



Committee of the Whole

December 5, 2023

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, Minutes, November 7, 2023
- b. Special Committee of the Whole Minutes, November 14, 2023
- c. Special Committee of the Whole (Budget), November 16, 2023

3. Presentations

- a. Kassia Régnier, Municipal Program Coordinator, Food Cycle Science, Ottawa
- b. Josée-Ann Cloutier, STEAM SPACE

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)

- No reports

6. CAO Report

7. Staff Reports for Discussion

- RFD 057-2023 Schedule of Council & Committee Meetings 2024
- RFD 064-2023: Electronic Voting Bylaw Amendments
- Info Report 026-2023 Urban Forest & Related Issues Update
- Info Report 027-2023: Active Transportation Working Group Terms of Reference
- RFD 055-2023: Video Camera Pilot Results & Recommendations
- RFD 065-2023 Collaborative Care Initial Findings & Next Steps

8. Committee Reports (External)

- Kings Point-to-Point (KPPT)
- Annapolis Valley Trails Coalition (AVTC)
- Wolfville Business Development Corporation (WBDC)
- Diversity Kings (DK)
- Valley Community Fibre Network (VCFN)
- 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) & 22(2)(e) of the Municipal Government Act.*

- RFD 058-2023 Citizen Appointments to Committees of Council



b. Contract negotiations

11. Adjournment of In-Camera Meeting

12. Regular Meeting Reconvened

13. Motions from In-Camera Meeting

a. RFD 058-2023 Citizen Appointments to Committees of Council

14. Regular Meeting Adjourned

CAO REPORT

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Department: Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Information Updates

Engineering and Public Works

The Town Hall roof drain leak has now been repaired and most of the building has been restored. New carpet tile needs to be installed in the hallway by the front desk and some exterior bricks also need to be replaced but the public is being welcomed into the building once again.

Fairfield Street is proceeding mostly on schedule. Concrete curb and gutters are scheduled for the week of November 20 with paving the following week and we do anticipate interruptions to access during this time. The concrete sidewalk, driveway aprons, and landscaping restorations will likely be delayed until spring 2024.

The East End parking lot tender closed on November 2 with only one bid received. The bid was 38 per cent over the approved budget so we will re-tender in early winter.

The tender for the Welcome Centre went out on November 22 with a collaborative design-build RFP.

The temporary compost collection site closed for the season on November 25 and staff are reviewing data and compiling a report for Council. Council can expect a request for decision on this in January.

The all-way stops along Pleasant/Skyway have all been laid out and the work has been ordered. This is expected to be completed before winter. We are now waiting on electrical and NS Power approvals for the flashing lights. Improved street parking signage and pavement marking through the core is also scheduled to occur before winter.

The test pits required for the geotechnical study for the Wolfville Water Treatment Plant, phase 2, the design phase, are completed and the detailed design and tender package can now proceed.

The new test well for Wolfville's Production Well #3 is being drilled at the end of November on the Elderkin property, with the owner's permission.

Winter Parking Ban

Overnight Parking Regulations are now in effect (December 1) and staff have been working to communicate this annual program across the community. Temporary overnight parking continues to be allowed in the East End Gateway lot (across from Willow Park) and for folks looking for a more permanent parking solution, Acadia has seasonal parking passes available for sale. The contact information for Acadia University has [been added to our website](#).

Soups and Sides

With support from Council, the Soups and Sides program launched at the Wolfville Farmers' Market on November 1. The program has grown week over week and attendees include adults, children, students,

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

seniors and families. The soups have been well received and the weekly programming (the sides) is creating opportunities for new connections and relationship building.

Feedback cards collected each week are suggesting that the program is highly valued, and that this barrier-free way to connect over warm soup, is being warmly received by both those who are enjoying a complimentary meal and by those who are paying it forward.

The program will pause in the new year so that the coordinator can develop a full operational plan and budget to tackle the issue of sustainability. Staff are trying to get more detail on the program pause.

Minimum standards by-law inspections

Compliance staff have been busy responding to requests from tenants relating to [our minimum standards by-law](#). The by-law covers things like interior dampness, rodents and pests as well as windows, doors and heating. Thanks to communications with Acadia and work being done by our building and fire inspectors, there is more awareness that tenants can call the Town directly with questions, concerns, and requests for inspections.

Finance and Corporate Services

Work is now well underway on the 2024/25 budget process, with focus on developing reasonable estimates for the 10 Year Capital Investment Plan, including funding assumptions. New this year has been two additional sessions on the Ops Plan as it relates to project and priority setting. Council spent a portion of the all-day October regular COW meeting, and all of a Special COW meeting in October discussing projects and priorities. The most recent Special COW meeting in November picked up on those previous discussions and also saw the early review of the CIP and pending budget constraints.

GIS staff are currently assisting the Planning Dept. with the next phase of implementing the Permittable process. With the addition of two ipads dedicated to this process, the goal of having the building permit process integrated with GIS will be pursued in earnest. GIS staff also continue their work with the Office of the CAO on a possible complaint tracking process. Internal testing of the system is ongoing and further work will be required before this is fully ready for use by the public. Once this is further along, a presentation will be made to Council.

Finance staff have sent out Preliminary Notices for properties falling within the Tax Sale Policy requirements. This marks the official start of the tax sale process, and it typically takes upwards of six months to complete, assuming an actual tax sale date is required.

With the retirement of the Director of Finance at the end of the year, FOIPOP will be reassigned to the Town Clerk in the Office of the CAO. Laura has been working on some targeted training and is considering a micro-credential to support her work.

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Recent financial updates have indicated a possible deficit by the March 31 year end. Of note, the recent received October Deed Transfer Tax revenue now puts that line item well above budget. The October revenue is the third largest monthly total ever received by the Town and helps ensure the reversal of the trend over the last 3/4s of a year where revenue was trailing budget. October receipts were just under \$100,000.

By mid-December, staff expect to receive early summary information on the 2024 Assessment Roll, providing the next key piece of data informing the 2024/25 budget process. Property owners will receive their Notice of Assessment in early January.

The Office of the CAO along with the IT Manager and Director of Financial Services will be reviewing a service proposal from Grant Thornton as it relates to audit of IT infrastructure and cyber security testing. This work may span more than the current fiscal year but is highly recommended to ensure the Town is on the best path in managing it's ever growing IT infrastructure network and devices.

Parks and Recreation

The Town hosted another well-attended pumpkin parade, which provided a fun activity and then tasty food for a local livestock farm. Diwali in the Valley was also a big hit with a sold-out event featuring food, music and a fireworks display.

Parks staff have been working away like elves making sure the Town is bright and sparkly in time for our annual Night of Lights celebration.

Wolfville Glows and Night of Lights

Wolfville Glows offers lots of great programming again this year including My FUNdy Holiday and the Holiday Film Series at Al Whittle Theatre. There will also be the ever-popular Santa visits in Clock Park plus - Night of Lights was a big success.

Night of Lights hosted a few hundred folks of all ages who seemed to enjoy the earlier start to the event. Hot chocolate was quickly consumed and roasting marshmallows over multiple bonfire pits provided some great fun for adults and kids alike. The silent disco was a huge hit and by the end of the evening, our dance floor (Elm Ave) was hopping.

Carols, the petting farm, Beaver Tails, and holiday music all filled out the event but the show-stealer was our very own Wolfville Santa who visited with kids of all ages in his magical yurt. The tree was lit, and our holiday season has officially launched. Thanks to members of Council for braving cold hands to serve hot chocolate and for taking on so many other tasks - like supervising the Santa line and making sure the silent disco was rocking!

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Online recreation program registration

Staff are working to integrate a new online program registration and payment system into our website (Amilia). Should be up and running by Jan.1, if not before.

New Years Levee

The Levee is being re-imagined for 2024 in a way that creates a more relaxed, family-focused feel. The event will feature music, snacks and fun activities on **January 1 from 11am to 1pm at the Wolfville Farmers' Market**. This event is free and everyone is welcome to attend.

T.A.N. is offering hot beverages and baked goods and Miss Aurora Scott will be at the event as the Mermaid from her new show, My FUNdy Holiday, to offer games, interactive music and lots of visiting with kids and adults. Guests can also expect pirates and many more surprises at the Levee.



WOLFVILLE FIRE DEPARTMENT

355 Main St., Wolfville, Nova Scotia, Canada B4P 1A1



Monthly Chiefs Report

October/November 2023

General:

October 2023 was a busy month with 27 calls, as of November 28 we have had 12 calls.

The Executive Committee met November 6th.

Chief Crowell attend the county FSAC meeting on November 23rd.

D/C Schrader attended the FSANS meeting on November 26th.

Alarms:

Twenty-seven alarms were received in October, eighteen were in Town, and eight were in the County, one Mutual Aid.

186 person hours were spent on alarms in October.

Alarms by type for October:

Building Alarms-14

Motor Vehicle-11

Medical-1

Mutual Aid -1

November's person hours for 12 alarms as of November 28th is 62 hours.

Budget:

The New Pumper Tanker tender is closing December 7th 2023

Apparatus:

Minor repairs and upkeep ongoing



WOLFVILLE FIRE DEPARTMENT

355 Main St., Wolfville, Nova Scotia, Canada B4P 1A1



Property / Station

Nothing to report.

Training:

Four regular Monday evening sessions were held in October with 234 person hours being expended.

Four regular Monday evening training sessions were held in November with 229 hours be expended.
report.

Fire Prevention:

Nothing to report.

Respectfully Submitted,

Todd Crowell

Chief

REQUEST FOR DECISION 057-2023

Title: Council – Committees of Council Meeting Schedule 2024

Date: 2023-12-05

Department: Office of the CAO



SUMMARY

Council-Committees of Council Meeting Schedule 2024

The purpose of this RFD is for Council to consider accepting the Committees of Council Schedule for 2024 as attached.

DRAFT MOTION:

That Council adopt the 2024 Council-Committees of Council Meeting Schedule as presented in RFD 057-2023.

REQUEST FOR DECISION 057-2023

Title: Council – Committees of Council Meeting Schedule 2024

Date: 2023-12-05

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act, 1998

3) STAFF RECOMMENDATION

Staff recommends that Council accept the 2024 Council-Committees of Council meeting schedule as detailed within this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings.

4) REFERENCES AND ATTACHMENTS

Policy 110-001 Committees of Council

Policy 110-012 Attendance Policy for Council

Council-Committees of Council meeting schedule 2024 (*attached*)

5) DISCUSSION

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

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

The Council, Committee of the Whole and Committees of Council meeting dates for 2024 are recommended as detailed in the attachment to this RFD.

Frequency of Meetings:

- | | |
|---|--|
| • Committee of the Whole | Monthly (quarterly full day sessions – Feb, Apr, Jun, Oct) |
| • Special Budget Committee of the Whole | Bi-annually |
| • Town Council | Monthly |
| • Accessibility Advisory Committee | At least four times per annum |
| • Planning Advisory Committee | Monthly |
| • Audit Committee | At least four times per annum |

REQUEST FOR DECISION 057-2023

Title: Council – Committees of Council Meeting Schedule 2024
Date: 2023-12-05
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- | | |
|--|-----------|
| • Regional Emergency Management Advisory Committee | Quarterly |
| • RCMP Advisory Board | Quarterly |
| • Source Water Protection Advisory Committee | Quarterly |
| • Town & Gown Committee | Quarterly |
| • Council Policy Review Task Force | Monthly |

With the understanding the meeting dates may change as the year progresses, the proposed 2024 Council-Committees of Council meeting schedule considers the following annual conferences (dates to be confirmed):

- | | |
|--------------------------------|-------------------------|
| • May 8-11, 2024 (tentative) | NSFM Spring Workshop |
| • Jun 5-7, 2024 | ITGA Annual Conference |
| • June 12-14, 2024 (tentative) | AMANS Spring Conference |
| • Sept 17-20 2024 (tentative) | AMANS Fall Conference |
| • Nov 26-29, 2024 (tentative) | NSFM Fall Conference |

January & September COW dates have been moved to the second week in the month to assist staff with report preparations after vacation & holidays. Subsequently Town Council meetings for those months are pushed back to the fourth Tuesday of the month.

June COW has also been moved to the second week due to the International Town & Gown conference which is held in the US each year. Town Council for June has also been pushed back to the fourth Tuesday of the month.

One all Day COW Budget meeting is scheduled for January. A second day has not been added until the appointment of a new Director of Finance is made.

Council Policy Review Task Force meetings have been included. These typically take place on the 3rd Friday of the month, however due to the AMANS schedule the September meeting may have to be pushed back to the 4th Friday. The Task Force is scheduled to meet in August due to the number of Council policies needing to be reviewed.

October – due to the election, no committee meetings have been scheduled apart from Audit. This is due to the timing of the 2nd quarter financial update.

6) FINANCIAL IMPLICATIONS

N/A

REQUEST FOR DECISION 057-2023

Title: Council – Committees of Council Meeting Schedule 2024

Date: 2023-12-05

Department: Office of the CAO



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This RFD is administrative in nature for establishing the 2024 Council & Committees of Council meeting calendar.

8) COMMUNICATION REQUIREMENTS

Once accepted, the 2024 Council-Committees of Council meetings will be published to the website.

9) ALTERNATIVES

Throughout 2024, there may be the requirement to adjust scheduled meetings based on unforeseen scheduling conflicts that arise. These will be dealt with on a case-by-case basis.

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

January

February 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 NEW YEAR'S DAY STAT	2	3	4	5	6
7	8	9 8:30am-11:30am COW	10	11 4:00pm-6:00pm PAC	12	13
14	15 10:00am-11:30am REMAC	16	17	18 9:00am-4:00pm Special Budget COW	19 12:30pm-2:30pm Council Policy Review Task Force	20
21	22 10:00am-12noon Town & Gown	23 6:30pm-8:30pm Town Council	24	25	26	27
28	29	30	31	1	2	3

February

March 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6 9:00am-4pm COW	7	8 4:00pm-6:00pm PAC	9	10
11	12 4:30-5:30pm AAC	13	14 2:30pm-4:30pm Source Water	15	16 12:30pm-2:30pm Council Policy Review Task Force	17
18	19 HERITAGE DAY STAT	20 6:30pm-8:30pm Town Council	21	22	23	24
25	26	27	28	29	1	2

March

April 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
3	4	5 8:30am-11:30am COW	6	7	8	9
10	11	12	13	14 4:00pm-6:00pm PAC	15 12:30pm-2:30pm Council Policy Review Task Force	16
17	18	19 6:30pm-8:30pm Town Council	20	21	22	23
24	25	26	27	28	29 GOOD FRIDAY STAT	30
31	1	2	3	4	5	6

April

May 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 EASTER MONDAY HOLIDAY	2 9:00am-4:00pm COW	3	4	5	6
7	8	9 10:00am-12noon RCMP	10	11 4:00pm-6:00pm PAC	12	13
14	15 10:00-11:30am REMAC	16 6:30pm-8:30pm Town Council	17	18	19 12:30pm-2:30pm Council Policy Review Task Force	20
21	22 10:00am-12noon Town & Gown	23	24	25	26 8:30am-10:30am Audit	27
28	29	30	1	2	3	4

May

June 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
		<i>Tentative NSFAM Spring Conference</i>				
		8:30am-11:30am COW	2:30pm-4:30pm Source Water	4:00pm-6:00pm PAC		
12	13	14	15	16	17	18
	4:30-5:30pm AAC				12:30pm-2:30pm Council Policy Review Task Force	
19	20	21	22	23	24	25
	VICTORIA DAY HOLIDAY	6:30pm-8:30pm Town Council				
26	27	28	29	30	31	1

June

July 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
			ITGA Annual Conference(US)			
9	10	11	12	13	14	15
		9:00am-4:00pm COW	Tentative AMANS Spring Conference			
				4:00pm-6:00pm PAC		
16	17	18	19	20	21	22
					12:30pm-2:30pm Council Policy Review Task Force	
23	24	25	26	27	28	29
		6:30pm-8:30pm Town Council			8:30am-10:30am Audit (<i>tentative</i>)	
30	1	2	3	4	5	6

July

August 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 CANADA DAY STAT	2 8:30am-11:30am COW	3	4	5 8:30am-10:30am Audit (<i>alternative</i>)	6
7	8	9 10:00am-12noon RCMP	10	11 4:00pm-6:00pm PAC	12	13
14	15 10:00-11:30am REMAC	16 6:30pm-8:30pm Town Council	17	18	19 12:30pm-2:30pm Council Policy Review Task Force	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

August

September 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 CIVIC HOLIDAY	6	7	8	9	10
11	12	13	14	15	16 12:30pm-2:30pm Council Policy Review Task Force	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

October 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 LABOUR DAY STAT	3	4	5	6	7
8	9 4:30-5:30pm AAC	10 8:30am-11:30am COW	11 2:30pm-4:30pm Source Water	12 4:00pm-6:00pm PAC	13 8:30am-10:30am Audit	14
15	16	17	18	19	20	21
<i>Tentative AMANS Fall Conference</i>						
22	23 10:00am-12noon Town & Gown	24 10:00am-12noon RCMP 6:30pm-8:30pm Town Council	25	26	27 12:30pm-2:30pm Council Policy Review Task Force	28
29	30 TRUTH & RECONCILIATION	1	2	3	4	5

October

November 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10 Possible 1st Advance Poll	11	12 Possible 1 st Advance Poll
13	14 THANKSGIVING	15 2nd Advance Poll	16	17	18	19 ORDINARY POLLING DAY
20	21	22	23	24	25 8:30am-10:30am Audit	26
27	28	29	30	31	1	2

November

December 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5 8:30am-11:30am COW	6	7	8	9
10	11 REMEMBRANCE DAY STAT	12	13	14 4:00pm-6:00pm PAC	15	16
17	18	19 6:30pm-8:30pm Town Council	20	21	22	23
24	25 10:00am-12noon Town & Gown	26	27	28	29	30
<i>Tentative NSFM Conference</i>						

December

January 2025

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 8:30am-11:30am COW	4	5	6	7
8	9 4:30-5:30pm AAC	10 10:00am-12noon RCMP	11 2:30pm-4:30pm Source Water	12 4:00pm-6:00pm PAC	13	14
15	16	17 6:30pm-8:30pm Town Council	18	19	20	21
22	23	24	25 CHRISTMAS DAY	26 BOXING DAY	27	28
29	30	31	1	2	3	4



SUMMARY

ELECTRONIC VOTING BYLAW AMENDMENTS

In 2012, legislation changed to allow e-voting only for Municipal Elections. Council at that time rejected the use of electronic voting due to perceived social issues this would cause such as voting without engagement; removing voters from the safe environment of polling stations; making it a casual activity, and voters responding in the moment and being influenced by others at the time of their vote. These concerns were addressed with improved community engagement for both voter and candidate around the voting process which included videos and workshops to help with understanding of the process and the mechanisms used. Security of the vote and access to equipment was also raised as a concern, however, the e-voting service organization we use has Federal Government security clearance for all their personnel and operations location. The social aspect of the voting process is addressed under the discussion section of this RFD.

The 2015 Council passed a motion to allow votes to be cast by electronic and paper ballots in the 2016 Municipal Election. This process was used again in 2020 and the Special Election in 2022.

During the Special Election, only electronic voting was used from the first Advanced Polling Day up to the night before ordinary polling day. Only paper Balloting was used on ordinary polling day. Staff reported the electronic voting system being easy to work with, giving the ability to make real time updates to voter's information, an increased security of the electronic votes as paper lists were not required, and being more convenient for voters who could cast their vote from the comfort of their own home.

Conversely, the paper ballot system required a lot of paper generation, creation of binders and packages, printing of personal information with increased security risk of that information being accessed by unauthorized persons, the requirement of the voter to physically attend a location to cast their vote and more staff to oversee the process and keep paperwork secure.

The purpose of this RFD is to provide information to Council to help them decide whether to support staff's recommendation that the Town moves to an electronic only voting system for Municipal Elections and the subsequent changes that would be required to the Electronic Voting Bylaw.

DRAFT MOTION

That Council give first reading to the amended Electronic Voting Bylaw Chpt. 102 as attached to RFD 064-2023.



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Section 146A of the *Municipal Elections Act* allows municipal council to select the method and system of voting. “*Section 146A(1) A council may by by-law authorize voters to vote by mail, electronically or by another voting method.*”

3) STAFF RECOMMENDATION

Staff recommend that Council approve an electronic only voting system for the Town’s Municipal Elections, and approval of the subsequent Electronic Voting Bylaw amendments.

4) REFERENCES AND ATTACHMENTS

- [Municipal Elections Act Section 146A](#)
- Revised Electronic Voting Bylaw (attached)

5) DISCUSSION

Staff involved in the Special Election in 2022 provided positive feedback on the electronic voting system with no issues or concerns reported from voters or candidates.

Feedback included:

Benefit to the voters

- Voters can access immediate assistance through the helpline which is answered by staff who are fully trained on the system and can address errors in real time that voters may be experiencing.
- Convenience for voters being able to vote from anywhere, e.g., if they are on vacation during the election.
- Increased Accessibility – no need to physically attend a location to vote, particularly helpful to those without access to a vehicle and who may have mobility issues, and for those who may require time off work otherwise.

REQUEST FOR DECISION 064-2023

Electronic Voting Bylaw Amendments

Date: December 5, 2023

Department: Office of CAO



- Voter Safety - voting takes place in October which is peak hurricane season. Should Wolfville experience any inclement weather which could impact ordinary polling day, constituents would have the ability to vote online or by telephone from the 1st advanced polling day and up to and including ordinary polling day until the vote closes and therefore not have to leave the comfort of their own home.
- Reduced health risk – voters who may be feeling unwell do not need to go to a location and mingle with others, potentially spreading infectious diseases.

Reduced Security Risks

- Candidates have their own separate access to the system which eliminates the need for voters lists to be printed resulting in increased security of elector's information during the election process.
- The system does all the counting so no chance of human error with staff feeling pressured to count while candidates watch.
- Integrity of vote is maintained with no requirement for paper ballots to be stored after the count.
- Voters lists from Elections Nova Scotia are electronically imported to the electronic voting system.

Environmental Benefits

- No need to print voters lists for poll clerks or thousands of excess ballot papers (as required by legislation) which end up not being used.

Reduced Costs & Improved Efficiency

- Accurate count is available as soon as the polls have been closed so less time is required for candidates & staff to hang around after the polls shut.
- Electronic voting is most efficient use of staff time, helping those resources be available for other Town operations that don't stop during the election period.

A jurisdictional scan was conducted to find out what experiences other municipalities had who moved to an all-electronic voting system. The question was posted on the list serve along with follow up questions to each of those who responded, requesting more details around the pros and cons.

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MUNICIPALITY	VOTING METHOD	PROS	CONS
Annapolis County	Electronic only since 2020, hybrid for special election 2023, recommending electronic only for 2024	<ul style="list-style-type: none"> ○ Eliminated need to find polling staff which had been a struggle previously. ○ Increased accessibility. ○ reduced costs. ○ increased participation rate 	None
Bridgewater	Electronic only since 2020	<ul style="list-style-type: none"> ○ Reduced time for voters to cast their vote. ○ Increased accessibility & convenience for voters. ○ Greater anonymity with electronic system. 	None
Chester	Electronic only	<ul style="list-style-type: none"> ○ No further input received 	No further input received
Digby	Electronic only since 2012	<ul style="list-style-type: none"> ○ Works well, no issues with the system. ○ Voters find it easy. ○ Perceived to have an increased turnout. 	None
East Hants	Electronic since Special Election 2021/22	<ul style="list-style-type: none"> ○ Less time on staff resources. ○ Less personnel required. Had trouble securing workers previously. ○ Increased accessibility. ○ Reduced costs. ○ Increased privacy (no need to print lists) ○ Trying to secure a suitable physical location is no longer an issue. ○ Elections NS sends the database directly to the electronic vendor so no need to handle lists or print lists for candidates 	None
Lunenburg	Electronic only since 2020	<ul style="list-style-type: none"> ○ Increased accessibility. ○ Less human resources required. ○ Less supplies needed. ○ Increased voter participation. 	None



Shelburne	Electronic only since 2016.	No further input received	No further input received
Yarmouth	Electronic only	<ul style="list-style-type: none"> ○ Increased voter turnout. ○ Increased accessibility. ○ Efficiencies from preparation to conclusion and results phase. ○ Increased security due to elimination of producing voters lists. ○ Overall cost savings. 	None

One of the reports received stated that since 2020, 32 municipalities in the province used only electronic voting. While I have not been able to confirm that number from the responses received it is not hard to see why it could be the preferred method of voting in the province.

FURTHER INFORMATION

At the Elections Session at the Fall 2023 AMANS Conference, there was a discussion around the implications of removing the social aspect for residents of attending a polling station to cast their vote. As well there could be some resistance to the technology. It is with this in mind that we are recommending physical locations (TBD) for the two Advanced Polling Days and the Ordinary Polling Day. At these sites, residents will be able to attend in person to cast their vote on either a telephone or iPad which will be set up at the location. Staff will be available onsite to assist voters should they require it.

BYLAW AMENDMENTS

The amendments to the existing bylaw were made by staff and vetted through legal representation:

- All voting days are electronic voting only.
- Clarity around timing of electronic vote being open.
- Eliminate references to paper ballots, paper ballot boxes, poll book.
- Added section on the Auditor.
- Some housekeeping.

6) FINANCIAL IMPLICATIONS

REQUEST FOR DECISION 064-2023

Electronic Voting Bylaw Amendments

Date: December 5, 2023

Department: Office of CAO



The cost of the 2024 election will need to be built into the 2024/25 Operating Budget. The last full election (2020) cost approximately \$25,000. Whichever election process Council decides on (paper, electronic, paper/electronic hybrid) will inform the final cost estimate to be included in the 2024/25 budget.

There will be options within the budget process itself on how the cost of election will be funded. Generally, this would be between direct from the 2024/25 tax levy or with a transfer from Operating Reserves. Either is valid and no decision is required at this point in time.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity and Community Wellness – providing accessible voting options, 24 hour a day access and eliminating need for someone who is unwell to leave their home to vote.

8) COMMUNICATION REQUIREMENTS

As well as the communications that are required by legislation regarding a Municipal Election, staff will include an educational component in the voter engagement plan to ensure that voters are aware that electronic voting will be used and know how to use it.

9) ALTERNATIVE

That Council keep the bylaw as is.



1. Title

This Bylaw shall be titled and referred to as the “Electronic Voting Bylaw”.

2. Definitions

In this Bylaw:

“**Act**” means the Municipal Elections Act, 1989 R.S.N.S. c. 300, as amended.

“**Advance Polling Day**” means:

- i. the Tuesday immediately preceding ordinary polling day; and
- ii. one other day that is either Thursday, the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day.

~~“**Electronic polling days**” means the period of nine (9) days before regular polling day starting on a Thursday of the week, prior to the week before regular polling day through to the Friday, the day before regular polling day. Electronic polling is available 24 hours a day with the exception of the Friday before regular polling day when the polls will close at 8 pm;~~

“**Electronic voting**” means voting by telephone or via the internet.

“**Candidate**” means a person who has been nominated as a candidate pursuant to the Act.

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

“**Election**” means an election held pursuant to the Act, including any school board election, a special election, and a plebiscite.

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

“**Municipal Elections Act**” means the Nova Scotia Municipal Elections Act.

“**Election Officer**” means an “election official” under the Act.

“**Elector**” means a person qualified to vote at an election.

“**Friend-voter**” means a friend who votes for an elector pursuant to section 7. of this Bylaw.



“Internet ballot” means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote.

“Ordinary polling day” means the third Saturday in October in a regular election year and in the case of another election means the Saturday fixed for the election.

“PIN” means the Personal Identification Number issued to an elector for electronic voting.

“Plebiscite” means a plebiscite directed to be held by Council pursuant to section 53 of the Municipal Government Act, S.N.S. 1998, c. 18 or section 56(2) of the Act,

“Regular election year” means 2020 and every fourth year thereafter.

“Rejected ballot” means an internet ballot or telephone ballot that has not been marked for any candidate.

“Returning Officer” means a Returning officer appointed pursuant to the Act.

“Revised list of electors” means the revised list of electors completed pursuant to section 50A of the Act.

“Seal” means to secure the virtual ballot box and prevent internet and telephone ballots from being cast.

“Special election” means a special election held pursuant to the Act, including a special election for a vacancy on a school board.

“System” means the technology, including software, that:

- i. records and counts votes; and
- ii. processes and stores the results of electronic voting

“System Elections Officer” means:

- i. A person who maintains, monitors, or audits the system, and
- ii. A person who has access to the system beyond the access necessary to vote by electronic voting.
- iii. A person who, pursuant to section 146A(3)(cd) of the Act, is appointed as auditor to audit and monitor the performance of the system of voting.

“Virtual ballot box” means a computer database in the system where cast internet ballots and telephone ballots are stored.

“Telephone ballot” means:



- i. an audio set of instructions which describes the voting choices available to an elector; and
- ii. the marking of a selection by an elector by depressing the number on a touch tone keypad.

3. Electronic Voting Permitted

- a. Subject to this Bylaw, only electronic voting shall be permitted, and electronic voting shall be open beginning at 12 noon on the first advance polling day and ending at 7 pm on ordinary polling day. ~~on each of the nine (9) days before the regular polling day, including the Advance Polling days. To clarify, the period of nine (9) days before regular polling day, begins on the Thursday of the week, prior to the week before regular polling day through to the Friday, the day before regular polling day. Electronic polling is available 24 hours a day with the exception of the Friday, the day before regular polling day, when the electronic polls will close at 8 pm;~~
- b. ~~Only paper ballots will be available on regular polling day;~~

4. Notification of Electors

- a. The Returning Officer shall cause notice of ~~electronic~~ polling days to be published in a newspaper circulating in the Town.
- b. The notice of ~~electronic~~ polling days shall:
 - i. Identify the ~~electronic advanced and ordinary polling days~~ days for electronic voting; for electronic voting; and
 - ii. Inform electors that telephone voting and internet voting only is permitted during ~~electronic the election period beginning at from 12 noon on the first 1st advanced polling day and ending at until close of day at 7 pm on ordinary~~ polling days.
- c. The notice may include any other information the Returning Officer deems necessary.

5. Polling Station for Electronic Voting

- a. The Returning Officer shall establish at least one polling station for electronic voting that is equipped with a computer or other device to permit voting by internet ballot and a telephone to permit voting by telephone ballot.
- b. ~~The polling station for electronic voting shall be available for all electors who are voting with friend voters and for any other electors,~~ and open on each advance polling day from



~~8:30 a.m., 12 noon to 8:00 pm., and on such other days as decided by the Returning Officer.~~
~~Ordinary polling day from 8 am to 7 pm.~~
~~e.b.~~ Despite s. 58(1) of the Act, the Returning Officer may appoint a Deputy Returning Officer and poll clerk for each polling station for electronic voting, but is not required to do so.

6. Form of Telephone and Internet Ballots

A telephone ballot and internet ballot shall:

- a. Identify by the title “Election for Mayor” or “Election for Councillor” or “Election for School Board Member”; as the case may be.
- b. Identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
- c. Warn the elector to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates”; as the case may be.
- d. No title, honour, decoration or degree shall be included with a candidate’s name on an internet ballot or telephone ballot.

7. Oath

Any oath that is authorized or required shall be made:

- ~~a. In the form specified by this Bylaw, or~~
- ~~b. If the form is not specified by this Bylaw, in the form required by the Act.~~

8. Electors

No person shall vote by electronic voting unless:

- a. The person’s name appears on the revised list of electors on the date for the revised list of electors to be completed pursuant to Section 50A of the Act; or
- ~~b. _____~~
- ~~e.b.~~ The person’s name does not appear on the revised list of electors and
 - i. The person appears before the Returning Officer any time during the days and times the polling station for electronic voting is open~~normal business opening hours on during advanced or regular alternative polling days~~; and
 - ii. The person swears an oath in the prescribed form to this Bylaw specified in the Act.

9. Proxy Voting



There shall be no voting by proxy by electronic voting.

