



Committee of the Whole

July 4, 2013

9:00 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Meeting, June 13, 2023
- b. Committee of the Whole In Camera Meeting, June 13, 2023

3. Presentations

- a. Soren Bondrup-Nielson - Hemlock Woolly Adelgid in Wolfville:
What does this mean and what can be done about it?

4. Public Input / Question Period

PLEASE NOTE:

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

5. ITGA Conference Update *(two reports)*



6. CAO Report

7. Staff Reports for Discussion

- a. RFD 034-2023: Nuisance Party Bylaw First Reading
- b. IR 012-2023: Info Report Business Licensing
- c. RFD 010-2023: Committees of Council Policy
- d. RFD 032-2023: Council Policy Task Force
- e. IR 013-2023: Info Report - AT Update
- f. RFD 033-2023: Community Video Camera Pilot Extension
- g. RFD 036-2023: University WTM (Park to Skyway)
Additional Budget

8. Committee Reports (External)

- a. Kings Point-to-Point (KPPT)
- b. Annapolis Valley Trails Coalition (AVTC) *(two reports)*
- c. Wolfville Business Development Corporation (WBDC)
- d. Inter-Municipal Services Agreement for Valley Waste & Kings Transit (IMSA for VW & KTA)
- e. Annapolis Valley Regional Library (AVRL) *(two reports)*

9. Public Input / Question Period

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

- a. Personnel
- b. Legal Advice

11. Adjournment of In-Camera Meeting

12. Regular Meeting Reconvened



13. Motions from In-Camera Meeting

14. Regular Meeting Adjourned

CONFERENCE UPDATE

Title: International Town & Gown
Date: July 4, 2023
Department: Committee of the Whole



International Town and Gown

Colorado State University, Fort Collins, Colorado

The Conference was educational and the sessions I attended were informative and had great takeaways that can be applied to our community. The passion that the presenters had for the work they do was invigorating!

Beyond the sessions described below – the University itself is set in an idyllic place on earth. It was well kept, walkable and bikeable. There were many e-bikes and scooters scattered around the campus and the community. The University had a beautiful campus. There were MANY recreational activities. Public school/charter schools were out so there were hundreds of children on campus. They were using all aspects of the campus (pictures to share if you wish).

The infrastructure throughout the campus and City was incredible. I've never seen a more active community! The CAO and I walked miles (we were in the US after all!) The infrastructure is like nothing I've seen. I spoke to a grandfather watching his grandson and he said it's a lifestyle, everyone runs, bikes, skis in the mountains. They get relatively no snow and when it does it is gone the same day, giving it all year-round access. Later that day I saw that same grandfather running the trails – clearly living what he was telling me. The sidewalks were great, and the downtown was active and busy even when students weren't in the City.

The city also had great accessibility. Lights had voices, rumble strips and everything was wide and open.

Favorite Sessions – Event Registration, Off Campus Partnerships, Social work in policing and Family Homelessness (Gonzaga University)

Land Acknowledgement was wonderfully done!

Keynote speaker (Mountain Climber)- was really good and had a great story to tell about Resilient Leadership

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Event Registration - Instrumental in Reducing Negative Impact in the Community

Abstract: JHU has over 400 recognized groups. With the volume of events, we began using an engagement platform called Hopkins Groups to manage all events, both on/off campus. There are several steps in the registration process, including reserving space, policy compliance review and ensuring safeguards are in place such as sober event monitors when alcohol is provided. Since instituting Hopkins Groups, this accountability measure has been instrumental in reducing neighborhood disturbances and alcohol related incidents.

Takeaways

- Conduct system from University was crucial
- Maryland Collaborative on Youtube
- 1 person, 1 contact – the “I see you approach” is important
- Public Safety office is in place - separate from the police
- Fines for landlords in in place
- 3 infractions – fine goes to property owner
- Registration of the parties is key
- The registration was to not only help the neighbors but for safety
- Register – and a visit happens before hand – water and unsalted snack (animal crackers) is provided
- These events have people at them that aren’t drinking and are responsible for the wellbeing/safety or making the call if something happens
- Jon – Community liaison person – has a scanner – so he knows who is going where in terms of police coverage – and knows if they are busy doing other things.
- University official can ask for University ID – because the ID is owned by the university and not the student
- They have a scan in and scan out system – a guest list is also asked for before the event
- Some events – the University/Student Union – would pay for security or bartender to ensure safety for bigger events
- Public Safety office hosts pizza parties for all people to come together.
- Community Pickups – University pays for this after bigger weekends

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Measuring and Monetizing Social Impact: A New Way to Value Community Engagement in K-12 and Higher Education

Abstract: Using the language of money, this collaborative session will demonstrate the economic, social, and environmental impact and value of community engagement in learning ecosystems. Outputs can be challenging to articulate in a compelling way to all stakeholders. As such, Ohio University's Center for Campus and Community Engagement used the Social Return on Investment model to analyze partnerships with Building Bridges to Careers and other regional public partners—a framework for calculating and communicating social impact.

Takeaways

- This session was more technical in measurement.
- The biggest thing about this session was that getting students involved in community outside of the University land was crucial
- Internships, volunteering, had a huge ROI for the university (focus of the presentation)
- The thing noticed as well was the way the students and community felt about these initiatives above and beyond of the ROI

Kent Skates and Other Ways We Bind Our City and University Relationship

Abstract: The presenters will share context and discuss some of the recent ventures and joint projects that focuses on establishing "Win-Win" initiatives between the City and University. Examples include the establishment of a public ice rink downtown, canvassing for safety pertaining to off campus high risk parties, shared resources for public safety, efforts to support downtown businesses and incorporating city accomplishments into the University's admissions recruiting strategy.

Takeaways:

- University Towns have lots of connections, but they weren't being used – New President changed this mindset and made it a goal to really foster this relationship
 - Started a list serve to keep people informed about what was happening on campus – anyone could be added to the list – these were for sporting or cultural events, or what was going on with their faculty work
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- Sharing of capital plans to ensure synergy and plan for road closures, etc
- Office of Community engagement has a community outreach person – to keep this communication open
- University gave Employees (Christmas or service awards) a gift card (\$20) to use in local businesses – to help build economy
- During Parent visits – giftcards given to use downtown
- Use food trucks and local pizzeria for events – even though it wasn't allowed in their contract services on campus – renegotiated to balance this out
- University and Town partnered for the outdoor ice park – it's a social enterprise where it's free to use, but rentals are charged for – or you can rent it for private events. The funds go to a fund – similar to our Mudley Fund.

The Role of Police Social Workers in Town/Gown Community Health

Abstract: Learn about The City of Bloomington's (IN) Police Social Worker (PSW) program designed to better serve community members in mental health crises. Presenters will discuss how PSWs decrease repeat 911 callers, engage the community (including Indiana University), and increase overall wellness. Presenters will showcase quantitative and qualitative data throughout the program's history, including specific case studies with an eye toward enabling participants to initiate similar programs.

Takeaways:

- Has been active for a few years now
- At first they went to all calls together for learning
- Now SW will go alone to calls when appropriate – especially to those that are not crimes
- Allows police to do police work and the social workers will do the calls where people are in need of help, but not a crime – they can call on Police if deemed necessary
- Now 3 F/T in the force
- Social Workers do internal training for the force as well – Mental Health and Substance Abuse
- They help the force in times of trauma
- Social workers are connected to resources that police aren't so they are used for all of these things
- They assist with any social work needed until a program can be identified – a stop gap

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- This cuts down on police calls – as the repeat call for help from the same individuals go directly to the social worker and not through Police dispatch
- Social workers now being initiated in dispatch – so they can identify the need before the call goes out, which will further cut down on the calls
- Social workers are connected with Student Affairs at the University as well

Building and Strengthening Community while Creating Mutually Beneficial Relationships with Off Campus Partners to Better Support Students

Abstract: By taking a collaborative approach in managing expectations and working in tandem with Off Campus Partners, James Madison University has successfully enhanced the support and services provided to students living off-campus. With the common goal of best serving students, learn how to effectively work in conjunction with area property Owners and Managers in your community to create mutually beneficial practices and build positive relationships.

Takeaways:

- Really neat partnerships and work within the university
- These resources were organized by the University and some were delivered internally and some outsourced:
 - One on one lease review
 - Roommate mediation/healthy relationship resources
 - Navigating landlord tenant relationships
 - Basic needs focus and initiatives
 - Student commuter kitchen community campus partner referrals
 - Advocating for off campus students
 - Utility deposit assistance program
- Events and Workshops offered:
 - Housing Fairs
 - Leasing 101 Workshops
 - Money matters Series
 - Good Neighbor Programming
 - Adulting after College Speaker Series
 - Back to School Bash
 - Commuter Student Breakfasts
 - Pop-Up Appreciation Events

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- National Hunger and Homelessness Week
- Fire Safety
- Basic Needs aren't Basic Events

- Supporting Basic Need:
 - Co-sponsor the campus wide Basic Needs Coalition
 - Research and assessment
 - Student Support Hub – www.jmu.edu/ssh
 - Targeted programming
 - The Kitchen (food Prep access and storage)
 - The Pantry and Pantry Phone app (designed during Covid)
 - Career Closet
 - Meal Voucher Program
 - Graduation Regalia loan program

- Off Campus Housing Resources – url:offcampushousing.jmu.edu

- Roommate Finder – used this app and had student feedback to improve the site.

- Other community Initiatives –
 - Updates on office resources and programs
 - University provided construction, enrollment numbers, and initiatives and campaigns for the year
 - Speakers were invited to address topics of concern/interest
 - Open forums for sharing ideas and questions, chance for networking and showing appreciation.
 - Mutual assistance in setting expectations

Moving Forward: A Panel Discussion on Community Policing

Abstract: Community policing has been a celebrated practice for many decades. However, recent social unrest has prompted a reexamination of the role of law enforcement across the country. Join us for a provocative panel discussion on the changing face of community policing, new approaches, best practices, and the importance of creating meaningful collaborative partnerships that increase trust and foster resiliency in our various university communities and beyond.

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Takeaways

- All TOW attendees went to this session
- Police admitted to losing their way
- They needed to listen to find out their community needs
- Enforcement is not always the way forward
- Engage with communities
- Go to the events, parades, meet them outside the enforcement – its builds better outcomes
- Cameras are now on everyone and there is a duty to intervene in any circumstance that is not within the law
- All leaders of their respective forces, were open, honest and not guarded
- Transactional interactions don't serve the community
- Connections (Fire, REMO, ByLaw, EHS, University Security in our community – is key
- Everyone trains together – ex active shooter training.

Living Our Anchor Mission: An Innovative Partnership Addressing Family Houselessness

Abstract: This innovative, nationally distinct partnership model brings together a non-profit family housing community with a university partner to address intergenerational poverty and sustainable long-term housing. The session highlights the Gonzaga Family Haven – a partnership between Catholic Charities Eastern Washington and Gonzaga University. We will share the project's vision, design, and implementation process, plus key lessons learned to date. We will encourage participants to imagine similar campus-community collaborations within their own communities.

Takeaways

- Not sure this is possible in Canada – but wow!
- Jesuit University partnered with Catholic Agency to build this
- Happened really fast!
- It was the most heartwarming, moving presentation
- See attached pictures!

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HAVEN AMENITIES

72 Units
Early Learning/Childcare Facility
Adult/Youth Education/Computer Lab
In-door recreation space
1/4 mile bike/pedestrian trail
Splash Pad
Covered Gathering Pavilion
Community Garden
Dog Park
Reflection space
On-site access to counseling, peer-support, behavioral health and addiction recovery services.

PARTNERS

Catholic Charities of Eastern Washington
Gonzaga University
Gonzaga Preparatory School
Head Start
Northeast Community Center
Salish School
Spokane Housing Authority
Spokane Public Schools
St. Aloysius Parish
YMCA
ZoNE Project
And more...



University Engagement

YOUTH PROGRAMMING

- After-School Tutoring
- Art-based Programming (e.g. Zag Dance)
- Early Learning Internships
- Summer Enrichment Activities
- Youth Mentoring



ADULT PROGRAMMING

- Adult Education
- Community Meal
- Employment Readiness
- Family & Parent Programming
- Health & Wellness Programming
- Legal Aid
- Small Business Incubator
- Women's Leadership Development



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Building a Network and Utilizing a Community Approach to Best Support Students

Abstract: We all know that building and enhancing relationships across our communities continues to be an integral component to successful town-gown work. Some of us have just begun establishing these relationships and others have been building these networks for years. Context matters, aligning goals matters, and how we do this effectively can look different for each of our communities. Join a panel of experts across our field to learn and share specific tactics to building networks and utilizing a community approach to addressing challenges that have benefited our communities.

Takeaways

- More conversational – and interactive between the panel

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- BARHA – organized to help landlords be a better landlord
- Boulder has Rental Licensing
- CSU has a Good Neighbor Program
- Landlord toolkits are developed.
- Fort Collins is debating Rental licensing.
- Having consistent meetings to get ahead of issues is key – Off Campus Living, Good Neighbor Group and Landlord Group, Police, Town
- Clean up time is an issue for many towns/cities – organizing another pickup, or putting out dumpsters have alleviated some of these tensions
- Knock and talks – these are helpful (Almost every session said these were important)
- Welcome bags made and given out to the new residents (students) with cleaning supplies, garbage bags – neighbors hand them out as a way to get to know each other.
- Block Parties have – where ALL neighbors are invited.
- Some places have formed not for profits to get grants
- Trash is not always trash so donating some items to places to repurpose them
- Parents on the lease – some do/some don't - interesting conversations, as many parents call about issues, no clear consensus on this

Respectfully submitted and grateful for the opportunity to attend,
Councillor MacKay

CONFERENCE UPDATE

Title: Conference Attendance Update – International Town & Gown

Date: June 6-9, 2023

Department: July 2023 Committee of the Whole



UPDATE

I attended (along with Councillor MacKay and CAO Beaudin) the International Town & Gown Conference held this year in Fort Collins Colorado. Again, I found this conference to be extremely worthwhile in my understanding and appreciation of the broad issues and opportunities of a municipal and university relationship. One of the realities of this conference is that it is predominantly US based despite the term “International” in its title. Two significant differences in the membership of this organization and the T & G Association of Ontario (the only significant Canadian organization of its type) is that membership in IT&G is weighted toward universities. They would like to see more municipal membership. In the TGAO the opposite occurs. This may reflect the second significant difference – that all or most State Universities and all their various campuses are Land Grant Universities charged with both delivering education and engaging with their communities. Grants and funding are no doubt consistent with this direction. Canadian universities do not operate in this environment. While those two distinctions are acknowledged I did not hear anything, beyond funding access, that would preclude any of these good ideas happening in the Canadian context, should that be desired. As an observation, and I have shared this with our staff, some of the sessions I attended and summarized below, reminded me of the “Red and Blue” team item discussed during the Budget 2023 process. Perhaps with a slightly different approach we might consider that project in a future budget process.

I attended the following sessions:

1. **Keynote Speaker – Jim Davidson**, extreme mountain climber/adventurer whose message about the importance of collaboration, communication and transparency, perseverance and resilience made a great start for this conference. A) Accept Change B) Embrace Challenge C) Persevere in the face of Uncertainty and D) Redefine when a setback is encountered. He described Resilient Teamwork as including situational awareness, willingness to change and adapt, confidence, being clear, calm and visible, and realistically optimistic.
2. **Trends in Student Housing** – The Off-Campus Life Department of the U of C (Fort Collins) has 6 FTE and 15 students (for comparison the Town of Fort Collins has a population of 170K and 33K students.). This group provides the bridge between property managers and the university. They have a Good Neighbour Program that works closely with the community and the university.
 - a. **Trends in Student Population:** As in Canada Universities are banking on increased enrollment to support University finances and traditional university students – in the USA Veterans and young US adults are a declining population.
 - b. **Trends in Technology:** Students are increasingly relying on technology to find appropriate housing e.g., virtual visits, and looking for good technology in the housing they seek. Housing fairs and virtual reality views of properties are increasingly offered. U of C (Fort Collins) encourages landlords to engage directly with the University.

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- c. **Trends in Co-working and Collaboration Space** – In a number of States there can be no more than 3 or 4 unrelated individuals in a “house” and rental registration is required in some States (e.g., Texas).
- d. **Trends in Privacy:** Increasingly students seek out fewer roommates. One bedroom and micro-units are desired – six-bedroom units are increasingly not desirable. Students are seeking community rooms and outdoor spaces to gather and work.
- e. **Trends in Commuting to Campus** – increased use of e-Scooters, e-bikes, rideshare programs, increased demand for parking and commuter lounges Collaborative workspaces outside of residential areas is a trend (e.g., even in bus buildings located close to student and commuter populations).

There are a number of trends from this session that Wolfville and Acadia can consider in future Town and Gown Cttee discussions including but not limited to: How KTA might incorporate commuter lounges, what we might consider in developing new neighbourhoods and high-rise developments, spaces in the new Town Hall/Library, our AT plan, and future initiatives such as ride shares.

3. Off Campus Relations:

- a. One of the Presenters was from Molson-Coors who discussed their “Great Plays Program” “*In the US, the Great Plays Grant Program is administered by the International Town & Gown Association (ITGA), a 501(c)3 organization that is the premiere resource for addressing opportunities, challenges, and emerging issues between host communities and institutions of higher education. The ITGA is a network of experienced professionals engaged in leading practices, producing effective solutions, and gaining long-term results. The ITGA serves as an independent consultant for the review of the grant applications and helps to ensure evaluation metrics are robust and attainable.*” This Grant Program would be something Acadia might consider. The Program aims to provide Universities with a grant in return for providing demonstrated practices that address issues in the University’s host community. The link for more information is: <https://www.molsoncoors.com/sustainability/responsibly-refreshing/underage-access-prevention> .
- b. Arizona University presented its off-campus relations process within which they collaborate with off-campus apartment managers, educate students about what it means to be a good neighbour, engage students in the community in service products, provide support to apartment managers.
- c. Other off-campus relation builders include: “Coffee with a COP”, weekly “knock and talks” with problem properties.
- d. University of Maryland – College Park has an office of Community Engagement that is charged with identifying assets to connect community partners that share common goals. Their Good Neighbour Day brings residents, students, and alumni together for an

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annual day of service. Residents submit ideas e.g., garbage pickup, removing invasive species, renovating small parks etc. The focus is on the neighbourhoods not the students per se. The presenter noted that the view of the University is that these programs are of service to the neighbourhoods, and this is a way they can give back. Faculty also participate in these events.

4. **Georgetown University Approach to Student Noise:**

- a. Presenter noted that Universities don't always understand that they are part of a larger community. They have initiated a Program that engages University staff who are paid for their time if they wish to participate in being the eyes and ears of the University. Approximately 30 staff who work approximately 5+ hours per week on weekends drive and walk the near-university neighbourhoods.
- b. The University has mandatory education and orientation for students wishing to live off campus. Most Georgetown Student live in residence for the first three years.

5. **Presentation by the Ontario Town and Gown Association:**

- a. I attended this session to see if there was an organization closer to home and operating within our national environment, that is arguably different with respect to funding and history than American universities. I did not find this presentation to have the advanced ideas of the other sessions provided by US Universities. The presenter did note that The Auditor General of Ontario had noted that the Ontario Post-Secondary Sector is operating without a clear strategy to address municipal-university interactions.

6. **The Art of Town & Gown relationships (University of Alabama & University of Northern Arizona):**

- a. This University of Alabama has a Neighbourhood Partnership Committee that includes neighbours, university reps, Student Government reps, Police, Student Services reps, Municipal reps. They hold four meetings annually that are listening sessions – two are large meetings and 2 focus on a specific topic. They ask for questions in advance and then present the answers.
- b. University of Northern Arizona has a dual Community-University position. They are also pursuing purpose-built off-campus housing similar to our Micro-boutiques.

7. **Fair Districts & Civic Engagement (Villanova University):**

- a. This session turned out not to be very relevant as it focused on past gerrymandering of districts that put students at a disadvantage for a variety of reasons. I had hoped it would discuss the process of student engagement in the local election processes.

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8. Building a Network and Utilizing a Community Approach to Support Students:

- a. Several university communities have rental license Policies.
- b. Quite a few universities have relations between a university department and local landlords.
- c. Boulder Colorado appears to have a number of policies that might be relevant to review including its nuisance abatement policy and a landlord tool kit.
- d. Fort Collins is developing a landlord policy and has a “you plus 2” policy for unrelated people in a house.
- e. Ohio University has a policy on landlord requirements and brings landlords together for a monthly housing network meet and greet.
- f. Colorado State (Fort Collins) employs a community liaison who is charged with addressing neighbour complaints. Landlords are required to pick up trash daily. Boulder Colorado provides temporary dumpsters *for move out day* for a week, paid for by the municipality.

9. Panel Discussion on Community Policing:

- a. Presenters noted how important it is to truly listen to community. Community police officers are embedded in their communities, know the business owners. Noted work begins when people are upset with what the police or the organization “has done”. Listening is key.
- b. Officer noted that local agencies need to have more perspective on what their police officers do. Fort Collins Police have developed a transparency page <https://www.fcgov.com/police/transparency> and hold an annual “COPS, Coffee, and Cars” community event. He noted the importance of building trust with your community, working together with the community, and training in the local culture and realities for police officers.

10. Partnering for Lifelong Learning:

- a. The Engagement and Extension Department of CSU (Fort Collins) is directed to be part of the community. Part of their task is to make higher education more accessible. As a land grant university (most if not all State Universities are Land Grant Universities whose mandate includes contributing to their local municipalities and communities). They work to understand how a local university can help address community issues. Want to support the resilience of communities through building relationships, training, and collaboration. They believe the University is a local resource and find multiple ways to communicate that message and reality.

Respectfully Submitted,
Mayor Donovan

CAO REPORT

July 4, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Parks and Recreation

After successful afterschool sessions of yoga, guitar, and outdoor programming, we are now focusing on the launch of our camp season with summer staff doing the final preparations for the Wolfville Environmental Summer Camps.

Community events continue including another forest bathing session, bike rides to Grand Pre and more Latin dance. Our Tuesday walking program will also continue during the summer months.

Both the WOOFVILLE Pooch Party and the Tidal Bay tasting event drew visitors to the Town and we expect a good turnout for the Wolfville segment of the Valley Latin Dance Festival on Saturday, July 15. Times and free classes are posted on our website, www.wolfville.ca/events and everyone is reminded to join the Main Street Conga Line that starts at 4pm at Waterfront Park.

Wolfville is the location to show your PRIDE on Sunday, July 16 with Pride by the Sea rolling out family-friendly, inclusive to all people, programming at Waterfront Park from noon to 4pm.

The temporary pickleball and tennis courts have opened at Acadia. Courts are open 8:00am to 8:00pm. Access to pickleball space at the Wolfville School is being negotiated as well. The splash pad has also opened for the season and even in the cooler weather, many people are enjoying it.

Requests for financial support from the Mudley Fund are increasing so Council is reminded to consider the invitation to organize a team for the Mud Challenge.

Parks and Open Spaces Master Plan

Staff and consultants provided an update to Council on work-to-date on the Parks Master Plan at the June Committee of the Whole. This update included a 'What We Heard' (so far) along with progress on the policy, mapping and analysis aspects of the plan related to supply, functionality (park classifications), access and connectivity/linkages of our parks and open spaces. Staff and Consultants will continue the Parks Master Plan work over the summer with key milestones and Council direction coming in the fall.

Economic Development

The WBDC AGM took place June 13, 2023 at Troy. Members and Staff and Council were in attendance and staff used the opportunity to engage with members of the business community on the Parks Master Plan and provide information on other ongoing initiatives.

An information report will be brought to Council on a business registry at the July Committee of the Whole.

CAO REPORT

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

Staff are looking to build on the Dalhousie Masters of Planning Student work presented in April and bring a discussion to PAC and Council about changes to this zone, along with Bill 177 considerations in the coming months.

Staff are working on an amended lease to the Rail Line with the owner – to include such things as flood risk work, paving/accessibility improvements, the Devour waterfront deck, and other initiatives. A report will be brought to Council on this as it moves forward. This work is important to inform the Parks Master Plan vision for Waterfront Park.

Planning

Council and the Planning Advisory Committee (PAC) have endorsed moving into a review of the Town's housing policies given the unprecedented market conditions and ongoing housing crisis in the region/province/country. The R-1 zone will be looked at as part of this work. A strategy for non-market housing is needed. A draft workplan and discussion has kicked-off this work at the April PAC meeting and this will take several months before recommendations are prepared. Homelessness Counts from across the region were presented as part of this review at the May PAC meeting.

The July PAC meeting will have a presentation on 'small option homes'. Staff are also working on a [Housing Accelerator Fund application](#) – information and an RFD will be brought direct to Council in July (TBD)

The East End Secondary Plan was approved and Staff are now working on the final steps to insert the changes into our planning documents. This has been a 2-plus year process. Information on this project can be found on Wolfville Blooms and updates will be provided to Council as work progresses.

The CEO of the Annapolis Valley Regional Libraries and Staff met to discuss our planned Library/Town Hall. The AVRL are looking to begin their fundraising. This is very preliminary at this stage and more information will be brought to Council as we move this forward. The goal is to provide a space on Wolfville Blooms for people to review the work-to-date while the AVRL kicks-off a fundraising campaign. The next steps for the Library/Town Hall are outlined in the Operations Plan for the coming year. These interim steps are consistent.

Planning Staff are attending the [Canadian Institute of Planners conference](#) June 27-30 in Halifax.

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

Public Works and Engineering

For the Fairfield reconstruction we received three bids. The contract was awarded to Gary Parker Excavating for \$1,081,817 (5% below budget estimate).

For the Annual Street Maintenance (Asphalt), the contract was awarded to Dexter (the only bid submission). Areas of focus for this year are:

- Chestnut from Beckwith to Civic 67 including drainage improvements at intersection
- Orchard from Previous Paving to Cape View
- Queen from Kent to Chestnut
- Main patch at Elm
- Main (E/B lane) patch at west end of town
- Main (E/B lane) patch at east end of town
- Hillside (W) sidewalk from Prospect to Bay
- Gaspereau north sidewalks (TBD)
- Connector trail from Westwood to Earnslcliffe
- Other sidewalk patching and maintenance locations TBD
- Water cuts (various locations)

Highland Ave is also nearing completion with paving of the intersection anticipated before the end of the month, and the top lift will happen shortly thereafter.

Community Compliance

Compliance has noticed and received complaints of droppings being left behind and dog owners are being reminded of the need to clean-up after their furry friends, in accordance with Wolfville's Dog Control Bylaw.

Patio season is back, so compliance staff ask everyone to remember that smoking, vaping, or e-cigarettes are not permitted in these locations, in accordance with the Smoke-free Places Act of Nova Scotia.

CAO REPORT

July 4, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Compliance staff have also been busy reminding folks about Property Minimum Standards in relation to overgrown grass, loose debris, and ensuring solid waste bins are both weather and animal proof.

Finance and Corporate Services

The draft year end financial statements will be reviewed with the Audit Committee and auditors on July 7 and forwarded to July Council for approval.

Work has started on one of the two new FOIPOP applications received by the Town in May. The second file should be started in June.

Upcoming Events:

- Valley Latin Dance Festival (non-Town event, Community Partnership Program (CPP) grant recipient) – Waterfront Park – Saturday, July 15
 - The afternoon portion of this event is free (supported by CPP funding), an evening ticketed event is also planned
- Pride by the Sea – Waterfront Park – Saturday, July 16, noon – 4pm
- Mud Creek Days – July 28-30

REQUEST FOR DECISION 034-2023

Title: Nuisance Party Bylaw Amendments

Date: 2023-07-04

Department: Office of the CAO



SUMMARY

NUISANCE PARTY BYLAW AMENDMENTS

The Nuisance Party Bylaw has been in place for a few years, with numerous tickets being issued for both individual and landlord infractions. Staff have identified that while the Bylaw section related to individual infractions is clear and straightforward, that additional clarity is required in the section related to landlords. Additionally, staff have received feedback from landlords over the past few years with respect to the Bylaw noting that automatic charges for subsequent Nuisance Party Bylaw offenses are not necessarily considered fair when landlords have taken numerous steps with their tenants to prevent Nuisance Parties.

The purpose of this RFD is to present recommended changes to the Bylaw to ensure clarity related to landlord infractions and provide a mechanism for landlords that are diligent in managing their properties to avoid automatic charges under the Bylaw for subsequent offenses that occur within a two-year time frame. As part of the recommended changes, several housekeeping changes throughout the Bylaw are also being proposed.

DRAFT MOTION:

That Council give First Reading to the amended Bylaw Ch. 97 – Nuisance Party Bylaw as attached to RFD 034-2023.

REQUEST FOR DECISION 034-2023

Title: Nuisance Party Bylaw Amendments

Date: 2023-07-04

Department: Office of the CAO



1) CAO COMMENTS

See below for comments in the discussion section.

2) LEGISLATIVE AUTHORITY

Municipal Government Act, Section 172(1).

3) STAFF RECOMMENDATION

Staff recommend that Council give First Reading to the amendments proposed to the Nuisance Party Bylaw.

4) REFERENCES AND ATTACHMENTS

1. Proposed Amended Bylaw Ch. 97 – Nuisance Party Bylaw
2. List of Reasonable Steps for Landlords to Prevent Nuisance Parties

5) DISCUSSION

Staff have been administering the Nuisance Party Bylaw for a number of years now, with charges being laid for individual and landlord infractions under the Bylaw. While the charges for individuals seem to be straightforward and clear in the existing Bylaw, staff have noted that the section related to landlord charges requires additional clarity in wording. Furthermore, when looking at other Nuisance Party Bylaws, in particular the City of Kingston, and considering the concerns with the current Bylaw that have been expressed to Council and staff in the past from landlords that are actively trying to manage their properties to prevent Nuisance Parties, staff have identified that some changes are likely warranted.

