



Committee of the Whole

September 12, 2023

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, July 4, 2023
- b. Committee of the Whole In Camera July 4, 2023

3. Presentations

- a. Alison Wellwood, Family Physician, Wolfville Collaborative Family Practice
- b. Katherine Ryan, Randall House Management Committee Chair
- c. David Lang, Wolfville Tennis Club
- d. Kelly van Niekerk, WBDC Placemaking Update

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. Committee Reports (Internal)

- a. Audit Committee
- b. Planning Advisory Committee
- c. RCMP Advisory Board

6. CAO Report

7. Staff Reports for Discussion

- a. Info Report IR013-2023: AT Network Update
- b. RFD 042-2023: Development Agreement 620 Main Street (PID 553837)
- c. Info Report: IR015-2023 Hemlock Woolly Adelgid Interim Update
- d. Info Report IR016-2023: Parks Plan
- e. RFD 041-2023: In Wolfville – EDI Approach
- f. RFD 044-2023: Operating Line of Credit
- g. RFD 045-2023 Valley Waste Resource Management – Debt Guarantees for 2023/24 Capital Program
- h. RFD 046-2023: Fleet Acquisition Program Budget Overage (*report to follow*).

8. Committee Reports (External)

- a. Kings Point-to-Point (KPPT)
- b. Wolfville Business Development Corporation (WBDC)
- c. Inter-Municipal Services Agreement for Valley Waste & Kings Transit (IMSA for VW & KTA)

9. Public Input / Question Period



10. **Adjournment to In-Camera Meeting under *section 22(2)(c) Of the Municipal Government Act.***
 - a. Citizen Committee Applications for WBDC
11. **Adjournment of In-Camera Meeting**
12. **Regular Meeting Reconvened**
13. **Motions from In-Camera Meeting**
 - a. RFD 043-2023: Appointment of Citizen to WBDC
14. **Regular Meeting Adjourned**

COMMITTEE UPDATE

Title: Audit Committee Report
Date: July 7th, 2023
Department: Committee of the Whole



Audit Committee Report

Audit Committee met in Chambers; All Committee present except David (with regrets). CAO joined us.

- Director MacLean presented the pre-circulated year end statements to the committee and the Consolidated Statement of Financial Position including:
 - Statement of Financial Positions & Statement of Operations
 - Statement of Changes Net Financial Assets (Debt) & Statement of Cash Flows
 - Supporting Notes to Financials
 - Overall cash decreased (unrestricted) while Capital reserves (restricted) funds increased.
 - Discussions around newly added Asset Retirement Obligations surrounding the retirement costs of our tangible capital assets: think of Landfills, Asbestos, Wells.
 - Trust Funds are not consolidated and have specific restrictions. Provided as information. Small discussion around those funds as well as Provincial Financial Condition Indicators and Council's budget process (as one member of the Committee was a new councilor)
 - Town's debt is currently manageable.
 - Several small changes to the Notes were identified and will be incorporated into the Consolidated Statements before they go to Council for final approval.
 - Leanna & Victoria from Grant Thornton provided an overview of the pre-circulated Auditors Report including:
 - Request to add a new note for bank indebtedness.
 - Review of significant areas of risk for audit – no instances of fraud or suspected fraud identified.
 - Asset Retirement Obligation – no instances of management bias identified.
 - Draft Audit Report & Internal Controls
 - Other business matters & Procurement & payroll processes
 - No Issues arose from Grant Thornton, and this will be their last year as town auditors, after a four-year stint. Many thanks were given for the smooth working relationships. The process to appoint new auditors will begin in the fall.
 - Motion presented and passed to move those reports to council for approval.
 - Review of Mayor, Council & CAO expenses incurred.
 - Hospitality Reporting.
 - Final Expense Reporting Miscellaneous
- Next meeting scheduled for September 15th, 2023, at 8:30am.

Respectfully submitted,

Councillor Mike Butler

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: September 12, 2023
Department: Planning & Economic Development



The July meeting of the Planning Advisory Committee heard from guest speaker Randy Acker, Director of the Disability Support Program at the Province of Nova Scotia. Mr. Acker shared information with the committee on Small Option Homes, modular homes and the Remedy (an outcome of a human rights case against the province).

A Staff report for a Development Agreement to expand the use of the Tattingstone Inn through the development of an additional 7-guest suite building was presented and the Committee motioned to move the Development Agreement to Committee of the Whole for initial consideration. Staff provided an update on the Town's application status for the Housing Accelerator Fund and introduced the tree inventory and policy work being undertaken by Dr. Peter Duinker at Sylveritas Ltd.

Motion:

That the Planning Advisory Committee and the Heritage Advisory Committee provide a positive recommendation to Council for the Draft Development Agreement for 620 Main Street (PID 55383137) and that it be forwarded to Council for initial consideration.

COMMITTEE UPDATE

Title: RCMP Advisory Board
Date: September 12, 2023
Department: Committee of the Whole



UPDATE

- RCMP Advisory Board

Report and Updates

Tuesday, July 11, 2023 Advisory Board Meeting

Council Chambers, (10:00am – 10:48am)

Community Safety Office Pilot Project Update

Special Project and Communications Specialist Barb Shaw presented an update on the status of this project noting:

- The Town has hired Dr. Stephen Schneider to provide a feasibility and planning report on the creation of a Community Safety Office (CSO). The purpose of the CSO is to supplement and compliment the primary form of policing and crime control. The model received support and acknowledgement through the Mass Casualty Commission's final report.
- Consultation with a range of community stakeholders has already begun and Dr. Schneider's final report is expected in February, 2024. Included in Dr. Schneiders report will be information related to the credentials required for the CSO Coordinator. Similar positions already exist in the Annapolis Valley and other university towns in Canada and the United States.

RCMP Report

Corporal Travis Collins presented on the RCMP Quarterly report and clarified the distinctions between the various categories of crimes covered:

- Extortion category could be where someone is blackmailed into handing over money by not wishing something personal about them to be circulated in public. Fraud would cover scams where someone is tricked into handing over bank details.
- Cpl. Collins confirmed if a person is charged with multiple crimes, the highest crime is reported in the data, e.g., if someone was charged with assault and uttering threats, only the assault charge would show in these reports.
- Mischievous category covers noise complaint, property damage, something that stops someone from enjoying their property. In Wolfville there have been one or two instances where someone is blocking access to a place of business, hanging around asking for money, but the majority are noise complaint issues.
- Drug enforcement (other) category could be a drug information file, where someone has called to give information specific to a person or vehicle that is suspected of carrying drugs or where someone is suspected of taking drugs.

COMMITTEE UPDATE

Title: RCMP Advisory Board
Date: September 12, 2023
Department: Committee of the Whole



Other Traffic category could be speeding or running red lights.

-Out of 273 calls 56 incurred charges. Nine were criminal code charges. Two were charges of assault on police officers, one with a weapon; and 8 were for impaired driving.

-p\Procedure for a driver suspected of drug use and the two specific drug related testing methods carried out by experts using Standardized Field Sobriety Testing (SFST) and testing carried out by a Drug Recognition Expert (DRE).

-The bulk of traffic enforcement in Wolffville is speeding and parking offences. Recently there was a serious impaired collision where a person hit a number of vehicles and objects with their car. This person was found to be 3x legal alcohol limit. High risk for community.

Discussion around food and drink establishments' requirements/rules regarding serving alcohol.

-Cell phone use while driving cases is recorded under the Distracted Driving category. This can be broken out for specific numbers if required.

-Mental Health Act Category – increase in May, no known reason. Change of season perhaps or Mother's Day may be a trigger for some people. While there are a small number of occurrences, these do take up a significant amount of time and resources.

-Safety presentations for all members of the community and not specific to High School. The committee will consider topics and timing of presentations to encourage attendance by members of the community. Requests are typically received by the RCMP from schools. Acadia requested sessions on drug recognition. Contact name shared with Cpl. Collins of an officer from Kentville Police who carried out community engagement presentations around the fraudulent scams.

Others category include everything from information files, abandoned vehicles, breach of the peace, check stops and animal calls.

RCMP'S First Nations Police Officer liaises with First Nations community. RCMP's National Priority is recruitment and retention of aboriginal people. It's an ongoing effort.

Next Meeting: – SEPTEMBER 19, 2023 @ 10:00am Council Chambers

CAO REPORT

September 12, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Community Safety Office Feasibility Report

Dr. Stephen Schneider's review is moving along with many interviews completed over the past weeks. A successful meeting was held with representatives from the Kings RCMP detachment and crime statistics are now being sought for review. Staff continue to support this work and with the creation of an online survey on Wolfville Blooms, which will launch in late September. A public meeting is being organized for Wednesday, October 25, from 5 – 7pm at the Firehall to discuss the project. There will also be a date booked at the Wolfville Farmers' Market to promote the project and the survey, within the community.

Nuisance Party By-Law Amendments - Community Engagement

Engagement has been happening online, through Wolfville Blooms, to collect feedback on the proposed amendments to the Nuisance Party By-Law. Responses have captured the opinions of landlords, tenants and neighbours in our community.

An open house was also hosted by staff on August 24 to welcome folks in to ask questions and to provide verbal feedback. Seven community members attended and there was a robust discussion and information sharing. Staff are also looking to schedule one more engagement session with the informal landlords group. A full report will be presented to Council in advance of the second reading of the amended by-law.

Fairfield Street Maintenance and Repairs

Gary Parker Excavating Ltd. has started scheduled maintenance and repairs on Fairfield Street. The goal of this project is to improve the underground infrastructure, including removal and replacement of sewers, water mains, and hydrants.

When the replacements are complete, and it is time to reconstruct the street, we will be adding a new concrete sidewalk along the north side of Fairfield Street and will be adding some new streetlights and trees as well.

Temporary water service connections to area homes are being completed by the contractor, in coordination with Town of Wolfville Water Utility staff. The work may require periodic scheduled water interruptions, which will be communicated ahead of time. The street will remain open to local traffic, except during concrete work, when access will be restricted for longer periods of time with advanced notice.

The work is scheduled to be completed by November 2023, though some work may be carried forward to the spring.

CAO REPORT

September 12, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Additional Public Works Projects

Concrete sidewalk is being tendered for Kent Avenue from Riga to Queen. This work is scheduled to be completed before the start of winter.

Speed calming is being developed for Stirling Avenue and infrastructure will be installed before winter, including speed cushions and a raised sidewalk.

Reasons for local parking tickets

Compliance staff have noticed the following frequent offences so please be aware that no parking is permitted:

- On or within five (5) meters of a crosswalk
- Within ten (10) meters upon the approach to any Stop Sign
- Within five (5) meters of a fire hydrant
- On the sidewalk
- Facing oncoming traffic

Parks Plan

Staff will provide an information report for Council on the consultation happening through September and October and an updated work plan given recent Staff changes. Feedback is still being collected through Wolfville Blooms.

Planning

Council and 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. Given the extension to the submission deadline, Staff are working on an amended Housing Accelerator Fund application – focused on securing funds to re-build Maple Avenue. Information and an RFD will be brought direct to Council if the pieces can fall into place on this (deadline is September 29).

Tree Inventory

The Tree Inventory work to inform a Tree Policy for the Town is ongoing. It is anticipated the findings will be presented to Council before the Christmas break. Two community sessions were hosted throughout the summer that provided walking tours with discussions focused on trees in our community.

CAO REPORT

September 12, 2023

Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Recreation Programs for Fall

Dance classes return to Wolfville this fall with favourites like Latin Dance. Ballroom for Beginners is also being added. Ukulele also returns this fall and we're introducing a new Tai Chi program. For those who like to be outside, Forest Bathing returns and our Weekly Tuesday Walks will continue.

A Guided Bike Tour is scheduled for September 19 from 5:30-7:00pm. Residents can join recreation staff and staff from Parks Canada to learn about the Landscape of Grand Pré World Heritage Site, Grand-Pré National Historic Site and the surrounding local area. The ride will be along the Harvest Moon Trail from the Wolfville Library to Grand-Pré National Historic Site and back. Bikes can be available to rent for FREE from the Library.

Once winter comes, we will look at doing snowshoe and potentially cross-country ski programs as well but more details will be available for that closer to the time. All recreation program details can be found on our website and are also promoted through Facebook.

Welcome Week

Staff were welcomed on campus to do a learning session with resident assistants (RAs). This year we focused on communication channels (website and Blooms), the nuisance party by-law and how to stay connected and engaged in Wolfville. Staff look forward to future invitations to work with small groups doing more learning in the residences during the fall.

The RAs shared how happy they were to have the Street Party happening again and they requested more events around Town to keep students active and happy.

In addition to the Street Party on Labour Day, staff will also participate in a harms reduction event, and a welcome event at the Market.

Save the date:

Community Safety Office Town Hall Meeting

Wednesday, October 25, from 5 – 7pm in the firehall training room

IR 013-2023 - INFORMATION REPORT

Title: Active Transportation Funding update

Date: 2023-09-12

Department: Planning & Engineering



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.

IR 013-2023 - INFORMATION REPORT

Title: Active Transportation Funding update

Date: 2023-09-12

Department: Planning & Engineering



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?

Staff are looking at the creation of a working group, with key stakeholders, to assist Staff in implementation.

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.

IR 013-2023 - INFORMATION REPORT

Title: Active Transportation Funding update

Date: 2023-09-12

Department: Planning & Engineering



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

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

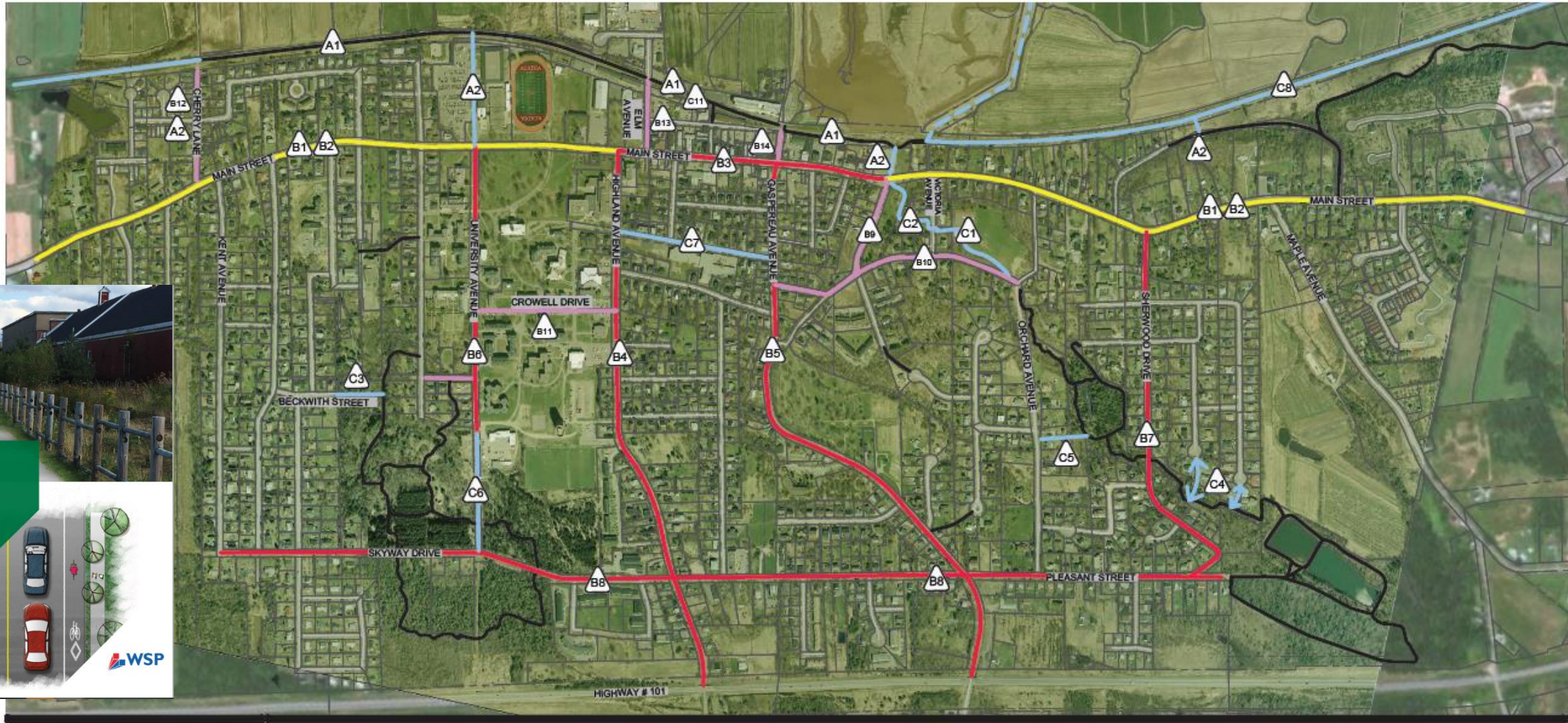
December 2021 – Council adopted the Town's first Climate Action Plan

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

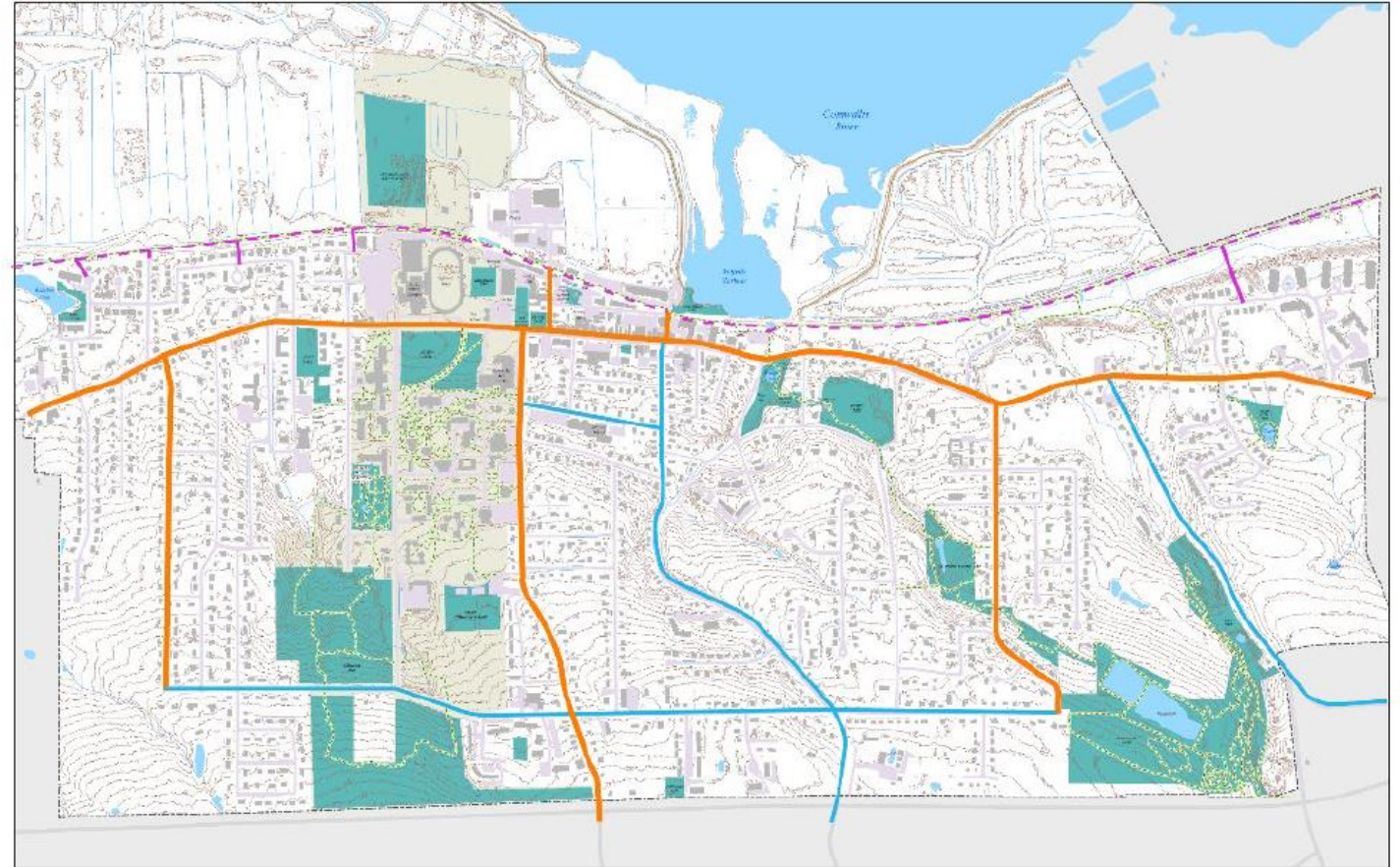
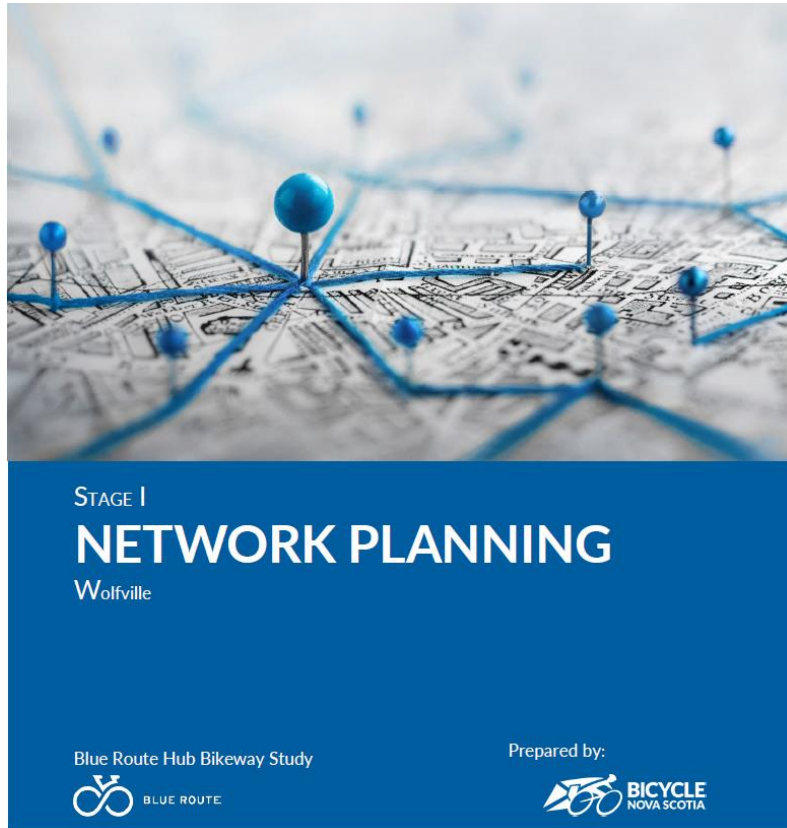


Figure 29* - Complete network (concept)

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.

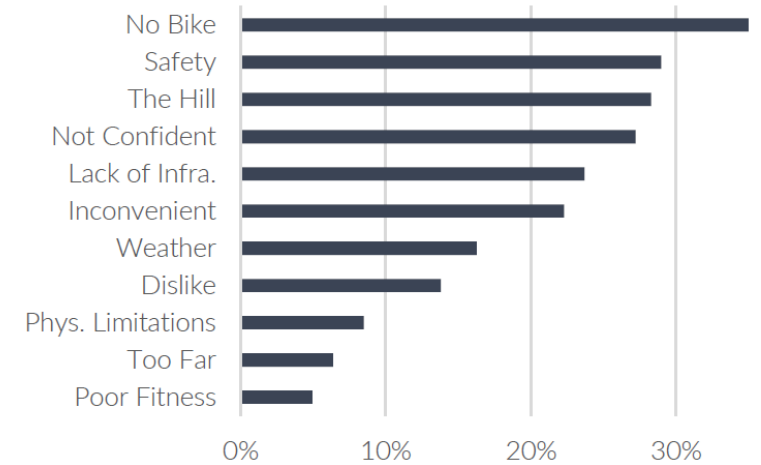


Figure 12 - Deterrents to cycling in Wolfville

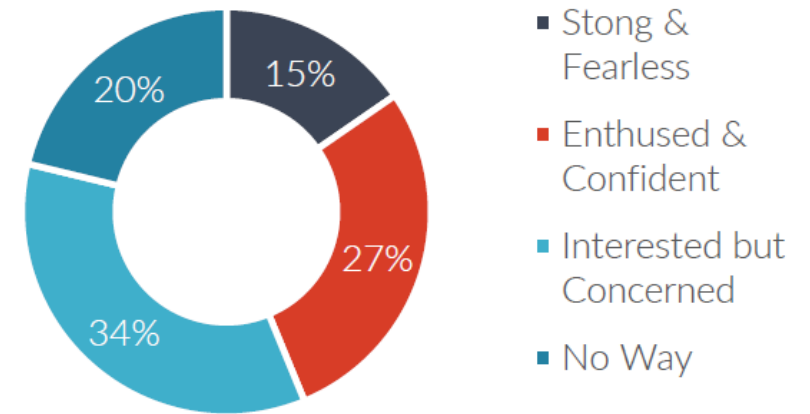
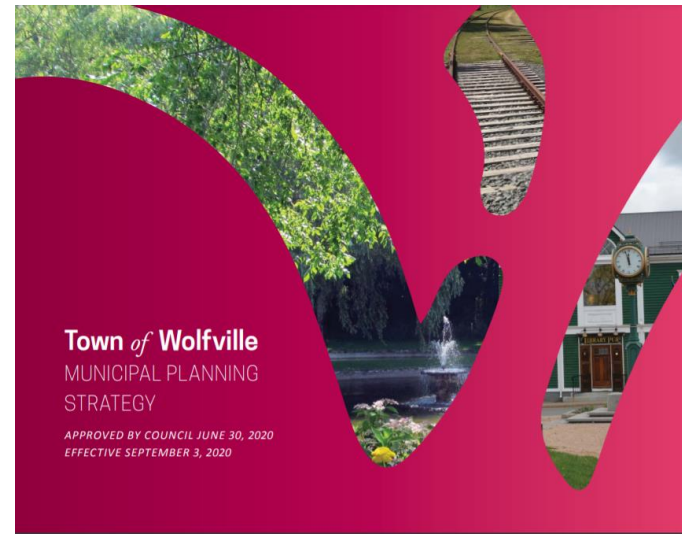
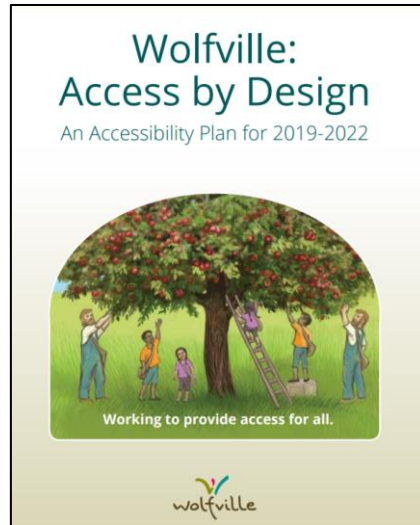


