- a. Planning Advisory Committee
- b. RCMP Advisory Board (verbal report)



- c. Policing Services Review Committee (report to follow)
- d. Town and Gown Committee

6. CAO Report

7. Staff Reports for Discussion

- a. RFD 001-2023: Appointment of Councillor Palmeter to Committees
- b. RFD 033-2022: Acadia Pool Operations Financial Request
- c. Info Report 001-2023: East End Secondary Plan Report
- d. Info Report 002-2023: Quarterly Council Attendance Report

8. Committee Reports (External)

- a. Annapolis Valley Trails Coalition (AVTC)
- b. Wolfville Business Development Corporation (WBDC)
- c. Diversity Kings (DK)
- d. Inter-Municipal Services Agreement for Valley Waste & Kings Transit (IMSA for VW & KTA)

9. Council Request for Agenda Items

- a. SOP to Support Committees of Council Policy (Mayor Donovan)
- b. Discussion on Basic Income (Councillor Elliott)

10. Public Input / Question Period

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

a. Recreation Task Force Update



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

COMMITTEE UPDATE

Title:Planning Advisory CommitteeDate:January 10, 2023Department:Committee of the Whole



- Meeting was focused on the East End Secondary Planning / Development.
- Director Lake provided a presentation on work-to-date Staff are looking to move toward a final package to be considered through the legislative process (including public meetings).
- There was insufficient time to discuss the package (see minutes that will be published).
- There were comments from members of the public during the question period regarding the East End (Bishop Avenue Residents).
- The next meeting is planned for January 5th 4:00 p.m this is to continue the December discussion on the East End Secondary planning.

Submitted by Devin Lake Director of Planning & Economic Development



UPDATE

The Town and Gown Committee met on December 16th to continue the process of the MOU review and to appoint the Citizen Rep.

George Lohnes was appointed as the citizen rep for the next two years.

January 27th, March 3rd and March 17th, 2023 were confirmed as upcoming meeting dates. The Town has completed its review of the MOU and Acadia and the Acadia Student Union are working on their respective reviews. These reviews will be used to strengthen the current MOU. It is expected that any changes to the current MOU would be in place by the end of March. Note: the MOU continues indefinitely but is reviewed every four years.

Respectfully Submitted, Mayor Donovan



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Mayor's Levée returns

The first Levée since the pandemic began offered chowder and cheer to a friendly bunch of residents on Jan. 1. Acadia provided use of the Garden Room and words of welcome from Dr. Dale Keefe. Guests of all ages enjoyed a re-launch of the long-standing tradition. Thanks to Chantal Peng and her sisters for providing two hours of music for guests to enjoy.

Welcome Watts'n!

Our new compliance vehicle is charged-up and ready to roll. The new 2023 Hyundai Kona EV in glacier white needed some Wolfville whimsy to help communicate its eco-positive story, so staff completed a mini-branding exercise and decided on the name "Watts'n"

The name is a play on the word "watt" as well as being a nod to the famous Dr. Watson, assistant to Sherlock Holmes. By adding a start button icon, in our brand's green hue, we also give a hint of a magnifying glass.

Watts'n will be supporting our compliance work and also helping the Town move in a green direction.

Memory Café is in the running for a Dementia-Friendly Community Award

Our Memory Café NS group is one of four finalists for the "Grassroots Group" award in the first-ever National Dementia-Friendly Communities Awards. The winner of the award will be announced during an online event on Jan.15, 2023. January is Alzheimer's Awareness Month in Canada.

The Memory Café NS was born out of Wolfville's Memory Café project, which was started via collaboration between a local Geriatric Psychiatrist (Beverley Cassidy) and Wolfville Recreation. The program is hosted at Charts Café in Wolfville. The team has grown to include several local volunteers and has been successful in developing programming now used in other municipalities and communities across Nova Scotia.

Memory Café NS is supported by funding from the Government of Canada's New Horizons for Seniors Program and The Mud Creek Rotary Club.

Details can be found here: <u>https://alzheimer.ca/en/whats-happening/news/nominations-open-national-dementia-friendly-communities-awards</u>

Crosswalk Flag Pilot Program

The draft SOP is complete and now under review by management. Staff also met with Norm Collins and purchased flags and buckets from his society. To measure the success of this pilot, staff will now create a QR code and project page in Wolfville Blooms to invite pedestrians to participate in a user survey. Repracor will print stickers with the QR codes for the buckets and the installation will be completed by public works. The flags were installed before the holidays and the response (online) has been positive.



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Highland Avenue Reconstruction Project

Paving phase 2 and 3 (the base lift) is now complete. Driveways are all backfilled and accessible to residents again. Minor infilling and cleanup work will be completed prior to winter shut down and the remaining 75m of street reconstruction (including the intersection at Pleasant) will be completed in spring 2023.

Willow Park Welcome Centre

The geotechnical investigation field program is now complete, and staff is waiting for a final report. Staff are scheduled to draft a conceptual 2D layout for Elaine Furniss by the end of the month. She will provide more comprehensive detailed renders of the new concept for Council review in February. Staff will then proceed with completing detailed design and preparing the package for spring tender.

Fairfield Street Reconstruction

A fee proposal has been delivered by Hatch for them to complete design package for Fairfield. This option is being considered to help prepare us to go to tender in the spring. A LIDAR scan of the street has been completed, and the topographic survey data is now being collected by ABLE. The design and tender package preparation is scheduled for February-March.

Parks and Recreation

Staff wrapped-up a successful and super fun seven-week outdoor trailblazer program teaching kids how to make fires, how to build shelters, how to handle wilderness first aid, plus we had fun with navigation and knots. We also organized three successful after school programs for Wolfville school students (Ukulele, guitar and yoga).

Wolfville Glows wrapped-up another successful holiday season in the Town that saw visits from Santa draw robust numbers of community members and visitors. From what Santa said, Wolfville will remain on the "Nice" list for 2023.

Our Holiday Dance social that took place on December 17 was a big success and for folks who were willing to brave some rain and wind, we also provided support to the Community oven event took place on the same day.

Parks staff have started top dressing a small part of the trailway in reservoir park prior to holiday break. Staff will be returning to Reservoir Park in the new year to continue clearing up down fall trees from the fall.

The Parks and Open Spaces Master Plan process has started and staff are working to prepare for the Council kick-off workshop on January 12.



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Planning and Economic Development

Members of Staff and Council have been engaged in the Valley Regional Enterprise Network's (REN) Strategic Tourism for Areas and Regions (STAR) process. See here for more information: <u>http://www.valleyren.ca/projects-and-programs/star-program-annapolis-valley-tourism/</u>. This work should help inform the Town's own tourism strategy and efforts moving forward.

Staff have submitted for Provincial review the Investing in Canada Infrastructure Program (ICIP) grant for our AT network that was endorsed by Council at the June 21 Council meeting. Regular updates on the status of this application will come to the Council when appropriate – we hope to have an update on this application early in the new year.

Work has been completed 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 the next fiscal year. We have been informed also that the local landlords are working on a website and association.

Staff have worked with the WBDC on a survey of the businesses as per the funding agreement with the WBDC. A summary of the outcomes will be presented to Council once this wraps up (end of January) and will inform the budget process. Town Planning Staff are typically in the WBDC office on Mondays and Fridays.

2023/24 Budget Process

Work continues in all areas of the budget. Most notably, Department Heads have been working on their departmental budget estimates. An early draft will be updated to management at the end of December with first look at a bottom-line shortfall. Work will continue in the coming month to have V1 (first draft) of the Town's budgets ready for the Special COW all day session in January.

Annual Audit – 2022/23 Financials

Staff have met with the auditors to start working on the Audit Planning process and timing of year end field work. Staff (Jenny) has worked on the requirements of the new Asset Retirement Obligation (ARO) reporting standards and interim results were discussed with auditor. The Town appears to be ahead of the game compared to other municipal clients. A package of information will be forwarded to Grant Thornton to allow their staff time to carry out applicable audit procedures.

Water Rate Study

Staff are compiling a list of information requirements requested by the consultant to allow them to start their rate analysis and the first batch of info to consultant by the Christmas break. Detailled work on the Study will take place early in new year, involving both the Finance Dept and Director of Public Works.

Recruiting – IT Manager



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The date for resume submissions closed on December 15 and our former IT manager has assisted in identifying a shortlist of five candidates. Having a successful candidate in place at Town Hall is likely to be in later January. Staff continue to fill the gap as much as possible, and we have contracted our former IT Manager to provide consulting support in the interim.

Water/Sewer Bills

Staff (Water Utility Dept.) are collecting meter read data to upload to billing system the week of December 19 and then staff expect to have the third quarter water/sewer bills out by end of first week in January. This involves approximately 1,600 water customers.

Property Assessment Information

Staff have started reviewing high level summary data provided to municipalities in mid-December to see what impact is likely in the upcoming 2023/24 budget year. Residents and businesses will receive their property assessment information from Property Valuations Services Corporation (PVSC) in the mail by early January. Owners have 31 days from the date of the mailing to appeal their assessment if so desired.

The Town will receive the full 2023 Assessment Roll data in early January, providing be a key set of data to inform the upcoming budget process.

Third Quarter Financial Update

Staff are working on the third quarter financial update to Audit Committee and Council. The review of results to December 31 includes forecast results for the March 31/23 year end. Early review of the November 30 results will help with the ability to get a full report ready for Audit Committee in late January. Data from year end forecast estimates can also help inform the budget process for the following year (2023/24 budget process).

Year End Payroll

Staff will install year end payroll update which serves to have updated 2023 payroll deduction tables ready for use in the new year, and also closes the T4 year to allow work to begin on preparing 2022 T4's for staff and Council. This work will continue into January with the deadline for issuing T4's at the end of February.

Insurance

Staff have handled an influx of damage claims in the last couple of months. Over twelve files were opened since October 1. Seven claims for vehicle damage were referred to the insurance adjuster for review, with the adjuster finding that the Town was not negligent.



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Two files have been resolved and files closed without financial impact to the Town. Three have been referred to the Town's insurer to determine next steps as they involve a section of street under reconstruction. This may involve the contractor's insurer if there is a basis for the claims.

Economic Development

Planning Department staff are looking to bring an economic development discussion forward as part of the budget process that will help forge a path forward and provide direction. 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.



SUMMARY

APPOINTMENT OF COUNCILLOR PALMETER TO COMMITTEES

Council selects their committee appointments for each member on an annual basis in November.

Due to a vacancy on Council interim appointments were made in October and committee appointments made in December with the current council members.

As the vacancy has now been filled, this RFD reflects the updated Council appointments made to include our new Councillor Ian Palmeter.

DRAFT MOTION:

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

That Council approve the changes made to committee appointments as outlined in RFD 001-2023.

REQUEST FOR DECISION 001-2023 Title: Appointment of Councillor Palmete

Title:Appointment of Councillor Palmeter to CommitteesDate:2023-01-10Department: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**

Council Committee appointment recommendations were brought to Council in December rather than November 2022 due to a Council vacancy and subsequent special election. As the vacancy has now been filled, it is necessary to adjust some of those appointments to include the new Councillor Ian Palmeter, therefore, the following revisions highlighted in red are being recommended for Council's consideration:



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
Councillor Ian Palmeter	2023-01	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 001-2023

Title: Appointment of Councillor Palmeter to Committees Date: 2023-01-10

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	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 001-2023Title:Appointment of Councillor Palmeter to CommitteesDate:2023-01-10Department: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 <u></u> (Chair)	2022-12	2024-10
Councillor Ian Palmeter	2023-01	2024-10

NOTE: THE TERMS OF REFERENCE AR 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	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.