10. Friend Voting

- a. A friend voter shall only vote for an elector by electronic voting if:
 - i. An elector is unable to vote because the elector is blind, the elector cannot read, or the elector has a physical disability that prevents them from voting by electronic voting; and
 - ii. The elector and the friend appear, in person, before the Returning Officer and take the prescribed oaths.
- b. A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- c. The elector shall take an oath in the ~~prescribed form~~ to this Bylaw as specified in the Act, providing that they are incapable of voting without assistance.
- d. The friend of the elector shall take an oath in the ~~prescribed form~~ to this Bylaw as specified in the Act that:
 - i. The friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector.
 - ii. The friend will mark the ballot as requested by the elector; and
 - iii. The friend will keep secret the choice of the elector.
- e. Where the elector requests assistance, the Returning Officer may act as a friend of the elector but shall not be required to take the oath referred to above.
- f. The Deputy Returning Officer, Returning Officer or Poll clerk shall ~~enter in the poll book~~ record:
 - i. The reason why the elector is unable to carry out their vote;
 - ii. The name of the friend; and
 - iii. The fact that oaths were taken.

11. Voting

The system shall put internet ballots and telephone ballots cast by an elector in the virtual ballot box.

12. Seal



- a. When ~~re~~ electronic voting closes ~~before the close of the polls at 7 pm on regular~~ ordinary polling day, the system shall seal the virtual ballot box ~~until after the close of the poll on regular polling day. To clarify, the system shall seal the virtual ballot box at the end of the Electronic Voting period at 8 pm on Friday, the day before regular polling day.~~
- b. ~~The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during electronic polling day.~~

13. List of persons who voted

When ~~re~~ electronic voting closes ~~before the close of the polls on~~ at 7 pm on ordinary regular polling day, the system shall:

generate a list of all electors who voted by electronic voting; and this list shall be accessible to the Returning Officer.

~~on the revised list of electors cause a line to be drawn through the name of all the electors who voted during electronic polling days~~

~~A printed and electronic copy of the lists in a. and b. above shall be delivered/accessible to the Returning Officer~~

Commented [CT1]: No need to do this if there is no paper voting

14. Counting

- a. At the close of ordinary polling day, the system shall generate a count of the total telephone ballots and internet ballots in the virtual ballot box that were cast for each candidate.
- b. In counting the votes that were cast for each candidate the system shall not count rejected ballots.

15. Tallying of Rejected Ballots

At the close of ~~regular ordinary~~ polling day, the system shall tally the number of rejected ballots that were cast during polling days and the tally shall be ~~made available/~~accessible to the Returning Officer.

16. Recount by System

In the event of a recount the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.



- a. If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by electronic voting.
- b. If the regenerated count and the initial count do not match, the Returning Office shall:
 - i. Direct one final count be regenerated by the system of the votes cast by electronic voting, and
 - ii. Attend while the final count is being regenerated.

The regenerated final count pursuant to ~~the above~~subsection a. shall be the final count of the votes cast by electronic voting.

17. Secrecy

~~a. The Returning Officer shall maintain and aid in maintaining the secrecy of the voting.~~

Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

18. Auditor

~~a. An auditor will be appointed to audit and monitor the performance of the system.~~

~~a.b. The auditor shall, before entering commencing their duties, take the oath in the form prescribed in the Act.~~

19. Severability

If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

20. Prohibitions

No person shall:

- a. Use another person's PIN to vote or access the system unless the person is a friend voter.
- b. Take, seize, or deprive an elector of their PIN.
- c. Sell gift, transfer, assign or purchase a PIN.



- d. Interfere or attempt to interfere with an elector who is casting an internet or telephone ballot.
- e. Interfere or attempt to interfere with electronic voting.
- f. Attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.
- g. At any time communicate or attempt to communicate any information as to the candidate for whom any other person has voted.

21. Offences and Penalty

- a. A person who violates any provision of this Bylaw; or permits anything to be done in violation of any provision of this Bylaw; is guilty of an offence.
- b. A person who contravenes a. above is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of two years less a day, or both.
- c. In determining a penalty under b. above, a judge shall consider:
 - i. The number of votes attempted to be interfered with.
 - ii. The number of votes interfered with; and
 - iii. Any potential interference with the outcome of an election.
- d. Pursuant to section 146A of the Act:
 - i. The limitation period for the prosecution of an offence under this Bylaw is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
 - ii. The Remission of Penalties Act, 1989 S.N.S. c. 397, as amended, does not apply to a pecuniary penalty imposed by this Bylaw.



Clerk's Annotation for Official Bylaw Book

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

Date of advertisement of Passage of By-law:

Date of mailing to Minister a certified copy of By-law:

I certify that this **Electronic Voting Bylaw 102--** was adopted by Council and published as indicated above.

Town Clerk/CAO

Date

DRAFT



SUMMARY

Urban Forest and Related Issues Update

Phase 1 of the tree inventory and policy work has concluded. This work, as described in the 2023-2027 Budget and Operating Plan includes the following:

- A Municipal Tree Inventory
 - Asset inventory – all streets and parks to a certain extent
- Plantable Spots Inventory
 - Opportunities for planting and informs budget and future workplan
- Canopy Cover Inventory
 - Town-wide – informative for greenhouse gas emission mitigation and overall level of tree cover in Town

This Information Report provides Council the final report from Phase 1 (see Attachment 1) and an update to Council on the next steps of the Tree Inventory and Policy work, as well as updates on two related tree/forest projects on the hemlock woolly adelgid and an invasive plant species, glossy buckthorn.

It should be noted that the Town owns extensive woodlands within the Town boundary and also at the Nature Trust lands on Forest Hill Rd. The Nature Trust has also flagged the hemlock issue (and this is being looked at) but it is not clear the scope of invasive species at the Nature Trust site – more information will be forthcoming on how the Nature Trust is being considered with this work.



1) CAO COMMENTS

For information purposes.

2) ATTACHMENTS AND REFERENCES

1. Tree Inventory Report – Peter Duinker
2. Hemlock Tree Inventory – Blomidon Naturalists Society
3. [2024-2027 Budget and Operating Plan](#)
4. Glossy Buckthorn resource sheet – Nova Scotia Invasive Species Council
5. [Blomidon Naturalists Documentary: Hemlock Woolly Adelgid](#)

3) DISCUSSION

Dr. Peter Duinker of Sylveritas presented the final report (Attachment 1) and findings during September 2023 Committee of the Whole, concluding the work required for Phase 1.

The inventory identified 1,473 street trees and Town-owned trees in parks, 3,200 streetside plantable spots, and a Town-wide canopy cover of 72%. Overall, Wolfville’s tree inventory and canopy cover is regarded as good. Recommendations for species selection, planting locations and opportunities to increase the canopy cover in selected areas are described in the report and will be considered through the work on Phase 2 as a Tree Policy and Work Plan is developed.

Phase 2 of the Tree Inventory and Policy work is to be completed by the end of 2024-2025 fiscal year. Sylveritas Ltd will be contracted to complete this phase of the tree work. This piece will be informed by Phase 1 and will include, as described in the 2023-2027 Budget and Operating Plan:

- Engagement
 - No surprises when it is approved
 - Online component and then in-person engagement
 - Buy-in and socialization of the program – people can see their input (Council, Acadia Staff, public, tree walks)
 - Consult on draft policy
- Tree Policy (or Bylaw?) – Setting the scope, rules and principles (longer-term) (\$12k)
- Tree Work Plan – 5 year rolling with budget (short-term) \$6k – More Staff time and focus
 - Road recapitalization
 - Street side plantings
 - Park plantings and other municipal plantings
 - Cyclical pruning (safety and structural)
 - Private trees – process
 - Tree give-away program or other program ideas i.e. walking tour.

IR-026-2023 – URBAN FOREST AND RELATED ISSUES UPDATE

Title: Update on Tree Inventory and Policy Work

Date: December 5th, 2023

Department: Planning & Economic Development



An updated project charter/scope will be brought to Council in early 2024 as part of the budget process.

Update on related item: Hemlock Woolly Adelgid

An Information Report (IR 015-2023) containing background information on hemlock woolly adelgid (HWA), an invasive pest that kills hemlock trees, went to Committee of the Whole in September 2023. At this meeting, Staff provided an update on the concerns regarding the hemlock woolly adelgid and direction was obtained from Council to have volunteers from the Blomidon Naturalist Society carry out two inventories: one to identify hemlock trees in Wolfville, the second to identify HWA.

The first inventory has been completed (Attachment 2), and a total of 900 hemlock trees have been identified within the forested area along the Millennium Trail (Figure 1). The second inventory, to identify the HWA will occur between March and April as this is when the pest is most detectable.



Figure 1. Three areas where hemlocks were found.

The inventory report contains preliminary information on the cost of a spray and an injectable insecticide. New biocontrol options are currently being explored in Kejimkujik Park where beetles that prey exclusively on the hemlock woolly adelgid have been introduced into a large stand of infected hemlock trees. The success of this trial is not yet known, and the cost of this method is significantly higher than the insecticides.

When the second inventory has been completed, Staff will return with further information on the available treatments and costs for Council’s consideration.

Glossy Buckthorn

A group of residents who are concerned about the presence of an invasive species, glossy buckthorn, in the Reservoir Park and Millennium Trail areas have contacted staff to share their concerns, motivations to remove the plant and manage its spread, as well as carry out volunteer work on Town-owned land.

An information sheet on glossy buckthorn and various management techniques is shown in Attachment 4.



Image 2. Foliage and fruit of glossy buckthorn.

Staff arranged a walking tour of the site with Nova Scotia Invasive Species Council (NSISC) staff member, Hughstin Grimshaw. The walking tour was held on Tuesday, November 21st and 7 interested community members attended. During this site visit, NSISC staff confirmed that the presence of glossy buckthorn is extensive and managing the spread, rather than full eradication, should be the goal.

There are specific areas in Reservoir Park where the spread of glossy buckthorn is extensive, such as along the right side of the main path from the parking lot, and along a trail backing onto 85 Bishop Ave (Images 3-4). Many of these areas in Reservoir Park are where scraping of the forest has occurred

IR-026-2023 – URBAN FOREST AND RELATED ISSUES UPDATE

Title: Update on Tree Inventory and Policy Work

Date: December 5th, 2023

Department: Planning & Economic Development



without replanting of a diverse and native range of species. This has allowed the glossy buckthorn to grow and spread largely unprohibited.



Image 3. NSISC staff standing among glossy buckthorn plants in Reservoir Park with volunteers listening.

IR-026-2023 – URBAN FOREST AND RELATED ISSUES UPDATE

Title: Update on Tree Inventory and Policy Work

Date: December 5th, 2023

Department: Planning & Economic Development



Image 4. Glossy buckthorn lines the left side of the walkway behind 85 Bishop Ave.

The Nova Scotia Invasive Species Council provided the site visit free of charge. Staff are working with the NSISC to understand what the most appropriate next steps could be. The volunteers are interested in forming a Society and carrying out mitigation of the glossy buckthorn and possibly other invasive species such as multiflora rose on Town land. More information is required to understand the best practices for managing these additional invasive species.

Staff are exploring different considerations around moving forward with this work. Staff anticipate that invasive species management and proactive planting may inform the upcoming Tree Policy and Workplan. The glossy buckthorn provides one example of how strategic planting may deter the spread of invasive species.

Staff will bring forward more information on this issue in a project charter as part of the budget process (early 2024).

IR-026-2023 – URBAN FOREST AND RELATED ISSUES UPDATE

Title: Update on Tree Inventory and Policy Work

Date: December 5th, 2023

Department: Planning & Economic Development



NEXT STEPS

- A project charter will come back to Council as part of the 2024 budget process.
- An update will be brought to Council in the spring following the completion of the hemlock woolly adelgid inventory, including a breakdown of treatment option costs.

Financial Implications

\$18k has been identified in the budget for Phase 2 of the tree policy work.

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

No costs are associated with the glossy buckthorn work yet; however, costs may arise dependent on next steps.



Wolfville

STREET AND PARK
TREE INVENTORY

2023

Peter Duinker & Kate Turner,
Sylveritas Ltd., Halifax, NS

&

David Foster,
Dartmouth, NS



SYLVERITAS LTD.

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1. Introduction

The Town of Wolfville implemented tree inventories in both the 1970s and 1980s. Since that time, the tree population of the Town has undergone profound changes, the most important of which has been the dramatic die-off of American elms due to Dutch Elm Disease. Doubtless in response to several motivations, not least of which is the need to address a changing climate, the Town decided to commission an updated tree inventory. For the first time, an estimate was made, street by street, of the number of plantable spots theoretically available should the Town desire to increase its planting programs in the future. Sylveritas Ltd. of Halifax was retained to undertake the inventories and prepare this report to the Town Council. Besides this report, other deliverables include all the digital files supporting the results reported herein.

2. Methods

2.1 The Trees

We obtained a digital map of the municipal properties, including road rights-of-way and parks, from the Town's Office of Planning and Development. The inventory was completed by two experienced professionals over four days in July and August 2023. Regarding parks, only singleton trees that were judged to have been planted were tallied; trees in copses or stands, judged by us to have been virtually all naturally regenerated, were not measured for reasons of practicality. A precision GNSS (Eos Positioning Systems, 2023) was used to determine whether street trees were inside the road right-of-way as well as provide digital location coordinates. For each tree, the following data were collected: (a) species (and cultivar where apparent); (b) diameter at breast height (cm); and (c) condition (poor, fair, good) based on a quick visual assessment of the crown. The data were all captured on a tablet using ArcGIS Field Maps software and stored both locally and on the Cloud.

2.2 Plantable Spots

Protocols for doing plantable-spots inventories in urban streets have not been published. Here are the assumptions and rules we used to enumerate plantable spots along the streets of Wolfville:

- a) The inventory is a street-view maximum-spots inventory based on the lead author's (PD) experience doing such inventories in Bridgewater and Halifax.
- b) Where spots present themselves in series, we used a spacing of roughly 8 m apart. Rarely are street trees planted closer together than this, and often they are planted much further apart. We do not support wider planting spaces unless there are compelling reasons for implementing them.
- c) We avoided tree lawns narrower than about 60 cm. Where the tree lawn is narrower (to non-existent), we counted spots behind the sidewalk where possible, assuming enough municipal right-of-way width for this.
- d) We avoided potential spots if there was a large tree overtopping the spot, whether municipal or private.
- e) We stayed away from poles, sign posts, municipal drains, fire hydrants, corners, driveways, etc. We took no account of overhead wires.

- f) We could not account for underground infrastructure such as water and wastewater pipes.
- g) The inventory is a mixture of total spots for a specific street, N-S or W-E sides of many streets, and sections (N-S and W-E) of several long streets. There may be opportunity later to transform the data into a linear density (e.g., number of trees per 100 m of streetside length).
- h) We did not take account of any consideration for the adjacent property owners and management of the right of way abutting their respective properties. We did not consider whether they might want or not want a tree in any plantable spot we identified. If the ground cover was gravel for parking, landscaping gravel, or low plants, we treated the area as if it were grass. If the right of way had shrubs or landscaping infrastructure (e.g., rocks, raised beds), we avoided it.
- i) The inventory is intended to be helpful in setting priorities for tree planting in the next decade or two. There are clearly many more spots in this inventory than the Town will have opportunity to fill. Once specific streets or street segments are identified for planting attention, it will be necessary to take account of specific planting sites, overhead infrastructure (mainly power cables), underground infrastructure (mainly pipes of various sorts), surface infrastructure (as in 'e' above, plus asphalt and concrete), and existing trees. These considerations are likely to substantially reduce the number of actual plantable spots, but in general there will still be a huge inventory of realistic plantable spots given the constrained resources available to plant trees in the Wolfville streetscape.

2.3 Canopy Cover

Making a canopy-cover assessment (CCA) is common for urban forests worldwide. For a small urban area such as Wolfville, a quantitative CCA serves as a confirmation of the canopy quantities and patterns that are intuitively known by town staff and residents.

An inexpensive and simple method for undertaking a CCA is to lay a random grid of points on top of an aerial image of the Town and count the number of points that fall on a tree and the number that do not. We used a thousand randomly located points on a map of Wolfville that we partitioned into six "districts" (these are not official divisions of the land area of the Town but make intuitive sense to capture a broad spatial patterning of the Town's canopy cover (CC)). The district map can be seen in Figure 1.

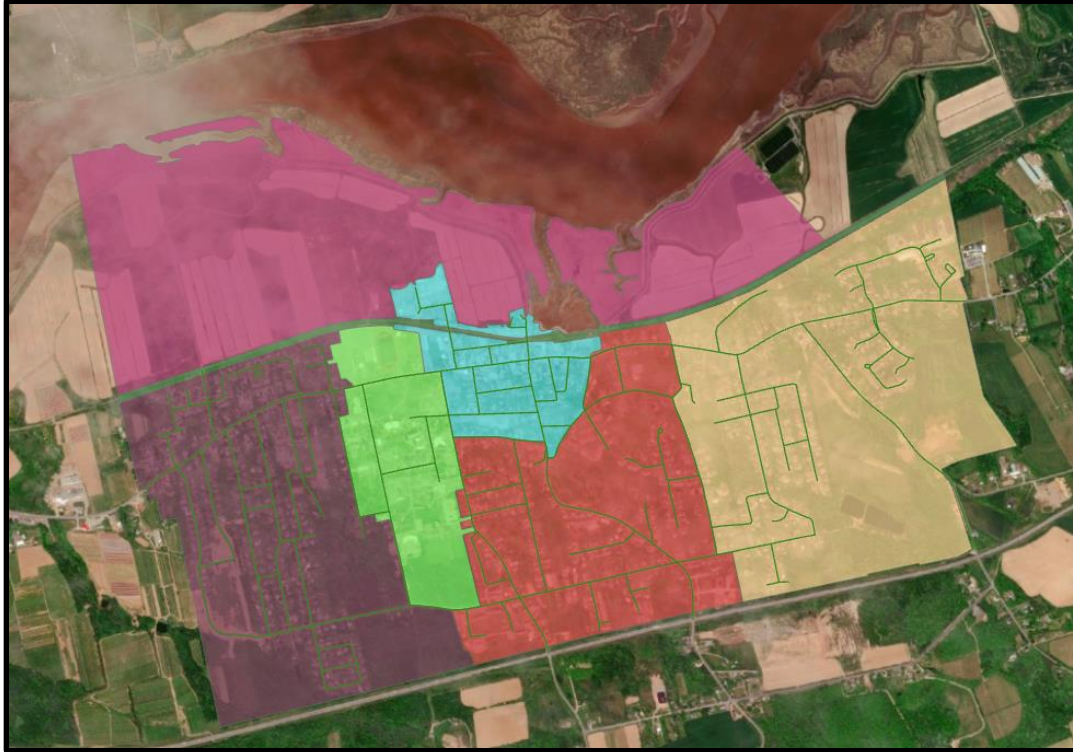


Figure 1. The 6 districts in Wolfville as described by Town staff and used in analysis.

We included in the map the territory of the Town to the north but excluded it from the allocation of points because it is entirely agricultural with almost no trees. There are six districts – the three large ones are West, Central, and East, the Acadia campus (green), the downtown (blue), and the rail trail (designated as its own district). Figure 2 shows the point grid.

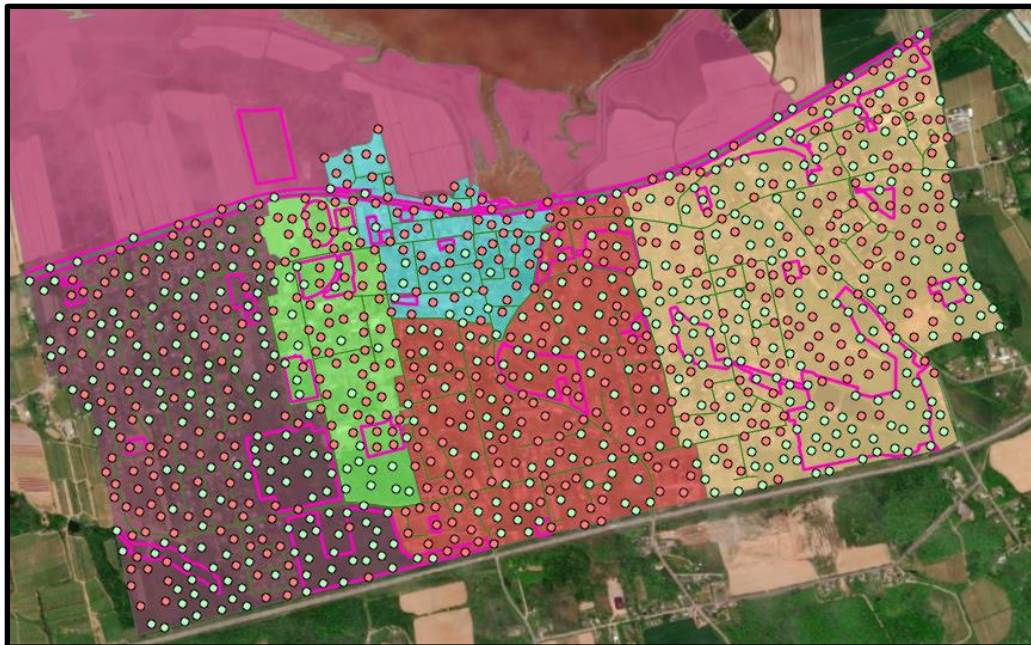


Figure 2. The point grid used to assess canopy cover in Wolfville, consisting of 1000 points represented in red where no canopy was assessed, and green where canopy was found using satellite and aerial imagery.

Because the Town has abundant parks and woodlands, we separated each district into two land classes: non-park areas (essentially the built area of the Town) and parks & other greenspaces. This helps in assessing to what degree parks and other greenspaces influence the overall CC of each district.

3. Results

3.1 The Trees

We measured a total of 1473 trees (many were multi-stemmed, so there are 1958 stems in the database). In this report, we discuss tree species and genera using their common names in English. Tables are provided in the Appendix giving both the common and Latin (botanical) names of the 21 tree species we discuss herein. Knowing the Latin name is important because it is fully unique for each species. In English, sometimes one species has several common names, and sometimes the same common name is used for more than one species.

3.1.1 Species Distribution

The tree population we measured in Wolfville's streets and manicured parks is spread across 104 species. So, in terms of diversity, the population is high in richness but, as Figure 3 below shows, it is very uneven in terms of species' relative abundances. Norway maple is by far the most abundant single species (including the cultivar Crimson King). Despite the fact that Norway maples provide a diverse array of ecosystem services, as does any tree, it has been declared an invasive alien species by the Nova Scotia Invasive Species Council (and many other such bodies around North America) so it should be avoided in new plantings.

Ash trees, when one adds the abundance of green ash to that of white ash, are also abundant. This could be cause for concern given the recent arrival of Emerald Ash Borer (EAB) into Nova Scotia. EAB is a voracious tree killer, as the community of Bedford (the suspected site of entry of EAB into the province) only too painfully already knows.

Please note in Figure 3 that we have classified the species into those that occur by nature in Nova Scotia (i.e., native species, in green), those that are near-native (i.e., those species that grow in other parts of the Acadian forest, in amber), and those that are alien (i.e., from other parts of the world, in red). Sometimes during rapid inventory procedures, species identification is difficult, but at least we can make a genus call on each tree. There are both native and alien species in the genera serviceberry and plum, so we have marked these "unclear" (in orange).

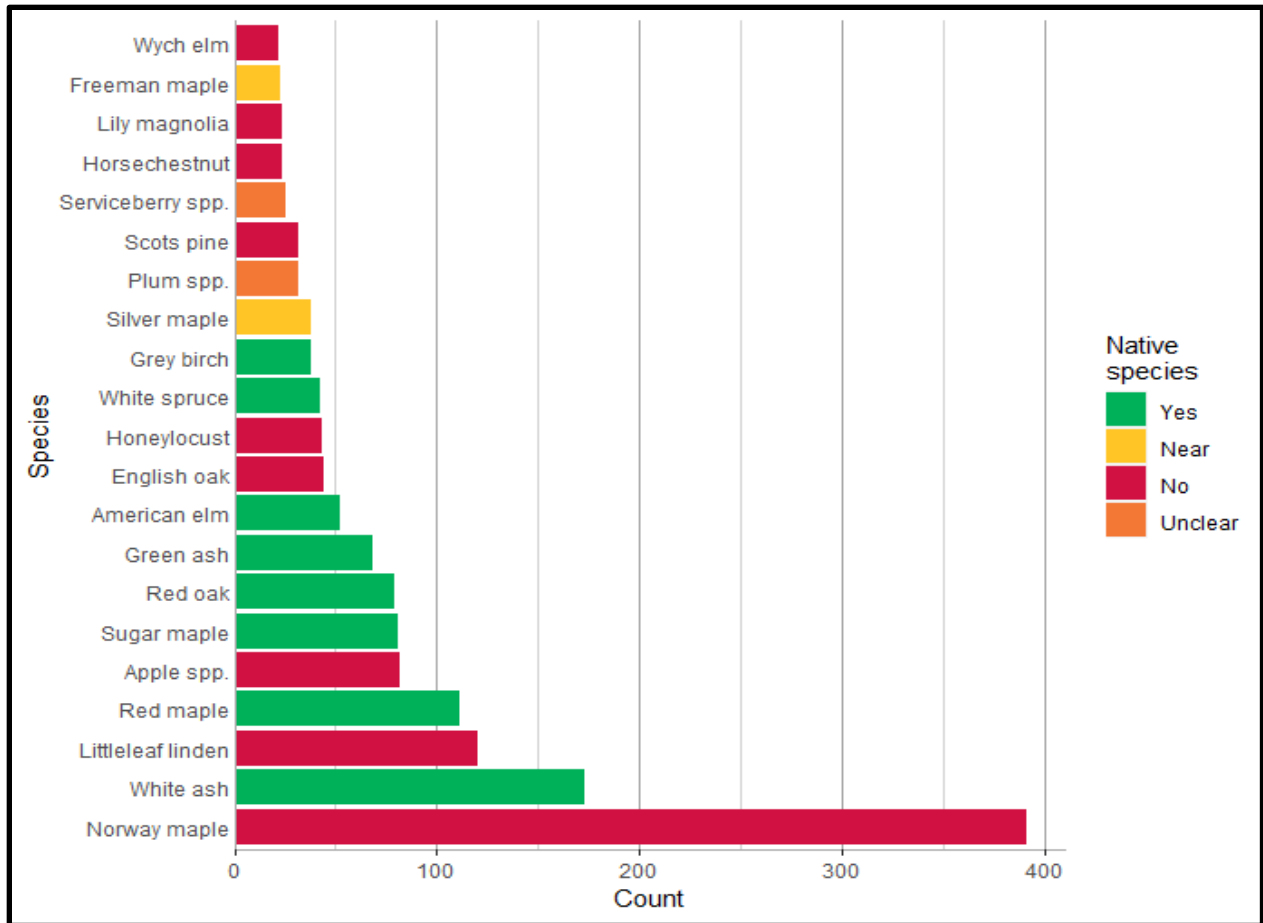


Figure 3. Species distribution for trees in Wolfville, including whether or not the species is native to Nova Scotia.

3.1.2 Size Distribution

Of all the ways to measure the size of a tree, diameter at breast height (DBH) is the most common. Tree height is often important in forest inventories for industrial purposes, but less so in urban settings. It is usually impossible to get a direct measurement of the height of all the trees in the inventory given the logistical challenges of getting a tape measure to the top of tall trees. There are tools for indirect measurement of tree height but their use would dramatically increase the time and effort involved in getting an accurate height measurement on the whole inventory of trees. For that reason, we have limited our size measurements to DBH.

Figure 4 shows the distribution of DBH in categories of 5 cm (roughly 2 in) across all the trees in the inventory. Not surprisingly, the population is skewed strongly toward the smaller end of the DBH range. This means that there are way more trees in the bottom third of the DBH range (say, under 45 cm) than in the top third of the range (say, over 90 cm).

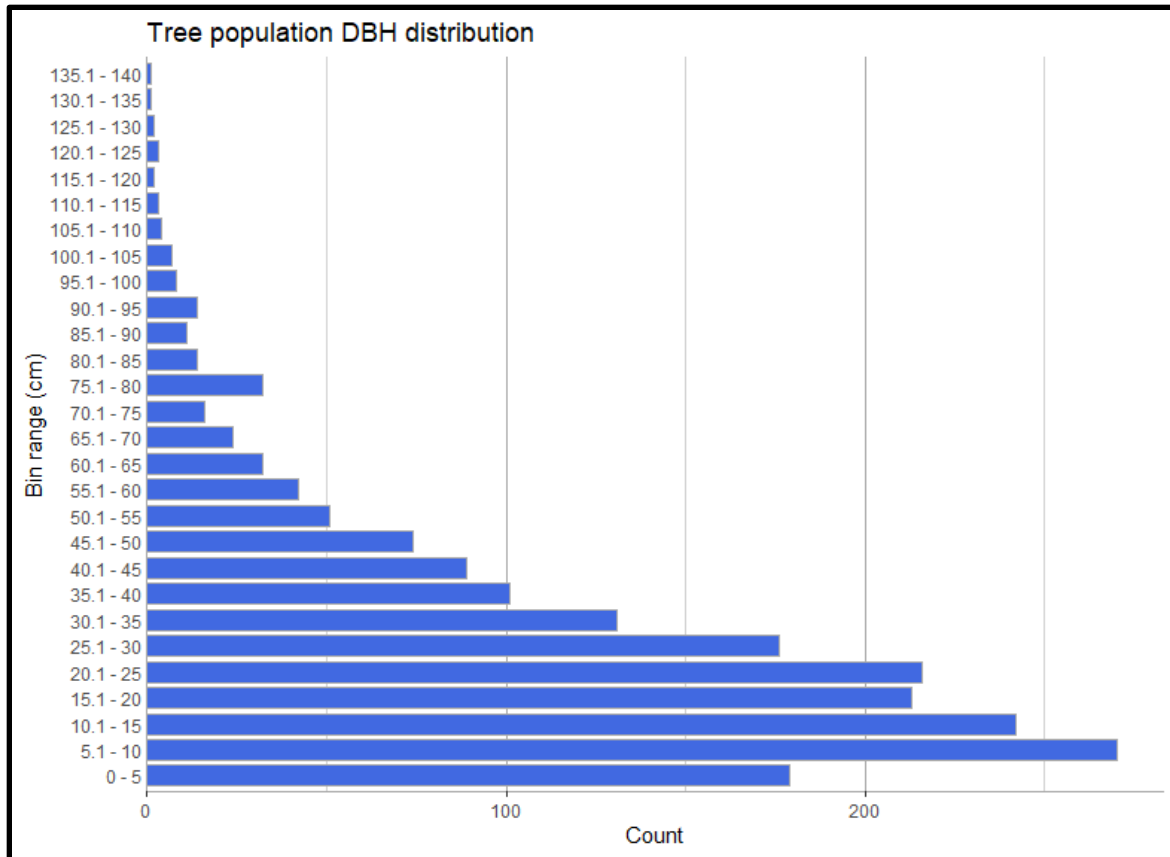


Figure 4. Size distribution of trees measured.

Such a size distribution is common in both rural and urban forests. Trees can only come into the population at the smallest size class, but can depart from the population (through death) at any size larger than that. Some trees have relatively short life-spans (e.g., apples, plums, serviceberries) and some have long ones (e.g., sugar maple, red oak). Some trees grow slowly and die before they get very big. Depending on the species represented in the smaller size classes, and depending on whether there are no major biotic (e.g., insect pests) or abiotic (e.g., storms) events that kill lots of trees, things look good for the future development of the tree population we measured.

3.1.3 Species Dominance

If we are interested to gauge the relative contributions of the different species in the inventory to ecosystem services, it is not sufficient just to look at the number of individuals of each species. It is not even sufficient to look only at the DBH distribution because one can't really understand relative ecological dominance by adding up the DBHs of all the trees of each species. Trees contribute to many ecological services in much more direct proportion to their basal area (BA) which is the cross-sectional area of the trunk at the point where the DBH was measured (see Figure 5).

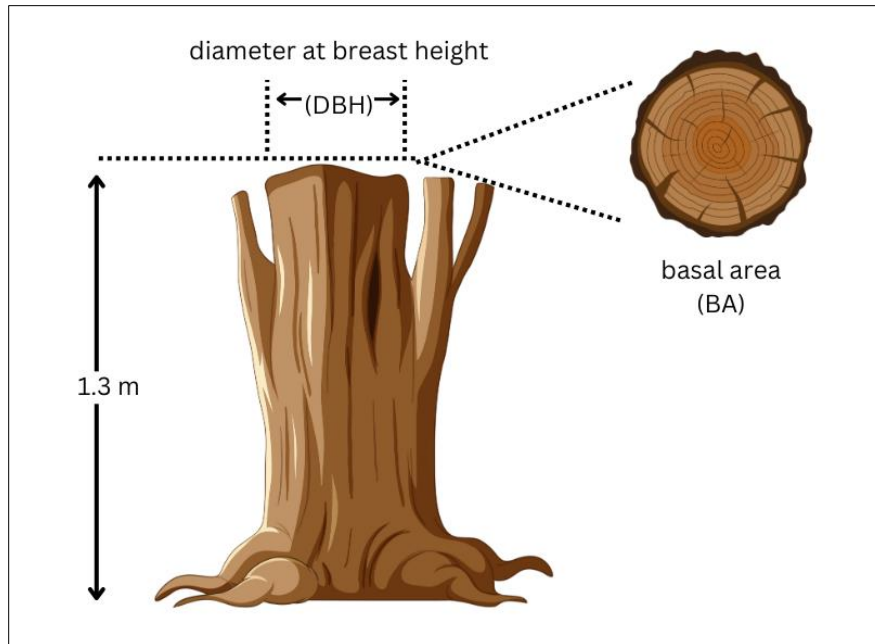


Figure 5. Measurements of diameter at breast height and basal area.