Figure 10 - Type of Cyclist

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

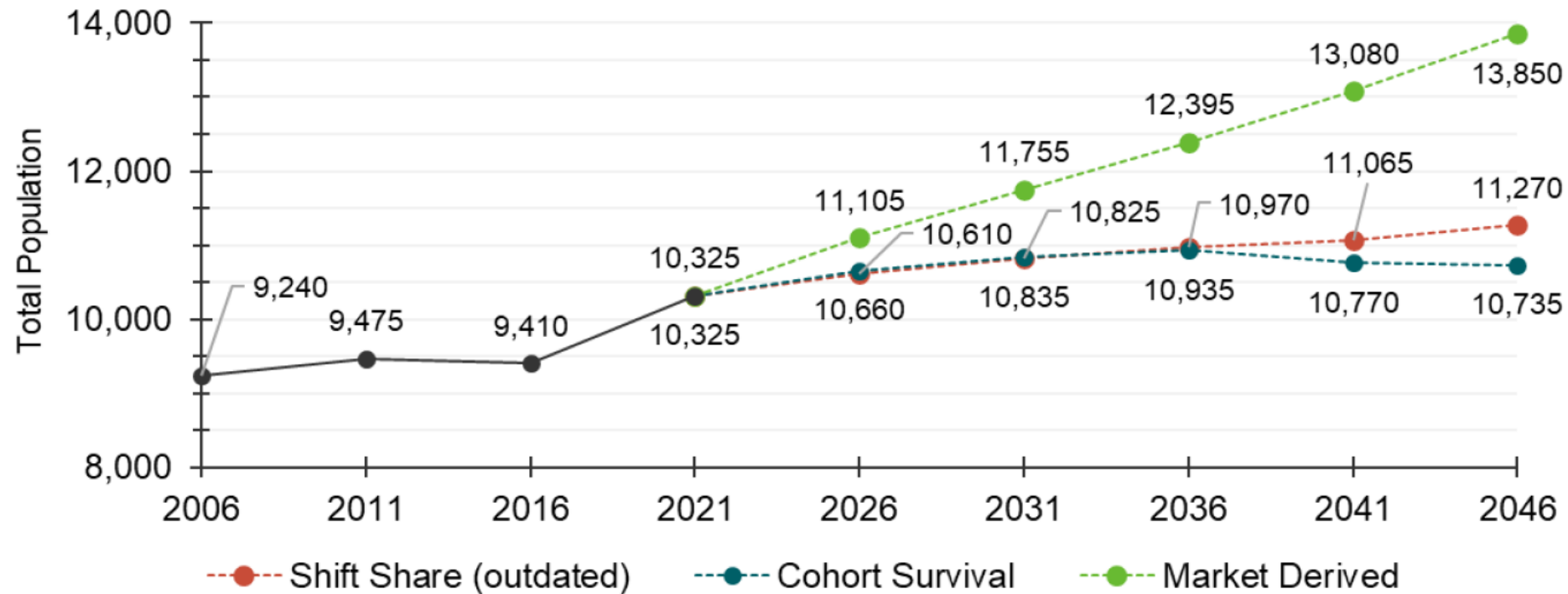
- 30% of new personal vehicles are electric by 2030, 60% by 2035, and 100% by 2040;
- 30% of new commercial vehicles are electric by 2030, 50% by 2035, and 80% by 2040;
- Transit fleet is 100% electric and right sized by 2035;
- Municipal vehicle fleet is 100% electric by 2030;
- Increase transit frequency;
- 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

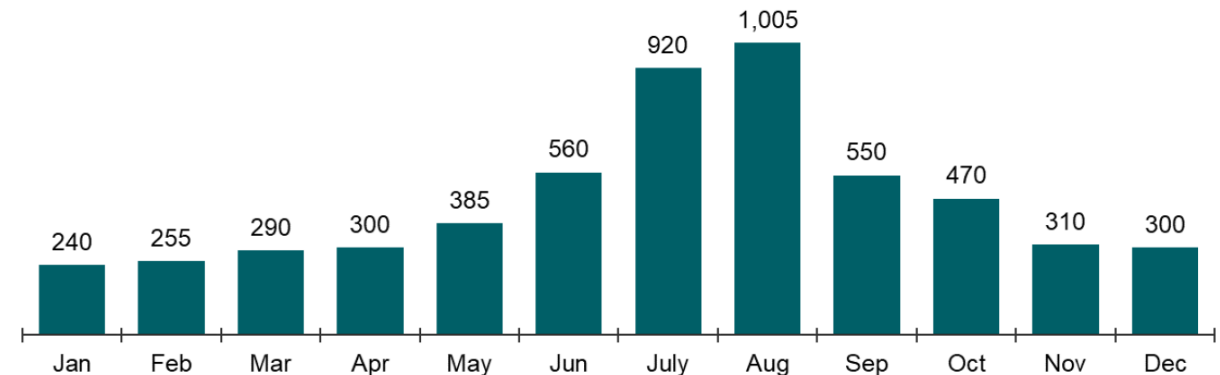
Many visitors are coming to our region (and bringing their bikes!).

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

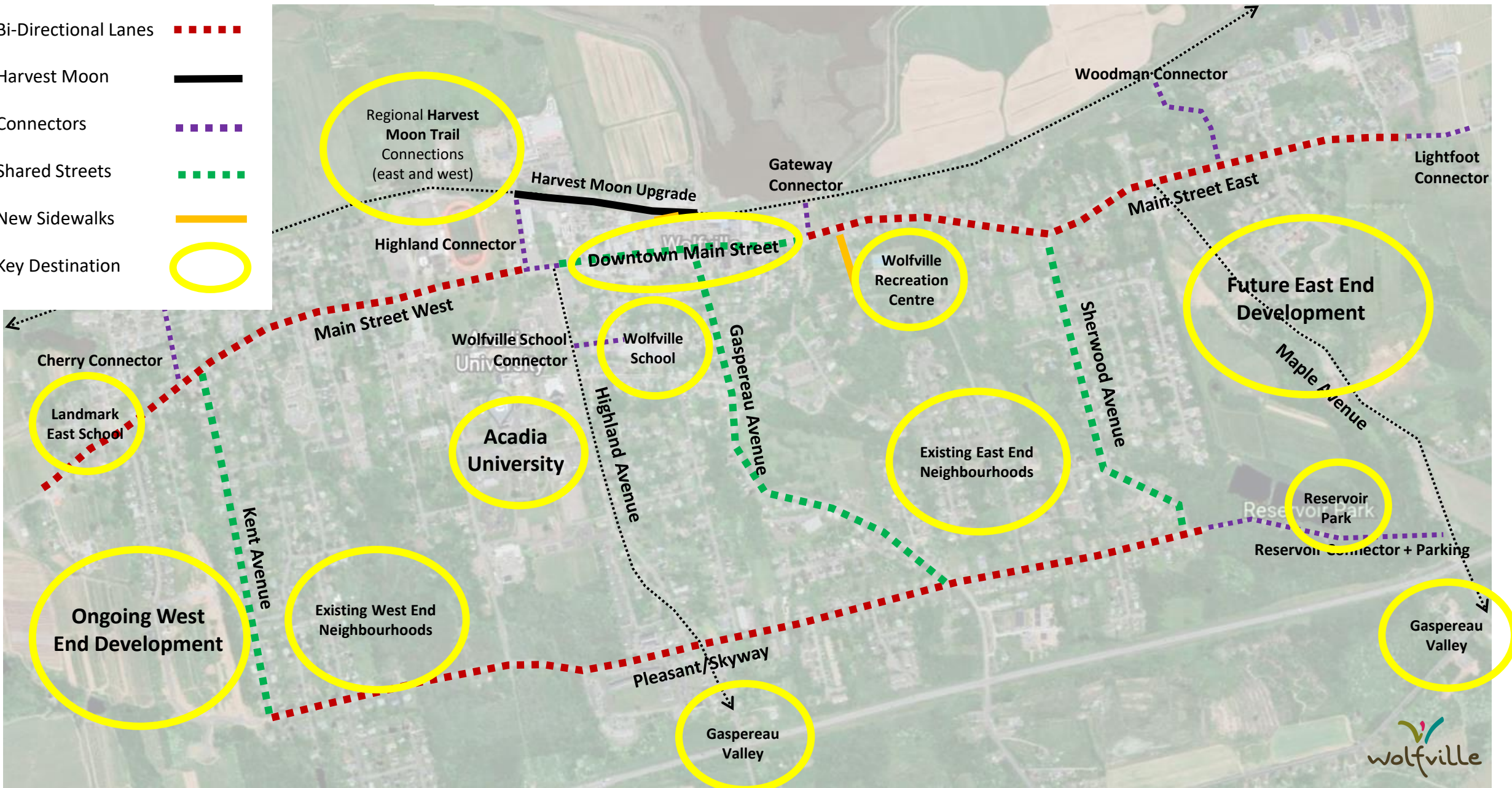
Existing Conditions + Ongoing and Future Projects of-note for overall Network








ICIP PROJECTS

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

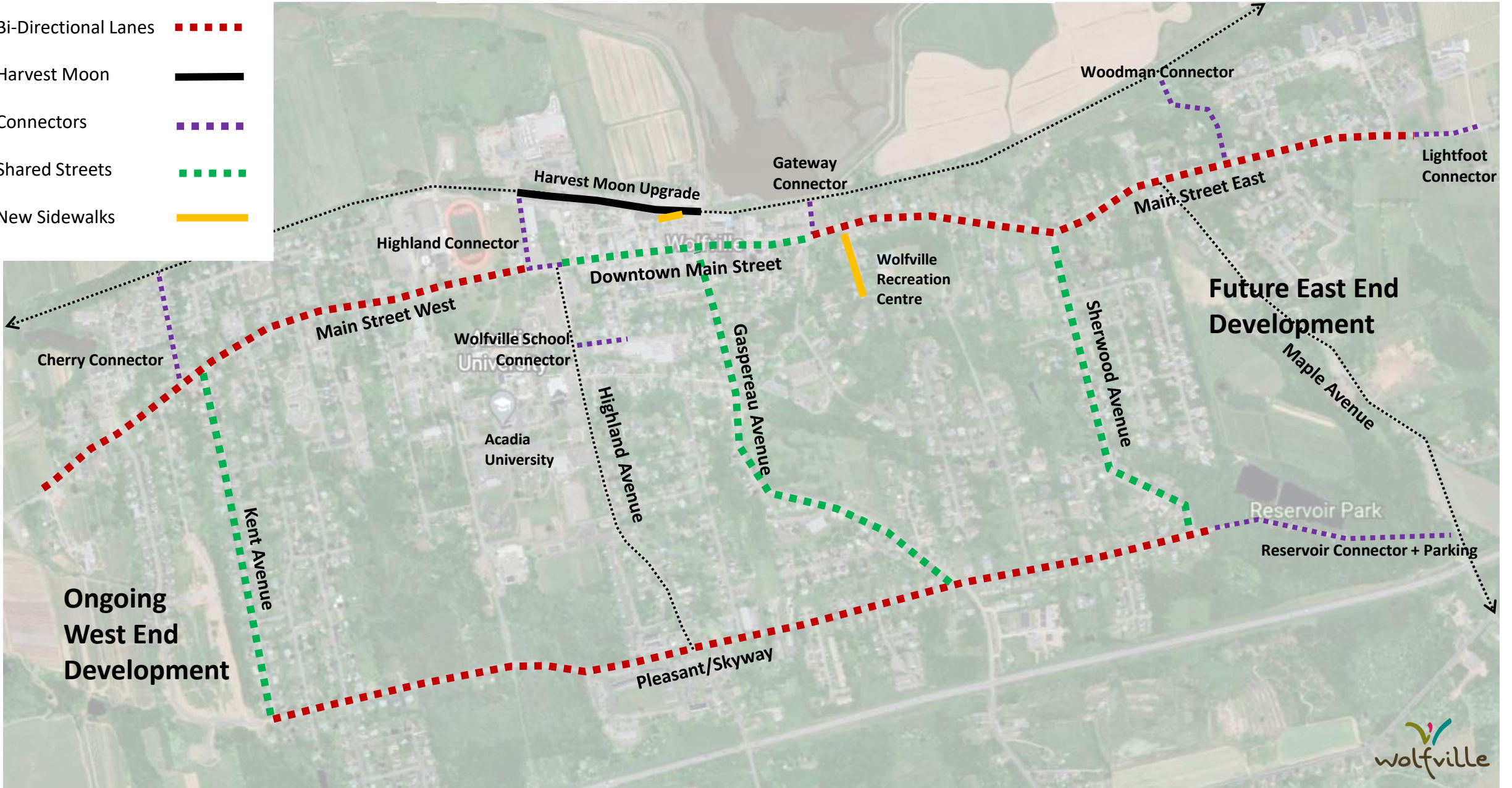
Key Destinations



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.

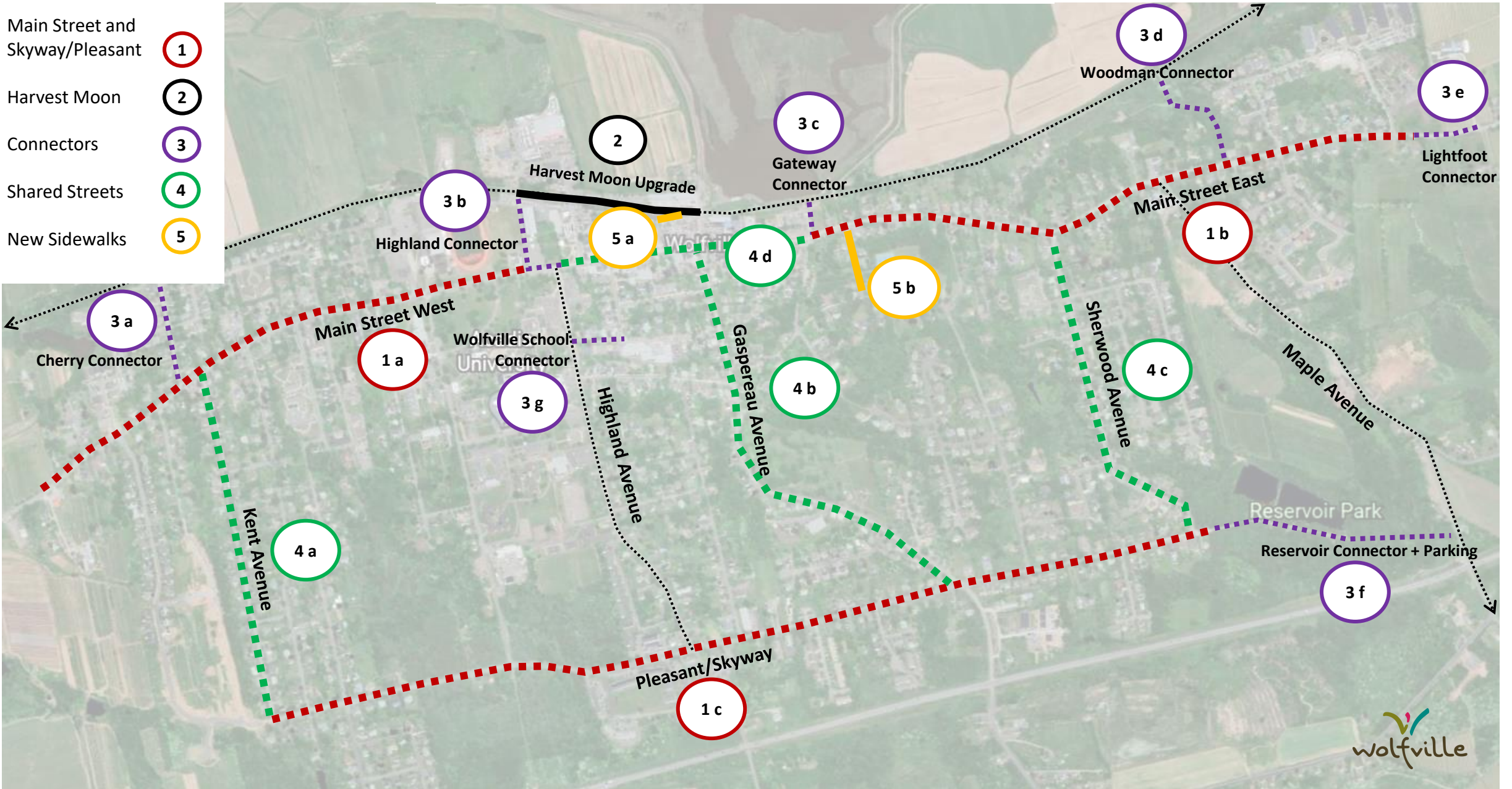


INDIVIDUAL PROJECT DETAILS

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

1 a

1 b

See Project Reference Map

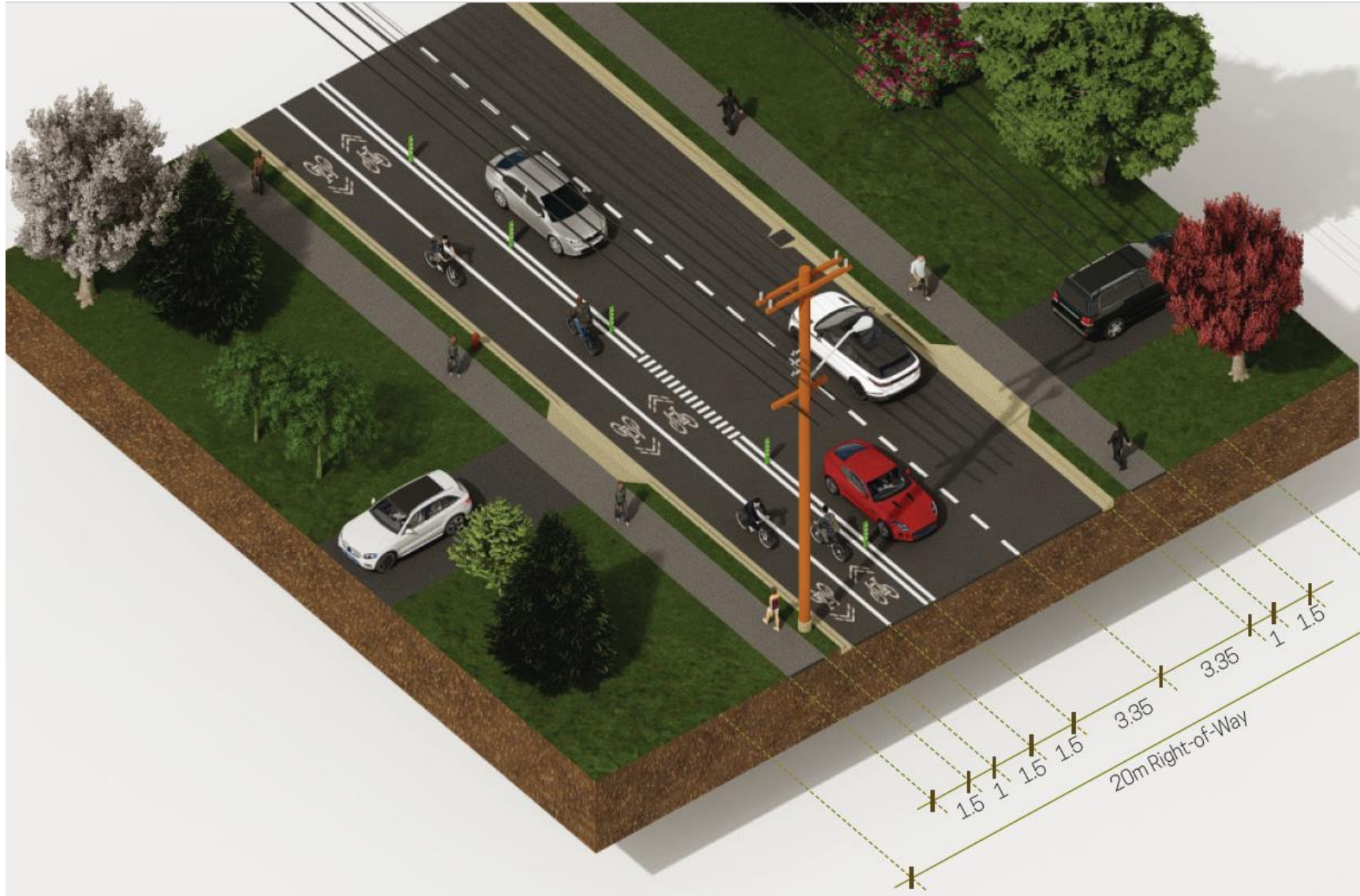
Main Street – East and West



See Project Map:

1 a

1 b



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.

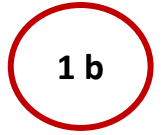
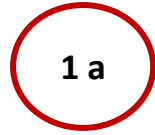
Note:

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:



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.

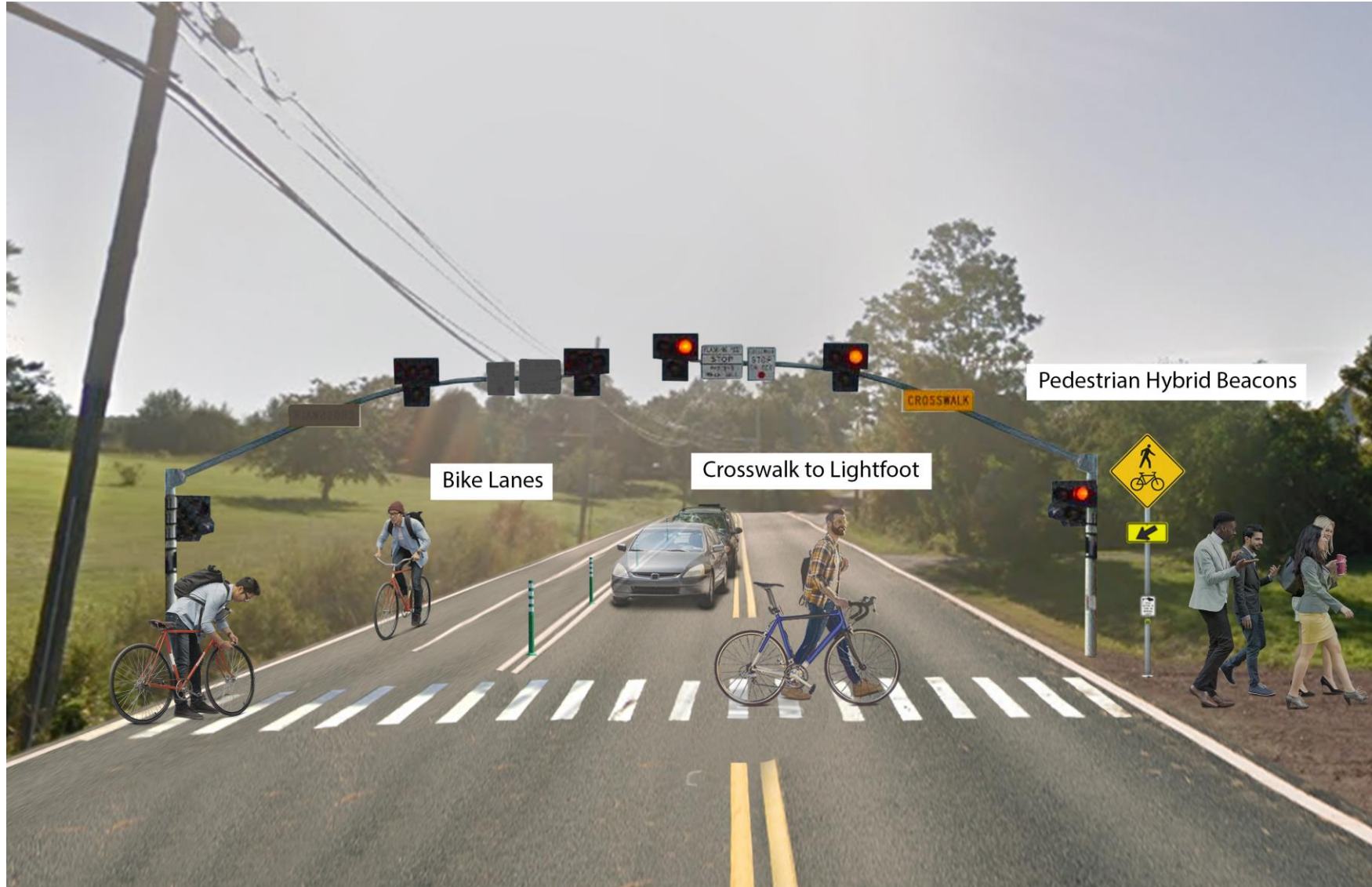
Main Street – East and West



See Project Map:

1 a

1 b

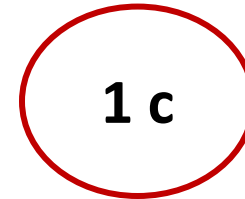


Project Details:

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

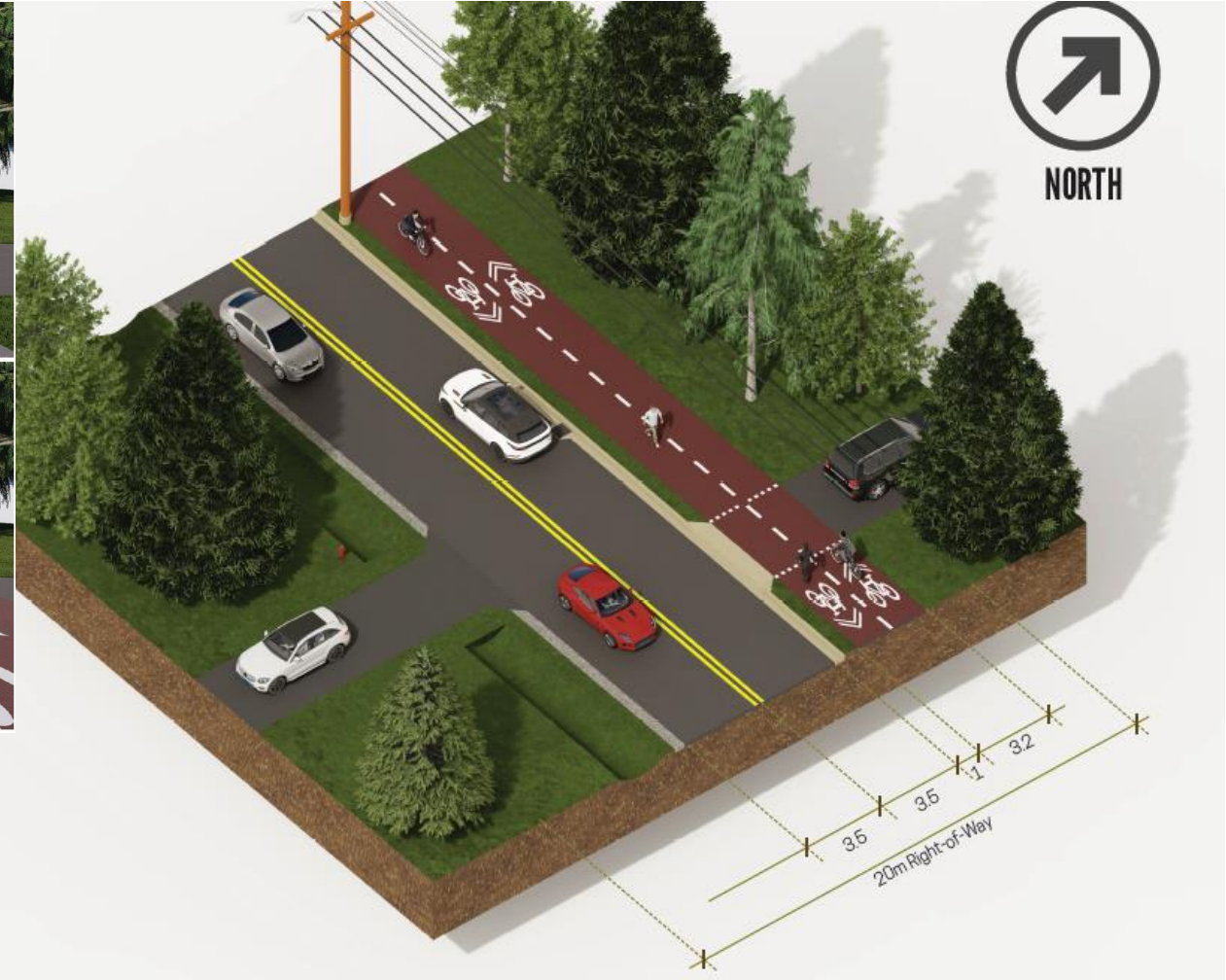
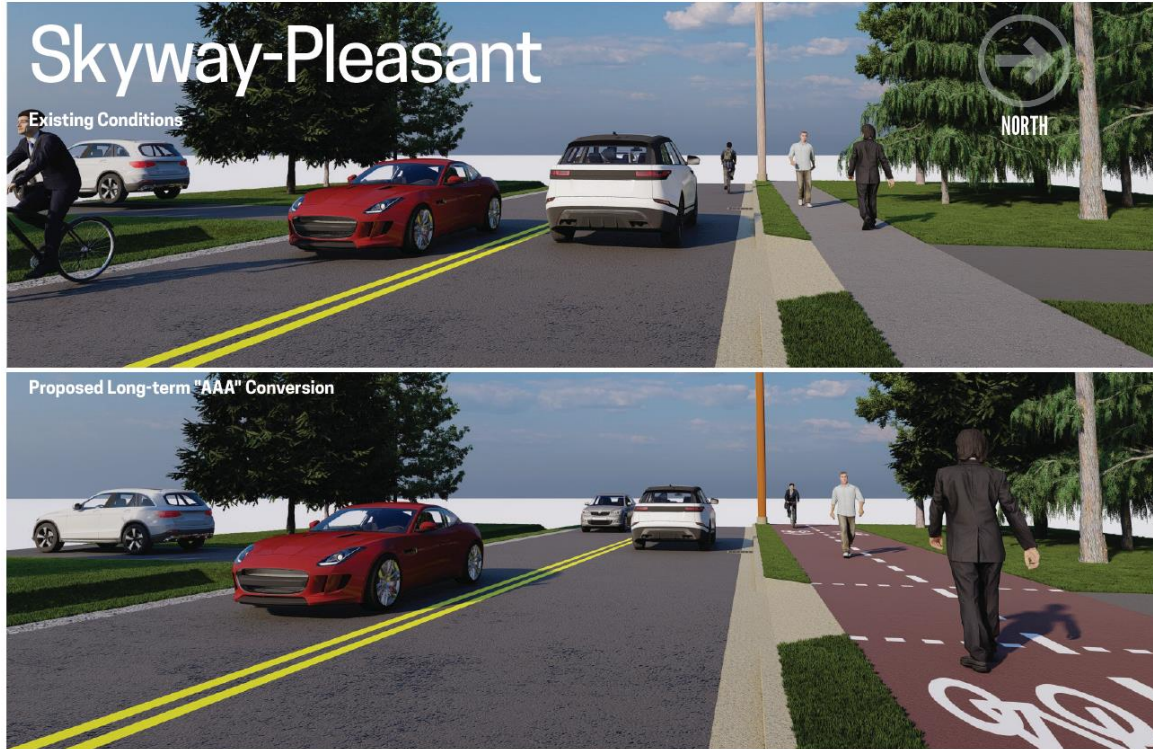
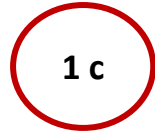


See Project Reference Map

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:

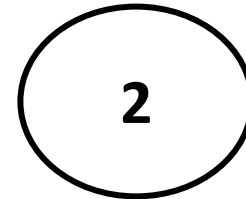
1 c



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.

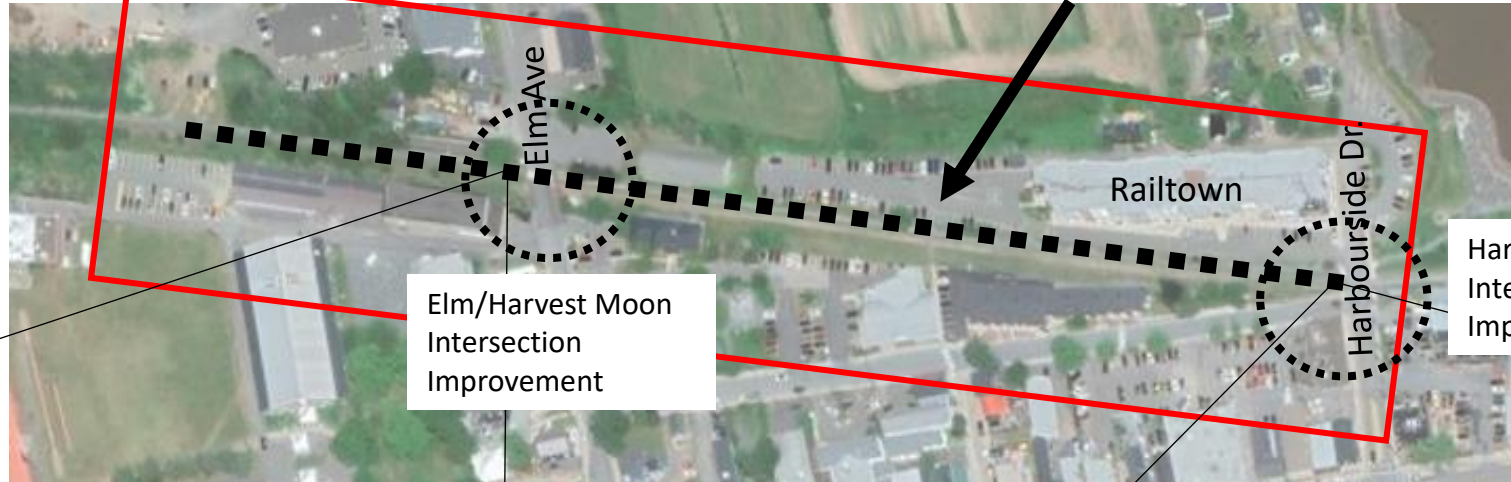


Harvest Moon Trail and Intersections



See Project Map:

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



Elm/Harvest Moon Intersection Improvement

Harbourside/Front Intersection Improvement

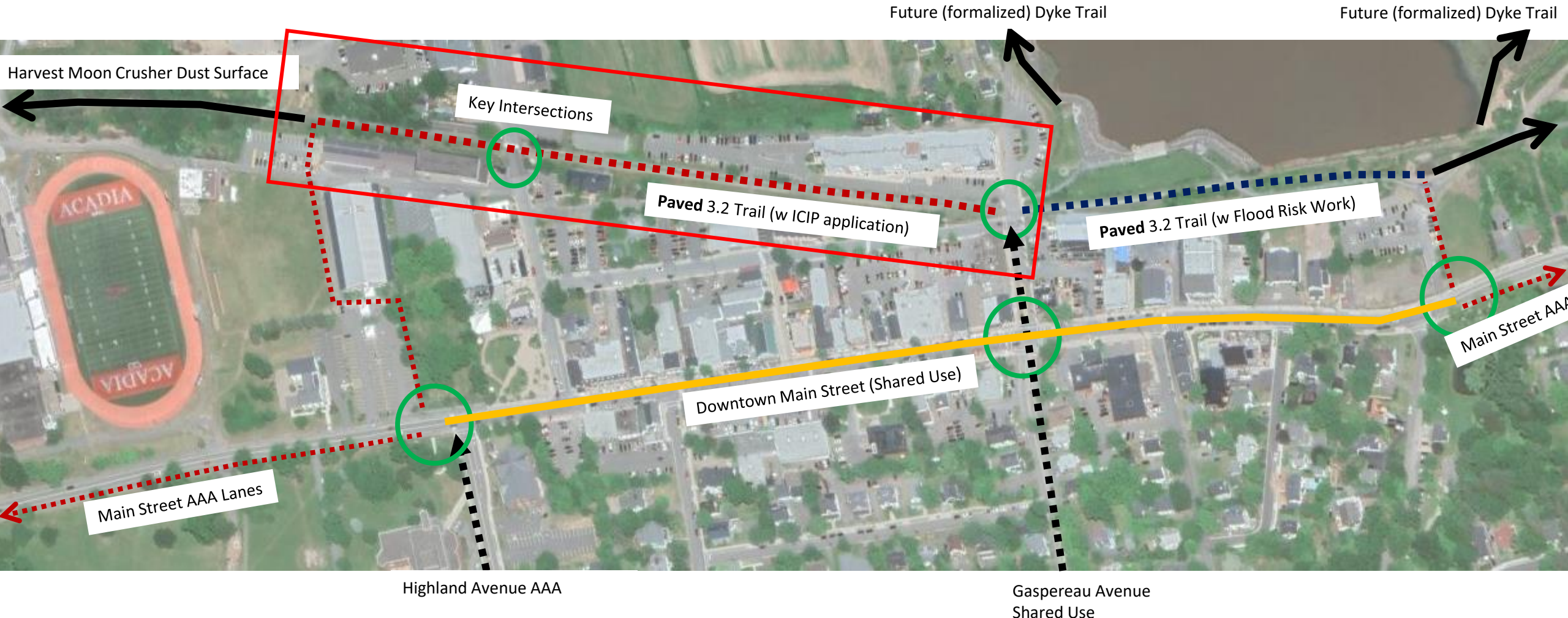


Conceptual Renderings of Intersection areas



Harvest Moon Trail and Downtown Context

See Project Map:

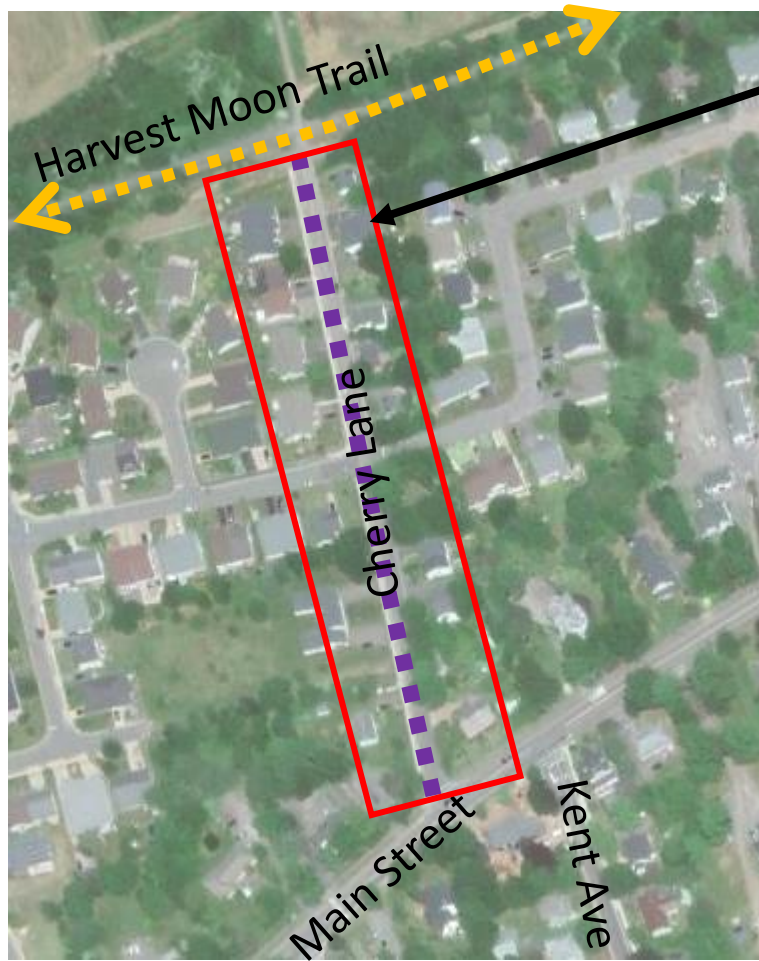




Connectors

- 3 a
- 3 b
- 3 c
- 3 d
- 3 e
- 3 f
- 3 g

See Project Reference Map



Project Details:

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



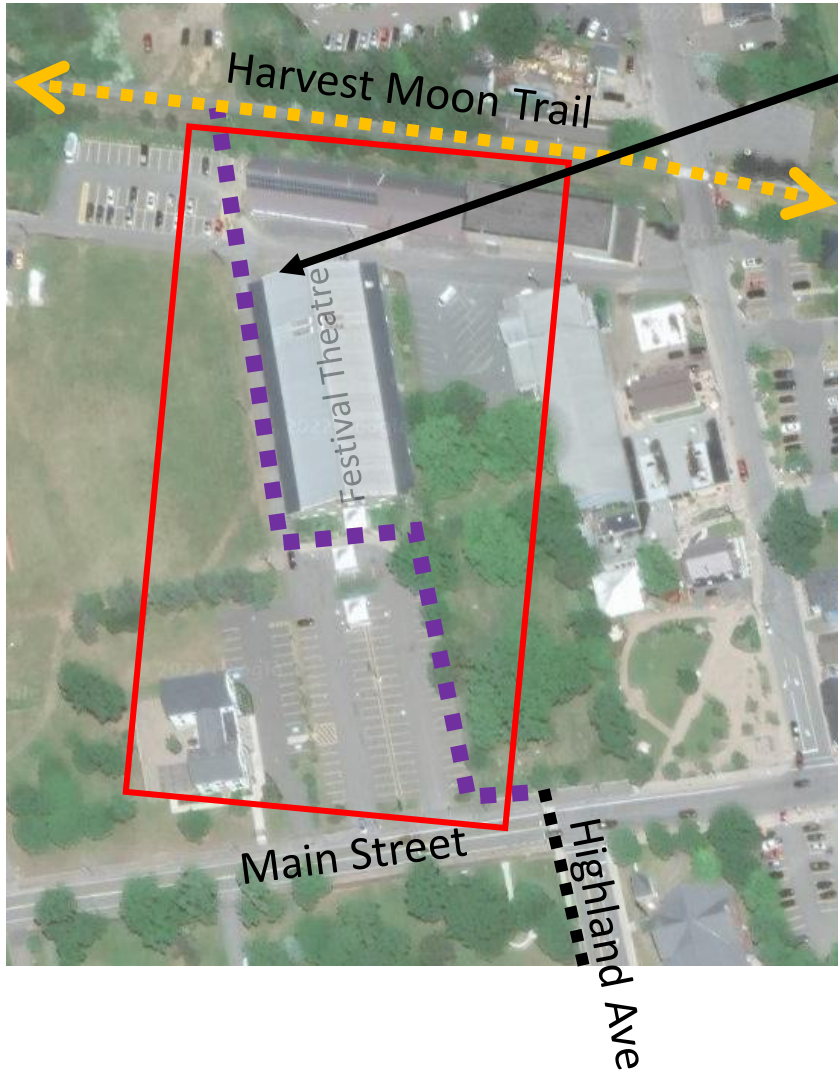
Conceptual rendering of proposed condition at Cherry Lane looking south.

Connector Highland Avenue to Harvest Moon Trail



See Project Map:

3 b

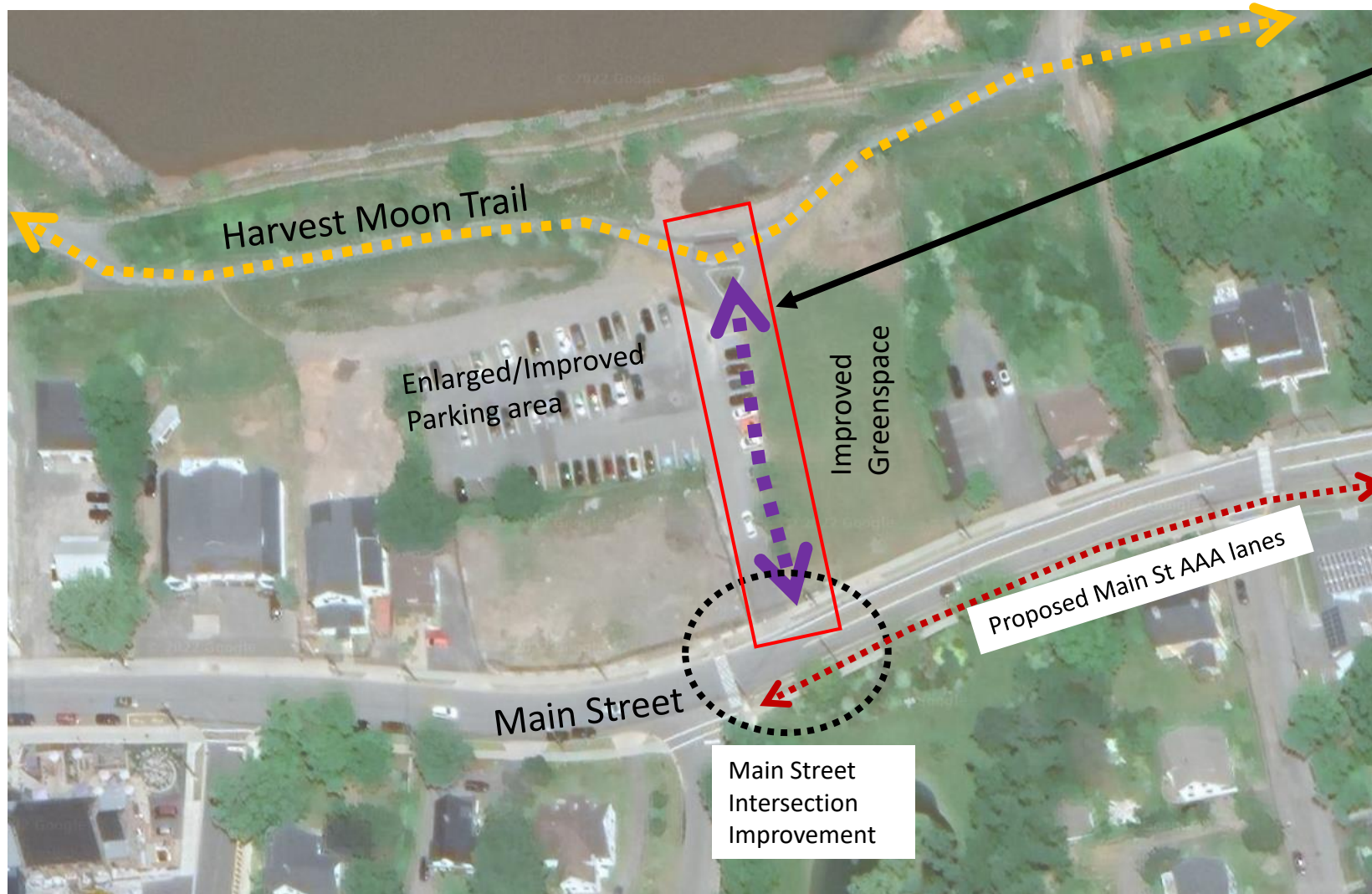


Project Details:

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).

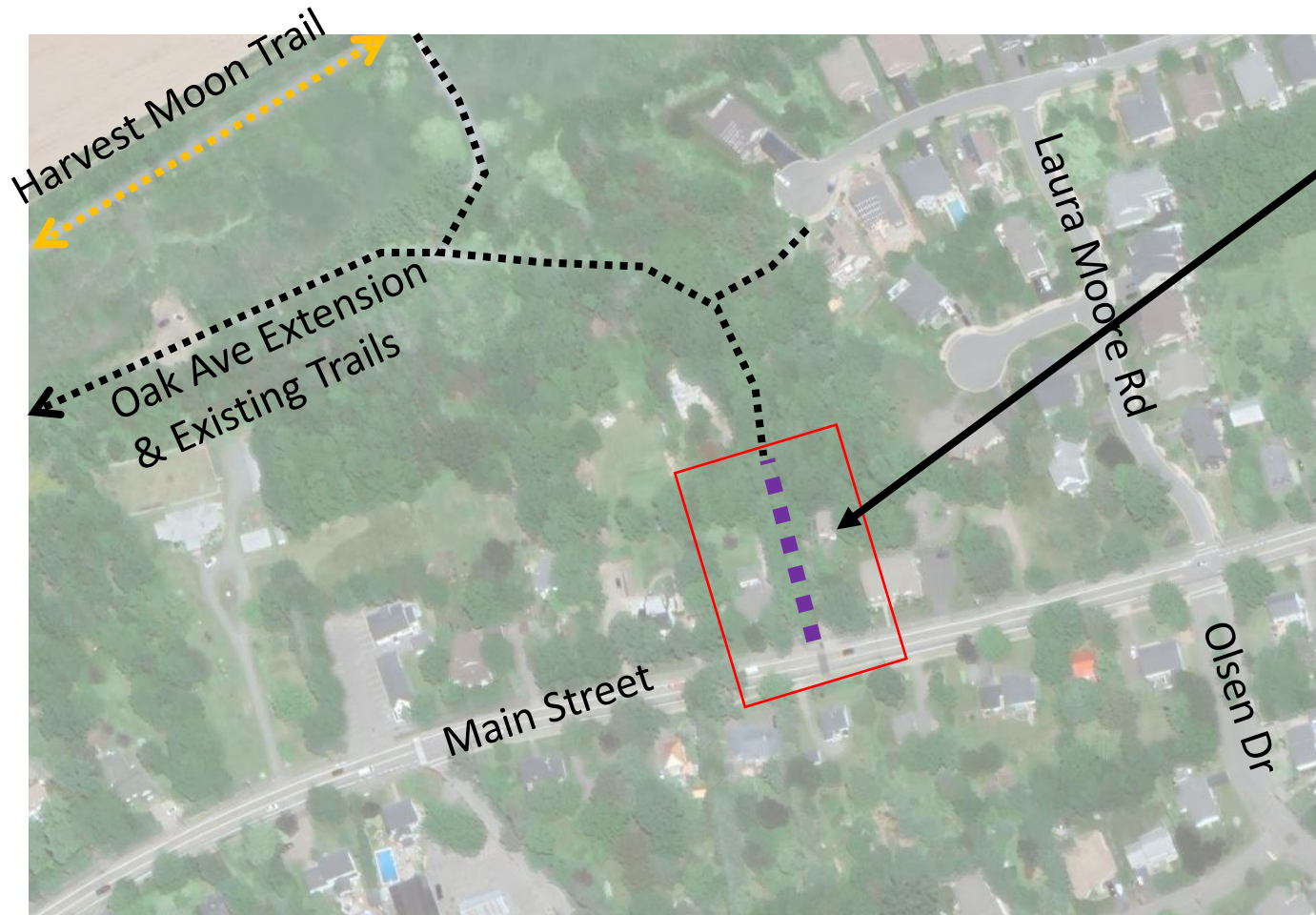
Connector

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).