The main change is that the proposed amended Bylaw now allows landlords the opportunity to show they are not guilty if they have taken reasonable steps to prevent a nuisance party. A non-exhaustive list of potential reasonable steps for landlords to take is attached to this RFD and may be amended from time to time by municipal Compliance staff. Each landlord infraction may be different, with one or multiple steps required for Compliance staff to deem the landlord not guilty. This change would make the Town more consistent with other communities that have Nuisance Party Bylaws, such as the City of Kingston, and allows landlords that are doing their due diligence to avoid automatic charges after a first Nuisance Party infraction. It continues to allow the Compliance team to charge landlords that are “absentee” or who have not taken reasonable steps to prevent Nuisance Parties on their properties.

Other changes to the Bylaw include:

- Clarity that an order to discontinue a Nuisance Party takes effect immediately
- Clarity that an Officer includes a Police Officer or Bylaw Enforcement Officer

REQUEST FOR DECISION 034-2023

Title: Nuisance Party Bylaw Amendments

Date: 2023-07-04

Department: Office of the CAO



- Clarity that the notice to the landlord must include the date and time the notice to discontinue the Nuisance Party was issued
- Clarity on what constitutes a subsequent Nuisance Party – this happens if there is a second Nuisance Party at a property within two years after a notice to discontinue a Nuisance Party is made, regardless of whether there was a ticket issued in relation to the previous Nuisance Party

6) FINANCIAL IMPLICATIONS

There are minimal financial implications to these amendments. Potentially fewer landlord tickets will be issued due to the ability for landlords to show they have done due diligence with their properties, however this loss in revenue is minor.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

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

- Community Wellness

8) COMMUNICATION REQUIREMENTS

The Bylaw amendments will be advertised before Second Reading. Additionally, Compliance Staff will meet with the newly-formed landlord group to review the proposed changes and receive feedback. Second reading would not happen until the Council meeting in September, giving ample time for feedback and discussion.

9) ALTERNATIVES

1. Keep the Bylaw as it currently is.
2. Clarify language in the Bylaw and continue to automatically find a property owner guilty of an offense if there is a subsequent nuisance party at a property, regardless of circumstances.
3. Amend the Bylaw and delete the provisions regarding owners/landlords entirely and leave the rest of the Bylaw in place.
4. Repeal the Bylaw completely.

July 4, 2023

Reasonable Steps for Landlords to Prevent Nuisance Parties

The following list will be used by the Town of Wolfville Compliance staff when determining whether to charge a property owner under Section 7.5 of the Nuisance Party Bylaw. Compliance staff can use one or more of the following considerations, which is not exhaustive, in making this determination. This list can be modified from time to time by Compliance staff as other reasonable steps become identified.

1. Obtained references from prospective tenants;
2. Included a provision in the tenancy agreement requiring tenants to comply with the Nuisance Party Bylaw;
3. Provided tenants with a copy of the Nuisance Party Bylaw;
4. Sent email or written communications to tenants educating them on their responsibilities and obligations under the Nuisance Party Bylaw;
5. Monitored the property on a regular basis, including on nights and weekends, particularly during times and events when nuisance parties are more likely, such as the first week of Acadia classes in September, Acadia Homecoming, St. Patrick's Day and Cheaton Cup;
6. Took action after the initial nuisance party to prevent any further nuisance parties, and to address complaints regarding social gatherings at the property in a timely fashion;
7. Where one or more of the tenants is a student at Acadia University, sent email or written communications to tenants advising that a violation of the Nuisance Party Bylaw can be considered a breach of the Acadia Non-Academic Judicial Student Code of Conduct, leading to sanctions by Acadia;
8. Where the landlord does not live in or near Wolfville and is therefore not able to monitor the property or address complaints regarding social gatherings at the property in a timely fashion, employed a property manager or hired a property management service to monitor the property and address complaints;
9. Attempted action in accordance with the Residential Tenancies Act to evict tenants who have engaged in one or more previous nuisance parties



1. Title:

This Bylaw shall be titled and referred to as the “Nuisance Party Bylaw”.

2. Background:

The Nova Scotia Municipal Government Act (NS MGA), Section 172 gives Council the specific authority to establish Bylaws. Sections 172(1) of the NS MGA authorizes Council to establish bylaws for municipal purposes respecting (a) the health, well-being, safety and protection of persons; (b) the safety and protection of property; (c) persons, activities and things, in, on or near a public place or place that is open to the public; (d) nuisances, activities and things that maybe or may cause nuisances.

The purpose of this Bylaw is to create a duty upon those hosting a social gathering or party to control the participants’ behavior and to give enforcement personnel a mechanism to disperse persons at a gathering that’s become a public nuisance, bridging a gap between existing Bylaws and the Criminal Code.

3. Definitions:

In this Bylaw;

“**Building**” means any permanent structure consisting of a roof supported by walls that is used or intended to be used for the shelter, accommodation of persons, animals, goods, chattels or equipment;

“**Bylaw Enforcement Officer**” means a person appointed by the Chief Administrative Officer who is a Special Constable or Bylaw officer pursuant to the Nova Scotia Police Act or similar legislation and empowered by such appointment to enforce this bylaw;

“**Dwelling**” means a Building containing one or more units for human habitation;

“**Town**” means the Town of Wolfville;

“**Highway**” includes public highway, street, lane, road, alley, sidewalk, parking lot, driveway, park, beach, or place including bridges, any part of which is intended for or used by the general public for the passage of vehicles or persons, and includes private property that is designed to be and is accessible to the general public for the pedestrian and motor vehicle use;

“**Municipality**” means the land within the geographic limit of the Town of Wolfville;

“**Nuisance Party**” means a gathering on Property which, by reason of the conduct of any one or more of the Person(s) in attendance, is characterized by any one or more of the following elements:

- (a) public intoxication;
- (b) the unlawful sale, furnishing, or distribution of alcoholic beverages or



- controlled substances;
- (c) the unauthorized deposit of litter on public or private property;
- (d) damage to public or private property;
- (e) the obstruction of vehicular or pedestrian traffic, or interference with the ability to provide emergency services;
- (f) sound that is unusual or excessive, or that is likely to be unwanted by or disturbing to persons, as described in the Prevention of Excessive Noise Bylaw;
- (g) unauthorized open burning as described in the Open Fires Bylaw;
- (h) public disturbance, including confrontations and violence;
- (i) outdoor public urination or defecation;
- (j) use of or entry upon a roof not intended for such occupancy.

“Officer” means a Police Officer or any Bylaw Enforcement Officer, assigned to administering or enforcing this bylaw;

“Police Officer” means a member of the Royal Canadian Mounted Police or municipal police service authorized to provide police services to the Municipality;

“Person” means a corporation as well as an individual;

“Public Place” means a Highway, public park, parking lot or other lands to which the public has access as of right or by invitation and includes private property that is exposed to public view;

“Property” means any public or private place in the Municipality, including but not limited to Highways, parks, parking lots, yards appurtenant to a Building or Dwelling, or vacant lands.

4. Bylaw Offences:

4.1 No person shall sponsor, conduct, continue, host, create or attend a Nuisance Party.

4.2 No person who, individually or jointly with others, is an owner, occupant, tenant, or who otherwise has rightful possession of or possessory control of any Property, shall allow, cause or permit a Nuisance Party on the Property under their possession or control.

4.3 No person, not residing at the Property, shall fail to leave the Property after having been directed to leave by an order to discontinue activity under this bylaw.

4.4 No person shall urinate or defecate in a Public Place.

4.5 No person shall stand, sit upon or otherwise occupy any roof of any Building unless carrying out legitimate maintenance or construction.

4.6 No person shall fail to comply with an order pursuant to Section 5.1 of this bylaw.



4.7 No person shall willfully obstruct, hinder or otherwise interfere with an Officer in the performance of the Officer's duties, rights, functions, powers or authority under this bylaw.

5. Order to Discontinue Activity:

5.1 Upon an order of an Officer to discontinue a Nuisance Party, the Nuisance Party shall immediately cease and all persons who do not, not residing on the Property, shall immediately leave the Property where it is occurring.

Commented [CT1]: Make it clear that an order to discontinue a Nuisance Party takes effect immediately.

5.2 The order under this section shall identify:

- (a) the location of the Property of the Nuisance Party occurrence;
- (b) the elements in determining the Nuisance Party;
- ~~(c) the date and time by which there must be compliance with the order.~~

Commented [CT2]: Remove this clause, since all orders to discontinue Nuisance Parties take effect and must be complied with immediately.

5.3 An order issued under this bylaw, as outlined in Section 5.1 and 5.2, may be given immediately verbally or may be served personally on the person to whom it is directed. If the order is given by regular mail to the last known address of that person, and if given by registered mail, it shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be carried out by registered mail to the corporate mailing address.

5.4 A Police Officer may temporarily close any Highway or portion thereof to public travel where a Nuisance Party is occurring adjacent to the Highway to ensure public safety.

5.5 Where a Highway or portion of a Highway has been closed, the common law right of passage by the public over the Highway and the common law right of access to the Highway by an owner of land abutting the Highway are restricted as directed by a Police Officer.

5.6 No person shall use a Highway or portion of a Highway that has been temporarily closed under this bylaw except with lawful authority or in accordance with direction of a Police Officer.

6. Enforcement and Inspection:

6.1 The provisions of this bylaw may be enforced by an Officer ~~of the Municipality.~~

Commented [CT3]: Delete - not necessary (and potentially confusing) given the definition of "Officer" as a Police Officer or Bylaw Enforcement Officer assigned to administering or enforcing the bylaw

6.2 Any Officer may enter upon Property for the purpose of investigation and enforcement of this bylaw.

6.3 Each Officer is hereby authorized to inform any person of the provisions of this bylaw and to request compliance.

6.4 When an Officer believes on reasonable grounds that an offence under this bylaw has been committed by a person, the Officer may require the name, address, proof of the identity of that person, and that person shall supply the required information.

6.5 Every person who contravenes or who causes or permits a contravention of any provisions of this bylaw is guilty of an offence.

**Town of Wolfville
Bylaw Ch. 97
Nuisance Party Bylaw**



6.6 Every director or officer of a corporation who knowingly concurs in the convention of any provision of this bylaw by the corporation is guilty of an offence.

6.7 Any Officer who believes on reasonable grounds that there has been a violation of this bylaw may issue a summary offence ticket to that person.

7. Ownership Provision:

7.1 As soon as practicable following the order to discontinue a Nuisance Party pursuant to Section 5.1 of this bylaw, a notice of the order shall be sent to the owner(s) of the property at which the Nuisance Party was discontinued.;

7.2 The notice of the order to the owner will include all the information outlined in Section 5.2 of this bylaw and include the date and approximate time that the order was made.;

7.3 The notice of the order will be deemed delivered as outlined in Section 5.3 of this bylaw.;

7.4 A subsequent Nuisance Party at a Property occurs when:

(a) there is a Nuisance Party at that Property; and

(b) within the preceding two (2) years, an order was issued under Section 5.1 of this bylaw to discontinue a Nuisance Property at the Property, regardless of whether any person was charged with or convicted of an offence in relation to that Nuisance Party, is determined when a Nuisance party that re-occurs within two (2) years after an initial order to discontinue a Nuisance Party at the property is identified in an order, pursuant to Section 5.1 of this bylaw;

7.5 No ~~A~~ person, who individually or jointly with others, is an owner or otherwise has rightful possession of or possessory control of ~~any~~ Property at which a subsequent Nuisance Party occurs is guilty of an offence, unless the person proves they took reasonable steps to prevent the subsequent Nuisance Party. ~~shall allow, cause, permit a subsequent Nuisance party on the said Property identified in the order.~~

8. Penalty:

8.1 Every person who contravenes or fails to comply with any provisions of this bylaw shall be liable to a penalty of not less than four hundred dollars (\$400.00) for a first offence, not less than six hundred dollars (\$600.00) for the second offence, and not less than nine hundred dollars (\$900.00) for a third and any subsequent offences.

Commented [CT4]: Add this requirement to make it clear that the notice to the landlord has to include the date and time the notice to discontinue the Nuisance Party was issued.

Commented [CT5]: Revised definition of what constitutes a "subsequent Nuisance Party". This revised definition makes it clear that a subsequent Nuisance Party happens if there is a 2nd Nuisance Party at a property within 2 years after a notice to discontinue a Nuisance Party is made, regardless of whether there was a ticket issued in relation to the previous Nuisance Party.

Commented [CT6]: Revision to make an owner of a property liable if a subsequent Nuisance Party is held at a property, unless the owner proves they took reasonable steps to prevent the subsequent Nuisance Party. A list of examples of reasonable steps will be included in an information document circulated and available to landlords and other members of the public.

INFORMATION REPORT

Title: Business Registry
Date: 2023-07-04
Department: Planning & Development



SUMMARY

Business Registry Update

RFD 003-2022 and RFD 071-2022 provided context and a motion to move forward with exploring a business licensing program in the town – including an early draft by-law. This was only for members of the WBDC – not rental properties or home-based businesses. The intent was to:

- 1) maintain our business registry - updated in the summer of 2021 in partnership with the WBDC;
- 2) ensure new businesses are checking in with the Town before opening and allowing a welcome opportunity; and
- 3) provide an opportunity to effectively showcase businesses on our new website with the proposed business profiles.

With new leadership at the WBDC and based on discussions with them – it was decided that for the time being, using their summer student annually to update the 2021 registry can provide for:

- 1) a member benefit the WBDC can provide and also adds a key relational task for their student and coordinator;
- 2) an opportunity for more door-to-door engagement with businesses by the WBDC;
- 3) an opportunity to use their photography package (member benefit) and the registry information to work with us on our website listings; and
- 4) avoid adding another by-law/red tape at a time when a lot of businesses are still reeling from COVID and other macro trends.

If a by-law and licensing program (in-take process, forms, enforcement, by-law, etc) is required in the future, we can address that need. We can check back with Council as part of the budget and operations plan cycle for 2024-25 to assess how this approach is going and whether to proceed with a by-law.

INFORMATION REPORT

Title: Business Registry
Date: 2023-07-04
Department: Planning & Development



1) CAO COMMENTS

In January 2022, Council passed the following motion:

25-01-22 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL DIRECT STAFF TO MOVE FORWARD WITH EXPLORING A BUSINESS LICENSING PROGRAM IN THE TOWN, AS OUTLINED IN THIS REPORT (RFD 003-2022).

As per the current partnership and arrangement with the WBDC, staff will monitor how the updating of the registry works and Council can debrief and discuss as part of the 2024-25 budget and operations planning process to provide direction if they would like to see a more formal by-law in place.

2) REFERENCES AND ATTACHMENTS

- [RFD 003-2022](#) (January 2022)
- [RFD 071-2022](#) (November 2022)

3) DISCUSSION

This project is collaborative with the WBDC and strengthens our partnership.

Staff capacity on this effort would be limited (compared with bringing in a new by-law). We have previously worked with the WBDC on a simple inputting tool in our GIS to capture business information (2021). This would be updated slightly and used for this round. Over time we may want to look at a dashboard tool – similar to how we capture other corporate information/data – for our business registry. With additional years of data we could begin to show trends and have local business information to make better decisions. The website listings also require some Staff time.

If a by-law and licensing program (in-take process, forms, enforcement, by-law, etc) is required in the future, we can address that need. We can check back with Council as part of the budget and operations plan cycle for 2024-25 to assess how this approach is going and whether to proceed with a by-law.

4) FINANCIAL IMPLICATIONS

N/A at this time.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

2021-2025 Strategic Plan:

- Economic Prosperity

6) COMMUNICATION REQUIREMENTS

Key Message: The Town is working with the WBDC to have a business registry that we can update annually into our GIS and meet the needs of both parties, collaboratively.

INFORMATION REPORT

Title: Business Registry
Date: 2023-07-04
Department: Planning & Development



7) FUTURE COUNCIL INVOLVEMENT

TBD.

REQUEST FOR DECISION 010-2023

Title: Committees of Council Policy

Date: 2023-07-04

Department: Office of the CAO



SUMMARY

COMMITTEES OF COUNCIL POLICY

A request for agenda item was introduced by Mayor Donovan at the February Committee of the Whole meeting regarding clarification of the application and orientation process for citizen committee members. Following discussion at that meeting, Council requested clarity in the form of a policy and/or operating procedure to provide guidelines for Council to assist them in the selection, evaluation and onboarding process of citizen and council committee members to both Committees of Council and external committees.

The following motion was approved.

THAT COUNCIL DIRECT STAFF TO REVIEW THE COMMITTEES OF COUNCIL POLICY AND A POTENTIAL SOP IN REGARD TO THE REQUEST FOR AGENDA ITEM COMMITTEES OF COUNCIL.

Specifically, Council requested information on:

- Appointment of alternates to external committees.
- Whether the Vice Chair of a committee should be a citizen or council member taking into consideration the technical knowledge that is required on some committees such as Planning Advisory Committee (PAC).
- Guidelines on what Council should be looking for regarding citizen committee members, such as someone with a certain skillset to support staff and/or council, as a steppingstone onto council, someone who wants to get involved to contribute to the community.
- Mentoring/orientation to committee process for citizen and council members.
- Awareness of all committee meetings taking place so they may attend as a member of the public gallery.

To address these requests, staff have offered some amendments in the Committees of Council Policy and a draft Standard Operating Procedure.

DRAFT MOTION:

That Council approve the revised Policy 110-001 – Committees of Council Policy as attached to RFD 010-2023.

REQUEST FOR DECISION 010-2023

Title: Committees of Council Policy

Date: 2023-07-04

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Municipal Government Act.

3) STAFF RECOMMENDATION

Staff recommend that Council review the amendments to the Committees of Council Policy attached to RFD 010-2023 and the draft standard operating procedures which aim to provide the additional guidance and direction requested by Council.

4) REFERENCES AND ATTACHMENTS

- Draft Amended Policy 110-001 – Committees of Council Policy
- Draft Standard Operating Procedure 110-804 New Council & Citizen Committee Member Orientation
- Draft Standard Operating Procedure 110-805 Selection Process for Citizen Applicants to Committees of Council

5) DISCUSSION

The current Committee of Council policy has been amended to include some of the key points Council were looking for as well as some housekeeping items, as follows:

Amendments

- Clarity provided on application process for citizen committee members, including terms, reapplying and reapplying not resulting in automatic acceptance.
- Included all Committee of Council meeting appointments will be sent to all Councillors calendars.
- More clarity around reasons Council should consider when reviewing citizen member applications.
- Clarity around orientation process for committees that are **not** a Committee of Council but where Council is represented.
- Clarity of mentor role.
- Alternates to be appointed for all Committees as required.

Housekeeping

REQUEST FOR DECISION 010-2023

Title: Committees of Council Policy

Date: 2023-07-04

Department: Office of the CAO



- Quorum is majority of members – this is a change from 50% plus 1 to assist with achieving quorum.
- Reports from committees required after each meeting for COW.
- Clarity around being able to serve on more than one committee.
- PAC Terms of Reference term lengths tidied up to be consistent format.
- Source Water Protection Terms of Reference, length of terms now included.

Additions

- Attached DRAFT Standard Operating Procedures to help provide information on the processes that will be followed by staff.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

If approved, the Policy will be updated on the Town's website.

9) ALTERNATIVES

Council can choose not to adopt any or all of the proposed changes to the Policy or can adopt any or all with amendments.



POLICY

Committees of Council	
Policy Number: 110-001	Supersedes Policy Number: 110-002 Committee Procedures
Effective Date: 1996-08-19 2014-12-16 2015-02-17 2018-02-20 2022-01-25 2022-07-19	Approval By Council (Motion Number): 19-08-96 03-12-14 19-01-15 26-02-18 26-01-22 16-07-22

1.0 Purpose

The purpose of this policy is to outline the role and operation of committees under the jurisdiction of the Town.

Section 26 of the [Municipal Government Act](#) enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

2.0 Scope

This Policy is applicable to all committees of council, and their appointed members, within the Town of Wolfville.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)

4.0 Definitions

- 4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville
- 4.2 **Committee(s)** is any committee under Section 5.2, 5.8 and 5.10 of this Policy.
- 4.3 **Quorum** is the number of members required to make decisions at the meeting.
- 4.4 **Town Clerk** is the Town Clerk, as appointment by the CAO, for the Town of Wolfville

5.0 Policy

This policy shall apply to all Committees of Council unless otherwise stated in the respective policies or bylaws.

POLICY

5.1. Committees of Council

- 5.1.1 Council shall have the following Committees of Council – Accessibility Advisory Committee, Audit Committee, Committee of the Whole, Planning Advisory Committee, Police (RCMP) Advisory Committee and Source Water Protection.
- 5.1.2 The Planning Advisory Committee will serve as the Heritage Advisory Committee.

5.2. Council Membership

- 5.2.1 In November of each year, the Mayor and CAO will recommend Councillor appointments **including alternates** to committees referenced under Sections 5.1, and 5.11 of this Policy, excluding Committee of the Whole.
- 5.2.2 These recommendations will be based on Council member interests, Committee needs, and Council member scheduling conflicts, along with other considerations that may be relevant (i.e., family and work commitments). The Mayor and CAO will strive to bring forward recommendations that are equitable and fair when distributing the workload amongst Council members.
- 5.2.3 Once appointed to Committees, Council members are expected to attend and be fully committed to each Committee they are appointed to.
- 5.2.4 The Mayor shall be an ex-officio voting member on all Committees of Council.
- 5.2.5 **Council will appoint one Councillor as an alternate for each Committee of Council to fill in for any Council member who may be unavailable.**
- 5.2.6 Committees will be chaired by a seated member of Council unless mandated by higher legislation.
- 5.2.7 **Committees will be Vice Chaired by a seated member of Council unless mandated by higher legislation.**
- 5.2.8 **Chair & Vice Chair positions will be selected annually by the committee members.**

5.3. Citizen Membership

- 5.3.1 Applications for citizen appointments to Committees shall be invited by public advertisement.
- 5.3.2 Council will review all applications and select citizen appointments to Committees in December of each year.
- 5.3.3 **Citizen members serving on any Committee shall be eligible to reapply for a consecutive term. Applications of returning members shall be reviewed along with new applicants. Completion of a first term does not guarantee selection for a second term.**
- 5.3.4 **Citizen members who have served two consecutive terms on the same Committee must take a leave of absence for at least one term before reapplying to serve on the same Committee but could apply for a different Committee without any such break.**
- 5.3.5 **A citizen member may serve on more than one Committee at a time.**
- 5.3.6 Any citizen member of a Committee, who is absent from three (3) consecutive meetings of the same Committee, forfeits office, unless otherwise approved by Council. Any member who so forfeits office is eligible for reappointment following

POLICY

the remainder of the unexpired term subject to Section 5.3.3 and 5.3.4.

- 5.3.7 If a citizen member vacates the committee before that member's term would normally expire, the vacancy will be posted to the end of the unexpired term.

5.4. Decision Making & Voting

Decisions are made by majority vote of the members present.

5.5. Scheduling

- 5.5.1 Council shall approve a meeting schedule in December of every year for the following January – December calendar year.

- 5.5.2 All Council, Committee of the Whole (including full day meetings and special budget meetings) and Committees of Council meetings will be included in this schedule. Meetings for Committees under Section 5.10 of this Policy will not be included in the schedule.

- 5.5.3 All members of Council shall receive calendar notifications of every Committee of Council meeting. Council members attending a Committee who are not the appointed official for that Committee shall sit in the viewing gallery and have the same rights and privileges as any member of the viewing public.

5.6. Qualifications

- 5.6.1 Committee members shall reside or operate a business in the Town of Wolfville, unless otherwise approved by Council.

- 5.6.2 Citizen members are selected by Council, after consideration of various factors including skillset, knowledge, experience, level of interest and reason for applying, as well as any identified knowledge/experience gaps currently on the Committee. Specific knowledge/experience requirements are included in the Terms of Reference for each Committee.

- 5.6.3 All Committee appointments are made at the discretion of Council.

5.7. Rules of Engagement

- 5.7.1 A majority of the members of a Committee constitutes a quorum.

- 5.7.2 All Committees shall meet in accordance with their Terms of Reference (*see attached Appendices*).

- 5.7.3 Committees may move or cancel a regularly scheduled meeting with advanced notice to all members, the CAO, and the public.

- 5.7.4 Special meetings of Committees of Council, with the exception of Committee of the Whole, may be called by the Chair with advanced notice to all members and the CAO.

- 5.7.5 Special meetings of Committee of the Whole may be called by the Town Clerk, upon request of the Mayor and CAO, as required. The Town Clerk will aim to provide minimally three weeks' notice for any special meetings and will conduct a poll of Council members, when feasible, to schedule special meetings.

- 5.7.6 Subject to the principles set out in the Municipal Conflict of Interest Act, all Committee members present including the person presiding shall vote on a

POLICY

question.

- 5.7.7 Any member attending virtually in accordance with Virtual Meeting Policy 110-004 is deemed present for quorum and voting purposes.
- 5.7.8 Subject to Section 22 of the Municipal Government Act, Committee meetings are open to the public.
- 5.7.9 The Committee may receive presentations from the public upon approval of the chair.
- 5.7.10 The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.
- 5.7.11 Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.
- 5.7.12 No member of a Committee shall give specific directions to any staff member at any Committee meeting. The responsibility for giving specific directions to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.7.13 A Committee may choose to endorse the report of staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached to the agenda.

5.8. Administration

- 5.8.1 The Town Clerk or designate shall arrange for an orientation session for each new Committee member upon that member's appointment to the Committee. The purpose of the orientation session is to familiarize the member with the role of the Committee, the policies and procedures of the Town which affect the Committee and all other information which will assist the member to make a meaningful contribution to the work of the Committee.
- 5.8.2 Meeting agendas shall be prepared by the Committee Chair and staff representatives and shall be submitted to the Chief Administrative Officer (CAO) or designate for information.
- 5.8.3 The Town Clerk, or designate, will strive to have all Committee, Town Council and Committee of the Whole agendas circulated to Committee members, and posted for the public, one week in advance of the scheduled meeting.
- 5.8.4 Agendas may be varied at the beginning of the meeting by an affirmative vote of the members present.
- 5.8.5 The minutes of all Committee meetings are to be recorded and shall be forwarded to the Town Clerk or designate. The Town Clerk, or designate, shall ensure minutes of all Committee meetings are available to Councillors. All approved minutes shall be annotated as such once approved at a subsequent meeting.
- 5.8.6 Information or actions from a Committee to be considered by Council will be presented using the "Committee Update Template" and included in the agenda package for the next regularly scheduled Committee of the Whole meeting.
- 5.8.7 The Town Clerk, or designate, is responsible for providing a recording secretary for Committee meetings.
- 5.8.8 The CAO is responsible for reviewing minutes of all Committee meetings and for

POLICY

highlighting for Council those items in the minutes which require Council's attention.

- 5.8.9 The Chair of any Committee may request an opportunity to report on the minutes or may request a Council member appointed to that Committee to present the information or actions during the Committee Report to Council.
- 5.8.10 The CAO shall appoint a staff member or members as a liaison/resource member to all Committees.
- 5.8.11 The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.

5.9. Task Force Committees

- 5.9.1 Council may appoint special Task Force Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by Council.
- 5.9.2 In appointing a Task Force Committee, Council shall fix clear terms of reference, a time schedule for the Task Force Committee to report, and the procedure to be followed in the selection of a Task Force Chair.

5.10. Working Groups

- 5.10.1 Council authorizes the CAO to structure and utilize Working Groups from time to time to support and inform staff recommendations to Council.
- 5.10.2 Working Groups may include, but not be limited to, areas including Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives.
- 5.10.3 The CAO, or designate, shall develop terms of reference for each Working Group and inform Council of the creation and terms of reference of any Working Group that has been established.

5.11. External/Partnership Committees

- 5.11.1 Council may participate on Committees with other municipal partners via request or through Intermunicipal Service Agreements.
 - 5.10.1.1 These Committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Community Fibre Network.
 - 5.10.1.2 These Committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.
 - 5.10.1.3 While these Committees may provide their own orientation sessions, the CAO or designate will provide overview of the purpose of the Committee to the appointed Council member(s).
 - 5.10.1.4 Council members who have already served on one of these Committees may be called upon to mentor/orientate new Councillors.
 - 5.10.1.5 Alternates for these Committees are appointed by Council.
 - 5.10.1.6 Subject to Section 22 of the Municipal Government Act, these



POLICY

Committee meetings are open to the public.

- 5.11.2 Council may participate in Committees with other partners via request or through established contracts or policies.
 - 5.10.2.1 These Committees include, but are not limited to, Kings Point to Point Transit Society, Town and Gown, Annapolis Valley Regional Library, Wolfville Business Development Corporation, and the Annapolis Valley Trails Coalition.
 - 5.9.2.2 Council members who have already served on one of these Committees may be called upon to mentor/orientate new Councillors.
 - 5.9.2.3 Alternates for these committees are appointed by Council.
 - 5.9.2.4 These Committees will be governed by their approved Terms of Reference and are outside of this Policy.
- 5.11.3 Council will appoint Council representatives to Committees identified under Section 5.11 in accordance with sections 5.2.1, 5.2.2, 5.3.1 and 5.3.2.
- 5.11.4 Each Council representative will provide an update from their committee meeting(s) at the Committee of the Whole.

6.0 Policy Review

This Policy including the attached Terms of References will be reviewed every four years from effective/amended date.

7.0 Repeal and Replace

The following policies are repealed and replaced with this policy:

- 110-009 Accessibility Advisory Committee
- 120-015 Environmental Sustainability Committee
- 140-007 Audit Committee
- 610-01 Design Review Committee
- 760-002 Public Art
- 610-02 Planning Advisory Committee
- 910-01 Source Water Protection Advisory Committee

	2022_07_19
CAO	Date

POLICY

Appendix A

Accessibility Advisory Committee Terms of Reference

1. Purpose

The Accessibility Advisory Committee (AAC) provides advice to council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The committee plays a pivotal role in helping the Town of Wolfville become a barrier-free community and ensuring obligations under “*An Act Respecting Accessibility in Nova Scotia*” Chapter 2 of the *Accessibility Act (2017)* are met.