REGIONAL COMMITTEES

ANNAPOLIS VALLEY TRAILS COALITION

- Councillor Jodi MacKay
- Councillor Ian Palmeter (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

• Councillor Ian Palmeter

WOLFVILLE BUSINESS DEVELOPMENT CORPORATION (WBDC)

- Councillor Jodi MacKay
- Councillor Ian Palmeter (alternate)

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS



N/A

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

Funding Request – Acadia University Pool

As part of the 2022/23 budget process (Ops Plan and Budget approved in March 2022), consideration was given towards continuation of what had been a one-year contribution in 2021 to Acadia to support the operational costs of their pool. As noted in RFD 015-2022 (included in March Council Agenda) the approved budget included an allowance for a Town contribution in fiscal 2022/23. The allowance was up to \$72,000. This would be funded by way of Operating Reserves consistent with the assumption that this type of contribution was not yet considered a regular annual cost to the Town. RFD #015-2022 noted that Council would make a formal decision on the funding once a Request for Decision (RFD) was brought back to Council with data from Acadia University supporting the request.

Acadia's VP Finance & Administration has provided some background information in response to the Town's request for more details, however it is the same information provided in 2021. As of today's date, the information provided is a high-level summary of the revenue/cost model for operating the Acadia pool as well as indications of community use. No specific dollar amount has been requested. The budget allowance was based on the previous year contribution.

DRAFT MOTION:

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

That Council approve ______ in support of the Acadia Pool operations for the 2022-23 fiscal year.

REQUEST FOR DECISION 033-2022

Title:Funding Request – Acadia University PoolDate:2022-12-06Department:Office of CAO/Finance



1) CAO COMMENTS

Please refer to the discussion below. It should be noted that in 2021-22 both the County of Kings and the Town of Wolfville provided funding to support the pool operations. It is the understanding of the CAO that Acadia did not formally apply for support through the County's grants program for 2022-23 and therefore no funding considerations for this current fiscal year have been made by County Council to date.

Although the MOU is unlikely to be re-negotiated in this current fiscal year, it is recommended that if Council will be providing an ongoing annual contribution to the pool that it be either incorporated into the re-negotiations or that a separate agreement be developed to provide certainty. In either event, the annual contribution amount agreed to should be evidenced-based and reflective of use by community members in Wolfville.

2) LEGISLATIVE AUTHORITY

Municipal Government Act - Section 65A

3) STAFF RECOMMENDATION

As noted in the discussion section, no specific dollar amount has been recommended in this current Request for Decision, largely due to the lack of supporting data needed for an ongoing annual grant consideration of this magnitude. Members of Council will need to consider the importance of the pool to the community, but within the Town's capacity to provide funding. Council could consider providing a grant but at an amount less than the dollars paid in 2021/22 (which was just under \$72,000).

4) REFERENCES AND ATTACHMENTS

- 1. Supporting documentation provided to the Town by C. Callbeck November 8, 2022.
- 2. RFD 015-2022 (March Council version)
- 3. RFD 018-2021 (April Council 2021)

5) **DISCUSSION**

Wolfville's CAO and Acadia's VP Finance & Administration have had limited discussions with regard to Acadia's request for a grant contribution towards the University's pool. As requested by Town Council last winter, the CAO reached out to Acadia for data/information that would help support the dollar amount being considered by Council. This amount was \$72,000 and an allowance included in the approved 2022/23 budget. As noted in RFD 015-2022 (refer to March Council meeting) the funding source for this potential grant would be Operating Reserves. This reflected the status of the request being temporary, and not yet considered part of the Town's annual expenditures. It was also noted last

REQUEST FOR DECISION 033-2022Title:Funding Request – Acadia University PoolDate:2022-12-06Department:Office of CAO/Finance



March that an RFD would be brought back to Council in 2022/23 to assist with the decision whether to formally approve the grant. See page 5 of 17 of the March version of RFD 015-2022.

The information provided to the CAO in late 2022 was the same information provided to the Town in 2021 when Council approved a one-time contribution to Acadia originally based on other municipal units in the area also contributing (RFD 018-2021 with decision at Special Council Meeting on April 4, 2021). It is clear that Acadia would like to see this grant become an annual contribution. This would require an amendment to the current MOU with Acadia, or a separate agreement supported by some level of financial analysis. Any level of funding would have to take into consideration the Town's financial capacity to include such a grant in its tax revenue framework, i.e., it would not be sustainable to utilize Operating Reserves on an annual basis.

As staff have no new information to provide Council (beyond summary financial data previously reported to Council in 2021), the following points could be considered for the current Acadia request:

- Any grant approved by Council would be outside current Town Policy, as is Council's prerogative to do. This is how the 2021/22 grant was approved.
- It would be preferable to have the MOU updated or a separate agreement reached that provides clarity on the operational costs of the pool as well as the proposed cost sharing between Acadia and the Town.
- The <u>annual net cost</u> for the university to operate the pool ranges from a low of \$200K (see attached) to \$250K. These net annual results do not change by any significant amount year over year.
- There is data to support the fact that the pool is used by the greater Wolfville community, both within the Town borders and surrounding areas of Kings County. Information provided to the CAO in November of 2022 notes Acadia's use of the pool is approximately 10%, which would mean the general public use is 90%.
- A review of the pool calendar published for a week in late November would seem to yield the following data points:
 - 76.5 hours Total hours available to all users
 - 25 ¼ hours set aside for Acadia University programs (mainly Varsity Team, but also includes SMILE Program). The hours represent 33% of total hours available.
 - 14 ¼ hours scheduled for the Wolfville Tritons program, or almost 19% of available hours.
 - 37 hours are open swims (public swims, lesson, and lap swims) representing 48% of available time.
 - The Sierra Report was referenced in Town RFD 018-2021 in which 2018/19 data showed Acadia use at 25%, 16% for the Tritons and approximately 60% for community activities.
- Of the times available for general public use, the ratio of users noted by the Sierra Report was 51% from Wolfville, 28% from Kings County, and 13% from Kentville. This was based on



membership data. This does not account for "drop in" or "pay as you go" users. Staff believe it is possible for drop in use to include Acadia students.

- Typically requests from any organizations would be vetted through the Town's Grant to Organizations Policy (#710-003) most recently updated in December 2021. Neither the Strategic Partner Program (section 5.3 of the Policy), nor the Community Partnership Program (section 5.4) apply to this request. This leaves section 5.1 which deals with one-time requests as a possible reference point, although this section only allows grants once every four years for an organization (5.1.1.b).
 - If the request did fit section 5.1, it would generally score medium to high on each of the scoring criteria noted in Appendix c of the Policy.
 - The entire current budget allowance for the Grant Policy is \$65,000 (refer to Ops Plan page 103, less the \$10,000 allowance noted below for Acadia under Economic Development).
- Acadia University currently can receive, in accordance with the Town/Acadia Memorandum of Understanding, upwards of \$71,000 annually, of which \$56,000 (\$35,000 general contribution to the Athletic Complex, \$10,000 for support of major events, and \$11,000 scholar/bursary support to students) with a further \$15,000 contracted service for summer camps. The Town has over the years provided additional one time supports towards other projects at Acadia such as the new turf.

No specific dollar amount has been recommended in this current Request for Decision, largely due to the lack of supporting data needed for an ongoing annual grant consideration of this magnitude. Members of Council will need to consider the importance of the pool to the community, but within the Town's capacity to provide funding. Council could consider providing a grant but at an amount less than the dollars paid in 2021/22 (which was just under \$72,000).

6) FINANCIAL IMPLICATIONS

See above for majority of financial information. As noted, if a grant is paid the funding would have to come from Operating Reserves. It is important to note that use of Reserves is influenced by the Town's capacity to use "surplus" reserves at any point in time. One of the potential impacts on Operating Reserve balances will be the net bottom line results for the upcoming year end.

Staff have started the work on the 3rd Quarter, December 31st financial update to be reviewed by the Audit Committee on January 29th at which time analysis will include review of year forecast results. Based on early analysis it appears the Town is likely to end the year in a deficit position, pending potential decisions to use reserves to cover cost overages expected by March 31st. Ultimately the Town may have fewer reserve dollars than would have been considered last winter during development of the current year budget.



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

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

• Community Wellness

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

• Multi-purpose regional complex (with an aquatics facility) – while the feasibility of this regional facility is still being examined, the use of the Acadia pool by local residents is the short to medium term option for a local aquatics facility.

8) COMMUNICATION REQUIREMENTS

The decision of Council will be shared with Acadia.

9) ALTERNATIVES

Council can choose to not financially support the Acadia pool operations in 2022-23.



SUMMARY

East End Secondary Planning - Update

The East End Secondary Planning process has been ongoing formally since a motion to proceed was put in place by Council in September of 2021 (background documents/initiation can be found <u>here</u>). The 2015-2020 Plan review set these lands aside as Comprehensive Development districts and established a minimum of 10 units per acre.

A substantial amount of work has taken place on this file since 2021. Staff are currently looking to get direction on key issues so we can move toward finalizing the secondary plan and into amending our planning documents (along with associated process and public meetings) so that development rights can be provided to these lands.

The December Planning Advisory Committee (PAC) presentation from Staff is included with this report. The PAC are also meeting on January 5th to continue the December discussion (agenda for January 5th, 2023 meeting is <u>here</u>). One of the Developers of the East End lands has provided a letter in this package and will be addressing PAC briefly at the meeting.

Staff will provide a verbal update on the January 5th meeting and a presentation from Staff will attempt to provide a fulsome update and path forward on this project for Council's benefit.



Town of Wolfville EAST END SECONDARY PLAN

Planning Advisory Committee

December 2022

Large package at previous meeting:

- wolfville
- We are in process but need to eventually make recommendations decisions.
- I need some level of direction on key issues to move this project forward. Broad Strokes.
- Would like to finish a draft secondary plan that can be presented and move through a consultation process.
- Want to update all of Council at January COW.



- Some direction today
- Individual and group Stakeholder meetings, work to finish full package
- Council in January (check-in)
- Once full draft complete (end February?) Legislative Process to amend planning documents:
 - 1. PPM in front of PAC
 - 2. Open House? + online and meetings with individuals
 - 3. PAC considers and recommends
 - 4. Council considers
 - 5. Public Hearing
 - 6. Decision and adoption (note: cannot appeal MPS amendments with concurrent LUB changes to implement MPS amendments)

(will discuss next steps/consultation at the end)



- Big Picture
- Density and Housing Mix
- Building Height and View Plane
- Affordable Housing
- Village Square
- Zoning issues
- Heritage/Culture
- Consultation and Next Steps

How did we get here? Big Picture.

- 2015-2020 Plan review and set this land aside as Comprehensive Development and minimum 10 units per acre. A lot of discussion on this and shortcomings of previous processes.
- 2020-21 multiple reports and budgeted to complete a secondary plan and provide development rights to these lands.
- Been working formally on the work-to-date for over a year now (since formal motion to proceed put in place September 2021).