The sum of all the BAs of the trees of one species in the inventory is a helpful way to examine relative ecological dominance. Figure 6 repeats Figure 4 on the left – the tree count by species – but adds a bar graph of BA for each species. If we know something about each species, then we can interpret the relationships between each species' two data points to get a sense of relative tree size. For example, Freeman maples (a cross between silver maple and red maple) grows large at maturity. Freeman maples rank 21st in terms of number of stems but much lower in a relative sense in terms of BA. This means that the Freemans have been planted recently and there are few, if any, old ones in the inventory. By contrast, red maple, sugar maple, and red oak all have higher relative BA than their relative numbers. This means that individuals of these species are relatively large (and probably old) and if they are wanted in the long-term development of the street-tree canopy of Wolfville, plantings of them will have to be accelerated. All the species known to be relatively small at maturity – e.g., lily magnolia, serviceberry, plum, grey birch, and apples – are all much more highly represented in the stem count than in the BA contribution. One would not depend on these species to make much of a long-term contribution to ecological services such as carbon sequestration and storage.

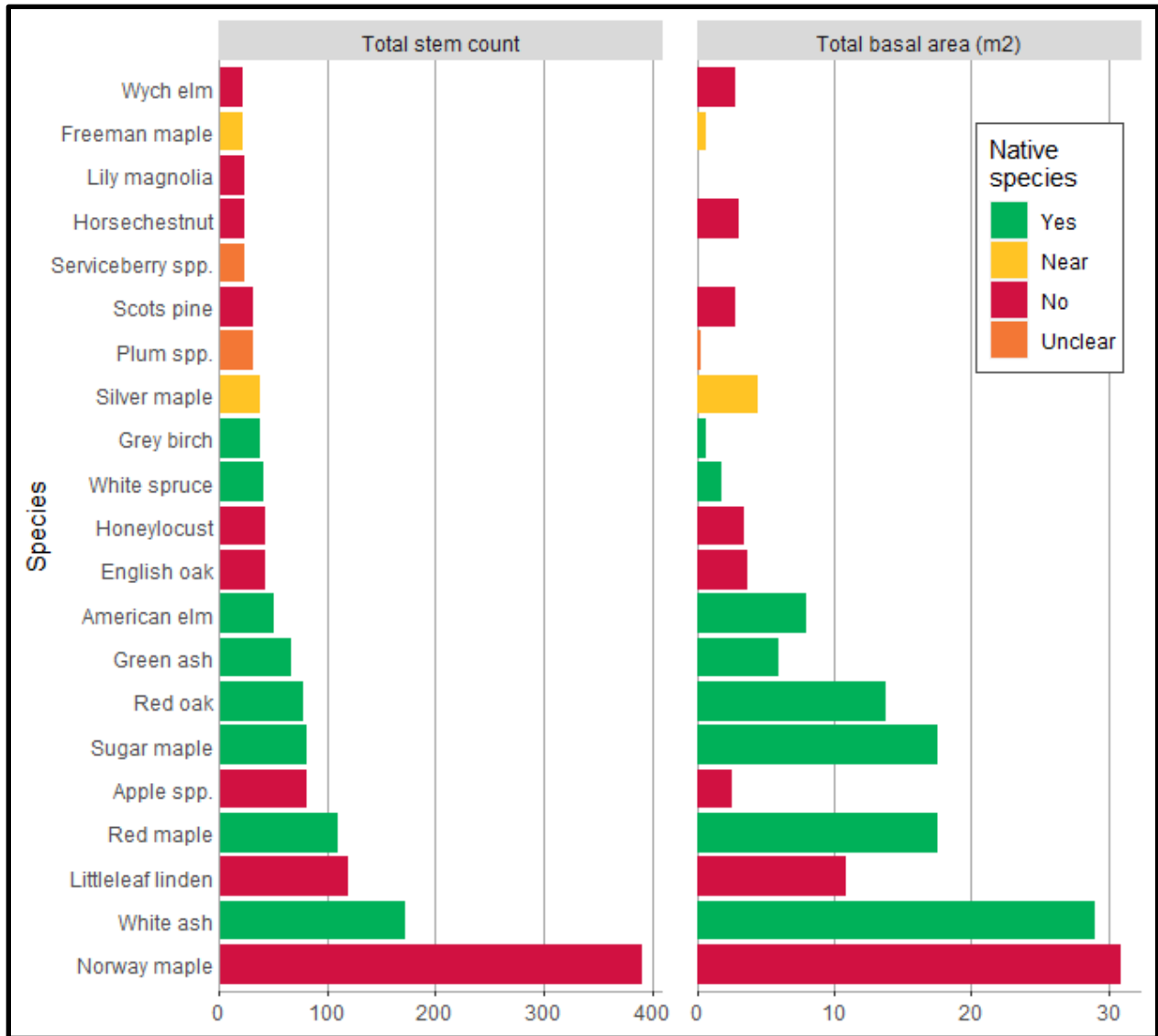


Figure 6. Comparison of the total stem count to the total basal area.

3.1.4 Tree Condition

All the trees we measured were visited in July and August 2023. This means that we had an up-close view of the entire tree, from top to bottom, at a time of year when each tree should have its full crown of foliage on display. We based our condition assessments on the apparent fullness of the crown and the amount of apparent deadwood. For the 21 tree species/genera in our accounting in this report, it is clear that, in general terms, the trees in the streets and manicured parks are overwhelmingly in good condition (just over 85%). Roughly 13% of trees were judged in fair condition, and only 35 trees (less than 2%) were judged in poor condition. This means that, barring a big wind storm or insect-pest outbreak, this population of trees should require relatively little maintenance in terms of deadwood removal or takedown. There are some species to watch, though, in terms of potential declining condition – scots pine, honeylocust, sugar maple, red maple, and Norway maple.

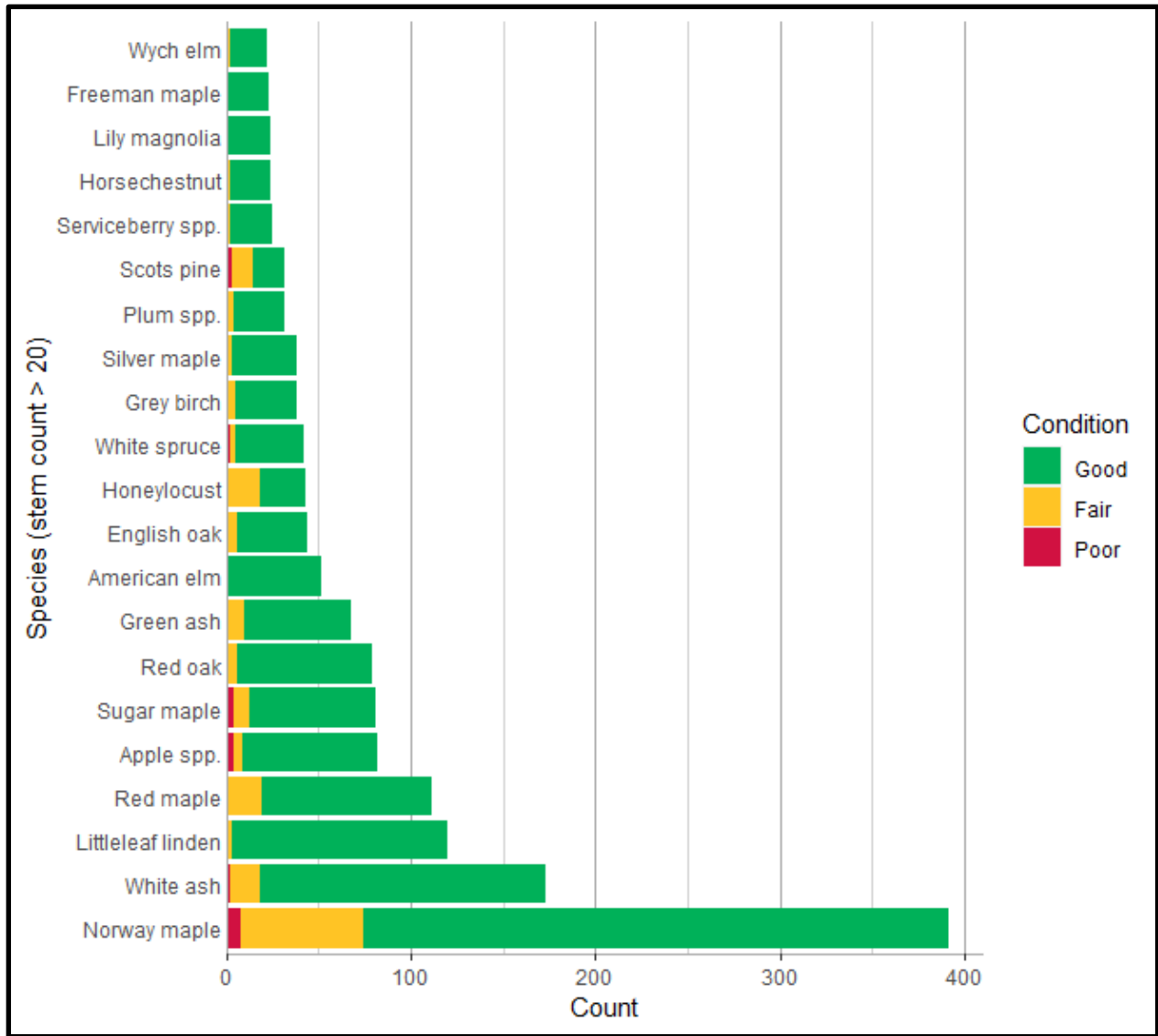


Figure 7. The health of the measured trees.

3.2 Plantable Spots

The inventory of plantable spots along the street rights-of-way in the Town revealed a hyperabundance of opportunities (see the low-resolution map below; a high-resolution .pdf is included in the digital files accompanying this report), at least as the concept of plantable spots was interpreted for this exercise. While we counted close to 1,500 trees along the streets and in the manicured parks, we counted about 3,200 plantable spots in the streetscape alone.

As noted in section 2.2 above on our methods, the estimates of the number of plantable spots are theoretical maximums. The data should be interpreted as our best assessment, based on rapid ocular estimates, as to where the opportunities for more street trees are richest. Before any planting decisions are made, it will be necessary to undertake additional site-specific work to assess things like potential conflicts between trees and built infrastructure, the local abundance of tree canopy on both public and private property, and the relative social/economic status of the neighbourhood (this last for considerations of equity in the distribution of the benefits of street trees).

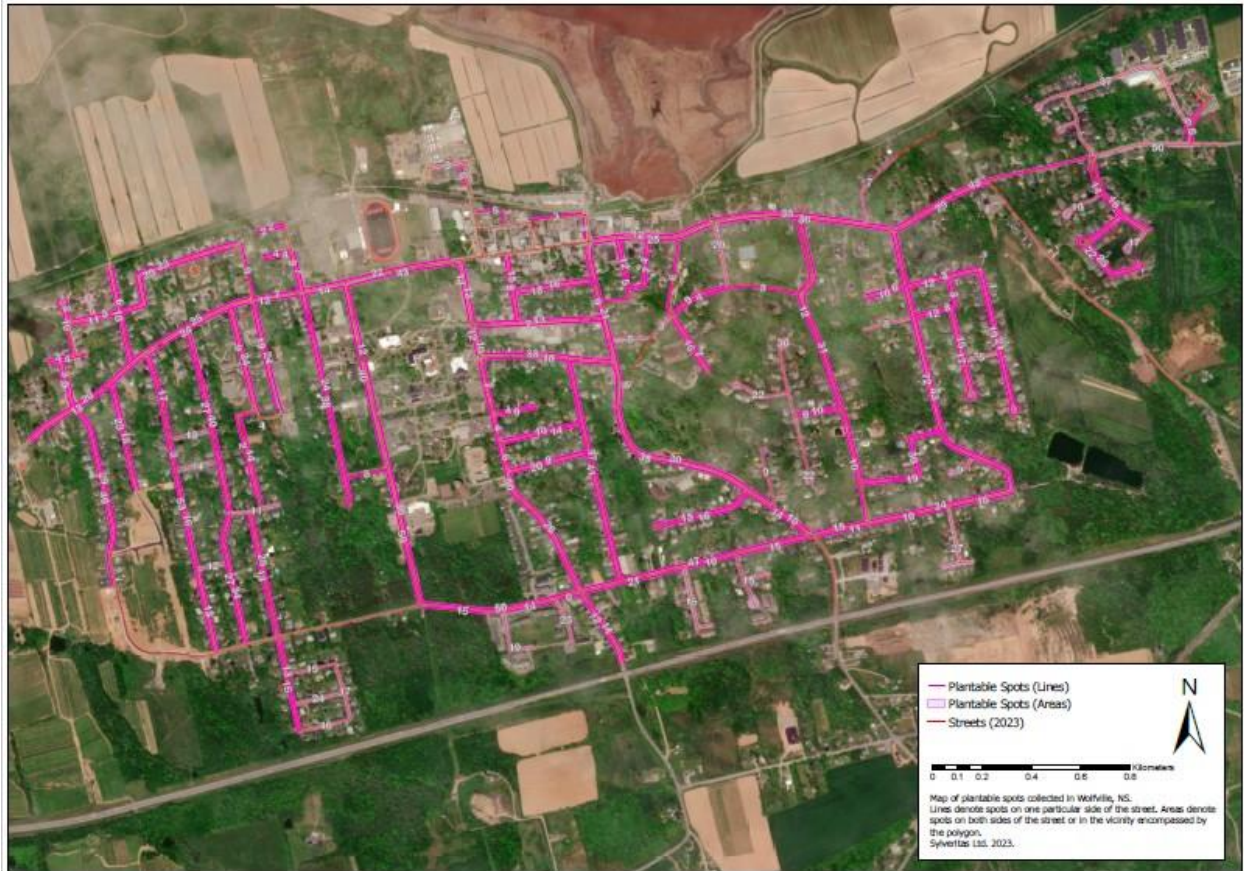


Figure 8. Inventory of plantable spots.

3.3 Canopy Cover

A caution is in order as one examines and interprets the canopy-cover data. As a general rule, the smaller the number of points representing a district and land class, the greater the uncertainty in the estimate of CC. Therefore, the numbers in Table 1 must be treated with care, acknowledging that some of the percent CC numbers based on low point counts would have large uncertainty ranges.

Table 1. Wolfville Canopy-Cover Assessment, September 2023

#	District	Point Count			Canopy Cover (Percent)		
		Non-Park Area	Parks/ Other Greenspaces	Total	Non-Park Area	Parks/ Other Greenspaces	Total
1	Acadia Campus	72	19	91	25.0	31.6	26.4
2	Central	181	27	208	44.2	55.6	45.7
3	Downtown	70	3	73	17.1	66.7	19.2
4	East	271	64	335	48.0	82.8	54.6
5	Rail Trail	NA	25	25	NA	60.0	60.0
6	West	224	44	268	47.8	93.2	55.2
7	Total	818	182	1000	42.4	72.5	47.9

Here are some preliminary observations we make from the dataset:

- a) Overall, the Town has a relatively high CC (47.9%) compared to most of the towns and cities in North America (which we know from other studies we have been involved in). Even without consideration for the parks & other greenspaces land class, the CC is relatively high (total for the non-park area is 42.4%).
- b) The three districts dominated by residential area (i.e., West, Central, East) all have CC for the non-park area in the range of 44-48%. This suggests to us that Wolfville residents cherish their trees.
- c) The districts with the lowest CC in the non-park-area land class are downtown (17.1%) and the Acadia campus (25%). The downtown district's CC is not surprising given the density of built infrastructure there. The low CC for Acadia University is certainly not a consequence of high densities of built infrastructure as there is plentiful space to add more trees to the University's properties.

4. Interpretation and Recommendations

We base the following interpretations and recommendations on three foundations: (a) the data we collected for the study; (b) our observations of the Wolfville tree population while navigating the streets to collect data; and (c) our combined professional experience with urban forests in many of Canada's towns and cities. We offer our views here with the hope and anticipation that they will be useful in deliberations leading to some combination of a policy, a bylaw, and a management plan for the municipally owned trees in the Town.

- a) Overall, the Town is well endowed with trees, both singly and in naturalized copses and stands. This is apparent especially in the CC data. Obvious locations for attention to increased CC are the downtown core (a difficult place to grow trees on account of the density of built infrastructure) and Acadia University (a relatively easy place to grow more trees).
- b) Apart from a couple of wooded areas owned by the Town, it seems that the bulk of the overall tree population is owned by private landowners, mostly in residential areas. This is not a weakness of Wolfville's urban-forest governance, but it does mean that, unless Wolfville were to take the bold step of implementing a private-tree bylaw (which we don't recommend), the Town's approach to improving the tree canopy within its territory in a cost-effective manner should focus on working in a variety of ways with private landowners. The Town's opportunities to enhance the streetside tree populations in the rights of way are, in theory, abundant but these are mostly high-cost prospects for each tree to be planted there. This is unfortunate because the location where a new tree would provide the greatest array of ecosystem services is streetside (Foster, 2016).
- c) The size distribution of the trees we measured is not a concern in general, but the data show that most of the small trees are of species that will not grow large at maturity. Neither are they long-lived. Longevity is a desirable trait in urban trees because of the time it takes to grow a tree to maturity when its delivery of ecosystem services is maximized – once a tree is large and of mature stature, the Town should want it to remain alive and healthy for many decades.
- d) We support the notion of a diverse urban forest in terms of tree species and sizes. Favouring small-stature trees denies the Town of the benefits of large, long-lived trees. Of course, while the benefits

of the latter are greater for many ecosystem services (e.g., cooling effect, shade provision, carbon sequestration, filtration of air pollution), they also present challenges in the context of storms – they are much more likely than small trees to fail and fall onto power lines and buildings in the event of a hurricane or post-tropical storm.

- e) Selecting species for urban plantings is a complex set of decisions. It is easy to make good choices (and easy to make bad ones) but rather more difficult to make excellent choices because of the range of factors that ought to be considered. Our list of important factors includes these:
- Will it grow here? (considerations of hardiness zone of cultivars and seed provenance; but see climate change below)
 - Will it reproduce here? (usually this is a minor consideration but flower and seed production can be important for aesthetic and biodiversity values)
 - What are the soil conditions? (e.g., fertility, drainage, texture, pH, depth, bulk density)
 - What built infrastructure is nearby? (e.g., buildings, pipes, wires, roads, sidewalks, bike paths)
 - Relative importance of values (e.g., aesthetics (especially looks and smells), human health and safety, biophysical ecosystem services (e.g., carbon uptake and storage))
 - Relative importance of disservices (e.g., litter fall, allelopathy, debris, allergenic pollen)
 - Pests (e.g., insects, diseases, vertebrates)
 - Species-diversity requirements (e.g., native vs near-native vs alien, species evenness)
 - Stock availability (you can't plant what you can't get!)
 - Climate change (best assumption is that the future climate through the life cycle of a normally long-lived tree will change fairly dramatically in terms of temperature, precipitation, and wind regimes)

The Acadian forest, in which the Town of Wolfville is located, is home to 40+ tree species. These are native. Near-native species would include those having their native range restricted to the Carolinian forest of NE United States and southern Ontario. Those represent another 40+ tree species. Thus, there are about 90 tree species considered native or near-native for Nova Scotia. If the Town of Wolfville desires to expand the palette of tree species to be planted in the future, there is, theoretically, a rich array to choose from without resorting to alien species. Choosing alien species may have the benefit of being resistant to some insect pests and diseases (despite the fact that many tree pests were introduced to Canada on infected material brought here from other continents), but they also may have the effect of stifling tree-associated fauna diversity such as insects and birds. Eric Davies at University of Toronto (unpublished data; S. Smith, pers. comm.) has shown a much higher abundance of insects and birds in a downtown-Toronto mature sugar-maple tree compared to the mature Norway maple right beside it!

5. Conclusion

The Town of Wolfville has a relatively high abundance of healthy trees within its boundaries. Over a hundred species are represented among the trees owned by the municipality. Not many trees within the total population are streetside, but rather they are plentiful in parks and other greenspaces in the Town

plus the land owned privately, mostly residences. Immediate threats to the Town's tree population are, in the near term, pests like Emerald Ash Borer (which is now well established in HRM) and Hemlock Woolly Adelgid (which is now established in the woodland along Wolfville's Millennium Trail), and, in the longer term, climate change. Any actions included in a program of urban-forest improvement in Wolfville will need to take account of such challenges.

6. Literature Cited

Eos Positioning Systems. 2023. Eos Arrow 100. <https://www.eos-gnss.com/>.

Esri. 2023. ArcGIS Field Maps. <https://www.esri.com/en-us/arcgis/products/arcgis-field-maps/overview>.

Foster, D.E. 2016. Location Matters: The Importance of Tree Placement to Urban Forest Values. Unpublished MREM Project Report, School for Resource and Environmental Studies, Dalhousie University, Halifax, NS. (available at <https://www.halifaxtreeproject.com/reports>).

Appendix – Tree Species Common and Botanical Names

Native Tree Species of Nova Scotia (green = conifer)

	Common name	<i>Latin name</i>
1	alternate-leaf dogwood	<i>Cornus alternifolia</i>
2	American beech	<i>Fagus grandifolia</i>
3	American elm	<i>Ulmus americana</i>
4	American mountain-ash	<i>Sorbus americana</i>
5	balsam fir	<i>Abies balsamea</i>
6	balsam poplar	<i>Populus balsamifera</i>
7	Bebb willow	<i>Salix bebbiana</i>
8	black ash	<i>Fraxinus nigra</i>
9	black cherry	<i>Prunus serotina</i>
10	black spruce	<i>Picea mariana</i>
11	chokecherry	<i>Prunus virginiana</i>
12	common juniper	<i>Juniperus communis</i>
13	eastern hemlock	<i>Tsuga canadensis</i>
14	grey birch	<i>Betula populifolia</i>
15	ironwood	<i>Ostrya virginiana</i>
16	jack pine	<i>Pinus banksiana</i>
17	largetooth aspen	<i>Populus grandidentata</i>
18	mountain paper birch	<i>Betula cordifolia</i>
19	mountain maple	<i>Acer spicatum</i>
20	pin cherry	<i>Prunus pensylvanica</i>
21	pussy willow	<i>Salix discolor</i>
22	red ash	<i>Fraxinus pennsylvanica</i>
23	red maple	<i>Acer rubrum</i>
24	red oak	<i>Quercus rubra</i>
25	red pine	<i>Pinus resinosa</i>
26	red spruce	<i>Picea rubens</i>
27	serviceberry	<i>Amelanchier canadensis</i>
28	shining willow	<i>Salix lucida</i>
29	showy mountain-ash	<i>Sorbus decora</i>
30	speckled alder	<i>Alnus incana</i>
31	staghorn sumac	<i>Rhus typhina</i>
32	striped maple	<i>Acer pensylvanicum</i>
33	sugar maple	<i>Acer saccharum</i>
34	tamarack	<i>Larix laricina</i>
35	trembling aspen	<i>Populus tremuloides</i>

36	white ash	<i>Fraxinus americana</i>
37	white birch	<i>Betula papyrifera</i>
38	white cedar	<i>Thuja occidentalis</i>
39	white pine	<i>Pinus strobus</i>
40	white spruce	<i>Picea glauca</i>
41	witch hazel	<i>Hamamelis virginiana</i>
42	yellow birch	<i>Betula alleghaniensis</i>

Non-native Tree Species Discussed in the Report		
Common name	Latin name	
wych elm	<i>Ulmus glabra</i>	
Freeman maple	<i>Acer x freemanii</i>	
lily magnolia	<i>Magnolia liliiflora</i>	
horsechestnut	<i>Aesculus hippocastanum</i>	
Scots pine	<i>Pinus sylvestris</i>	
serviceberry	<i>Amelanchier spp.</i>	
plum	<i>Prunus spp.</i>	
silver maple	<i>Acer saccharinum</i>	
honeylocust	<i>Gleditsia triacanthos</i>	
English oak	<i>Quercus robur</i>	
apple spp.	<i>Malus spp.</i>	
littleleaf linden	<i>Tilia cordata</i>	
Norway maple	<i>Acer platanoides</i>	

Wolfville Street and Park Tree Inventory



Peter Duinker, Kate Turner, David Foster
Sylveritas Ltd., Halifax
November 2023

1

Agenda . . .

- **Introduction to the Project**
- **Methods**
 - Street Trees
 - Plantable Spots
 - Canopy Cover
- **Results**
 - Street Trees
 - Plantable Spots
 - Canopy Cover
- **Conclusions and Recommendations**



2

Introduction to the Project

- Discussions between Town staff and PD
- Presentation at Town Hall on trees in Wolfville (June 2022)
- Development of a 2-stage project idea:
 - 1. Inventories
 - 2. Tree policy/plan
- Sylveritas contracted to undertake the inventories, in 3 parts:
 - Municipally owned planted trees
 - Plantable spots
 - Canopy cover



3

Who/what is Sylveritas Ltd.?



- Small family-owned consulting firm based in Halifax
 - Resource and environmental studies of various sorts
- Principals:
 - Peter Duinker, PhD (Professor Emeritus, Dalhousie University)
 - Worked with trees and forests for more than 50 yr
 - Specialties: urban and rural forest ecology, management and policy; env assessment
 - Professor, 1988-2019 (forestry; resource and environmental studies)
 - Wide range of consulting experience across Canada
 - Kate Turner, MSc
 - Conservation ecologist; resource and environmental policy

4

Deliverables

- **Report on the inventories (finalizing draft now with staff)**
- **Digital datasets for staff use**
- **2 short field tours (done in July and August)**
- **This presentation to Council**



5

“Talking Trees in Wolfville”, July 2022

1. **What are urban forests?**
2. **Two principles**
3. **Diverse urban-forest values**
4. **Are there downsides to trees in the urban setting?**
5. **Urban-forest planning: what to do, what not to do**
6. **The question of climate change**
7. **Trees and Wolfville: what future?**

6

Why/how do we value city trees?

(see www.halifaxtreeproject.com)

- Beautify the city
- Conserve fuel
- Prolong life of streets
- Reduce energy costs
- Enhance safety
- Provide shade
- Business opportunities
- Draw tourists
- Diverse foods
- Foster health
- Recreation opportunities
- Carbon capture & storage
- Cool the city
- Slow down stormwater
- Clean the air
- Improve water quality
- Conserve biodiversity
- Employment
- Increase property values
- Learning opportunities
- Sense of place
- Sense of well-being

7

Why/how do we value city trees?

(see www.halifaxtreeproject.com)

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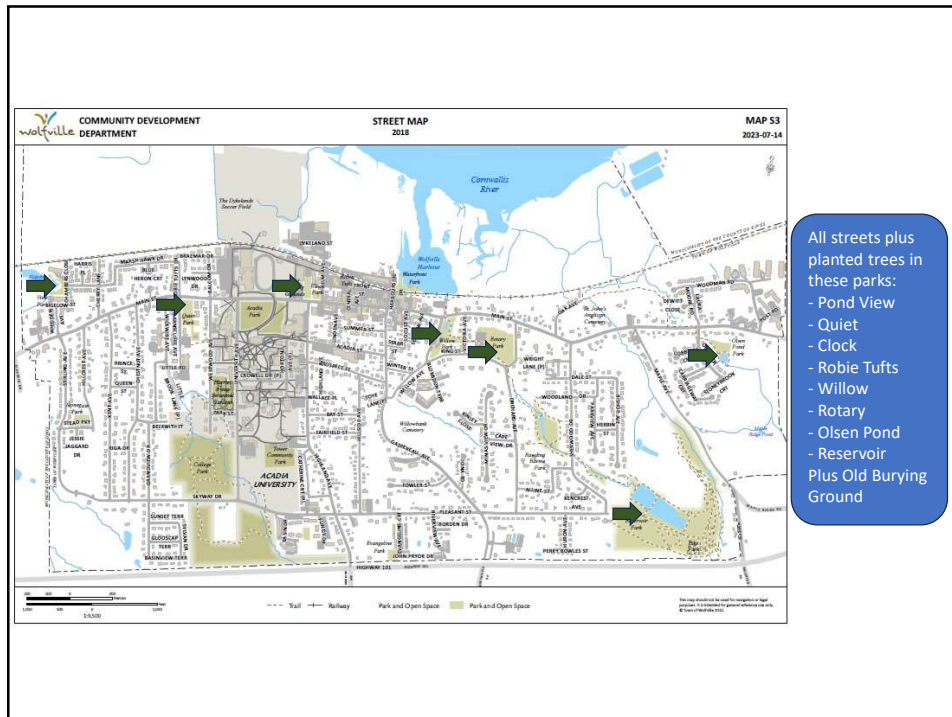
8

Methods: Municipally owned planted trees

- Municipal property boundaries data from Town to Sylveritas
- Visited each planted tree in July/Aug to measure:
 - Location
 - Species (genus if necessary; cultivar if possible)
 - Diameter at breast height
 - Condition
- All data digitally captured



9



- All streets plus planted trees in these parks:
- Pond View
 - Quiet
 - Clock
 - Robie Tufts
 - Willow
 - Rotary
 - Olsen Pond
 - Reservoir
 - Plus Old Burying Ground

10

Methods: Plantable Spots

- What room is available for new trees in the Town's streetscape?
- Ocular estimates (by PD on bike) based on 8-m spacing
- Data represent theoretical maximum



11

Methods: Canopy Cover

- Divided Town into 6 districts
- Dropped a dot grid over an image of the Town; counted the dots landing on trees plus those not landing on trees
- All trees included, not just municipally owned planted trees (thus, includes woodland and private trees)



12

Methods: Canopy Cover

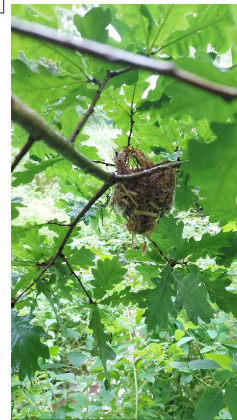
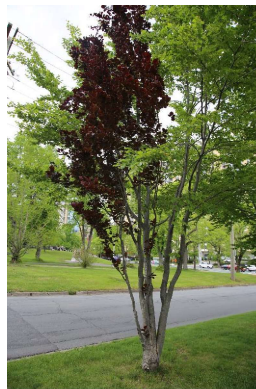
- Divided Town into 6 districts
- Dropped a dot grid over an image of the Town; counted the dots landing on trees plus those not landing on trees
- All trees included, not just municipally owned planted trees (thus, includes woodland and private trees)



13

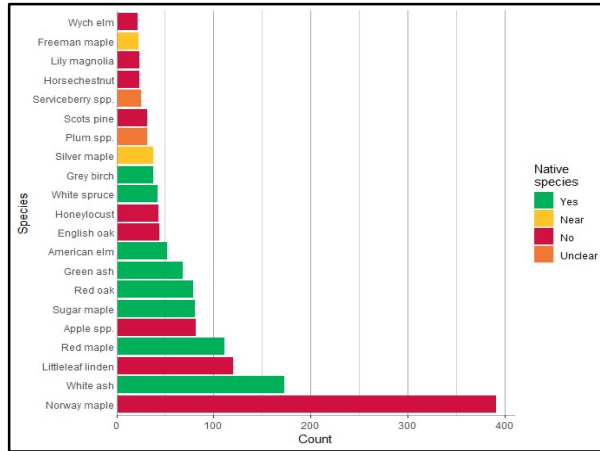
Results: Municipally owned planted trees