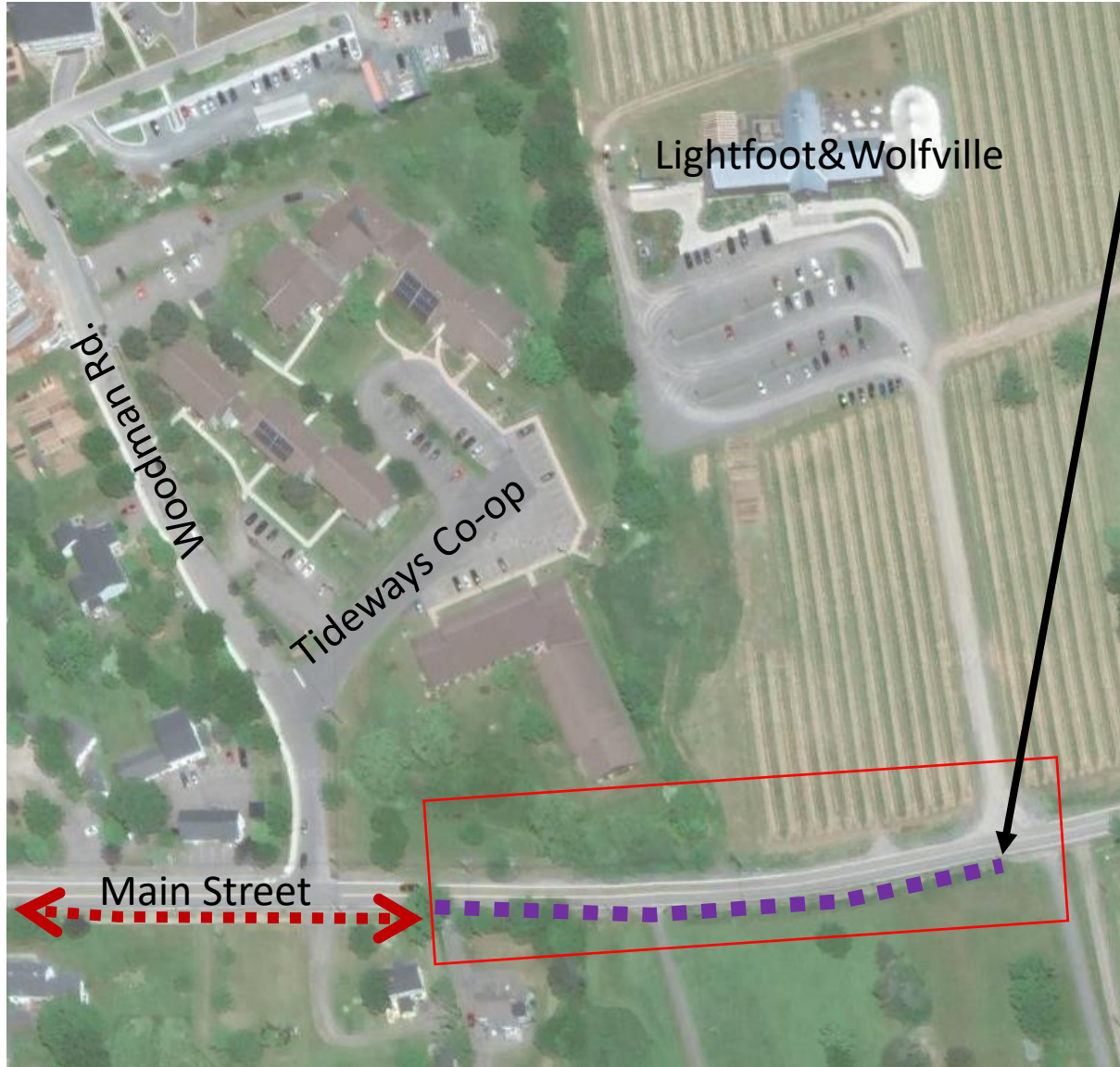
Connector

Town Boundary to Lightfoot&Wolfville



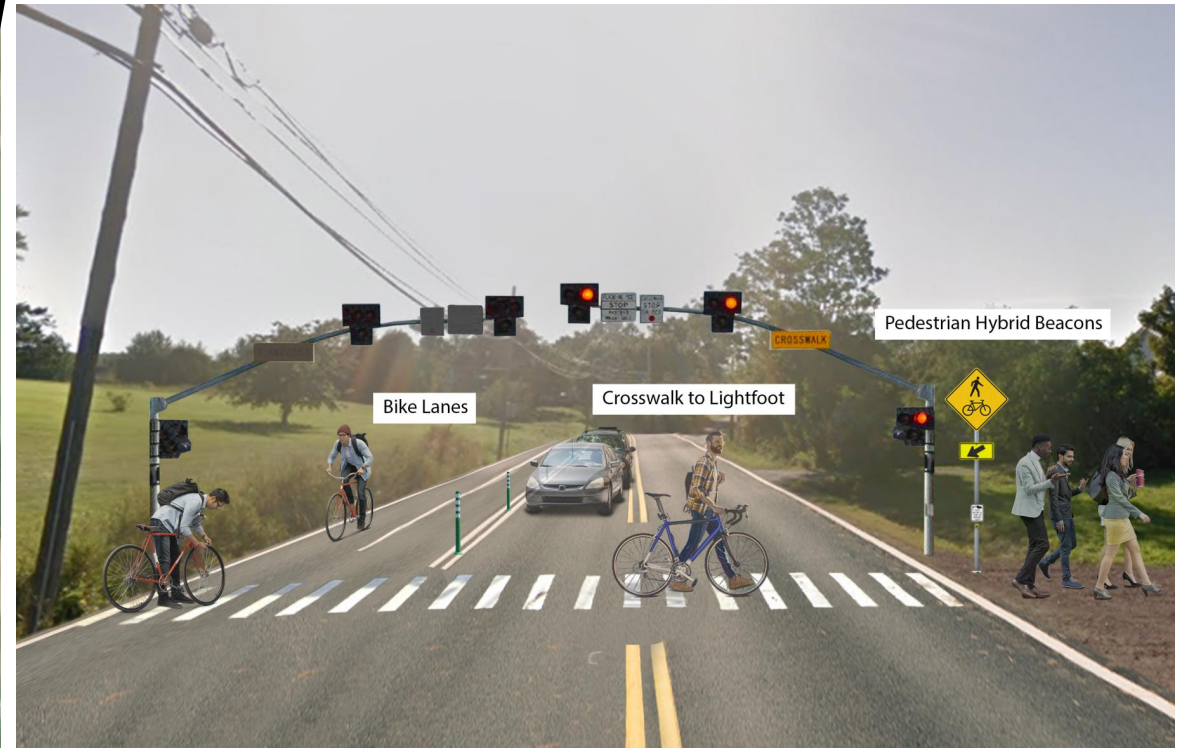
See Project Map:

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



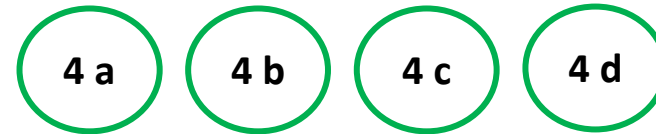
Project Details:

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.

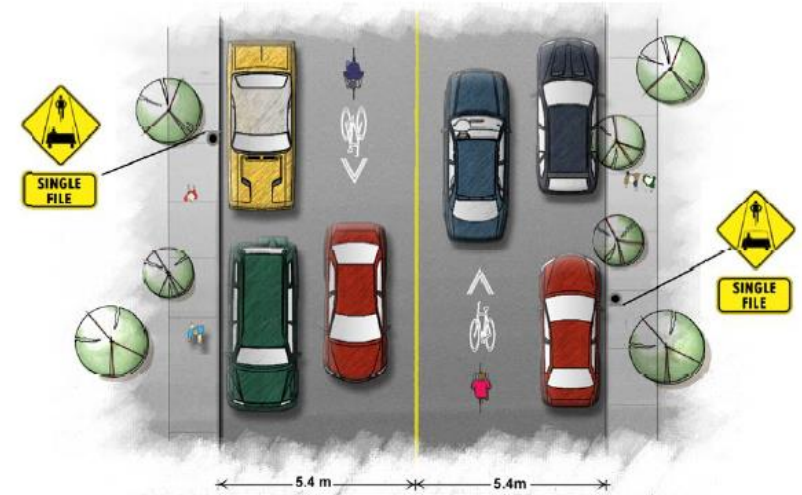


Figure 7-3: Typical Cross Section with Sharrows (Single File Application)



WC-19 / WC-19S Sign



Sharrows Marking



Examples of Single File Sharrows



Sidewalks

5 a

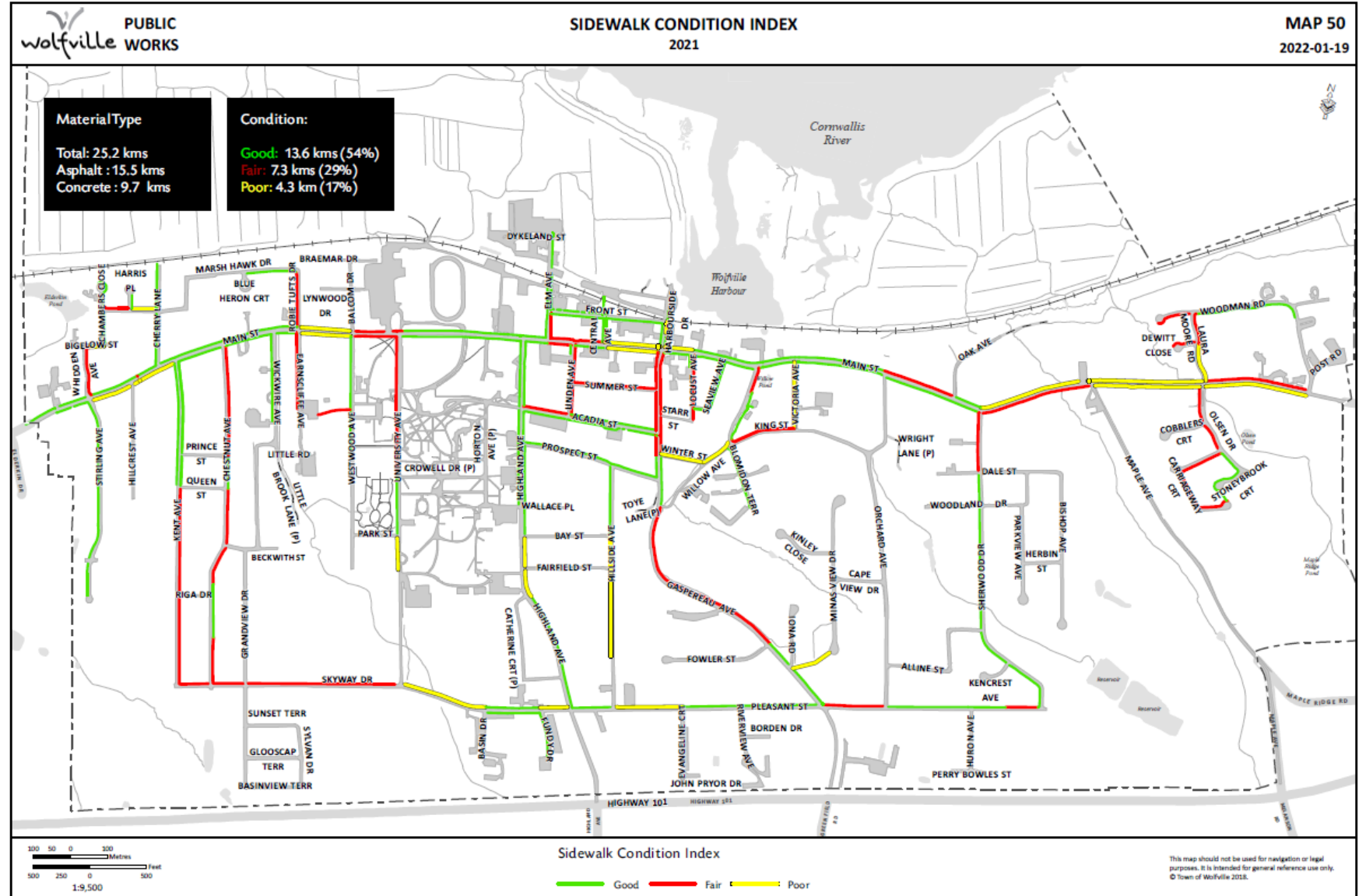
5 b

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.



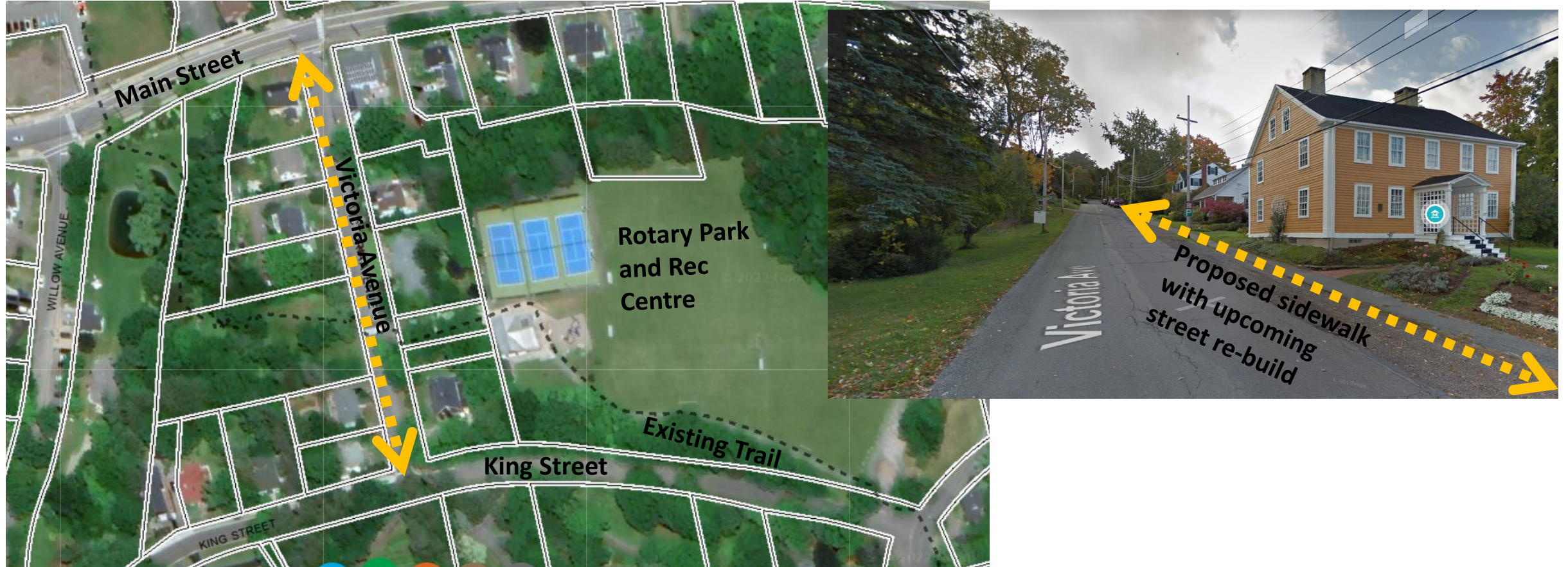
Sidewalks

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!





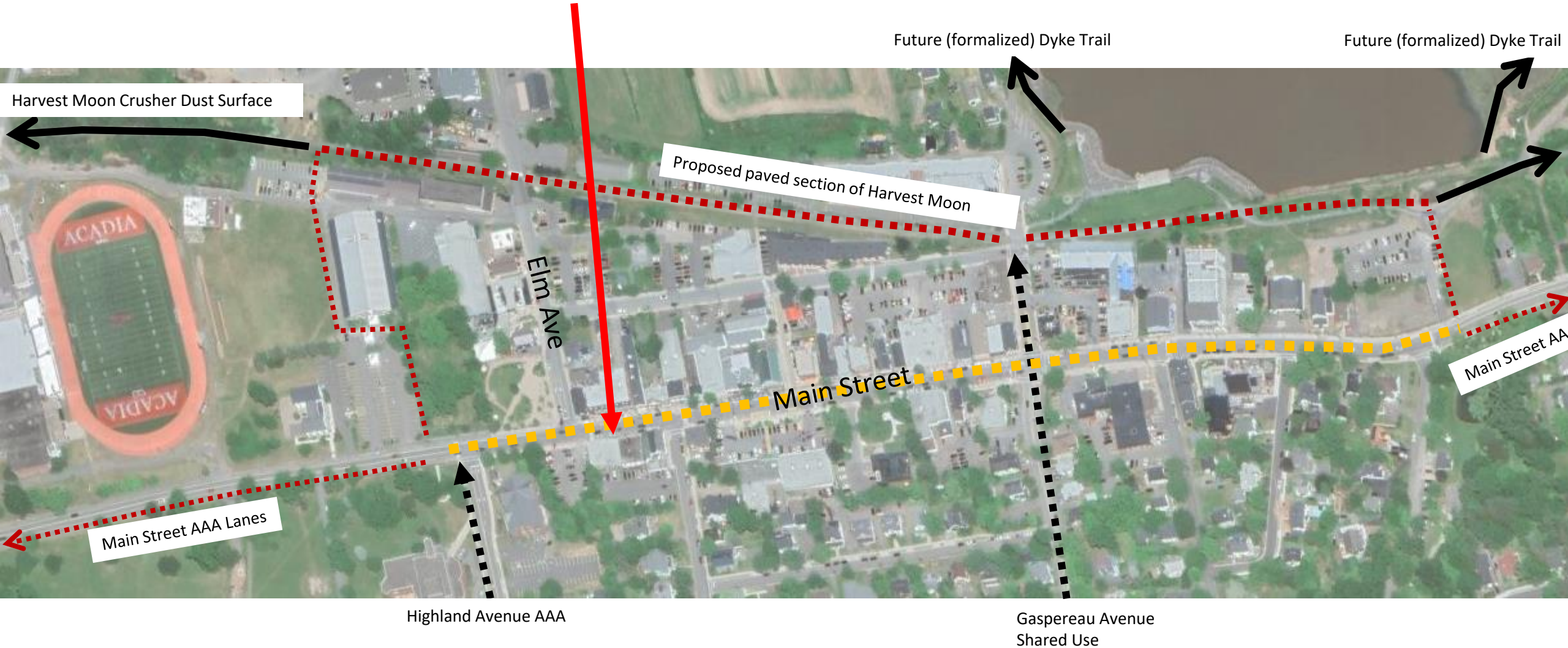
Related AT Projects (not in ICIP application)

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

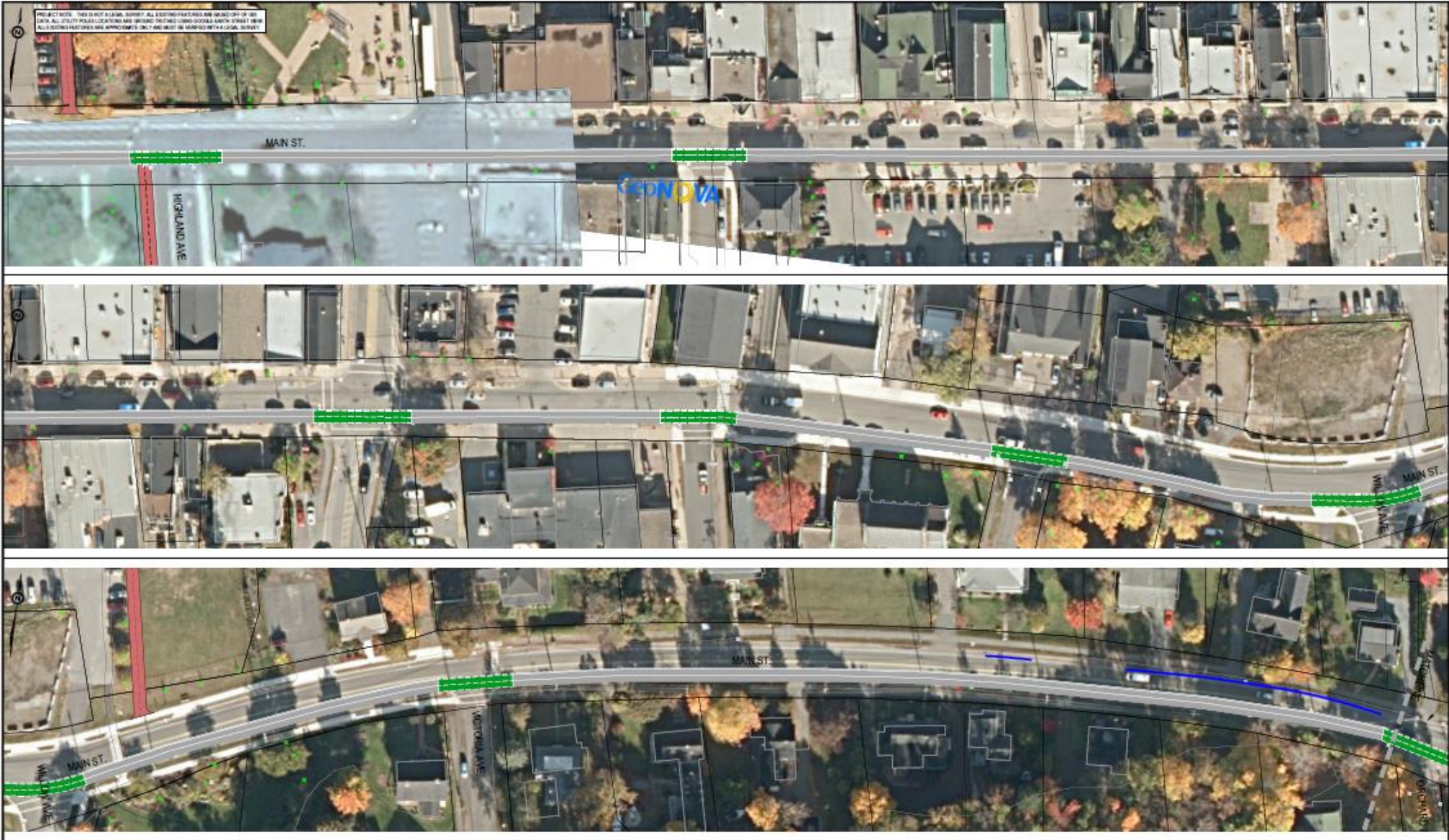


~28 parking stalls
(would need parking
plan with detailed
design).

Can be seasonal.

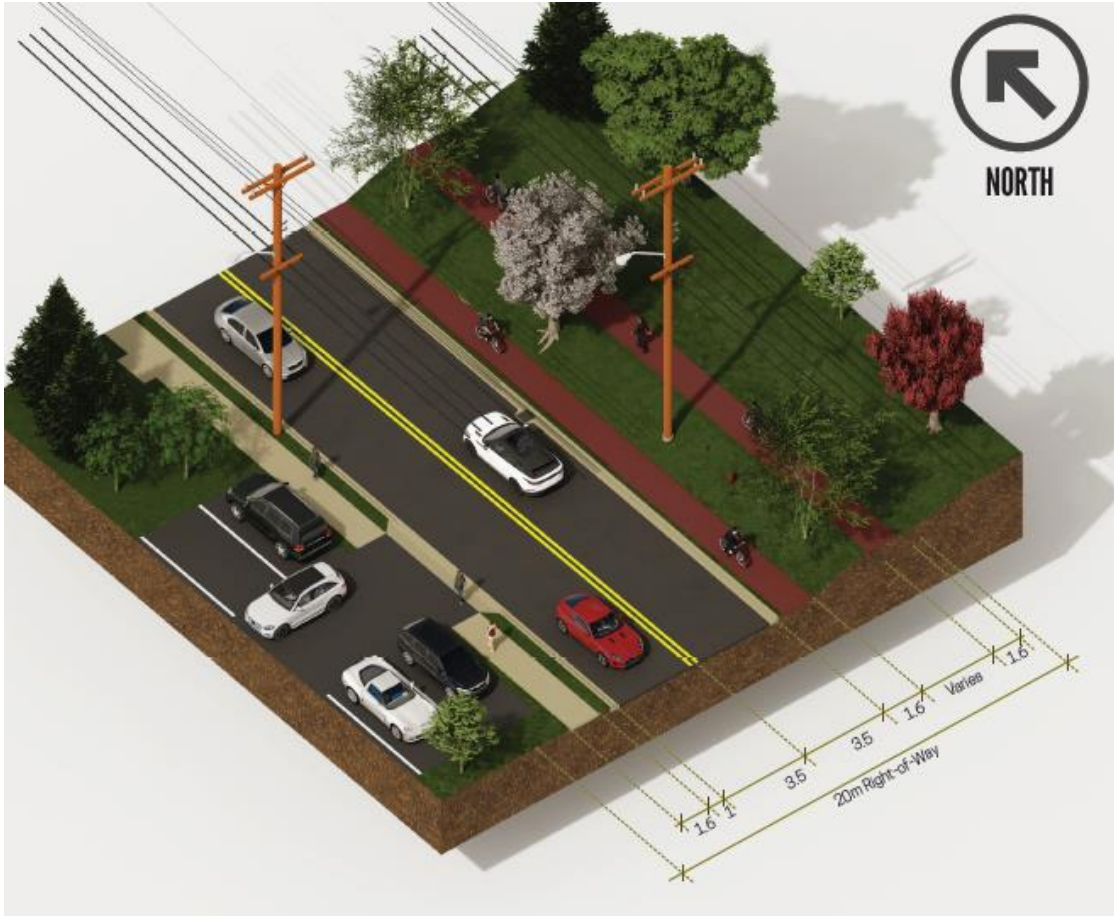
Bit more narrow - 8-
9' (2.75m) than the
3.3m striving for
along rest of corridor.

Downtown Main Street Option



Ongoing AT Project with Capital re-build

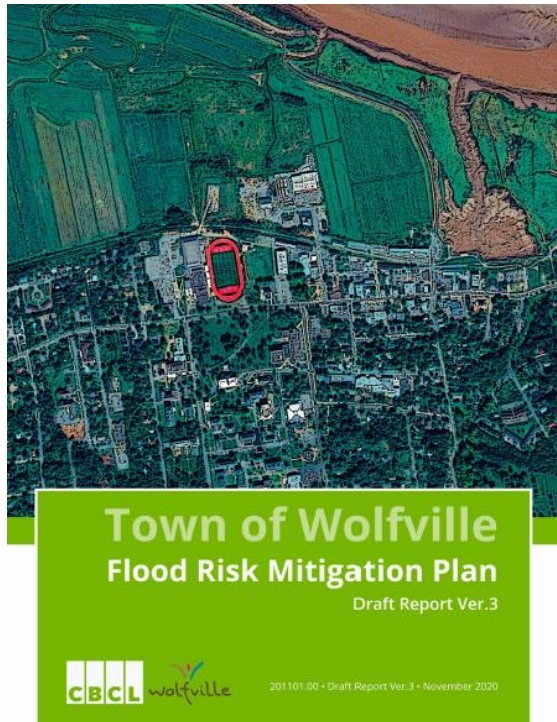
Long-term AT Projects with Capital re-builds



Highland Avenue

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

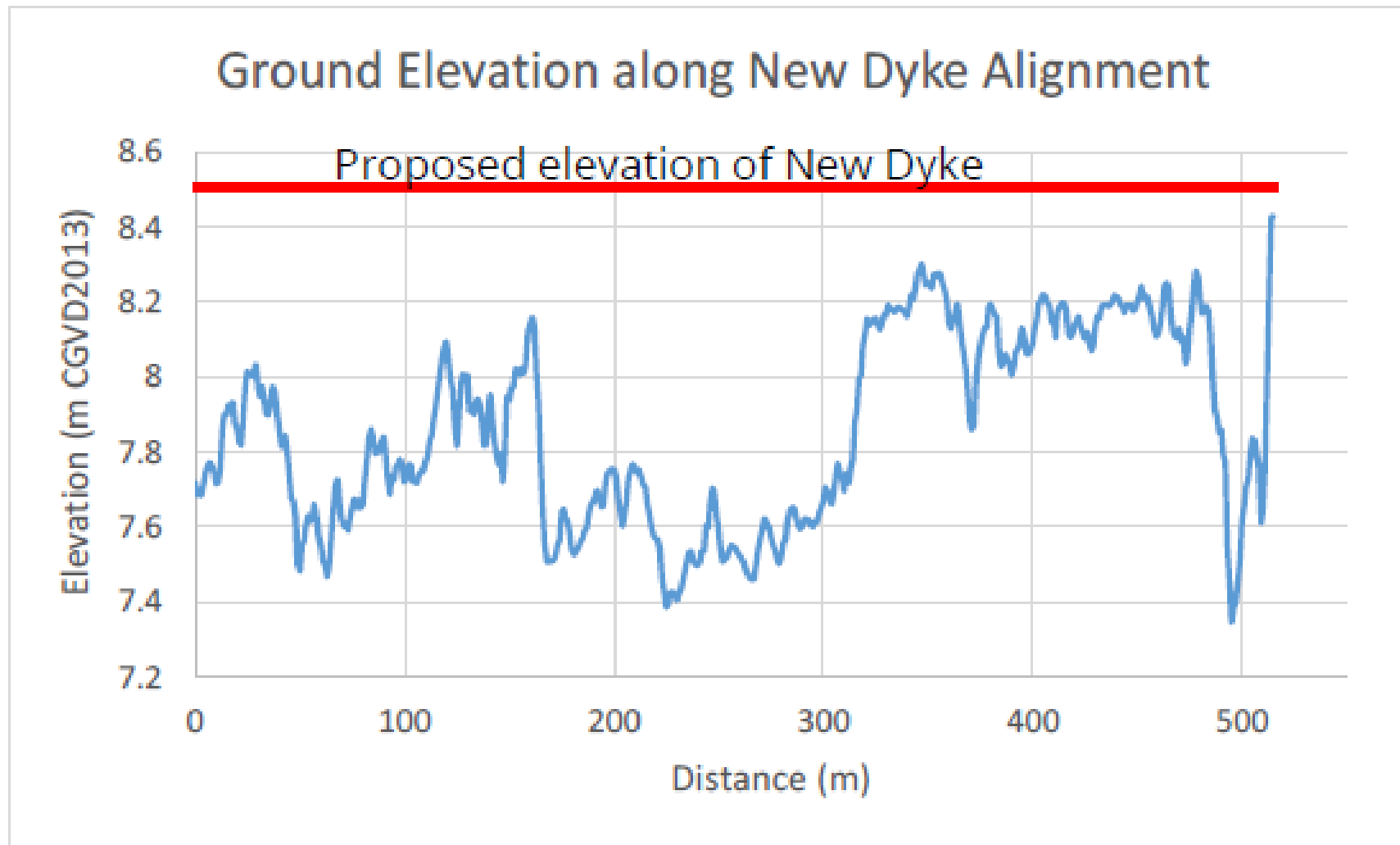


Figure 4.10: Ground Elevation along Potential New Dyke Alignment



wolfville

RFD 042-2023 (DA #2022-003)

Development Agreement Proposal

620 Main Street PID 55383137

Date: September 12th

Department: Planning & Development



SUMMARY

620 Main Street (PID 55383137)

Development Agreement Application

For Committee of the Whole to consider the PAC recommendation regarding the draft development agreement for 620 Main Street (PID 55383137) to build a guest accommodations building containing up to 7 guest rooms.