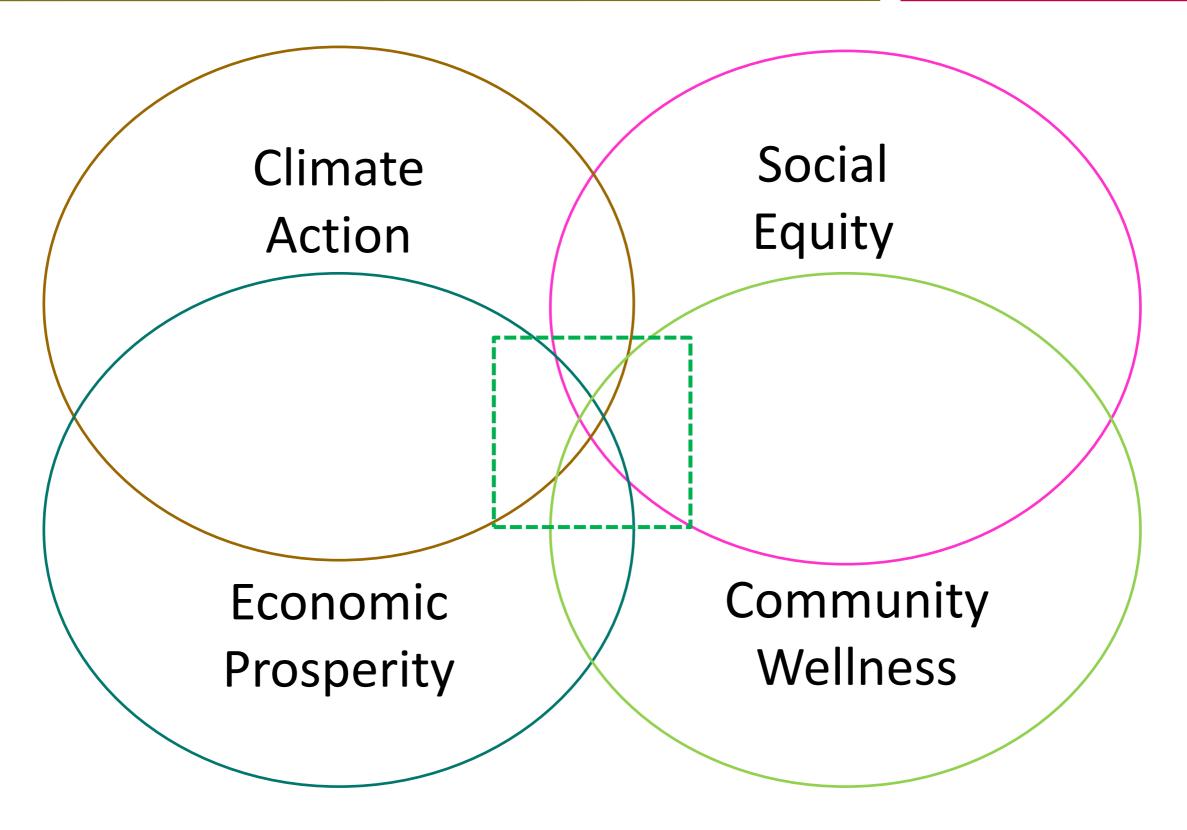
WE ARE WORKING TO ESTABLISH:

- what can be built and the density that must be achieved,
- what areas should be conserved,
- where roads, parks, trails and community centres will go,
- the character of the future community
- how the view from Reservoir Park will be protected, and many other details.

The general premise of CDD zoning is that it provides <u>an economic incentive to</u> <u>the developers by offering higher density</u> than might be permitted in other areas of the town, and in return, the developers <u>must incorporate specific community</u> <u>objectives which increase the costs of</u> <u>development</u>. The Town and Province benefits by addressing the current housing crisis, and from the higher accrued taxes. This process should be a win-win for all stakeholders.







East End Secondary Planning is...



Economic Development





Expansion of:

- Population
- Housing options
- Tax base
 - Commercial space



Big Picture (limited land for development)

Land Use in the second se Low Density Residential - Restricted, R-1 Core Commercial, C-1 Parks and Open Space, P-1 Low Density Residential - General, R-2. Neighbourhood Commercial, C-2 University Open Space, P-2 Medium Density Residential, R-3 Core Commercial - Large Format, C-3 Mactive Transportation Corridor, AT High Density Residential, R-4 Institutional General, I-1 Agriculture, A Comprehensive Development District, CDD Institutional University, I-2 Overlay Dykelands (no development) AT Development Consideration - Dyla P-2 Core Area 12 CDD CDD 1-1 CDD 8.2 003 R-2 16.2

wolfville

Development rights in East End and how they impact other areas (eg West End Phase 3)

Mobility becomes more important





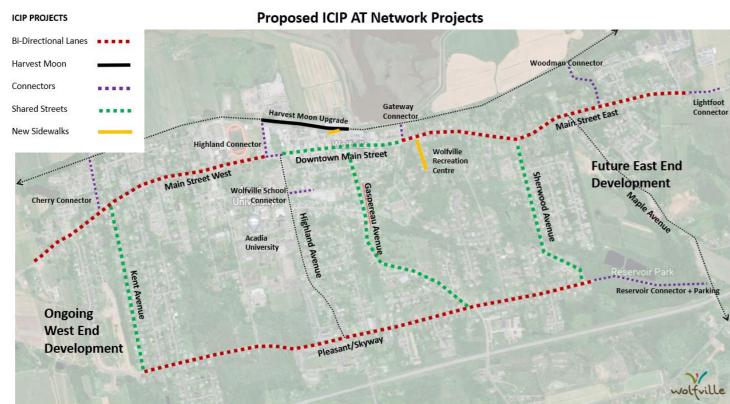
Designing for All Ages & Abilities Contextual Guldance for High-Comfort Bicycle Facilities