2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Advise council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must:
 - 2.1.1 Include a report on measures the Town of Wolfville has taken and intends to take to identify, remove and prevent barriers.
 - 2.1.2 Include information on procedures the Town of Wolfville has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services,
 - ii. Any proposed enactments or bylaws it will be administering; and
 - iii. Any other prescribed information.
 - 2.1.3 Advise Council on the impact of Town of Wolfville policies, programs and services on persons with disabilities.
 - 2.1.4 Review and monitor existing and proposed Town of Wolfville bylaws to promote full participation of persons with disabilities, in accordance with the Act.
 - 2.1.5 Identify and advise on the accessibility of existing and proposed municipal services and facilities.
 - 2.1.6 Advise and make recommendations about strategies designed to achieve the objectives of the Town’s Accessibility Plan.
 - 2.1.7 Receive and review information directed to it by council and its committees, and to make recommendations as requested.
 - 2.1.8 Monitor federal and provincial government directives and regulations; and
 - 2.1.9 Host community consultations related to accessibility in the Town of



POLICY

Wolfville.

3. References

- 3.1 [Policy 110-001, Committees of Council Policy](#)
- 3.2 [Bill No. 59 - Accessibility Act, Chapter 2 of the Acts of 2017](#)

4. Definitions

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Council** means the Town Council for the Town of Wolfville.
- 4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5. Membership

- 5.1 The Committee will consist of seven (7) voting members who serve without pay.
- 5.2 Council shall appoint each of the seven (7) voting members as follows:
 - i. The Mayor
 - ii. To two-year term – One (1) member of council
 - iii. To two-year terms – three (3) members at large
 - iv. To three-year terms – two (2) members at large.
- 5.3 At least one half of the members of the Accessibility Advisory Committee must be persons with disabilities or representatives from organizations representing persons with disabilities.

6. Meeting

6.1 Frequency

The committee shall meet at least four times a year, or otherwise as required to fulfill the duties as outlined.

	2022_07_19
CAO	Date

POLICY

Appendix B

Audit Committee Terms of Reference

1. Purpose

The purpose of the Audit Committee is to provide advice to Council on all matters relating to audit and finance. The objectives of the committee are to:

- i. Fulfil the requirements outlined in Section 44 of the *Municipal Government Act*.
- ii. Assist council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

2. Mandate & Responsibilities

2.1 Audit

- i. Review the qualifications, independence, quality of service, performance and fees of the External Auditors annually and recommend the appointment of an auditor to council.
- ii. Carry out the responsibilities of an Audit Committee contained in Section 44 of the Municipal Government Act.
- iii. Review with management and the external auditor, the annual audited financial statements and recommend the approval to council.
- iv. Review with management, the internal control management letter received from the auditors and recommend any changes to council, as required.

2.2 Finance and Risk Management

- i. Review with management the quarterly financial package to be presented to council and recommend approval.
- ii. Review with management annually all financial policies including those used in the preparation of the external financial statements.
- iii. Review with management the adequacy of internal controls.
- iv. Review with management, annually, risk management practices including insurance coverage.

3. References

- 3.1 [Nova Scotia Municipal Government Act](#)
- 3.2 [Policy 110-001, Committees Policy](#)
- 3.3 [Nova Scotia Municipal Finance Corporation Core Best Practices – Audit Committee](#)



POLICY


4. Membership

- 5.1 The committee shall consist of five (5) voting members who serve without pay.
- 5.2 Council shall appoint each of the five (5) voting members as follows:
 - i. The Mayor
 - ii. To two-year terms – two (2) members of council
 - iii. To two-year terms – two (2) members at large
- 5.3 In the first year, one of the members at large will sit for a one-year term to allow the members at large to rotate off in opposite years to maintain continuity.
- 5.4 Committee members will have an understanding of the auditing procedure and the components associated with auditing in order to resolve the issues brought forth by the external auditor and should possess knowledge in accounting, auditing, financial reporting, and finance expertise.

5. Meeting

5.1 Frequency

The committee shall meet at least four times a year. Additional meetings may be necessary to review items related to the audit and will be called by the chair.

	2022_07_19
CAO	Date

POLICY

Appendix C

Planning Advisory Committee Terms of Reference

1. Purpose

The Planning Advisory Committee is responsible for providing clear and complete advice and policy options to Council on issues related to the development, standards, and planning of our town's spaces, specifically concerning:

- Land Use Planning
- Heritage Planning and Preservation
- Environmental Issues
- Building Standards
- Housing Issues
- Parks, Trails, Playgrounds and Open Space Planning
- Landscaping and Beautification of Municipal Property; and
- Any other related matter referred to this Committee by Council or by the Chief Administrative Officer

2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Upon request of council, provide recommendations on planning and heritage issues.
- 2.2 To consider Municipal Planning Strategy in all recommendations and advice provided by the committee.
- 2.3 To act as and carry out the purposes of a Planning Advisory Committee as prescribed under the Municipal Government Act.
- 2.4 To act as and carry out the duties of the Heritage Advisory Committee as prescribed in Heritage Property Act.
- 2.5 To follow the Town's Public Participation Program.

3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Municipal Planning Strategy \(MPS\)](#)
- 3.3 [Land Use Bylaw \(LUB\)](#)
- 3.4 [Public Participation Policy, 610-006](#)



POLICY

4. Definitions

- 4.1 **HAC** means the Heritage Advisory Committee
- 4.2 **PAC** means the Planning Advisory Committee

5. Membership

Environmental Knowledge - Members at large will be selected based on either a professional expertise or a general background in one or more of the following subjects: Watershed, Urban Forest, Parks/Recreation, Sustainability, Planning/Development, Utilities, Wildlife, Solid Waste and Recycling, Air Quality, Climate Change, or Green Practices. This knowledge could have been acquired through many avenues including professional practice or community involvement activities.

Heritage Knowledge - Members at large shall have professional experience related to at least one of the following disciplines: urban planning or development, landscape architecture, architecture, civil engineering, a background in heritage and/or built heritage matters and/or heritage research and planning.

As well as Environmental or Heritage Knowledge, other appropriate knowledge or professional skills areas may include public engagement, public-private partnerships, government relations, indigenous affairs.

- 5.1 The Committee consists of nine (9) voting members who serve without pay.
- 5.2 Council shall appoint each of the nine voting members as follows:
 - i. The Mayor
 - ii. To one year term – three (3) members of Council.
 - iii. To two-year terms – three (3) members at large
 - iv. To three-year terms – two (2) members at large.
 - v. Environmental rep and Heritage rep to be included as part of the members at large group.

6. Meetings

6.1 Frequency

The committee shall meet monthly (except in the month of August), or as otherwise required to fulfill the duties as outlined.

	2022_07_19
CAO	Date

POLICY

Appendix D

Source Water Protection Advisory Committee Terms of Reference

1. Purpose

The Delivery of safe water to consumers is the top priority for water utilities. The approach to achieve this in Nova Scotia and in many areas throughout the world is the multiple barrier approach. This is a series of steps taken by the water supplier which together provide multiple layers of protection to ensure that safe water is delivered to the consumer.

In Nova Scotia the barriers outlined in the province's Drinking Water Strategy are as follows:

1. Keeping it Clean - by ensuring that the water source is protected from contamination.
2. Making it Safe - by providing the required treatment
3. Proving it Safe - through continuous testing and monitoring

The Town of Wolfville Water Utility (Utility) has a complete program of water treatment, testing and monitoring in full compliance with all regulations to provide a finished product which meets or exceeds the Guidelines for Canadian Drinking Water Quality as published by Health Canada.

To complete the multiple barriers of protection the Utility adopt a Source Water (wellhead) Protection Plan to ensure the source water remains clean.

Guided by the Source Water Protection Plan, the objective of the Source Water Protection Advisory Committee (the Committee) is to provide the Water Utility with advice that will attempt to satisfy the water quality and quantity concerns of all stakeholders; about the sources of contamination in the source water supply area; about the management options available, and about the success of the protection plan.

2. Mandate & Responsibilities

The Committee has the following responsibilities:

- 2.1 Review and make recommendations on activities affecting the SWP area lands.
- 2.2 Review and comment on water quality and quantity monitoring programs and other studies related to the SWP area.
- 2.3 Inform and educate local residents, landowners and other users of the SWP area lands about source water protection.



POLICY

3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Source Water Protection Plan](#)

4. Membership

Membership of the Advisory Committee shall reflect the broad spectrum of landowners, interested groups and government officials that have a stake in the monitoring of the Plan. As it is clear that some of the protection zones will extend into Kings County, representatives from the County will participate on the Committee.

- 4.1 The Committee will consist of eight (8) voting members who serve without pay.
- 4.2 Council shall appoint each of the eight (8) voting members as follows:
 - i. The mayor
 - ii. **To two year terms - two (2) members of Council**
 - iii. **To two year terms - two (2) members at large from the Town of Wolfville**
 - iv. One (1) member of the Municipality of the County of Kings
 - v. One (1) member of Acadia University
 - vi. One (1) member at large from the County of Kings
- 4.3 Non-voting members who shall serve on the committee without pay are as follows:
 - i. Director of Engineering and Public Works, Town of Wolfville
 - ii. Manager of Engineering, Town of Wolfville
 - iii. Planning staff, County of Kings
 - iv. Nova Scotia Department of Environment representative
 - v. Consultant
 - vi. Other outside resources as required – i.e., Nova Scotia Department of Transport and Infrastructure Renewal (NSDTIR), NS Agriculture.

5. Meeting

- 5.1 **Frequency**
The committee shall meet quarterly.

	2022_07_19
CAO	Date



STANDARD OPERATING PROCEDURE

Selection Process for Citizen Applicants to Committees of Council

Standard Operating Procedure SOP 110-805	Supersedes SOP No. Not Applicable
Effective Date ####-##-##	Approved by Management on ####-##-##

1.0 Purpose

This Standard Operating Procedure (SOP) has been developed to provide some guidelines for Council to assist them in their role of selecting citizen applicants to be on Committees of Council. This procedure will look at type of considerations to give when selecting one applicant over another as well as procedure around time line of applications, advertising and length of terms.

2.0 Scope

This SOP is applicable to all Council members of the Town of Wolfville and staff involved in advertising and preparing applications.

3.0 References

- 3.1 Council & Committees of Council Policy No. 110-001

4.0 Definitions

- 4.1 **Standard Operating Procedure (SOP)** means established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations.
- 4.2 **“Town”** means the Town of Wolfville
- 4.3 **“Council”** means the Council of the Town of Wolfville
- 4.4 **“Council member(s)”** includes the Mayor
- 4.5 **“Committee”** is any committee of Council established by policy or Town Bylaw.

5.0 Procedure



STANDARD OPERATING PROCEDURE

5.1 Committees of Council

Committees of Council for the purposes of this procedure include Accessibility Advisory Committee, Audit Committee, Planning Committee, Police (RCMP) Advisory Committee & Source Water Protection Advisory Committee.

The Town Clerk shall:

- Review each relevant committee membership in September of each year, noting those due to expire in December of the current year.
- In collaboration with the CAO and/or staff member on the relevant committee, advertise each vacancy taking into consideration the current needs of the committee.
- Advertise vacancies on the Towns website and social media sites,
- Make available application forms for completion to any prospective candidates.
- Receive completed applications.
- Prepare a report for Council to be presented at the December Committee of the Whole.
- Once Council has made their selection, inform via letter the successful candidates.
- Provide candidates with relevant documentation including Terms of Reference, Town Policies & Procedures as appropriate and meeting dates.
- Direct candidates to staff liaison person.
- Update the website with the new membership.
- Ensure the administrative person for the committee is aware of name and contact information of the new members.
- Prepare letters for mayoral signature to departing members.

Members of Council shall:

- Collaborate with members of the committee on what they are looking for in an applicant.
- Review staff report along with each application.
- Review the Committees defined requirements in knowledge and experience as per their Terms of Reference.
- Select appropriate applicants by taking into consideration such factors as:
 - needs identified by the committee members
 - gaps in skillset left by the member vacating
 - experience and knowledge of candidates
 - availability to attend meetings
 - reasons for wanting to join.

5.2 External/Partnership Committees



STANDARD OPERATING PROCEDURE

Council participates on committees with other municipal partners. This procedure is only concerned with Wolfville-Acadia Town & Gown Committee and Wolfville Business Development Corporation.

Wolfville-Acadia Town & Gown Committee

The Town Clerk shall:

- In collaboration with the CAO and/or staff member on the relevant committee, advertise each vacancy taking into consideration the current needs of the committee.
- Advertise vacancies on the Towns website and social media sites,
- Make available application forms for completion to any prospective candidates.
- Receive completed applications.
- Forward applications to CAO.

The CAO shall:

- Present applications to the rest of the Committee for review.
- Once a selection is made advise the successful candidate
- Ensure the candidate has all relevant documentation including Terms of Reference, MOU, Policies & Procedures as appropriate and meeting dates.

Wolfville Business Development Corporation

The WBDC while not a committee of Council follows the same process for citizen applications as noted under section 5.1 Committees of Council.

6.0 KEY POINTS

- i. Citizen members serving on any Committee shall be eligible to reapply for a consecutive term.
- ii. Applications of returning members shall be reviewed along with new applicants.
- iii. Completion of a first term does not guarantee selection for a second term.
- iv. Citizen members who have served two consecutive terms on the same Committee must take a leave of absence for at least one term before reapplying to serve on the same Committee but could apply for a different Committee without any such break.
- v. A citizen member may serve on more than one Committee at a time.
- vi. Any citizen member of a Committee who is absent from three (3) consecutive meetings of the same Committee, forfeits office, unless otherwise approved by Council.
- vii. Any member who forfeits office is eligible for reappointment following the remainder of the unexpired term providing they are not reapplying for more than two consecutive terms on the same committee as per Key Point iv.
- viii. If a citizen member vacates the committee before that member's term would normally expire, the vacancy will be posted to the end of the unexpired term.



STANDARD OPERATING PROCEDURE

- ix. Council may decide to interview candidates which can be arranged through the Town Clerk.

Approved by Chief Administrative Officer

E. Beaudin, CAO

[Click here to enter a date.](#)

Date

DRAFT



STANDARD OPERATING PROCEDURE

New Council & Citizen Committee Members Orientation	
Standard Operating Procedure SOP 110-804	Supersedes SOP No. Not Applicable
Effective Date ####-##-##	Approved by Management on ####-##-##

1.0 Purpose

This Standard Operating Procedure (SOP) has been developed to support new Council members in their role on Council and Committees of Council and new Citizen members in their committee role. This SOP provides guidelines around what new members can expect in the way of mentoring and training and what the expectation is of the new members.

2.0 Scope

This SOP is applicable to all new Council members and citizen members of any of the Town of Wolfville Committees of Council.

3.0 References

- 3.1 Council & Committees of Council Policy No. 110-001

4.0 Definitions

- 4.1 **Standard Operating Procedure (SOP)** means established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations.
- 4.2 **“Town”** means the Town of Wolfville
- 4.3 **“Council”** means the Council of the Town of Wolfville
- 4.4 **“Council member(s)”** includes the Mayor
- 4.5 **“Committee”** is any committee of Council established by policy or Town Bylaw or where a member is appointed as a representative of Council.

5.0 Procedure



STANDARD OPERATING PROCEDURE

5.1 Town Council

Within the first week of the election, Council members will receive an orientation program put together by Town staff. This program will include information and tools to assist them to effectively participate and make decisions on behalf of the Town. They will meet with key staff members including:

- CAO
- Director of Financial Services
- Director of Planning & Economic Development
- Director of Public Works
- Director of Parks & Recreation
- Manager of IT
- Town Clerk

Information will be provided in group sessions and will be an opportunity for new and returning Councillors to ask questions and seek clarification.

Prepared documents including bylaws, policies & procedures will be available in both paper and electronic forms for each member to keep and reference throughout their term.

Electronic devices will be provided to Council to assist them in their work.

As well an orientation session is provided for new Councillors by the Department of Municipal Affairs and Housing a few weeks after the election as per Election Officer Handbook.

5.2 Committees of Council

Committees of Council include:

- Accessibility Advisory Committee
- Audit Committee
- Committee of the Whole (Council members only)
- Planning Advisory Committee (PAC)
- Police (RCMP) Advisory Committee
- Source Water Protection Advisory Committee

Each of these committees, with the exception of Committee of the Whole, are made up of Council and Citizen members (members at large).

At the first meeting of the year (or as close as possible), where new members are attending, time will be allocated on the agenda to provide an orientation session to cover the Terms of Reference of the committee, the role and expectations of committee members and to answer any questions members may have.



STANDARD OPERATING PROCEDURE

Prepared documents including any applicable bylaws, policies and procedures are shared with new members prior to the first meeting to give background knowledge of work of the committee and information on the expectations of members.

Mentors for all new members can be provided in the form of current, experienced Council and Committee members if a need is expressed. These can be appointed at the first meeting of the committee or throughout the term as required.

Staff are also available via telephone, email and through appointment if a Council or Citizen member wishes further support.

Previous minutes of meetings and information can be found on the Town's website and Wolfville Blooms site.

5.3 External/Partnership Committees

Council may participate on committees with other municipal partners via request or through Intermunicipal Service Agreements. These committees include but are not limited to:

- Annapolis Valley Trails Coalition
- Bishop-Beckwith Marsh Body
- Grand Pre Marsh Body
- Inter-Municipal Service Agreement Board
- Kings Point to Point
- Regional Emergency Management Advisory Committee
- Diversity Kings
- Valley Community Fibre Network
- Wolfville-Acadia Town & Gown Committee
- Wolfville Business Development Corporation
- Valley REN (Regional Enterprise Network)

While Council may appoint participants to these committees, neither they nor Town staff have any control over the orientation that may be offered by the committee.

If requested to do so the CAO or designate or another Council member with experience on the committee or with the subject matter, may provide additional guidance and support.

6.0 Key Points

Committee Orientation

Staff Committee representatives shall prepare an orientation package to include:



STANDARD OPERATING PROCEDURE

- Committee background
- Terms of Reference of Committee
- Expectations of committee members and staff
- Any additional information as deemed necessary.

In collaboration with Committee Chairs, staff members will ensure orientation is available at the earliest meeting of the committee as possible.

Approved by Chief Administrative Officer

E. Beudin, CAO

[Click here to enter a date.](#)

Date

DRAFT

REQUEST FOR DECISION 032-2023

Title: Council Policy Task Force

Date: 2023-07-04

Department: Office of the CAO



SUMMARY

COUNCIL POLICY TASK FORCE

There are currently 11 Legislative Policies of Council. These policies guide Council in their role of providing good governance. The policies are brought back to Council regularly for review at Committee of the Whole meetings. Oftentimes due to the multi-faceted nature of the policies, they have to come repeatedly for tweaking before they can be approved and put in place.

Staff believe a Council Policy Task Force would be an effective way to give those directly affected by these policies the opportunity to have full involvement in their review and creation.

Therefore, staff recommend the creation of a Council Policy Task Force consisting of three (3) Councillors, the Town Clerk and the CAO for the purpose of reviewing all Council Policies currently in use and identifying the need for future Council policies as may arise.

DRAFT MOTION:

That Committee of the Whole recommends to Council:

That Council approve the creation of a Council Policy Task Force consisting of three (3) Councillors, the Town Clerk and the CAO for the purpose of reviewing all Council Policies currently in use and identifying the need for future Council policies as may arise.

REQUEST FOR DECISION 032-2023

Title: Council Policy Task Force

Date: 2023-07-04

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff. If Committee of the Whole supports this direction, a Terms of Reference will be brought to July Council for the final approval. Additionally, Councillors interested in serving on the Task Force can notify the Mayor and CAO and recommendations for the three Councillor spots will also be brought back at the July COW.

If approved, the success of the Task Force will be evaluated at the end of its term and it could morph into a Standing Committee of Council in the future, which would meet on an as-needed basis.

2) LEGISLATIVE AUTHORITY

Municipal Government Act.

3) STAFF RECOMMENDATION

Staff recommend the creation of a Council Policy Task Force consisting of three (3) Councillors, the Town Clerk and the CAO for the purpose of reviewing all Council Policies currently in use and identifying the need for future Council policies as may arise.

4) REFERENCES AND ATTACHMENTS

N/A

5) DISCUSSION

Currently there are eleven (11) Legislative Policies used to help guide the decision making and work of Council. These are reviewed or created by staff and brought to Council for discussion and further review. Oftentimes there are many layers to a policy which are only revealed after several discussions with Council have taken place. This results in the same policies coming back to meetings repeatedly. Staff believe it would be more time beneficial for staff and Council to create a Task Force whose mandate would be to review current Council policies and at as required, be involved in the creation of future ones.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

REQUEST FOR DECISION 032-2023

Title: Council Policy Task Force

Date: 2023-07-04

Department: Office of the CAO



8) COMMUNICATION REQUIREMENTS

If going ahead the Terms of Reference and membership of this Task Force will be advertised on the website. Meetings of the Task Force will be open to the public and agendas and minutes available for public review.

9) ALTERNATIVES

Council can decide not to approve the Task Force and continue with the current process for reviewing Policies of Council.

INFORMATION REPORT

Title: Active Transportation update

Date: 2023-07-04

Department: Planning & Development



SUMMARY

Active Transportation Network Implementation - Update

The Town has been successful in submitting an Investing in Canada Infrastructure Program (ICIP) application for the implementation of our active transportation network. The Green Infrastructure – Climate Mitigation sub-stream of the ICIP program focuses on accelerating emissions reductions, consistent with the Town’s Climate Action Plan. Although the formal announcement for this funding has not yet taken place, the Town has confirmed with our funding partners that we can take steps with Council to begin moving this project forward.

RFD 030-2023 (June 2023 Committee of the Whole) outlined the financial realities of implementing the grant and a motion was passed to move forward.

This information report is an opportunity for Council to discuss the grant, network, potential project schedule, and most importantly – how to socialize the projects and make the implementation a success. Staff are working on these components and can share where things are currently.

Attachment 1 to this report outlines the network and projects we are committed to completing by 2027 as part of this grant funding.

INFORMATION REPORT

Title: Active Transportation update

Date: 2023-07-04

Department: Planning & Development



1) CAO COMMENTS

This report is for information purposes only. Further updates and discussion will be warranted as we move forward.

2) REFERENCES AND ATTACHMENTS

- ATTACHMENT 1 – AT network overview and background
- [RFD 030-2022](#) (June 2023 Committee of the Whole)

3) DISCUSSION

The projects shown in Attachment 1 must be completed by 2027. Staff are working on a more detailed, multi-year work-plan (see all projects in the attached) but for year 1, Staff are working on executing:

Harvest Moon Trail from Harbourside to Farmer’s Market: Refurbished multi-use path on existing trail corridor, 470m long by 3.2m wide of new asphalt surface.

Highland to Harvest Moon Trail –Multi-use connector path, 130m long by 3m wide section and approximately 100m of paint, signage, and surface refurbishment.

Front St & Harborside: New 40m long 2m wide concrete sidewalk and associated trail connecting area at crossing.

Further updates will be provided on Year 1 projects as we get into detailed design and tendering processes.

It is key for Council to think about:

- How do we build a culture of activity around our AT investments?
- How do we socialize our projects / the network early and gain buy-in as we implement?
- Who is the community that needs to be involved and can champion this?

4) FINANCIAL IMPLICATIONS

N/A (see RFD 030-2023 – June 2023 Committee of the Whole).

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

2021-2025 Strategic Plan – all areas relevant.

6) COMMUNICATION REQUIREMENTS

It should be noted that no formal communication to the public will be made on this initiative (aside from this RFD being in the public domain) until the official funding announcement is made.

With tremendous support from the Investing in Canada Infrastructure Program, the Town will be developing an Active Transportation Network throughout the community.

INFORMATION REPORT

Title: Active Transportation update

Date: 2023-07-04

Department: Planning & Development



As we develop the physical infrastructure to get people safely moving with their own power, to get from one place to another, we will also need to socialize the significant benefits of active transportation.

Active transportation provides health, social, environmental, and economic benefits. It will also help the Town of Wolfville reduce frustrating traffic congestion and harmful greenhouse gas emissions.

A Wolfville Blooms page is being built to engage the community, providing ways to message out to network users while also collecting feedback from stakeholders. This will help community members feel like they have a role to play in developing the new network that will connect people to resources in a novel way.

The Blooms page is also a starting point for developing a culture of activity around the new infrastructure.

With Wolfville Blooms as the communications and engagement hub for this project, we will also use our traditional channels (web and social) to increase awareness and push digital users to the site.

7) FUTURE COUNCIL INVOLVEMENT

TBD.



WOLFVILLE COMPREHENSIVE ACTIVE TRANSPORTATION NETWORK

INVESTMENT STRATEGY

ICIP FUNDING APPLICATION

May 2022

Key implementation goals ...

Build a culture of activity around our AT investments.



Socialize projects early and make people feel part of the process as we move forward.



Create a community component (e.g. volunteer implementation group, bike Mayor) that can help with public education and outreach.





**FUNDING AND
INVESTMENT
OPPORTUNITY**



INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP)

Green Infrastructure

Overview

- ▶ 45% of Green Infrastructure Stream is allocated to **Climate Change Mitigation** Sub Stream
- ▶ **Energy and Mines is lead** on Climate Change Mitigation (CCM) Sub Stream
 - ▶ TIR is overall lead (holds Integrated Bilateral Agreement (IBA) with GOC)
- ▶ \$172M Fed \$ over 10 years for Climate Change Mitigation Sub Stream
- ▶ **Cost sharing of projects;** federal government will pay up to:
 - ▶ 50% for projects led by Province
 - ▶ 40% for projects led by Municipalities and Not-for-Profits
 - ▶ 75% for projects led by First Nations
 - ▶ 25% for projects led by Businesses



Partnership Focus

Green Infrastructure is about building strong partnerships - to design, develop, and execute excellent projects

Climate Change Mitigation Sub Stream

Eligible Ultimate Recipients

- ▶ **Municipalities**
 - ▶ Up to 73.33% of eligible project costs (40% Canada, 33.33% Nova Scotia)

Our currently budgeted AT Capital dollars could turn into \$3 million+ with this opportunity

Budget & Scope



\$887,212 Town investment (this is in our current Capital Budget)
\$2,439,419 Provincial and Federal Investment (ICIP application)
\$3,326,632 in AT Improvements for Wolfville from '23 to '27

PROJECT	LENGTH
Main Street (east and west) AAA bi-directional AT lane – 3m asphalt with barriers	3,140m
Skyway/Pleasant AAA bi-directional AT lane – 3m asphalt separated with curb	2,370m
Harvest Moon Trail AAA bi-directional AT lane – 3.2m asphalt and intersection improvements	470m
Connectors Cherry Lane to Harvest Moon Trail; Main Street at Oak Avenue extension to Harvest Moon Trail; Highland to Harvest Moon Trail; Highland to Wolfville School; East End Gateway to Harvest Moon Trail; Reservoir Park to Maple Avenue.	1,180m
Shared Streets Kent Avenue; Gaspereau Avenue; Sherwood Avenue; Downtown Main Street (TBD)	2,960m
New Sidewalk Front and Harbourside; Victoria Avenue to Recreation Centre	230m
TOTAL	10,350m

This package of improvements will build most of our network and improve service levels – other AT / crosswalk/ safety investments will also happen as part of annual budget process.

Council Motion (passed June 21, 2022 see here: www.wolfville.ca/town-council-meetings.html)

That Council approves applying for the Investing in Canada Infrastructure (ICIP) and if that if the ICIP application is to be successful, the Town of Wolfville:

- supports the ICIP-CCM application and commits to the municipal contributions for the outlined projects (26.67%)
- finances the total project costs upfront (including any borrowing required and submits claims throughout the year)
- commits to any land purchases or easements to implement the project (these costs are not eligible under the ICIP program)



BACKGROUND + RATIONALE

How did we get here?



September 2015 – Council Adopted the AT Plan prepared by WSP Engineering

April 2019 – Town adopts Accessibility Plan

September 2020 – Council approves new Planning documents with improved Mobility policies

May 2020 – Council directed Staff to focus on meaningful Active Transportation improvements in the budget process.

April 2021 – Council considered a grant application to improve Active Transportation in the Town.

June 2021 – Council received an information report outlining the work on the AT network, committee and public feedback and the design/costing that was ongoing with consultants.