PAC Motion (July 13th, 2023):

MOTION:

THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL FOR THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55383137 AND THAT IT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION.

CARRIED

DRAFT MOTION:

THAT COMMITTEE OF THE WHOLE RECOMMEND THAT THE DEVELOPMENT AGREEMENT FOR 620 MAIN STREET (PID 55383137) BE FORWARDED TO A PUBLIC HEARING.

1) CAO COMMENTS

The CAO supports the recommendations of staff and the PAC.

2) LEGISLATIVE AUTHORITY

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

3) STAFF RECOMMENDATION

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

4) REFERENCES AND ATTACHMENTS

- Attachment 1: Draft Amending Development Agreement
- Reference: July 13th, 2023 PAC Report – found [here](#)

5) DISCUSSION

This application went to Planning Advisory Committee on July 13th, 2023. The Applicant is seeking to build a new guest accommodation building on the lot of the Tatingstone Inn containing up to 7 guest rooms. Images 1 and 2 show the site plan and landscape plan with the proposed building located at the west side of the property. The Planning Advisory Committee has reviewed the application and provided positive recommendation. See referenced PAC Staff report for additional details.

620 Main Street falls within the Design Guideline Area and the application has been reviewed by the Design Review Committee. Feedback from the Design Review Committee was positive, though a few suggestions were made. The suggestions were focused on the addition of a verandah to the street facing side (south facing) side of the building, the inclusion of decorative elements such as ornate brackets, bulkier pillars to hold up the portico, and angling the building on the site so that it is perpendicular to the west property line. The applicant has agreed to fix ornate brackets (corbels) to the soffit and to increase the pillars holding up the portico to 7.5 inches square. These design elements are shown in Images 3-6.

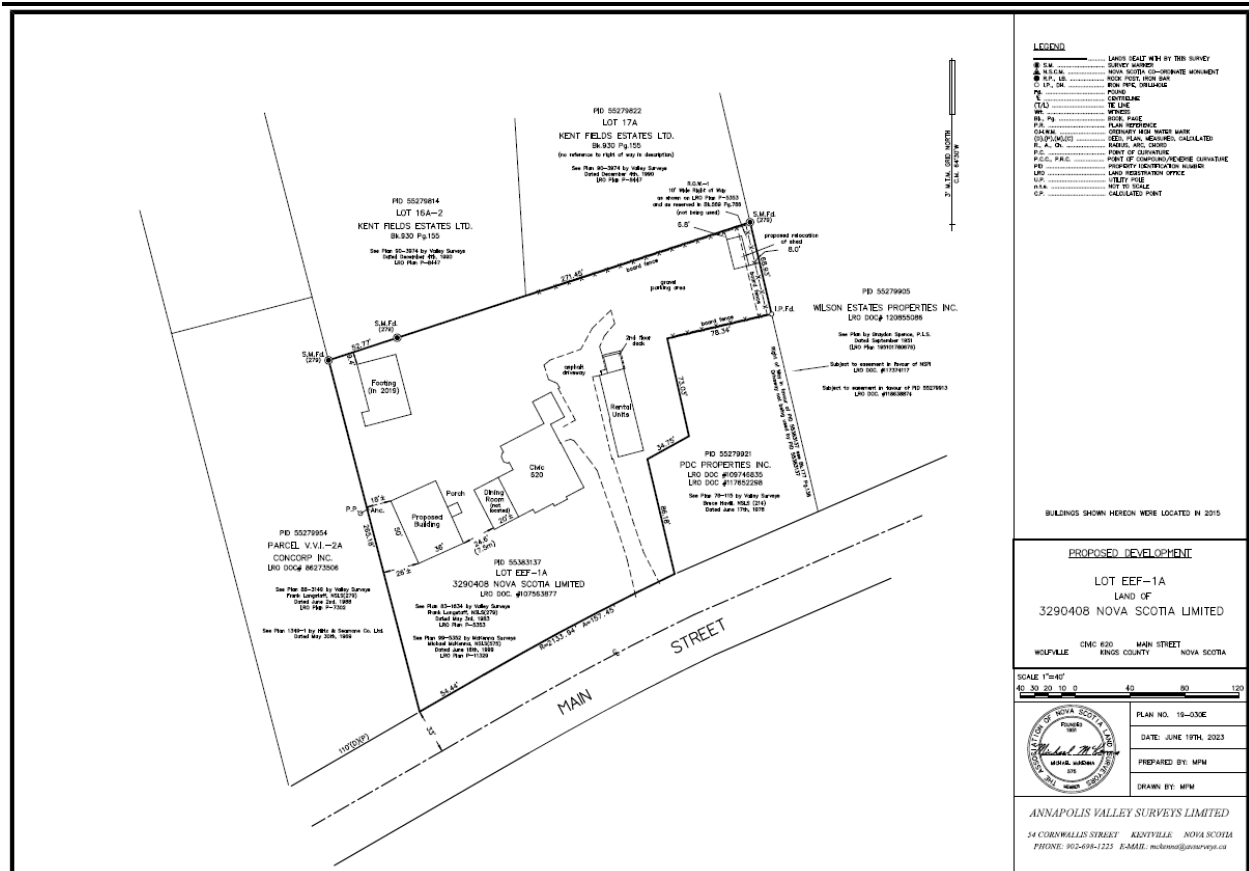


Image 1. Site Plan.

RFD 042-2023 (DA #2022-003)
Development Agreement Proposal

620 Main Street PID 55383137

Date: September 12th

Department: Planning & Development

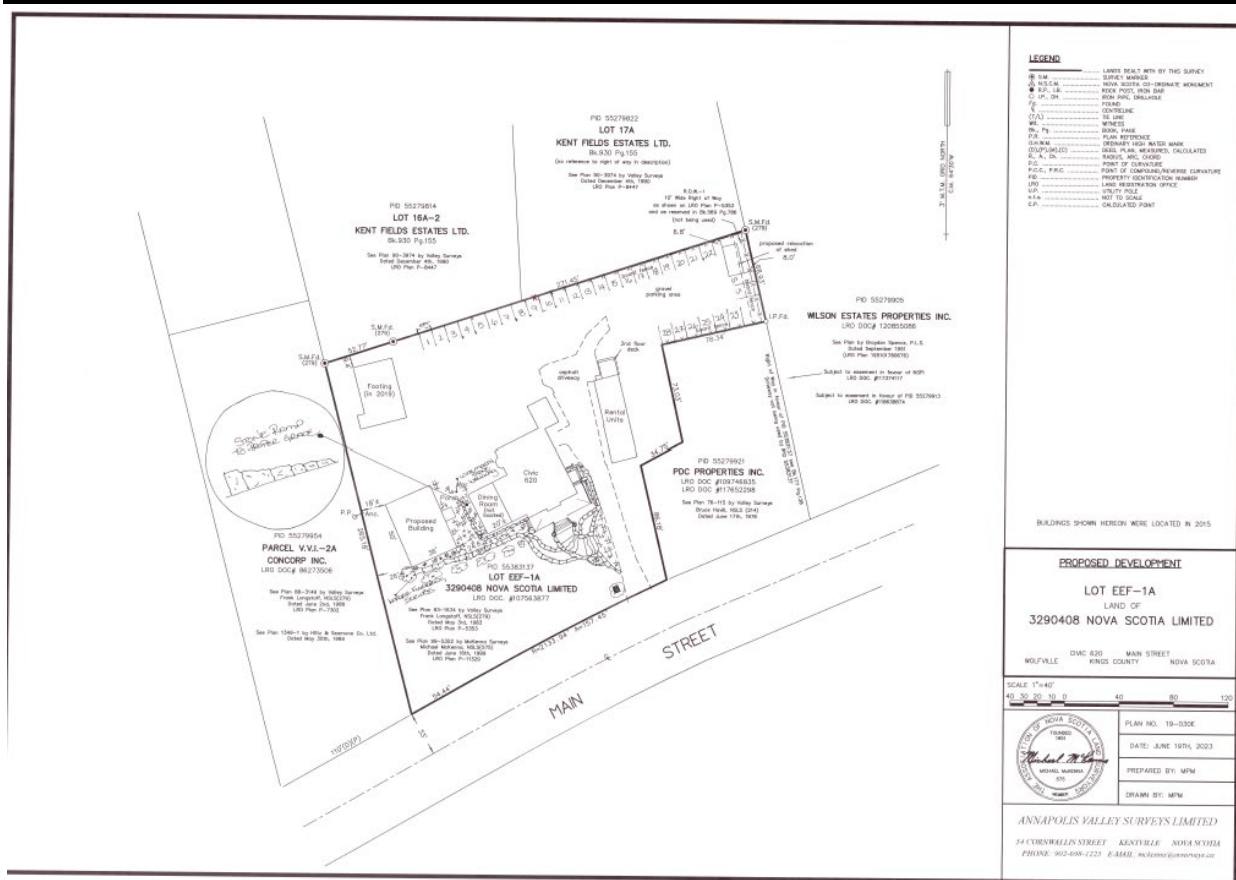


Image 2. Landscape Plan.

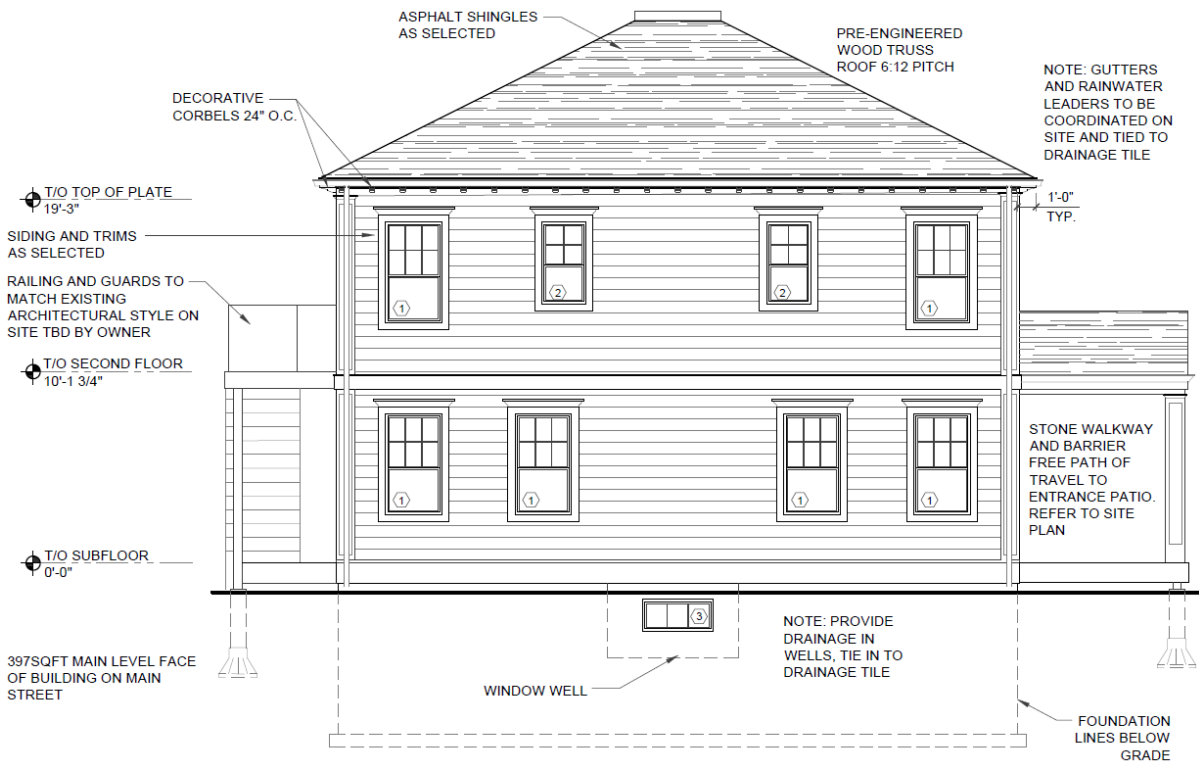


Image 3. Elevation – South facing

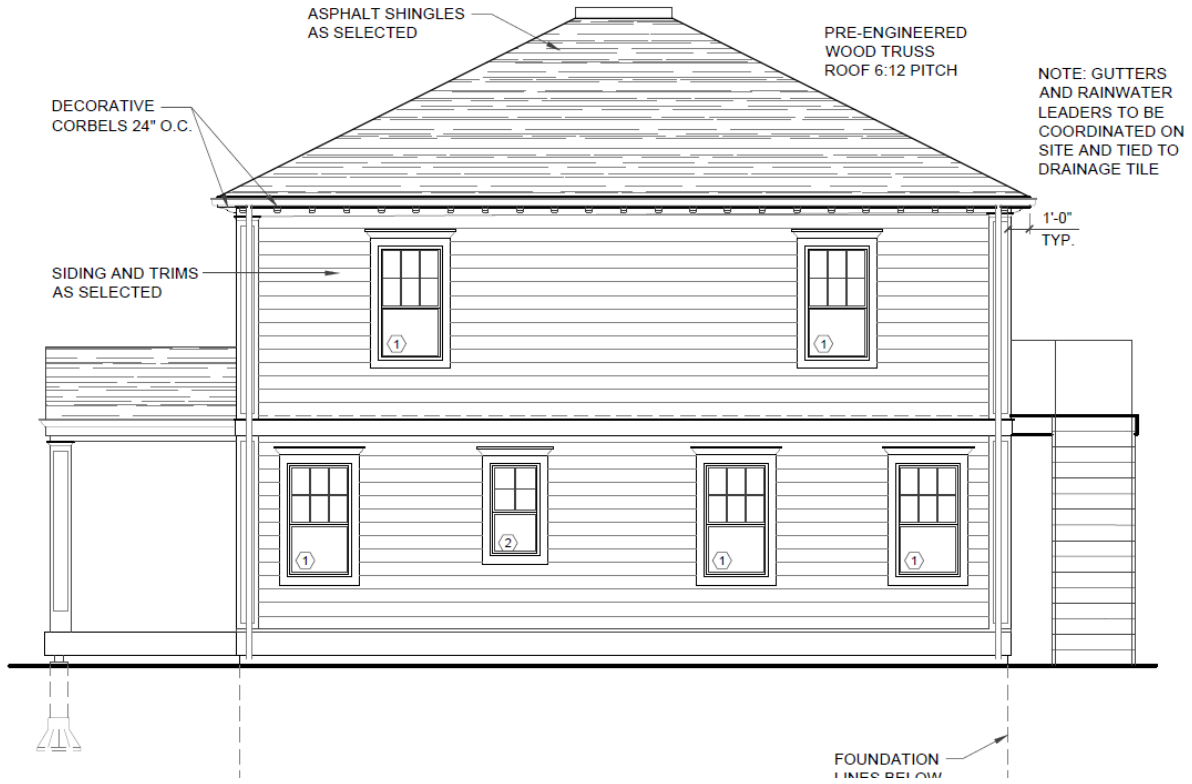


Image 4. Elevation – North facing



Image 5. Elevation – West facing

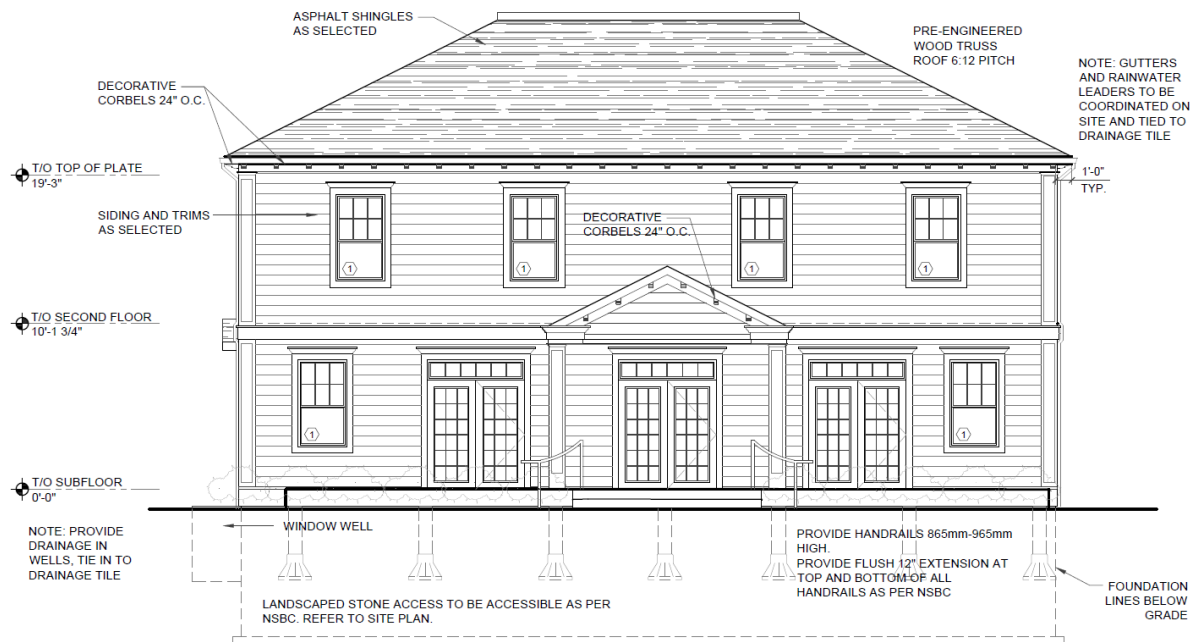


Image 6. Elevation – East facing

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

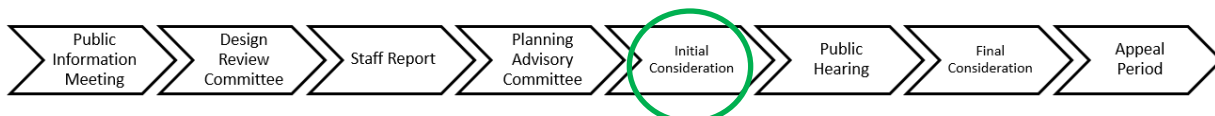
Full policy review provided in the referenced PAC Staff Report.

8) COMMUNICATION REQUIREMENTS

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

For past communications regarding the application, see referenced Planning Advisory Committee report.

The next step in the Development Agreement application process is for the application to go forward to a public hearing, which has tentatively been planned for the evening of the June Council meeting. This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town’s website and social media. The existing sign will remain placed on the property indicating the property is subject to a planning application. Following the public hearing, Council will then give consideration to the development agreement.



RFD 042-2023 (DA #2022-003)

Development Agreement Proposal

620 Main Street PID 55383137

Date: September 12th

Department: Planning & Development



ALTERNATIVES

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

This **Development Agreement** is made this _____ day of _____, 2023.

BETWEEN:

3290408 Nova Scotia Ltd.
(Hereinafter called the “Developer”)

OF THE FIRST PART

- and -

TOWN OF WOLFVILLE
A municipal body corporate,
(Hereinafter called the “Town”)

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a Development Agreement relating to the use and development of the Lands (PID 55383137) pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

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

AND WHEREAS the Town Council of the Town, at its meeting on **DDMMYYYY** approved entering into this Development Agreement to permit the establishment of one building containing seven guest suites on the Lands, subject to the registered owner of the Lands entering into this Development Agreement;

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

1. Schedules

The following schedules form part of this Development Agreement:

- Schedule “A” – Legal Parcel Description of Lands
- Schedule “B” – Site Plan
- Schedule “C” – Landscape Plan
- Schedule “D” – Architectural Design

2. Definitions

2.1 In this Development Agreement:

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

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

“Development” means the expansion of the existing heritage property.

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

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

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

“Lands” means the real property in the Town of Wolfville owned by the Developer, PID 55383137, and as described in Schedule “A”.

“Land Use By-Law” means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law effective September 3, 2020.

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

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

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

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

3. Relevance of Planning Documents and Other Regulations

3.1 This Development Agreement contains definitions and regulations for the Development. It complements the Town's Planning Documents. Unless specified in this Development Agreement, requirements in the Town's Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.

3.2 Regulations outside of this Development Agreement or the Town's Planning Documents may be applicable to the Development. However, the terms of this Development Agreement shall not be materially changed in order to comply with such regulations without an amendment to this Development Agreement.

4. Background

The Developer wishes to expand the existing hotel use at 620 Main Street to accommodate the growing business by constructing a new building containing up to seven guest suites.

5. Terms

5.1 Development Conditions

5.1.1 Permits and Approvals

5.1.1.1 This Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this Agreement.

5.1.1.2 The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.

5.1.1.3 Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.

5.1.1.4 No occupancy permit shall be granted for this Development until all provisions of this agreement are met, except for landscaping requirements that cannot be met due to seasonal restrictions.

5.1.2 Land Use

5.1.2.1 The following uses are permitted:

- (a)** Continuation of existing use and,
- (b)** other accessory uses permitted as by the Land Use Bylaw for the corresponding zone.

5.1.3 Landscaping & Site Requirements

5.1.3.1 The Development shall conform to the zone standards of the Land Use By-law, except as otherwise established by this Agreement.

5.1.3.2 All Development shall occur on the Lands.

5.1.3.3 Development on the Lands shall be built generally in accordance with the Site Plan and Specifications of Schedule "B", which may be varied to accommodate location of outdoor decks, patios, porches and vegetation.

5.1.3.4 The Developer shall establish and maintain all non-hard surface areas on the Lands as landscaped areas.

5.1.3.5 Storm water runoff from the Lands shall not be directed onto adjacent properties unless permission is obtained from the adjacent property owner for the direction of such storm water runoff.

5.1.3.6 No parking shall be permitted on non-hard surfaced areas of the site.

5.1.3.7 The Developer shall provide sufficient onsite lighting for all driveways and walkways on the Lands to provide for the reasonable safety and security of vehicles and pedestrians. All exterior lighting fixtures shall direct light toward the ground as to prevent the unreasonable illumination of adjacent properties.

5.1.4 Municipal Services

5.1.4.1 The parties agree that municipal sanitary sewer and water services are available.

5.1.4.2 The Town makes no warranties, guarantees or claims as to the adequacy of the Town's water supply to provide the recommended Fire

Flow amounts for protection of the building from fire. The Developer shall satisfy itself that the available fire flows are satisfactory to meet its needs.

5.1.5 Refuse Storage and Utility Equipment

- 5.1.5.1** Refuse, compost, recyclables, and other similar matters shall be stored within the building(s), or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Valley Region Solid Waste-Resource Management By-Law, and other applicable regulations.
- 5.1.5.2** Containers referenced in 5.1.5.1 shall be located so that they are visually screened.
- 5.1.5.3** Utility equipment such as mechanical and electrical equipment shall be visually screened by fencing or landscaping.

5.1.6 General Maintenance and Operation

- 5.1.6.1** Buildings, landscaping, and other related features shall be maintained in good condition, pursuant to the Town's Property Minimum Standards By-law.

5.1.7 Architecture

- 5.1.7.1** The developer shall build the development generally as illustrated in Schedule "D", Architectural Design.

5.1.8 Timing

- 5.1.8.1** This Development Agreement shall be deemed entered into on the day following the day on which the time for appeal of Town Council's approval has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable.
- 5.1.8.2** This Development Agreement does not come into effect until the requirement of Section 228(3) of the Municipal Government Act are fulfilled and this development agreement is filed in the Registry of

Deeds. All other time requirements imposed in this Development Agreement shall be calculated from that date, the effective date.

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

5.1.9 Amendment

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

- 5.1.9.2** Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:
 - (a)** The requirements for completion imposed by section 5.1.8.3.

5.1.10 Expenses

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

5.1.11 Liability

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

5.1.12 Default

- 5.1.12.1** If the Developer fails to comply strictly with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may, after 30 days notice in writing to the Developer, enter the lands and perform any obligation with which the Developer has failed to comply strictly. All expenses arising out of the entry of the Lands and performance of the obligations may be

recovered by the Town from the Developer by direct suit and shall form a charge upon the Lands. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.

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

- (a)** Terminate this Development Agreement;
- (b)** Exercise its rights under paragraph 5.1.12.1 above; or,
- (c)** Take no action.

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

5.1.12.4 Any expenses incurred by the Town in exercising its rights under sections 5.1.12.1 and 5.1.12.2, or either of them, shall be paid by the Developer to the Town.

5.1.13 Administration

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

6. Warranties by the Developer

6.1 Title and Authority

6.1.1 The Developer warrants as follows:

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

(b) The Developer has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

7. Full Agreement

7.1 Other Agreements

7.1.1 This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.

7.1.2 This Development Agreement shall not be a precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

8. Notice

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

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

and if to the Developer:

3290408 NOVA SCOTIA LTD
C/O Randy Banting
620 Main Street
Wolfville NS CA
B4P 1E8

9. Headings

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

10. Binding Effect

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

11. Execution

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

SIGNED AND DELIVERED)
In the presence of:)
)
) TOWN OF WOLFVILLE
)
)
) By _____
) MAYOR

Witness)
)
) By _____
) TOWN CLERK

SIGNED AND DELIVERED)
In the presence of:)
)
)
) By _____
) Randy Banting on behalf of

Witness) 3290408 NOVA SCOTIA LTD
)

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2023, _____
a witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFWILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2023, _____
a witness to this agreement came before me, made oath, and swore that **Randy Banting of 3290408 NOVA SCOTIA LTD.** caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

Schedule "A" – Property Description

Place Name: Main Street, Wolfville, Nova Scotia

Municipality/County: Municipality of the County of Kings

Designation of Parcel on Plan: Lot E.E.F.-1A

Title of Plan: Lot 16A-1 Lands of Town of Wolfville to be added to Lot E.E.F.-1 Lands of Culinary Enterprises Ltd. to form Lot E.E.F.-1A.