Chapter 03 Traffic Analysis



MICRO-TRANSIT



Help shape the future of transportation in wolfville

HWY 101 interchange is unlikely

Work-in-progress

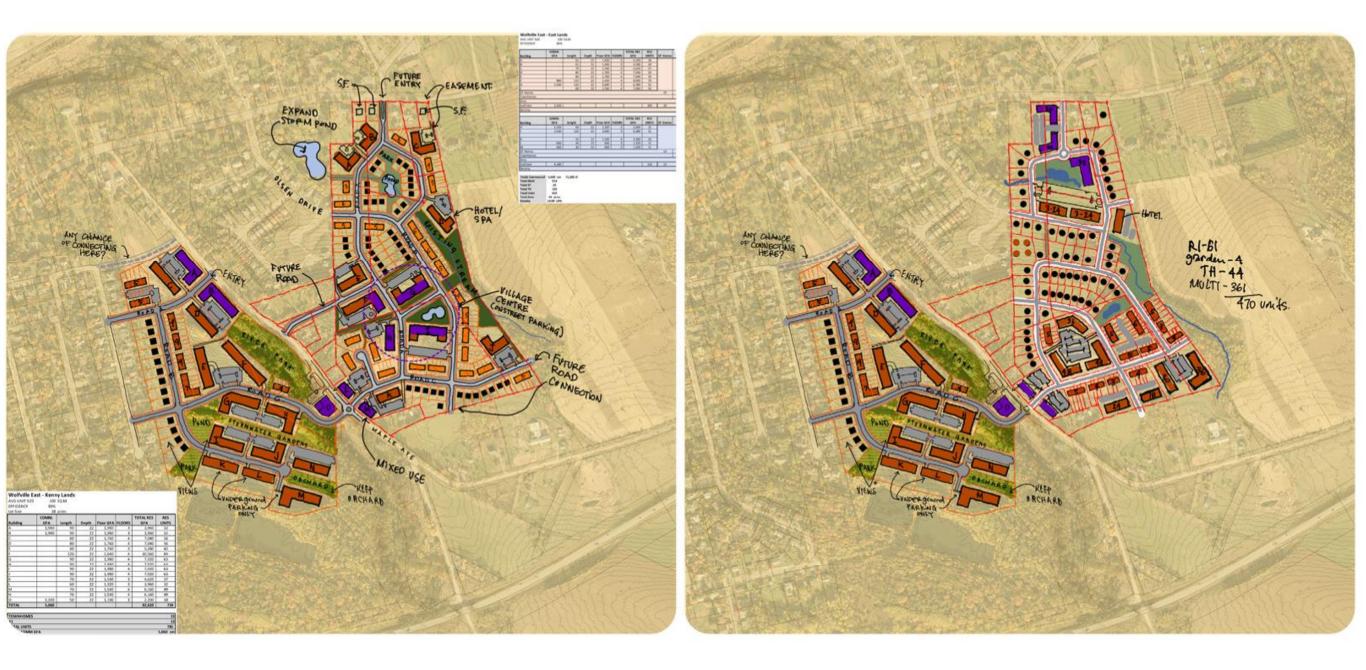




Draft report presented November 2022

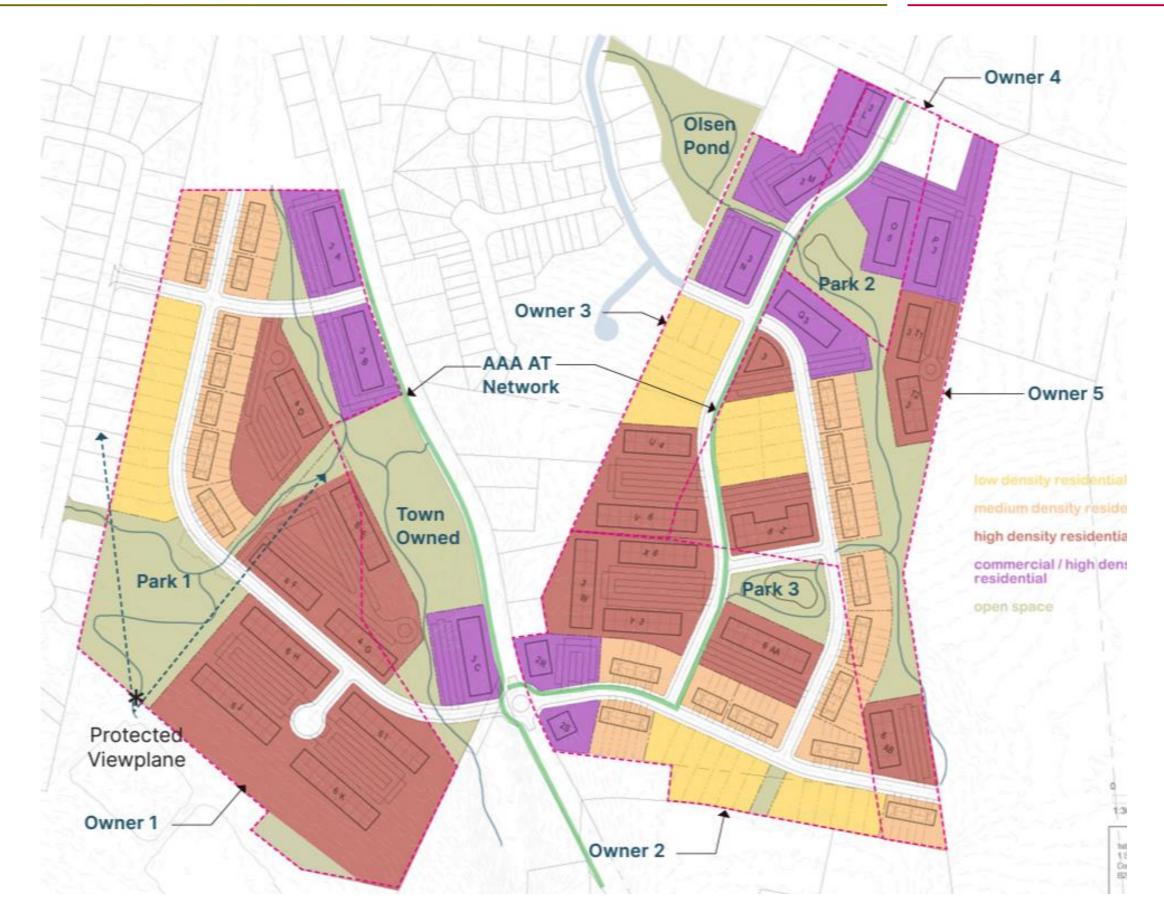
Work-in-progress





Work-in-progress





Work in progress



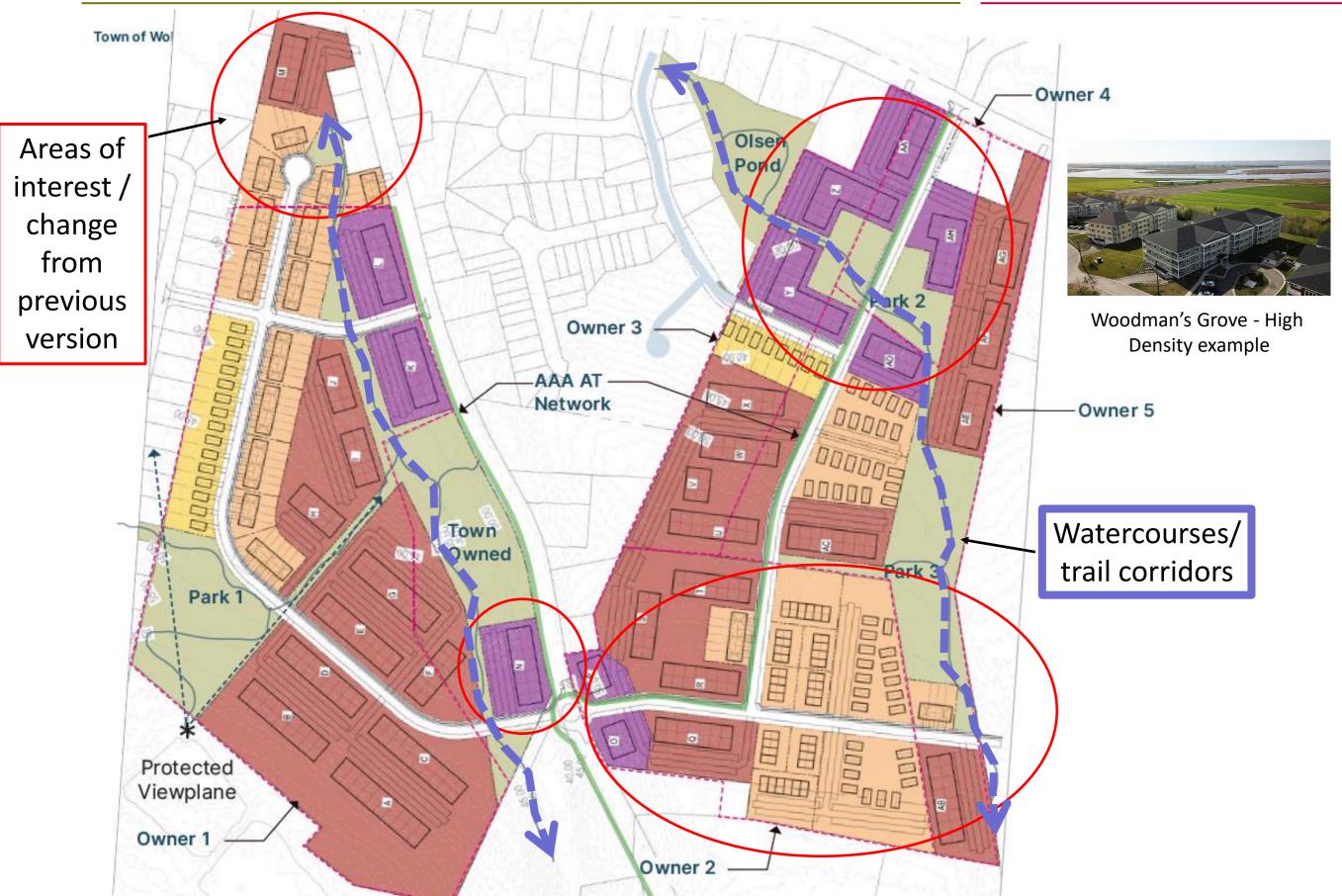


Updated Concept and Overview



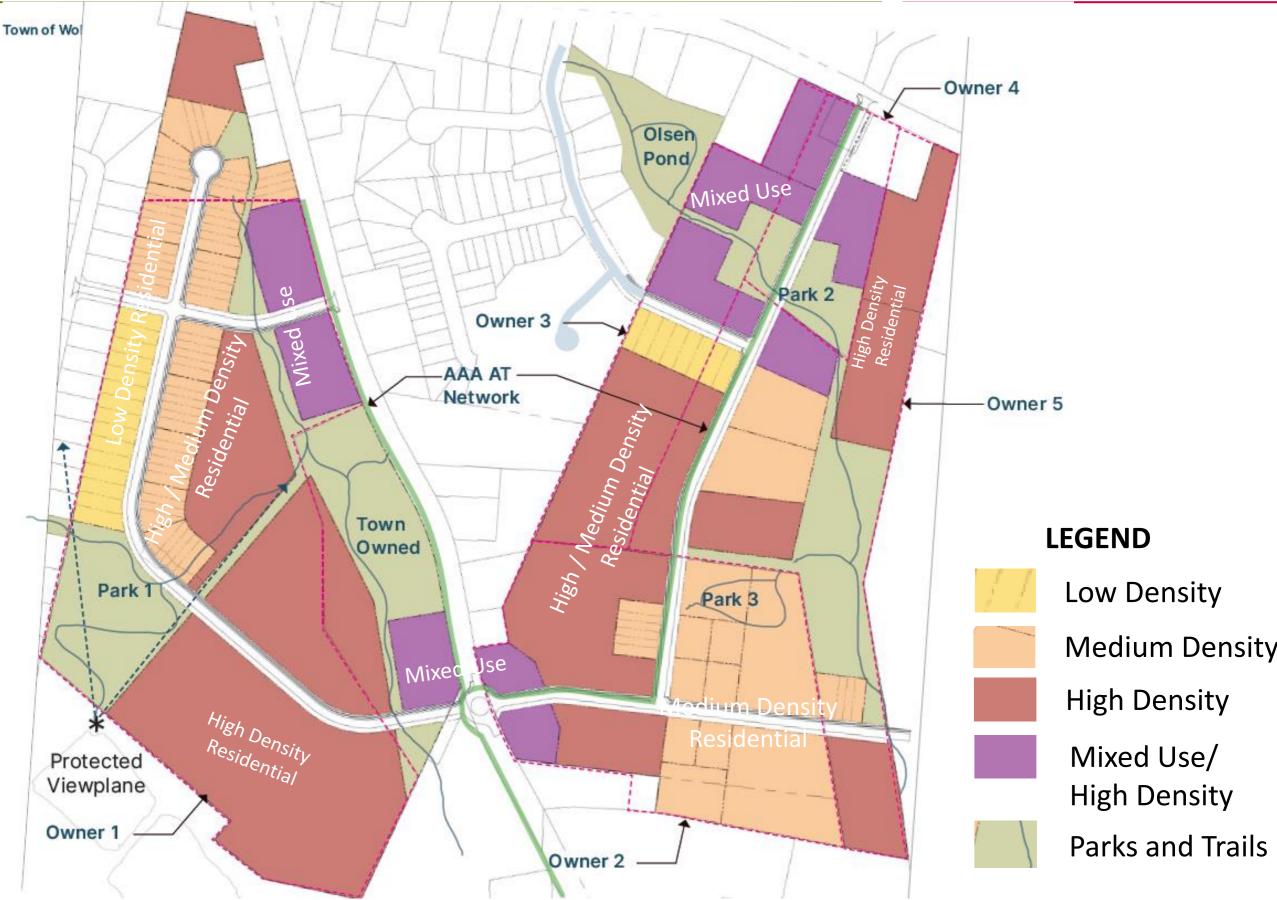
Conceptual with building footprints





Zoning Structure





Overall Concept (work-in-progress)



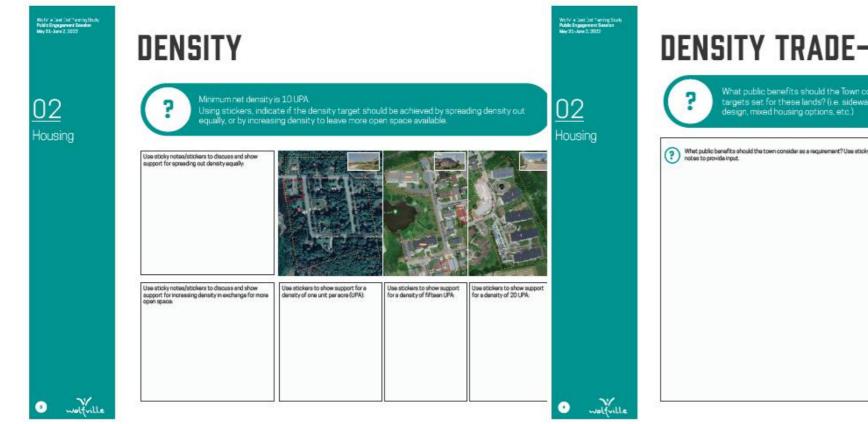


Density and Housing Mix



Consultation to-date





HOUSING TYPES





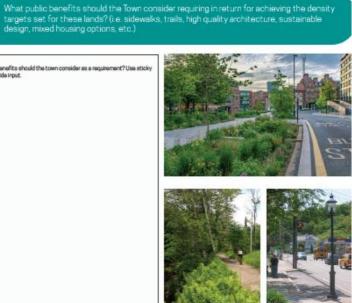
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Vedur Jans by El 4 atoreval



DENSITY TRADE-OFF





Density and Preliminary Proforma

- wolfville
- Concept work translates to a proforma we can work with (broadly)
- Helps to work with all stakeholders on the realities of the outcome
- Sites have various constraints so clustering the density is required. 10 UPA is the minimum.

Density and Preliminary Proforma



Wolfville East - Kenny Lands

Avg Unit Size Lot Size	100 sq.m. 41.7 acres			
Building	Comm. GFA	Units per Floor	Floors	Res Units
A		19	4	76
В		17	4	68
С		19	4	76
D		17	4	68
E		17	4	68
F		11	4	44
G		17	3	51
Н		9	3	27
1		9	4	36
J		9	4	36
К		13	4	52
L		13	4	52
Μ		11	4	44
N	1,540	13	3	39
TOTAL	1,540			737

TOWNHOMES	68
R1	15
GARDEN CLUSTER	0
TOTAL UNITS	820
TOTAL COMM GFA	1,540 sm
DENSITY	19.7 UPA

Wolfville East - East Lands

Avg Unit Size	100) sq.m.		
Lot Size	43.9 acres			
Building	Comm.	Units per	Floors	Res Units
	GFA	Floor		Res Offics
0	660	5	2	10
Ρ	660	5	2	10
Q		13	4	52
R		13	4	52
s		15	4	60
т		13	4	52
U		15	4	60
v		5	4	20
w		13	4	52
x		13	3	39
Y		21	3	63
Z		19	3	57
AA		11	3	33
AB		15	4	60
AC		15	4	60
AD		9	3	27
AE		11	4	44
AF		11	4	44
AG		11	4	44
AH		15	4	60
TOTAL	1,320			899

TOWNHOMES	12
TOWNHOME CLUSTERS	36
R1	8
GARDEN CLUSTER	46
TOTAL UNITS	1,001
TOTAL COMM GFA	1,320 sm
DENSITY	22.8 UPA

~1800 units, 3000-3500 people (depending on #/household used)

~25,000+ square feet of commercial

Mix of Housing

wolfville

Town of Wolfville - East End Plan

Cluster Homes

Cluster Homes are private properties built in groupings relatively close to each other usually with a pocket yard. It is for people who wish to live on private land but would also like to enjoy access to the facilities one can find in a condominium like public gardens, playgrounds and swimming pools. Some of the advantages of living in cluster homes include:

- Enjoy both privacy and the shared outdoor recreational areas.
- · Safety as the cluster would be on constant community watch.

Agrihoods

Agrihood is a type of housing development with integrated agricultural communities. Agricultural practices are interspersed throughout the neighbourhood and inspires the community's character and design.

- Some of the features of an agrihood include: · Community growing plots where
- residents can grow yielding plants such as vegetables.
- · A range of housing types and densities.
- The parking in most cases is . underground as the lots above are usually used for agricultural practices.
- A mixed use town center with a market
- Planned urban forest within the housing . community.

Agrihood Precedents

Cluster Home Precedent







Townhomes

Townhomes are individually owned multi floor homes. They are usually two or three stories high, connected to other similar homes by shared walls on either side of each unit. They are often tall and narrow in design. Townhouses are seen as a blend between a single family home and a condominium. Residents who own townhouses are generally responsible for both the interior and exterior unlike in apartment complexes.

Some of the features of a townhouse include:

- · A private entrance, which in some cases come with a small front lawn and a backvard as well.
- A parking space in front of the unit · Lots are usually 7-8m x 40m









Multi-Unit Midrise

Midrise buildings are 4-8 storeys in height and according to Wolfville's LUB, they are premitted only in the R4 zone by development Agreement. The R4 zone includes a site specific amendment to allow consideration of greater than 4-storeys by development agreement within the East End area. The other amendments in the R4 zone include:

- A 2m stepback when facing the street above the 3rd storey to vertically articulate the building and to reduce its scale from the street
- · underground parking for at least half the parking for each building.
- Additional architectural requirements. These . buildings usually range in size from 30-100 units.



usually zoned as R3 or R4 in Wolfville's land use bylaw, and require groundfloor walkout units, architectural articular to prevent large 'lego-block' building forms, authentic building

Lowrise apartments are considered 2 or 3

storey buildings. These type of units are

Multi-Unit Lowrise

materials, programmable amenity spaces in the building, on the roof and around the building, and underground parking to reduce the amount of surface parking around the buildings. These buildings usually range in size from 12 units to 60 units.