- 1473 trees (with 1958 stems) measured



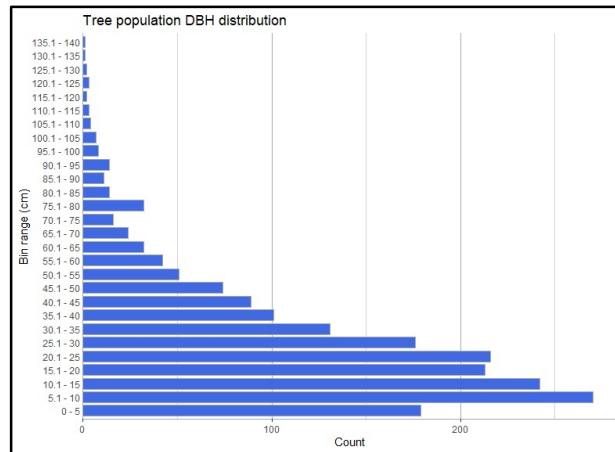
14

Results: Municipally owned planted trees: species



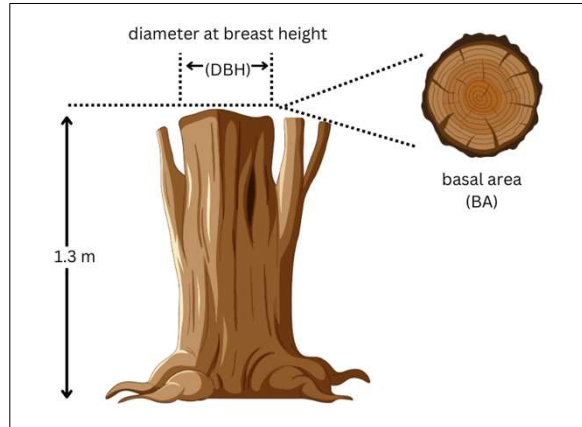
15

Results: Municipally owned planted trees: sizes



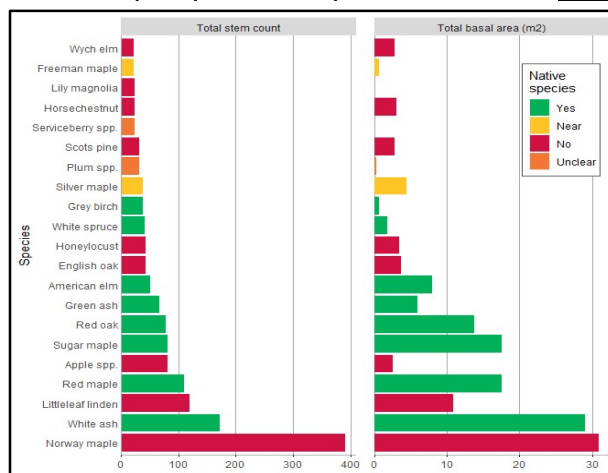
16

Results: Municipally owned planted trees: dominance



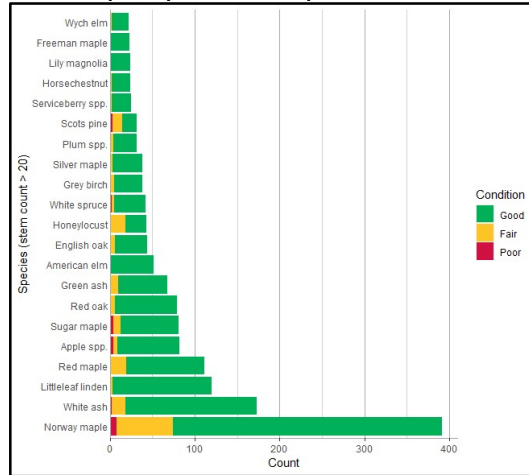
17

Results: Municipally owned planted trees: dominance



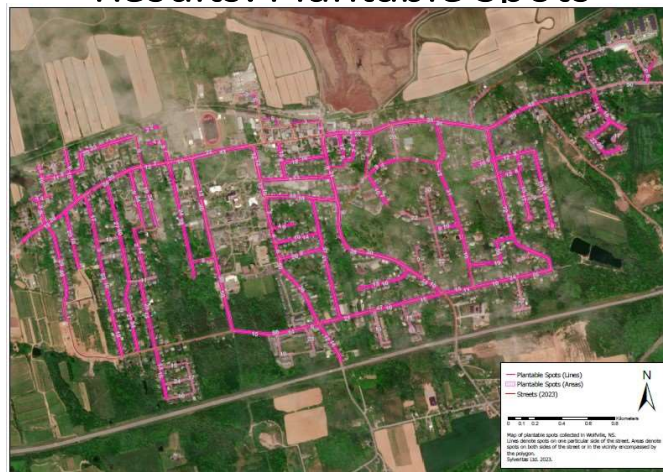
18

Results: Municipally owned planted trees: condition



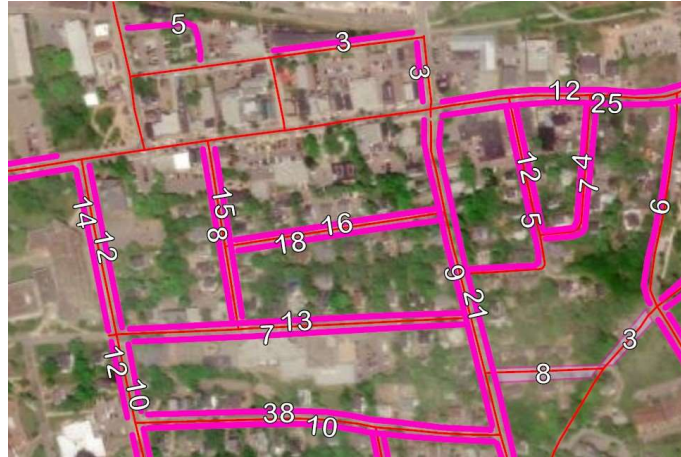
19

Results: Plantable Spots



20

Results: Plantable Spots



21

Results: Canopy cover

#	District	Point Count			Canopy Cover (Percent)		
		Non-Park Area	Parks/ Other Greenspaces	Total	Non-Park Area	Parks/ Other Greenspaces	Total
1	Acadia Campus	72	19	91	25.0	31.6	26.4
2	Central	181	27	208	44.2	55.6	45.7
3	Downtown	70	3	73	17.1	66.7	19.2
4	East	271	64	335	48.0	82.8	54.6
5	Rail Trail	NA	25	25	NA	60.0	60.0
6	West	224	44	268	47.8	93.2	55.2
7	Total	818	182	1000	42.4	72.5	47.9

22

Conclusions and Recommendations

- Overall, lots of canopy, pretty good condition
- Areas for attention in the future:
 - Locations – streetside generally, plus downtown and Acadia University
 - Species:
 - focus on species from Eastern North America (90+ spp.)
 - Favour long-lived species, variety of mature sizes
 - Develop programs to partner with private landowners (e.g., tree giveaways (HRM) or co-sponsorships (Charlottetown and Truro))
 - Seek opportunities to decommission grass and proceed with tree-based naturalization (possibly supported by NS's Thriving Forests program)
 - Proceed with Phase 2:
 - A tree and forest policy
 - Perhaps a bylaw for municipally owned trees
 - An operating plan covering the next 5-10 years
 - Consider commissioning scholarly research on special local topics related to trees (e.g., a study on residents' values with respect to trees in the Town)

23

With huge thanks to the Town of

Wolfville

Street and Park Tree Inventory



Peter Duinker, Kate Turner, David Foster

Sylveritas Ltd., Halifax

November 2023

pnduinker@gmail.com

24

Wolfville Millennial Trail Survey of Hemlocks



Area A was surveyed October 7, 2023, by 7 BNS members: Ed Sulis, Melissa McDonald, John LeLievre, Tamara Elwood, Keltie MacNeill, Eric Macdonald and Soren Bondrup-Nielsen. The survey took just over 2 hours.

Areas B and C were surveyed November 3, 2023 by Eric Macdonald and Soren.

In Area A there were a total of total 616.
The total number of trees greater then 14cm DBH was 287. (trees 15 cm DBH can be injected).
The Sum of DBH of trees greater than 14cm was 4350 cm.
Total DBH of all Hemlock was 10,235 cm

Area B had a total of 206 hemlocks.
The number greater then 14 cm was 145.
The sum of DBH of trees greater than 14 cm was 3792
The total DBH was 4464 cm.

Total number of 78 hemlocks.
The number greater then 14 cm was 50
The sum of DBH of trees greater than 14 cm was 1467 cm
The total DBH was 1719 cm.

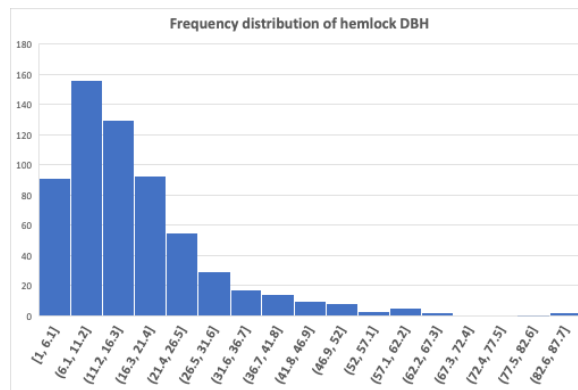
Total Number of hemlocks and DBH

Total #	# > 14 cm	Total DBH (all trees)	Total DBH (>14cm)
900	482	16,418	9,609

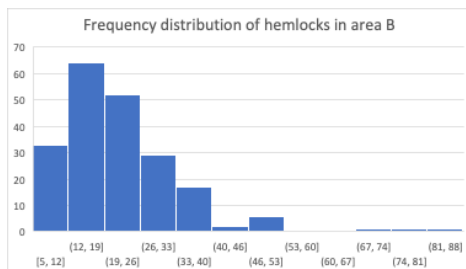
Xylect 2F® is a bark spray @ \$102/l. limit of 1.9 l/ha/year = 1,638 cm dbh per year. (12 cents per cm)

Imajet is injected \$320/l. 1.6ml/cm dbh. (50 cents/ cm dbh). No Limit.

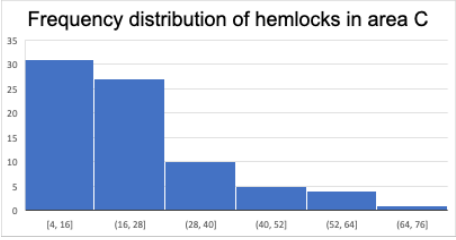
The frequency distribution of hemlocks in Area A.



The frequency distribution of hemlocks in Area B.



The frequency distribution of hemlocks in Area C.



Glossy Buckthorn

(*Frangula alnus*)

Flowers

- White to greenish-white
- 6 mm wide with 5 petals
- Solitary or clustered in groups of 2 -8 at leaf base



Fruit

- Red fruit that ripens to black
- Tends to ripen at different times on the plant
- 2 – 3 seeds per fruit



Bark

- Greyish brown
- Spotted with white lenticels (pores)
- Cambium layer (tissue beneath outer bark) is yellow-green



Leaves

- Shiny oval alternative leaves
- Smooth wavy edges (not toothed)
- Strong venation on the underside
- Stays green late into fall
- Petiole 6 – 12 mm long



Branchlets/Twigs

- No terminal spine
- Reddish green that greys
- White lenticels (pores)
- New growth is minutely hairy

Size

- Reaches 6 – 7 m tall
- Trunk diameter can be up to 25 cm

Form

- Often multi-stemmed but can be single
- Shrub/small tree

Anderson, H. (2012). *Invasive Common (European) Buckthorn (Rhamnus cathartica): Best Management Practices in Ontario*. Ontario Invasive Plant Council, Peterborough, ON



Contact Us

Email: info@nsinvasives.ca

Website: <https://nsinvasives.ca/>

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Glossy Buckthorn (*Frangula alnus*)

Best Management Practices

Set Reasonable Goals

Glossy buckthorn removal is a multiyear process that requires dedication and the use of multiple control methods. It is important to understand plants will resprout in the years following management and to not get discouraged. Eradication is possible if regrowth is maintained and removed. For large areas of glossy buckthorn, it is recommended to divide the infestation into smaller areas and focus management efforts on one area at a time.

Timing for Management

It is recommended to remove glossy buckthorn in spring when the leaves begin to emerge. Glossy buckthorn leaves tend to emerge earlier than other shrubs allowing for easier identification. Spring removal also reduces the chances of trampling other plants. Glossy buckthorn management can also be completed in the fall. This species also holds onto its leaves later than other shrubs allowing for easier identification. However, late-season removal will not remove the fruits produced during that season. This will result in a greater seed bank or can lead to further spread.

Pulling and Digging

Pulling should be focused on young plants. If the soil is moist, plants up to 1 m or a stem diameter of 1 cm can be removed by pulling. Loosening the soil around the roots before pulling will help remove the plant. It is important to remove as much of the roots as possible to prevent resprouting. Removal of the root crown is of particular importance. When pulling plants be aware that some plants may form lateral roots reaching 2 – 3 m. Pulling these roots out is essential to prevent resprouting. Using a plant extractor tool such as the Extractigator® can assist with pulling out the plants. These are lever system tools that are designed to uproot shrubs and small trees. This tool can remove shrubs up to a diameter of 5 cm. If a plant extractor tool is not available, plants with a diameter of 1 – 3.5 cm should be dug out before pulling the plant out. A shovel should be used to cut into the soil 30 – 60 cm away from the base of the plant. Rock the plant back and forth to see where the roots are still connected.

Cutting/Girdling

It is not recommended to cut down glossy buckthorn plants as it encourages vigorous resprouting from the stump. Applying an herbicide directly to the stump can prevent resprouting but should only be used as a last resort. Remember to always follow the product's label and provincial/municipal guidelines when using herbicides. Instead of cutting, girdling should be used to control large glossy buckthorn plants. Girdling significantly reduces resprouting in comparison to cutting. Cut a 5 cm band that goes completely around the base of the plant. The outer bark and green cambium layer should be removed but avoid cutting into the hard core of the trunk. Cutting into the xylem layer can promote resprouting. If the cut is not deep enough the plant can heal. It is essential to girdle all stems/trunks connecting to the roots. If the flow between the roots and leaves is not severed, this method is ineffective. A second girdling in the following year may be required. Over time the canopy and roots will begin to die, making it easier to be pulled out. Girdled glossy buckthorn should be completed in the spring and routinely monitored. Any regrowth below the cut must be removed.

Burning

Prescribed burning can be used to control glossy buckthorn. Burning will kill new seedlings and younger shrubs. It will not impact larger glossy buckthorn plants. Therefore, burning should only be used in combination with the other methods of control previously mentioned. In addition, due to the competitive nature of glossy buckthorn, there is typically little understory vegetation to fuel the fire. Burning should be applied yearly or every other year for 5 – 6 years to achieve eradication. Burning the site in the years following the first burn is essential. Following a burn, the regrowth can be worse than the previous infestation. It is important to always follow safe burning practices and follow municipality guidelines when using fire as a method to control invasive plant species.

Mowing

Once above-ground vegetation is removed, routine mowing can reduce the vigour of sprouts regrowing over time and can maintain open areas by controlling seedlings. This control method will not kill glossy buckthorn, it will only prevent further seed production and should be used with another control method.

Fruit Removal

It is important to remove glossy buckthorn fruits to prevent further spread. This should be completed for the entire site even if other control methods are not being used in the area. Reducing the seed bank and preventing spread will make control easier for future management.

Disposal

To reduce the chances of further spread, green glossy buckthorn plant material should remain on site. Pile all plant material and let it dry out. Check routinely to make sure the branches are not sprouting roots. If working with a small patch of glossy buckthorn, the branches can be hung upside down to dry out and prevent resprouting. If possible, it is recommended to burn the plant material on site. Once the plant material has dried out and is no longer viable, it can be disposed of. Branches can be composted or mulched. However, it is critical to remove the fruit before disposal or mulching. Failing to do so will result in the further spread of glossy buckthorn. Fruit should be cut from branches and placed in a garbage bag. Double bag to ensure that no fruit escapes. These fruits should not be composted, instead should be disposed into the trash.

References

- Anderson, H. (2012). *Invasive Common (European) Buckthorn (Rhamnus cathartica): Best Management Practices in Ontario*. Ontario Invasive Plant Council, Peterborough, ON
- Converse, C. (1984). *Element Stewardship Abstract For Rhamnus cathartica, Rhamnus frangula (syn. Frangula alnus)*. The Nature Conservancy, Arlington, VA
- Czarapata, E. (2005). *Invasive Plants of the Upper Midwest: An Illustrated Guide to Their Identification and Control*. University of Wisconsin Press
- Michigan Natural Features Inventory. (2012). *Invasive Species—Best Control Practices: Glossy buckthorn Frangula alnus*. Michigan State University, East Lansing, MI
- Panke, B. and Renz, M. (2012). *Management of Invasive Plants in Wisconsin: Common buckthorn and glossy buckthorn*. Cooperative Extension of the University of Wisconsin-Extension, Madison, WI
- PEI Invasive Species Council. (n.d). *Management of Invasive Species on PEI. Common & Glossy Buckthorn*, PEI Invasive Species Council, PEI
- Tardif-Woolgar, M. (2009). *Monsters in the Marsh! Project Report Removing Glossy Buckthorn (Rhamnus frangula) from the Annapolis Royal Marsh*. Clean Annapolis River Project, Annapolis Royal, NS

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INFORMATION REPORT (IR 027-2023)

Title: Active Transportation ICIP Implementation Working Group
Date: 2023-12-05
Department: Planning & Economic Development + PW & Engineering



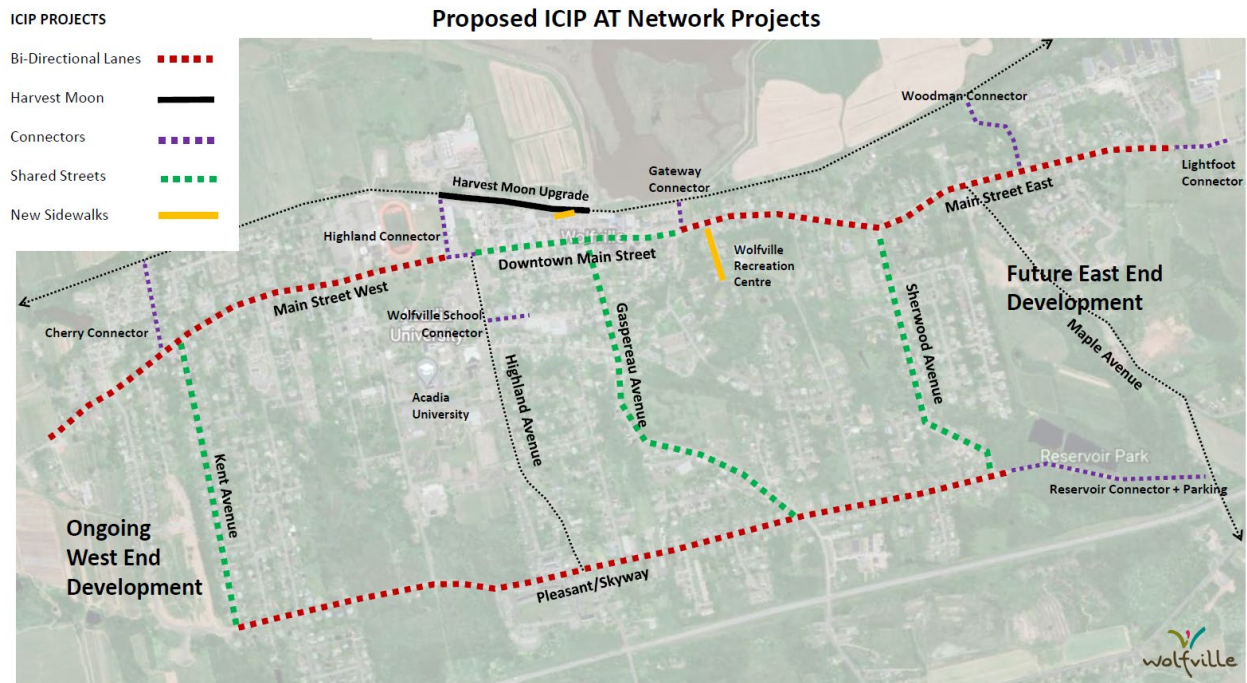
SUMMARY

Active Transportation (AT) ICIP Implementation Working Group

As per the Town [Committee's of Council Policy](#) (110-001), the Town is creating a 'working group' to assist Staff in the implementation of the Active Transportation Network, funded through the Investing in Canada Infrastructure Program (ICIP).

The working group will have 3 main tasks:

1. Work with Staff and consultants to review and comment on detailed drawings for each segment of the network before the projects are tendered for construction.
2. Work with Staff and consultants to review and comment on the wayfinding, signage and marking plans for the network and help to create an overall brand and coherent network.
3. Work with Staff on socializing the network, doing public education, and creating a culture of activity.



INFORMATION REPORT (IR 027-2023)

Title: Active Transportation ICIP Implementation Working Group
Date: 2023-12-05
Department: Planning & Economic Development + PW & Engineering



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) ATTACHMENTS

- AT Working Group Terms of Reference
- AT Network background document

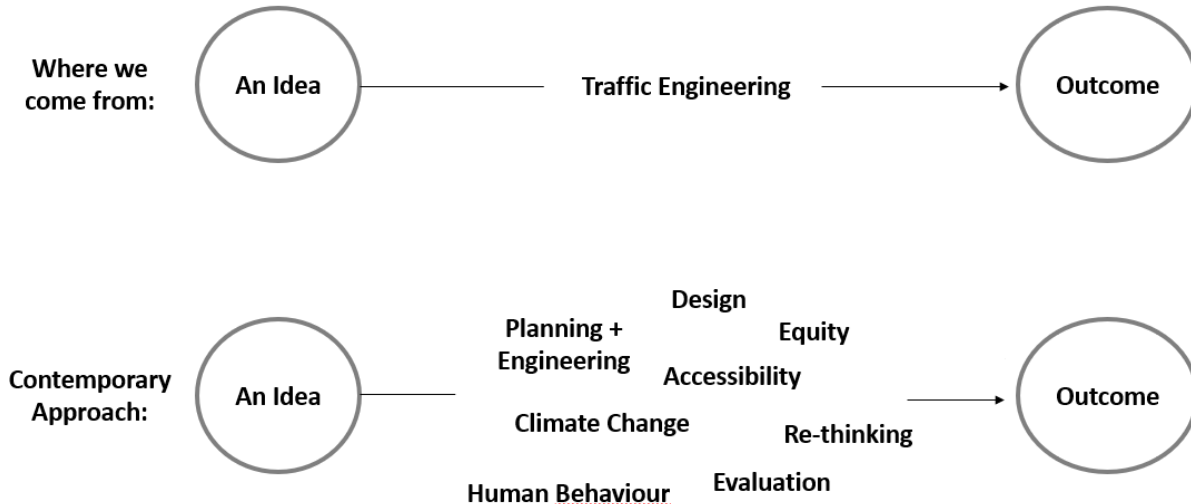
3) DISCUSSION

The attached working group terms of reference is enabled through our Committees of Council policy. A working group is an effective tool for Staff to utilize community expertise and steer the implementation of this important project.

A comprehensive package that outlines the network, rationale, and details is also attached.

The Town uses a similar approach to assist Staff with the Design Review group and Public Art group.

A graphical summation (adopted from Mikael Colville-Anderson's Book "Copenhagenize") of the contemporary approach required to produce high quality AT results is provided below:



4) FINANCIAL IMPLICATIONS

The AT network has been budgeted and is funded through the Investing in Canada Infrastructure Program (ICIP).

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Relevant strategic directions from the 2021-2025 Strategic Plan:

INFORMATION REPORT (IR 027-2023)

Title: Active Transportation ICIP Implementation Working Group

Date: 2023-12-05

Department: Planning & Economic Development + PW & Engineering



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

6) COMMUNICATION REQUIREMENTS

The Town is investing over \$3 million on an active transportation network. Staff are recruiting a working group to help manage the implementation. The network will be completed in 2027.

7) FUTURE COUNCIL INVOLVEMENT

Council has considered and approved both policy to support this type of spending and also the Active Transportation network itself – including the decision to apply for funding. At this stage, Staff are implementing the network and the working group will be a huge asset in making the network the best it can be. Council will receive regular updates on the implementation through the CAO report or presentations at Committee of the Whole.



Investing in Canada Infrastructure Program - Wolfville Active Transportation Network Implementation

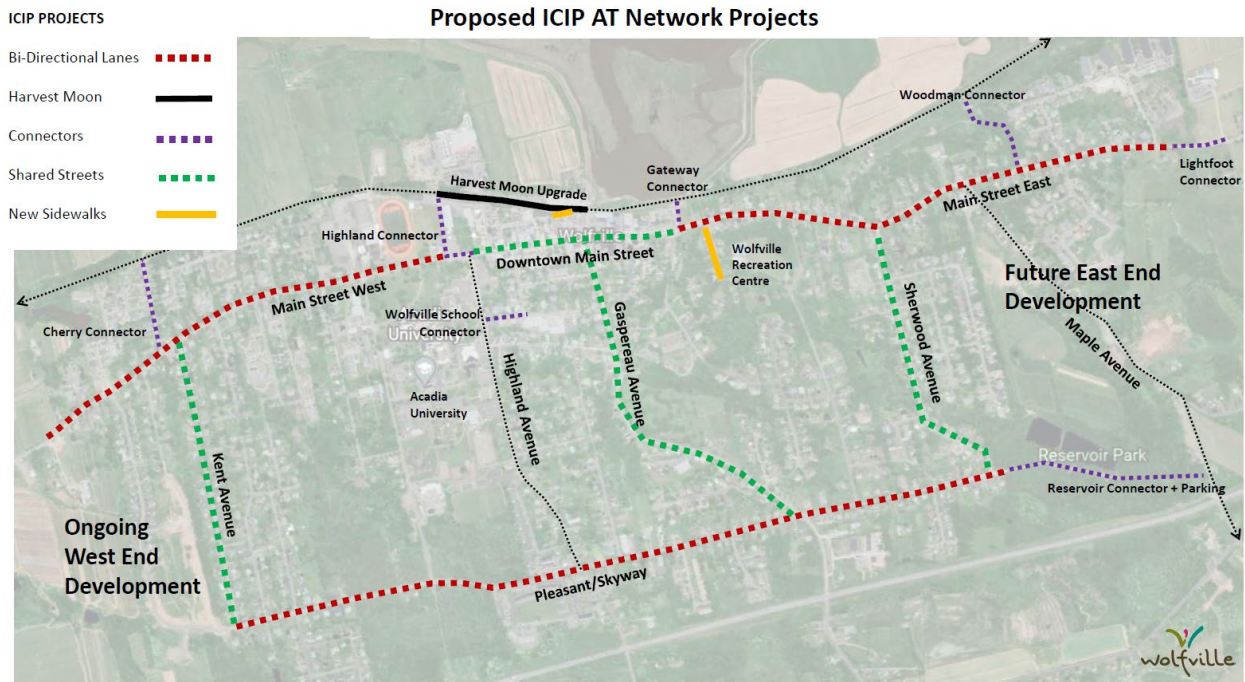
Working Group – Terms of Reference

Summary

As per the Town [Committee's of Council Policy](#) (110-001), the Town is creating a 'working group' to assist Staff with the implementation of the Active Transportation Network, funded through the Investing in Canada Infrastructure Program (ICIP).

The working group will have 3 main tasks:

1. Work with Staff and consultants to review and comment on detailed drawings for each segment of the network before the projects are tendered for construction.
2. Work with Staff and consultants to review and comment on the wayfinding, signage and marking plans for the network and help to create an overall brand and coherent network.
3. Work with Staff on socializing the network, doing public education, and creating a culture of activity.



Background

The Town of Wolfville will be spending over \$3 million on implementing an Active Transportation network in the Town. The support and funding for this has been secured (Federal and Provincial through ICIP) and the overall network has been established. The task is now to implement and create the conditions for a 'best-in-class' active transportation network in the town – a showcase of infrastructure that is safe, functional and leads to more people choosing walking, biking and other alternative modes.

For more information: an overview of the network, rationale and additional background is provided in the attached documentation to this Terms of Reference or on www.wolfvilleblooms.ca (to be updated).

Mandate

The primary mandate of the ICIP Active Transportation Network Implementation Working Group is to support staff and consultants in the implementation of the active transportation network.

- The working group works with Staff and the consultant on reviewing detailed drawings (including hard infrastructure + wayfinding and branding) for active transportation in the Town, funded by ICIP.
- The working group will support staff by socializing the active transportation network among community members using educational materials and championing the network.
- The working group will support staff with public engagement work.

Roles and Responsibilities

- The working group will be chaired by the Town's Director of Planning & Economic Development.
- The Working group will consist of a minimum of 5 and maximum of 8 members of the public
 - a. The number of members may vary and will depend on interest and background of those who apply
 - b. A call for expressions of interest will be used to recruit members
- Consultants, the Director of Engineering and Public Works, Parks Staff, other Staff or key Stakeholder(s) may also work with the group from time to time.

Membership Selection Process and Criteria

- The term shall be for 1.5-2 years initially, concluding when all ICIP funded projects are tender-ready but the term may be extended, subject to future circumstances and needs at that time.
- The call for Expressions of Interest process shall encourage applications from a diversity of community members and endeavor to have a balanced representation of interests from the community.
- The Director of Planning shall review all applications and appointment to the Working Group based on the following criteria:
 - Demonstrated interest in active transportation;
 - Demonstrated interest in or relationship with Wolfville; and
 - The ability to attend and contribute to regular Working Group meetings and related events.

Meetings

- The Working Group will meet as needed. It is anticipated monthly and/or quarterly at a minimum. There may be a need to review additional material or have more frequent meetings to ensure funding deliverables and timelines are met.
- Working Group meetings are closed to the public.
- Monthly summaries will be provided through the CAO report or Committee updates at Council meetings.

Resignations

- Any resignations from the Working Group shall be tendered in writing to the Director of Planning & Economic Development.
- The name of a replacement member shall be obtained through a call for Expressions of Interest or it may be decided to proceed with fewer members.
- When approved by the Director, the new appointee shall serve the remainder of the vacant term.

Absenteeism

- In the case of any member missing three consecutive meetings, without the consent of the Working Group, the member shall be deemed to have resigned.

Administration

- The Chair is responsible for meeting agenda content and will consider any proposed agenda items from the members before each meeting.
- No Working Group member shall instruct or give direction to any employee of the Town (either publicly or privately).



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.