November 2021 – Council received an information report on the Active Transportation network and an update on Highland Avenue

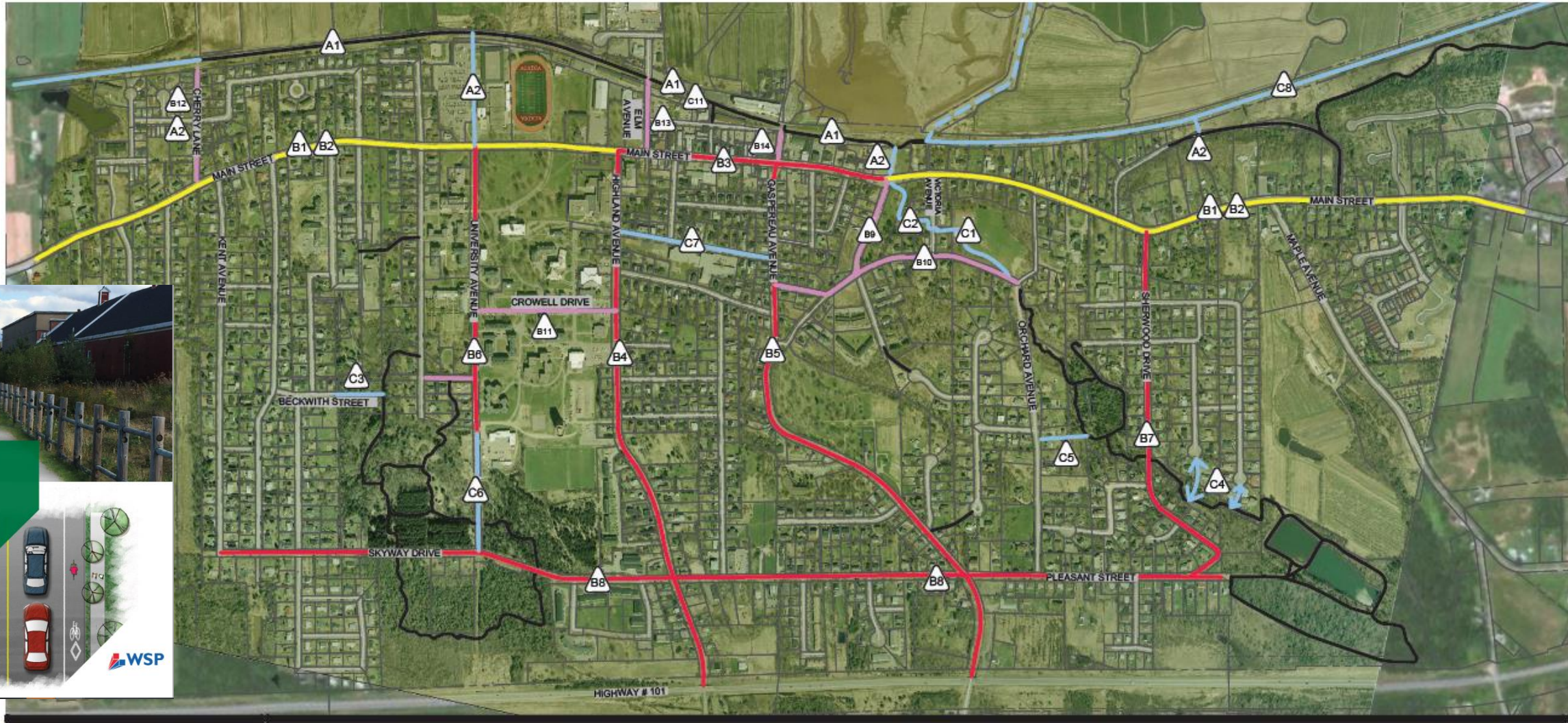
December 2021 – Council adopted the Town's first Climate Action Plan

Early 2022 – Staff continue to work with the Province on submitting an ICIP funding application and have the 2022-23 budget reflect enhanced AT investments

June 2022 – Council considers and approves motion for the ICIP funding application.

- Only 2% of Wolfville residents commute by Bike and 22% by walking
- 44% of working residents in Wolfville work within Wolfville.
- Wolfville should explore a goal of 50% walking/cycling/transit by 2030.

2015 AT Plan Recommendations



TOWN OF WOLFVILLE
ACTIVE TRANSPORTATION PLAN
141-22664-00 SEPTEMBER, 2015

1 SPECTACLE LAKE DRIVE
DARTMOUTH, NOVA SCOTIA CANADA, B3B 1X7
PHONE: 902 835-6655 - FAX: 902 835-1845 - WWW.WSPGROUP.COM

1 : 9,000

LEGEND:

- Existing Trails
- Proposed Trail Connection
- Reserved Bicycle Lane
- Proposed Shared Use Lanes
- Proposed Signed Bicycle Route

Recommendation Number

ACTIVE TRANSPORTATION PLAN
FIGURE: 6 - 1 RECOMMENDED ACTIVE TRANSPORTATION NETWORK

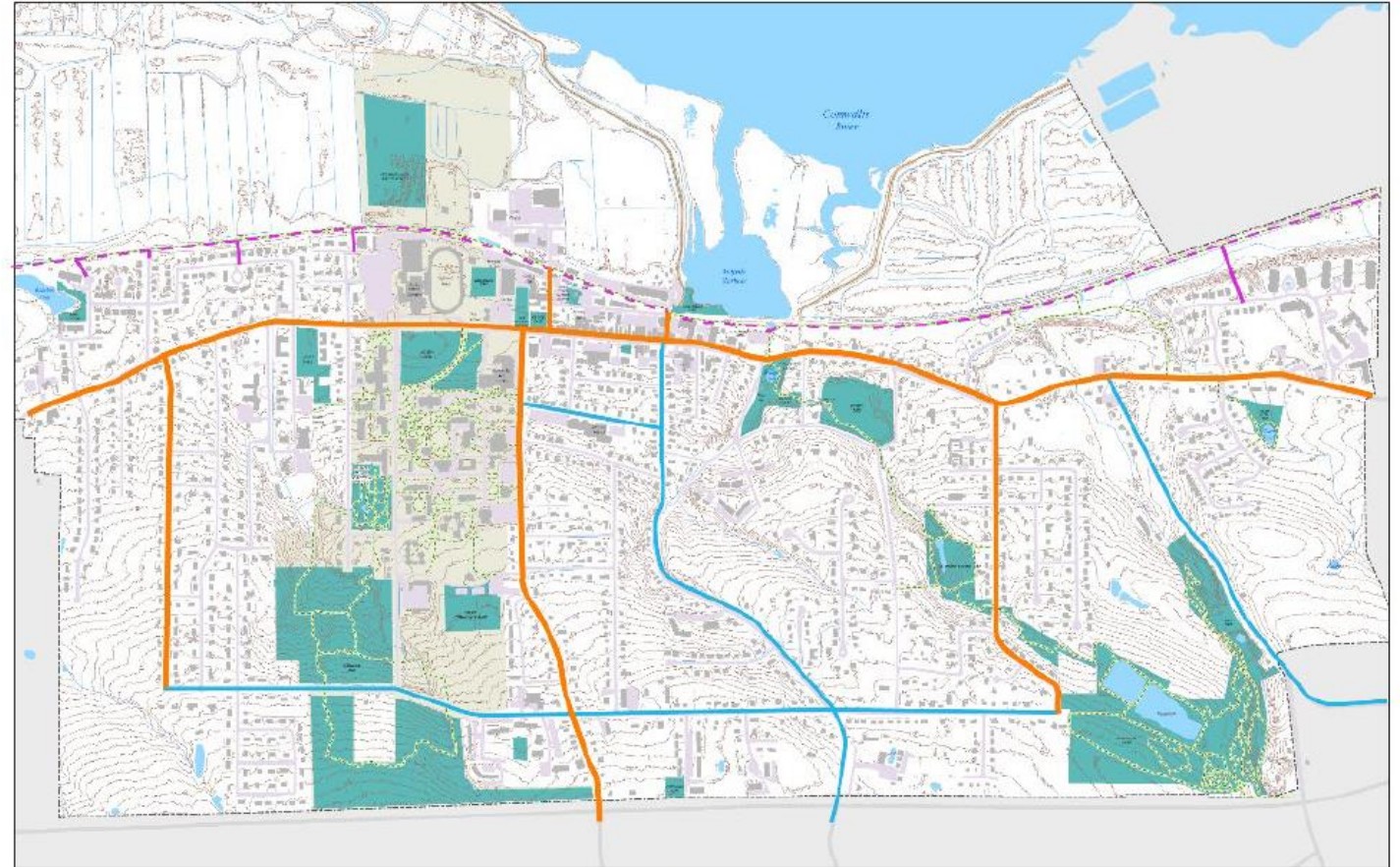
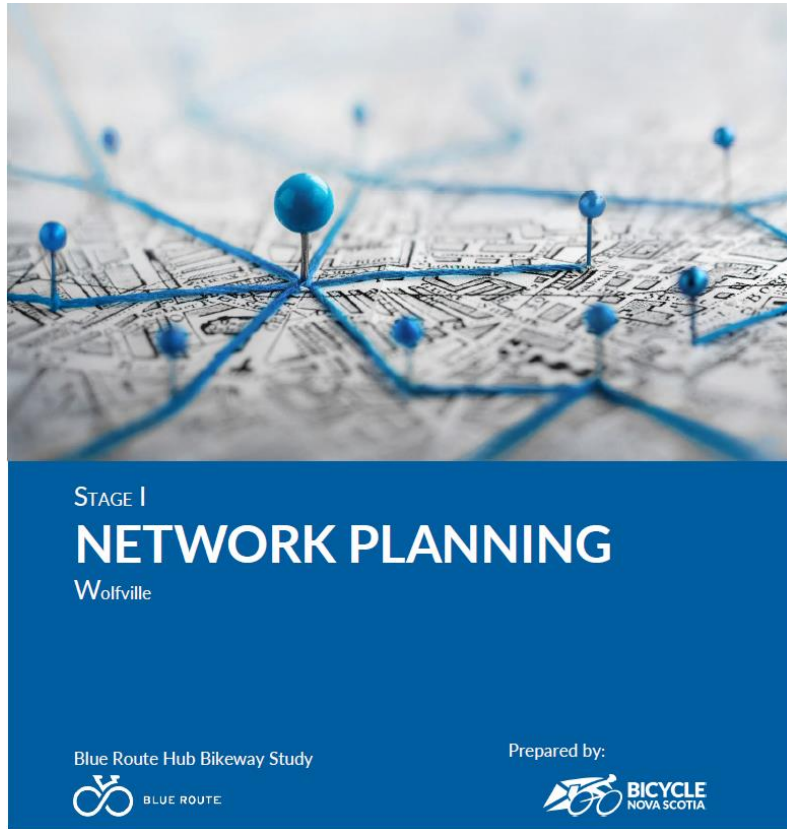


Figure 29* - Complete network (concept)

To ensure that new bicycle infrastructure will accommodate the broadest spectrum of users, facilities should be designed to meet **All Ages and Abilities (AAA)** best practices.

2020-21 AT Work with Bicycle NS

Table 1 - Common themes of comments received during the consultation process

Accessibility	<ul style="list-style-type: none"> ➤ Greater consideration needs to be given to people with differing abilities. ➤ Better provision of space is required to accommodate mobility aids such as wheeled walkers, wheelchairs, adult tricycles, etc. ➤ Ensure that ample parking options are provided for people with limited mobility.
Connectivity	<ul style="list-style-type: none"> ➤ Increase the connection between streets and neighbourhoods (i.e., connector paths), as well as to nearby communities (e.g., New Minas, Grand Pré, Gaspereau).
Education	<ul style="list-style-type: none"> ➤ More education regarding roadway safety and procedures is needed for all road users to improve safety and flow of traffic. ➤ More signage is needed to explain the intended use and flow of the ROW.
Hill	<ul style="list-style-type: none"> ➤ Cycling as a viable option requires solutions to assist people climbing the hill.
Infrastructure	<ul style="list-style-type: none"> ➤ Main Street bike lanes are currently unsafe and need improvements. ➤ A solution is needed to improve traffic congestion caused by the 4-way stop at Main Street and Gaspereau Avenue. ➤ Better crossing treatments are required along the length of Main Street.
Maintenance	<ul style="list-style-type: none"> ➤ Improvements are needed to maintenance practices throughout the year to provide suitable conditions for all users.
Safety	<ul style="list-style-type: none"> ➤ Current cycling infrastructure is seen as unsafe due to proximity to motor vehicles (speed & volume) and the physical conditions of the facilities. ➤ Separation between motor vehicles, cyclists and pedestrians is desired. ➤ Improvements are needed to increase visibility of vulnerable road users.
Parking	<ul style="list-style-type: none"> ➤ Better parking solutions are needed near Downtown.

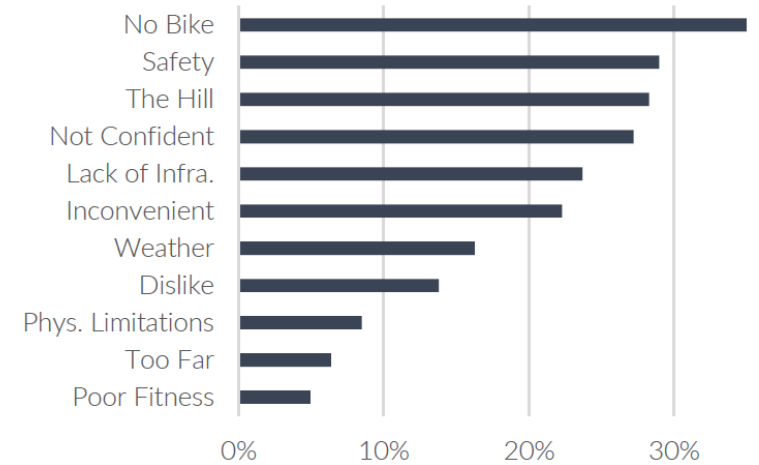


Figure 12 - Deterrents to cycling in Wolfville

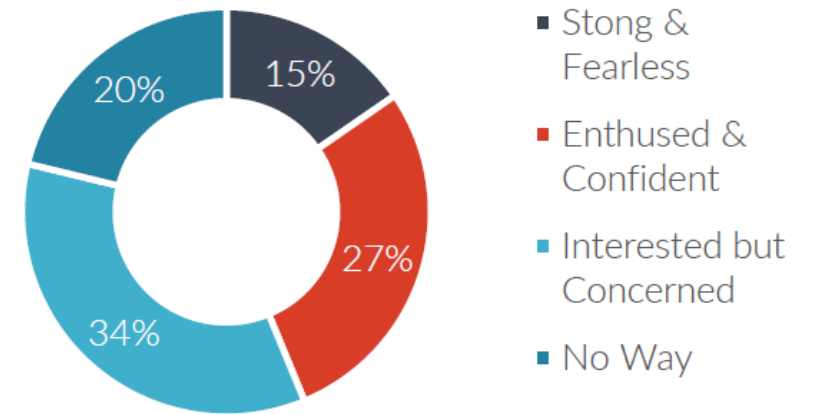
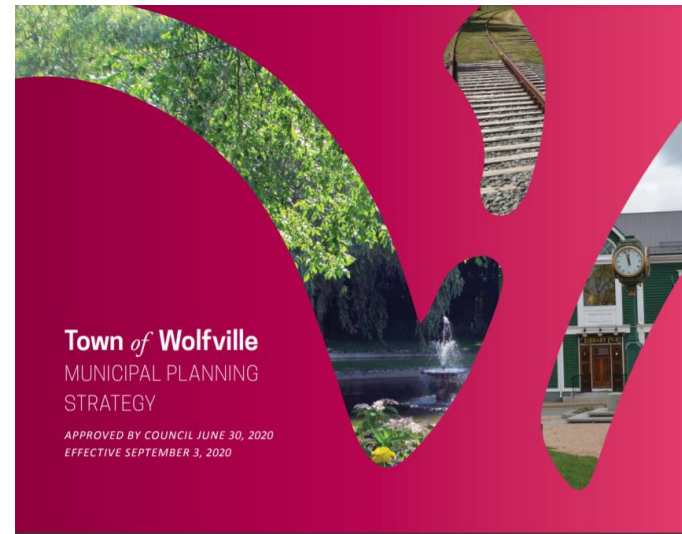
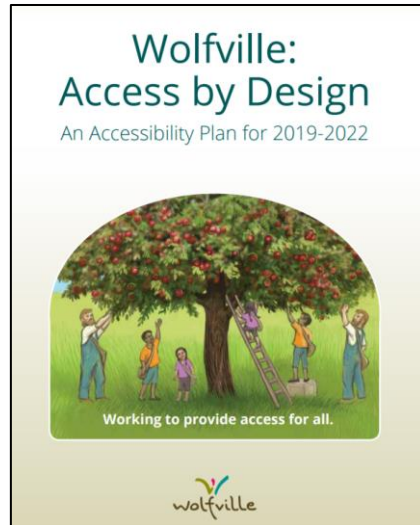


Figure 10 - Type of Cyclist

Policy and Strategy Support for AT Investment



There is a clear desire for improved active transportation in the Town.

- 1. *Wolfville: Access by Design (2019)*.** The Town adopted an Accessibility plan to ensure equitable access to community life and participation in society for all people regardless of their abilities. The plan has 5 areas of focus: the built environment, information on and communication on, transportation on, goods and services, employment.
- 2. *Municipal Planning Strategy (2020)*.** After a substantial process, Council's Municipal Planning Strategy clearly articulates directions related to Active Transportation in part 5 (Mobility) of the plan.
- 3. *Council Strategic Plan (2021-2024)*.** Council's recently adopted strategic plan outlines priorities and initiatives which include:
 - Clear plan to address, in a timely manner, the revitalization and maintenance of road, sidewalk, crosswalk infrastructure and traffic management including addressing the issue of the 4-way stop
 - Climate management related initiatives to reduce carbon emissions, support local transportation, local food security and environmental protection.



Wolfville's Low Carbon Pathway

Actions that would achieve net-zero GHG emissions by 2050 were explored using energy and emissions modelling. Assumptions were developed for each action and they were modelled as a low-carbon scenario to demonstrate their emissions reductions potentials compared to current emissions and those projected under the BAU scenario. The collection of actions that will reach the target are summarized here:

Transportation and Transit

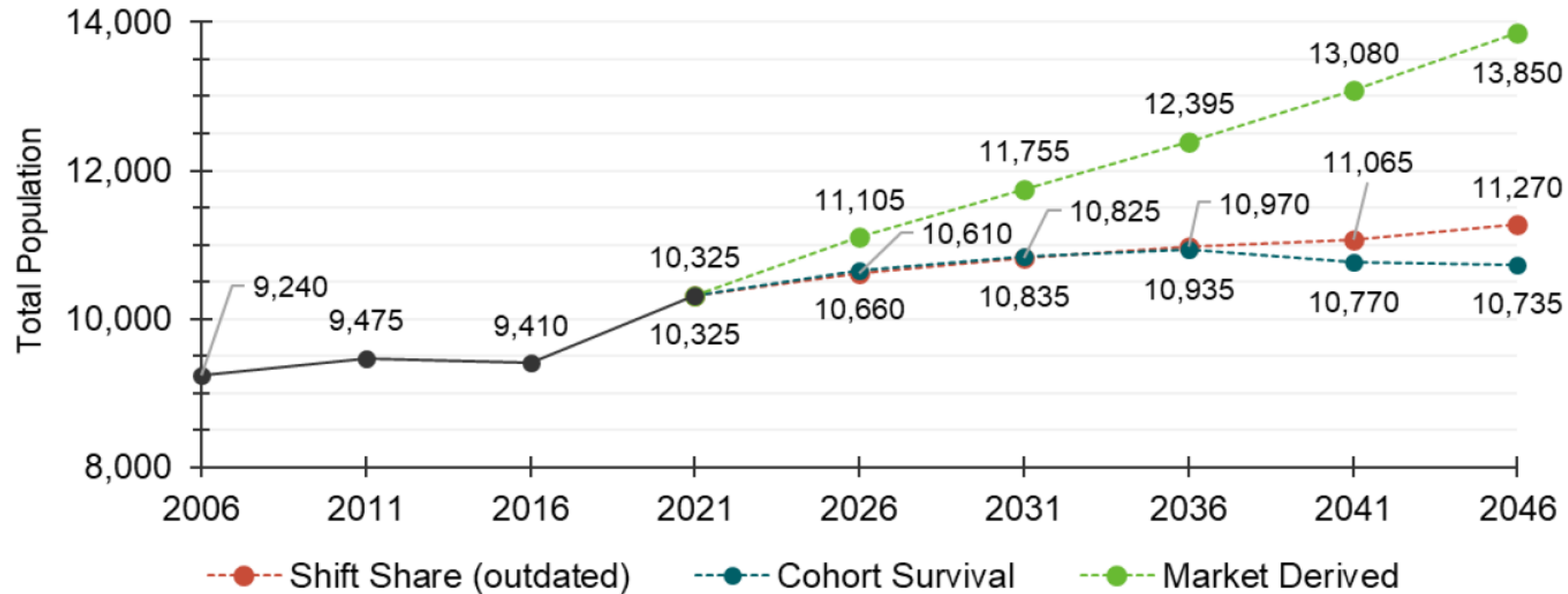
- 30% of new personal vehicles are electric by 2030, 60% by 2035, and 100% by 2040;
- 30% of new commercial vehicles are electric by 2030, 50% by 2035, and 80% by 2040;
- Transit fleet is 100% electric and right sized by 2035;
- Municipal vehicle fleet is 100% electric by 2030;
- Increase transit frequency;
- Transit use increases to 25% by 2030; and
- 40% of shorter trips are made by walking or biking by 2030, 50% by 2050.

Recommended Actions

Action 8: Allocate capital budget to continued improvement of Active Transportation Infrastructure (e.g. sidewalks, trails, bike lanes, bike parking, etc.) to achieve 40% mode share by 2040 and 50% by 2050

Wolfville is growing!

Town of Wolfville and Kings Subd. D (combined) - Population forecast models (2022)



Source: derived from Statistics Canada 2006, 2011, 2016, and 2021 Census & Local Development Info

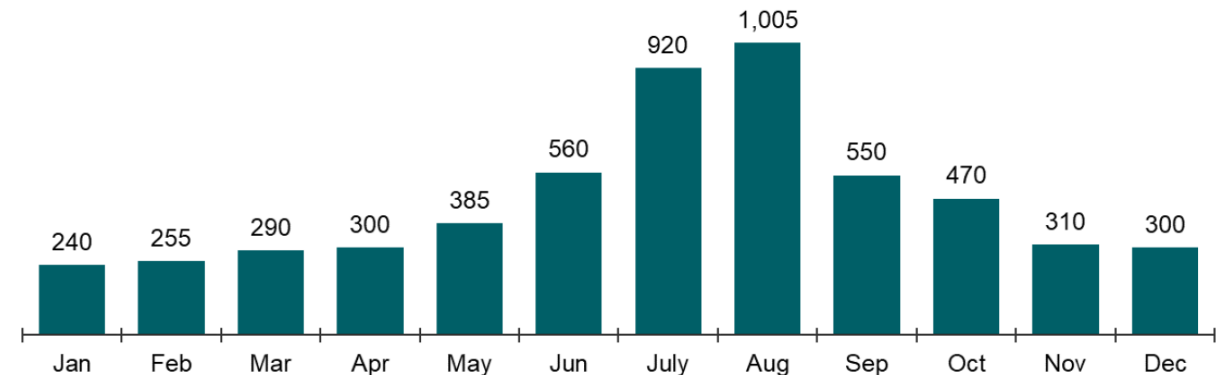
Many visitors are coming to our region (and bringing their bikes!).

Figure 6.1: Visitation Statistics by Visit Type, 2019

	Pleasure	Visit Friends / Relatives	Total
Total Tourists	1,142,000	736,000	1,878,000
Visited Bay of Fundy / Annapolis Valley	37%	27%	33%
Visited the Town of Wolfville	24%	35%	28%
Estimated Annual Wolfville Tourists	101,410	69,550	170,960

Source: derived from Tourism Nova Scotia

Figure 6.2: Estimated Average Visitors per Day by Month, 2019



Source: derived from Tourism Nova Scotia









OVERVIEW OF PROPOSED NETWORK

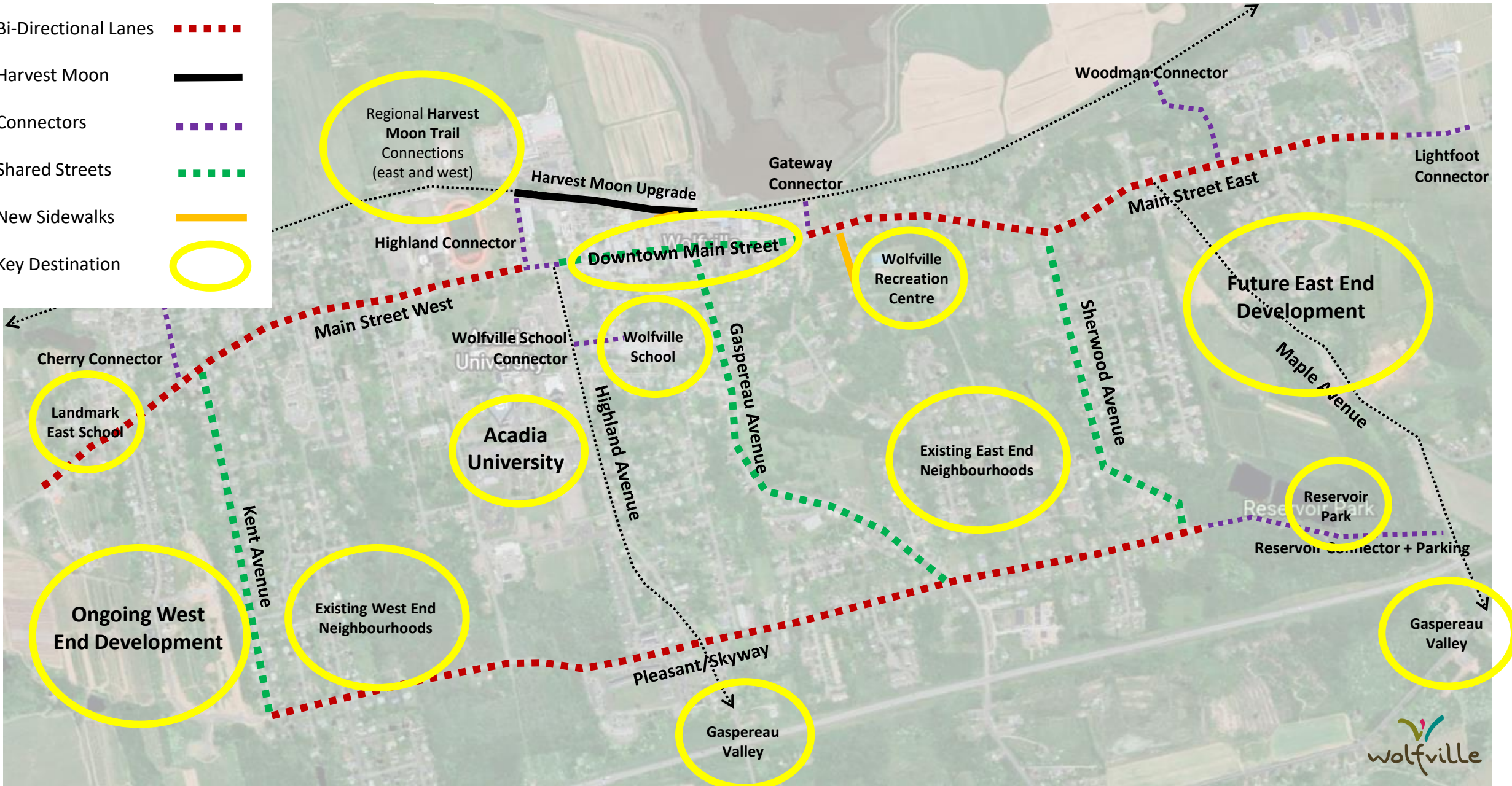
Existing Conditions + Ongoing and Future Projects of-note for overall Network








ICIP PROJECTS

- Bi-Directional Lanes 
- Harvest Moon 
- Connectors 
- Shared Streets 
- New Sidewalks 
- Key Destination 

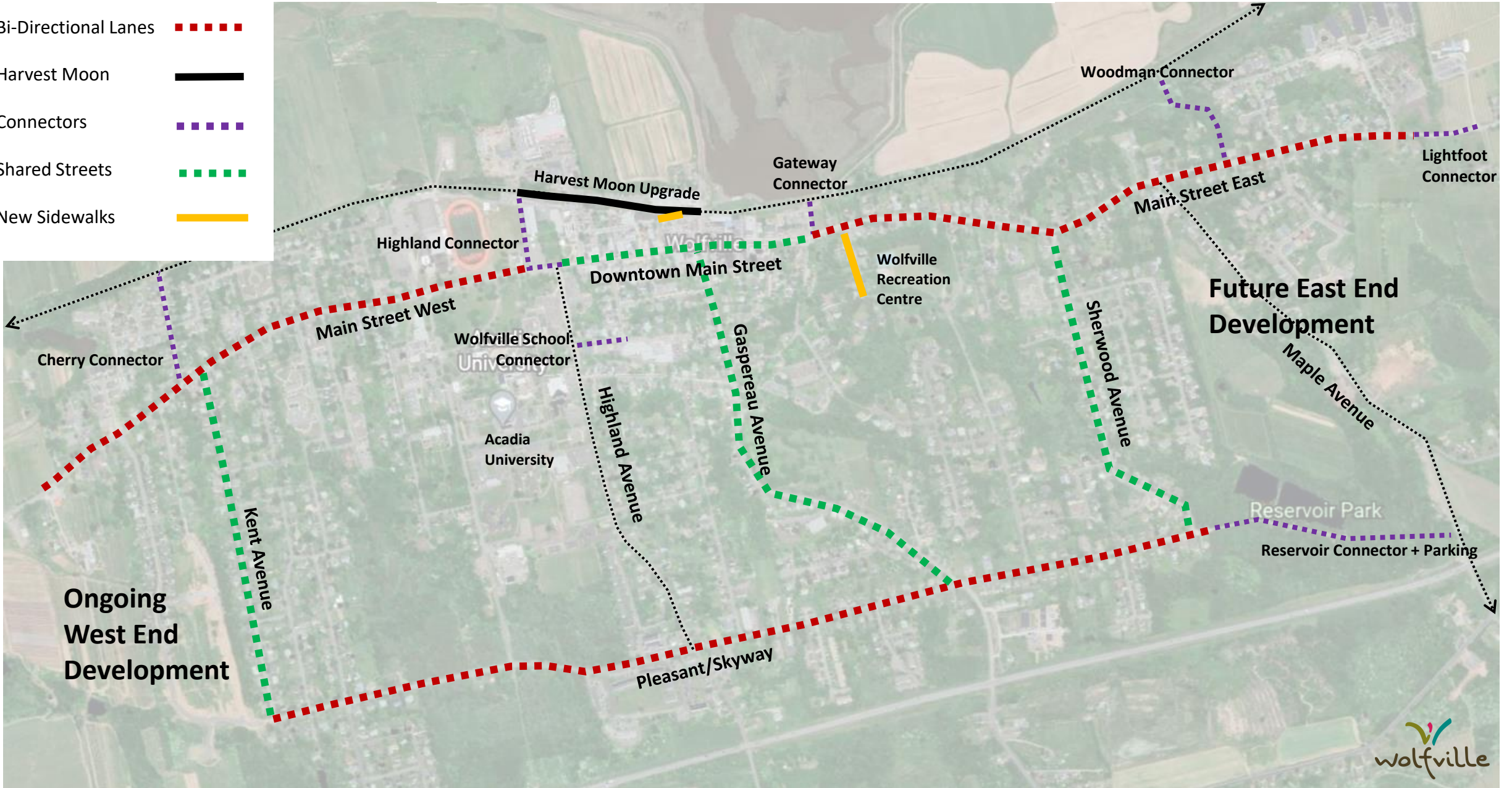
Key Destinations



ICIP PROJECTS

- Bi-Directional Lanes 
- Harvest Moon 
- Connectors 
- Shared Streets 
- New Sidewalks 

Proposed ICIP AT Network Projects



Summary of AT Network – ICIP Projects



PROJECT	LENGTH
Main Street (east and west) AAA bi-directional AT lane – 3m asphalt with barriers	3,140m
Skyway/Pleasant AAA bi-directional AT lane – 3m asphalt separated with curb	2,370m
Harvest Moon Trail AAA bi-directional AT lane – 3.2m asphalt and intersection improvements	470m
Connectors Cherry Lane to Harvest Moon Trail; Main Street at Oak Avenue extension to Harvest Moon Trail; Highland to Harvest Moon Trail; Highland to Wolfville School; East End Gateway to Harvest Moon Trail; Reservoir Park to Maple Avenue.	1,180m
Shared Streets Kent Avenue; Gaspereau Avenue; Sherwood Avenue; Downtown Main Street (TBD)	2,960m
New Sidewalk Front and Harbourside; Victoria Avenue to Recreation Centre	230m
TOTAL	10,350m



ICIP Specifications Overview (general)



- This application outlines essential projects to complete a high service level AT network in the Town of Wolfville. Other projects (ongoing or future) will further enhance the network outlined in this application. Implementing a town-wide AT network and enhanced mobility in the Town has been a long-standing aspiration of the community, reflected through the planning processes, policy and strategy undertaken to-date.
- The aspects of the AT network outside of this funding opportunity have been included at the end of this document for context. The Town took part in a NS Blue Route process with Bicycle NS as part of our AT planning. The Harvest Moon Trail and enhanced Main Street AT corridor proposed will improve the NS blue route and regional/provincial connectivity through Wolfville.
- The proposed facilities will connect a diversity of users (students, residents, visitors, etc) to key destinations in the Town and beyond. A key destinations map has been included in this package for further context.
- We have been guided by All Ages and Abilities (AAA) guidelines from NACTO throughout our process. We have had to iterate design ideas based on local conditions, constraints and context along each project route.
- The specifications for each project are included in the next section of this document.