For the East End area, some site specific amendments have been suggested for the R4 zone to allow a maximum unit count of up to 60 units at 3-storeys by site plan approval.







- wolfville
- Density OK with this framework? Areas to look at?
- Housing Types appropriate mix?











V/ Wolfville

PARKS PLAN ONGOING

















- Are we OK with direction of Roads, Parks, Trails?
- What else should we consider?

Affordable Housing





Definition of affordability for this project...

Housing choice and options is key. Certain forms are more affordable (e.g. apartment buildings, smaller ground oriented units)

<u>Different options:</u> Compost site used for affordable project? Other specific land?

Density bonus type of model?

Minimum requirement?

Other tools?

CMHC or Housing NS may be involved



• Affordable Housing – what do we want to achieve?

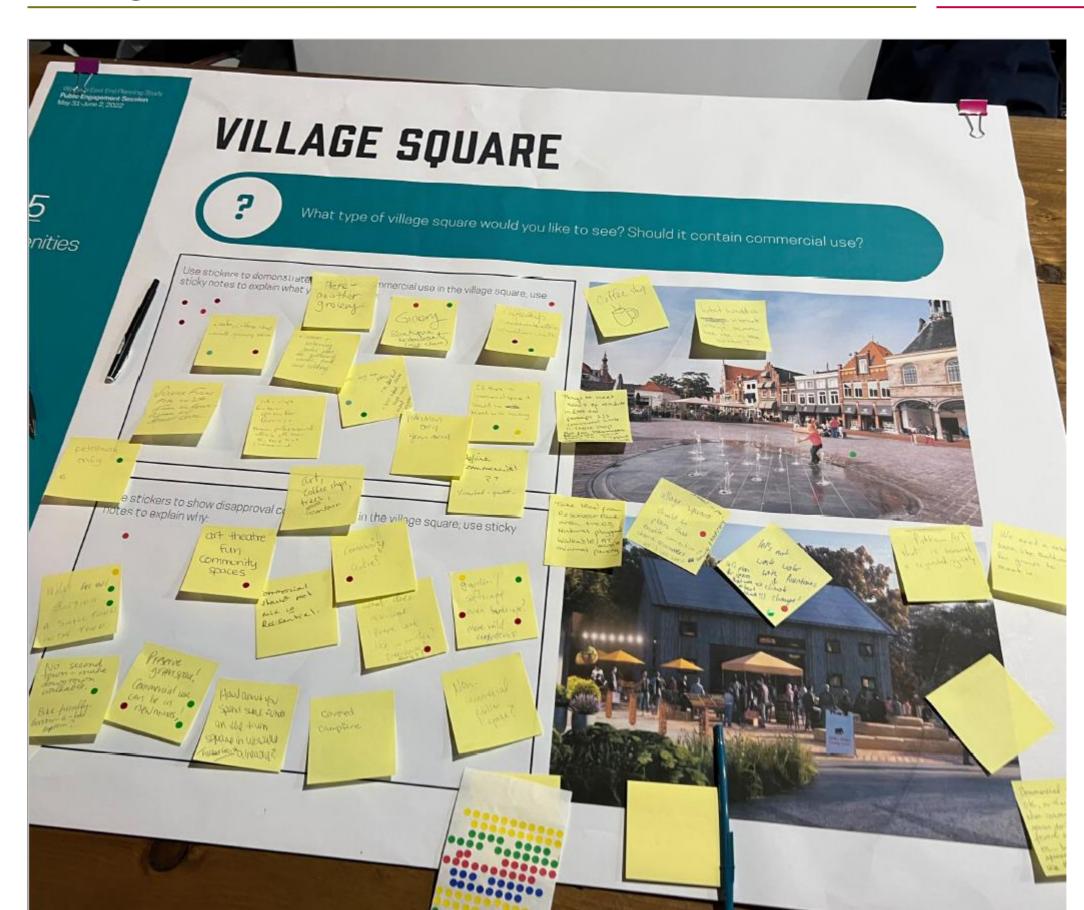
Not really a question, it is clear there is a desire for affordable housing – more work needs to be done – but comments or discussion?