Registration County: Kings County

Registration Number of Plan: P-11329

Registration Date of Plan: June 17, 1999

BENEFITS

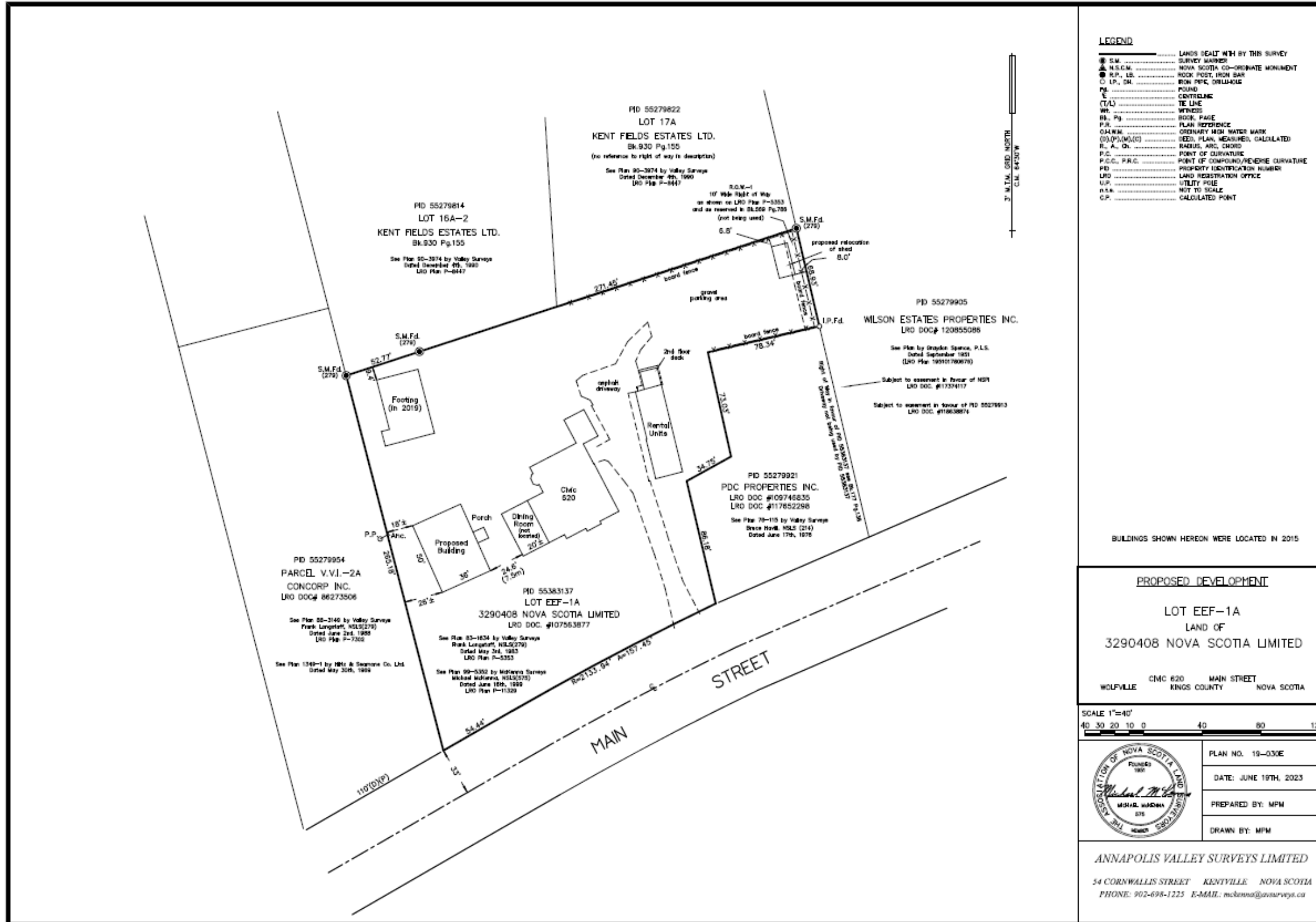
Together with a Right-of-Way for ingress and egress to Main Street as shown on a Plan of Survey prepared by Valley Surveys dated May 3, 1983 and recorded as Plan number P-5353 at the Kings County Registry of Deeds office on June 24, 1983. Said right of way being more fully described in a Deed recorded on November 25, 1949 at the Kings County Registry of Deeds in Book 177 at Page 138.

BURDENS

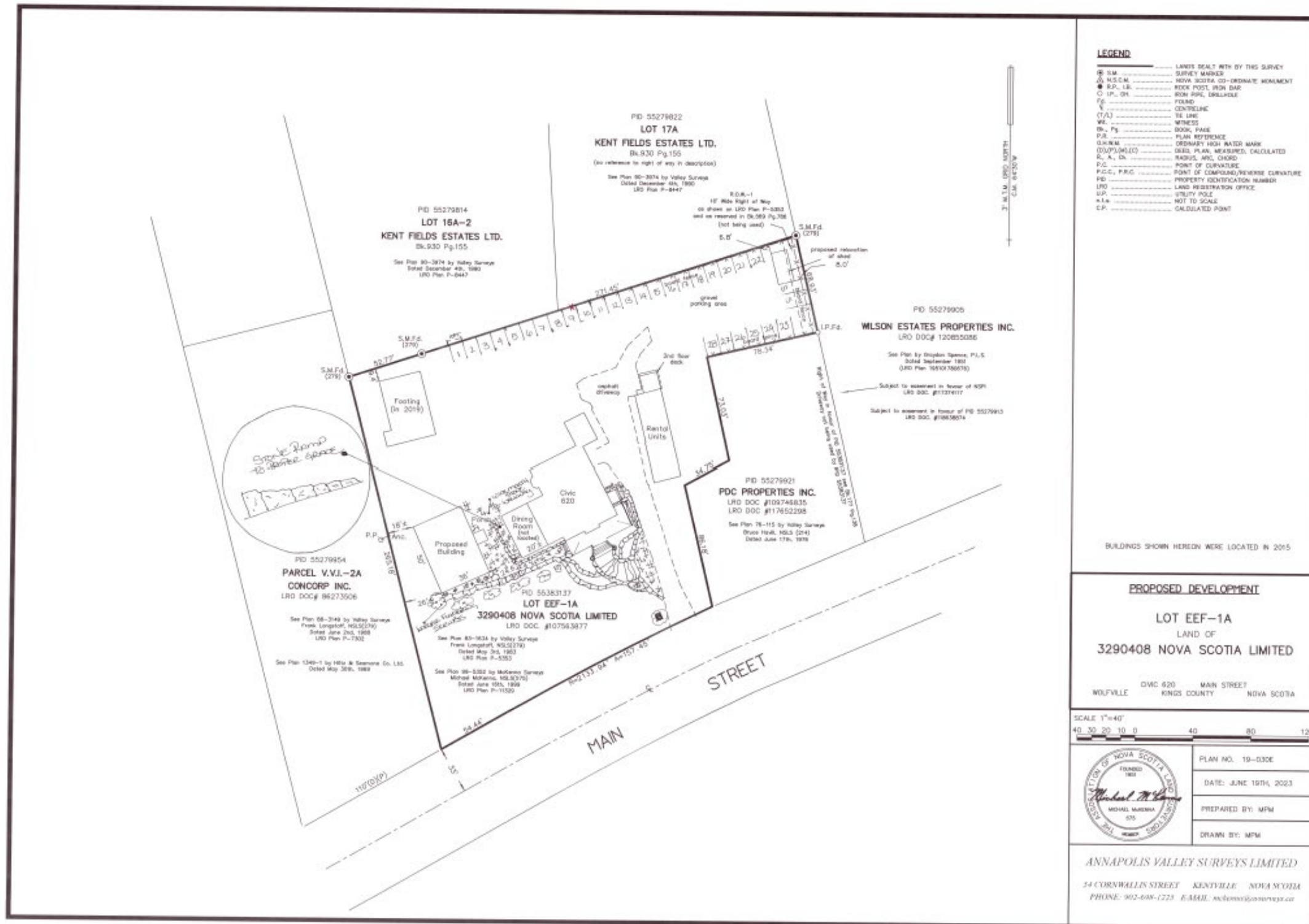
Subject to a right of way in favour of Lot E.E.F.-2 for the purpose of vehicular and pedestrian traffic as shown on a plan of survey prepared by Valley Surveys dated May 3, 1983 and recorded as Plan number P-5353 at the Kings County Registry of Deeds office on June 24, 1983. Said right of way being more fully described in a Deed recorded at the Kings County Registry of Deeds in Book 569 at Page 786 as Document Number 7044.

The parcel originates with an approved plan of subdivision that has been filed under the Registry Act or registered under the Land Registration Act at the Land Registration Office for the registration district of Kings County as plan or document number P-11329.

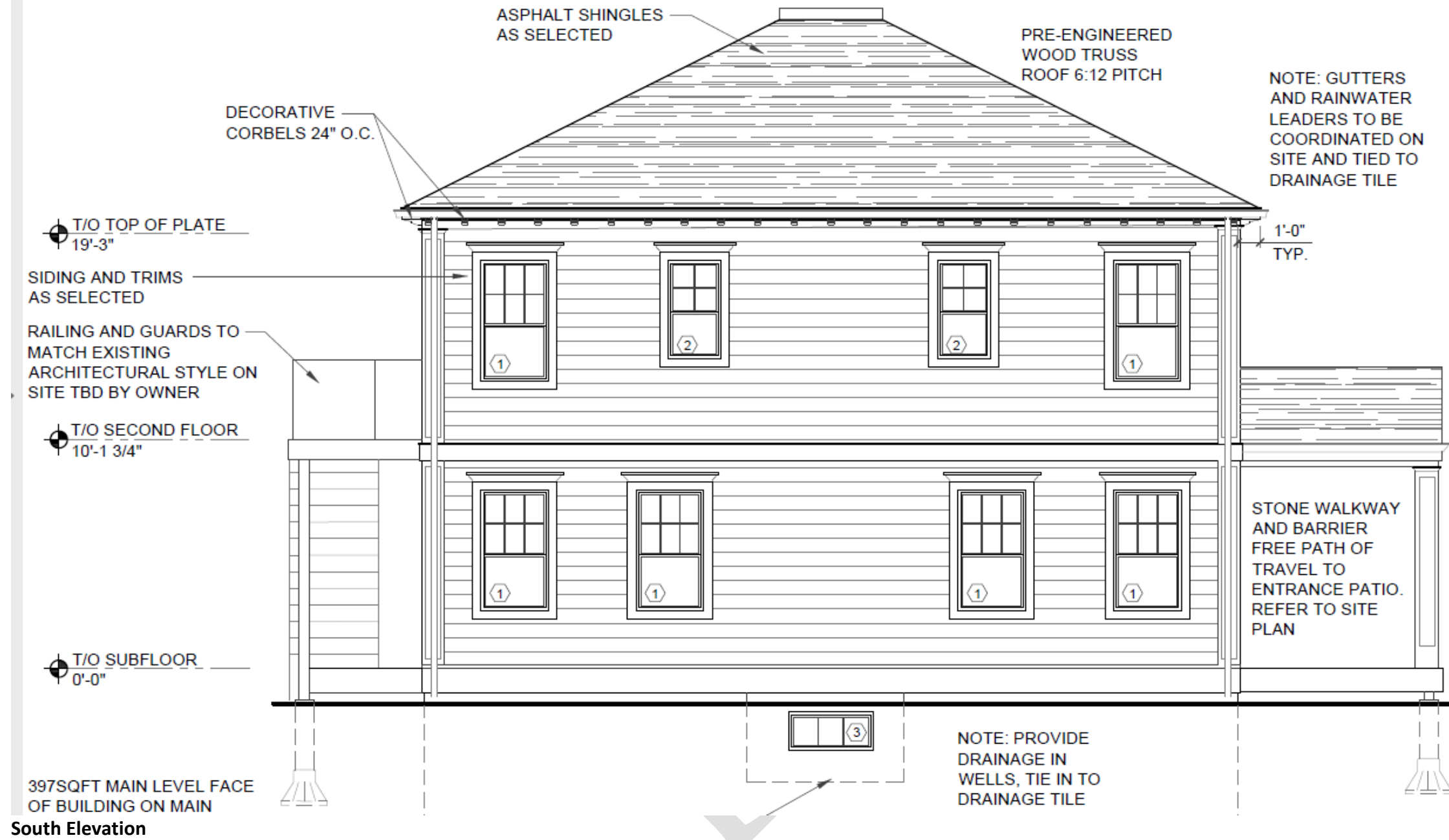
Schedule "B" Site Plan

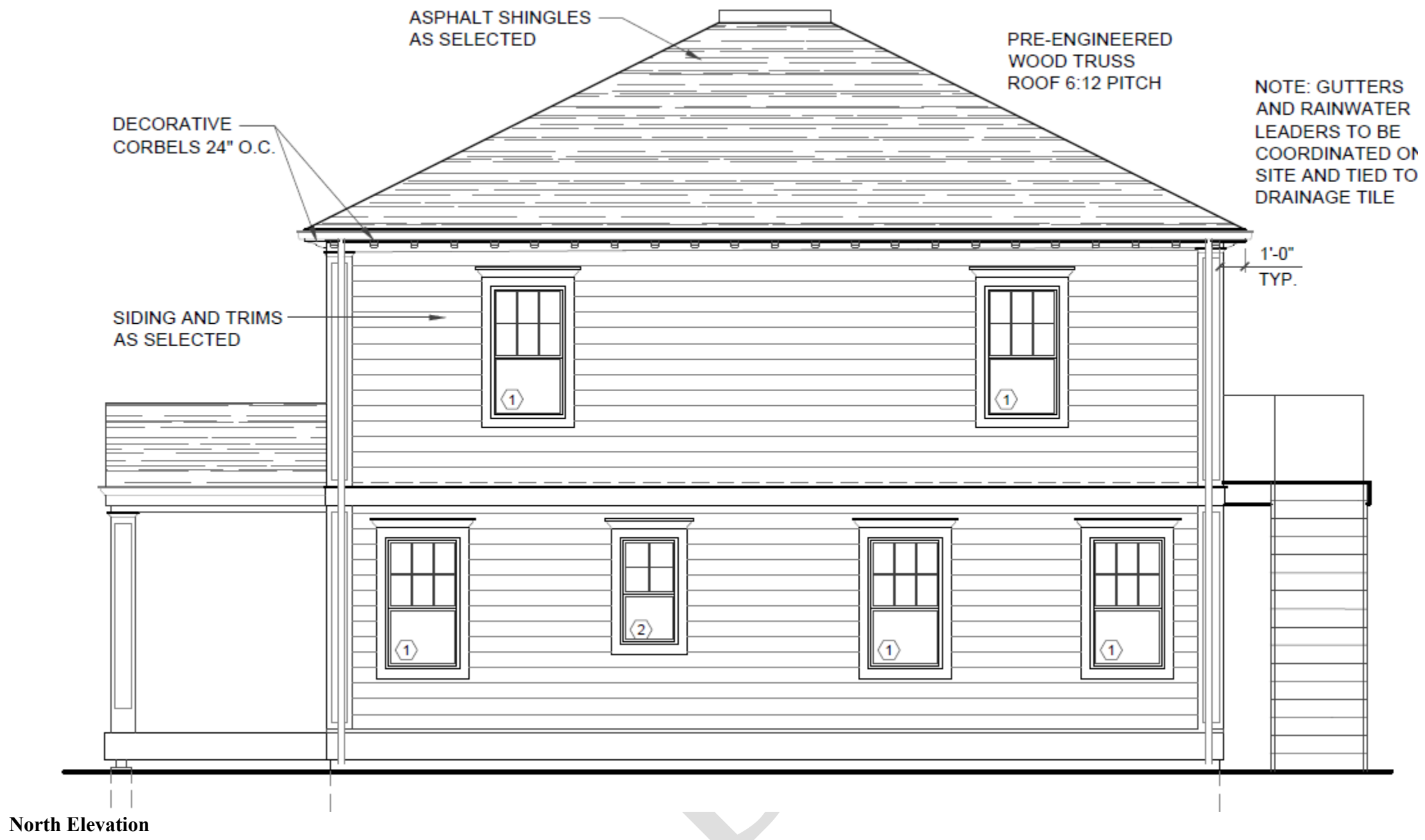


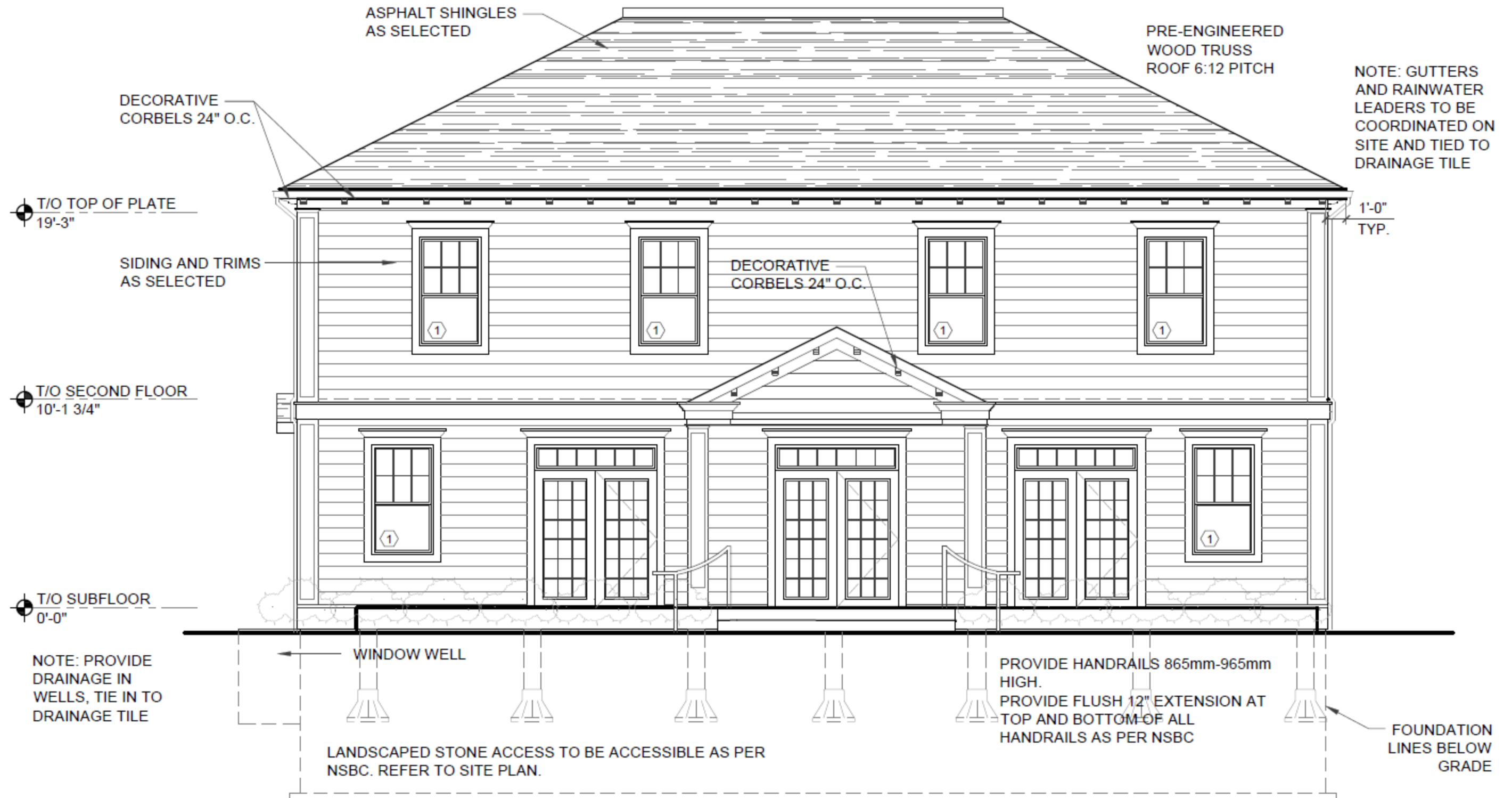
Schedule "D" – Landscape Plan



Schedule "D" – Architectural Design







East Elevation



SUMMARY

Hemlock Woolly Adelgid Interim Update

Hemlock Woolly Adelgid (HWA) is an aphid-like insect that attacks and kills hemlock trees. These insects have been identified in a woodland area along the Millenium Trail in Wolfville by Soren Bondrup-Nielson in May of 2023 (Image 1). Soren presented to Committee of the Whole on July 6th, 2023. Following the presentation, Staff sought advice from Soren, who is president of the Blomidon Naturalists Society as well as Dr. Peter Duinker of Sylveritas Ltd., who is conducting the Town’s tree and plantable spots inventory (and will be working with us on a tree policy). Further information has been obtained from the Province. The recommendations to date and information obtained are described in this report.

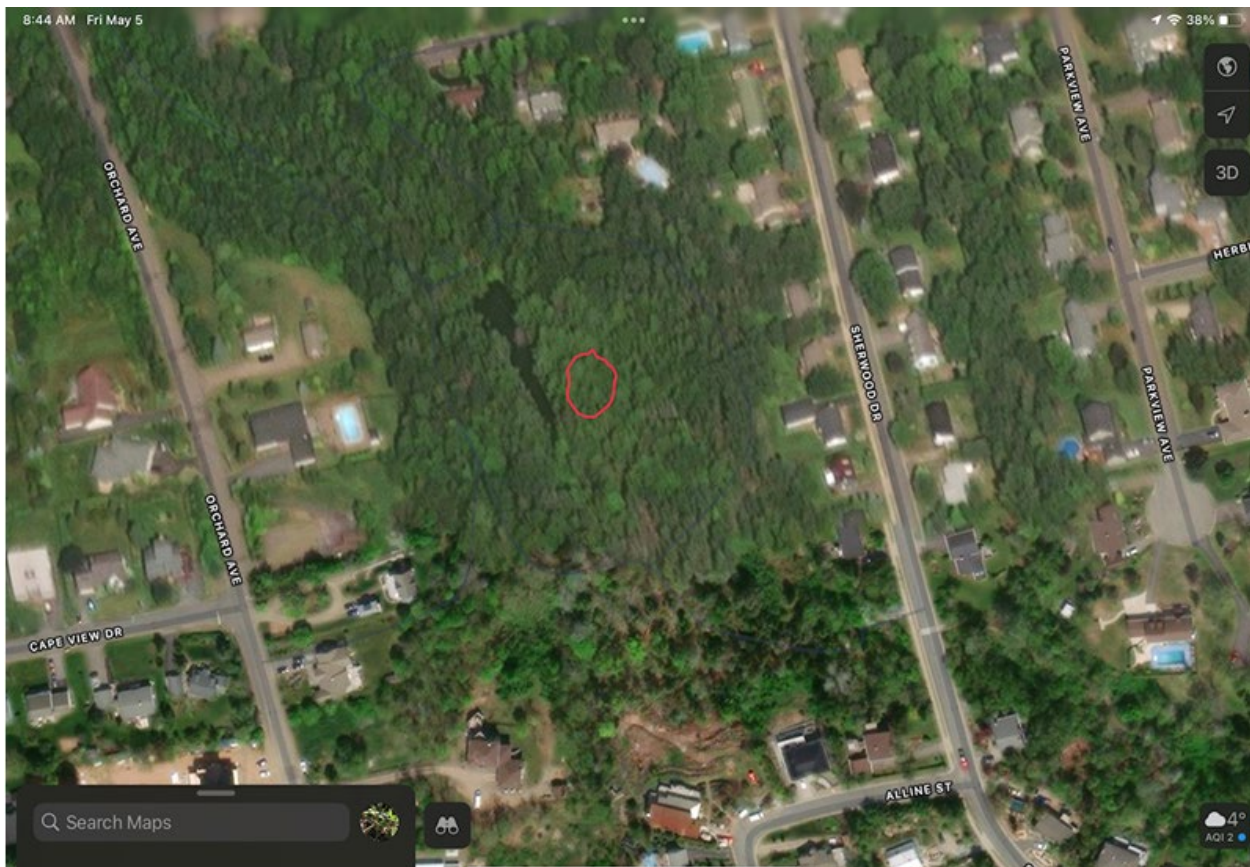


Image 1. Hemlock stand containing HWA on Millenium Trail.



1) ATTACHMENTS AND REFERENCES

1. [Blomidon Naturalists Documentary: Hemlock Woolly Adelgid](#)
2. List of products available in NS for protection of mature hemlock from HWA (Attached)

2) DISCUSSION

To understand the presence and extent of the HWA in Wolfville, a woodland area inventory of Hemlock trees has been recommended. Because the tree inventory currently underway assesses only street trees, of which virtually none are hemlock, an inventory of woodland areas to identify hemlock trees is recommended. Privately owned trees are also excluded from the inventory though hemlocks may be located on private property. A communications strategy is being considered by Staff around private properties and how we would deal with these. It may make sense to carry out communication once the Blomidon Naturalists Society have their workplan established. More information will be provided to Council as this moves forward.

According to Soren, most hemlocks in Town are located in the woodland area between Orchard Avenue and Sherwood Drive though a closer look at woodland forests may be warranted to ensure the full scope of hemlocks is understood. The Nova Scotia Department of Natural Resources and Renewables (DNRR) has also provided a map (Image 2) of hemlock trees in in areas surrounding Town, however this map excludes those found in the Millenium Trail area.