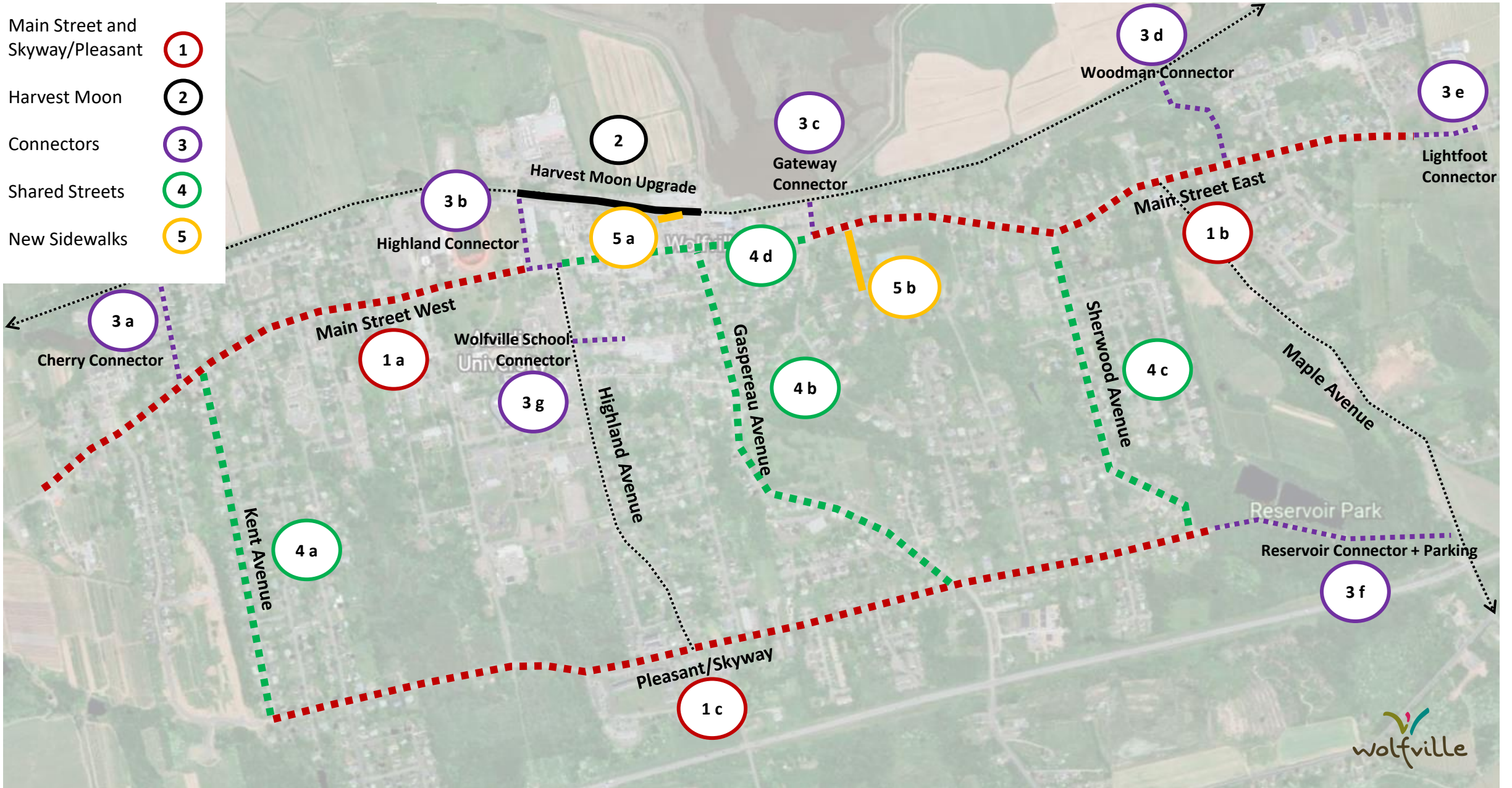


INDIVIDUAL PROJECT DETAILS

ICIP PROJECT NUMBERS

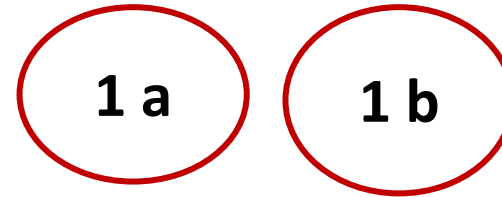
- Main Street and Skyway/Pleasant **1**
- Harvest Moon **2**
- Connectors **3**
- Shared Streets **4**
- New Sidewalks **5**

ICIP Project Reference Map





Main Street

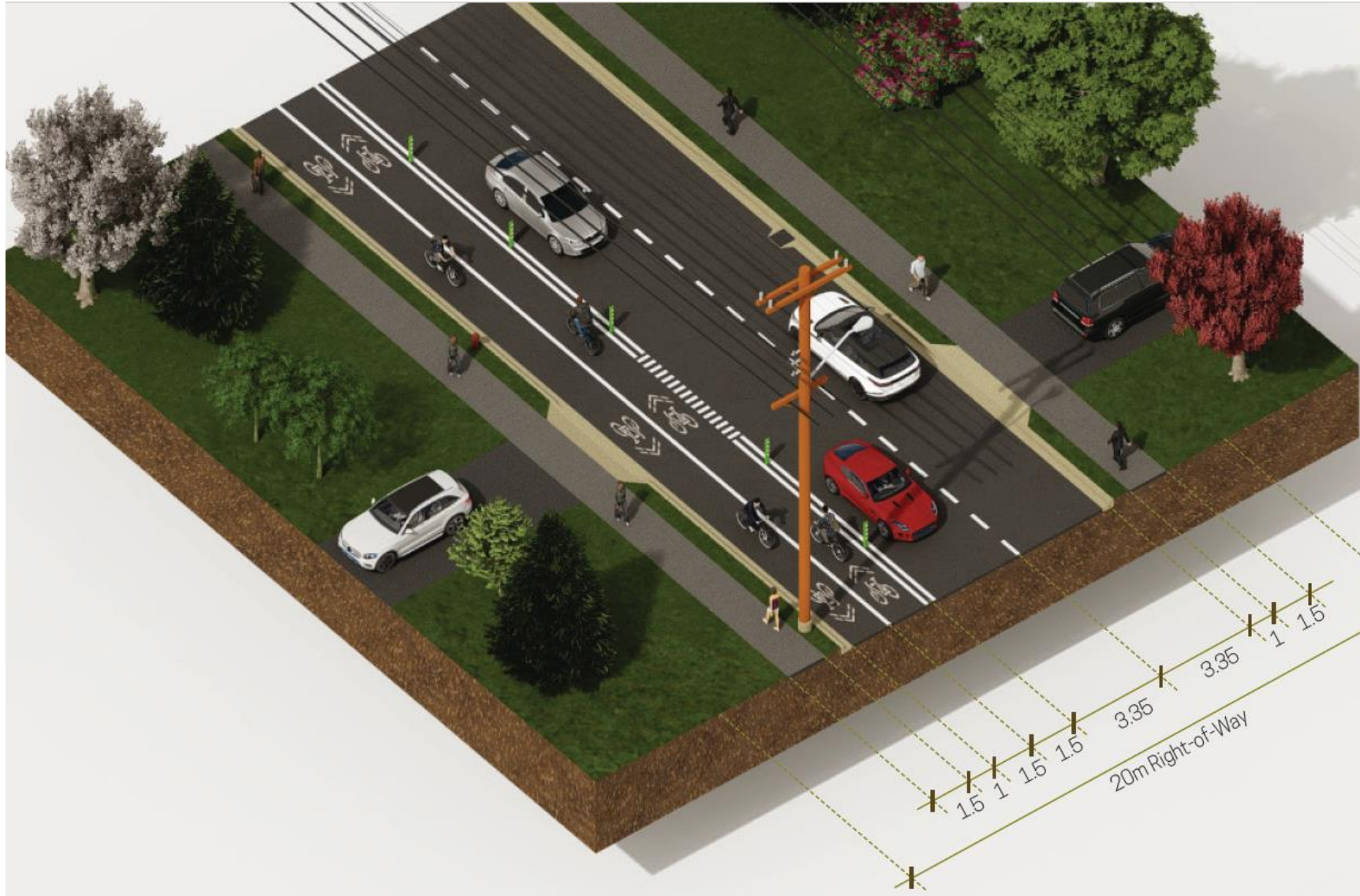
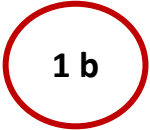
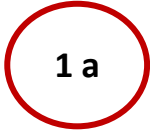


See Project Reference Map

Main Street – East and West



See Project Map:



Project Details:

1,760m East End and 1,380m West End = 3,140m total

West = Town Boundary to East End Gateway; West = Town Boundary to Highland Avenue

Separated, AAA asphalt multi-use pathway on south side of roadway.

Separated by bollards and some concrete barriers - subject to detailed design (we have many barriers from our one-way Main Street pilot). Sidewalks maintained.

Involves new surface and bike friendly catch basins, signage, curb repair, crossings, painting and line marking.

Main Street – East and West



See Project Map:

1 a

1 b



East and West Existing Conditions



Proposed "AAA" Conversion

Project Details:

Before and after conceptual rendering of Main Street East and West shown here for context.

A much safer, All Ages and Abilities (AAA), condition is proposed.

Note:

The Town currently owns a large quantity of concrete curb stops that will be used to increase the separation along the corridor (e.g. the bollards would be mounted on the curb stops).

Main Street – East and West



See Project Map:

1 a

1 b



Project Details:

Conceptual rendering entering Town on west end next to Landmark East School showing and proposed transition condition at crosswalk.

There is a rapid flashing beacon crossing (not shown in this concept) that has been installed at this crossing in 2022.

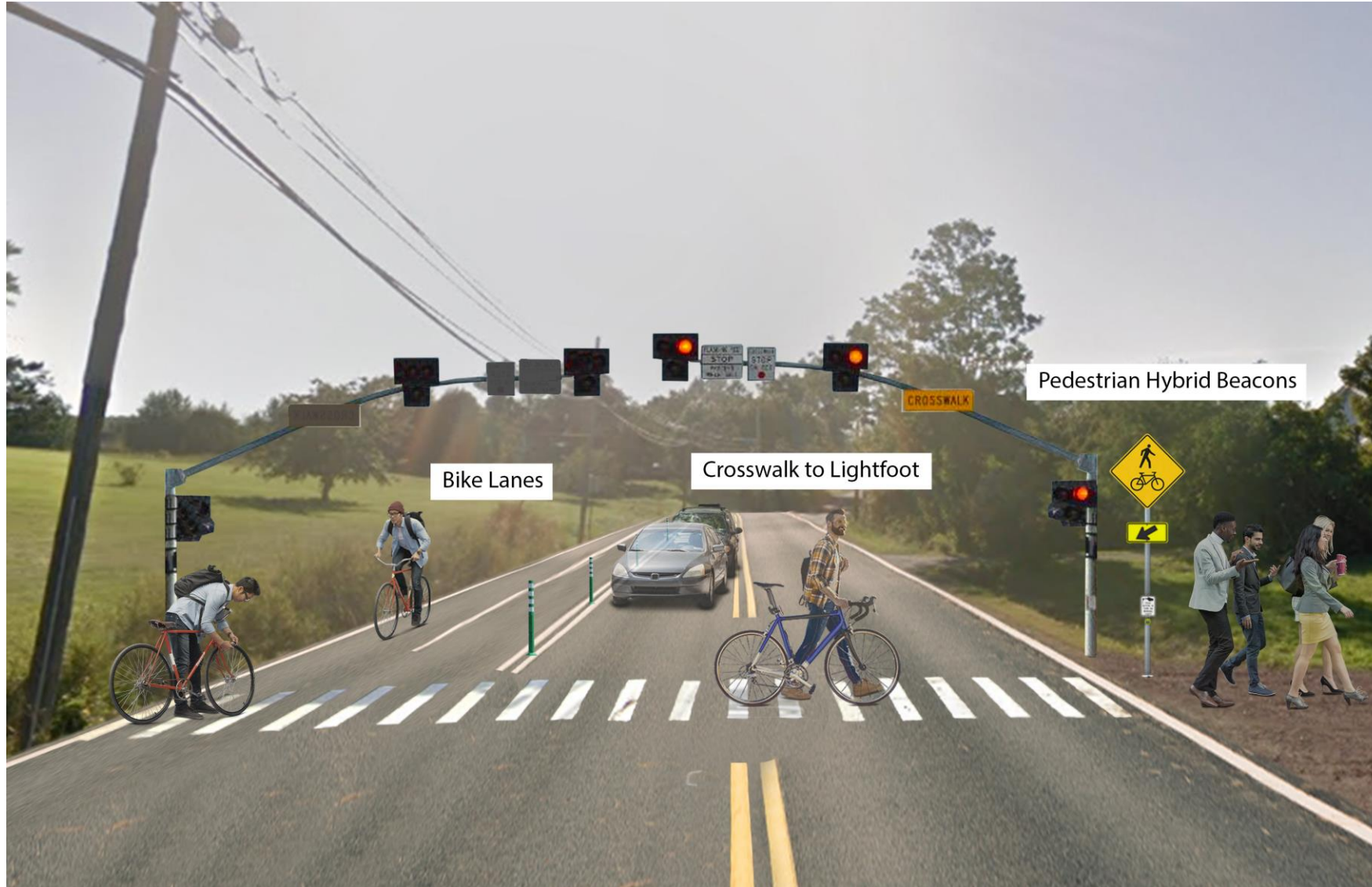
Main Street – East and West



See Project Map:

1 a

1 b

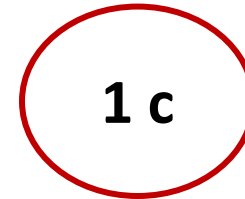


Project Details:

Conceptual rendering of the Main Street transition in the east end, looking west, showing the start of the lanes at Lightfoot&Wolfville winery (or at the town boundary, TBD) with an added overhead crossing (shown here) or rapid flashing beacon and the beginning of the AT lanes at the crosswalk.



Skyway/Pleasant

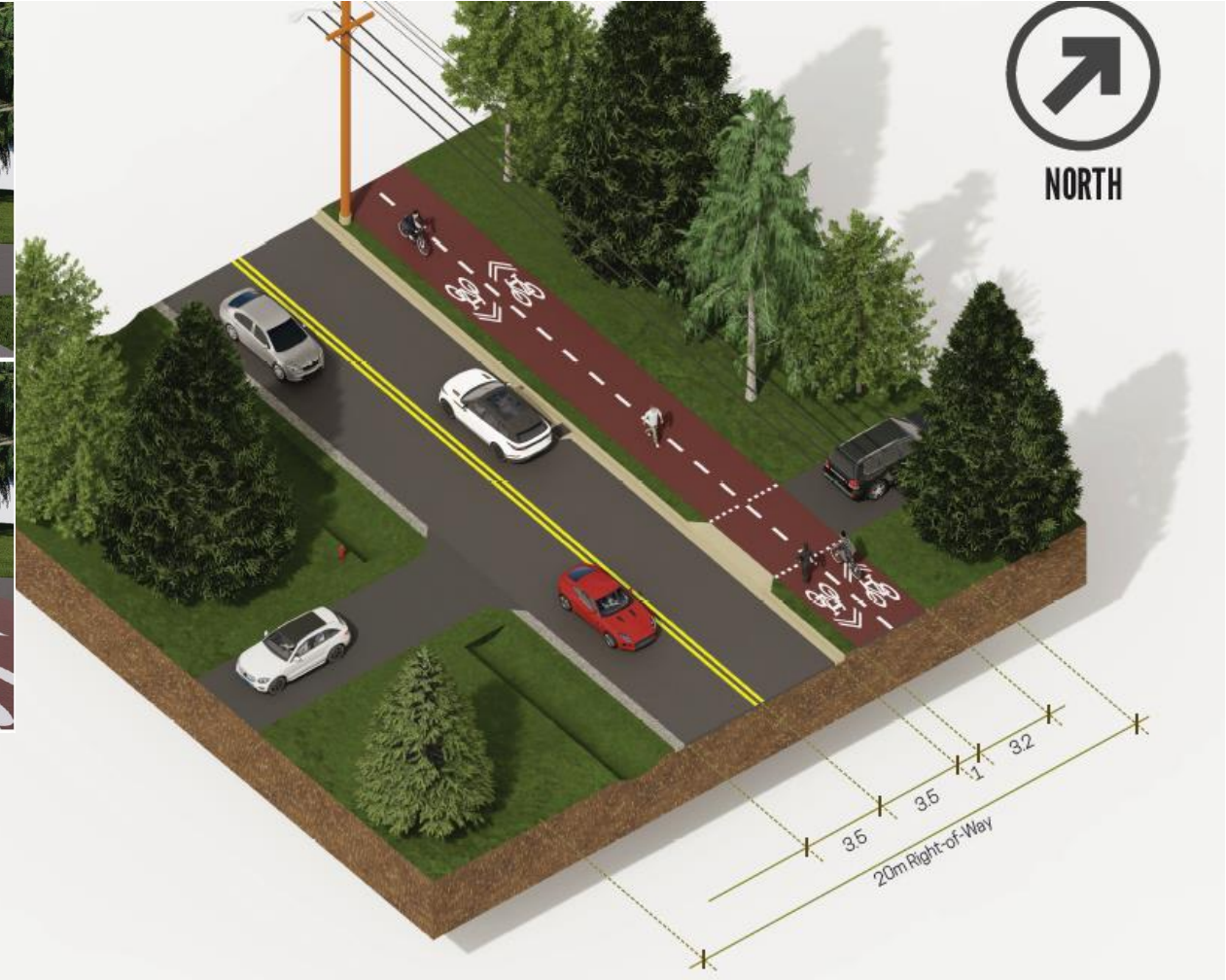
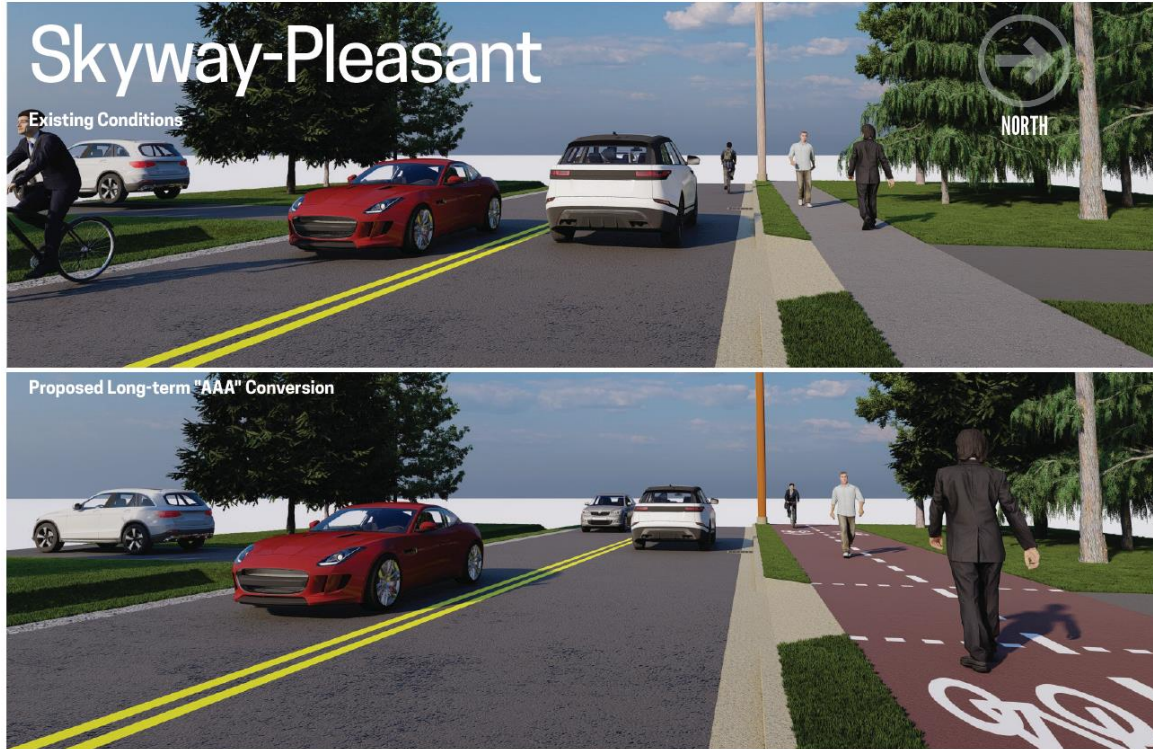
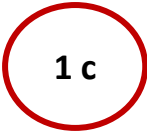


See Project Reference Map

Skyway/Pleasant Corridor



See Project Map:



Project Details: Widen sidewalk to a 3m+ AAA standard along the entire corridor. Separated by the existing curb. 2,370m connecting the West End to the East End in a linear corridor.

Skyway/Pleasant Corridor



See Project Map:

1 c



Shown here is a functional layout of Skyway/Pleasant corridor.

Project would include an asphalt 3m corridor, driveway repairs, retaining walls, signage, paint and other details.

Skyway/Pleasant Corridor



See Project Map:

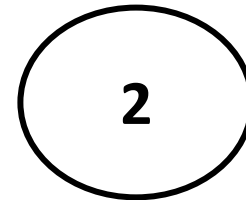
1 c



Functional layout of Skyway/Pleasant (cont'd)



Harvest Moon



See Project Reference Map

Harvest Moon Trail and Intersections



See Project Map:

2

Project Details:

Improving safety through paint and signage at the Harbourside Dr/Harvest Moon intersection and the Elm Ave/Harvest Moon intersections.

Paving an asphalt 3-3.2m corridor from Harbourside Drive to the Wolfville Farmer's Market.

Relocating the existing fence, landscaping and signage would be part of this project scope.

The Town is doing a Capital Project (underground infrastructure) on Harbourside Drive in 2023-24 that this project will be planned and tendered with.

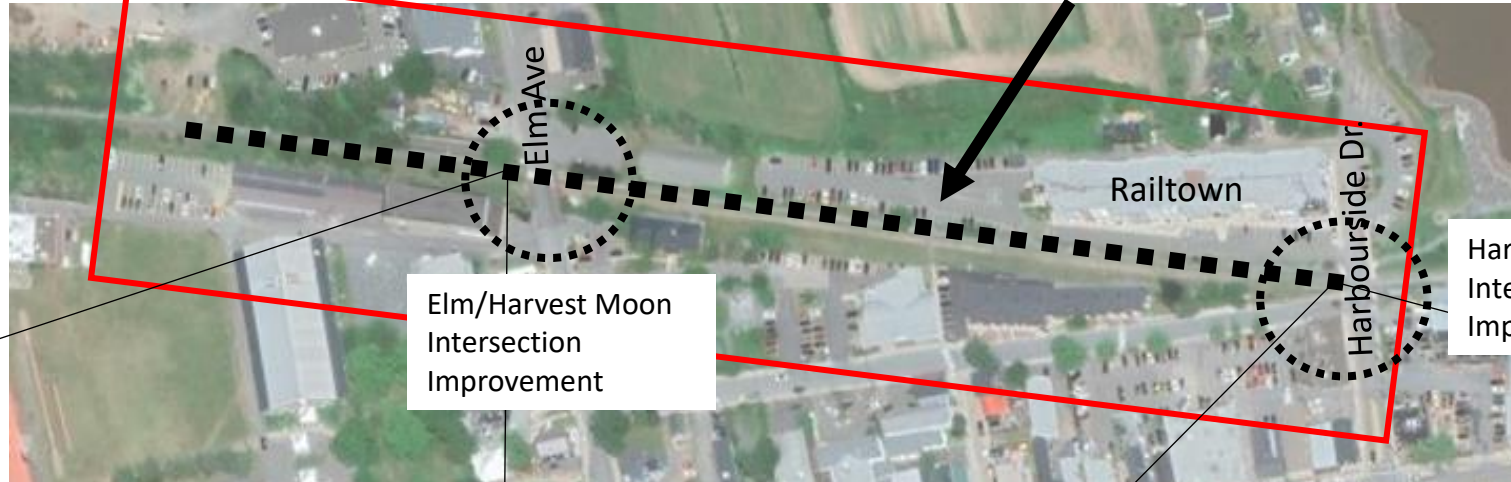


Harvest Moon Trail and Intersections



See Project Map:

Harbourside to Farmer's Market 3+m asphalt multi-use trail



Elm/Harvest Moon Intersection Improvement

Harbourside/Front Intersection Improvement

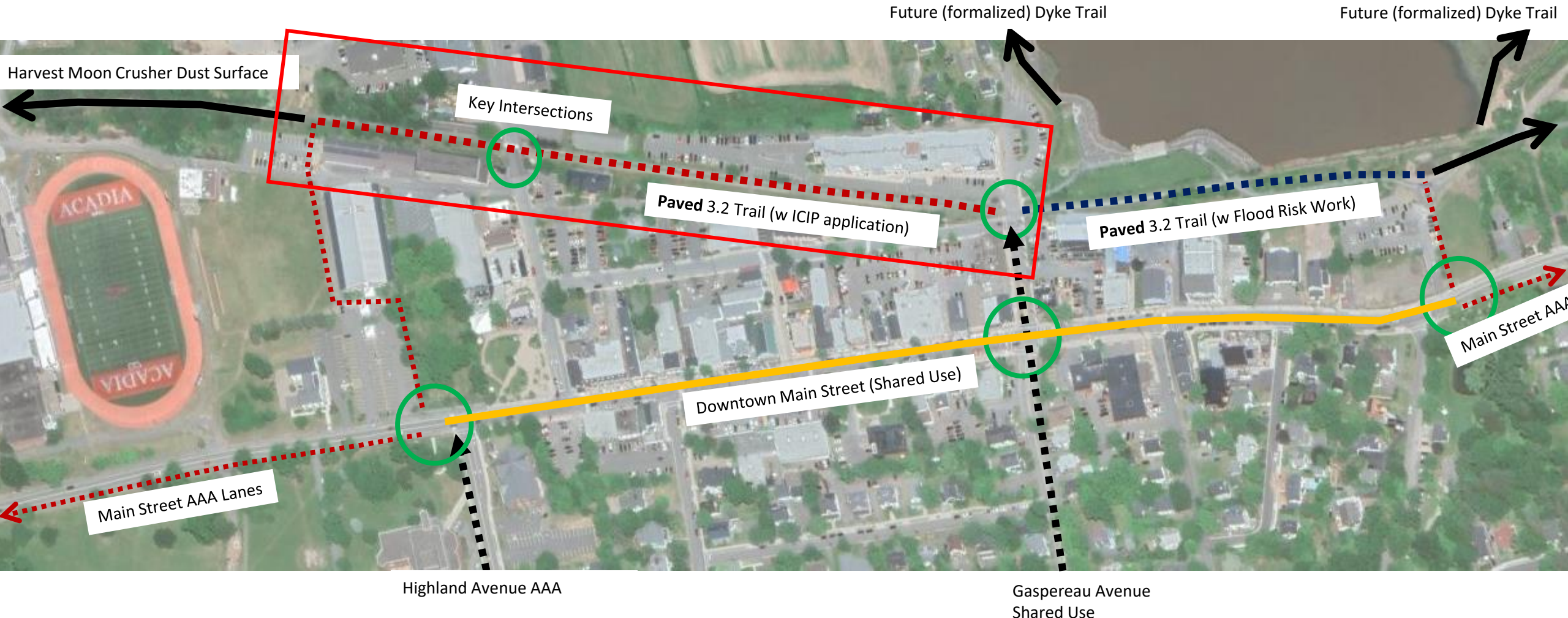


Conceptual Renderings of Intersection areas



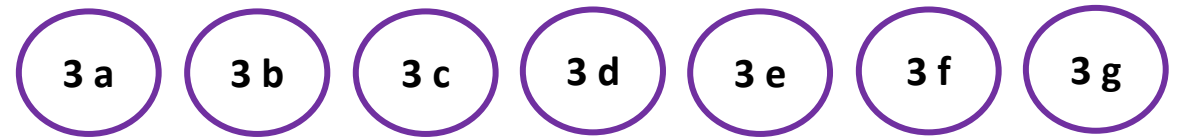
Harvest Moon Trail and Downtown Context

See Project Map:

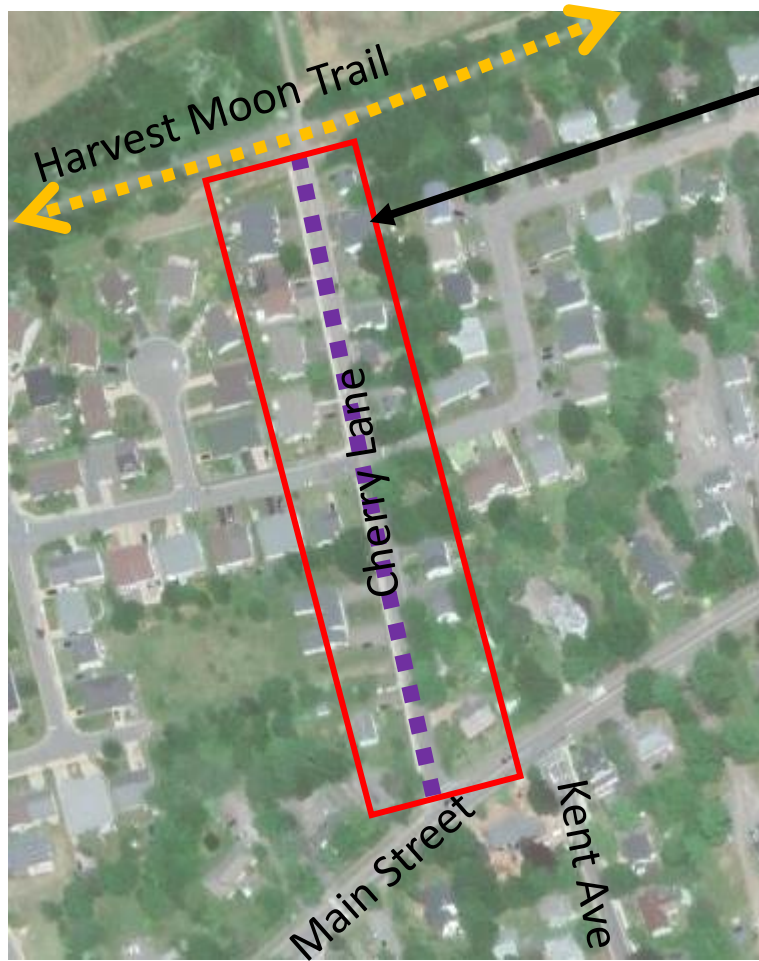




Connectors



See Project Reference Map



Project Details:

Bike Boulevard/Shared Street. Line Painting, Signage, Traffic Calming (e.g. speed hump)



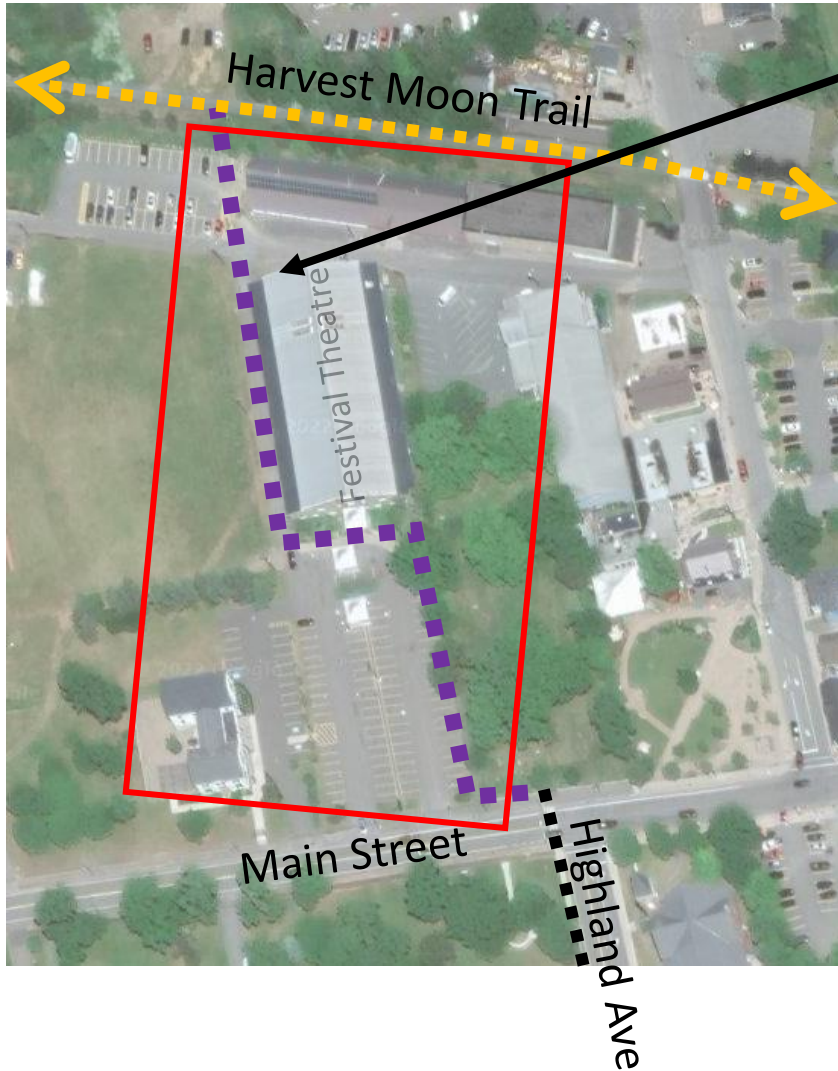
Conceptual rendering of proposed condition at Cherry Lane looking south.

Connector Highland Avenue to Harvest Moon Trail



See Project Map:

3 b

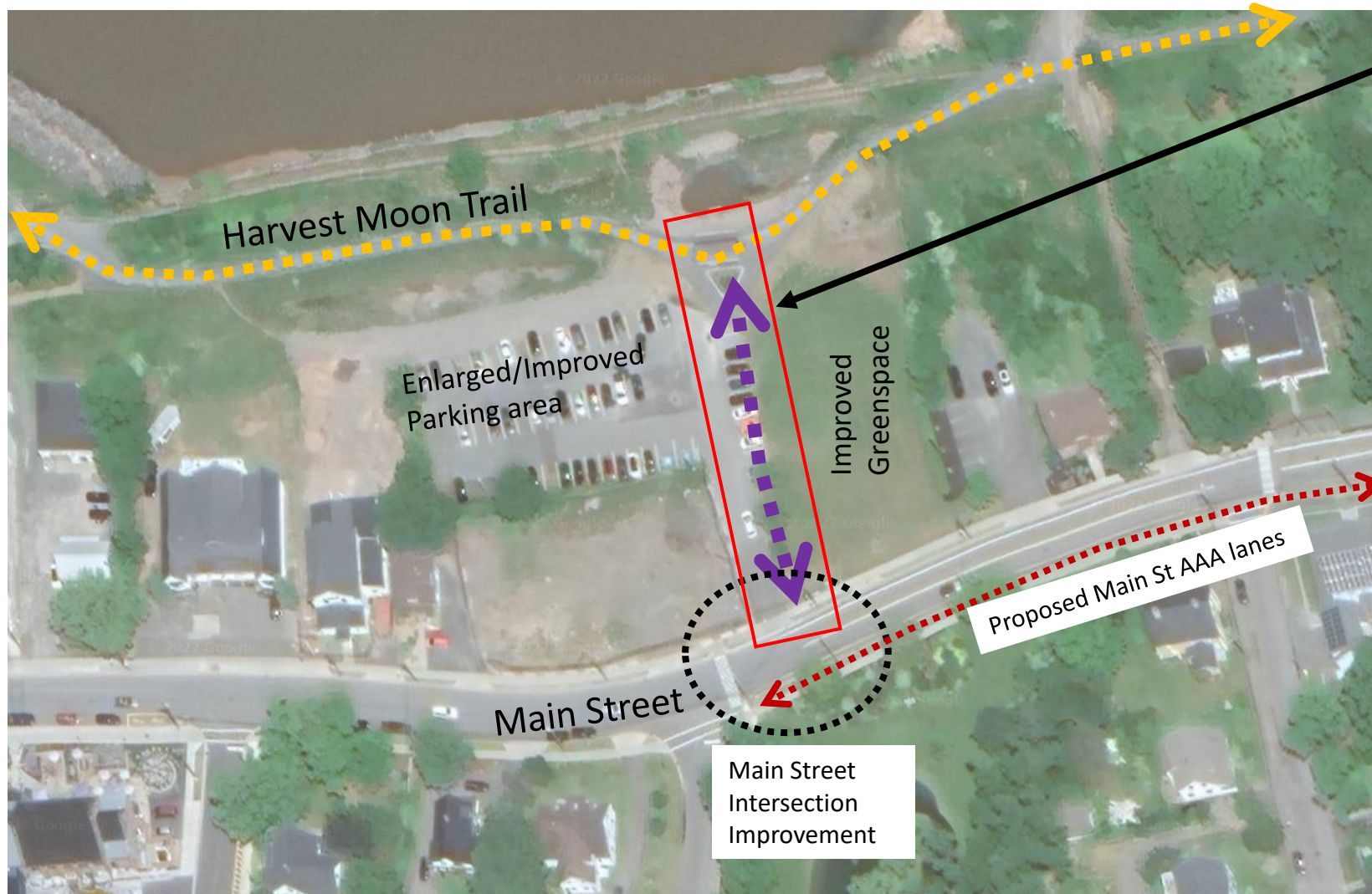


Project Details:

3.2m asphalt multi-use path, paint, signage through fire lane along Festival Theatre and on to Harvest Moon trail.



Conceptual rendering of proposed condition at Main Street looking north.



Project Details:

3.2m asphalt multi-use path connecting Main Street through the East End Gateway to the Harvest Moon Trail (shown in purple).

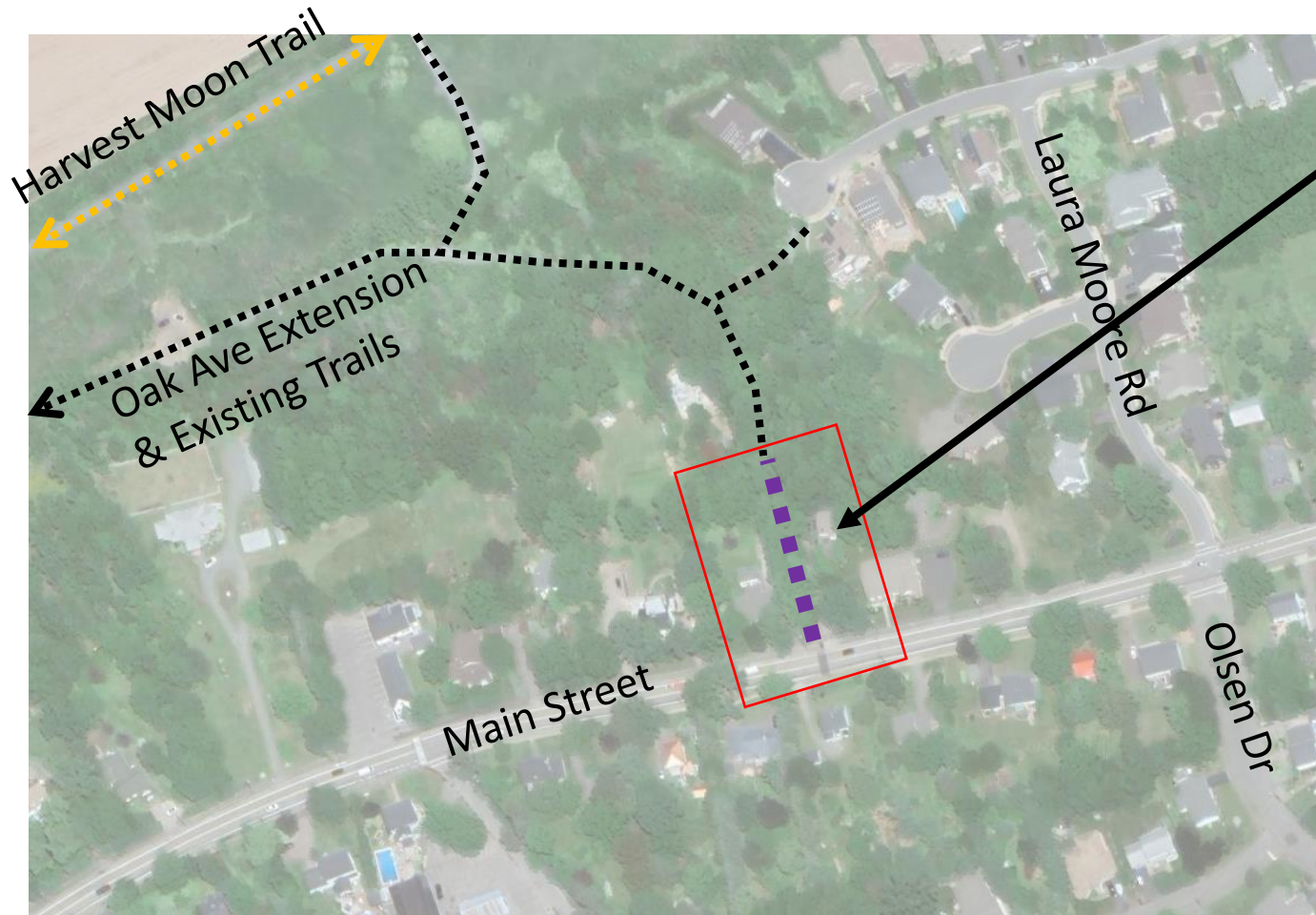
Connector

Oak Avenue Extension to Harvest Moon



See Project Map:

3 d



Project Details:

3.2m crusher dust or asphalt multi-use path, paint, signage.



Conceptual rendering of proposed condition at Main Street looking north (using asphalt).

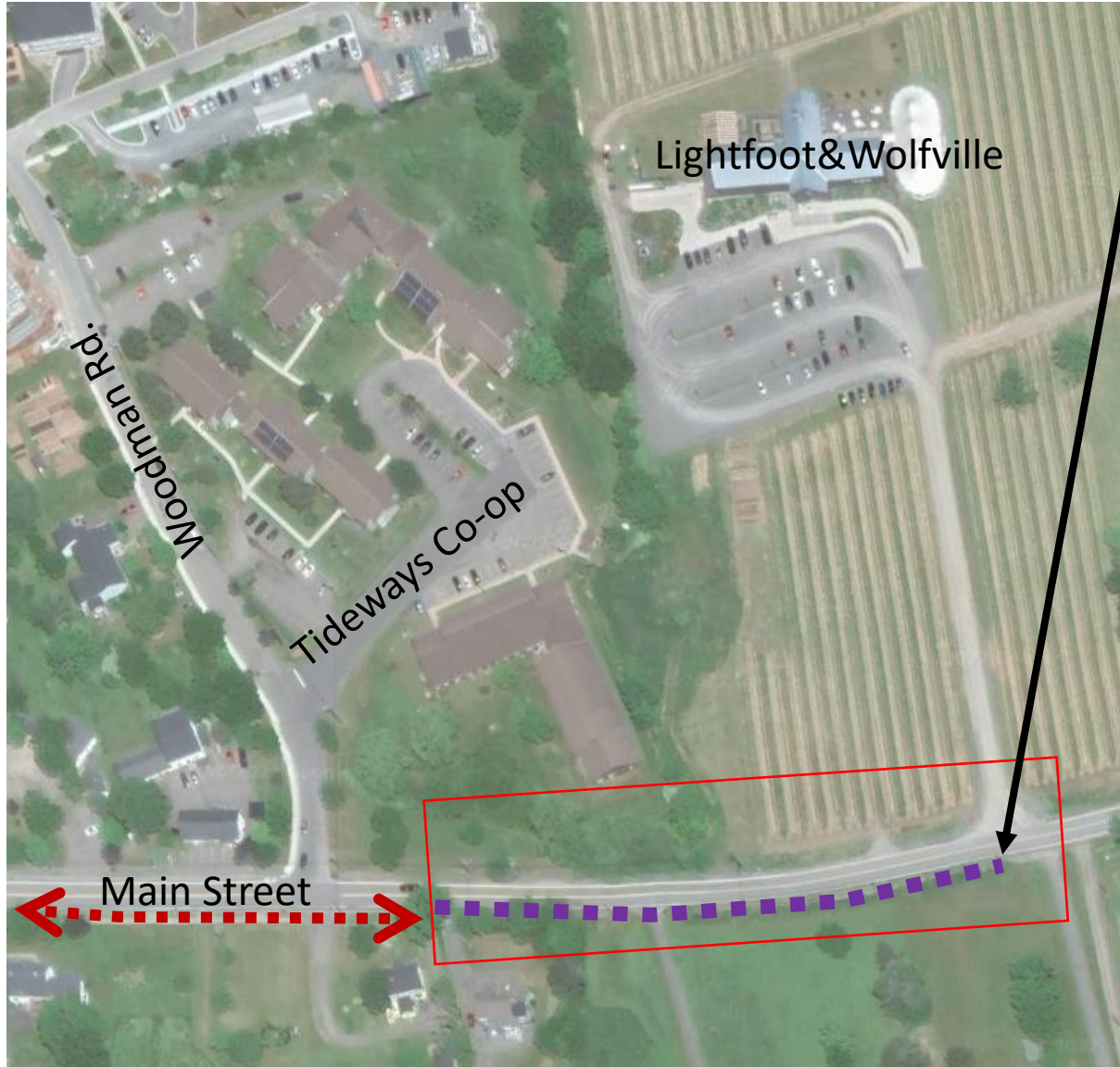
Connector

Town Boundary to Lightfoot&Wolfville



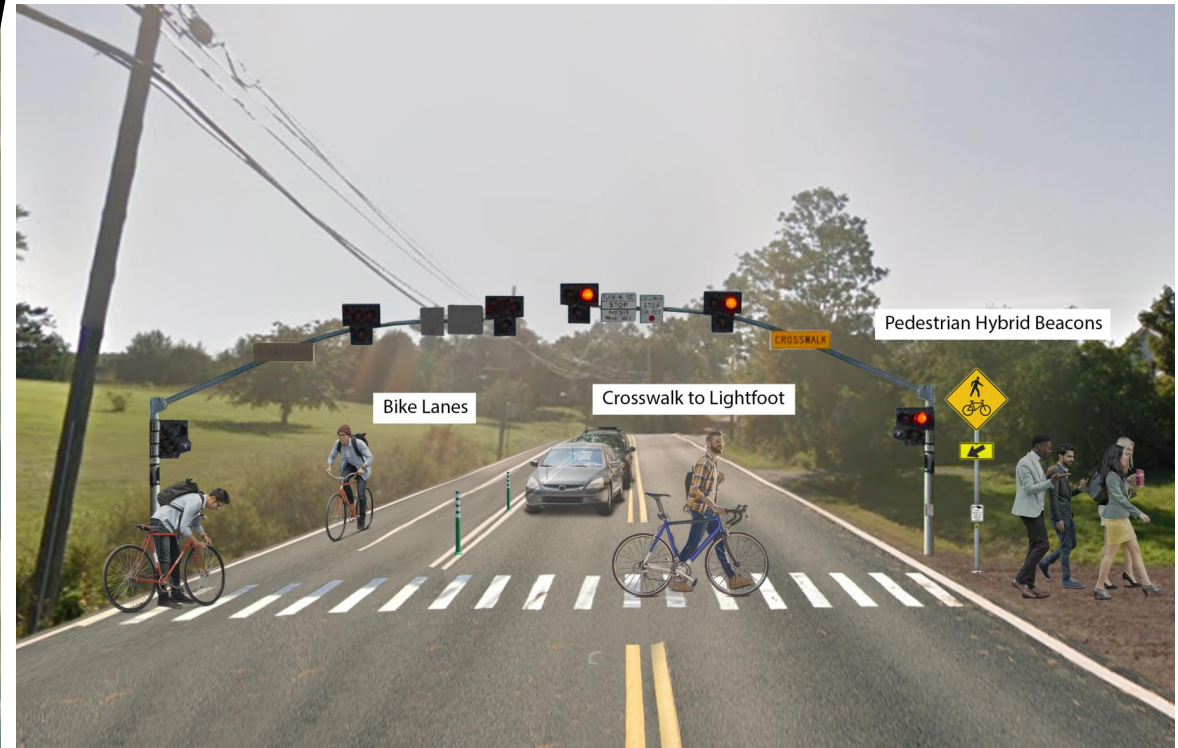
See Project Map:

3 e



Project Details:

3m asphalt bi-directional multi-use pathway, paint, bollards, signage. A safe crossing (TBD with overhead lights) would also be involved.



Conceptual rendering of proposed condition at Main Street looking west with the Lightfoot&Wolfville driveway to the right.

NOTE: This project will connect to the town boundary if regional partners (e.g. Lightfoot&Wolfville and/or County of Kings are not contributing)

Connector + Parking

Reservoir Park to Maple Ave



Connector

Highland Avenue to Wolfville School



See Project Map:

3 g



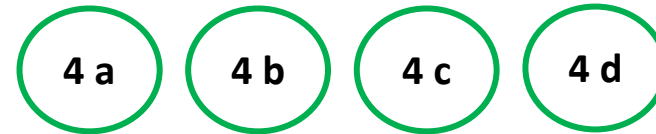
Project Details:

3+m asphalt bi-directional multi-use pathway, paint, signage.

Detailed design required.



Shared Streets



See Project Reference Map



Project Details:

Shared Street treatments are proposed for Kent Avenue, Gaspereau Avenue, Sherwood Drive and for the Downtown of Main Street.

These treatments do not separate vehicles and bicycles and operate on roadways with existing sidewalks, relatively low volumes and speeds. The treatments involve paint, signage, and traffic calming (e.g. speed humps).

The proposed conditions would increase the safety of our streets from what we have today and improve AT culture in the Town. Some of these treatments have been proposed since the 2015 AT plan was adopted but have not been implemented.

Shared Streets

Project locations



See Project Map:

4

ICIP PROPOSAL

Shared Streets

4



Project Details: 2,960m of shared street treatment, including paint, signage and traffic calming (e.g. speed humps).



The downtown part of our Main Street was presented to Town Council as two options. The painting of the street option was recommended in our 2015 AT Plan (shown to the right). This is a very low cost option we have accounted for in this application. The narrow width and activity on the street creates for traffic calming but this is not an environment or solution that meets All Ages and Abilities (AAA) guidance. Because of this, we have proposed a high service level connection that gets users to the Harvest Moon Trail through the downtown (see previous page on downtown context).

Note: we have a functional design and renderings to extend the east and west Main Street projects through the downtown with a separated lane by taking over the south on-street parking spaces (drawings included later in this document). Once we get closer to the east and west Main Street projects becoming a reality, and have a chance to consult our downtown businesses more on issues like on-street parking, this solution may become a reality. It has not been included in the application but is without question a much safer solution for AT and mobility options moving forward.

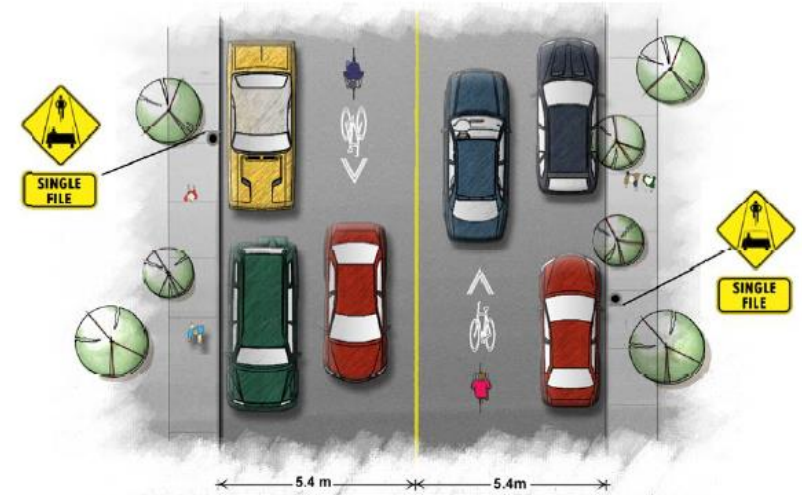


Figure 7-3: Typical Cross Section with Sharrows (Single File Application)



WC-19 / WC-19S Sign



Sharrows Marking



Examples of Single File Sharrows



Sidewalks

5 a

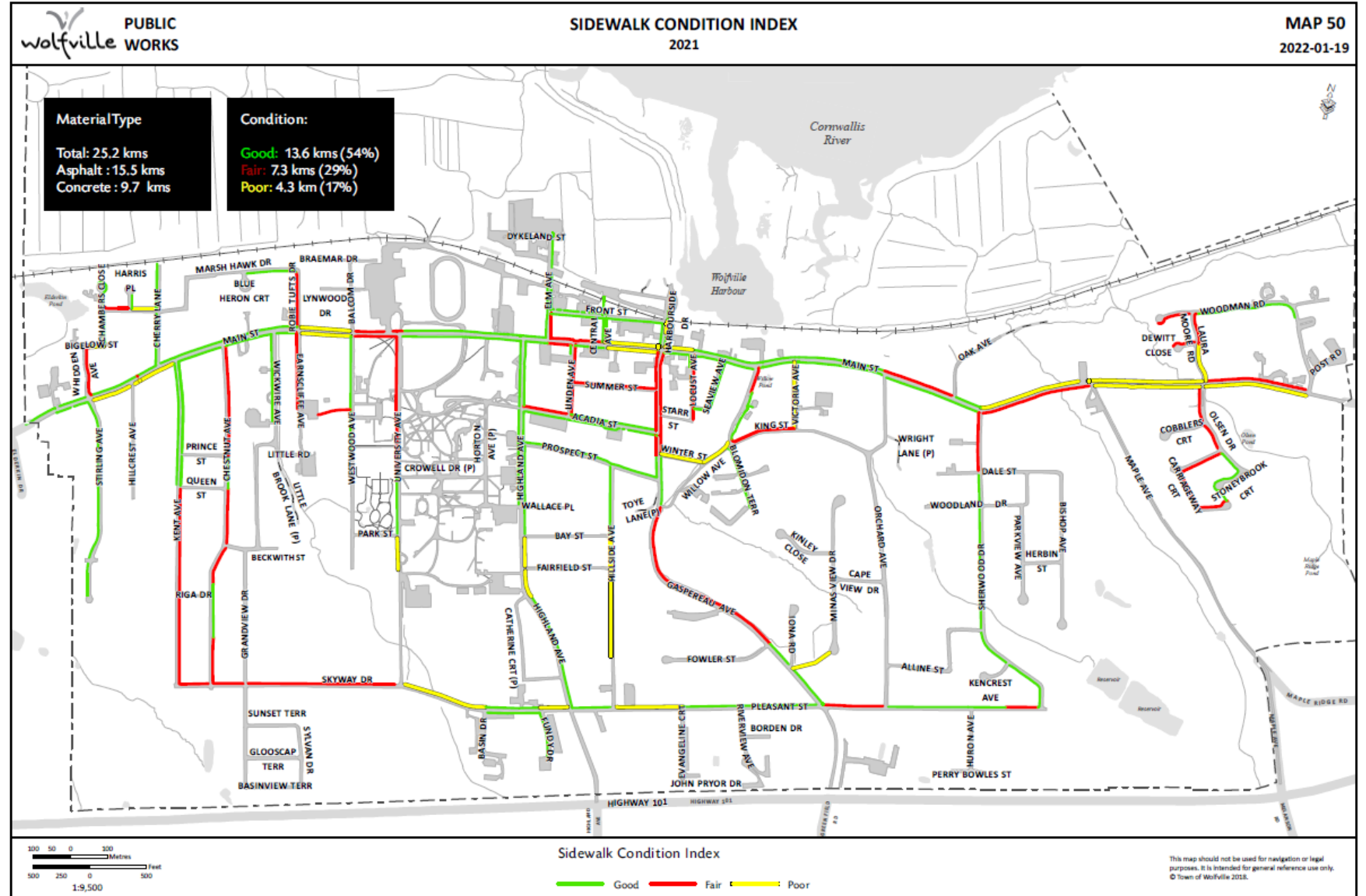
5 b

Project Details:

The Town maintains a condition assessment of sidewalks in the Town as part of our Asset Management program. This application proposes to create 2 new sidewalks in key areas of Town.

Victoria Avenue connects Main Street to our Recreation Centre, Playground, Rotary Fields and Tennis Courts.

Front St and Harbourside Drive sidewalk connection creates a safer connection for the various users of this busy intersection.