Village Square



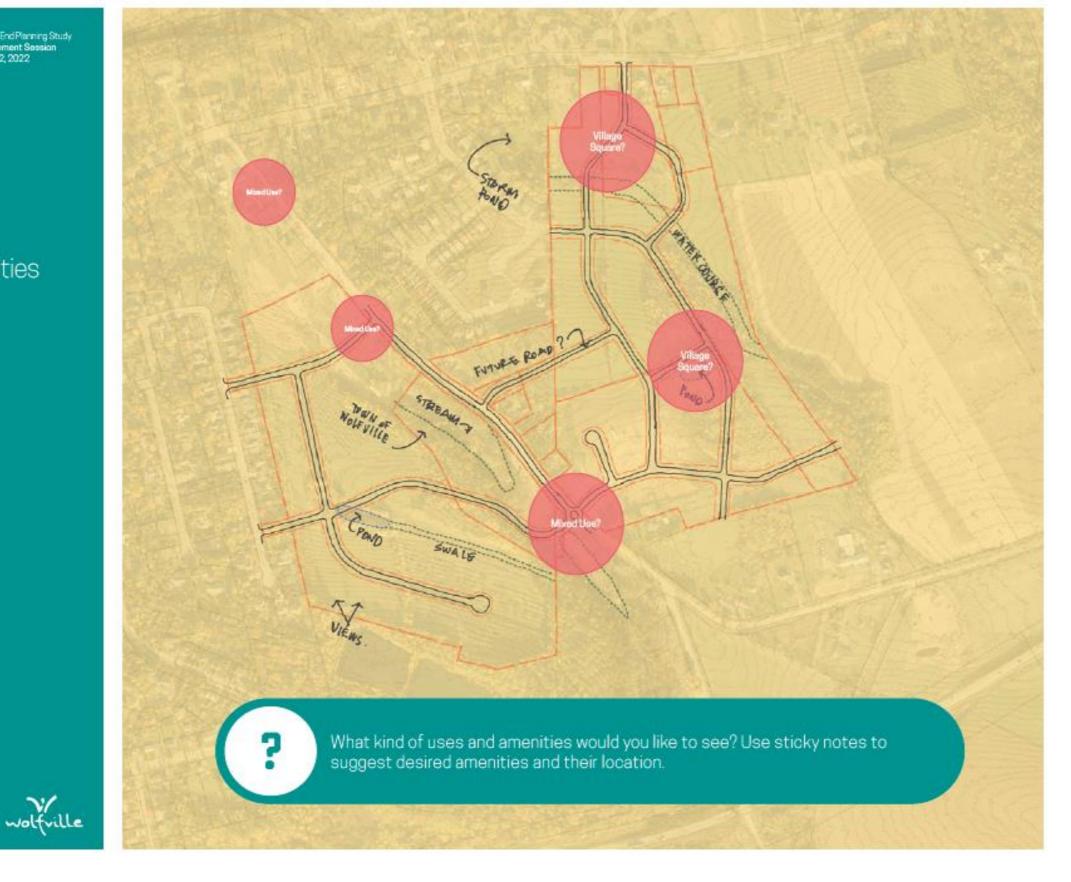


Village Square



Wolfville East End Planning Study Public Engagement Session May 31-June 2, 2022

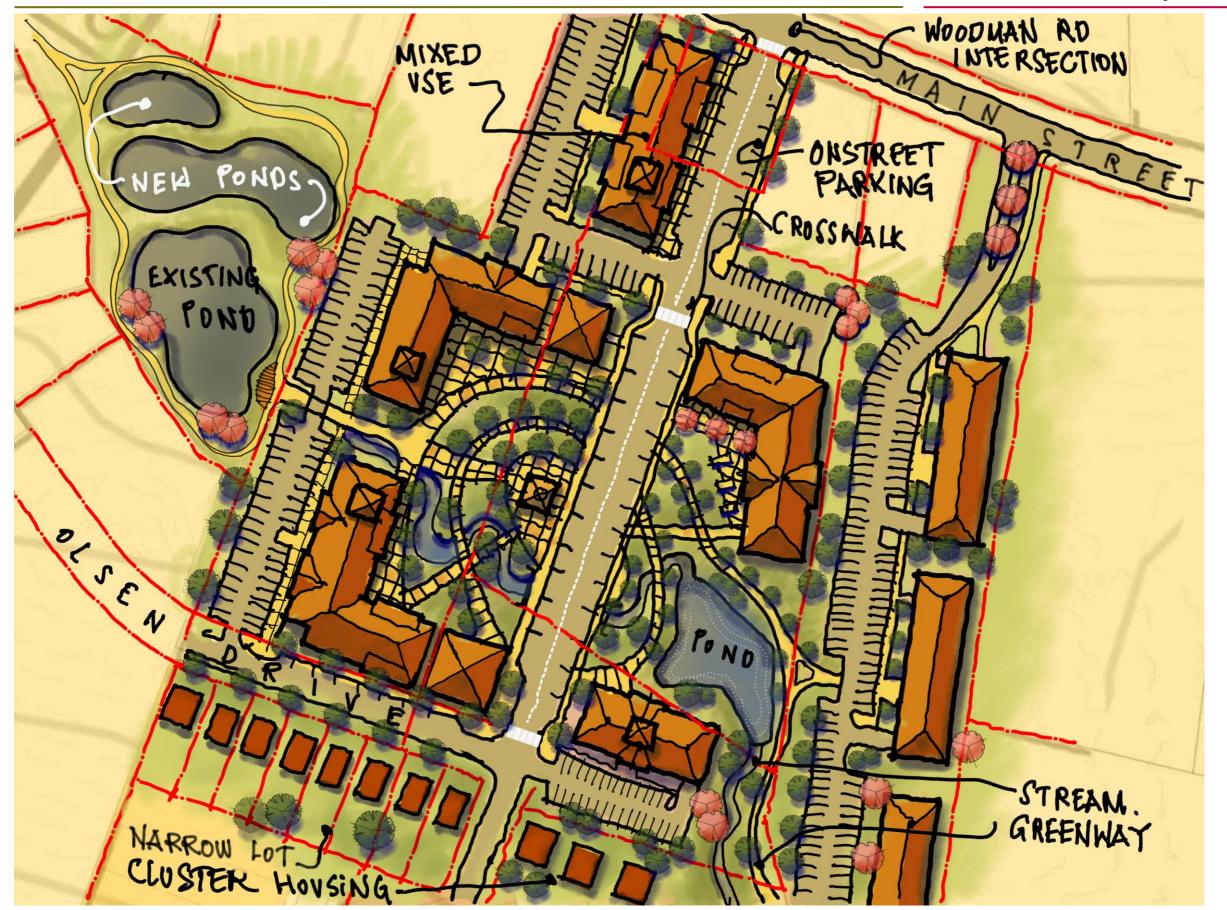




13

Village Square Preliminary Concept





Village Square







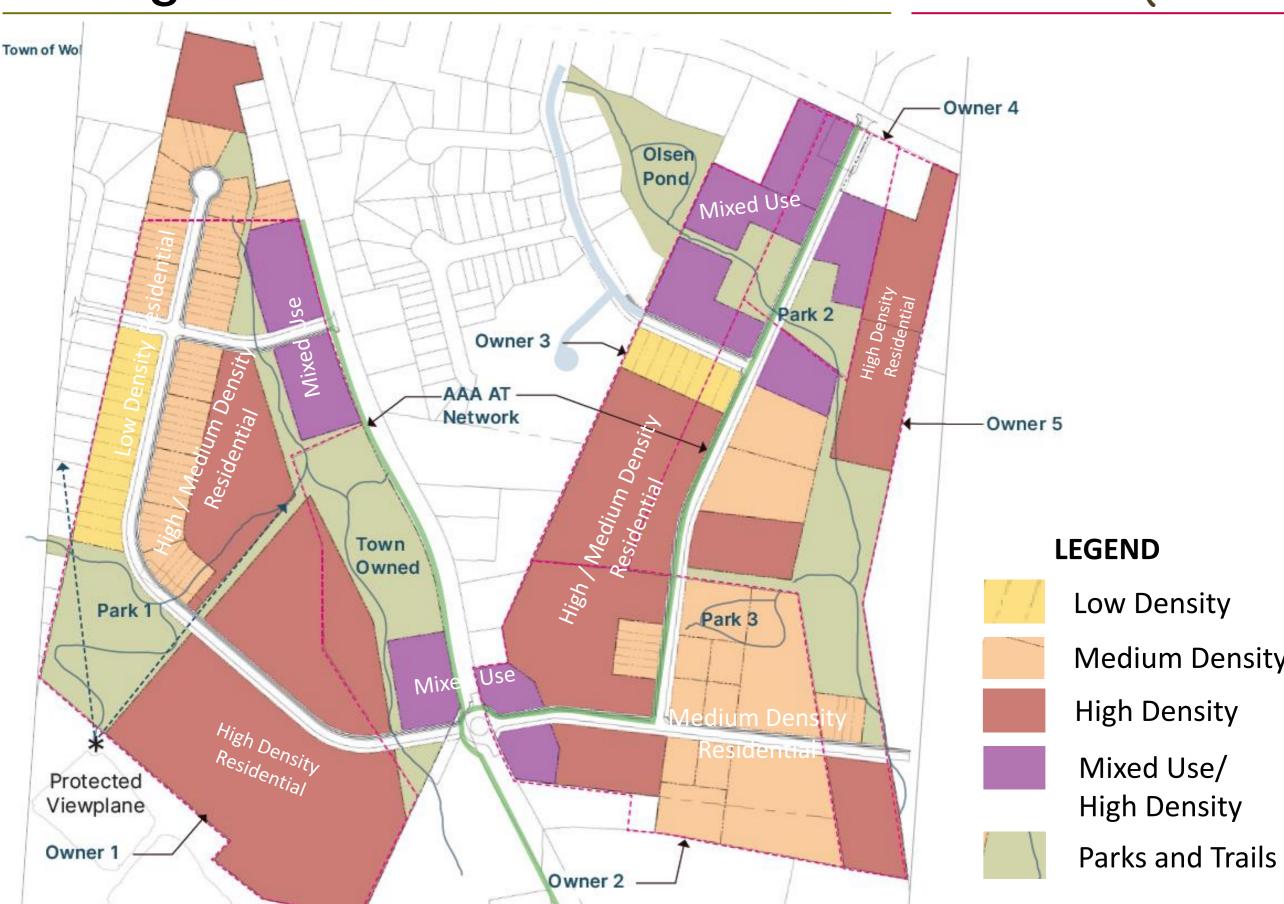
• Village Square

Keep pursuing this idea?





Zoning Structure



wolfville



- NEW zones will be created and use of some existing
- Frontages and clustering will need work to make work
- Parking is always an issue and defines much of the work (multi-unit use of underground)
- Approval mechanisms (site plan, DAs, etc)

Zoning



part 13 High Density Residential (R-4B) East-West Zone

13.1 INTENT

The R-4B zone is intended to permit a range of medium and high density residential development to a maximum 100 units per building. Home based businesses and other uses such as shortterm rentals are permitted subject to conditions. Council may consider unique and site-specific developments by development agreement.

13.2 PERMITTED USES

As-of-right, Site Plan and Development Agreement uses are shown in Table 8.1

13.3 RE-ZONING

Rezoning to the R-4B from R-4 will be consider subject to policy 11.4.3 of the MPS.

13.4 AMENITY SPACE

10 sq.m. of amenity space shall be provided for ea dwelling unit.

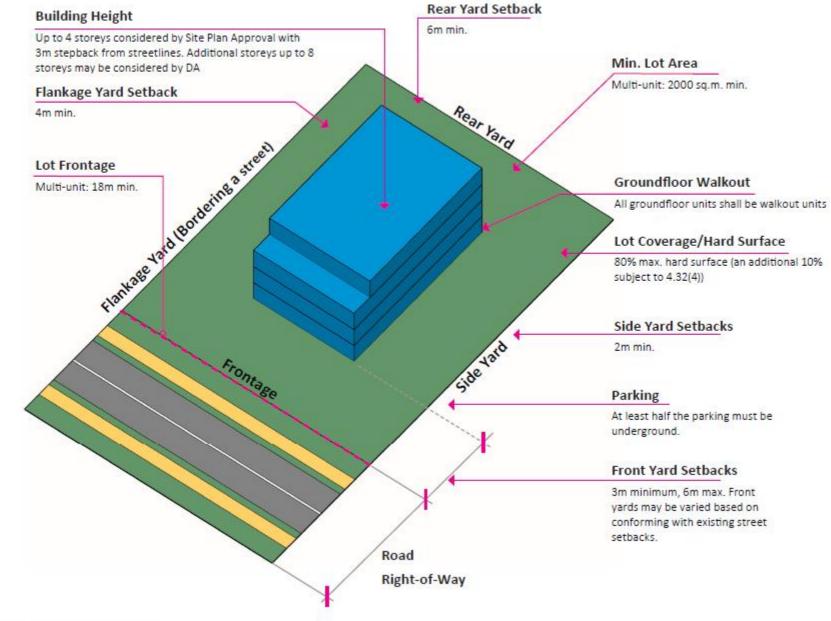
rom R-4 will be considered ••• of the MPS.		**
ce shall be provided for each	Multi-unit dwellings	Mixed use
	Additions	Accessory Buildings
Other Provisions Apply Part 4: General Requirements for All Zones Part 5: Development Constraints Part 6: Parking & Loading Requirements Part 7: General Requirements for Signs Part 8: General Requirements for Neighbourhood Zones	Home based business	





13.5 BUILT FORM STANDARDS

See Figure 13.1 for all built form standards in the R-4B Zone



Zoning



part 14 Mixed Use (MU) Zone

14.1 INTENT

The MU zone is intended to permit a range Rezoning to the MU zone will be considered of mixed commercial, office and high density residential uses to a maximum 100 units per building. Home based businesses and other uses such as short-term rentals are permitted subject to conditions. Council may consider unique and site-specific developments by development

subject to policy 11.4.3 of the MPS. **14.4 AMENITY SPACE** 10 sq.m. of amenity space shall be provided for each dwelling unit.

Seneral Requirements for Al

Development Constraints

Parking & Loading Requirements

General Requirements for Signs

General Requirements for Neighourhood Zones

Zones

1.3 RE-ZONING

include commercial uses. **14.2 PERMITTED USES**

As-of-right, Site Plan and Development Agreement uses are shown in Table 8.1

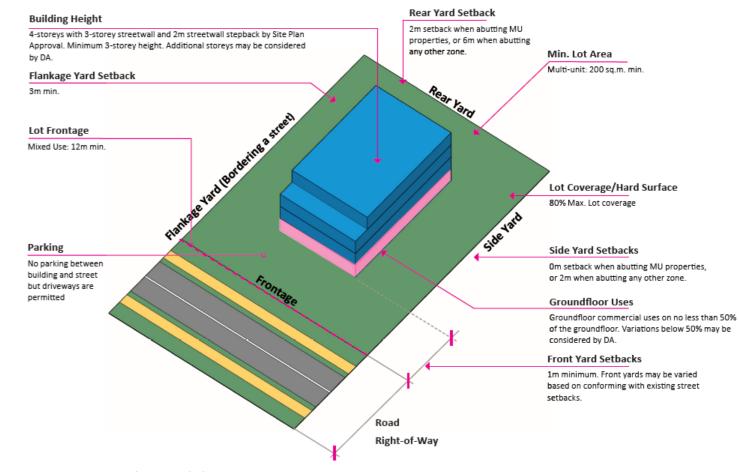
agreement. Up to 50% of the groundfloor must

❣斧⊞ Multi-uni dwelling 日 翕 Buildin



BUILT FORM STANDARDS

See Figure 13.1 for all built form standards in the R-4 Zone





 Proposing to move forward with these new zones and other framework pieces (likely more to come as we move forward)

Make sense?



Building Height and View Plane

View Planes





View Planes





Building Height



4.15 HEIGHT REQUIREMENTS

- Building height shall be limited to 3-storeys in all zones except I-2 where building height shall be limited to 4-storeys.
- (2) Notwithstanding 4.15(1), a 4th storey may be considered by development agreement in the R-4, CDD, C-1, C-3, and I-1 zones subject to the bonusing criteria below.
 - (a) Bonusing Criteria: The 4'th storey bonus will be considered by Development Agreement if a suitable public benefit can be granted. The bonus rate will be in the range of \$110 per square metre of gross floor area (2020 \$) of the 4th floor and the rate is subject to change annually with inflation. Suitable public benefits that will be considered include:
 - · Affordable housing
 - Public Art
 - High performance building (e.g. passive house, LEED, Net zero, etc.)
 - Enhanced accessibility certification (E.g. Rick Hansen Certification).
 - cash-in-lieu to be used for public parks, public streetscapes, social housing, parking, active transportation, etc.

- An applicant shall submit a bonusing calculation and public benefit proposal with their application for development agreement approval.
- (3) Notwithstanding 4.15(1), a 5th storey may be considered by development agreement in the I-2 zone subject to the bonusing criteria of 4.15((2).
- (4) A 'storey' may not exceed 4.5m on the ground floor and 4m on any upper storeys except in certain conditions where exemptions may be considered by development agreement
- (5) No additional habitable space is permitted above the 3rd storey.
- (6) In calculating building height, basements are not counted as a storey provided they are below the streetline grade.
- (7) Notwithstanding 4.15 (1), on sloping streetline conditions, no more than 1m high of basement foundation may be exposed provided that accessible groundfloor entries are provided from the streetline.

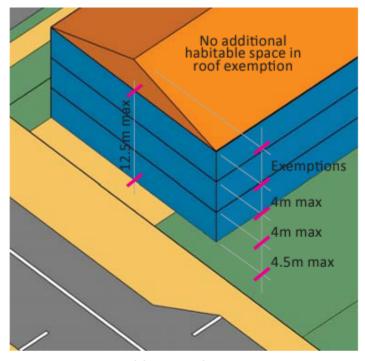
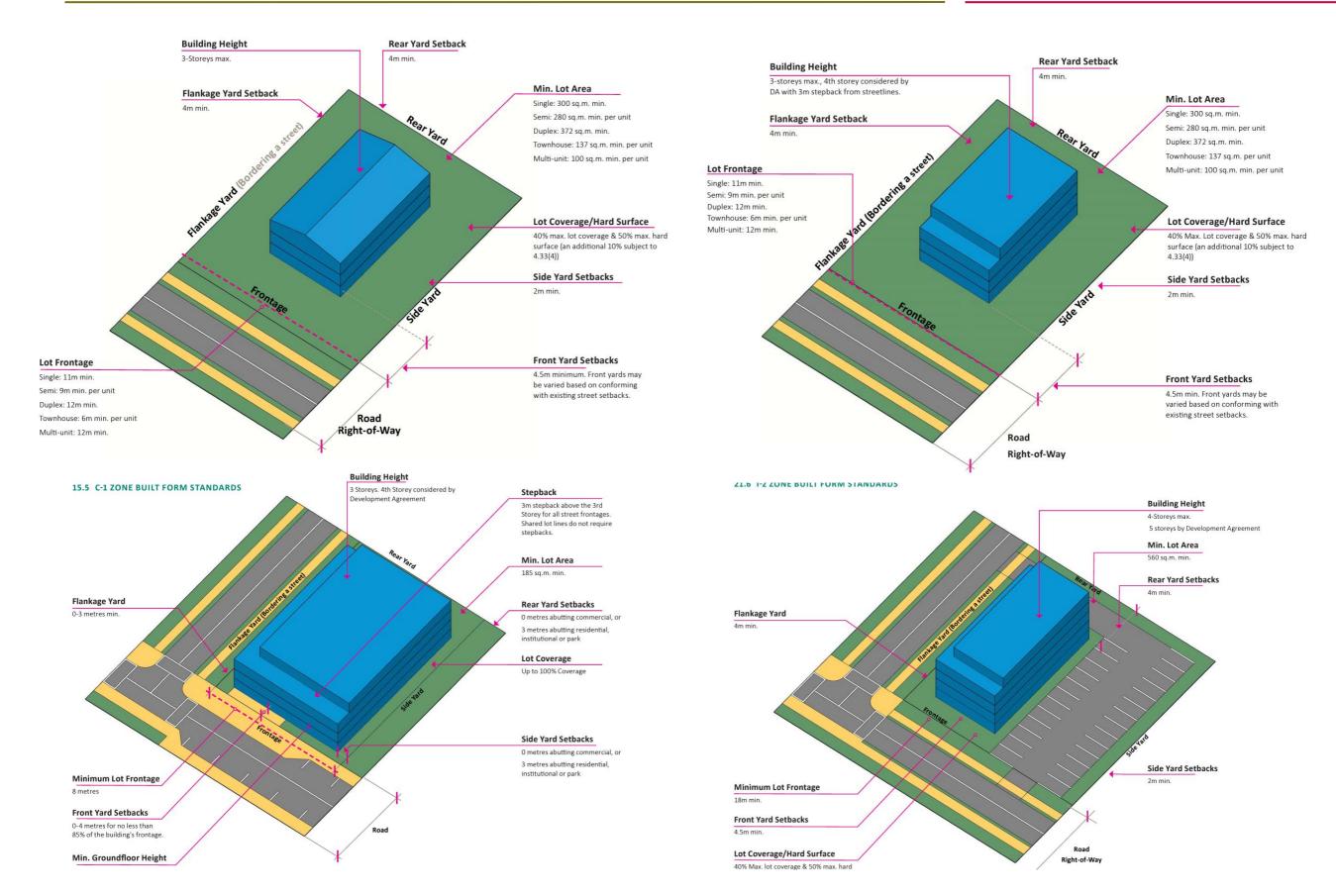