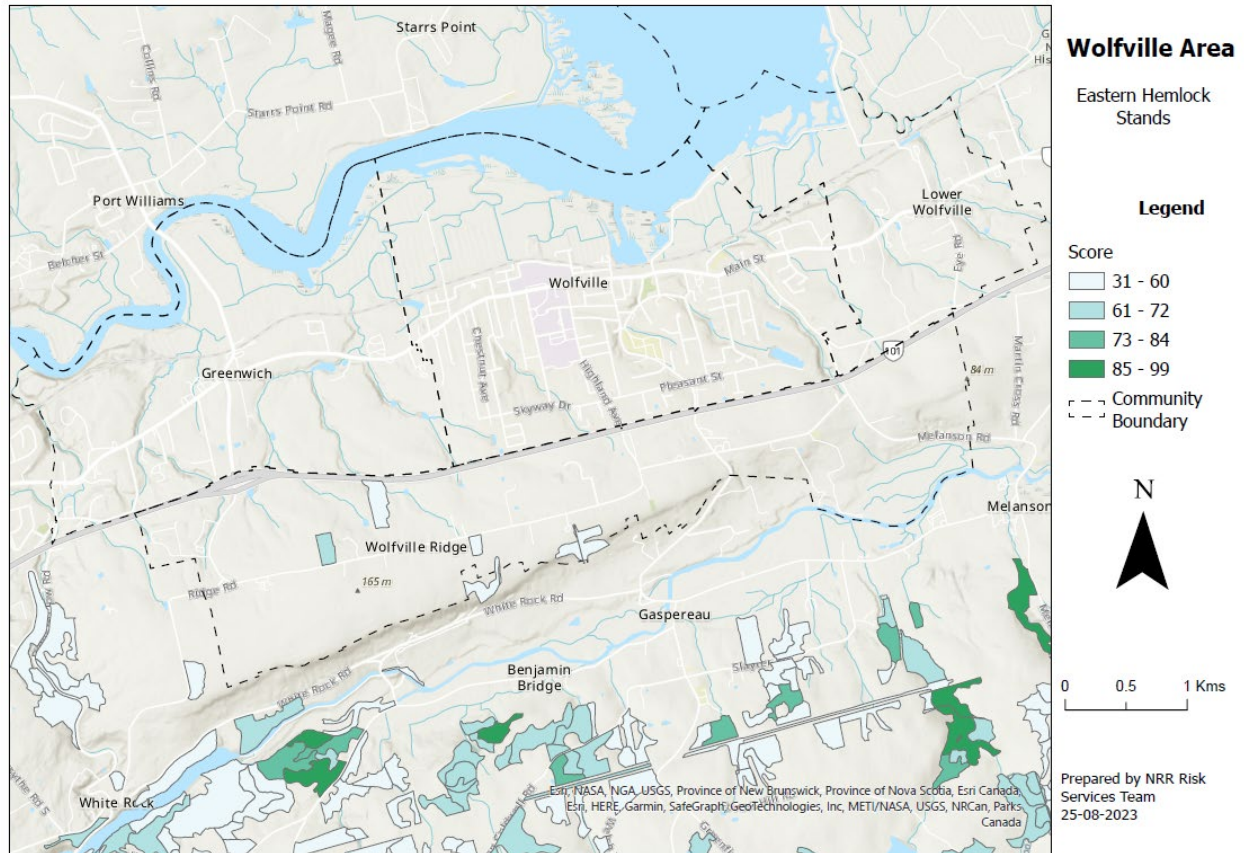


Image 2. DNRR Map of hemlock stands in Wolfville.

Following the inventory, an assessment of the hemlock trees is recommended to understand the threat of the HWA on the trees. If trees are affected, injections or a combination of injections and tree removal are recommended to kill the HWA and save the trees. Once infected, hemlocks will likely die within 5 years.

The Inventory

The Blomidon Naturalists Society has expressed interest in conducting an inventory of hemlocks in Town. The inventory would include a count of all hemlocks and a measurement of their diameter.

Identifying HWA is most successful if done in late winter or early spring. The Blomidon Naturalists Society have also expressed interest in identifying HWA in winter and spring of 2024. There are no anticipated budget implications to carrying out this first piece of work.

IR-015-2023 - UPDATE: HEMLOCK WOOLLY ADELGID

Title: Update on Woolly Adelgid in Wolfville

Date: September 2023

Department: Planning & Economic Development



Image 3. Woolly masses on the underside of hemlock branch.

Treatment options

Staff from the Province of Nova Scotia' Forest Protection division have advised that the only effective way to control HWA is to treat individual trees with a systemic pesticide registered by Health Canada's Pest Management Regulatory Agency. Systemic pesticides are water soluble and move through vascular system of the tree into the crown where the HWA is feeding. There are currently five commercial insecticides registered for use in Nova Scotia. Being commercial pesticides, they can only be applied by those having a registered Pesticide Applicators Certificate with a Forestry or Landscaping Class). Three of these insecticides must be injected into the tree, and two are applied as a basal application to the lower trunk of the tree.

A summary of the five products available in NS for protection of mature hemlock trees from HWA and their costs is provided in the attached pdf below. The table also describes the advantages of one product over another – for example, the uptake of the product in the tree is faster for some product which is good for trees that are already in severe decline, but the number of years of protection given to the tree is lower. Conversely, uptake may be slower, but number of years of protection is higher. For some products there is a limit on the amount of product that can be used while others there is no limit. For some products there is setback from watercourses, for other there is a 7 m buffer. For the injected products there are no re-entry restrictions whereas there are restrictions in place for products applied using a basal application. There would be budget implications for treatment. This would be a decision of Council once the inventory is completed.

Currently there are no registered, over the counter or Domestic pesticides, available in Canada to homeowners for control of HWA on mature trees.

IR-015-2023 - UPDATE: HEMLOCK WOOLLY ADELGID

Title: Update on Woolly Adelgid in Wolfville

Date: September 2023

Department: Planning & Economic Development



NEXT STEPS

The decision to conduct or not to conduct treatments is one that must be evaluated by individual landowners and municipalities. Determining the values hemlocks provide on private properties or in Town must be considered. Left unprotected, if hemlock trees die from HWA, what would be the consequences on property values, on ecological and recreational values, on hydrology/bank stability, with respect to hazards to the public and increased costs of tree removal.

Staff are recommending proceeding with an inventory of hemlocks and Hemlock Woolly Adelgid in Town. The Blomidon Naturalists Society have offered to conduct these inventories on a volunteer-basis.

Following the inventories, Staff would seek further direction regarding the approach to treatment for HWA. Staff will look into treatment costs and will seek a decision to have funds available in the budget for treatment, if desired by Council once the inventory is completed. A separate RFD would be brought forward in the future.

Financial Implications

It is too early to determine the potential financial impact of treatment. This will be determined after the inventory is completed.

IR-015-2023 - UPDATE: HEMLOCK WOOLLY ADELGID

Title: Update on Woolly Adelgid in Wolfville

Date: September 2023

Department: Planning & Economic Development



Attachment A.

List of products available in NS for protection of mature hemlock from HWA

Pesticides currently registered by Health Canada (PMRA) for control of Hemlock Woolly Adelgid in Nova Scotia

(Fully registered or currently registered under Emergency Use)

Summary Table prepared by Dan Lavigne, Manager Risk Services, Nova Scotia Department of Natural Resources, Fleet and Forest Protection Division – Aug. 25, 2023

Product Name	Common Name	Classification of Pesticide	Mode of Action	Equipment used for application	Type of Application	Appl. Rate (AI per cm DBH)	Annual Limit	Cost of product ¹ (CDN\$)	Cost of product/cm DBH	Cost of product for 40 cm DBH tree	No. of years of protection	Product Uptake in tree
Xytect 2F	Imidacloprid	Commercial (Emerg. Use)	Systemic	Backpack sprayer	Basal bark application	1.16 mL	1.9 L/ha/yr. (1638 cm)	\$75 per L	\$0.087	\$3.48	5-7	6-9 months
Starkle 20SG	Dinotefuran	Commercial (Emerg. Use)	Systemic	Backpack sprayer	Basal bark application	3.52 mL	3025 g/ha/yr. (2545 cm)	\$81.60 per 1000g	\$0.097	\$3.88	1-2	3-4 weeks
IMA-jet 5%	Imidacloprid	Commercial	Systemic	EcoJect, CHEMJET	Tree injection	5% 1.6 mL	No Limit	5% \$215 per L	5% \$0.344	5% \$13.76	4-5	6-9 months
IMA-jet 10%	Imidacloprid	Commercial	Systemic	QUIK-jet AIR, CHEMJET	Tree injection	10% 0.8 mL	No Limit	10% \$428 per L	10% \$0.342	10% \$13.68	4-5	6-9 months
TreeAzin	Azadiractin	Commercial	Systemic	EcoJect, CHEMJET	Tree injection	3 mL	No Limit	\$600 per L	\$1.80	\$72.00	1-2	3 months

¹ Please note: Costs may vary.

<u>Product</u>	<u>Manufacturer/Supplier</u>	<u>Manufacturer Web Site</u>
Xytect 2F	Rainbow Ecoscience	https://www.rainbowecoscience.com/
Starkle 20SG	Belchim Crop Protection Canada	https://www.belchimcanada.com/index.html
IMA-jet	Arborjet Canada	https://arborjet.ca/
TreeAzin	Lallemand Plant Care	https://bioforest.ca/en/canada/product-details/treeazin-systemic-insecticide/

Pesticides currently registered by Health Canada (PMRA) for control of Hemlock Woolly Adelgid in Nova Scotia

(Fully registered or currently registered under Emergency Use)

Summary Table prepared by Dan Lavigne, Manager Risk Services, Nova Scotia Department of Natural Resources, Fleet and Forest Protection Division – Aug. 25, 2023

Product Name	Common Name	Classification of Pesticide	Mode of Action	Equipment used for application	Type of Application	Appl. Rate (AI per cm DBH)	Annual Limit	Cost of product ¹ (CDN\$)	Cost of product/cm DBH	Cost of product for 40 cm DBH tree	No. of years of protection	Product Uptake in tree
Xytect 2F	Imidacloprid	Commercial (Emerg. Use)	Systemic	Backpack sprayer	Basal bark application	1.16 mL	1.9 L/ha/yr. (1638 cm)	\$75 per L	\$0.087	\$3.48	5-7	6-9 months
Starkle 20SG	Dinotefuran	Commercial (Emerg. Use)	Systemic	Backpack sprayer	Basal bark application	3.52 mL	3025 g/ha/yr. (2545 cm)	\$81.60 per 1000g	\$0.097	\$3.88	1-2	3-4 weeks
IMA-jet 5%	Imidacloprid	Commercial	Systemic	EcoJect, CHEMJET	Tree injection	5% 1.6 mL	No Limit	5% \$215 per L	5% \$0.344	5% \$13.76	4-5	6-9 months
IMA-jet 10%	Imidacloprid	Commercial	Systemic	QUIK-jet AIR, CHEMJET	Tree injection	10% 0.8 mL	No Limit	10% \$428 per L	10% \$0.342	10% \$13.68	4-5	6-9 months
TreeAzin	Azadiractin	Commercial	Systemic	EcoJect, CHEMJET	Tree injection	3 mL	No Limit	\$600 per L	\$1.80	\$72.00	1-2	3 months

¹ **Please note:** Costs may vary.

<u>Product</u>	<u>Manufacturer/Supplier</u>	<u>Manufacturer Web Site</u>
Xytect 2F	Rainbow Ecoscience	https://www.rainbowecoscience.com/
Starkle 20SG	Belchim Crop Protection Canada	https://www.belchimcanada.com/index.html
IMA-jet	Arborjet Canada	https://arborjet.ca/
TreeAzin	Lallemand Plant Care	https://bioforest.ca/en/canada/product-details/treeazin-systemic-insecticide/

INFORMATION REPORT (IR 016-2023)

Title: Parks and Open Space Master Plan - update

Date: 2023-09-12

Department: Parks & Recreation / Planning & Economic Development



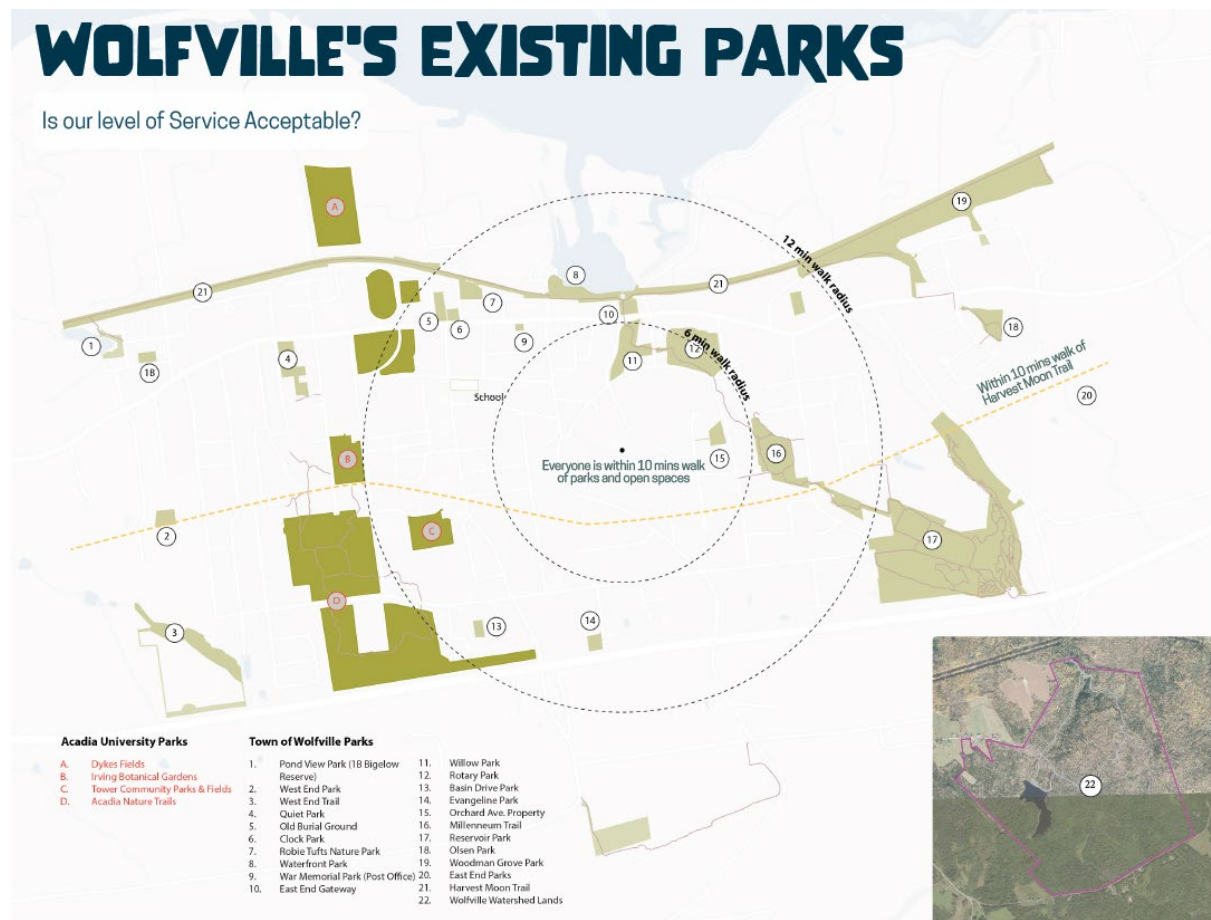
SUMMARY

Parks and Open Space Master Plan – interim Council update

The Town is preparing a Parks and Open Space Master Plan. Work is ongoing and this report is meant to provide an update on various aspects for Council’s benefit.

Considering key Staff changes, summer vacations, and coordinating with consultants - an adjusted work plan is presented in this report. The Director of Planning & Economic Development will now be leading this project moving forward.

This report builds on the June 2023 update on this process (see references to access that report).



INFORMATION REPORT (IR 016-2023)

Title: Parks and Open Space Master Plan - update

Date: 2023-09-12

Department: Parks & Recreation / Planning & Economic Development



1) CAO COMMENTS

This update is for information purposes. As the project is extending a little longer than originally anticipated please note the following:

1. An updated annual Parks “placeholder” amount will be provided for in the November COW Draft Capital Budget
2. In February we anticipate having enough information to ensure Years 1-3 at a minimum are populated with the next few years of Council’s Parks Priorities, including accurate costing information.
3. An RFD on Pickleball will come forward later this fall for a decision with size, location and budget recommendations so that it can be tendered and built in early 2024 as per Council’s direction.

2) ATTACHMENTS AND REFERENCES

1. [Info Report 010-2023](#) (June 2023), including:
 - a. What We Heard (so far) Report
 - b. Sample Demographic Analysis (more to come for all areas)
 - c. UPDATED Future Parks & AT Map (Schedule 3 of MPS)
 - d. Student work
 - i. Basin Drive
 - ii. West End
2. Project for Public Spaces – [Primer on Placemaking](#)
3. [Municipal Planning Strategy](#) – see Part 6 Parks and Open Space
4. [Wolfville Blooms](#) – Parks Plan home page

3) DISCUSSION

Updated Tentative Schedule

September to mid-October Timeframe	
Activity	Date
Staff getting up to speed and organized on all project aspects	Ongoing
Update Wolfville Blooms	Ongoing
Meeting with Parks Staff and Consultant to understand (Sept. 7): <ul style="list-style-type: none">• What works/what doesn’t• Maintenance• What areas need attention?• How can the parks plan help them do their jobs better?	September 7, 2023

INFORMATION REPORT (IR 016-2023)

Title: Parks and Open Space Master Plan - update

Date: 2023-09-12

Department: Parks & Recreation / Planning & Economic Development



<p>Consult with current pickleball users and hold discussions with Acadia and East End Developers to assess options</p> <ul style="list-style-type: none"> To inform interim report on 2024-25 budget <p><u>NOTE:</u> At this stage, it looks like the 2024-25 parks projects would be Pickleball courts at the compost site area and to finish the work at Reservoir Park that did not get completed this year (bathrooms/change rooms, shade)</p>	<p>Ongoing</p>
<p>RFD on Pickleball and 2024-25 Budget for Parks Investment</p>	<p>November Committee of the Whole Meeting</p>
<p>Rotary Park discussions to inform future use(s)</p> <ul style="list-style-type: none"> Rotary Club and Housing aspirations (are submitting a re-zoning for the far east side of the park along Orchard Ave to facilitate housing) Tennis Group presenting to Council and anything that comes of that Soccer (Valley United and other users) 	<p>Ongoing</p>
<p>Willow Park, VIC, Events Lawn, Parking Lot</p> <p>For immediate action:</p> <ul style="list-style-type: none"> Tender package for Parking lot, AT path Tender for new VIC <p>To inform Parks Plan:</p> <ul style="list-style-type: none"> Duck Pond Playground Events lawn Museum discussions Previous Plans 	<p>Ongoing</p>
<p>Watershed / Nature Preserve (Forest Hill Road)</p> <ul style="list-style-type: none"> Meet with Donor and create action plan for improvements Evaluating long-term viability of the dams and how these impact the Parks Plan Discussion with Nature Trust 	<p>Ongoing</p>
<p>Meeting with key Staff at Acadia University to inform Parks Plan</p> <ul style="list-style-type: none"> Leased areas – Tower, Parking lot at Market Dykelands 	<p>TBD</p>

INFORMATION REPORT (IR 016-2023)

Title: Parks and Open Space Master Plan - update

Date: 2023-09-12

Department: Parks & Recreation / Planning & Economic Development



<ul style="list-style-type: none"> • Woodland Trails • Harvest Moon and Rail line • Harriett Irving Gardens • Active Transportation • Presidents Field • Arena Complex + Turf • What recreation are their students looking for? 	
Mid-October-Christmas Timeframe	
Activity	Date
Continue Draft Report– see June Info Report for components being worked on	Ongoing
Children’s Centre and Quiet Park – Stakeholders <ul style="list-style-type: none"> • Meet with EKM • Meet with Children’s Centre re: expansion plans and impacts to Parks Plan 	TBD (between Oct. 9-20)
Waterfront Park <ul style="list-style-type: none"> • Stakeholder meetings (e.g. Devour, WBDC, Rail Line owner) • Public Meeting / Open House to gather feedback and inform a vision 	TBD (between Oct. 9-20)
Reservoir Park <ul style="list-style-type: none"> • Public Meeting / Open House to gather feedback and inform a vision 	TBD (between Oct. 9-20)
Olsen Pond <ul style="list-style-type: none"> • Public Meeting / Open House to gather feedback and inform a vision • Tree inventory (ongoing) 	TBD (between Oct. 9-20)
Old Burying Ground <ul style="list-style-type: none"> • Archeological Resource and Heritage Review • Tree Inventory (ongoing) • Meeting with key stakeholders to define vision for plan 	TBD
Acadia Student Engagement	Pop-ups on campus
Engagement Complete	End of October
Summarize, Compile, Analysis – work into Report with other aspects being worked on	November-December

INFORMATION REPORT (IR 016-2023)

Title: Parks and Open Space Master Plan - update

Date: 2023-09-12

Department: Parks & Recreation / Planning & Economic Development



Council check-in on work-to-date: Draft Report and Consultation – see June Info Report for components being worked on	December Committee of the Whole Meeting
January-April Timeframe	
Activity	Date
Concept Plans and vision for each Park – based on demographics, best practice, consultation, etc (Consultant work)	January and February
Draft Full Report – Consultation / Report back <ul style="list-style-type: none">• Open House• Specific Committees	March
Final Report considered by Council	April (TBD based on previous steps)

4) FINANCIAL IMPLICATIONS

Work on the Parks Plan has been budgeted through our Operations Plan.

Parks Plan Budget Milestones are being worked into the workplan – this includes having direction on projects (so they can be designed and tendered) for 2024-25 and also looking at estimated values and priorities for the next 5 years.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The Parks and Open Space Master Plan is relevant to all strategic priorities of Council.

6) COMMUNICATION REQUIREMENTS

Key Message: The Town is carrying out a Parks and Open Space Master Plan. Project information can be found at wolfvilleblooms.ca.

7) FUTURE COUNCIL INVOLVEMENT

See above.

REQUEST FOR DECISION 041-2023

Title: IN Wolfville – an EDI approach

Date: 2023-08014

Department: Office of the CAO



SUMMARY

IN WOLFVILLE – EDI APPROACH

Last December, Council tasked staff with a challenge to develop recommendations for an equity, diversity and inclusion approach. An engagement cycle was launched in January and the community gave feedback and suggestions to help the Town make strides in the journey to recognize and celebrate diversity, to be creative with actions that create equity and to emphasize the importance of creating more feelings of inclusion.

Some funds were earmarked for events, which to date have been used to support Wolfville's Pride Picnic, including covering the cost of sign language at the family-focused event but there was also \$10,000 in the budget for the first steps of an equity, diversity and inclusion approach.

IN Wolfville is proposed to Council as the Town's intentional approach to recognizing and acknowledging the diversity of our community members while developing new barrier-free programs to help residents build more meaningful connections. The result of this program will be increased feelings of inclusion, increased awareness of barriers, and an increase in the creation of meaningful connections within our Town.

This proposed program comprised of three distinct segments and is built in a way that honours feedback provided by the community during our initial exploration of equity, diversity and inclusion that was presented to Council in early 2023.

DRAFT MOTION:

That Council supports the development and launch of the *IN Wolfville* program as the first steps of our Town's equity, diversity, and inclusion approach.

REQUEST FOR DECISION 041-2023

Title: IN Wolfville – an EDI approach

Date: 2023-08014

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

While it has not happened yet, the Town is waiting to be named as a prescribed body under the Dismantling Racism and Hate Act.

[Dismantling Racism and Hate Act](#), Province of Nova Scotia

[Equity and Anti-Racism Strategy](#) Province of Nova Scotia

3) STAFF RECOMMENDATION

Staff recommend support of this program.

4) REFERENCES AND ATTACHMENTS

IR 008-2023 EDI Final Report and Recommendations

5) DISCUSSION

After a community engagement cycle and conversations with stakeholders and professionals, the following program is being proposed.

The *IN Wolfville* program is built from three distinct, yet connected pieces:

1. **Internal assessment and support** – Town of Wolfville Council and senior management team

The senior management and Council will be offered the opportunity to complete individual cultural competency assessments to help each of us understand our current readiness to navigate with awareness of diversity. Assessments will be de-briefed in private consultations with a consultant and based on results, targeted workshops will be offered each quarter.

Cost \$2,000

2. **Host Family Program** – Town of Wolfville with Strategic Support from the Wong Centre

Each year, just under 1,000 international students make Wolfville their new home. These students can feel isolated and face additional barriers as they try to navigate life in a new

REQUEST FOR DECISION 041-2023

Title: IN Wolfville – an EDI approach

Date: 2023-08014

Department: Office of the CAO



Country, and a new Town, all while managing their academic careers and living away from family.

Once developed and launched, the Host Family program will connect volunteer support persons with international students, building social connections, informal supports and providing an opportunity to build life-long relationships.

To develop this program, an international student will be hired to research and map to programmatic details, determine resources required, raise awareness, scope roles, and complete a plan to operationalise and launch the program. The programmatic details will include the intake, screening, and training of community volunteers plus goals and objectives of the program.

Staff believe this program should be ready to launch in early 2024, once the initial development has been done. The cost noted below only includes the development work on the Host Family Program. Any additional program funding needs to be considered from the 24/25 budget year.

Cost: \$3,000

3. The Wolfville SOUP Program

The SOUP Program is a new offering from the Wolfville Farmers' Market in partnership with a number of community organizations. This new program will launch in Fall 2023 as a monthly event and as capacity increases, will run as a weekly, pay what you can, drop-in evening meal providing diverse foods, activities, and opportunities to build new connections. A successful pilot was run in spring 2023 that indicates a need and feasibility of operating this program in the community. The Wolfville Farmers' Market has hired a part-time staff person to oversee this new offering.

The SOUP program is designed to combat food insecurity while offering an abundant, nutritious local meal, and providing dignified access to food for all people in our community.

The Town has been asked to provide financial resources as a supporting partner but also to assist with promotion of the meal and as an ambassador to the program, making sure that all members of the community know about this community meal.

The SOUP program also creates an engagement space for listening sessions and learning opportunities to be offered offered by the Town.

The SOUP program also provides a neutral place for host families to gather and connect.

REQUEST FOR DECISION 041-2023

Title: IN Wolfville – an EDI approach

Date: 2023-08014

Department: Office of the CAO



Cost: \$5,000

In addition to these three key pieces, the Town will continue to promote the use of plain language, to use Wolfville Blooms to increase access and awareness of key Town projects and all departments will be encouraged to find meaningful ways to increase feelings of inclusion within our workplace.

6) FINANCIAL IMPLICATIONS

\$10,000 was included in the 23/24 budget

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity can only be improved when we fully recognize the diverse needs of individuals in our community. With training, our team will be more equipped to do this. In addition, by supporting newcomers through the Host Family program, we propose to share important community information through the development of social supports and relationships. With the SOUP program, equity comes in the form of the on-going pay what you can access to a dignified, healthy community food celebration each week.
- Community Wellness improves when people feel seen and heard and have unique, creative supports provided without having to ask, people feel included. When you build feelings of inclusion you increase the health of a community which leads to increases in economic prosperity and reductions in crime.

8) COMMUNICATION REQUIREMENTS

Information on this initiative will be shared on the Town's website and through social media as appropriate. Communication will also happen through our community partners at the Market and the Wong Centre at Acadia University.

9) ALTERNATIVES

The Town could wait to be prescribed under the Dismantling Racism and Hate Act.

REQUEST FOR DECISION 044-2023

Title: Annual Operating Line of Credit

Date: 2023-09-05

Department: Finance



SUMMARY

Annual Operating Line of Credit

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

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

In 2020 Council approved an increase to the Town's Operating Fund limit, taking into account the uncertainty created by the COVID-19 pandemic and subsequent economic impacts with supply chains and interest rate hikes. This year's RFD recommends remaining at that level. A change is recommended to the Water Utility operating line which takes into account continued use of Accumulated Surplus dollars to help fund capital projects, and demand on cash flows as the Water Utility awaits benefits of updated rates assuming approval by the Utility and Review Board (UARB).