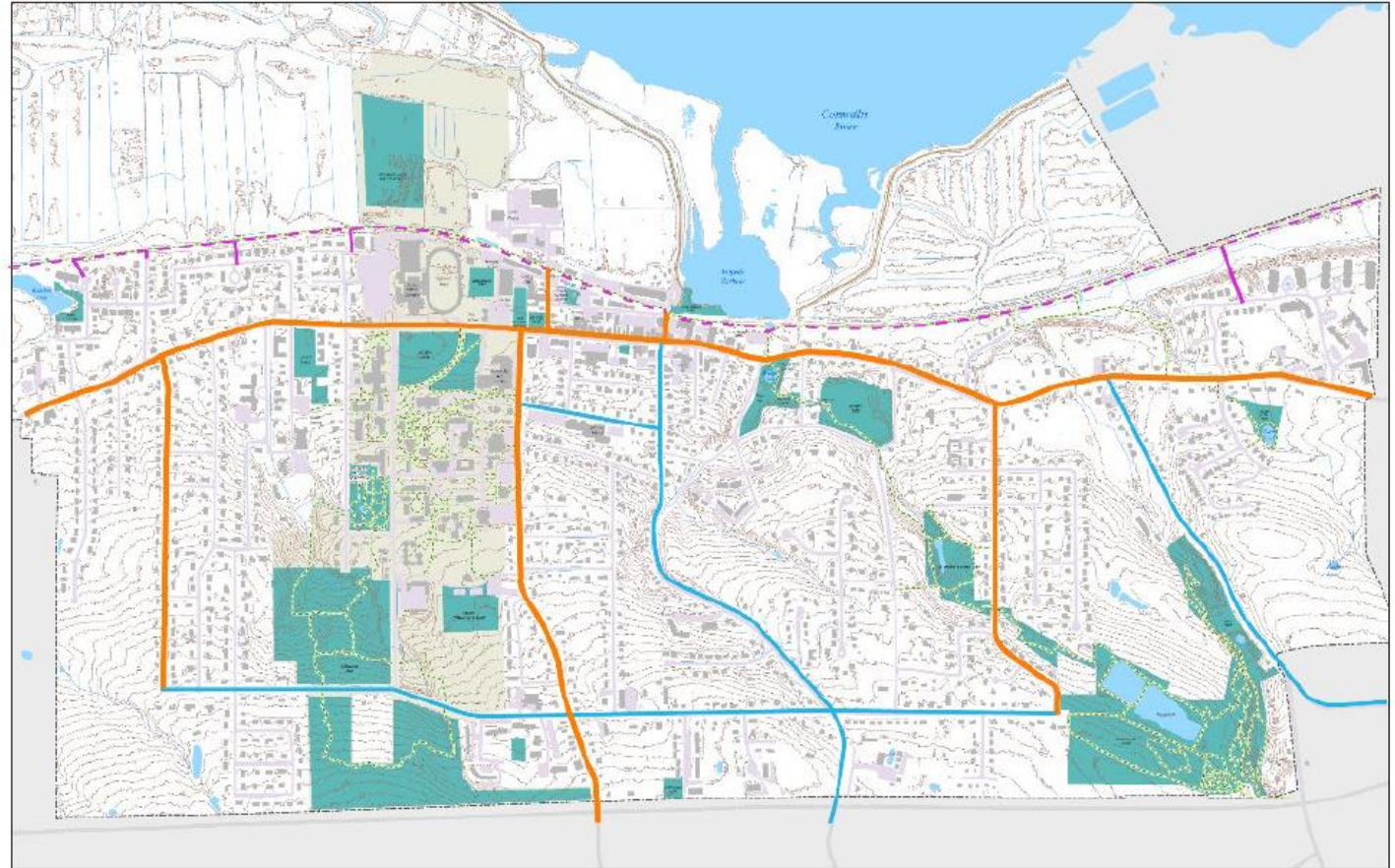
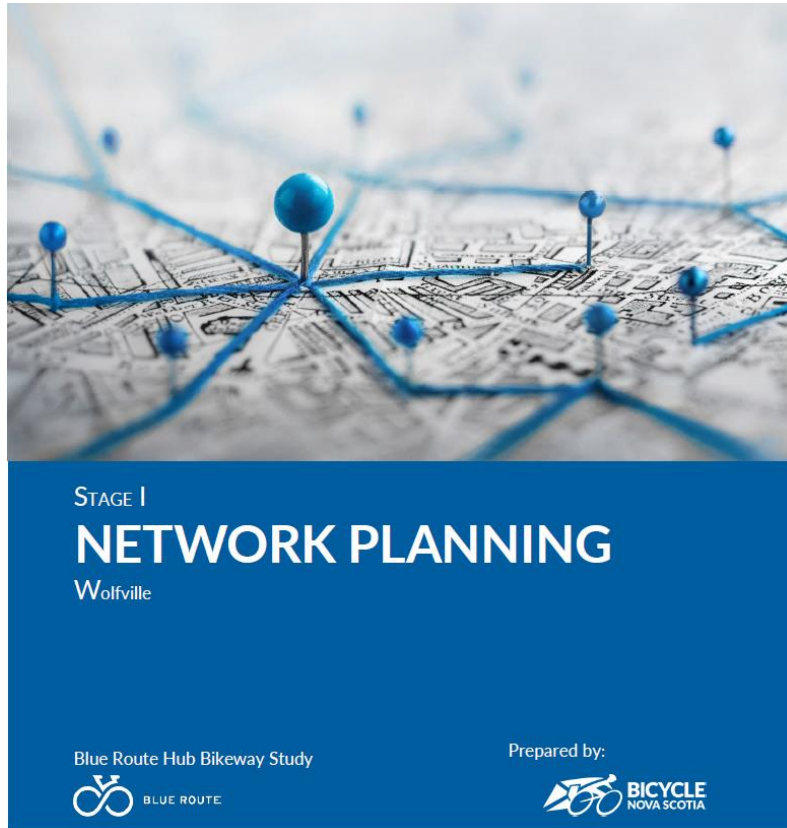


Figure 29* - Complete network (concept)

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.

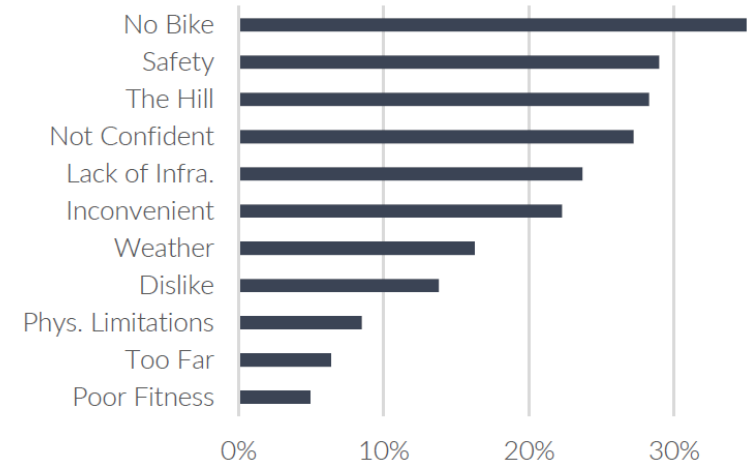


Figure 12 - Deterrents to cycling in Wolfville

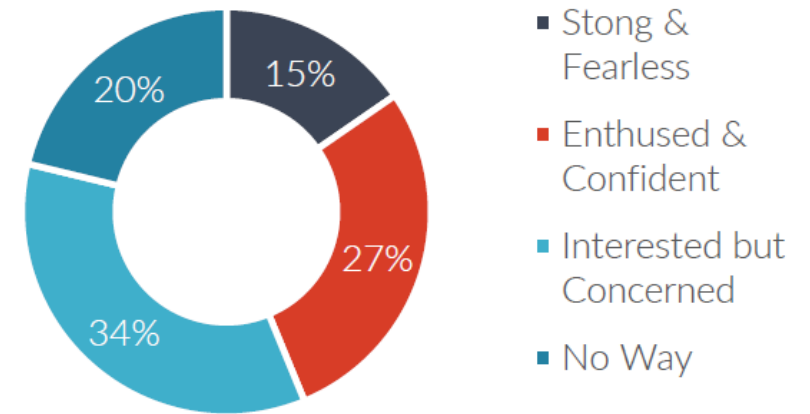
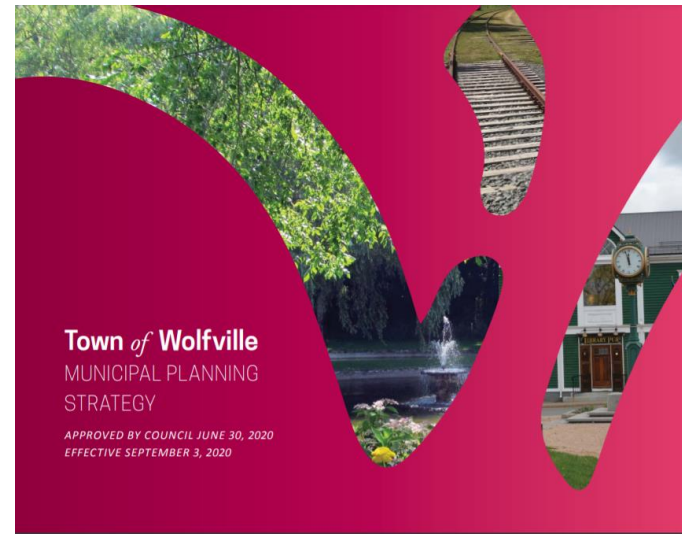
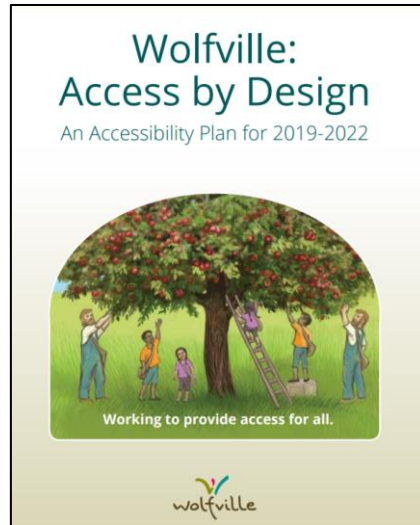


Figure 10 - Type of Cyclist

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

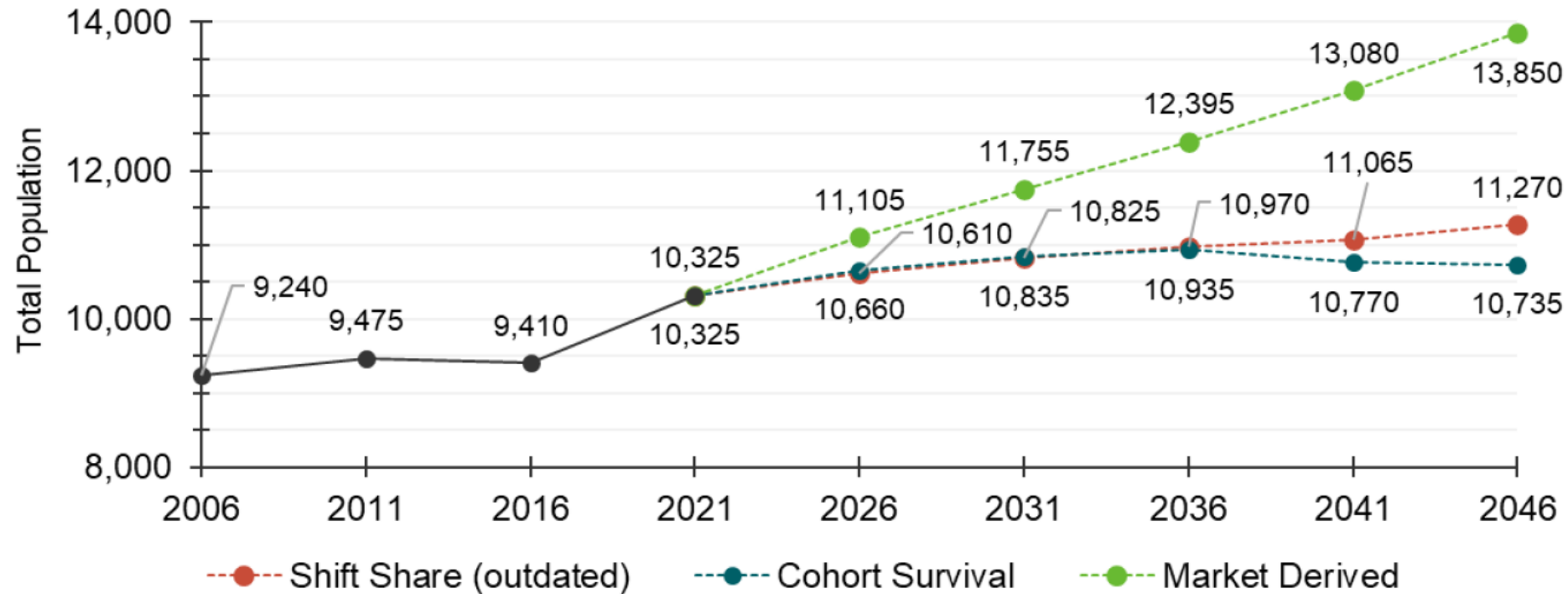
- 30% of new personal vehicles are electric by 2030, 60% by 2035, and 100% by 2040;
- 30% of new commercial vehicles are electric by 2030, 50% by 2035, and 80% by 2040;
- Transit fleet is 100% electric and right sized by 2035;
- Municipal vehicle fleet is 100% electric by 2030;
- Increase transit frequency;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

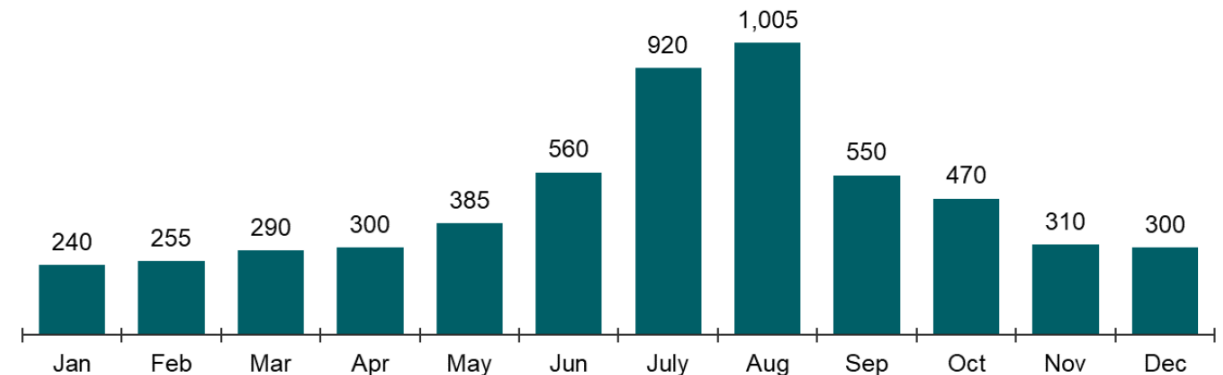
Many visitors are coming to our region (and bringing their bikes!).

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

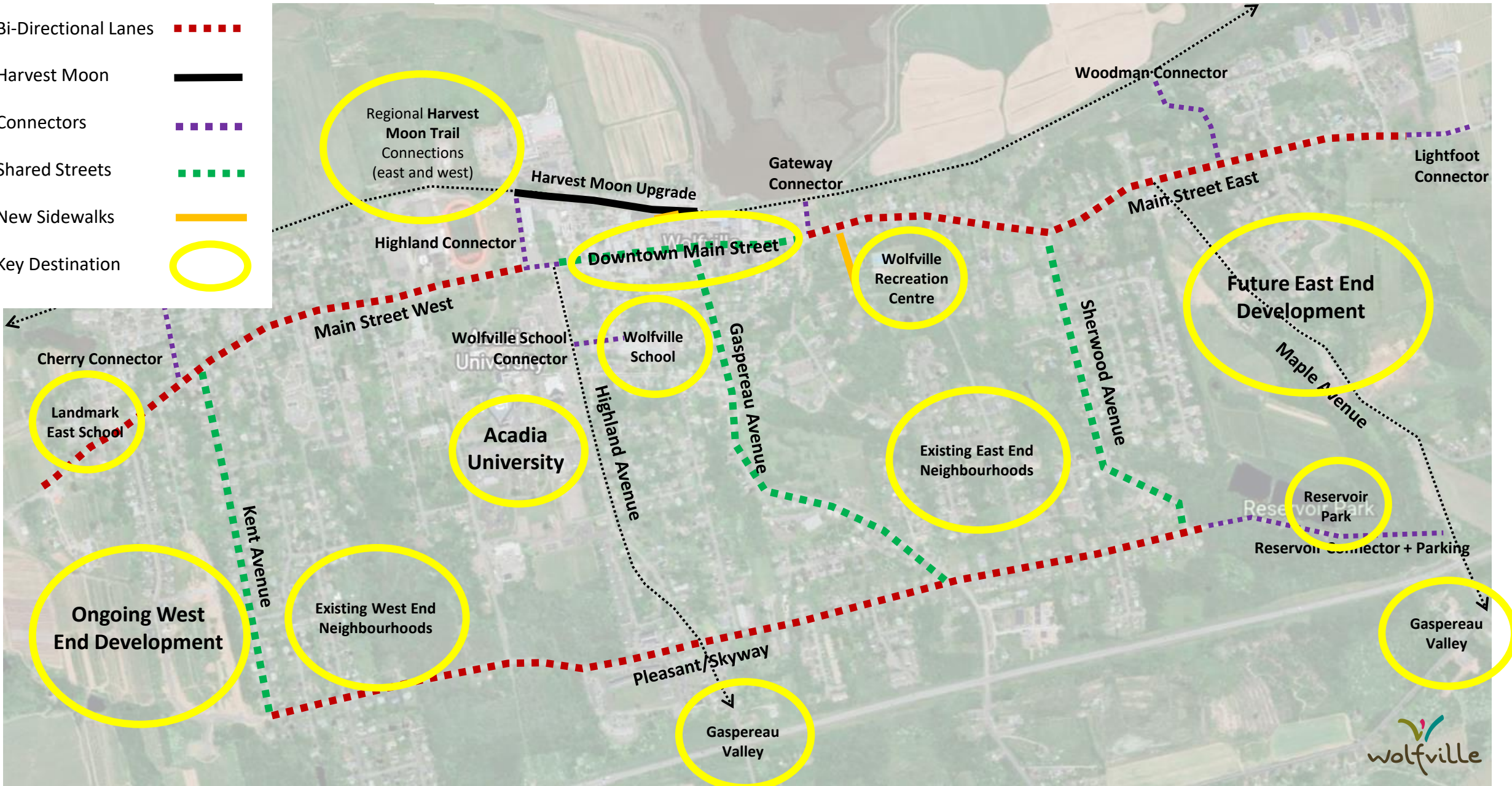
Existing Conditions + Ongoing and Future Projects of-note for overall Network








ICIP PROJECTS

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

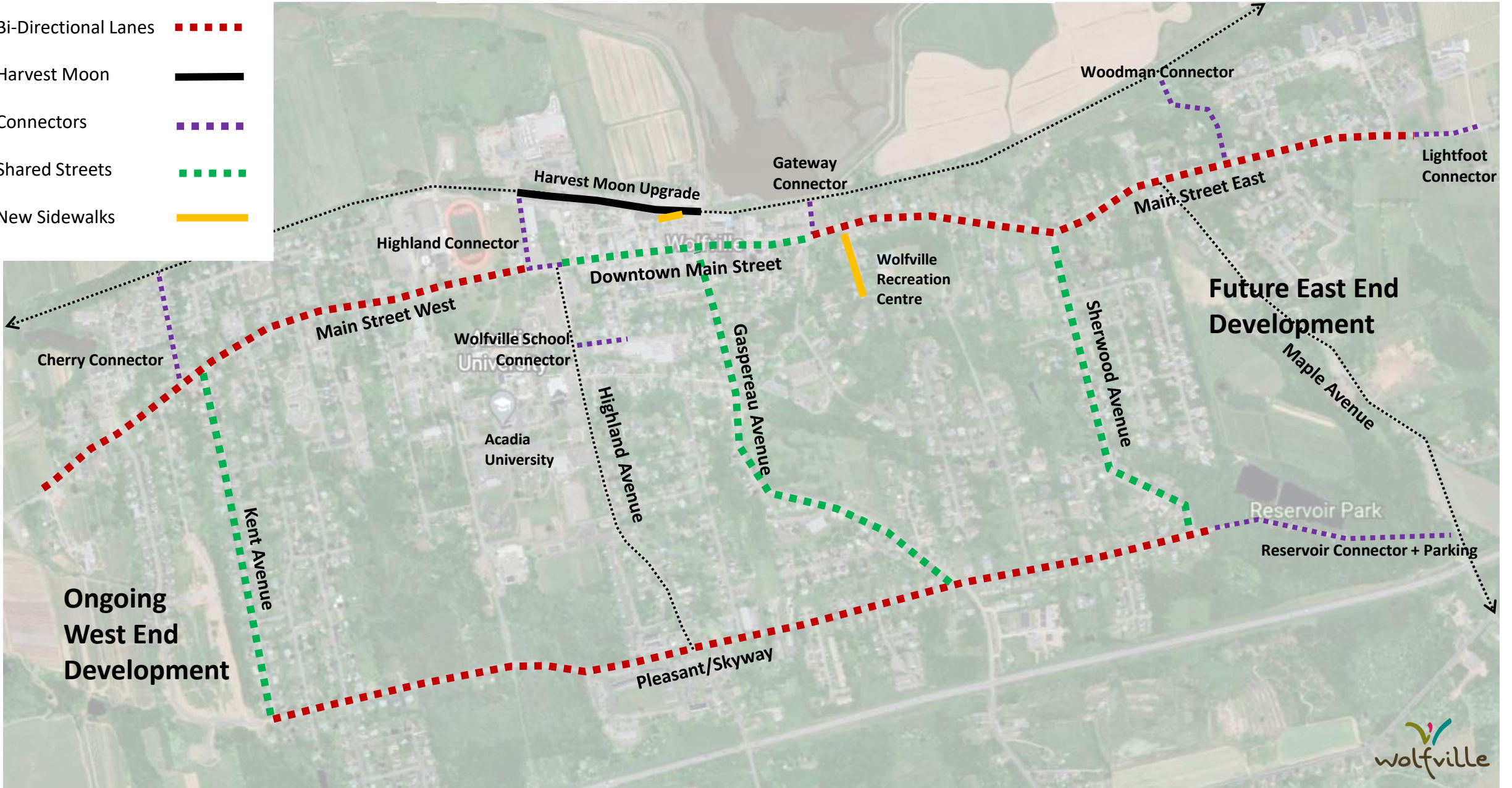
Key Destinations



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.

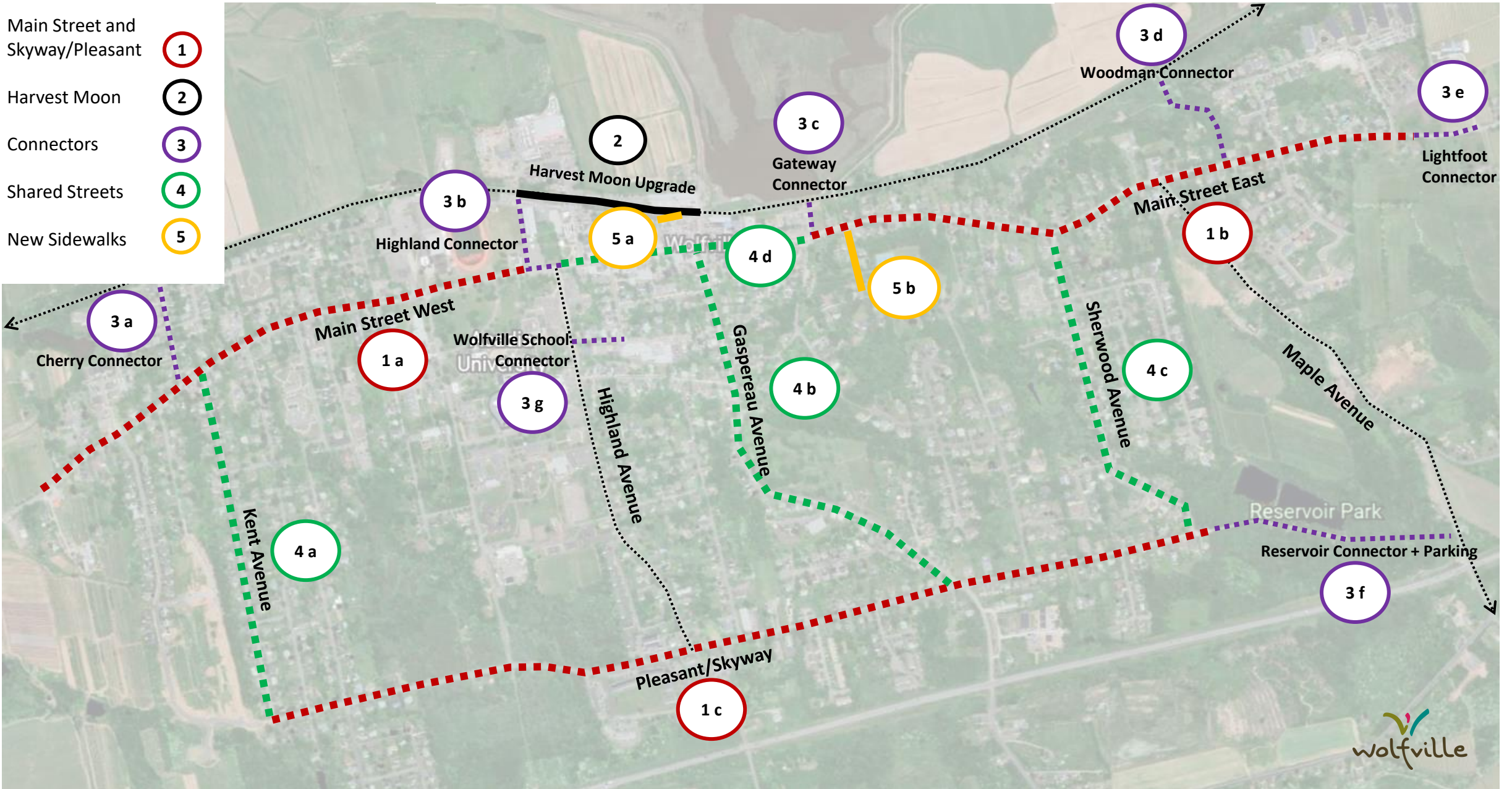


INDIVIDUAL PROJECT DETAILS

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

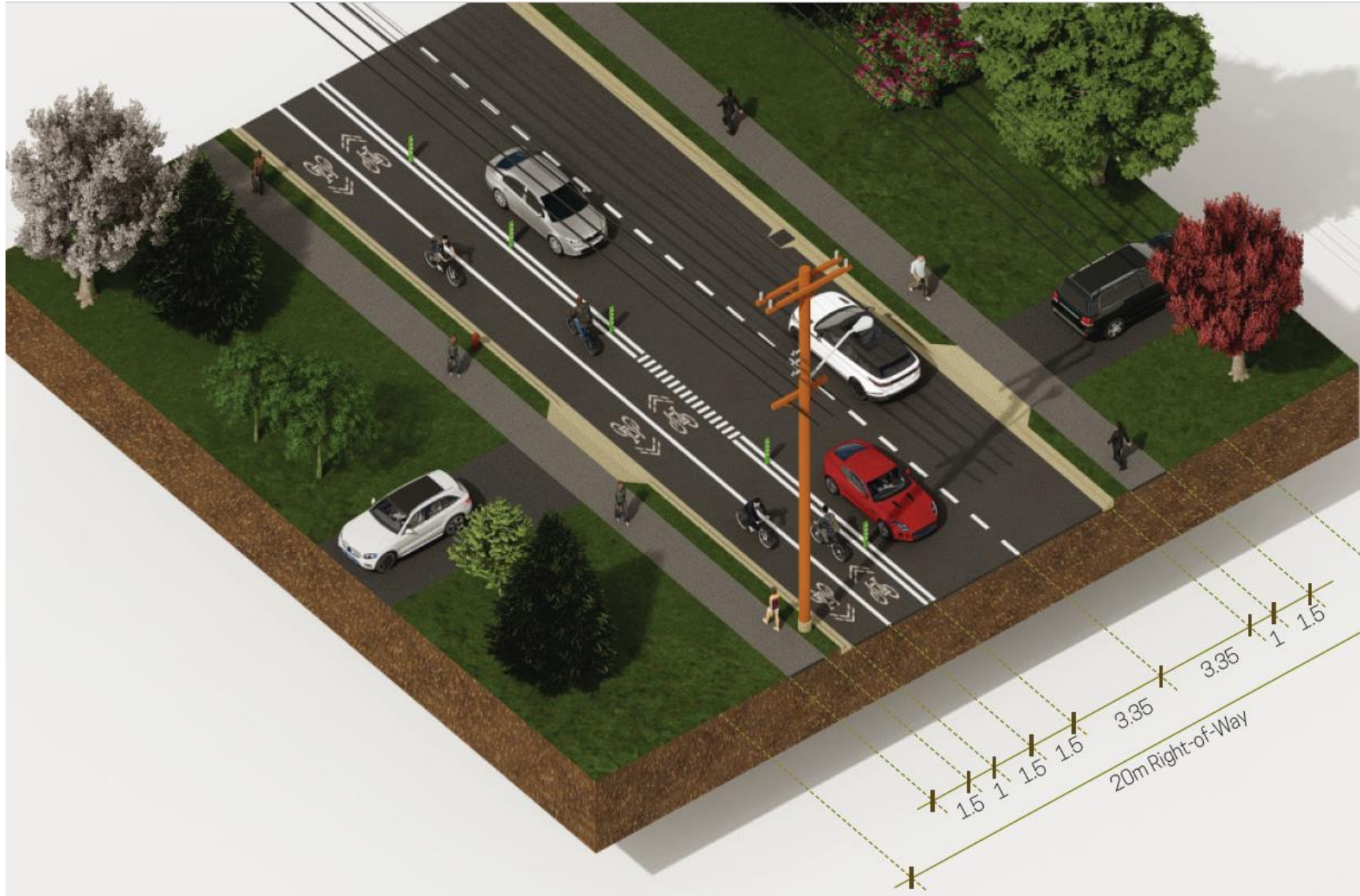
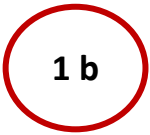
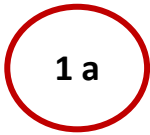
1 b

See Project Reference Map

Main Street – East and West



See Project Map:



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.

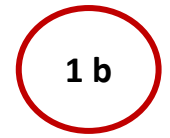
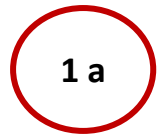
Note:

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.