FIGURE 4.8 Building Height Maximums

Building Height





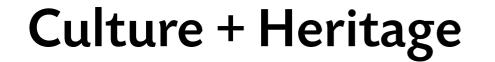


View plane OK?

Building Height:

- 1-4 by Site Plan? Handled by Staff with clear requirements.
- 4-6 or 7 by DA? Considered by Council.
- 7 storey (18m) construction limitations

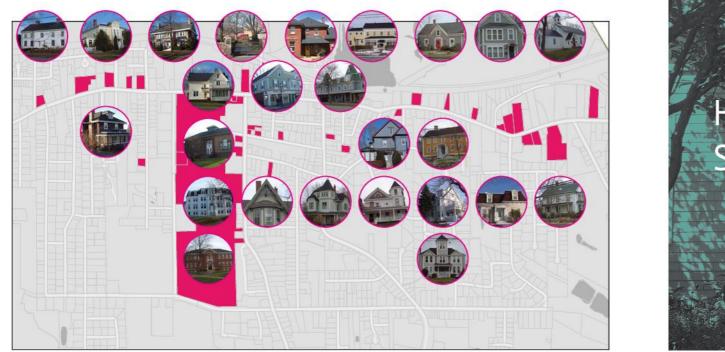
Bonusing? Possible for affordable housing.



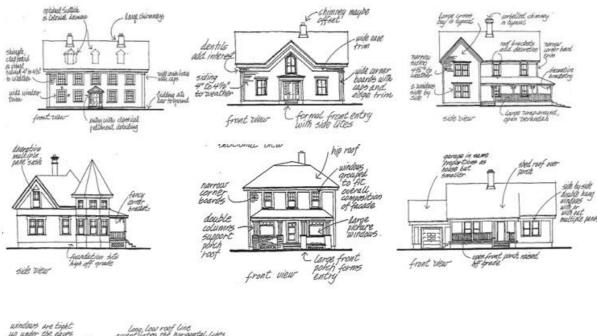


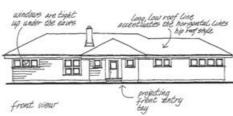
Culture and Heritage











Culture and Heritage



TTTT

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

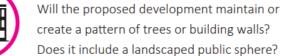
Will the proposed development improve the pedestrian experience, and safety, of residents and visitors to the Town of Wolfville?



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



create a pattern of trees or building walls? Does it include a landscaped public sphere?

Does the proposed development improve the

quality of the public realm and contribute to a

PUBLIC REALM



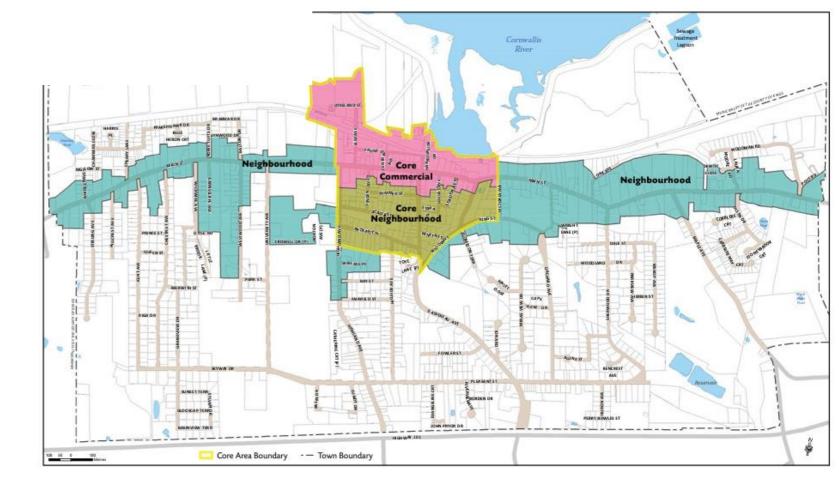


SUSTAINABILITY & RESILIENCE: Will this proposed development reduce fossil

fuel use and/or contribute to low carbon

safe and vibrant community?

community outcomes.





- Built form that we want mindful of context
- Preservation of important natural features
- Design Review processes built-in
- Standards in the LUB
- Mixed housing types, front porches/limit garages, specific requirements for larger buildings



• Culture and Heritage.

Something we're missing?

Work-in-progress. Make sense?

Next Steps and Consultation



What's Missing?



- Some direction today
- Individual and group Stakeholder meetings, work to finish full package
- Council in January (check-in)
- Once full draft complete (end February?) Legislative Process to amend planning documents:
 - 1. PPM in front of PAC
 - 2. Open House? + online and meetings with individuals
 - 3. PAC considers and recommends
 - 4. Council considers
 - 5. Public Hearing
 - 6. Decision and adoption (note: cannot appeal MPS amendments with concurrent LUB changes to implement MPS amendments)

Key Questions + Direction



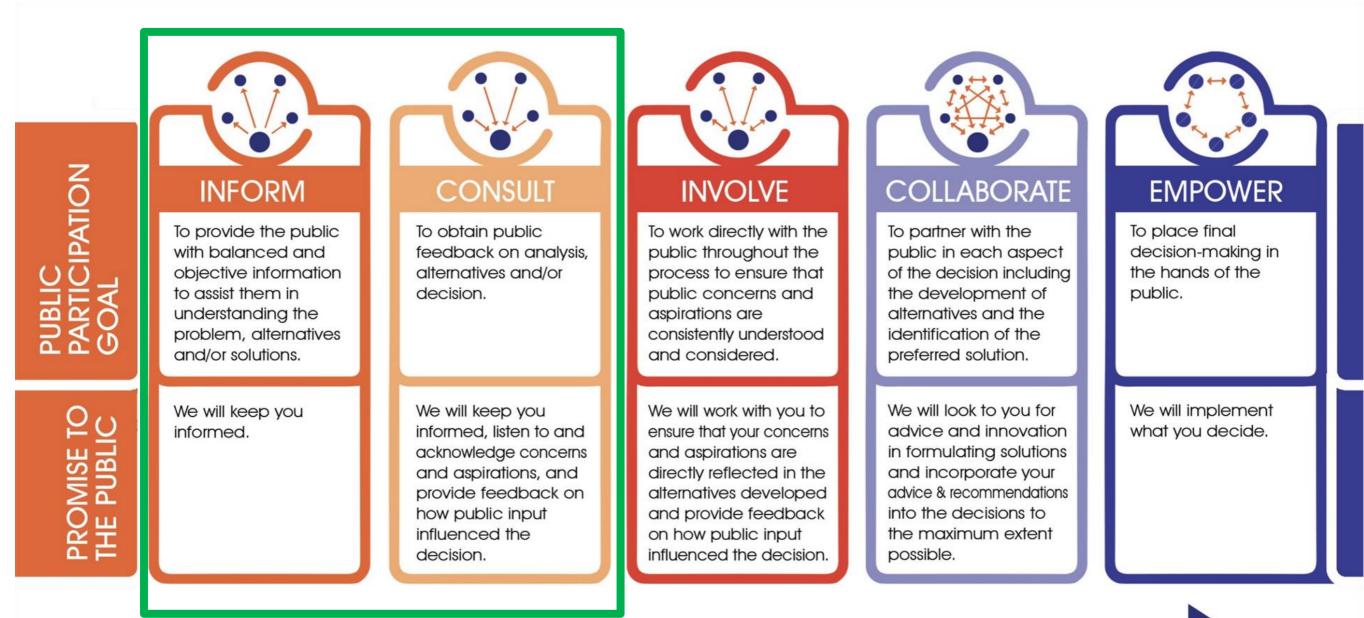
- Density and Housing Mix
- Building Height and View Plane
- Affordable Housing
- Village Square
- Zoning issues
- Heritage/Culture
- Consultation and Next Steps

Extra Slides



Spectrum of Engagement + Expectations





INCREASING IMPACT ON THE DECISION



SUMMARY

QUARTERLY (Q4) ATTENDANCE REPORT FOR COUNCIL

In line with the Attendance Policy for Council #110-012, quarterly attendance reports will be prepared to be presented to Council and shared on the Town's website.

These reports will show attendance for all Council and Committee of Council meetings with absences being recorded as approved or unapproved based on the criteria in the policy.

Attached to this report are records for the fourth quarter (calendar year) of 2022 (Oct-Dec).

INFORMATION REPORT #IR002-2023

Title:Quarterly (Q4) Attendance Report for CouncilDate:2022-01-10Department:Office of the CAO



1) CAO COMMENTS

For information purposes.

2) REFERENCES AND ATTACHMENTS

- Attendance Policy for Council #110-012
- Quarterly Attendance Report for Q4 (attached)

3) **DISCUSSION**

As per Council policy #110-012 Attendance Policy for Council, quarterly reports will be prepared and presented to Council on a quarterly basis showing the attendance record for Council members for all Council and Committee of Council meetings. As well these reports will be posted on the website.

4) FINANCIAL IMPLICATIONS

N/A

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

These reports assist Council in maintaining one of their guiding principles - Transparency.

6) COMMUNICATION REQUIREMENTS

Reports will be posted quarterly to the Town website.