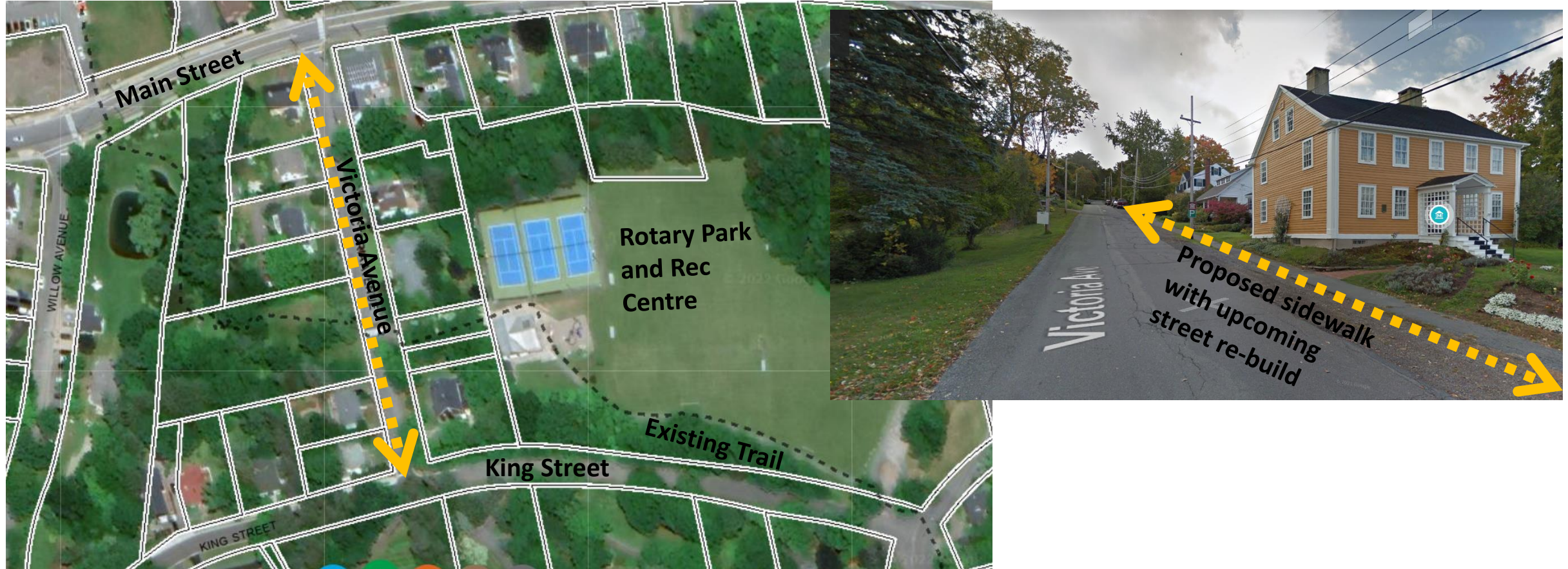
Sidewalks

Victoria Avenue



See Project Map:

5



Project Details: The Town is planning to re-build Victoria Avenue (underground). We would look to put in a concrete sidewalk or a multi-use asphalt, bi-directional pathway. Enhancing the intersection safety at the Recreation Centre where the Millennium Trail Crosses Victoria Avenue is also part of this project scope. Victoria Avenue is 190m in length.

Sidewalks

Front Street and Harbourside Sidewalk



See Project Map:

5



Project Details: The Town is planning to re-build Harbourside Drive (underground). We are proposing to connect the (missing) concrete sidewalks in this area to improve safety. This is 40m of concrete sidewalk and would be packaged with the Harvest Moon Trail paving and intersection improvements scheduled with the Harbourside Capital Project.

Conclusion

- Community engagement and education is needed.
- Class D costing/Budget estimates have been completed. Detailed designs required and budgeted for. All of these projects fit. Executed from '23-24 to '26-27 budget years with our \$800,000.
- Flexibility in execution (may want to prioritize certain projects or do 1 or 2 large tenders for the work)
- Need motion to get the process moving – Provincial + Federal Reviews (20+ weeks). Will form part of 23-24 budget.
- Still a lot of work for Staff to pull full application together.
- These are not our only AT investments – just a package of them!





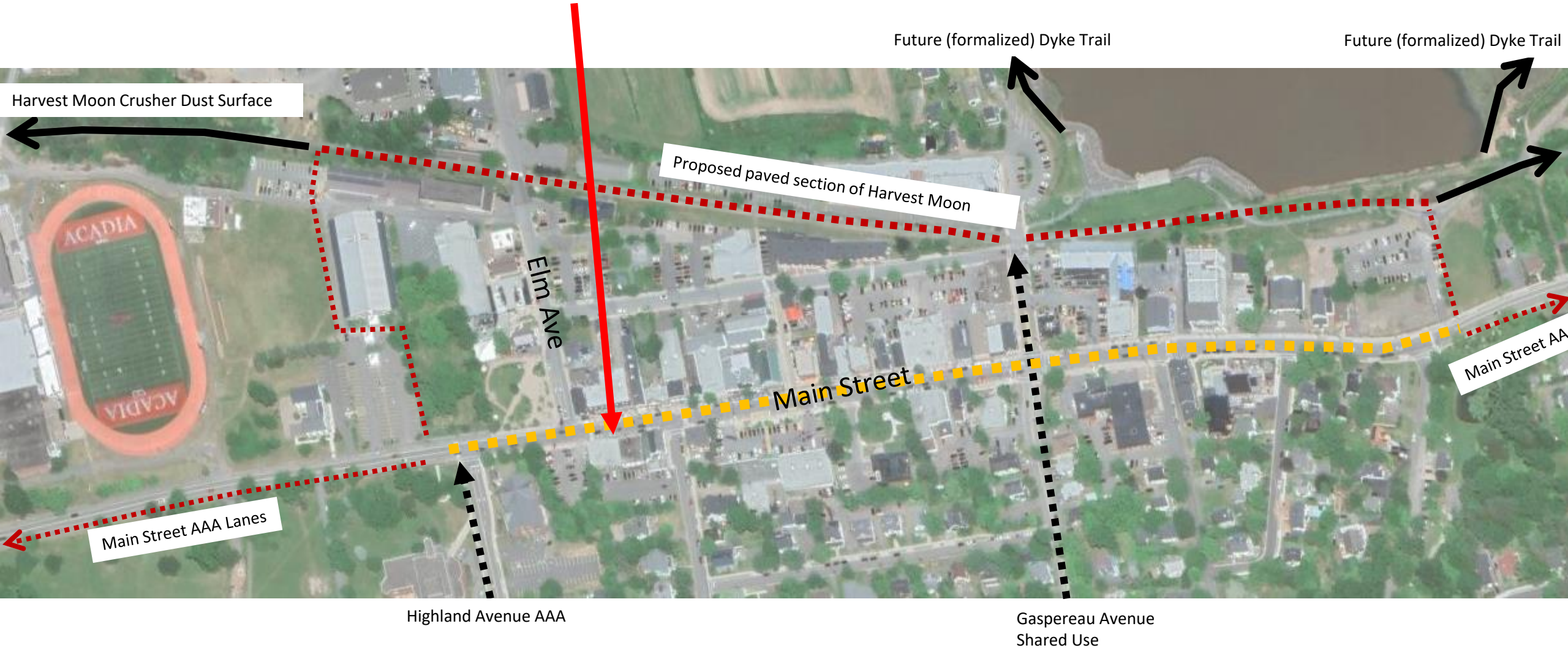
Related AT Projects (not in ICIP application)

Existing Conditions + Ongoing and Future Projects of-note for overall Network



Downtown Main Street Option

Option presented to Town Council at June 14th meeting. Not included in application.



Downtown Main Street Option



~28 parking stalls
(would need parking
plan with detailed
design).

Can be seasonal.

Slightly more narrow
- 8-9' (2.75m-3m).
Subject to detailed
design.

Bus stop, bump outs,
other details.

Downtown Main Street Option



~28 parking stalls
(would need parking
plan with detailed
design).

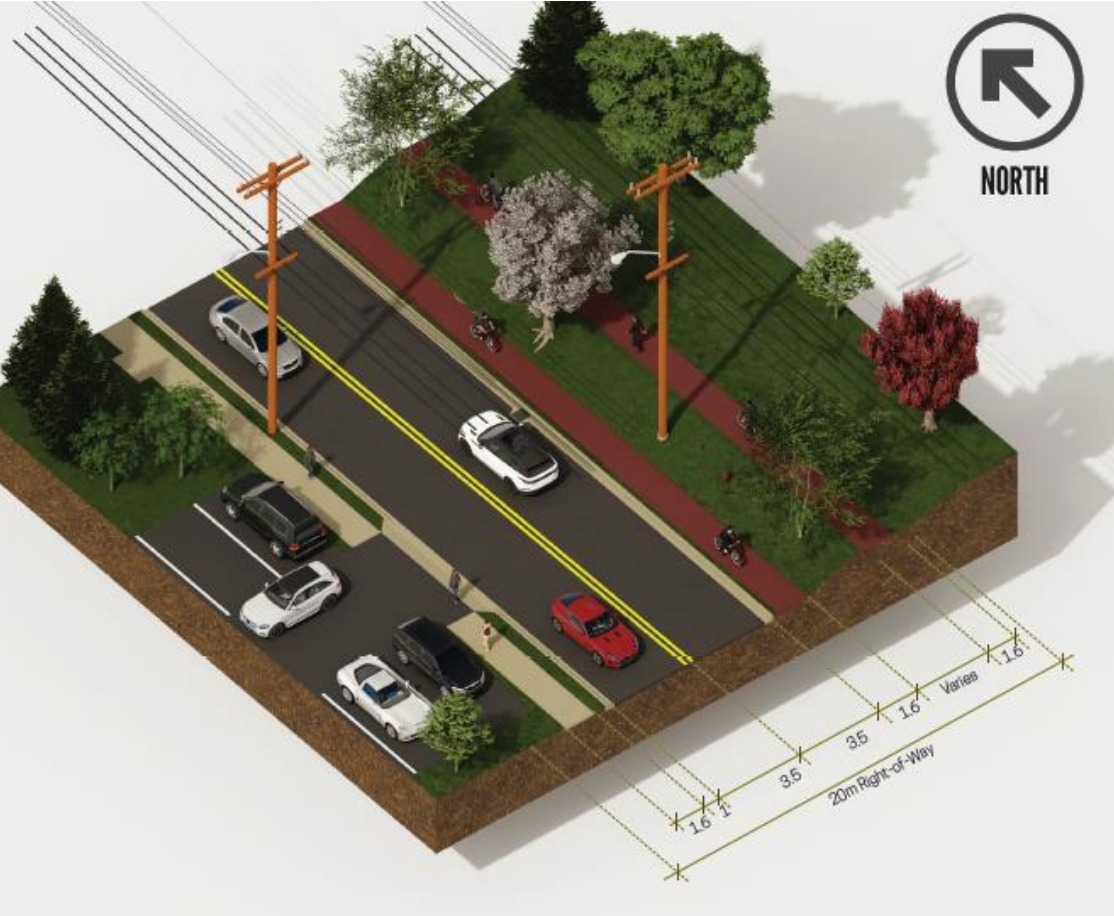
Can be seasonal.

Bit more narrow - 8-
9' (2.75m) than the
3.3m striving for
along rest of corridor.

Downtown Main Street Option



Ongoing AT Project with Capital re-build



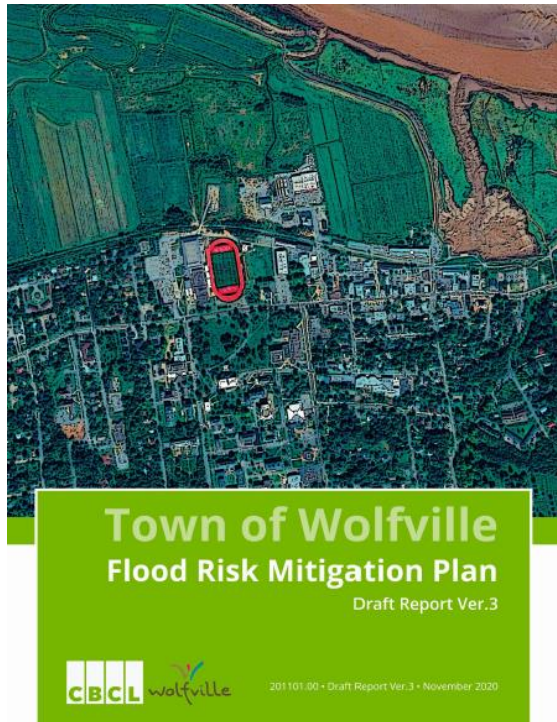
Highland Avenue

Long-term AT Projects with Capital re-builds



Main Street

Flood Risk along Harvest Moon Trail



Trail Connection along Harvest Moon Trail will happen from East End Gateway to Harbourside with Flood Risk work (budgeted).

Dept of Ag also considering dyke trails in both directions with upgrades.



Flood Risk along Harvest Moon Trail

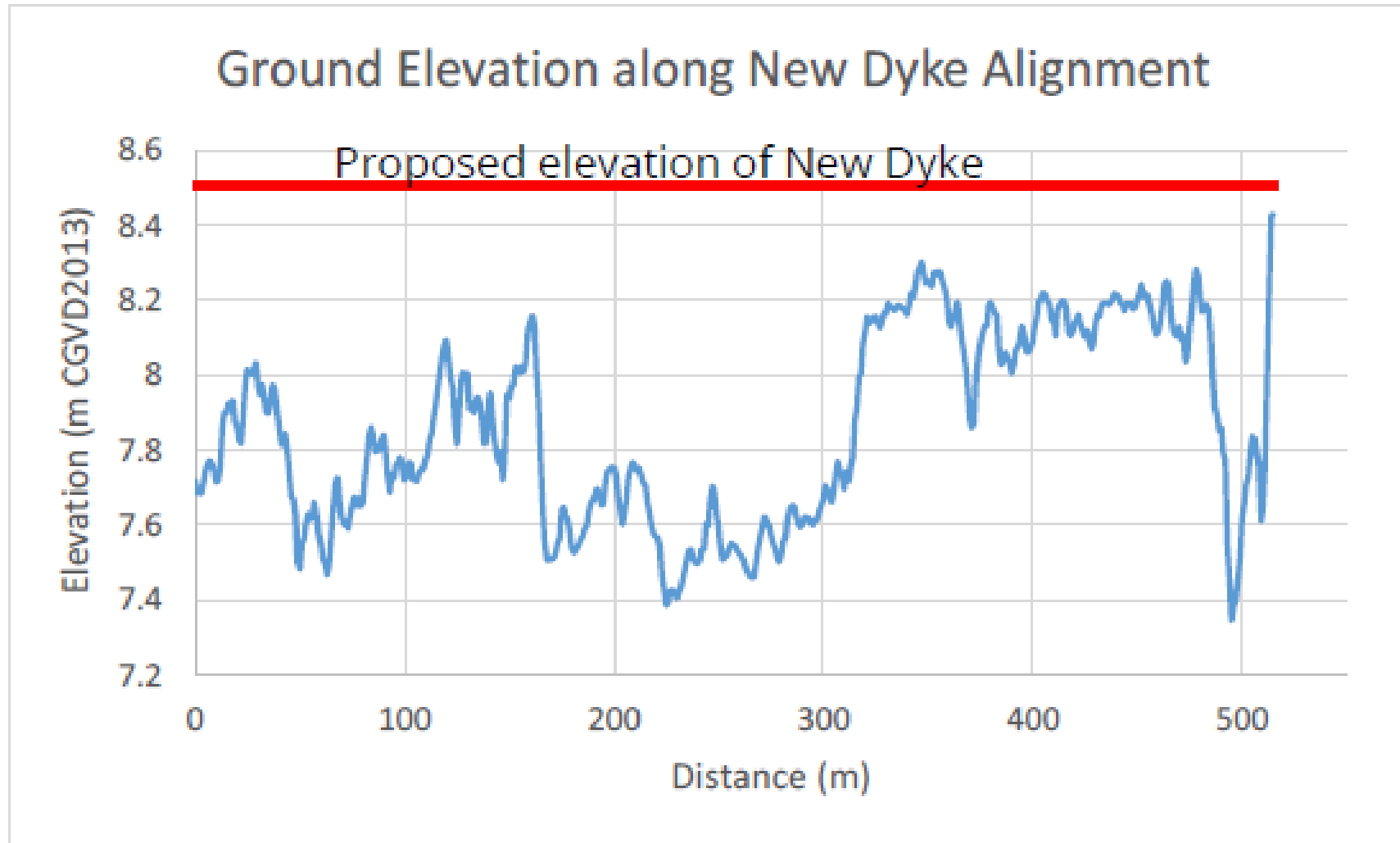


Figure 4.10: Ground Elevation along Potential New Dyke Alignment



wolfville

REQUEST FOR DECISION 033-2023

Title: Community Video Camera Pilot Extension

Date: 2023-07-04

Department: Office of the CAO



Community Video Camera Pilot

Extension

The Community Video Camera Pilot has been active now for 10 months out of the agreed 12-month term. These cameras have played a role in various types of incidents and events, such as Homecoming 2022, Cheaton Cup 2023, vehicle hit & runs, stolen property, and more. Footage has been shared with the RCMP upon their request and has been used by Wolfville Compliance to perform follow-up for incidents such as reported property damage, and stolen property (Town and Private).

The pilot ends in August of 2023, and with the anticipated increase in activities, events, and vehicle/pedestrian traffic, staff feel it would be beneficial to extend this pilot until the end of October 2023.

DRAFT MOTION:

That Council approves the Community Video Camera Pilot extension until October 31st, 2023.

REQUEST FOR DECISION 033-2023

Title: Community Video Camera Pilot Extension
Date: 2023-07-04
Department: Office of the CAO



1. CAO COMMENTS

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 motion as presented.

4. REFERENCES AND ATTACHMENTS

1. RFD-013-2022 Community Video Camera Policy (2022-05-17)

5. DISCUSSION

Since the implementation of the video cameras in August of 2022, we have received multiple requests from both residents and the local RCMP to aid in investigations. The video cameras have been able to capture video evidence within the Town on multiple occasions.

In the last 10 months, there have been 20 documented events that lead to video retrieval.

- 6 have been requested due to vehicle hit & run incidents.
- 3 are in response to large unsanctioned parties.
- 8 are the result of vandalism, theft, or harassment.
- 3 were staff actioned following incidents.

Of the 20 overall requests, 4 recordings have been shared with the RCMP to aid in their investigation.

- Please note that when an individual files a complaint that results in video camera footage being retrieved, Town Staff remind the complainant that they must contact the police to start a police

REQUEST FOR DECISION 033-2023

Title: Community Video Camera Pilot Extension
Date: 2023-07-04
Department: Office of the CAO



file in order for the video footage to be shared. This is not always being done. Therefore, footage that has been retrieved does not always make it to the RCMP.

The current pilot is set to end in August of 2023, completing the agreed-on 1-year term. Staff recommends extending the pilot until October 31, 2023. This request comes from the anticipated increase in activities, events, and vehicle/pedestrian traffic.

Staff feels it would be beneficial to extend this pilot to ensure we gather a proper amount of activity within the pilot but to also have coverage during a period of time that, in the past, resulted in a higher number of nuisance parties, vandalism, and property damage. This opportunity would allow coverage during Welcome Week and Homecoming 2023.

Staff are also discussing the potential upgrade to 4K cameras in the near future. As a test, Livable Cities offered to switch out one pre-existing camera with a 4K camera to see if it would be something of interest. Staff has agreed, and one pre-existing camera will be swapped out with one 4K camera in its place. This would give staff more time to gather data from this camera and make a decision as to if the 4K camera is preferred moving forward.

6. FINANCIAL IMPLICATIONS

- Staff are waiting to hear back from Livable Cities with a direct quote.
- Based on the February 16, 2022, quote, the monthly cost is \$72/month/per device.
- Adding September and October to the pilot would cost an additional \$1,584 (approx.)

7. REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity – Crime prevention is important to our business community. There have been reports of vandalism to our local businesses in Wolfville.
- Social Equity – Everyone who chooses to live in Wolfville has the right to a livable and safe community. The theft of street blades puts 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.

8. COMMUNICATION REQUIREMENTS

- If approved, staff will send out the appropriate messages indicating the extension of the pilot.
- In November, staff would bring a report to Council summarizing the pilot.

9. ALTERNATIVES

Council can approve or deny the proposed extension.

REQUEST FOR DECISION 036-2023

Title: University WTM (Park to Skyway) Additional Budget

Date: 2023-07-04

Department: Engineering & Public Works



SUMMARY

University Water Transmission Main (Park to Skyway) Additional Budget

Tender results received from all three (3) bidders were over the approved budget of \$360,000. An adjustment will be made to the provisional contract item #4.1, an air release chamber, to bring the lowest bid (plus all other project cost commitments) to within 15.6% of the approved budget.

DRAFT MOTION:

That Council approve an additional \$56,015.11 to the approved \$360,000 for contract WOL001-2022 University Water Transmission Main (Park to Skyway).

REQUEST FOR DECISION 036-2023

Title: University WTM (Park to Skyway) Additional Budget

Date: 2023-07-04

Department: Engineering & Public Works



1) CAO COMMENTS

As per the recent amendments to the Procurement Policy, for project budget allocations greater than \$100,000, the CAO is authorized to purchase where such expenditure is within 5% of budget allocation.

When staff did their initial review and award of the tender, changes were made to one of the provisional items and the use of the proposed contingency was eliminated. This made the award within the 5% of the CAO approval authority. However, upon closer look, it was recognized that using the proposed consulting budget for the project (\$20k) would put the amount at just over 5%. Additionally, it is not good practice to award based on not accounting for a contingency, even if it is felt that it is likely to not be required.

As it was felt that this award didn't meet with the spirit of the Procurement Policy, staff are bringing this back for Council approval. On a go-forward basis it is understood that the full cost of the project, including consulting fees and contingency, will be factored in when determining if it is within the 5% allowance of the CAO and can be awarded.

2) LEGISLATIVE AUTHORITY

N/A

3) STAFF RECOMMENDATION

To proceed with the contract WOL001-2022 for this phase of the installation of a new water transmission main along University from Park to Skyway. The recommendation is to proceed as awarded, with the understanding that the quantity of provisional item 4.1 will be adjusted from one (1) to zero (0) and contingency will only be used if absolutely necessary.

4) REFERENCES AND ATTACHMENTS

1. 2023/24 Capital Improvement Plan
2. 2021-22 Water Utility Project Charter: Water Transmission Line
3. WOL001-2022 - University WTM Award Rationale
4. 3-990-9150-9902 - University WTM Budget Tracking Worksheet (snapshot)
5. WOL001-2022 - University WTM Award Notice

5) DISCUSSION

The Town received 3 bids received for the project:

- Mid Valley - \$399,480.00 (Non-compliant bid ¹)
- Gary Parker Excavating - \$399,956.90 (Compliant bid)
- Dexter Construction - \$544,460.00 (Compliant bid)

REQUEST FOR DECISION 036-2023

Title: University WTM (Park to Skyway) Additional Budget

Date: 2023-07-04

Department: Engineering & Public Works



None of the bids will allow the project to be completed within the approved budget, however eliminating the Air Release Chamber provisional item (Item #4.1) results in the following totals:

- Gary Parker Excavating - \$379,757.50 (Compliant bid)
- Mid Valley - \$389,480.00 (Non-compliant bid ¹)
- Dexter Construction - \$517,460.00 (Compliant bid)

The design consultant indicated there was a very low likelihood of requiring the air release chamber, but it was still included as a provisional item in case there was unanticipated infrastructure that had to be routed around. Not having to utilize the \$35,000 contingency and eliminating item #4.1 could allow the project to be completed within $\pm 5\%$ of the approved budget.

Note 1: Mid Valley's bid was considered non-compliant because Addendum #2 was not acknowledged, which was made known at the public opening, though little weight is being given to this fact in award consideration due to an administrative irregularity in the tendering process (NS Procurement Portal had technical issues/incorrect closing date and staff were unable to upload addenda due to website technical issues). All addenda were available on the Town's website and CANS plans room prior to close, however.

At the time of the award decision, additional consulting fees for construction support services were not yet factored in against the overall budget, so the project was awarded to Gary Parker Excavating on the basis of not using the contingency, and eliminating item 4.1, the air release chamber, which would have resulted in a budget overage of approximately 3%.

As the budget overage will be just over 5% without considering the contract contingency, the ask is for Council to approve an actual overage of 15.6%, representing \$56,015 over the approved \$360,000 budget. This will allow staff to have access to the \$35,000 contract contingency, which would only be used if absolutely necessary (as is the case for any other capital project).

6) FINANCIAL IMPLICATIONS

The approved project budget in the 2023/24 CIP is \$360,000. This request is for Council's approval for \$56,015 in addition to the approved budget.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The street section of the Capital Investment Plan including the underground infrastructure is a funding priority for the Town. This is the first section that is funded to ensure these projects can be completed.

8) COMMUNICATION REQUIREMENTS

N/A

9) ALTERNATIVES

REQUEST FOR DECISION 036-2023

Title: University WTM (Park to Skyway) Additional Budget

Date: 2023-07-04

Department: Engineering & Public Works



- A. Council approve a 5.4% overage to the approved \$360,000, which means:
- Item 4.1 provisional item quantity reduced to zero;
 - \$35,000 contract contingency **removed**, leaving no room for error
 - Project work begins late summer 2023.
- B. Council direct staff to delay to the 2024 construction year, which means:
- \$360,000 budget can be adjusted in this year's CIP planning process
 - Contract change order may be required to cover costs associated with delays (i.e. material/labour cost escalation, etc).

1. PURPOSE & DESCRIPTION

PURPOSE

The purpose of the proposed project is to continue with a multi-year plan to replace approximately 1,800 m of aging water main over a four-year period. The transmission line carries water from the production wells to the Water Treatment facility.

DESCRIPTION

The existing transmission line between the wells and the water treatment facility is 60 years old asbestos cement pipe that is near the end of its useful life. Approximately 600 m of the line is located on an easement and is not easily accessible. The plan is to relocate the transmission line on town owned public right of way enabling easier access to this critical infrastructure. The first section of new transmission line was included in the section of Westwood Ave completed in 2019. The proposed project will be completed in four phases as follows.

Phase 1 - Westwood Ave across Park to University Ave approx. 350 m

Phase 2 - University Ave to Skyway, approx. 400 m

Phase 3 – Main Street between Cherry Lane and Westwood Ave approx.550 m

Phase 4 – Skyway to the Water Treatment Facility approx. 500m

Each phase includes the installation of 200 mm diameter PVC transmission line and associated reinstatement of disturbed areas.

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

COUNCIL'S STRATEGIC PLAN

Council's Strategic Plan establishes six (6) strategic principles. The project will meet the strategic directions and principals of Council by:

Council Strategic Principles:

1. Affordability

The street section of the Capital Investment Plan including the underground infrastructure is a funding priority for the Town. This is the first section that is funded to ensure these projects can be completed.

2. Transparency

All capital projects are discussed and approved publicly as part of the budget process. All documents, including this one, are available to the public.

3. Community Capacity Building

N/A

4. Discipline to Stay the Course

N/A

5. United Front

N/A

6. Environmental Sustainability

7. N/A

PROJECT CHARTER: Water Transmission Line

OTHER TOWN PLANS

Capital Investment Plan

3. SCOPE

OBJECTIVES

The objectives of the project are:

1. Replace the existing transmission line that is nearing the end of its life cycle over a four-year period.
2. Ensure long term reliability of the water service between the production wells and the water treatment facility.

DELIVERABLES

The deliverables for the project are:

An additional 1800 m of water transmission line between the wells on Cherry Lane and Wickwire Ave and the water Treatment Facility on Ridge Road including associated reinstatement of disturbed area. This new transmission line replaces an aging asbestos Cement pipe that is nearing the end of its life cycle.

4. TIMELINES AND MILESTONES

DATE	ACTION
2020-21, Q4	Finalize Design
2021-22 Q1-Q3	Tender and Construction Phase 1
2022-23 Q1-Q3	Tender and Construction Phase 2
2023-24 Q1-Q3	Tender and Construction Phase 3
2024-25 Q1-Q3	Tender and Construction Phase 4

5. ASSUMPTIONS, CONSTRAINTS & RISKS

ASSUMPTIONS

- Work can be completed for funds budgeted

CONSTRAINTS

- Work on the streets affected, Main, Westwood, Park, and University Ave, as on all streets, will create inconvenience for the public and alternate routes will be identified and communicated to the public prior to Construction.

PROJECT CHARTER: Water Transmission Line

6. BUDGET, RESOURCES & PROCUREMENT

BUDGET

The total project is estimated to cost \$1,570,000 and will be funded entirely through the water utility.

The estimated cost of each phase is as follows.

Phase 1	\$315,000
Phase 2	\$360,000
Phase 3	\$495,000
Phase 4	\$400,000

RESOURCES

Project Lead: Director of Public Works

Internal Resources:

- **Public Works** – Provide Project Management

External Resources

- **Engineer Consultant** – Provide street design and on-site project management as required.
- **Contractor** – Street construction

PROCUREMENT

In accordance with the Town's Procurement Policy 140-001, Section 5.3 "high value procurement of goods and services greater than \$25,000", street construction will be publicly tendered.

7. ROLES & RESPONSIBILITIES

Council's role is to approve the 2021-22 Capital Investment Plan and subsequent projects.

8. COMMUNICATION & ENGAGEMENT

A Communications Checklist will be prepared prior to the start of construction. All residents will be advised of the proposed work prior to the start of construction and periodic updates will be provided through the project schedule.



FILE NOTE

Staff:	Alexander de Sousa, P.Eng., Director of Engineering & Public Works	Date:	May 9, 2023
Subject:	WOL001-2022 – University WTM (Park to Skyway) CONTRACT AWARD RATIONALE		

Description of Issue or Reason for Note

3 bids received for the project:

- Mid Valley - \$399,480.00 (Non-compliant bid ¹)
- Gary Parker Excavating - \$399,956.90 (Compliant bid)
- Dexter Construction - \$544,460.00 (Compliant bid)

None of the bids will allow the project to be completed within the approved budget, however eliminating the Air Release Chamber provisional item (Item #4.1) results in the following totals:

- Gary Parker Excavating - \$379,757.50 (Compliant bid)
- Mid Valley - \$389,480.00 (Non-compliant bid ¹)
- Dexter Construction - \$517,460.00 (Compliant bid)

Not having to utilize the \$35,000 contingency and eliminating item #4.1 could allow the project to be completed within ± 3% of the approved budget.