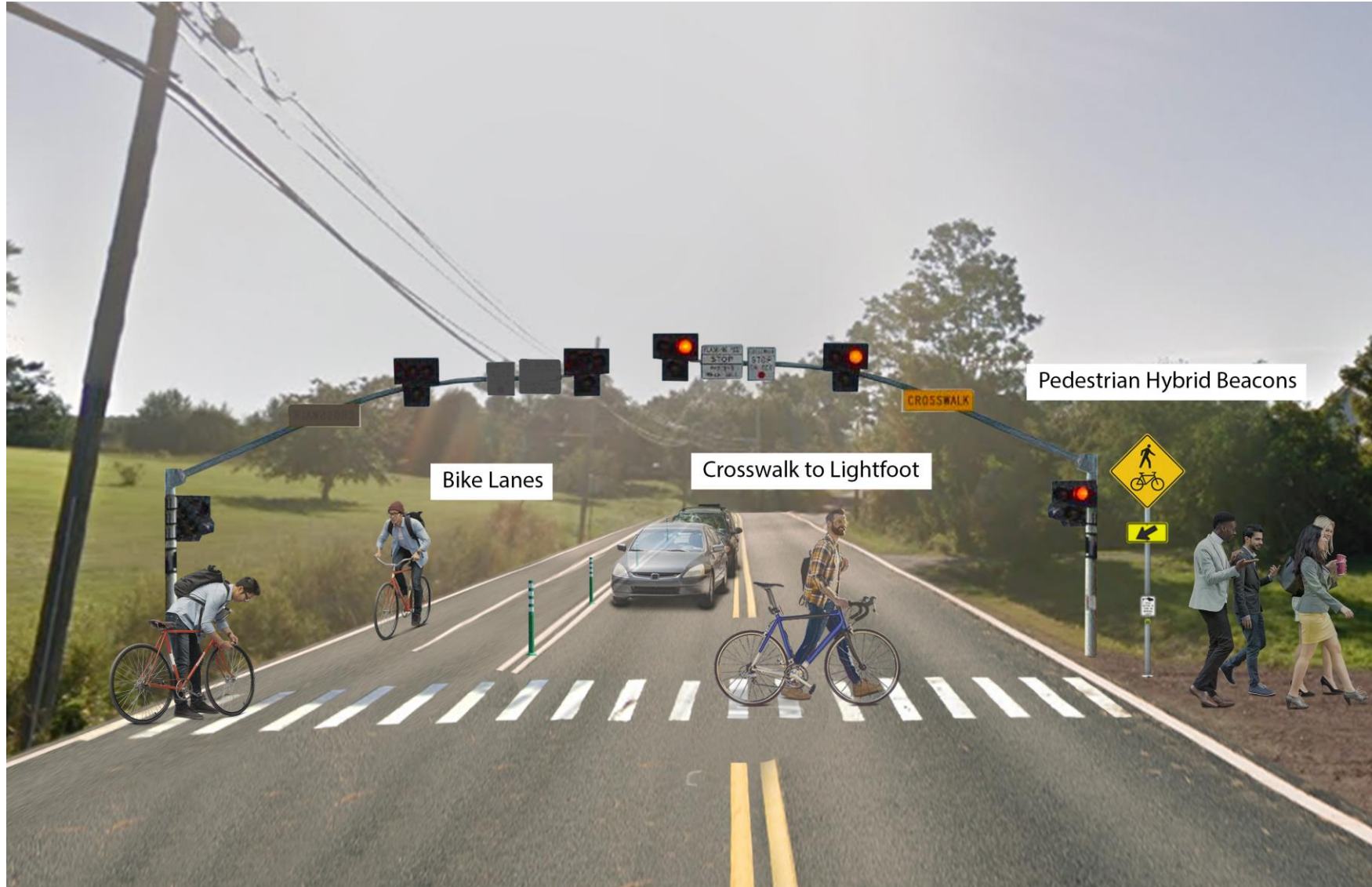
Main Street – East and West



See Project Map:

1 a

1 b

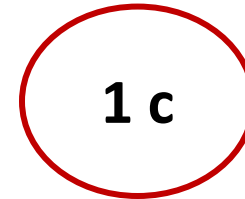


Project Details:

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

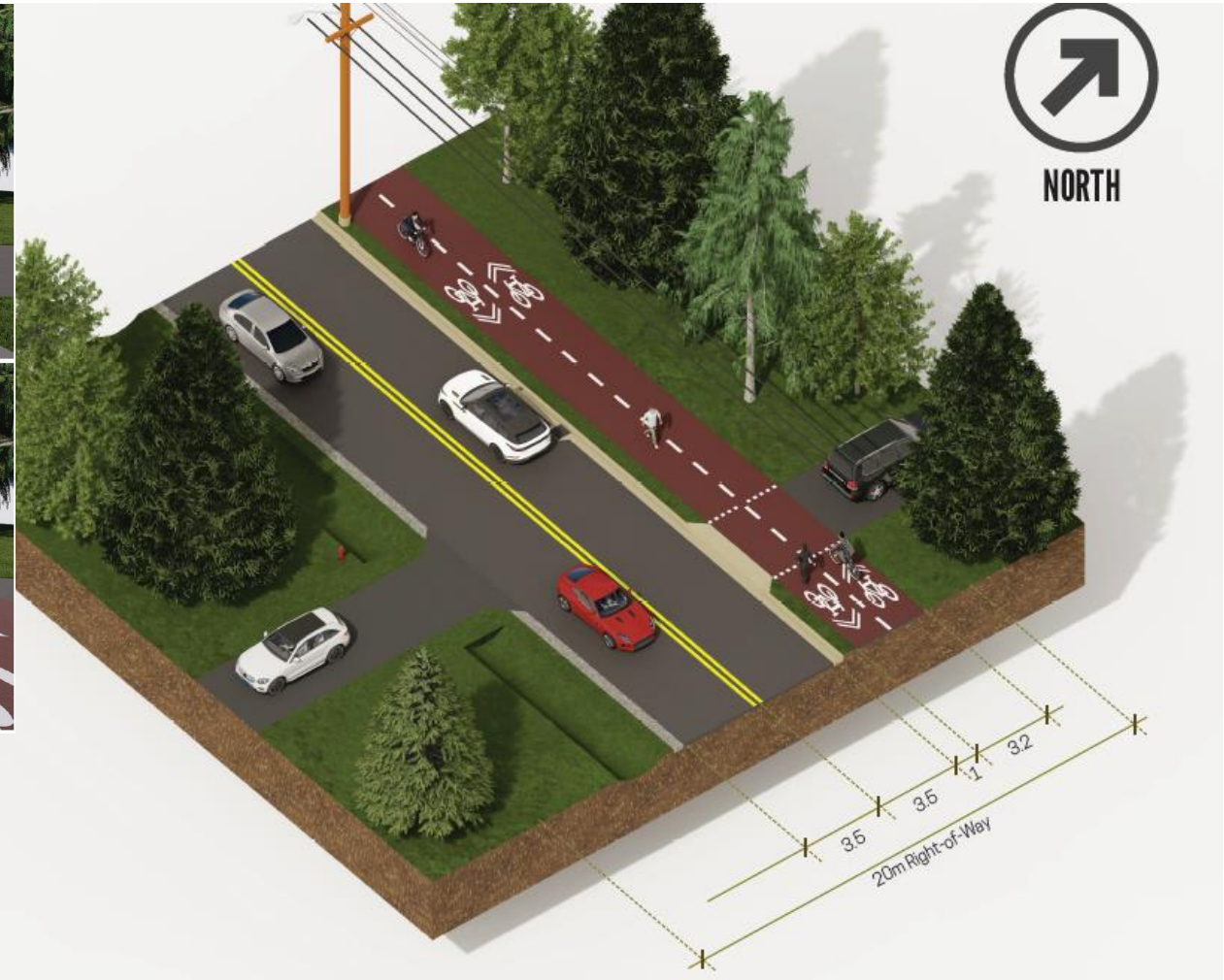
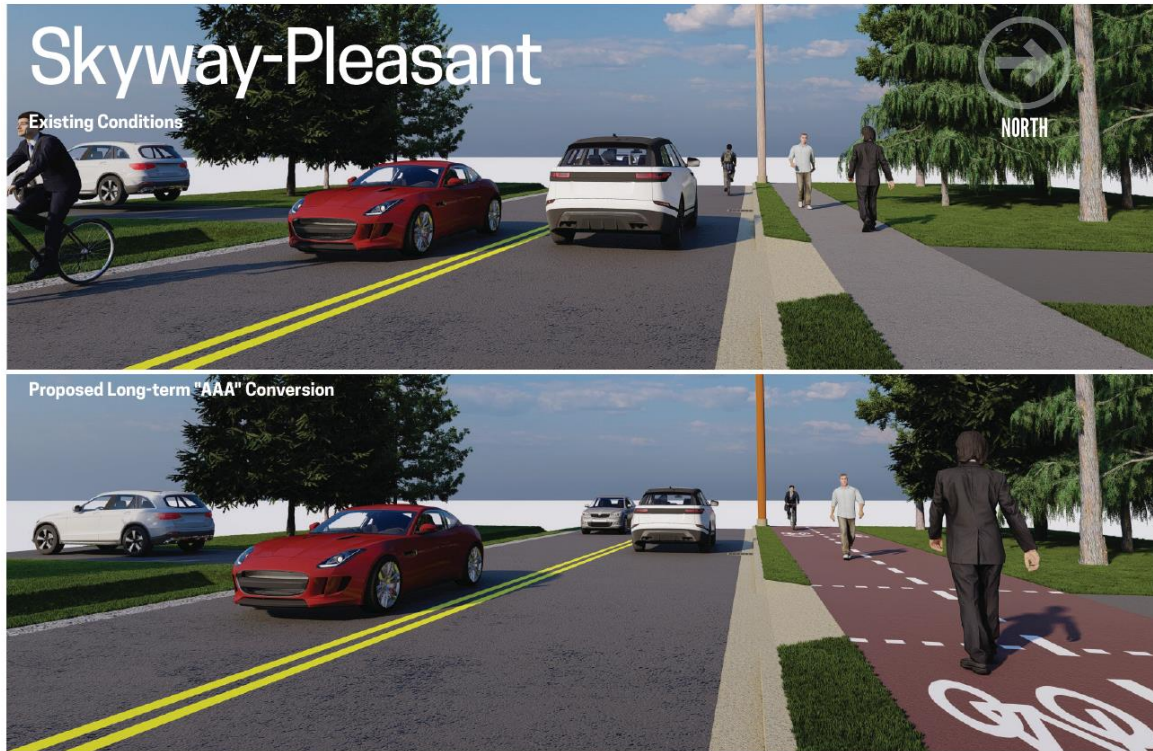
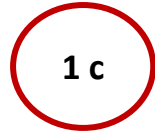


See Project Reference Map

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:

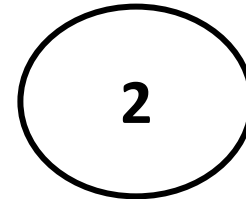
1 c



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.

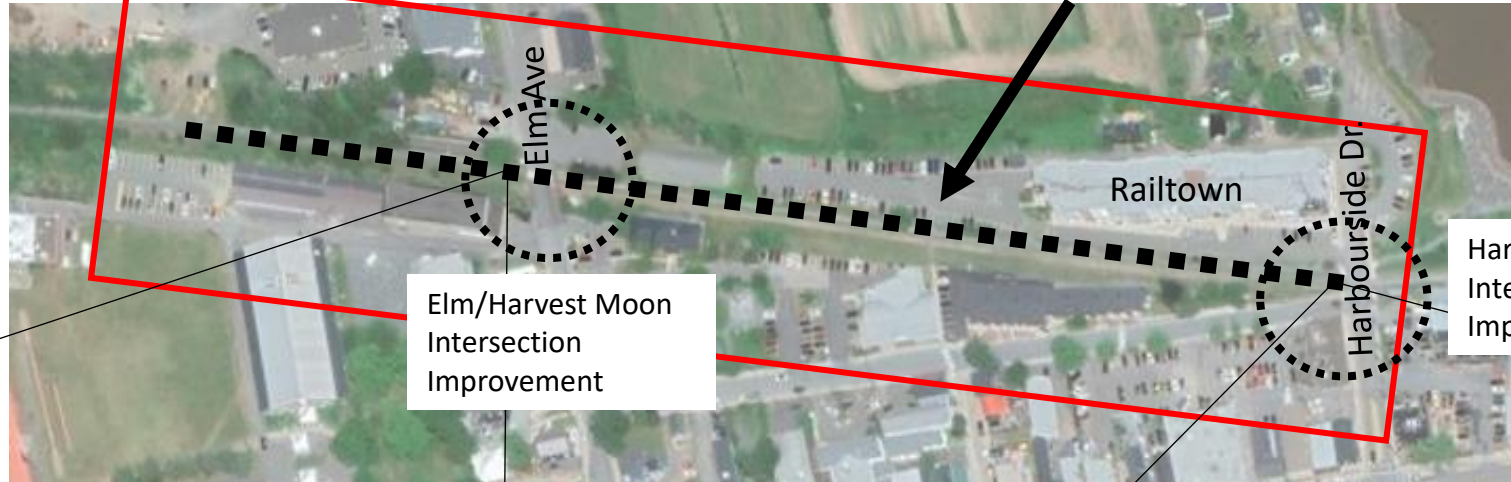


Harvest Moon Trail and Intersections



See Project Map:

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



Elm/Harvest Moon Intersection Improvement

Harbourside/Front Intersection Improvement

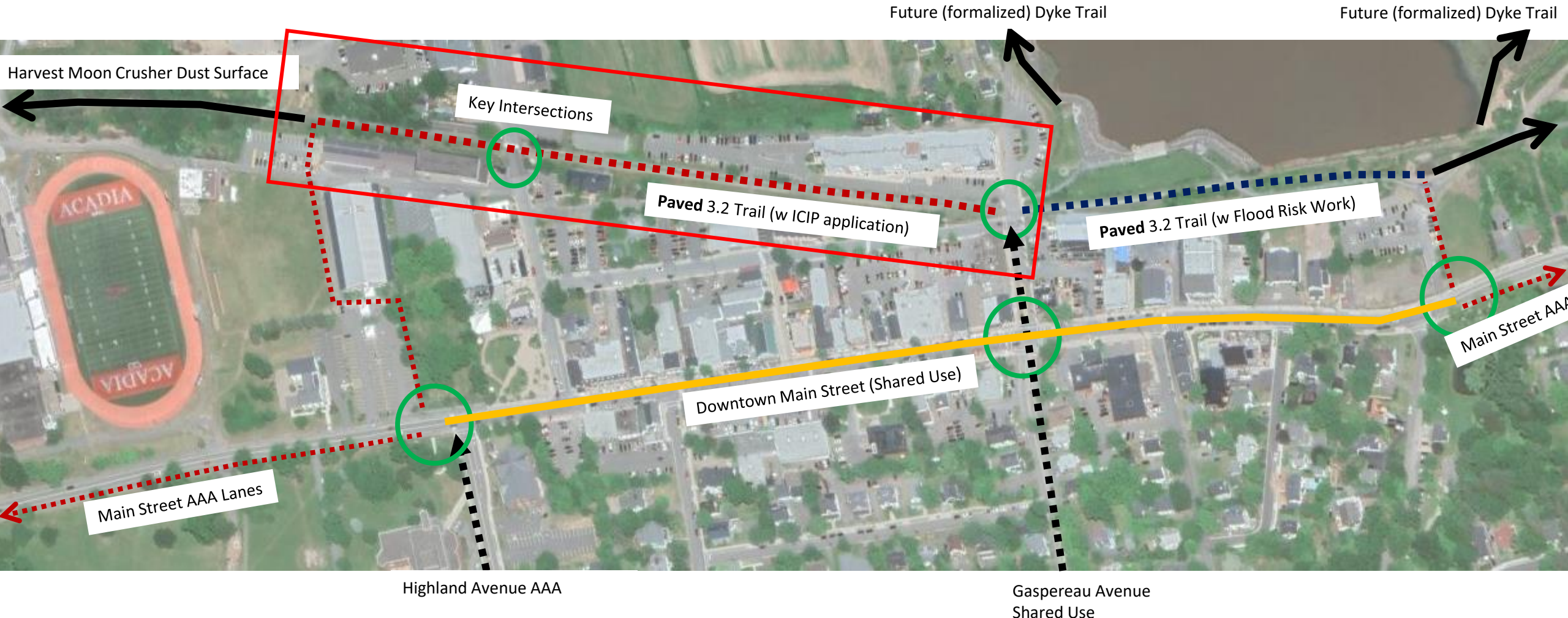


Conceptual Renderings of Intersection areas



Harvest Moon Trail and Downtown Context

See Project Map:

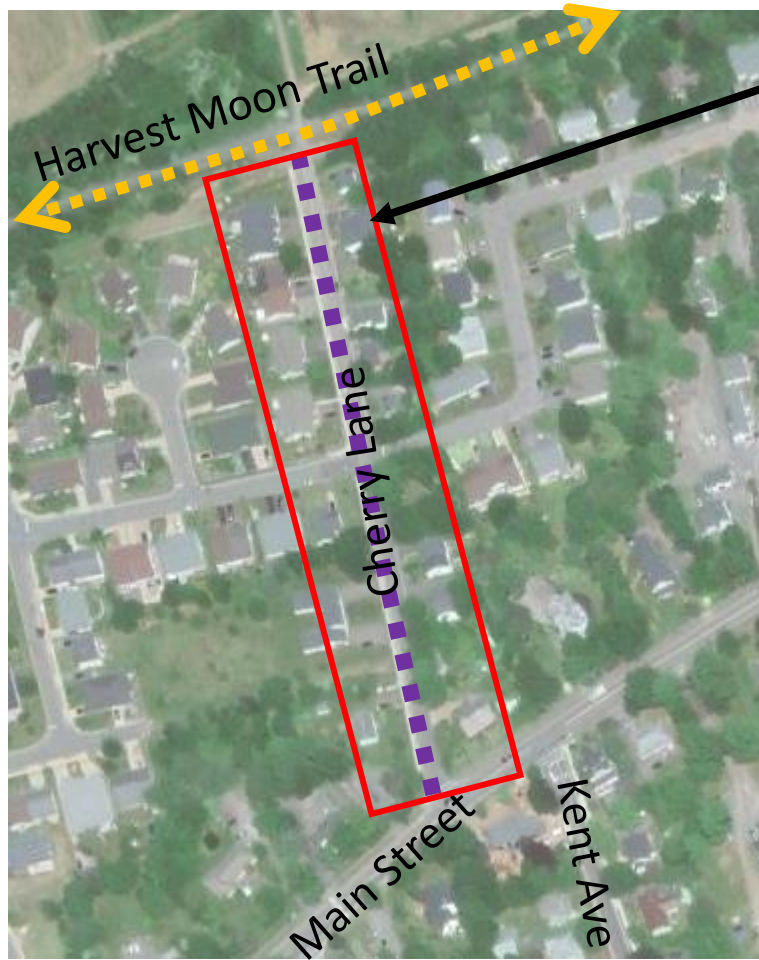




Connectors

- 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)



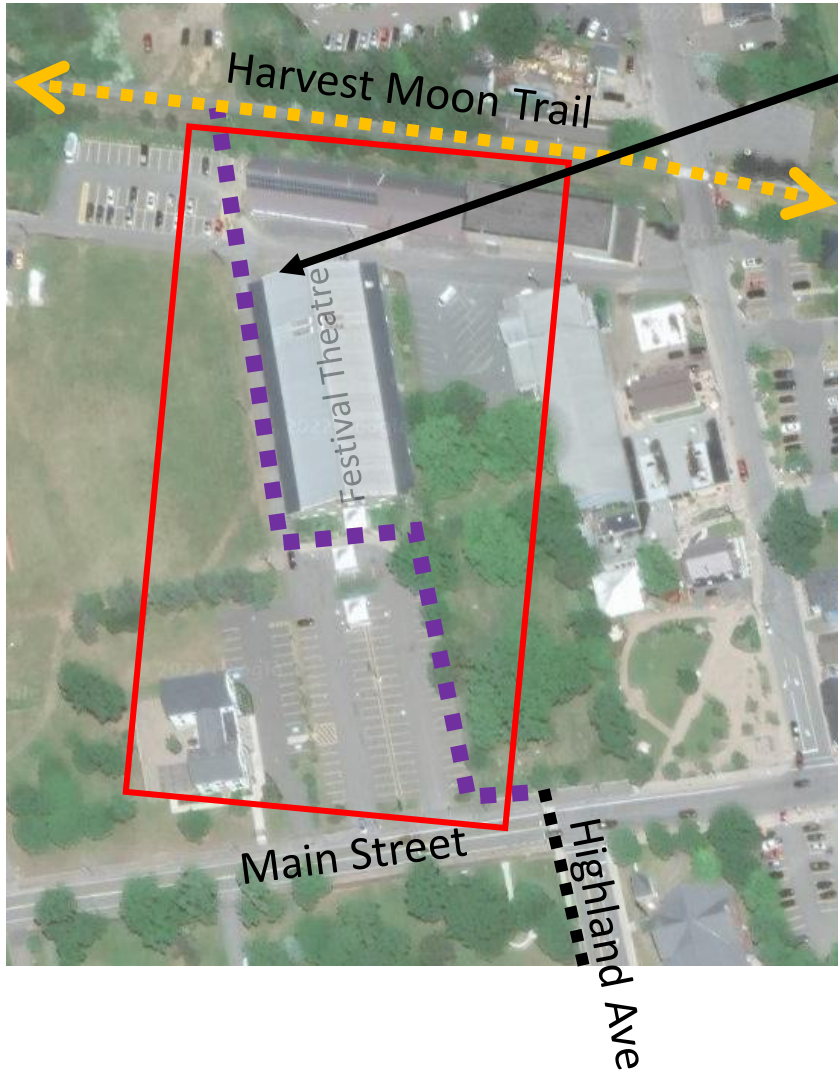
Conceptual rendering of proposed condition at Cherry Lane looking south.

Connector Highland Avenue to Harvest Moon Trail



See Project Map:

3 b

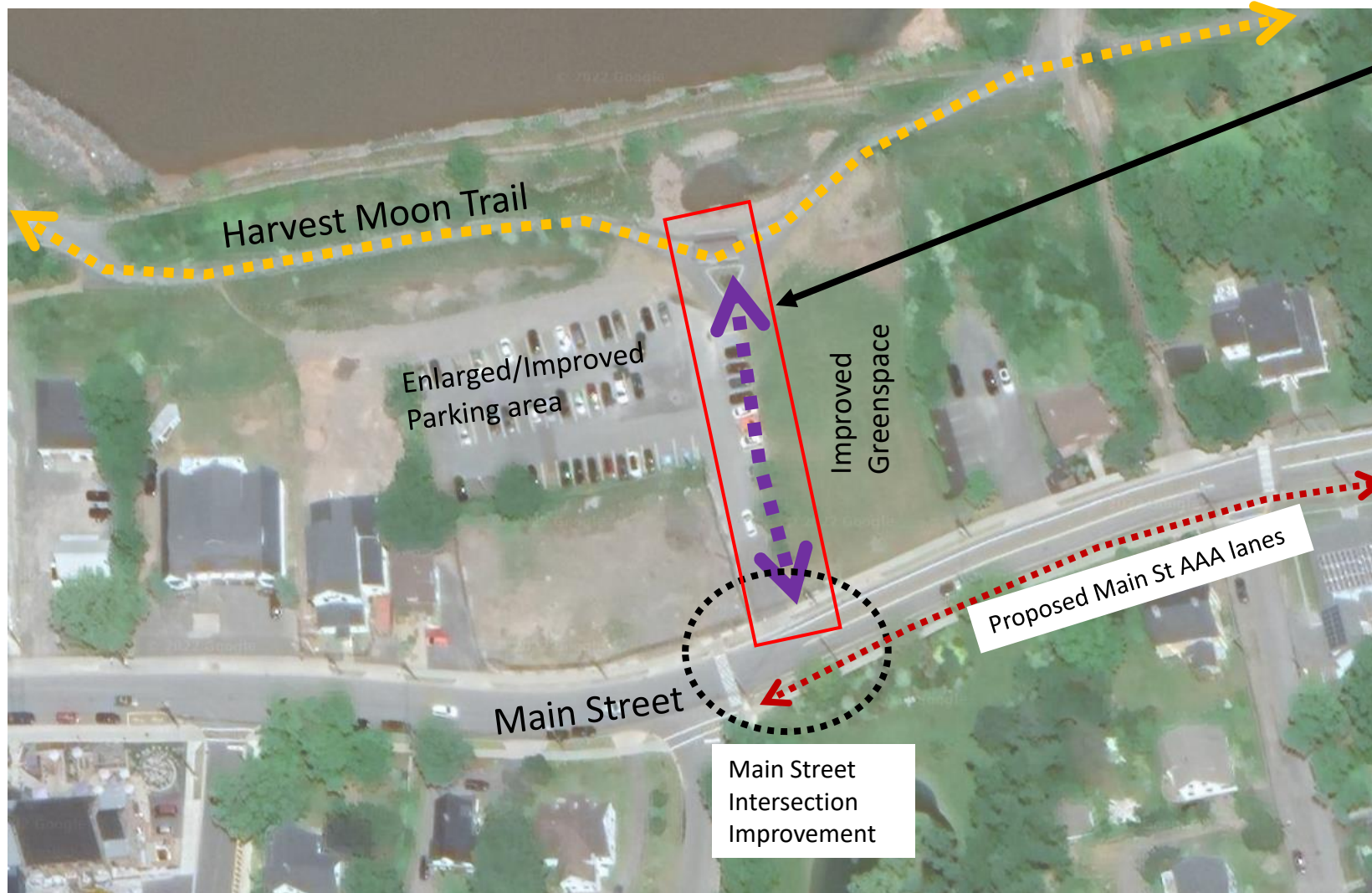


Project Details:

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).

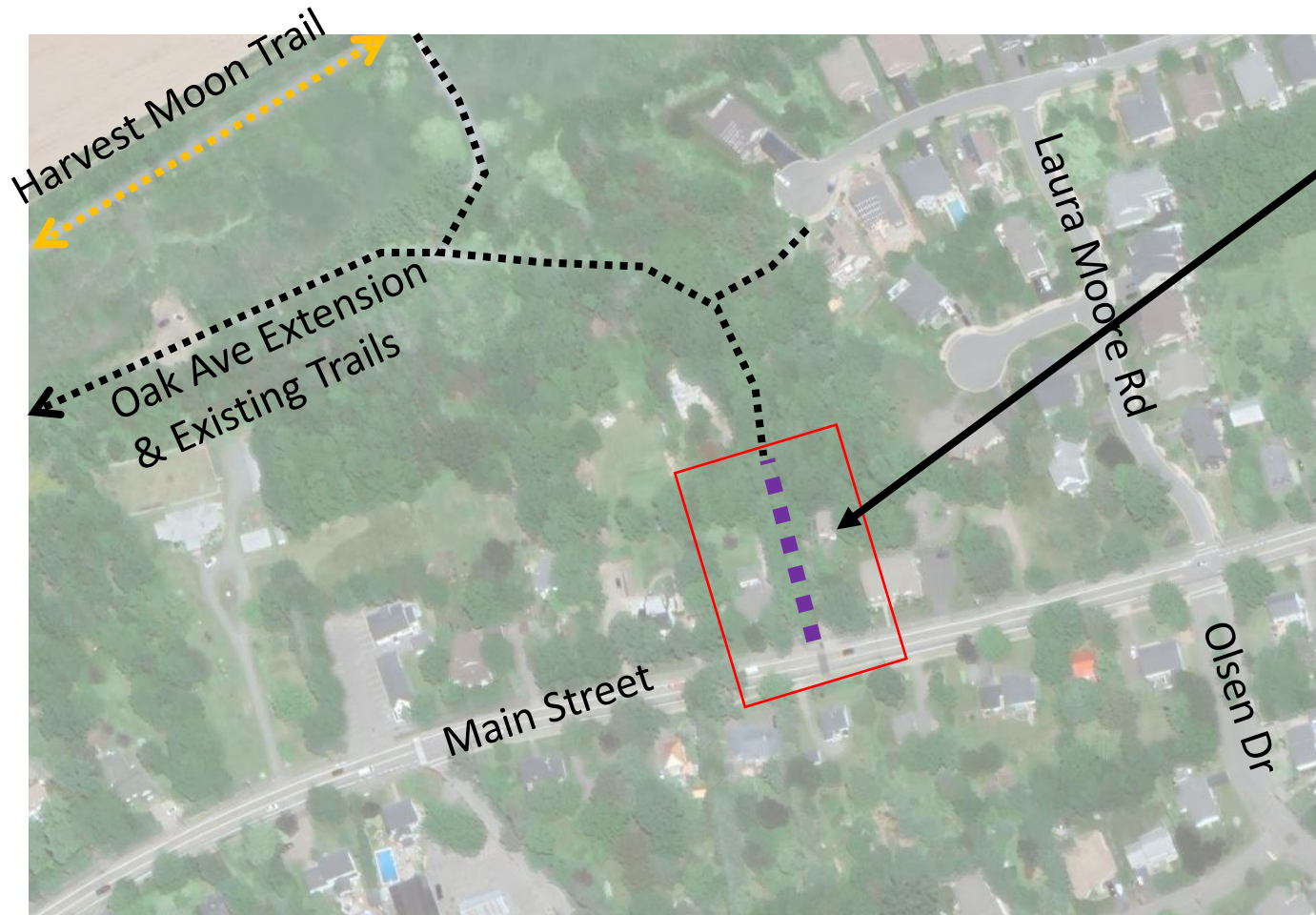
Connector

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).

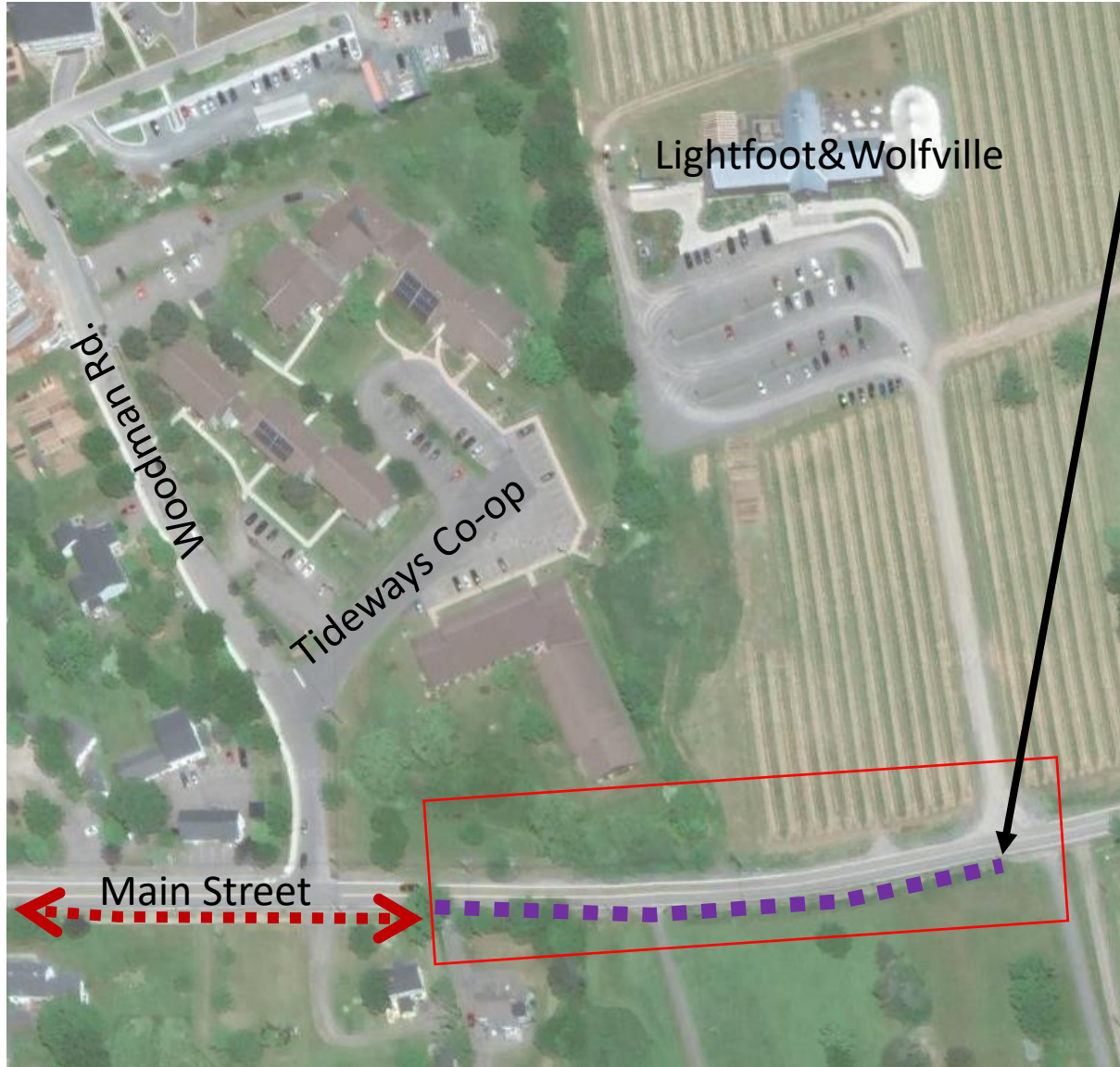
Connector

Town Boundary to Lightfoot&Wolfville



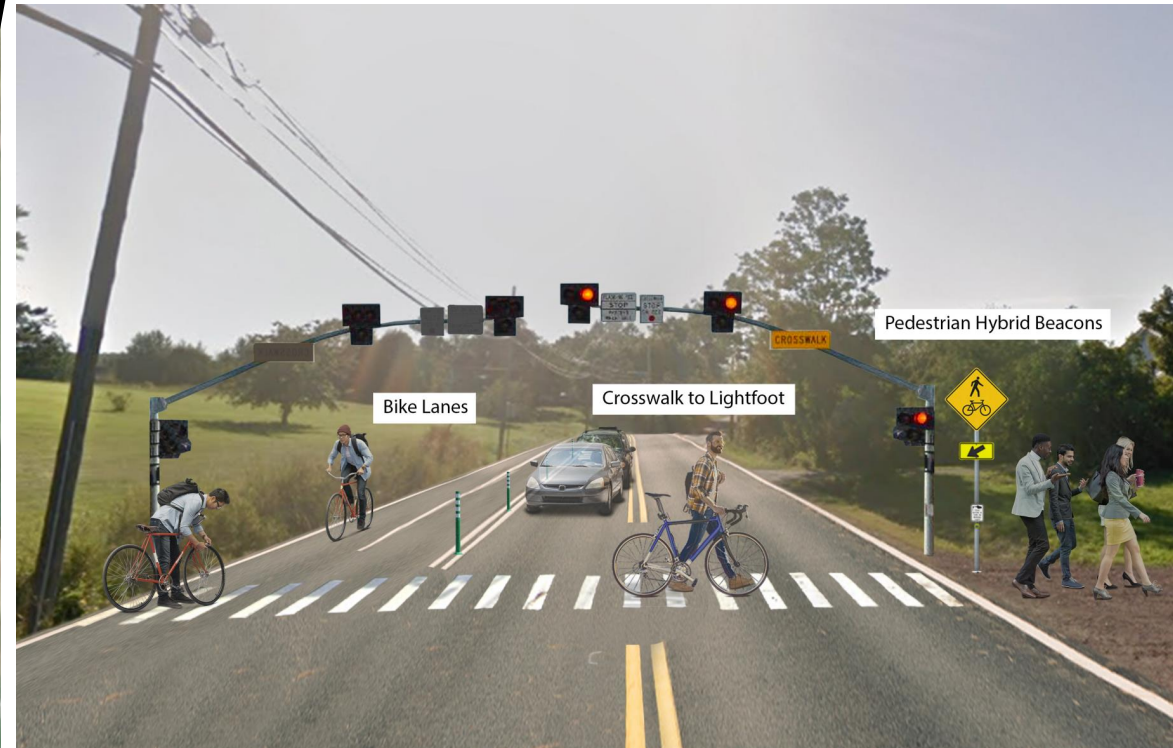
See Project Map:

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



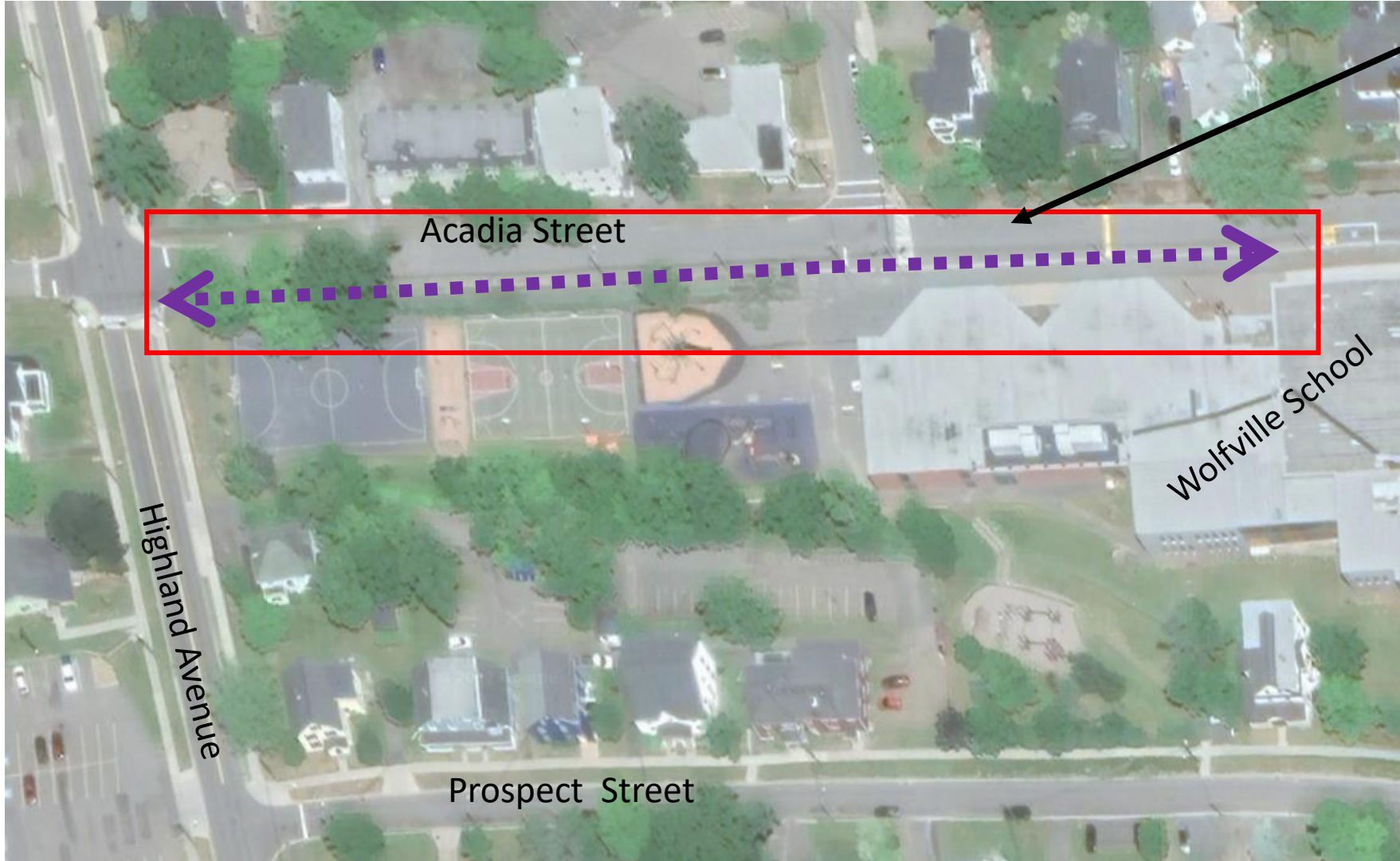
Connector

Highland Avenue to Wolfville School



See Project Map:

3 g



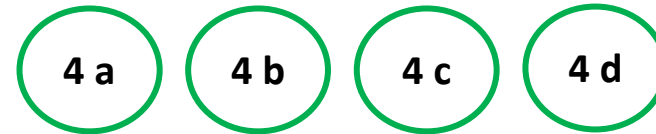
Project Details:

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.