7) FUTURE COUNCIL INVOLVEMENT

N/A

Quarterly Attendance Report for Mayor & Councillors (Calendar year)

Mayor Wendy Donovan Meeting Attendance Q4 (Oct-Dec) 2022

Meeting Date	Attended	Approved Absence	Unapproved Absence	
Committee of the Whole & Council Meetings				
2022-10-03 SPECIAL Joint Town Council	X	y		
2022-10-04 COW	Х			
2022-10-04 SPECIAL Town Council	Х			
2022-10-18 SPECIAL COW	Х			
2022-10-18 Town Council	Х			
2022-11-01 COW	Х			
2022-11-15 SPECIAL COW	Х			
2022-11-15 Town Council	Х			
2022-11-17 SPECIAL COW	Х			
2022-12-06 COW	Х			
2022-12-06 SPECIAL Town Council	Х			
2022-12-20 Town Council	Х			
C	ommittee Meetings			
2022-10-21 Policing Review Committee	Х			
2022-10-25 RCMP Advisory Board	Х			
2022-10-28 Audit Committee	Х			
2022-11-10 Planning Advisory (PAC)	Х			
2022-11-14 Accessibility Advisory	Х			
Committee				
2022-11-21 Source Water (SWPAC)	Х			
2022-11-25 Policing Review Committee	Х			
2022-12-08 Planning Advisory (PAC)	Х			
2022-12-09 Policing Review Committee	Х			
2022-12-13 RCMP Advisory Board	Х			
2022-12-16 Town & Gown	Х			
2022-12-20 Policing Review Committee	Х			

Deputy Mayor Isabel Madeira-Voss Meeting Attendance Q4 (Oct-Dec) 2022

Meeting Date	Attended	Approved Absence	Unapproved Absence	
Committee of	f the Whole & Coun		Absence	
2022-10-03 SPECIAL Joint Town Council	X			
2022-10-04 COW	X			
2022-10-04 SPECIAL Town Council	X			
2022-10-18 SPECIAL COW	Х			
2022-10-18 Town Council	Х			
2022-11-01 COW	Х			
2022-11-15 SPECIAL COW	Х			
2022-11-15 Town Council	Х			
2022-11-17 SPECIAL COW	Х			
2022-12-06 COW	Х			
2022-12-06 SPECIAL Town Council	Х			
2022-12-20 Town Council	Х			
Committee Meetings				
2022-10-25 RCMP Advisory Board	Х			
2022-11-10 Planning Advisory (PAC)	Х			
2022-12-08 Planning Advisory (PAC)	Х			
2022-12-13 RCMP Advisory Board	Х			

Councillor Mike Butler Meeting Attendance Q4 (Oct-Dec) 2022

Meeting Date	Attended	Approved Absence	Unapproved Absence
Committee o	f the Whole & Coun		
2022-10-03 SPECIAL Joint Town Council		X	
2022-10-04 COW	Х		
2022-10-04 SPECIAL Town Council	Х		
2022-10-18 SPECIAL COW	Х		
2022-10-18 Town Council	Х		
2022-11-01 COW	Х		
2022-11-15 SPECIAL COW	Х		
2022-11-15 Town Council	Х		
2022-11-17 SPECIAL COW	Х		
2022-12-06 COW	Х		
2022-12-06 SPECIAL Town Council	Х		
2022-12-20 Town Council	Х		
Committee Meetings			
2022-10-25 RCMP Advisory Board	Х		
2022-10-28 Audit Committee	Х		
2022-11-10 Planning Advisory (PAC)	Х		
2022-11-21 Source Water (SWPAC)	Х		
2022-12-13 RCMP Advisory Board	Х		

Councillor Jodi MacKay Meeting Attendance Q4 (Oct-Dec) 2022

Meeting Date	Attended	Approved Absence	Unapproved Absence	
Committee of the Whole & Council Meetings				
2022-10-03 SPECIAL Joint Town Council	Х			
2022-10-04 COW	Х			
2022-10-04 SPECIAL Town Council	Х			
2022-10-18 SPECIAL COW	Х			
2022-10-18 Town Council	Х			
2022-11-01 COW	Х			
2022-11-15 SPECIAL COW	Х			
2022-11-15 Town Council	Х			
2022-11-17 SPECIAL COW	Х			
2022-12-06 COW	Х			
2022-12-06 SPECIAL Town Council	Х			
2022-12-20 Town Council	Х			
	Committee Meetings	5		
2022-10-21 Policing Review Committee	Х			
2022-10-28 Audit Committee	Х			
2022-11-25 Policing Review Committee	Х			
2022-12-09 Policing Review Committee	Х			
2022-12-16 Town & Gown	Х			
2022-12-20 Policing Review Committee	Х			

Councillor Jennifer Ingham Meeting Attendance Q4 (Oct-Dec) 2022

Meeting Date	Attended	Approved Absence	Unapproved Absence	
Committee o	f the Whole & Counci		Abbenee	
2022-10-03 SPECIAL Joint Town Council	Х			
2022-10-04 COW	Х			
2022-10-04 SPECIAL Town Council	Х			
2022-10-18 SPECIAL COW	Х			
2022-10-18 Town Council	Х			
2022-11-01 COW	Х			
2022-11-15 SPECIAL COW	Х			
2022-11-15 Town Council	Х			
2022-11-17 SPECIAL COW	Х			
2022-12-06 COW	Х			
2022-12-06 SPECIAL Town Council	Х			
2022-12-20 Town Council	Х			
Committee Meetings				
2022-11-10 Planning Advisory (PAC)	Х			
2022-11-14 Accessibility Advisory	Х			
Committee				
2022-12-08 Planning Advisory (PAC)	Х			

Councillor Wendy Elliott Meeting Attendance Q4 (Oct-Dec) 2022

Meeting Date	Attended	Approved Absence	Unapproved Absence
Committee o	f the Whole & Counci	l Meetings	
2022-10-03 SPECIAL Joint Town Council	Х		
2022-10-04 COW	Х		X (12:50pm-1:30pm)
2022-10-04 SPECIAL Town Council	Х		
2022-10-18 SPECIAL COW	Х		
2022-10-18 Town Council	Х		
2022-11-01 COW	Х		
2022-11-15 SPECIAL COW	Х		
2022-11-15 Town Council	Х		
2022-11-17 SPECIAL COW	Х		
2022-12-06 COW	Х		
2022-12-06 SPECIAL Town Council	Х		
2022-12-20 Town Council	Х		
Committee Meetings			
2022-11-10 Planning Advisory (PAC)	Х		
2022-11-21 Source Water (SWPAC)	Х		
2022-12-08 Planning Advisory (PAC)	Х		



The last meeting of AVTC met in person on December 8,2022 with a delicious luncheon provided by our Chair, Beth. The next meeting is scheduled virtually on February 2, 2023.

The financial statements were reviewed and noted a healthy balance heading into the New Year.

Trails Co-ordinators report:

- Currently AVTC has a Hurricane Plan, but other parts of the province do not, partly due to logistics. AVTC seeks to update the Plan with consultation from stakeholders including climate change experts, towns, municipalities, and the province.
- Ask what our communities want to see on the Trails? What do we need? What don't we currently have? Can we market packages to B& B, restaurants, hotels, and wineries? Should there be more washrooms, exercise equipment, or increased signage?
- The 5-year work Plan should include more safety, accessibility, and BIOPIC involvement.
- How can we increase winter usage?
- Is there a joint project the AVTC would like to take on? For example, an accessible part of the Harvest Moon Trail. Should more communities include winter maintenance? Currently 60km of the trail is maintained in the winter months.

Update from NS Trails:

- The board members have been reduced from 23 members to 8. The thinking behind this is to have directors with distinct responsibilities, and more reliable reaction times.
- Social media campaign will be available in the New Year, how we share trails, trail etiquette, attitudes, and respect for all users.

Chairs update:

- Still working on TCT wage subsidy, it's currently undersubscribed so should come in soon.
- Rick (trails coordinator) has been working in the Truro and Tatamagouche area with damage associated with Hurricane Fiona 2 days per week. More volunteers were trained on chain saws in this area as many trees still remain hazardous on trails.

Respectively submitted by:

Councillor Jennifer Ingham



Update:

The last meeting of Diversity Kings was held in Hybrid version on December 5,2022. The next meeting will be held virtually at the end of January 2023 in preparation for African Heritage month in February.

Juliane Misener from Mentoring Plus strategy gave a presentation about their services. Its aim is to draw upon skills, experience and knowledge of retired adults and connect them with younger adults exploring their own career paths. The committee provided insight into underrepresented communities and how they can better foster these connections. <u>www.mentoringplus.ca</u> This strategy builds on Diversity and Inclusion through personal growth, economic development, and career exploration.

Britney talked about EDI terms centered around gender- based violence, which include physical, sexual, psychological, verbal, socio-economical, domestic, and harassment. This was a difficult conversation and we all needed time to process before continuing. This conversation was poignant because the next day, December 6, was the National Day of Remembrance and Action on Violence against Women.

Inviting everyone into a space for eating will be part of the committees plan in the New Year. Sharing meals is a way to connect, show hospitality, inclusivity and creates a sense of community. At this meeting we shared pizza, I look forward to our next gathering.

Finally, it was announced the new Diversity Specialists will start in the New Year.

Respectively submitted by:

Councillor Jennifer Ingham



UPDATE

The IMSA Board met on December 14th, 2022. The Board meets monthly to review progress related to both Valley Waste and Kings Transit under the two-year pilot currently underway.

ED/CAO Dwight Whynot provided the IMSA Board with his monthly update, identified the following progress:

- Kings Transit (KTA)
 - Ongoing work with MNP regarding KTA audited financial statements
 - Since the resignation of KTA GM Mr Whynot has been acting GM for KTA and is working with staff to ensure reliable ongoing operations.
 - Work on Policy review is ongoing
 - o ICIP Climate Lens Report has been completed and submitted
 - ICIP applications for Phases one and two are both submitted and awaiting provincial approval.
 - Work continues on route planning and options
 - Work ongoing on 2023/23 budget

• Valley Waste

- Review of Current Agreements Solid Waste Municipality of Chester; Fundy Compost, and agreements with service recipient – Annapolis County underway
- Reviewing and assisting with staffing changes in the Accounting Department
- Preparations for MNP costing review underway
- Initial assessment of EPR (extended Producer Responsibility) impact on Valley Waste
- 2023/24 budget process underway

Respectfully Submitted, Mayor Donovan



Date of Committee of the Whole requested: January 10, 2023

Recommendation(s)

"That Council direct Staff to develop a Standard Operating Procedure to support the Council Committees Policy"

Summary

The policy (section 5.7.1) indicates that the Town Clerk or designate will arrange for an orientation. I am not sure if this happens, if it happens at a single time of year, or what information is given. With recent information related to video participation, and discussion of expectations, perhaps this needs to be revamped, made mandatory. There may be a benefit for Committee Chairs, who are generally Members of Council, to take a role in mentoring new committee members. It is understandable that the process can be intimidating for new community committee members - some new councillors say little during their early months or years. It would benefit community members to have a better understanding of expectations for their role both from Town Administration and from Committee Chairs. This would also help in situations where a committee member is not performing to expectations or needs. If they are not reappointed it will not come as a surprise.

Either in the policy or in an SOP it should be clear the reason(s) for having community members on committees. Is this intended to be an opportunity for inclusion and engagement with Town operations – only/partly/not really? Are these stepping-stones for someone who may wish to run for elected position? Is the intent to provide expertise that we don't have? In this case should we be clearer about the qualifications we are looking for and not accept those who might have an interest but not the required qualifications? Or at minimum ensure that they are aware that they don't fully meet requirements and may not be reappointed. Are there other reasons for community participation and if so, how are these roles and expectations clear and providing feedback should be clear to Council, staff, the Chairs, community members and applicants.

In addition to clearer operating procedures with respect to community members appointment and expectations, some clarity around the process Council uses to make appointments would be helpful. In that we are making decisions that have implications to the management and decisions of the Town, and decisions that have implications, often at a personal level, for members submitting an application, the time scheduled and level of effort on the part of council should reflect this. This has implications for the timing and duration of this process of review.

REQUEST FOR AGENDA ITEM SOP for Council Committees Policy Submitted by: Mayor Wendy Donovan Submitted on: December 8th, 2022



Expected Outcome:

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



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

Date of Committee of the Whole requested: Sometime 2023

Recommendation(s)

Council discusses the issue as brought to us by resident Roger Tatlock and consider sending a letter to

the province and the federal government.

Summary

By definition a basic income in this region would provide an unconditional cash transfer from governments to individuals to enable everyone to meet their basic needs, participate in society and live with dignity - regardless of work status.

Raising awareness, broadening support and looking at political will among all levels of government could allow for a regional focus to proceed. In Prince Edward Island, an all-party committee of the Legislative Assembly has already recommended a fully-funded province-wide basic income be implemented.

Acting on a general consensus, PEI has called upon the federal government to engage in discussions around its implementation. Newfoundland leaders seem keen as well. A letter from council to both the province and the federal government might further discussion in Nova Scotia.

https://policyalternatives.ca/newsroom/news-releases/nearly-50-nova-scotians-earn-less-living-wage%E2%80%94new-report

Expected Outcome:

In Camera Discussion	
For information/discussion purposes only	
Recommend an action to the CAO	
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