DRAFT MOTION:

That Committee of the Whole forward the following motion to Council; That Council approves the following lines of credit with the Bank of Montreal, effective October 1, 2023 to September 30, 2024:

- | | |
|-----------------------------------------------|-----------------------------------------------|
| 1. Town Operating Fund, bank account | \$700,000 maximum credit |
| 2. Water Utility Operating Fund, bank account | \$285,000 maximum credit |
| 3. Corporate Credit Cards | \$ 50,000 maximum credit (all cards combined) |

REQUEST FOR DECISION 044-2023

Title: Annual Operating Line of Credit

Date: 2023-09-05

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA), Section 84

3) STAFF RECOMMENDATION

That Council approve the recommended maximums for the lines of credit related to Town Operating, & Water Operating bank accounts, and the maximum credit card limit for the organization.

4) REFERENCES AND ATTACHMENTS

- Bank Credit Card Policy #140-002
- Approved 2023/24 Operations Plan/Budget
- Consolidated and Non-Consolidated March 31, 2023 Financial Statements

5) DISCUSSION

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

The Town's borrowing for the PACE Program (Switch) is an operating line of credit, but it has been dealt with by Council under a separate TBR requiring ministerial approval. This funding process involves the Federation of Canadian Municipalities (FCM) and the Municipal Finance Corporation (MFC)/Province of Nova Scotia Finance Department. Refer to Note 9 to the year end audited Consolidated Financial Statements (page 15 of that document).

The Town's operating lines of credit are renewed with the Bank of Montreal once a year, with the current agreement expiring in October.

Up until 2020, this report had been a housekeeping matter required to keep our agreement with the Bank of Montreal up to date. The financial impact of the COVID pandemic and the lingering effects of the pandemic have created unanticipated results, notably in the area of supply chain issues, spike in inflationary costs and rising interest rates over the last year and half. For the Town, these impacts have become very real. Key equipment has had delivery times of over a year. As noted in last year's RFD, some costs of infrastructure costs have risen by at least 20% from a couple of years ago.

Noted last year (RFD 049-2022), cash inflows have shown periodic signs of weakness. This trend has continued through 2023. A couple of larger tax accounts have been slower paying, often well after due

REQUEST FOR DECISION 044-2023

Title: Annual Operating Line of Credit
Date: 2023-09-05
Department: Finance



date. Although ultimately the accounts have been brought up to date, the delay has negatively impacted timing of cash inflows. Tax Arrears at March 31st year end were \$614,800 this year, almost \$200,000 higher than March 31/22 (refer to Note 6 to March 31st Consolidated Financial Statements).

The Water Utility has, by design, continued to draw down it's level of Accumulated Surplus to help fund capital projects and absorb deficits. It is probable that the Utility will experience another deficit for the 2023/24 fiscal year. The Utility is awaiting approval of revised water rates by the UARB. Given the time of year, it is likely the new rates (if approved) will not take effect until the third quarter billing cycle meaning the full revenue benefit will not be realized until fiscal 2024/25.

- Over the last two fiscal years, the Accumulated Surplus of the Utility has dropped from \$674,000 to \$345,780 (at March 31/23). Refer to 31 of Consolidated Financial Statements.
- For the first time in at least a decade, the Water Utility effectively had no operating cash on hand at March 31st year end once capital reserve separated from net cash position. Refer to page 32 of Consolidated Financial Statements showing year end operating indebtedness of \$127,153.
- As part of the Water Utility's response to questions from the UARB (re: Rate Hearing in August), staff indicated a goal for Accumulated Surplus of approximately \$300,000 (or at least 25% of annual budgeted revenues). This helps to maintain overall positive cash flow where revenues are realized via quarterly billings.
 - Having the authorized maximum line of credit set at a level close to the desired surplus position helps ensure cash flows can be managed between quarterly revenue billings/cash receipts. The recommended amount this year is \$285,000.

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

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

Borrowing limits

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

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

REQUEST FOR DECISION 044-2023

Title: Annual Operating Line of Credit

Date: 2023-09-05

Department: Finance



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

- It has been a number of years since the Town experienced any timing issues with cash flow, and when they had occurred it tended to be in April and May, prior to the due date of interim tax bills. The annual agreement with the bank (Oct to following Sept) covers this period of time.
- The bank requires an approved resolution in order to facilitate any temporary borrowings.

With regard to the limit required for the Town credit cards, the maximum overall credit has been set at \$50,000. This remains unchanged. This coincided with changes to the Credit Card Policy (140-002) which reduced the number of cards from maximum of 20 down to 3. The suggested limit has been set at a level that would provide flexibility *if* required during the fiscal year.

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

6) FINANCIAL IMPLICATIONS

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

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No specific references provided.

8) COMMUNICATION REQUIREMENTS

The lines of credit are a matter of routine operation; therefore, the only communication required is with the Bank of Montreal to ensure renewed credit facilities are in place by October 2023.

9) ALTERNATIVES

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

REQUEST FOR DECISION 045-2023

Title: VWRM – Debt Guarantees '23/24 Capital Program

Date: 2023-09-12

Department: Finance



SUMMARY

Valley Waste Resource Management – Debt Guarantees for 2023/24 Capital Program

Annually the Town is involved in the budget process for Valley Waste Resource Management (VWRM), including any debt guarantees that may be required in relation to the VWRM capital budget.

The request before Council with this report relates to the current year 2023/24 Capital program, for which VWRM would expect to participate in a future NS Finance Department's provincial debenture issue. Essentially this is the same process the Town of Wolfville follows for its capital program. The VWRM Board approved their Temporary Borrowing Resolution (TBR) at their August 15th meeting. The next step in the process is for each of the Inter-Municipal Agreement Service Partners to guarantee their proportionate share of the debt. The documents before Council with this report represent that guarantee for Wolfville.

DRAFT MOTION:

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

That Council guarantees a share of the Valley Waste Resource Management Authority's TBR Capital FY 2023/24 (in the amount of \$553,000), with Wolfville's share being 9.85% or \$54,471 as per attached partner guarantee resolution form.

REQUEST FOR DECISION 045-2023

Title: VWRM – Debt Guarantees '23/24 Capital Program

Date: 2023-09-12

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act - Sections 60 & 88
- VWRM Intermunicipal Service Agreement (IMSA)

3) STAFF RECOMMENDATION

That Council approve the loan guarantee requested by VWRM to address their 2023/24 capital program requirements.

4) REFERENCES AND ATTACHMENTS

- Standard loan guarantee resolution provided by VWRM (attached)
- VWRM TBR 23/24 Capital Program, including schedule A showing breakdown of guarantees, and schedule B noting the Capital Budget items being funded by way of debt (attached)
- VWRM 2023/24 approved budget (refer to Town RFD 013-2023, April Committee of the Whole and Council agenda)

5) DISCUSSION

Similar to the Town, VWRM must go through the process required to access debenture funding for its capital program. As one of the IMSA parties, Wolfville must guarantee its share of any long-term borrowings of VWRM. This paperwork deals with the documentation needed to ensure their TBR can be approved by the Minister.

The breakdown of guarantees by the IMSA group is:

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	73.4%	405,902
Town of Kentville	10.33%	57,125
Town of Wolfville	9.85%	54,471
Town of Berwick	3.08%	17,032
Town of Middleton	2.03%	11,226
Town of Annapolis Royal	1.31%	7,244
Total Capital Requirements for Borrowing Resolution	100%	553,000

REQUEST FOR DECISION 045-2023

Title: VWRM – Debt Guarantees '23/24 Capital Program

Date: 2023-09-12

Department: Finance



6) FINANCIAL IMPLICATIONS

There is no immediate budget impact to the Town as the VWRM capital program was already considered as part of the approval of for the VWRM 2023/24 Budget. The long-term debt contemplated will require increased Town contributions in future years once the debenture is in place and repayments become part of the annual VWRM budget.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None Provided at this time.

8) COMMUNICATION REQUIREMENTS

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

9) ALTERNATIVES

In theory, Council could not provide the guarantee. This option would require VWRM to seek a different mechanism to fund its 2023/24 capital budget. Since Council has already approved their budget, not providing the guarantee would be an impractical option. The approval process is an annual housekeeping matter to finalize details around VWRM Board and Town Council decisions made earlier in the year.

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 553,000

Capital Projects: Detailed in Schedule "B"
Capital Budget 2023-2024

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

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

WHEREAS the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the estimated amounts and descriptions of which are contained in Schedule "B";

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

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

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed Five Hundred Fifty Three Thousand Dollars (\$ 553,000) for the purpose set out above;

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

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed Five Hundred Fifty Three Thousand Dollars (\$ 553,000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

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

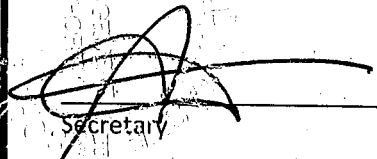
THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and,

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 19 day of July, 2023.

GIVEN under the hands of the Chair and the Secretary and under the seal of the Authority this 15 day of August, 2023.


Chair


Secretary

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 553,000

Capital Projects: Detailed in Schedule "B"
Capital Budget 2023-2024

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	73.4%	405,902
Town of Kentville	10.33%	57,125
Town of Wolfville	9.85%	54,471
Town of Berwick	3.08%	17,032
Town of Middleton	2.03%	11,226
Town of Annapolis Royal	1.31%	7,244
Total Capital Requirements for Borrowing Resolution	100%	553,000

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$553,000 _____

Capital Projects: Detailed in Schedule "B"
Capital Budget 2023-2024

**SCHEDULE "B"
CAPITAL PROJECTS**

		Estimates \$
Heading: Equipment		
Item	XL 4X4 Pick-Up Truck Lift Gate - Carts	53,000
Item		
Item		
Item		
Heading Sub Total:		53,000
Heading: Building and Site		
Item	Containers for Drop Off	330,000
Item	EMC/WMC C&D site monitoring wells	55,000
Item	Heating Ventilation Upgrade	115,000
Item		
Heading Sub Total:		500,000
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		553,000

COMMITTEE UPDATE

Title: KPPT MEETING and AGM
Date: July 19, 2023
Department: Committee of the Whole



KPPT MEETING AND AGM

Meeting was held on July 19th at KPPT Location on Aberdeen Street, Kentville

- We shared a moment of silence for Weldon Wesley Best, a driver for many years, who retired earlier this year and passed away shortly thereafter.
- Approval of the agenda, previous minutes
- Financial Reports and The CTAP report reviewed and budgeted numbers discussed. More to follow as AGM is after the meeting.
- Discussion and verification of Government funds from Province is in good order.
- New Grants were discussed IE: New Horizons Assistance Grant for Seniors, some potential accessibility, and e-vehicle grants.
- Discussion was had about a 10-ride punch card, possible mini-discounts, practical ways to do that.
- Budget reflects the fare increase for this year.
- Still working with 6 drivers, 4 of which work each day. Service is stretched with these numbers because of day camps and one designated driver for Ross Creek and a new partnership with Jeremy Novak and Where Its' At Tours but its working. Possible outreach to VON drivers for backups.
- New Drivers have been training, trying to streamline the training process.
- Discussions of how boomer generation is now becoming seniors who will become clients. The numbers have been steady and show signs of rising.
- Ideas came up about marketing ON the bus for local businesses that are more senior-centric.
- The Nomination Committee has put names out for the new board to be nominated at the AGM. See Below! Discussion was had about skill set for members.
- **Next meeting:**
Regular Board Meeting August 16th, 2023, 5:00 Aberdeen Street

COMMITTEE UPDATE

Title: KPPT MEETING and AGM
Date: July 19, 2023
Department: Committee of the Whole



AGM:

- AGM Was held in KPPT Location on Aberdeen Street June 19th, 2023, 6:30pm
- Agenda and Minutes Approved
- Chair's Report read by Chris Goddard of Berwick. He mentioned the move to the new building, mentioned board members coming and going, thanks to all involved in keeping things going.
- Financials Discussed with a deficit and a break down was put forth. Some factors were moving expenses, some government funding that was unstable as there was no 2023 wage subsidy or recovery grant programs.
- Maynard, Bent and Fagan performed the Audit and found no discrepancies or alarms of the financials and practises.
- Numbers were off a bit because of increased fuel costs that were fluctuating a lot as well many drivers who were retiring, coming back, added training.
- A bigger budget discussion will take place so we can factor in some known trends and what stemmed from the last year reports.
- Auditors for fiscal year 2023/2024 with remain Maynard, Bent. & Fagan in Kentville. This will be their fifth year so; a discussion will be had to see about a different auditor to mix things up.
- Nominations and Election held for Board for 2023/2024 and is as follows:
Chair: Chris Goddard, Vice-Chair: Charlene Wiseman, Secretary: Mike Butler, Treasurer: Lisa Bachman- Woohoo!
- One-time only registration fee of \$10.00 will remain the same.
- By-Law amendments from last discussion were moved and seconded.

Respectfully Submitted,

Councillor Mike Butler

COMMITTEE UPDATE

Title: KPPT Committee Meeting
Date: August, 16th, 2023
Department: Committee of the Whole



KPPT COMMITTEE MEETING

- Meeting was held at headquarters in Kentville on August 16th, 2023.
- Minutes from previous meetings and AGM were approved.
- Financial Report was distributed, and a three-year budget plan was presented looking at trends of housing, increased seniors' demographics, possible repeat of certain grants, possible increase of fuel, e-vehicles, etc.
- Kathleen presented the updated 3- year CTAP budget for approval. Increases were based of best predictions of industry 2–3-year increases, modest growth and review of Charters, feasibility of value-added services, Corporate Development and Municipal and Provincial funding reviews. Deficits were deliberate until named reviews and plans were complete.
- General discussion from office report about staff management, sick leaves etc.
- New Business: KPPT will form a new committee for succession planning, to give some overview of what's worked, what's changing, input from clients etc. More to come. Coby provided a skills matrix to Kathleen for Board recruitment and succession planning, who emailed it to each. Directors were reminded to complete skills matrix as sent out. A paper version was provided as an alternative.
- A discussion was had about the need for new auditors for the 2023/2024 year as our past auditors have reached their time to help. A need is there to mix it up with our auditors.
- Kathleen did not have a full financial report but presented highlights regarding ride revenues and expenses as well as accompanying statistics. o Cancellations continue to be an ongoing issue. Same day cancellations exceed 100 per month. The registration package refers to a cancellation fee that has never been enforced. There was discussion about enforcement and fee amount.
- Motion to approve the implementation of the existing cancellation fee for rides cancelled without minimum notice (currently previous day before 11AM) Fee will be \$10.00.
- There was a decision to create a Corporate Sponsorship Committee to assist the manager with preliminary research and contacts. Details need further discussion.
- Next meeting is scheduled for Wednesday September 20th, 5:00 at the KPPT Boardroom in Kentville

Respectfully submitted,
Councillor Mike Butler

COMMITTEE UPDATE

Title: WBDC
Date: July and August 2023
Department: Committee of the Whole



WBDC Meeting –held in person at WBDC office on both occasions.

Meet in July and August for the first time in a few years.

Discussions were centered around their work for events happening over the summer:

- Pooch Party participation
- Welcome Event participation (postcard design)
- Sign for Waterfront Park discussion
- Marketing budget, gift cards and what kind of tourism promotions the WBDC will do in the future.
- Financial Reviews
- Town appointed WBDC representative.
- Events Acadia – new AV Tech hired, and seeking many more events to come to Town – planning is going forward to 2026.
- WBDC working to keep a calendar of events up to date for ALL events in Town.

There was a Front Street Pizza Party held for local businesses to attend – it was a great night, even though it did rain on us for 15 minutes! Great night, with great conversations and fantastic wood fired pizza!

As you all now know Tanvi Dabas has been hired as their new co-ordinator and we look forward to working with her!

Respectfully Submitted,

Councillor MacKay

COMMITTEE UPDATE

Title: Valley Waste and Kings Transit IMSA Board

Date: July 19, 2023

Department: September 2023 Committee of the Whole



UPDATE

The VWA and KTA IMSA Board met on July 19th, 2023, for the monthly Board meeting. Items discussed included:

1. General Update:

- a. WSP has been hired to conduct the Transit Study that is Phase 1 of the ICP grant.
- b. Phase 2 of the ICP grant is working its way through the approval process with the climate resilience study (a condition of grant approval) now completed.
- c. The contract extension for compost is now in place for a 6 year term.
- d. There are five years remaining for the recycling contract.
- e. Management is preparing an RFD for a new RFP for the collection contract.
- f. The Landfill Liaison Cttee had not met and dates were being confirmed for the meeting at the time.
- g. Cost accounting of Valley Waste and Diversion Streams is under development. Work is currently underway on the model and data collection.
- h. Audit Cttee for the IMSA will meet on September 5th.

2. Valley Waste:

- a. The VW Audit by BDO is substantially complete. Following the IMSA Audit meeting on September 5th, 2023 and approved by the Board at the September Board meeting, copies will be given to the partner municipalities to allow them to make required adjustments in their own records. The consultants asked, and the Board approved, that preliminary audit results be sent to partner municipalities with final approved audited statements to be provided at a later date.
- b. The contract between VW and Annapolis County has been finalized and Annapolis County Council has approved. VW Staff are preparing to implement hotline, cart deliveries, bylaw enforcement, and other educational services to Annapolis County.
- c. A waste wood study is underway to audit various types of wood and interview staff. A final report on wood waste in Nova Scotia was expected at the end of August.
- d. Education staff have been working with several businesses to assist with waste diversion initiatives.
- e. Management met with the local NSECC office to receive the requirements needed to meet the new storage and disposal regulations for construction and demolition waste.
- f. A temporary borrowing resolution for VW were approved by the board. One in the amount of \$553,000 for capital projects (pick-up truck lift gates, heating ventilation upgrade, site monitoring wells, containers for drop off).

COMMITTEE UPDATE

Title: Valley Waste and Kings Transit IMSA Board

Date: July 19, 2023

Department: September 2023 Committee of the Whole



3. Kings Transit:

- a. While fuel prices remain under budget, the current report was only for the first quarter and fuel prices continue to be forecasted to increase. At the time of KTA report the carbon tax impacts had not been added to fuel prices. Ridership continues to exceed those of last year, which was still feeling impacts of the pandemic.
- b. Phase 1 ICP study has begun.
- c. Recruitment of a Director of Finance is underway, as of the IMSA Board meeting there appears to be limited luck finding an appropriate individual to fill this position.
- d. The IMSA Board of Directors was asked to approve funding for the installation of four bus shelters at Cornwallis Square (Waterville, Cambridge, Grafton, Woodville).

Respectfully Submitted,
Mayor Donovan

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: September 12, 2023
Department: CAO



UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, July 17, 2023.

Key issues of discussion included:

- **Presentation: Department of Community Services (Andrew Wiles)**
 - At the peak in Barrington, there were 33 displaced individuals using DCS emergency shelters.
 - This number held steady over a few days.
 - At the peak in Shelburne, DCS had 12 individuals using the emergency shelter services provided.
 - At the peak in Halifax DCS had 109 individuals using the emergency shelters provided (note: this number dropped rapidly after night 1).
 - Also, on behalf of the government of Nova Scotia, the Canadian Red Cross is administering the program to see \$500 payments to households that were under mandatory evacuation orders.
 - DCS continue to partner with the Canadian Red Cross on recovery planning as well.

- **Public Health Update:**
 - **COVID-19 Update**
 - **WHO, Dr Tedros, Director General, 2023-05-05**
 - WHO declared that COVID-19 is no longer a global health emergency.
 - The WHO's emergency committee first declared that COVID represented its highest level of alert more than three years ago, on January 30, 2020

 - **Health Canada, 2023-05-05**
 - The government of Canada will continue its work with provinces and territories to implement a long-term, sustainable approach to the ongoing management of COVID-19.
 - As part of ongoing monitoring, the Government of Canada continues to contribute to and assess the global epidemiology of COVID-19, including working with international partners to enhance viral genomic sequencing capacity. There is ongoing monitoring in place to track COVID activity and impacts using multiple systems, including laboratory identification of significant new SARS-CoV-2 variants.
 - SARS-CoV-2 virus is still circulating across Canada and worldwide.
 - Continue to monitor the COVID-19 situation and to mitigate domestic health and societal impacts of the virus.
 - As COVID-19 activity and hospitalizations continue in Canada, layers of prevention, including receiving recommended COVID-19 vaccinations and personal protective practices, such as wearing well-fitting masks, remain our best approach to reduce the risk of developing severe illness and limit the burden on the health system.
 - PHAC will continue to provide public updates as new information related to our domestic situation arises.

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: September 12, 2023
Department: CAO



NS COVID-19: Reporting Period May 2023

- 814 PCR positive cases of COVID-19
- 77 hospitalizations, and
- 1 death
- The number of PCR positive results, hospitalizations and deaths decreased in May 2023 compared to April 2023.

• **Kings Flood Preparedness and Response Plan (FPRP), Change 1**

Administrative Changes:

- Foreword – page 1 (Signature block amended to Chair of REMAC)
- Change to Kings REMO Logo
- Map – page iv (REMO Logo and Municipal logos update)
- Department of Lands and Forestry changed to Department of Natural Resources and Renewables (NS DNRR)
- Department of Transportation and Infrastructure Renewal (NS DTIR) changed to Department of Public Works (NS DPW)
- Nova Scotia Health Authority changed to Nova Scotia Health

Approval Timeline:

- 2023-06-15 REMO Regional EM Planning Committee
- 2021-07-20 REMO Regional EM Advisory Committee - Approval

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 1 TO THE KINGS FLOOD PREPAREDNESS AND RESPONSE PLAN, DATED JUNE 2023.

• **2023 Wildfire Season: March 15 to October 15**

To-date, there have been reported 212 Wildfires in Nova Scotia with 15 of those being reported in Kings County

The 17-year average for wildfires in Kings County is 21 wildfires/year

• **2023 Hurricane Season**

2023 is forecast to be an 'average' Hurricane Season:

- 12-17 named storms (average 14)
- 5-9 Hurricanes (average 7)
- 1-4 Major Hurricanes (average 3)

To-date, there have been 4 named Tropical Storms

• **Extreme Heat Events**

- Extreme Heat is a health risk.

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: September 12, 2023

Department: CAO



- As our climate continues to change, extreme heat events/heat waves are expected to increase in frequency, length and severity, resulting in increased health risks for many Canadians.
- The document 'Health Checks during Extreme Heat Events' developed by the National Collaborating Centre for Environmental Health (NCCEH) has been distributed across Kings County for awareness.

- **ECC Equipment - Starlink**

- Starlink equipment purchased for the Kings REMO Emergency Coordination Centre (ECC).
- Broadband satellite Internet access
- More mobile than cable internet

ACTIONS:

- REMC developing Policy for ECC Starlink equipment.
- Testing schedule to be developed.

- **Comfort Centres** www.KingsREMO.ca/comfort.aspx

- 25 Comfort Centres (as of 2023-03-16)
- The Lake Paul/Lake George Comfort Centre is unavailable until further notice due to remediation issue for fungus cleanup.

- Pending Additions (Provincial Generator Program Funding):

- Wolfville Lions Club
- Salvation Army Church (Kentville)
- Gibson Woods Baptist Church

- **Community Outreach Program**

2023 Outreach sessions:

Jan-Mar	5 presentations
2023-04-25	Greenwich Fire Dept-Family & Community
2023-05-04	Central Kings High School (Grade 10 class)
2023-05-10	Avonport Baptist Church
2023-05-17	Grafton Community Hall
2023-05-24	Sheffield Mills Community Hall
2023-05-25	Berwick 100th Birthday Bash
2023-05-29	Kentville Rotary Club
2023-05-31	Kings Seniors Safety Program
2023-06-01	Kingsport Community Centre
2023-06-14	Baxters Harbour Community Centre
2023-06-26	Aylesford Fire Department
2023-07-12	Scots Bay Community Hall
2023-07-15	Church of Latter-day Saints (Kentville)

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: September 12, 2023
Department: CAO



To be Confirmed:

2023-##-## Valley Waste Regional Management Staff
2023-##-## Kingston Lions Club & Community
2023-##-## Black Rock Community Centre
2023-##-## Acadia University Residence Life Management Staff
2023-##-## Town of Berwick Council & Staff

- **Kings REMO Social Media**

Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings and preparedness messages

Kings REMO actively uses Social Media to increase community awareness:

Facebook followers:

4,937 2023-04-17 (+ 524)
6,761 2023-07-17 (+ 1,824)

Twitter followers:

835 2023-04-17 (+ 9)
858 2023-07-17 (+ 23)

Instagram followers:

257 2023-04-17 (+ 13)
262 2023-06-17 (+ 5)

- **Vulnerable Persons Registry (VPR) Program**

Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program

Presentations made to Municipal Accessibility Advisory Committees & Other Organizations:

- Kings Joint Committee, 2022-12-14
- Town of Wolfville, 2023-02-13
- Town of Berwick, 2023-04-17
- Kings County Seniors' Safety Program, 2023-05-31

2023-06-21 Kings County VPR Program highlighted by HRM as HRM looks to create an emergency registry for vulnerable residents.

"The staff report noted that multiple communities across Canada, including Kings County in Nova Scotia have also established emergency registries."

ACTION: Kings REMO REMAC membership to promote awareness of the Kings VPR Program within their organizations and community

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: September 12, 2023

Department: CAO



- **Kings REMO Training & Exercises**

Participants: 28 (within Kings REMO ECC)

Municipal Staff: 12

Agency Representatives: 16

What went well:

- Exercise Structure & Facilitation
- Exercise Realism
- Regional EM Plans

Areas for Improvement:

- Practice-Practice-Practice
- Stress Communications

Improvement Plan:

- Public Hotline Call-Log
- Exercise Participation
- Action-Oriented Exercises

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE APPROVE AND FORWARD THE APRIL 20TH FLOOD-EVACUATION EXERCISE AFTER ACTION REVIEW & IMPROVEMENT PLAN TO THE JULY 17TH REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE MEETING FOR APPROVAL

- **2023-07-20 Hurricane-ECC Activation Workshop**

Interactive workshop to review CBRM REMO Fiona Lessons Learned

ECC Key Activities:

- Damage assessment
- Public safety (evacuation, sheltering, food distribution, etc.)
- Resource acquisition, assignment, and tracking
- Information coordination (including public information/media affairs)
- Contract management
- Cost accounting
- Support services (food, water, utilities, etc.)

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: September 12, 2023

Department: CAO



- **2023-09-16 'Country Rocks the Farm' Music Festival**

Event: Music Festival

Date: Saturday, September 16

Time: 4pm – 12pm

Venue: Noggins Farm

REMO Risk Assessment: Medium Risk Event

Next Meeting: Monday, September 18, 2023