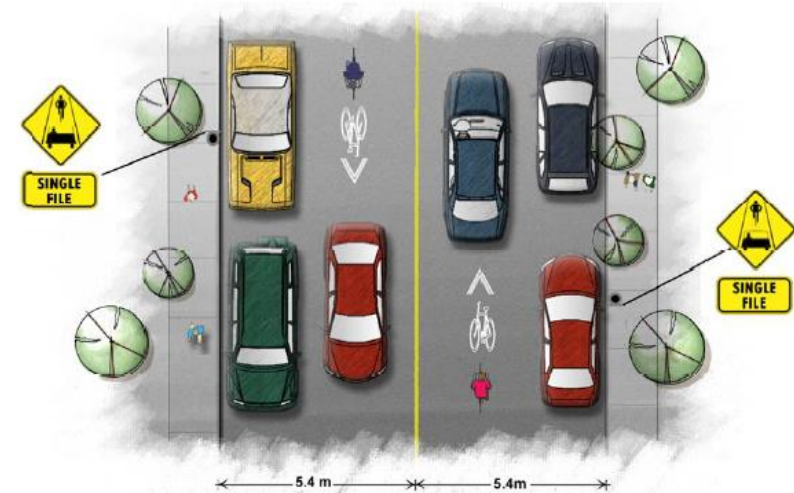


Figure 7-3: Typical Cross Section with Sharrows (Single File Application)



WC-19 / WC-19S Sign



Sharrows Marking



Examples of Single File Sharrows



Sidewalks

5 a

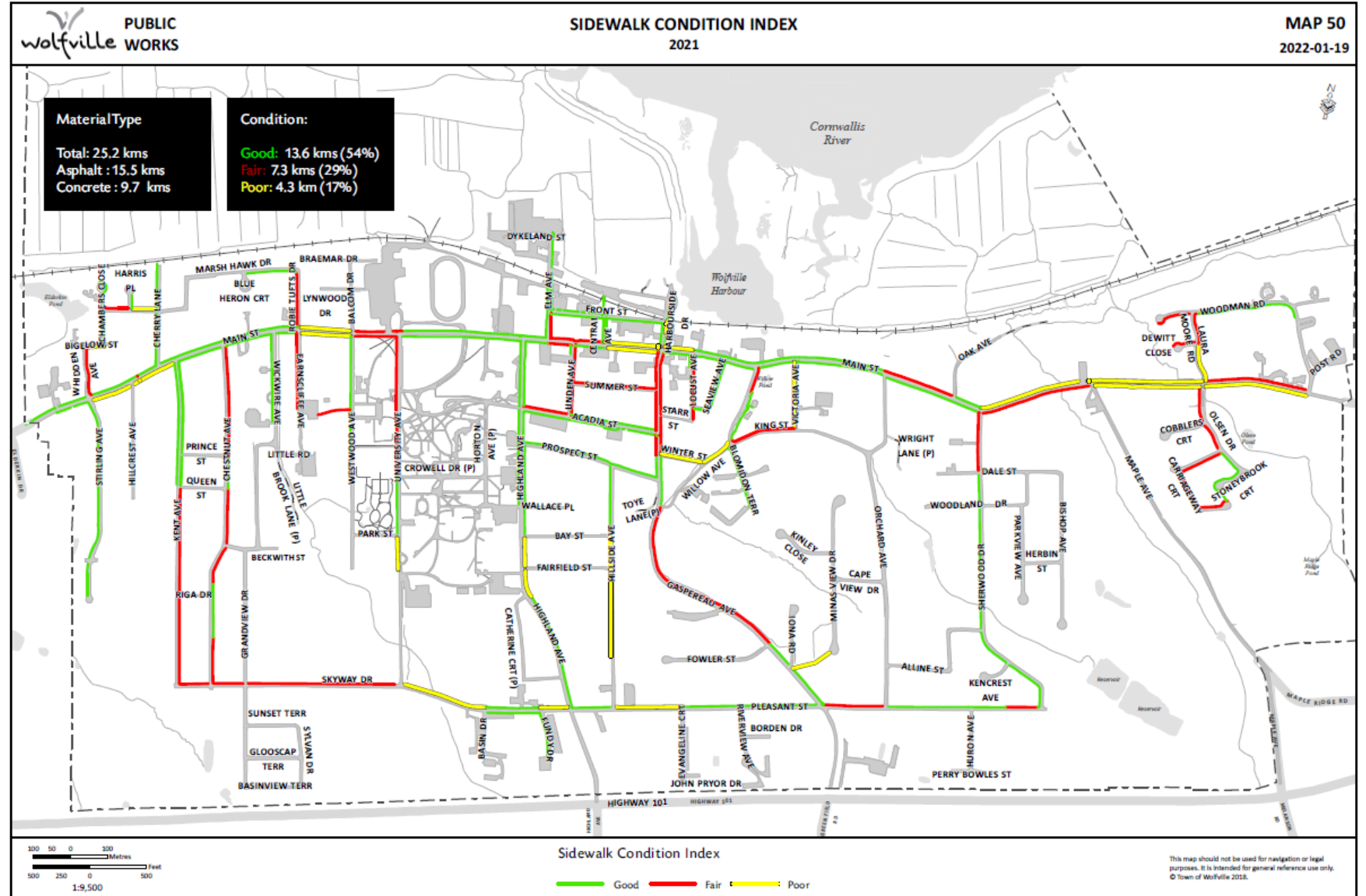
5 b

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.



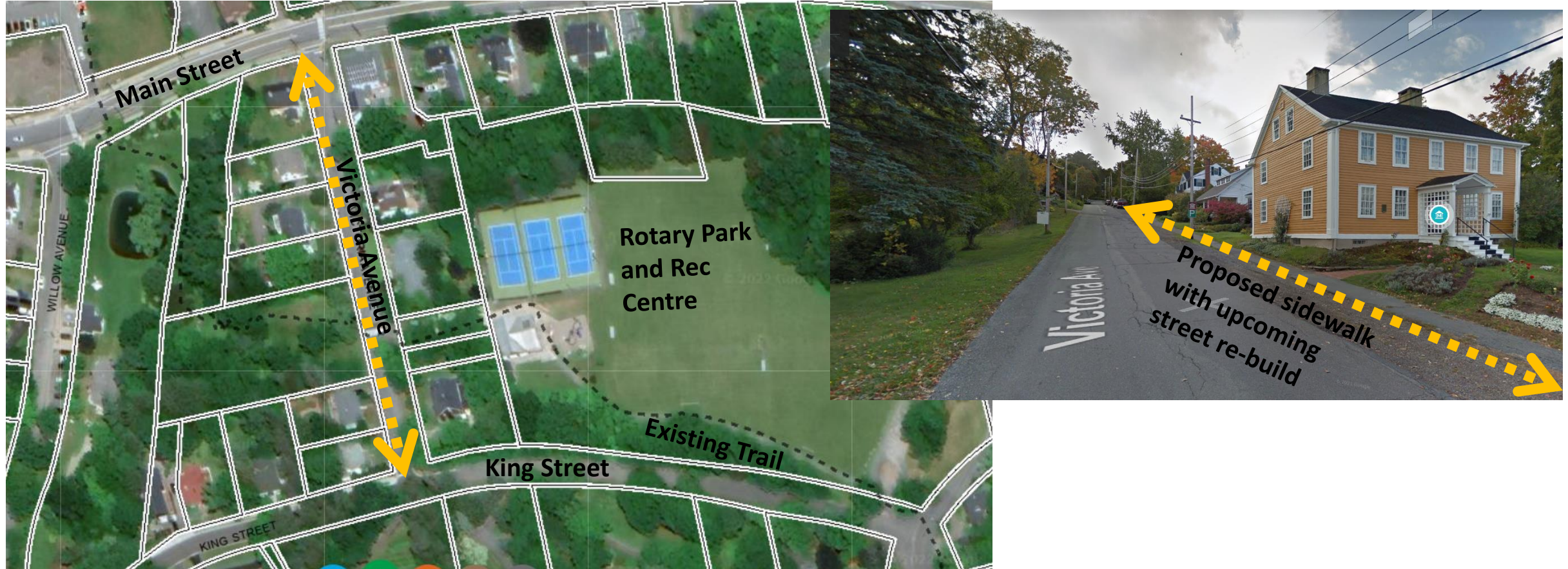
Sidewalks

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!





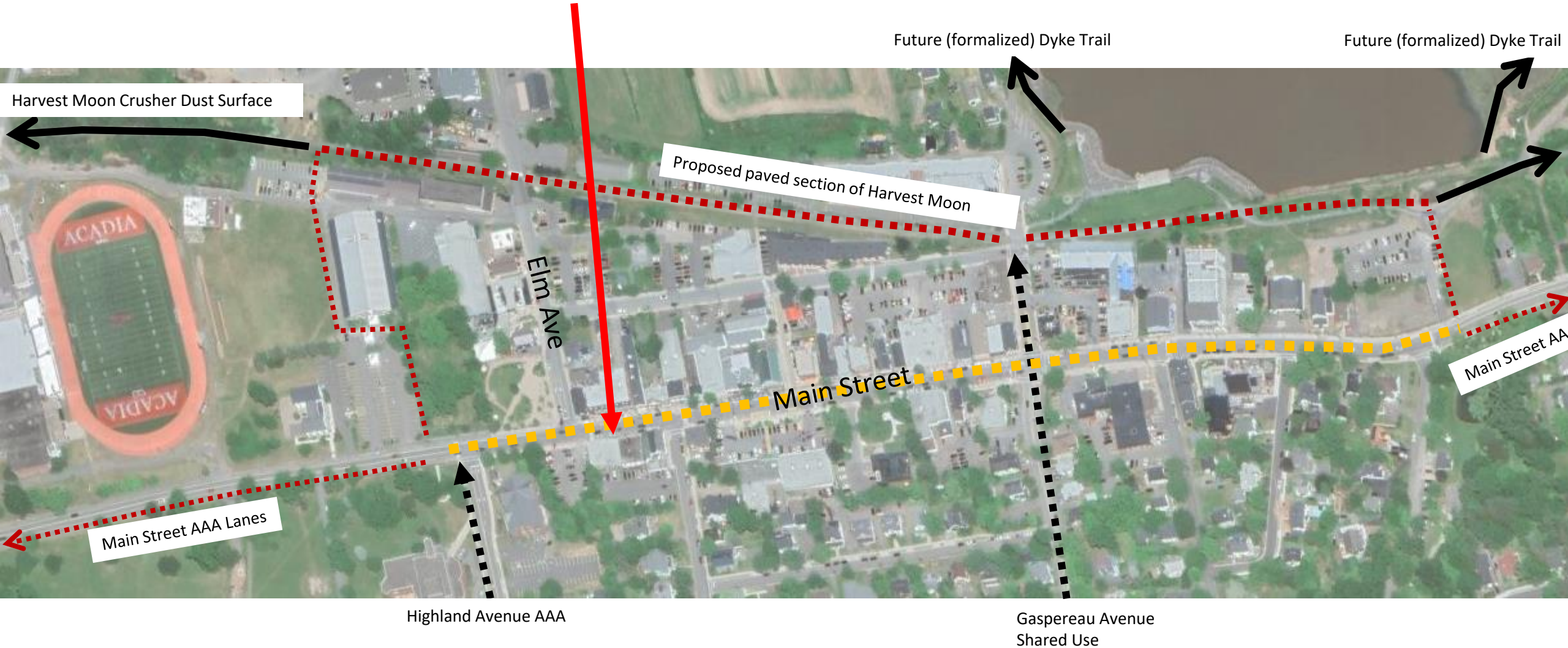
Related AT Projects (not in ICIP application)

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).

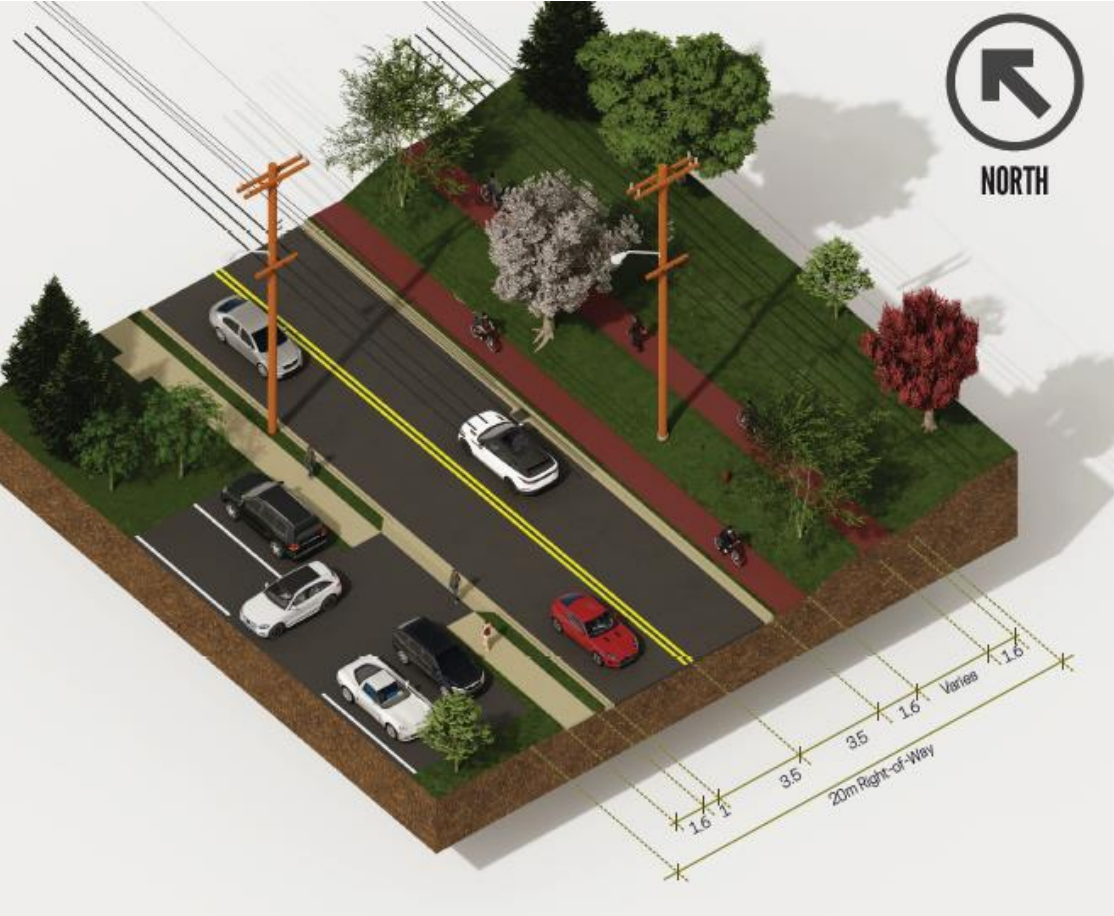
Can be seasonal.

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



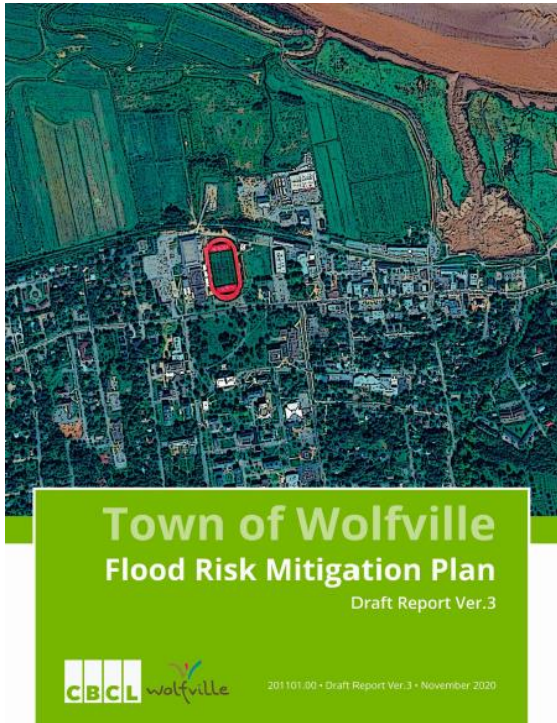
Highland Avenue

Long-term AT Projects with Capital re-builds



Main Street

Flood Risk along Harvest Moon Trail



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

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



Flood Risk along Harvest Moon Trail

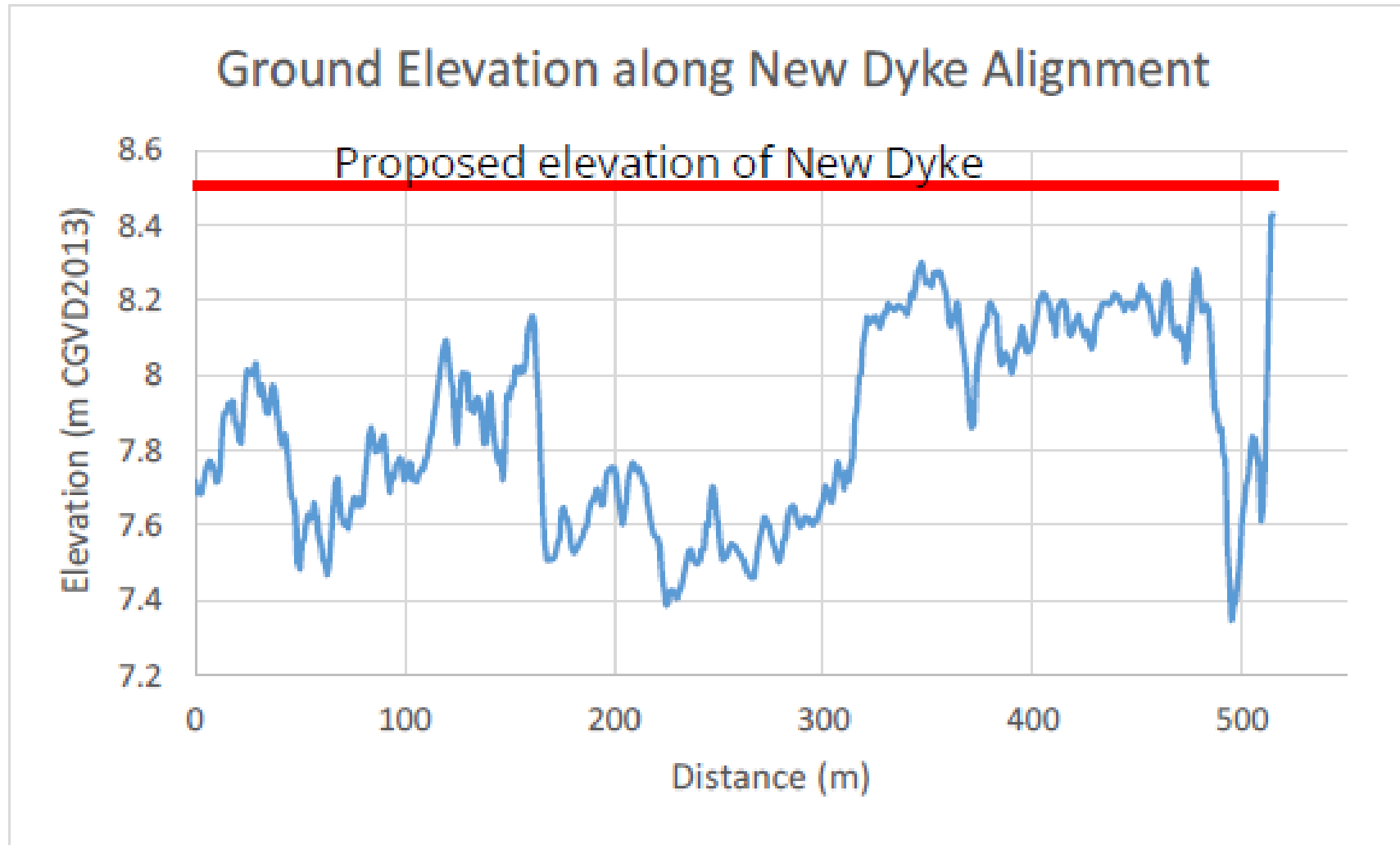


Figure 4.10: Ground Elevation along Potential New Dyke Alignment



wolfville

REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review

Date: 2023-11-07

Department: Office of the CAO



SUMMARY

Community Video Camera Pilot Review

The Community Video Camera Pilot that launched 14 months ago as a response to unlawful activity, such as vandalism, property damage, and ongoing nuisance party by-law infractions, is now ready for review and Council direction.

The cameras were meant to act as a behavioural speed bump, to deter unwanted activity, and if that failed, the footage captured was meant to hold individuals accountable for their actions through an investigative process.

During the pilot period, the footage captured by our 11 cameras in known areas of concern has been utilized by both designated Town staff and members of the RCMP when following up on complaints and/or investigations.

Since the installation of the cameras, there have been 29 occurrences that triggered a request for video footage. These investigations are ongoing.

DRAFT MOTION:

That Council authorizes staff to continue the Community Video Camera Pilot with the use of the 11 video cameras, with a height adjustment to two cameras (434 Main Street and 10 Harbourside Drive), to the end of March 31, 2025.

That Council does not entertain any new video camera locations until a final decision is made at the conclusion of the extended pilot in March 2025.

REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review
Date: 2023-11-07
Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

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

3) STAFF RECOMMENDATION

Staff recommend that Council continue the video camera pilot as part of the regular ongoing compliance program.

4) REFERENCES AND ATTACHMENTS

- RFD 013-2022 Community Video Camera Pilot Project
- Liveable Cities Service Plan Quotes

5) DISCUSSION

When the pilot was proposed, staff anticipated the cameras would deliver two main outcomes:

- (1) **That the cameras could act as a behavioral speed bump**
- (2) **That the cameras could help with accountability**

It is not possible to measure if the cameras did or did not work as a behavioural speed bump. Anecdotally, Town staff noticed a decline in the theft of street blades and traffic signage since the launch of this pilot. Should this project move forward, processes will be put in place to monitor these numbers more closely and efficiently.

Currently, within the 11 posted cameras, there are 10 x 1080p cameras and one 4K camera. The 4K camera is positioned on Harbourside Drive and encompasses the 4-way intersection. This camera has been installed but staff have yet to experience its full functionality due to technical difficulties.

When incidents occurred in the pilot area and the office of the CAO was notified, there were 29 occurrences that led to the retrieval of footage.

REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review

Date: 2023-11-07

Department: Office of the CAO



REQUESTED BY	# OF REQUESTS
RCMP	6
WOLFVILLE STAFF	14
MEMBERS OF THE PUBLIC	9
TOTAL	29

*Requests from members of the public were only released to the RCMP assigned to their file, no FOIPOP applications were submitted.

Staff have followed up with RCMP members who have requested and used footage. Feedback was as follows:

- The quality of the cameras is too poor to be able to identify an individual. Most occurrences happen overnight, making it even more difficult. Placing the cameras at a lower level would need to be done for the cameras to be more helpful and have a chance of getting some facial identification, and not just rely on clothing descriptions.

This RCMP member feels the cameras are a good idea, but at this point in time, they are not much help unless the incident happens in the daytime and directly under a camera.

Another member had similar feedback:

- The only benefit is it confirmed that what was reported actually happened, but that is the extent of it. The cameras are not close enough to street level and/or high enough resolution to make out faces. Since the cameras are above the streetlights, all you would capture is the top of a suspect's head, so identifying someone would be difficult. Upgrading to better night vision would be helpful given most occurrences happen at night. Understanding having the cameras closer to the ground may be problematic from a tampering/vandalism aspect, but it would be helpful with identifying individuals.

Staff recognize that the height and detail of the footage is a setback when it comes to identifying individuals after an incident has occurred and recommend lowering the camera positions.

Use of the footage

Staff have the authority pursuant to our Community Video Camera Policy to share any footage with Acadia with hopes their staff may be able to identify the suspect(s). This is a tool staff would like more time to utilize.

Recommendations

The staff recommendation is to keep the Community Video Cameras active by extending the pilot an additional 17 months, concluding on March 31st, 2025. This gives staff time to utilize the 4K camera, and potentially add more in pre-existing locations. This also allows time to test other equipment offered by Liveable Cities that may improve the video camera's footage quality. There are tools that allow us to

REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review
Date: 2023-11-07
Department: Office of the CAO



lower the video cameras while still maintaining their power supply through the streetlights. By reducing the distance, the cameras are able to capture, in turn, it increases the quality of the footage for a smaller area. This comes with the concern that cameras would be more visible to the public but increase the chance of capturing important details related to an incident. This may not be done to each camera but could be tested on a select few.

The staff recommendation would be to lower the height of the video camera located on Harbourside Drive. This camera is the first 4K that has been installed and would be a great area to have footage of a higher resolution. Additionally, the camera located near 434 Main Street would also benefit from this height adjustment. Additional cameras may be subject to this throughout the extended pilot, depending on the outcome of the first two camera adjustments.

Having this additional time with the pilot allows us to continue exploring the technological upgrades offered by Liveable Cities, prior to making a long-term commitment.

It's important to note that after the pilot engagement, complaints about the cameras stopped and community member requests for additional cameras were received for areas on Westwood Avenue, Sherwood Drive, Balcom Drive, and Marsh Hawk Drive. Staff feel that during the continued pilot, it is premature to add additional cameras before learning the longevity of the program.

6) FINANCIAL IMPLICATIONS

Staff have requested a quote and are waiting for a response from Liveable Cities. If this quote is not available by the December 5th, 2023, Committee of the Whole, an update will be provided at the following Council meeting. Staff expect the cost to be very similar to the current payment agreement, of approximately \$11,000 per year, keeping in mind this number references 10 cameras at 1080p quality.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity – Crime prevention is important to our business community.
- Social Equity – Everyone who chooses to live in Wolfville has the right to a livable and safe community.
- Community Wellness – A calm, livable neighborhood, free from crime, will increase the well-being of Wolfville's residents.

8) COMMUNICATION REQUIREMENTS

If Council would like to keep the video cameras active, we will update the community on this decision through all regular communication channels, including our website, social media, and our electronic newsletter. The surveillance signs will also remain posted in the general area near the video cameras.

9) ALTERNATIVES

REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review
Date: 2023-11-07
Department: Office of the CAO



Council can decide to end the Community Video Camera Pilot; therefore, the cameras would be removed and returned to the supplier.

Or

Council may choose to end the pilot phase and keep the video cameras active on a permanent basis. Liveable Cities provided staff with a quote for three separate scenarios. All scenarios include the cost of the hardware, making the cameras the sole property of the Town following payment. This quote also includes the Video Management Software, Cellular Data for the video cameras, and Technical Support. There is a discount provided depending on which plan is chosen.

Prices exclude applicable taxes. Installation and Maintenance are excluded.

- One-Year Term Option:
 - Totaling **\$21,771.00 annually.**
- Three-Year Term Option:
 - Totaling **\$21,001.00 annually.**
- Five-Year Term Option:
 - Totaling **\$20,352.00 annually.**

Liveable Cities also offers a Rental Program, the quote given is an estimate based on Liveable Cities 1080p cameras. Currently, Wolfville has 10 1080p cameras installed. The rental model includes the Hardware and Service Plan.

Annual costs would be roughly as follows:

One-year rental term - \$2,773/year (approx. \$231/month)

- \$2,733 x 10 cameras = **\$27,330 annually**

Three-year rental term - \$1,450/year (approx. \$121/month)

- \$1,450 x 10 cameras = **\$14,500 annually**

Five-year rental term - \$1,180/year (approx. \$98/month)

- \$1,180 x 10 cameras = **\$11,800 annually**

Termination of the Service Plan is possible with written notice to Liveable Cities 90 days prior to the termination.

If Council wishes to terminate this Service at any point within a multi-year Service Plan prior to the completion of the full Term, the Town would be responsible for paying any remaining unpaid balance for the current year of Service, as well as the difference for any discounts received under the multi-year

REQUEST FOR DECISION 055-2023

Title: Community Video Camera Pilot Review

Date: 2023-11-07

Department: Office of the CAO



Service Plan. (e.g., if The Town received a 10% discount for a five (5) year Service Plan and cancels after one (1) year, the Town would be responsible for repaying the 10% discount received for Year One)



To: Town of Wolfville

Quotation#: QUO-01646-C0Y4H6-R1

Date: Nov. 30, 2023

Attn: Kaden Thibault

REF: Wolfville SLX-Video Project

In accordance with our Standard Terms and Conditions of Sale and the notes below, I am pleased to provide this quotation for our Products & Services, as per your request.