¹ Mid Valley’s bid was non-compliant because Addendum #2 was not acknowledged, which was made known at the public opening, though little weight is being given to this fact in award consideration due to an irregularity in the tendering process (NS Procurement Portal had technical issues/incorrect closing date and staff were unable to upload addenda due to website technical issues). All addenda were available on the Town’s website and CANS plans room prior to close, however.

Resolution

Recommend award to Gary Parker Excavating on the basis of eliminating Item #4.1 and completing the project within ± 3% of approved budget.

UNIVERSITY WTM - PARK TO SKYWAY

WEEKS TO COMPLETE:

7

20

12

CONTRACT #WOL001-2022

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ANALYSIS QUANTITY	MID VALLEY		GARY PARKER		DEXTER	
					TENDERED UNIT PRICE	ITEM TOTAL	TENDERED UNIT PRICE	ITEM TOTAL	TENDERED UNIT PRICE	ITEM TOTAL
SCHEDULE OF QUANTITIES AND UNIT PRICES										
1.1	Earthwork - Excavation of Unsuitable Material and Replacement (Provisional)	m ³	60	60	\$50.00	\$3,000.00	\$133.10	\$7,986.00	\$176.50	\$10,590.00
2.1	Remove and Reinstall Asphalt Driveway	m ²	58	58	\$60.00	\$3,480.00	\$150.40	\$8,723.20	\$94.50	\$5,481.00
2.2	Remove and Reinstall Gravel Driveway	m ²	290	290	\$60.00	\$17,400.00	\$29.10	\$8,439.00	\$41.00	\$11,890.00
2.3	Remove and Reinstall Asphalt Sidewalk	m ²	120	120	\$100.00	\$12,000.00	\$117.40	\$14,088.00	\$98.50	\$11,820.00
2.4	Remove and Reinstall Signs	Ea	3	3	\$500.00	\$1,500.00	\$1,238.80	\$3,716.40	\$1,050.00	\$3,150.00
2.5	Remove and Reinstall Storm Pipe	m	13	13	\$750.00	\$9,750.00	\$423.80	\$5,509.40	\$263.50	\$3,425.50
3.0	200mm Dia. PVC DR18 Transmission WM c/w Fittings	m	440	440	\$560.00	\$246,400.00	\$488.30	\$214,852.00	\$826.00	\$363,440.00
4.1	Chambers - Air Release Valve Chamber (Provisional)	Ea	1	1	\$10,000.00	\$10,000.00	\$20,199.40	\$20,199.40	\$27,000.00	\$27,000.00
5.1	Direct Buried Valves - 200mm Gate Valve	Ea	1	1	\$7,000.00	\$7,000.00	\$4,214.50	\$4,214.50	\$5,200.00	\$5,200.00
6.1	Connection to Existing Main - Westwood Avenue	Ea	1	1	\$7,500.00	\$7,500.00	\$2,608.00	\$2,608.00	\$2,410.00	\$2,410.00
7.0	Watermain Crossings	Ea	5	5	\$2,000.00	\$10,000.00	\$3,260.00	\$16,300.00	\$1,095.00	\$5,475.00
8.0	Sewer Crossings	Ea	1	1	\$1,500.00	\$1,500.00	\$3,056.60	\$3,056.60	\$8,100.00	\$8,100.00
9.0	Erosion and Sediment Control	L.S.	1	1	\$3,500.00	\$3,500.00	\$3,912.00	\$3,912.00	\$3,500.00	\$3,500.00
10.0	Pipe Trench Insulation	m	129	129	\$50.00	\$6,450.00	\$51.60	\$6,656.40	\$116.50	\$15,028.50
11.0	Trench Excavation - Rock (Provisional)	m ³	160	160	\$100.00	\$16,000.00	\$238.60	\$38,176.00	\$100.00	\$16,000.00
12.0	Portable Variable Message Signs (Provisional)	Ea	2	2	\$4,500.00	\$9,000.00	\$3,260.00	\$6,520.00	\$8,475.00	\$16,950.00
SUBTOTAL						\$364,480.00	SUBTOTAL	\$364,956.90	SUBTOTAL	\$509,460.00

BID SUMMARY		CONTRACT ITEMS			
			\$364,480.00	\$364,956.90	\$509,460.00
		<i>CONTINGENCY</i>	<i>\$35,000.00</i>	<i>\$35,000.00</i>	<i>\$35,000.00</i>
		Sub total	\$399,480.00	\$399,956.90	\$544,460.00
		HST (15% of Subtotal)	\$59,922.00	\$59,993.54	\$81,669.00
		Total Tender Price	\$459,402.00	\$459,950.44	\$626,129.00
		Net HST HST (4.286%)	\$17,120.57	\$17,141.01	\$23,334.00
		Net Total Contract	\$416,600.57	\$417,097.91	\$567,794.00

UNIVERSITY WTM - PARK TO SKYWAY

WEEKS TO COMPLETE:

7

20

12

CONTRACT #WOL001-2022

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	ANALYSIS QUANTITY	MID VALLEY		GARY PARKER		DEXTER	
					TENDERED UNIT PRICE	ITEM TOTAL	TENDERED UNIT PRICE	ITEM TOTAL	TENDERED UNIT PRICE	ITEM TOTAL
SCHEDULE OF QUANTITIES AND UNIT PRICES										
1.1	Earthwork - Excavation of Unsuitable Material and Replacement (Provisional)	m ³	60	60	\$50.00	\$3,000.00	\$133.10	\$7,986.00	\$176.50	\$10,590.00
2.1	Remove and Reinstall Asphalt Driveway	m ²	58	58	\$60.00	\$3,480.00	\$150.40	\$8,723.20	\$94.50	\$5,481.00
2.2	Remove and Reinstall Gravel Driveway	m ²	290	290	\$60.00	\$17,400.00	\$29.10	\$8,439.00	\$41.00	\$11,890.00
2.3	Remove and Reinstall Asphalt Sidewalk	m ²	120	120	\$100.00	\$12,000.00	\$117.40	\$14,088.00	\$98.50	\$11,820.00
2.4	Remove and Reinstall Signs	Ea	3	3	\$500.00	\$1,500.00	\$1,238.80	\$3,716.40	\$1,050.00	\$3,150.00
2.5	Remove and Reinstall Storm Pipe	m	13	13	\$750.00	\$9,750.00	\$423.80	\$5,509.40	\$263.50	\$3,425.50
3.0	200mm Dia. PVC DR18 Transmission WM c/w Fittings	m	440	440	\$560.00	\$246,400.00	\$488.30	\$214,852.00	\$826.00	\$363,440.00
4.1	Chambers - Air Release Valve Chamber (Provisional)	Ea	1	0	\$10,000.00	\$0.00	\$20,199.40	\$0.00	\$27,000.00	\$0.00
5.1	Direct Buried Valves - 200mm Gate Valve	Ea	1	1	\$7,000.00	\$7,000.00	\$4,214.50	\$4,214.50	\$5,200.00	\$5,200.00
6.1	Connection to Existing Main - Westwood Avenue	Ea	1	1	\$7,500.00	\$7,500.00	\$2,608.00	\$2,608.00	\$2,410.00	\$2,410.00
7.0	Watermain Crossings	Ea	5	5	\$2,000.00	\$10,000.00	\$3,260.00	\$16,300.00	\$1,095.00	\$5,475.00
8.0	Sewer Crossings	Ea	1	1	\$1,500.00	\$1,500.00	\$3,056.60	\$3,056.60	\$8,100.00	\$8,100.00
9.0	Erosion and Sediment Control	L.S.	1	1	\$3,500.00	\$3,500.00	\$3,912.00	\$3,912.00	\$3,500.00	\$3,500.00
10.0	Pipe Trench Insulation	m	129	129	\$50.00	\$6,450.00	\$51.60	\$6,656.40	\$116.50	\$15,028.50
11.0	Trench Excavation - Rock (Provisional)	m ³	160	160	\$100.00	\$16,000.00	\$238.60	\$38,176.00	\$100.00	\$16,000.00
12.0	Portable Variable Message Signs (Provisional)	Ea	2	2	\$4,500.00	\$9,000.00	\$3,260.00	\$6,520.00	\$8,475.00	\$16,950.00
					SUBTOTAL	\$354,480.00	SUBTOTAL	\$344,757.50	SUBTOTAL	\$482,460.00
BID SUMMARY					CONTRACT ITEMS	\$354,480.00		\$344,757.50		\$482,460.00
					CONTINGENCY	\$35,000.00		\$35,000.00		\$35,000.00
					Sub total	\$389,480.00		\$379,757.50		\$517,460.00
					HST (15% of Subtotal)	\$58,422.00		\$56,963.63		\$77,619.00
					Total Tender Price	\$447,902.00		\$436,721.13		\$595,079.00
					Net HST HST (4.286%)	\$16,692.00		\$16,275.32		\$22,176.86
					Net Total Contract	\$406,172.00		\$396,032.82		\$539,636.86



Project Budget Summary Worksheet

Project: WOL001-2022 - University WTM (Park to Skyway) **G/L:** 3-990-9150-9902

Note:

Capital Budget

Total Budget	Net HST	Net Budget	Full HST	Full Cost	% Invoiced	Progress	Remaining	Pre-tax
\$360,000.00	\$15,428.57	\$344,571.43	\$51,685.71	\$396,257.14	3.22%	<div style="width: 3.22%;"></div>	\$348,410.33	\$333,478.46

Total Commitment Vs. Budget

Total Budget	Net HST	Net Budget	Tot. Commitment	Projected Over.	% Over Under	Max % Over	Max \$ Over	Remaining
\$360,000.00	\$15,428.57	\$344,571.43	\$416,015.11	\$56,015.11	15.56%	5.00%	\$18,000.00	-\$38,015.11

Summary Billing

Vendor	PO #	Subtotal	HST	Grand Total	Net HST	Net Total	Invoiced	Total Committed
CBCL	006705	\$11,113.38	\$1,667.01	\$12,780.39	\$476.29	\$11,589.67		\$19,982.29
Gary Parker Excav	007351	\$0.00						\$396,032.82
Total		\$11,113.38	\$1,667.01	\$12,780.39	\$476.29	\$11,589.67	2.79%	\$416,015.11



G/L:

Project Budget PO Tracking Worksheet

Project:

PO #:

Note:

Vendor:

Phase:

PO Budget

Committed	Net HST	Tot. Committed	Full HST	Tot. Vendor Cost	% Invoiced	Subtotal Invoiced	Progress	PO Remaining
\$19,161.10	\$821.19	\$19,982.29	\$2,874.17	\$22,035.27	58.00%	\$11,113.38	<div style="width: 58%;"></div>	\$8,047.72

Capital Budget

Total Budget	Net HST	Net Budget	Full HST	Full Cost	% Invoiced	Progress	Remaining	Pre-tax
\$360,000.00	\$15,428.57	\$344,571.43	\$51,685.71	\$396,257.14	3.22%	<div style="width: 3.22%;"></div>	\$348,410.33	\$333,478.46

Invoices Against PO

Date	Invoice #	Subtotal	HST	Grand Total	Net HST	Net Total	% PO Budget	Σ Cum.
2022/03/11	0476726	\$4,790.25	\$718.54	\$5,508.79	\$205.30	\$4,995.55	25.00%	25.00%
2022/05/17	0478269	\$1,916.10	\$287.42	\$2,203.52	\$82.12	\$1,998.22	10.00%	35.00%
2023/05/05	0486244	\$3,544.79	\$531.72	\$4,076.51	\$151.92	\$3,696.71	18.50%	53.50%
2023/06/06	0486860	\$862.24	\$129.34	\$991.58	\$36.95	\$899.19	4.50%	58.00%
Total		\$11,113.38	\$1,667.01	\$12,780.39	\$476.29	\$11,589.67	58.00%	



G/L: 3-990-9150-9902

Project Budget PO Tracking Worksheet

Project: WOL001-2022 - University WTM (Park to Skyway)

PO #: 007351

Note:

Vendor: Gary Parker Excavating

Phase: Construction

PO Budget

Committed	Net HST	Tot. Committed	Full HST	Tot. Vendor Cost	% Invoiced	Subtotal Invoiced	Progress	PO Remaining
\$379,757.50	\$16,275.32	\$396,032.82	\$56,963.63	\$436,721.13	0.00%	\$0.00		\$379,757.50

Orig. Contract **\$379,757.50**

Capital Budget

Total Budget	Net HST	Net Budget	Full HST	Full Cost	% Invoiced	Progress	Remaining	Pre-tax
\$360,000.00	\$15,428.57	\$344,571.43	\$51,685.71	\$396,257.14	3.22%		\$348,410.33	\$333,478.46

Progress Claims and Invoices

#	Date	Invoice #	Subtotal	Holdback	HST	Grand Total	Net HST	Net Total	% PO Budget	Σ Cum.
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	

Contract Change Orders

#	Date	Title	Status	Subtotal	HST	Grand Total	Net HST	Net Total	% Or.Contract
1									0.0%
2									0.0%
3									0.0%
4									0.0%
5									0.0%
6									0.0%
7									0.0%
8									0.0%
9									0.0%
Σ	(Approved)			\$0.00				\$0.00	0.0%
Σ	(Pending & Verbal Approval)			\$0.00				\$0.00	0.0%
Σ	(Declined)			\$0.00				\$0.00	0.0%



May 10, 2023

Rob Parker - President
Gary Parker Excavating Ltd.
1-687 Central Ave.
Greenwood, NS B0P 1R0

RE: WOL001-2022 – University WTM (Park to Skyway) – Notice of Award

Hello Mr. Parker,

Please be advised that we have completed our review of received bids for the aforementioned project. We are pleased to inform you that the Town of Wolfville has decided to award this contract to Gary Parker Excavating Ltd. for the base sum of \$399,956.90 Canadian dollars (plus HST). Due to constraints in the approved project budget, careful consideration will be given to proceeding with contract provisional items.

We request a kickoff meeting as soon as possible to discuss the commencement date and schedule of work. Please contact me by email at adesousa@wolfville.ca or at (902) 542-3213. Thank you for your bid, and we look forward to working with your company again.

Kind regards,

Alexander J. de Sousa, P.Eng.
Director of Engineering & Public Works
Town of Wolfville

COMMITTEE UPDATE

Title: KPPT Committee Meeting
Date: June 21, 2023
Department: Committee of the Whole



KPPT Committee Meeting

- Meeting held on June 21st, 2023, at KKPT office on Aberdeen Street, Kentville
- Meeting called to order at 5:02, new territorial acknowledgment done as part of new meeting procedure.
- Nomination Committee reported on the process of board members moving to the executive. Seeking Chair, Vice-Chair, Treasurer, Secretary. These will be worked on and come back to us prior to AGM. It is recommended that an elected official only hold one of the Chair/ Vice-Chair positions. Chair position is a two-year position, with the hope of Vice-Chair taking over after that time frame.
- AGM scheduled for 6:30, July 19th, regular meeting at 5:00, both at Aberdeen Location
- We reviewed the Policies and Procedures given to us a few months ago. More in-depth discussion on the role of drivers as caregivers, the language around drivers as “friends” and the liable that follows. Typos and language fixed up. Motion for this document passed. New document adopted.
- Financial Report was circulated earlier today so we reviewed it as a group. With KPPT being short staffed, because of illness etc., the numbers were behind getting in the spreadsheet. Numbers are showing a deficit, but we are still awaiting Government money- which usually comes in July, so all should be updated for the next meeting.
- There was an update on the Anniversary celebration, 25 Years in business. The KPPT was very visible at the recent Berwick 100 Year Celebration and feedback was positive.
- Office Report: Two new drivers getting climatized to the procedures. And two more were recently interviewed for one full and one part-time position. Lots of interest stemming from former Woods Limousine drivers which makes for ‘easier’ training.
- Insurance policies have been reviewed and some were renewed. There was discussion of Liability Insurance review, and it was believed to be 2-3 years ago, so we are going to look at that, as well as office insurance etc.
- Kathleen mentioned to the group that she is so much time into her 5 years of service and a future discussion for a succession plan needs to be in place.
- An idea was mentioned about a specific client service with an added benefit for the driver to take groceries into a home, etc. but updates to policies and rules and regulations need to be examined. Possibly a three-month pilot project.
- No new business, or correspondence
- Meeting adjourned 5:55

Respectfully Submitted,
Councillor Mike Butler

COMMITTEE UPDATE

Title: Annapolis Valley Trails

Date: May 2023

Department: Committee of the Whole



Meeting –held virtually.

The financials were reviewed.

Most of the discussion was on Planning for the AGM – June 8 at 1:30 at LMCC. Discussed speakers, potential new board members. Etc.

Respectfully submitted,

Councillor MacKay

COMMITTEE UPDATE

Title: Annapolis Valley Trail Coalition (AVTC)

Date: June 8, 2023

Department: Committee of the Whole



The AGM of the Annapolis Valley Trails Coalition was held on June 8, 2023 at the Louis Millett Centre, New Minas.

The guest speaker was Cory Robar from Communities, Culture, Tourism and Heritage. His newly created position is to act as advisor between the coalition and different branches of the government to streamline the number of funding requests that are required to be made and to advise on what may or may not be eligible for funding. He has years of experience with the trails of Lunenburg, Queens and Annapolis Counties and should be a real asset to the Coalition.

Rick Jacques, Trail Coordinator, gave an update on his activities in the previous year. Challenges exist along the trails of invasive species and safety on trail. Of serious concern is sight paths where the trail crosses roads, especially with cyclists not obeying stop sign on the trails. He reports that he will have 2 assistants working with him again this summer to help clear and maintain trails. He also expects that he may be seconded to do some work in the areas affected by forest fires and that could impact some of the work that gets completed this season.

The Municipality of Kings continues to seek funding to complete the Harvest Moon Trail to Horton Landing. To date they have been unable to obtain anything but will continue looking at other sources including Landscapes of Grand Pre and the Department of Communities, Culture, Tourism and Heritage. The hope is that if funding is obtained the trail would be completed to the railroad bridge on the Gaspereau River.

Respectfully submitted.

Ian Palmeter

COMMITTEE UPDATE

Title: WBDC
Date: June 2023
Department: Committee of the Whole



WBDC Meeting –held in person at WBDC office.

President's Report

Social Media Management – this was done by the Coordinator – it will now be outsourced for the content, but supervised by the Coordinator to ensure continuity of content

Sponsorship Policy - Discussion had to rethink how the WBDC supports events like Devour and Deep Roots. Conversations will be had with these organizations and a policy will be developed in the coming months.

Board meeting 12 months per year - was meeting 10, will now be 12 months.

Treasurer Report – Financials provided.

Coordinators Report

Summer Greenery Program - 35 Hanging Baskets - 8 Greenery • 3 Photography co-pay • Horton Grad Parade • AGM Invites • Co-Op Student Development/Supervision

Social Media

- Final Social media Insights up to 15 May • 330% 6 mth Increase against previous 6 mths • Gained over 500+ Followers from Mother's Day campaign • 29 Members gained 122 avg. followers gained of per post (2 x 200+) • Only \$100 avg. giveaway value • 75% Increase of 90-day reach from 46.2k to 81k

Much discussion, planning for the AGM.

Updated for After the AGM –

It was a great night, with a wonderful turnout. Lots of interactions between the businesses and their owners/employees.

Troy did a fabulous job hosting!

It appears our business community is thriving!

Respectfully Submitted,

Councillor MacKay

COMMITTEE UPDATE

Title: Valley Waste and Kings Transit IMSA Board

Date: June 21, 2023

Department: July 2023 Committee of the Whole



UPDATE

The VW and KTA IMSA Board met on June 21st, 2023, for the monthly Board meeting. Items discussed included:

1. Valley Waste:

- a. The Reuse Centre has been very successful since reopening with sales averaging \$1,500.00/week.
- b. Staff met with Wolfville Landlords, along with Town of Wolfville Staff, to discuss next year's spring cleanup schedules and educational opportunities for the student population.
- c. The annual compost give away was held on May 13th in Berwick and Canning with 35 yards of compost donated by Fundy Compost – moved in approximately 3 hours.
- d. Management has attended a two-day workshop on disaster preparedness for solid waste facilities in response to several recent natural disasters. The Session discussed the potential impact of and response to major events.
- e. With changing C & D (Construction and Demolition) guidelines, management is assessing current procedures. It is possible there will be a need to engage a professional hydrologist to review and recommend ground water guidelines.
- f. The annual audit is underway.
- g. Management is close to finalizing the Waste Services Agreement with Annapolis County which will see all Valley Waste communications and enforcement activities expanded to include the County.
- h. The IMSA Board approved a housekeeping motion to update the staff titles on the General Banking Resolution for Valley Waste.
- i. The IMSA Board approved Valley Waste's Safety Policy Renewal.

2. Kings Transit:

- a. Fuel prices have been down over the past month. The Carbon tax impacts have not been initiated yet but will have an impact on fuel prices when they are included.
- b. Ridership numbers have crept up slightly month over month – about 3,000 riders over the past month.
- c. Three proposals have been received for the Phase 1 ICIP study. The responses are being evaluated.
- d. The ICIP Phase 2 application is still under review. Management was asked to provide a "Climate Lens Resilience Assessment" as the only outstanding item in completion of the application.
- e. Recruitment of a full-time spare driver and a Director of Finance positions are underway. The Board discussed changing the title to Director of Corporate Service to expand the options for this position.

Respectfully Submitted,
Mayor Donovan

COMMITTEE UPDATE

Title: AVRL AGM June 15, 2023

Date: June 27, 2023

Department: Committee of the Whole



The **AVRL AGM Meeting** was held June 15, 2023 in the Council Chambers, Berwick, Nova Scotia. Guest were Liana Jacquard and Jessica Clahane, Auditors with Grant Thornton LLP.

Minutes of previous AGM, June 23, 2022 approved as distributed.

Financial Statements

The Audited Financial Statements were reviewed by Grant Thornton Auditor, Jessica Clahane, CPA, CA Partner, before the motion to approve the Audited Financial Statement was approved.

Appointment of the Auditors 2023-2024

A motion to appoint Grant Thornton as AVRL Auditors for 2023-24 was made and approved.

Annual Reports from Chair and CEO (see attached) were approved.

Election of the Officers or the Board

The Executive of the AVRL Board for 2023-24 were nominated and approved as

Chair - Janet Ness, Wolfville Citizen Representative

Vice- Chair - Jill Cox, Middleton Citizen Representative

Treasurer - Lesley McDonald, Provincial Representative

Appointment of AVRL Representative to Library Boards Association of Nova Scotia (LBANS)

It was moved and approved that AVRL Chair Janet Ness will be AVRL's LBANS Representative.

Meeting Adjourn at 6pm.

Respectfully submitted by:

AVRL Town of Wolfville Representative and Board Chair, Janet Ness

COMMITTEE UPDATE

Title: AVRL AGM June 15, 2023

Date: June 27, 2023

Department: Committee of the Whole



Annual Report from the CEO

To: AVRL Board and Staff
From: Julia Merritt, CEO
Date: June 15, 2023
Re: Annual Report for the AGM 2022-2023



The 2022-23 year has been a transformational one for AVRL, with more to come as the world around us continues to shift. Through it all, the patrons have been committed to their libraries, returning enthusiastically to in-person programs and library usage, with numbers exceeding what was achieved in 2019. Especially noteworthy are the 5,000+ new cardholders, who we hope will find many years of joy from their cards.

The launch of Same Page in April 2022 was a milestone, exponentially expanding the depth and breadth of the collections available to Nova Scotians and ushering in a new era of cooperation among Nova Scotia's public libraries. AVRL patrons have adopted the new service with gusto, with use rates that are double those of any other library in the consortium. We look forward to refining the service to enhancing outcomes even further, and to exploring the possibilities for additional future projects within the province as a whole.

Also in 2022, the AVRL Board committed a permanent position to continuing to work on the goals of the Moving Through project, seeking to further the Calls to Action of the Truth and Reconciliation Commission and the guiding themes of the Nova Scotia Culture Action Plan to incorporate Indigenous ways of knowing and doing to the development of programs, library spaces, and materials, to build relationships between AVRL and the three area First Nations communities and to strengthen literacy connections for local Indigenous families.

And in early 2023, The Town of Wolfville committed to a location and timeline for a new branch in Wolfville. This branch is the last to be rebuilt or renovated in the last 20 years and is eagerly anticipated to serve Wolfville's growing population of heavy library users!

Lastly, I would be remiss if I did not mention the monumental change within the staff, with the retirement of all the senior managers and several in the Branches as well within the last twelve months. Through it all, the staff have been cheerful and dedicated to maintaining best practices. I am confident that with the new leadership team we will be able to meet the challenges ahead.

Julia Merritt, Chief Executive Officer

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COMMITTEE UPDATE

Title: AVRL AGM June 15, 2023

Date: June 27, 2023

Department: Committee of the Whole



Report from the Chair

To: AVRL Board and Staff
From: Janet Ness, AVRL Chair
Date: June 15, 2023
Re: Annual Report for the 2022-2023 AGM



This year has been an active one for myself and the executive committee as we navigated many changes at AVRL this year. Since June 2022 we have met to discuss and recommend to the board actions regarding:

- CEO search
- Union Certification
- Long-term employee retirements
- New Organizational Chart
- Financial challenges
- Upcoming Funding Formula Review Process

CEO Search

A year ago Angela Reynolds, Interim CEO, started a new chapter for AVRL. In June we launched our search for a new CEO and a transition plan for anticipated retirements among the senior management team was implemented. Eleven months later we have a new CEO and management team. In January 2023 the AVRL Board was very pleased to welcome Julia Merritt, BAH, MLIS, APLL as our new CEO. Julia has 20 years of progressive library leadership experience and in less than 5 months has demonstrated that AVRL is indeed in good hands as we continue to “build strong communities through the sharing of places for collections and connections” - *AVRL Mission*.

Union Certification

In July AVRL Employees held a successful union certification vote and joined NSUPE. AVRL and NSUPE are currently holding contract negotiations.

Retirements

This has been a year of celebration and reward for the well deserved retirements of a number of long-time AVRL ‘family members’. And have we celebrated! Cakes, cupcakes, gifts, memories, more cakes and above all else, gratitude and thanks for the nearly 200 years of collective service among our retirement cohort of 22-23. Thank you and best wishes in your retirements to: Ann-Marie Mathieu, Angela Reynolds, Wendy Trimper, Charlotte Janes, Pat Milner, Shelly Cox, Jaki Fraser, Sue

COMMITTEE UPDATE

Title: AVRL Board Meeting June 15, 2023

Date: June 27, 2023

Department: Committee of the Whole



AVRL Board Meeting Synopsis

The regular AVRL Board Meeting was held following the AGM on Thursday June 15, 2023 in Berwick, NS.

The minutes of the April 20, 2023 meeting were approved and will be posted on AVRL website @ [Library Board](#). The minutes of the April 20, 2023 In Camera Meeting were approved.

Committee Reports

The Executive Committee (Janet Ness, Chair) - no meetings held since April 20, 2023

Finance Committee (Lesley MacDonald, Treasurer)

Financial Statement updates were delayed due to staff turnover and will be distributed to board members for e-vote approval when completed.

CEO Report

- April 21st marked the one-year anniversary of Same Page. The service continues to be extremely popular with AVRL patrons. AVRL is currently using the service at double the rate of other libraries; given this large discrepancy, AVRL will be investigating its collection development processes to understand which parts of the collections need more investment. This will create a more robust internal collection that should reduce the load on the system as well as the amount of work for AVRL staff.
- May 29, AVRL held its first in-person In-Service for staff since 2019. Presenters were Sam Driscoll, Manager of HR & Facilities, who presented on Customer Service, and external facilitators April Howe, Tova Sherman and Brianne Williams covering Unconscious Bias, Making a Difference and Safe Lifting Techniques.
- ☐ May 31, Charlotte Janes retired after nearly 41 years with AVRL. Charlotte was instrumental in the evolution and promotion of technological services at the Library and her competence and enthusiasm will be missed!
- Management retirements and turnovers have created an opportunity for the new management team to learn the tasks associated with these positions, assess what will be needed in the future, and determine how best to organize the duties based on the needs and available funds.
- The Provincial Libraries through CORL continues to plan for the upcoming budget negotiations with the CCTH and the Provincial Government. Its next step is to seek grant funds to conduct a financial assessment of need, to be clear at the start of conversations with respect to the scope of financial need.
- Town of Wolfville and AVRL staff continue to work towards the public launch of the Wolfville Branch project and fundraising campaign. A website with full details is expected to be made live in late summer/early fall.

COMMITTEE UPDATE

Title: AVRL Board Meeting June 15, 2023

Date: June 27, 2023

Department: Committee of the Whole



-
- Board Chair Janet Ness and CEO have met or will meet with all the Annapolis Valley MLAs to introduce the new CEO, provide an update on 2022-23 performance, and highlight the upcoming Provincial budget negotiations:

New Business

1. A Disbursement Policy was approved for AVRL Investment Strategy.
 - This Disbursement Policy applies to the any donated or invested assets held by the Annapolis Valley Regional Library ("AVRL"). The purpose of this Policy is to outline the principles, procedures and policies to spend any interest or capital of any donation or investment, from time to time as may be desired by the AVRL. Any investment manager ("the Manager") or any other agent or advisor providing services in connection with the portfolio shall accept and adhere to this Policy.
2. An updated Respectful Workplace Policy was approved.
3. AVRL Board Endorsed the CORL Funding Formula Needs Analysis as the basis for negotiations leading to a new Funding Formula for Public Libraries.
4. Board approved a review of Financial Procedures to align with current standards for reporting.

Next meeting Sept 21, 2023 Berwick Town Hall

Respectfully submitted by:

AVRL Town of Wolfville Representative and Board Chair, Janet Ness