SMART CITY TECHNOLOGY

HARDWARE FEE:

Qty	Part Number	Description	Unit Cost	Extended Cost
10	SLX-VIDEO	SLX-Video Sensor and B870 Host Controller (512GB On-Device Storage)	\$1,995.00	\$19,950.00
1	SLX-VIDEO-4K	SLX-Video Sensor and B870 Host Controller (1TB On-Device Storage)	\$2,550.00	\$2,550.00
1	DISCOUNT	Pilot Hardware Discount	-\$22,500.00	-\$22,500.00

RECURRING FEES - Pilot Term Extension to March 31st, 2025:

Qty	Part Number	Description	Unit Cost (Annual)	Extended Cost (Pilot Term)
10	SLX-VIDEO-SP-1	SLX-Video 1-Year Service Plan (includes Video Management Software, Cellular Data Plan and Technical Support)	\$778.00	\$9,725.00
1	SLX-VIDEO-4K-SP-1	SLX-Video 4K 1-Year Service Plan (includes Video Management Software, Cellular Data Plan and Technical Support)	\$995.00	\$1,243.75
			TOTAL	\$10,968.75

NOTES:

- Payment terms are NET 30 with approved credit.
- All prices are in Canadian Dollar (CAD).
- Applicable duties, taxes and tariffs are extra.
- Minimum subscription term of 12 months.
- Installation and Maintenance excluded.
- Subscription will auto-renew on an annual basis at the end of the minimum term.
- Pricing assumes a purchase order of full quantity quoted and non-cancelable PO.
- Freight: EXW Factory
- Pricing is valid for 30 days.
- Please inquire for lead time.
- Refer to Service Plan Agreement for more details on Software Maintenance & Technical Support.
- Refer to End User Licensing Agreement for licensing terms.

Should you have any questions please feel free to contact me at any time.

Regards,

Mike Andrews, C.E.T.
 Account Manager, Smart Cities
 1-902-450-2222 Ext. 449
mandrews@ledroadwaylighting.com



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 Halifax, Nova Scotia
 Canada, B3S 1A2
 Fax: 1-888-533-5755
www.liveablecities.com

REQUEST FOR DECISION 065-2023

Title: Collaborative Care – Initial Findings & Next Steps

Date: 2023-12-05

Department: Office of the CAO



SUMMARY

COLLABORATIVE CARE – INITIAL FINDINGS AND NEXT STEPS

Over the past few months Council has been approached by both the Wolfville Children’s Centre on their future facility needs and Dr. Alison Wellwood on initiating a discussion on the future of primary health care in Wolfville.

As a result of these preliminary discussions, the CAO, Mayor Donovan and Councillor MacKay spent some time over the past few months learning about collaborative care initiatives in other communities and gaining a very preliminary understanding of some of the immediate and longer-term needs in Wolfville.

This RFD is intended to share what was learned with Council, and to see direction on a path forward to continue to explore opportunities for Wolfville.

DRAFT MOTION:

That Council direct the CAO to continue to explore a potential collaborative care initiative with relevant stakeholders over the remainder of the 2023-24 fiscal year and as part of the 2024-25 Operations Plan, with recommendations to inform the 2025-26 budget process.

REQUEST FOR DECISION 065-2023

Title: Collaborative Care – Initial Findings & Next Steps

Date: 2023-12-05

Department: Office of the CAO



1) CAO COMMENTS

Refer to Discussion section below.

2) LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act.

3) STAFF RECOMMENDATION

Staff recommend that the Town continue to explore opportunities with relevant stakeholders over the remainder of the 2023-24 year and into the 2024-25 year, with recommendations to inform the 2025-26 budget process.

4) REFERENCES AND ATTACHMENTS

1. [Wolfville Children's Centre Presentation to Council – February 2023](#)
2. [Dr. Alison Wellwood Presentation to Council – Planning for Sustainable Primary Health Care in Wolfville – September 12, 2023](#)
3. [Our Health Centre, Chester – Information Package](#)
4. [Clare Health Centre – Information Package](#)

5) DISCUSSION

As a preliminary step to help inform a discussion with Council, information was gathered from two Nova Scotia communities with two different models for collaborative care. Additionally, a discussion was held with EKM to better understand the current services and programs provided, along with future needs and constraints.

Our Health Centre, Chester

The Our Health Centre (OHC) opened in 2016 after an intensive community fundraising campaign. The OHC is operated by a Board of Directors and there is also a Foundation that is responsible for managing fundraising and donations. The OHC is a not-for-profit charitable organization.

The OHC provides a walk-in clinic and rents to the NS Health Authority for their primary health care clinic which includes family doctors, nurses, mental health and additions counsellors, continuing care staff, public health staff, a blood clinic, a diabetic clinic and an opioid use disorder clinic. The walk-in clinic started in 2018 to meet demand and was not part of the original vision for the facility. Physicians take shifts in the walk-in clinic depending on availability. There is a Nurse Practitioner, four primary health care physicians and three walk-in physicians at any given time. The walk-in clinic is led by an administrator that manages all the bookings and this admin position is separate from the admin to the primary health care division of the facility. The OHC itself employs an Executive Director and an

REQUEST FOR DECISION 065-2023

Title: Collaborative Care – Initial Findings & Next Steps
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administrative assistant that oversee all programming, administration, financing and grant proposals. The Centre operates on a budget of \$350,000 annually.

The Municipality of the District of Chester initially provided \$250,000 in capital over three years to the project and has since provided various grants on an annual basis for specific upgrades and needs varying from \$1,500 to \$14,078.

Clare Health Centre

The Clare Health Centre began operations in 2008 and is fully owned and operated by the Municipality of the District of Clare. It currently has twelve physicians and one family practice nurse. Each physician is charged \$45,000 annually to practice and be supported by the Centre. The Health Centre is currently undergoing a major renovation to provide for additional space and supports.

Since its inception, every resident in Clare now has access to a family physician and they are opening up spots to residents of Digby. A walk-in clinic is provided and physicians all rotate to support it. Clare has a strong partnership with Universite Sainte Anne, which has helped with recruitment. Municipal staff follow and stay in touch with students when they leave for med school and encourage them to return to Clare to practice.

Going forward, Clare expects that some operating \$\$ will be provided by the Health Authority when the second phase of the building is completed, helping to make it more sustainable.

EKM

EKM Health Foundation sold the lot where the old hospital is to the Annapolis Valley Health Authority back in 2009, where it currently is operated under the Nova Scotia Health Authority. EKM provides a walk-in clinic supported by local physicians, and supports various administrative offices for Public Health and the Health Authority. Early Childhood supports and Palliative care are also provided out of the facility.

During the tour, physical space limitations and childcare for staff were flagged as two challenges. EKM is focused on expanded services to the community and are currently hiring Nurse Practitioners and administrative staff to support increase primary care access. Several needs have been identified including increased lab and Xray availability, both in terms of equipment and qualified staff. EKM would also like to revamp their registration area to improve registration flow, speed and privacy for patients.

Opportunities

There are many synergies among stakeholders on and near Earnscliffe. Any discussion on a future collaborative care model for Wolfville should include the many potential stakeholders:

- EKM
- Nova Scotia Health Authority
- Wolfville Children's Centre

REQUEST FOR DECISION 065-2023

Title: Collaborative Care – Initial Findings & Next Steps

Date: 2023-12-05

Department: Office of the CAO



- Wolfville Professional Centre
- Acadia University (potential linkages with new nursing program, Red Spruce)
- Wolfville Nursing Home
- Wickwire Place Assisted Living
- Others TBD

A fulsome discussion of collective needs will allow Council to determine, what, if any, role the Town can play.

6) FINANCIAL IMPLICATIONS

There should be no immediate financial need to continue to explore and dialogue with stakeholders. If any consulting is required it can easily fall within the CAO's contracted services budget.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

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

- Economic Prosperity
- Social Equity
- Community Wellness

8) COMMUNICATION REQUIREMENTS

None at this time.

9) ALTERNATIVES

Council can decide not to explore an integrated community collaborative care model.

COMMITTEE UPDATE

Title: KPPT COMMITTEE
Date: November 15th, 2023
Department: Committee of the Whole



KPPT COMMITTEE

- Meeting held at Aberdeen Office, Kentville
- Meeting called to order, 5:05, Agenda and Minutes Approved
- Had enough for quorum, with Tim Harding Phoning In!
- Old Business of meeting frequency discussed: January, April, July, October- Motion Passed for Quarterly
- Corporate Sponsorship & Fundraising Committee and Succession Planning Committee Terms of Reference approved by board: Committees will be formed for both!
- Financial Reports presented and passed. Discussions of vehicles in need of repair leading up to winter months, where lots of maintenance usually happens is underway.
- KPPT Received some Grants for new programming initiatives and despite high gas prices and repairs to vehicles adding some high costs, all is in good shape.
- Office Report: A grant we received is being reviewed because of difficulty sourcing specific hybrid vehicles. Under review from three levels of Government: Update to Follow.
- New Grants for Seniors coming from the province – More to follow!
- A Welcome to GILLIAN YORKE who becomes the new Council Rep from Town of Kentville
- Discussion had about one driver's retirement, three more drivers have come through for training (all women!) and an update will come to the board for approval.
- Discussion about extra winter safety for drivers, patrons, etc.
- New Business: Succession Planning Committee Formed with Coby, Chris, and Lisa (Mike as backup) and Coby was voted as Chair of this committee.
- Discussed process to seek new auditors, and RFP will be constructed and sent to local firms.
- January will bring us updated mission statement and the naming of new vehicles
- Next Meeting January 17th, 2023, 5:00, in Kentville

Respectfully Submitted,

Councillor Mike Butler 😊

COMMITTEE UPDATE

Title: Annapolis Valley Trail Report
Date: November 2, 2023
Department: General Administration



UPDATE

The committee met virtually.

Financials were presented and everything was in order.

Beth and Rick are stepping away after years of service on the NS Trails Board.

Discussion on who could now join and what that commitment was. There was some interest and they would discuss/follow up after the meeting.

NS Trails AGM was being held the following week.

There is going to be a study done by NS Trails – on what trails you walk, how they make you feel. A real attempt on measuring wellness experienced by individuals who walk the trails. This is the first time this has ever been tried to be measured in NS. We should see signs from Rick.

This past season saw a lot of rain – and a great deal of washouts in parts of the trail. Our section hasn't experienced the problems some have – there will be challenges to getting this work done - finding individuals to do it and rising costs – but every effort will be made to do the work well. Rick presented a detailed slide deck of the issues and there was a lengthy discussion.

Respectfully Submitted,

Councillor Jodi MacKay

COMMITTEE UPDATE

Title: WBDC Report
Date: November, 2023
Department: General Administration



UPDATE

The committee met at the WBDC office.

What's the Buzz – a time for general discussion on what is happening around Town – no minutes taken during this time but lots of good information shared around the table.

Welcomed Jeremy to the Board – he manages Trattoria and is a wonderful addition to the Board.

Cyenna was welcomed as the new WBDC Administrator! Welcome to her!

Topics discussed:

Hammocks and waterfront park – work continues.

Lunch and learns – 2 in the works, social media 101 and REMO in February at the market.

Update from Town on main street, upcoming stop signs, crosswalk safety and a good discussion on budget and things coming up soon.

Night of Lights – excitement around this

WBDC Board Social Gathering – this will be exciting – stay tuned for the socials on this!

Update from Events Acadia on recent concert, homecoming events, future concerts being held and potential Curling Bid.

Financials were presented by the treasurer, and everything was in order. Corey keeps us informed and everything is up to date and accurate.

Respectfully Submitted,

Councillor Jodi MacKay

COMMITTEE UPDATE

Title: Diversity Kings County

Date: December 5,2023

Department: Committee of the Whole



Update:

The last meeting of Diversity Kings County was held in hybrid form on November 1,2023. The next meeting is scheduled for December 4,2023.

The new Diversity specialist Charissa Sanche was introduced and gave a summary of a very successful multicultural event held in Centre square in Kentville on Oct. 21/23. This family friendly event celebrating our regions diverse cultural and promoting inclusion was certainly a highlight for me. Meeting people, sampling food, and enjoying music was a great way to spend a day!

Diwali in the Valley- The festival of lights was promoted as it took place at the Wolfville Lions Hall. I was sorry to miss the event, however Mayor Donavon attended, and it certainly proved a very entertaining evening.

A presentation and discussion on basic income and livable wage was held. Our council received this presentation, and the mayor wrote a letter to our Prime Minister in support of this after a motion from council earlier this year. The presenters were asking for the same support from the Municipality of Kings council.

Respectively submitted by:

Councillor Jennifer Ingham

COMMITTEE UPDATE

Title: VCFN and VCFN Authority AGM

Date: November 2, 2023

Department: Committee of the Whole



The AGM of both the VCFN and the VCFN Authority was held on November 2, 2023 in the Orchards Room in the offices of the County of Kings.

Chad provided an operational update. Reports that there had been one cyber attack on the network that effected one drive. No data was accessed. No major outages have occurred and that the Kentville repeater has minor problems that are being addressed. A fibre monitoring system is partially installed and should be completed shortly.

Ongoing mapping of poles continues, with discussions with NSP continuing in regards to which poles they are charging for.

A complete mapping project of each fibre will be undertaken this upcoming year.

The year end financial statements were for both the VCFN and the VCFN Authority (attached) were presented by Grant Thornton with no irregularities noted.

The same slate officers as the previous year were duly re-elected to continue this year.

Respectfully submitted

Ian Palmeter



Financial Statements

Valley Community Fibre Network

March 31, 2023

DRAFT

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DRAFT

Valley Community Fibre Network Statements of Income and Deficit

Year Ended March 31	2023	2022
Income		
Installation fees recognized	\$ 15,085	\$ 15,085
IRU fee recognized	61,793	61,793
Interest	28,602	1,994
Operating contributions (Note 7)	63,200	63,200
Common internet fees	18,600	18,600
Recurring fees	<u>148,791</u>	<u>145,105</u>
	<u>336,071</u>	<u>305,777</u>
Cost of goods sold		
Amortization	48,834	48,834
Pole fees	<u>116,509</u>	<u>113,126</u>
	<u>165,343</u>	<u>161,960</u>
Gross margin	170,728	143,817
Expenses		
Accounting	13,429	14,873
Bank charges	233	357
Dues and fees	1,909	1,172
Fibre network	12,760	10,260
Insurance	6,915	6,817
Legal	3,390	2,225
Project management	17,520	17,520
Repairs and maintenance	27,292	19,799
Telephone	<u>416</u>	<u>364</u>
	<u>83,864</u>	<u>73,387</u>
Net income	\$ <u>86,864</u>	\$ <u>70,430</u>
Deficit, beginning of year		
	\$ (673,102)	\$ (743,532)
Net income	<u>86,864</u>	<u>70,430</u>
Deficit, end of year	\$ <u>(586,238)</u>	\$ <u>(673,102)</u>

See accompanying notes to the financial statements.

Valley Community Fibre Network

Balance Sheet

March 31	2023	2022
Assets		
Current		
Cash and cash equivalents	\$ 1,169,300	\$ 1,060,012
Receivables	72,688	64,482
Prepays and deposits	8,749	6,005
Due from related party		5,116
	<u>1,250,737</u>	<u>1,135,615</u>
Capital assets (Note 3)	<u>678,963</u>	<u>714,919</u>
	<u>\$ 1,929,700</u>	<u>\$ 1,850,534</u>
Liabilities		
Current		
Payables	\$ 40,883	\$ 13,924
Accruals (Note 4)	400,860	360,939
HST payable	15,826	22,005
Due to related party	8,221	
Current portion of long-term deferred revenue (Note 5)	<u>120,919</u>	<u>149,313</u>
	<u>586,709</u>	<u>546,181</u>
Long-term deferred revenue (Note 5)	<u>846,551</u>	<u>894,777</u>
	<u>1,443,260</u>	<u>1,440,958</u>
Partner equity		
Equity contributions (Note 6)	742,678	742,678
Reserve (Note 7)	340,000	340,000
Deficit	<u>(586,238)</u>	<u>(673,102)</u>
	<u>496,440</u>	<u>409,576</u>
	<u>\$ 1,929,700</u>	<u>\$ 1,850,534</u>

On behalf of the Board

_____ Director _____ Director

See accompanying notes to the financial statements.

Valley Community Fibre Network

Statement of Cash Flows

Year Ended March 31

2023

2022

Increase in cash and cash equivalents

Operating

Net income	\$ 86,864	\$ 70,430
Amortization	48,834	48,834
Deferred revenue recognized	<u>(152,998)</u>	<u>(149,312)</u>
	(17,300)	(30,049)

Change in non-cash operating working capital

Receivables	(8,210)	1,796
Note receivable	-	107,236
Prepays	(2,744)	(97)
Payables	26,963	6,495
Accruals	39,921	(4,726)
HST payable	(6,179)	(644)
Deferred revenue	<u>76,378</u>	<u>75,728</u>

108,829 **155,739**

Financing

Advances from (to) related party	<u>13,337</u>	<u>(5,116)</u>
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Investing

Purchased of fibre optic cabling	<u>(12,878)</u>	<u> </u>
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Net increase in cash and cash equivalents

109,288 150,623

Cash and cash equivalents

Beginning of year	<u>1,060,012</u>	<u>909,389</u>
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End of year	<u>\$ 1,169,300</u>	<u>\$ 1,060,012</u>
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See accompanying notes to the financial statements.

Valley Community Fibre Network

Notes to the Financial Statements

March 31, 2023

1. Nature of operations

Valley Community Fibre Network Authority was established by an agreement dated September 20, 2005, between the Municipality of the County of Kings, Municipality of the District of West Hants and the Towns of Berwick, Hantsport, Windsor and Wolfville. The Towns of Hantsport and Windsor subsequently restructured and became part of the Municipality of the District of West Hants.

The Authority then entered into an agreement dated September 20, 2005, with the Nova Scotia Community College and the Governors of Acadia University; having identified a common need for a locally owned and managed fibre optic network to provide affordable high speed bandwidth for its communities. The Valley Community Fibre Network, a joint venture, was formed to facilitate the construction, ownership and management of such a broadband network.

As a joint venture, the entity is not subject to income tax.

2. Summary of significant accounting policies

These financial statements have been prepared in accordance with Part II of the CPA Canada Handbook - Canadian accounting standards for private enterprises. The significant policies are detailed as follows:

Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks, bank overdrafts and highly liquid temporary money market instruments with original maturities of three months or less. Bank borrowings are considered to be financing activities.

Capital assets

Capital assets are recorded at cost and amortization is provided using the following methods and annual rates:

Fibre optic cabling	25 years, straight line
Project development costs	25 years, straight line
Laterals	25 years, straight line

As part of its business, the Network builds fibre optic networks and laterals over which it provides telecommunications services. A portion of the network and laterals may become the property of the user, but usually remains the property of the Network. As such, the fibre optic networks and laterals are capitalized at the cost of construction and amortized over their useful lives.

Valley Community Fibre Network

Notes to the Financial Statements

March 31, 2023

2. Summary of significant accounting policies (continued)

Revenue recognition

The Network is paid an installation fee for the construction of fibre optic networks and laterals. Deferred revenue is generated by deferring these installation fees, which are received upon completion of construction, and matching them to the amortization of the network. The Network carries no actual or inferred liability of service or action regarding this deferred revenue.

The Network has entered into agreements with some of its customers to provide telecommunications services in the form of an indefeasible right to use (IRU). The IRU is initially assessed under IFRIC 4 to establish if the IRU constitutes or contains a leasing arrangement. Based on the terms of the contract, the Network has determined that the lease is an operating lease and the revenue from such IRU agreements is being recognized straight line over the life of the lease.

Recurring fees are fees charged for services and are recorded in the period to which they relate.

Operating contributions are received from the joint venture partners and are recorded in the period to which they relate.

Capital contributions are deferred and amortized into income on the same basis as the related assets are amortized.

Common internet fees are fees charged for services to municipal entities and are recorded in the period to which they relate.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates included in the financial statements include the useful life of capital assets and accrued liabilities relating to pole fees. Actual results could differ from those estimates.

Financial instruments

The Network considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Network accounts for the following as financial instruments:

- cash and cash equivalents
- trade and other receivables
- other financial assets
- trade and other payables and accruals
- other financial liabilities
- long-term debt

A financial asset or liability is recognized when the Network becomes party to contractual provisions of the instrument.

Valley Community Fibre Network

Notes to the Financial Statements

March 31, 2023

2. Summary of significant accounting policies (continued)

Financial instruments (continued)

Initial measurement

The Network's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Subsequent measurement

At each reporting date, the Network measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which must be measured at fair value. The Network has also irrevocably elected to measure its investments in bonds at fair value. All changes in fair value of the Network's investments in equities quoted in an active market and in bonds are recorded in the statement of operations. The Network uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost are cash and cash equivalents, accounts receivable, grants receivable, accounts payable and long-term debt.

For financial assets measured at cost or amortized cost, the Network regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Network determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

Financial instruments in related party transactions

Financial assets and financial liabilities in related party transactions are initially measured at cost, with the exception of certain instruments which are initially measured at fair value. The Network does not have any financial assets or financial liabilities in related party transactions which are initially measured at fair value.

Gains or losses arising on initial measurement differences are generally recognized in net income when the transaction is in the normal course of operations, and in equity when the transaction is not in the normal course of operations, subject to certain exceptions.

Financial assets and financial liabilities recognized in related party transactions are subsequently measured based on how the Company initially measured the instrument. Financial instruments initially measured at cost are subsequently measured at cost, less any impairment for financial assets. Financial instruments initially measured at fair value, of which the Network has none, would be subsequently measured at amortized cost or fair value based on certain conditions.

Valley Community Fibre Network

Notes to the Financial Statements

March 31, 2023

3. Capital assets			<u>2023</u>	<u>2022</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Fibre optic cabling	\$ 769,914	\$ 676,039	\$ 93,875	\$ 86,802
Project development costs	3,779,549	3,476,116	303,433	327,967
Laterals	<u>852,653</u>	<u>570,998</u>	<u>281,655</u>	<u>300,150</u>
	\$ 5,389,238	\$ 4,723,153	\$ 678,963	\$ 714,919

4. Accrued Liabilities

Accrued liabilities consist of amounts due to Nova Scotia Power Incorporated (NSPI) for pole fees not billed. An addition to the accrual of \$39,921 (2022 - \$36,521) was recorded for current year fees that were not yet invoiced by NSPI. In the prior year, NSPI billed for a portion of the historical pole fees previously reflected in accrued liabilities of \$41,248.

5. Long-term deferred revenue				<u>2023</u>	<u>2022</u>
	<u>Opening</u>	<u>Addition</u>	<u>Recognized</u>	<u>Closing</u>	<u>Closing</u>
Installation fees \$	233,649	\$ -	\$ 15,085	\$ 218,564	\$ 233,649
IRU fees	766,659	-	61,794	704,865	766,659
Recurring fees	<u>43,782</u>	<u>76,378</u>	<u>76,119</u>	<u>44,041</u>	<u>43,782</u>
	\$ 1,044,090	\$ 76,378	\$ 152,998	\$ 967,470	\$ 1,044,090
Less current portion				<u>120,919</u>	<u>149,313</u>
				\$ 846,551	\$ 894,777

Valley Community Fibre Network

Notes to the Financial Statements

March 31, 2023

6. Equity contributions

When the Network was established, each venturer contributed toward the capital cost to construct the Network. These contributions are included in equity.

Acadia University	\$ 200,000
Nova Scotia Community College	200,000
Valley Community Fibre Network Authority	<u>342,678</u>
	<u>\$ 742,678</u>

7. Reserve

During 2015, a reserve was created through an allocation of retained earnings. This reserve was implemented at the discretion of those charged with governance and its primary purpose is as a general reserve for contingencies.

8. Related party transactions

During the year, related parties (joint ventures) entered into the following transactions with the network. These transactions are in the normal course of operations and have been measured in the financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

	<u>2023</u>	<u>2022</u>
Operating		
Acadia University	\$ 21,067	\$ 21,067
Nova Scotia Community College	21,067	21,067
Valley Community Fibre Network Authority	<u>21,067</u>	<u>21,067</u>
	<u>\$ 63,200</u>	<u>\$ 63,200</u>
Common Internet Fees		
Municipality of Windsor-West Hants	\$ 3,000	\$ 3,000
Municipality of the County of Kings	3,000	3,000
Town of Berwick	3,000	3,000
Town of Wolfville	<u>3,000</u>	<u>3,000</u>
	<u>\$ 12,000</u>	<u>\$ 12,000</u>

Valley Community Fibre Network Notes to the Financial Statements

March 31, 2023

9. Financial instrument risks

The Network's main financial instrument risk exposure is detailed as follows:

Credit risk

The Network has determined that the financial assets with credit risk exposure are accounts receivable since failure of any of these parties to fulfill their obligations could result in significant financial losses for the Network. The Network is also exposed to concentration risk in that all of its cash is held with one financial institution and the balances held are in excess of Canadian Deposit Insurance Corporation Limits.

Liquidity risk

The Network's liquidity risk represents the risk that the Network could encounter difficulty in meeting obligations associated with its financial liabilities. The Network is, therefore, exposed to liquidity risk with respect to its accounts payable and accruals.

DRAFT



Contents

Financial Statements

(Unaudited – See Compilation Engagement Report)

Valley Community Fibre Network Authority

March 31, 2023

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Compilation Engagement Report

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On the basis of information provided by Management, we have compiled the balance sheet of Valley Community Fibre Network Authority as at March 31, 2023, and the statement of revenue and expenditures for the year ended and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Grant Thornton LLP

Kentville, Canada
November 2, 2023

Chartered Professional Accountants

Valley Community Fibre Network Authority Statement of Revenue and Expenditures

Year Ended March 31	2023	2022
Revenue		
Operating grants		
Municipality of the County of Kings	\$ 13,978	\$ 13,978
Municipality of the District of West Hants	5,113	5,113
Town of Wolfville	1,306	1,306
Town of Berwick	670	670
Recurring Fees	<u>16,030</u>	<u>2,473</u>
	\$ 37,097	\$ 23,540
Expenditures		
Operating contribution to Valley Community Fibre Network	21,067	21,067
Pole Fees	<u>8,581</u>	<u>7,589</u>
	29,648	28,656
Excess of revenue over expenditures (expenditures over revenue) before other income	<u>7,449</u>	<u>(5,116)</u>
Other Income		
Proportionate share of net income Valley Community Fibre Network	<u>23,926</u>	<u>18,449</u>
Excess of revenue over expenditures	\$ <u>31,375</u>	\$ <u>13,333</u>

See accompanying notes to the financial statements.

Valley Community Fibre Network Authority

Balance Sheet

March 31 2023 2022

Assets

Receivables	\$ 28,775	\$ 23,540
Investment in Valley Community Fibre Network, Joint Venture	<u>329,690</u>	<u>305,764</u>
	<u>\$ 358,465</u>	<u>\$ 329,304</u>

Liabilities

Payables	\$ <u>26,442</u>	\$ <u>28,656</u>
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Equity

Capital contributions (Note 2)	342,678	342,678
Operating deficit (Note 3)	<u>(10,655)</u>	<u>(42,030)</u>
	332,023	300,648
	<u>\$ 358,465</u>	<u>\$ 329,304</u>

On behalf of the Board

_____ Director _____ Director

See accompanying notes to the financial statements.

Valley Community Fibre Network Authority

Notes to the Financial Statements

March 31, 2023

1. Basis of Accounting

The preparation of the balance sheet of Valley Community Fibre Network Authority as at March 31, 2023 and the statements of revenue and expenditures for the year then ended is on the accrual basis of accounting, including the following:

- a) Amounts receivable are accrued as at the reporting date
- b) Accounts payable and accrued liabilities are accrued as at the reporting date

2. Capital contributions

When the Network was established, each venturer contributed toward the capital cost to construct the Network. These contributions are included in equity.

	<u>Cost share</u>	
Municipality of the County of Kings	66.35%	\$ 227,349
Municipality of the District of West Hants	19.36%	66,339
Town of Windsor	4.91%	16,826
Town of Wolfville	6.20%	21,257
Town of Berwick	3.18%	<u>10,907</u>
		<u>\$ 342,678</u>

3. Operating deficit

	<u>2023</u>	<u>2022</u>
Beginning of year	\$ (42,030)	\$ (55,363)
Excess of revenue over expenditures (expenditures over revenue)	<u>31,375</u>	<u>13,333</u>
End of year	<u>\$ (10,655)</u>	<u>\$ (42,030)</u>

COMMITTEE UPDATE

Title: IMSA Board Meeting

Date: November 15, 2023

Department: Committee of the Whole



UPDATE

The IMSA Board for KTA and VWRM met on Wednesday, November 15th in the Town of Kentville Council Chambers. The progress update for the IMSA Pilot Project included the following points:

- Ongoing discussion regarding collaboration with the KTS and VWRM GM's and reporting aspects to the IMSA Board.

Valley Waste Resource Management:

1. Working on the 2024-25 operating and capital budgets, with initial presentation to the Board expected for December 15th, 2023.
2. Divert NS has provided VWRM with the necessary documents to register for EPR on behalf of member municipalities.
3. VWRM policies are being reviewed. MNP continues to work on the cost model for VWRM and an update is anticipated in December.
4. EFR has provided pricing to extend the current collection contracts for 9 months in 2025 to align with the start date for EPR. Management is considering all options and will make a recommendation to the IMSA Board for consideration.
5. New public drop off bins purchased as part of the capital budget are now arriving and have been put into use.
6. The 2024 VWRM calendar is almost complete and will be available for pick-up at municipal offices and major retailers in December.
7. The IMSA Interim Board was requested to approve the award of work for design, install and monitor (5 years) hydrogeological System for the two transfer stations to Stantec Consulting in the amount of \$16,941.62 including sales tax. – Approved by the Board. This amount exceeded the capital budget amount by \$55,000. However, capacity exists in the budget.
 - a. In July 2023 NS Environment and Climate Change enacted a new Provincial regulation for management of construction and demolition waste. The new regulations require any facility that stores or disposes of wood waste to reapply for an operating permit that must include a ground and surface watering system to meet specifications of the NSEDD. This system must be in place on or before July 3, 2024.

Kings Transit Authority

1. Ridership numbers continue to increase with a 41% increase over 2022. Net cost per rider (after fares) runs at \$6.07 for the core, \$6.73 for Annapolis County, and \$6.74 for Digby County.

Respectfully Submitted,

Mayor Donovan

REQUEST FOR DECISION 058-2023

Title: Citizen Appointments to Committees

Date: 2023-12-05

Department: Office of the CAO



SUMMARY

Citizen Appointments to Committees

The purpose of this RFD is to provide to Council applications from citizens who want to participate as representatives on a Committee of Council where a vacancy exists from January 1, 2024. Council is asked to consider the applications attached and select representatives to fill vacancies.

DRAFT MOTION:

- That Council, effective January 1, 2024, make the following citizen member appointments to the Committees of Council for the terms indicated below. The terms will expire at the end of December of the applicable year:

ACCESSIBILITY ADVISORY COMMITTEE

- XXXXX two-year appointment
- XXXXX three-year appointment

AUDIT COMMITTEE

- XXXXX two-year appointment

SOURCE WATER PROTECTION ADVISORY COMMITTEE

- XXXXX two-year appointment

REQUEST FOR DECISION 058-2023

Title: Citizen Appointments to Committees

Date: 2023-12-05

Department: Office of the CAO



1) CAO COMMENTS

The CAO recommends that Council review the attached Committee Application forms and select members to fill the Committee vacancies for the terms indicated in the Draft Motion.

2) LEGISLATIVE AUTHORITY

[Nova Scotia Municipal Government Act](#)

3) STAFF RECOMMENDATIONS

Council to determine where to fit the new citizen applicants to the current committee vacancies. It should also be noted that since we have more committee vacancies than applications, we will still be short one representative on the Source Water Protection Advisory Committee.

Staff will continue to advertise and solicit applications for this committee.

4) REFERENCES AND ATTACHMENTS

- [Policy 110-001](#)(Committees of Council)
- All Applications received from new and returning applicants are attached.

5) DISCUSSION

In total there is a requirement to appoint 5 new citizen members to the various Committees of Council.

The vacancies for Committee members exist on three Committees of Council outlined below. The vacant positions are highlighted in yellow.

REQUEST FOR DECISION 058-2023

Title: Citizen Appointments to Committees

Date: 2023-12-05

Department: Office of the CAO

**Accessibility Advisory Committee**

Name	Appointed	Expiry
Councillor Jennifer Ingham (Chair)	2022-12	2024-10
Deputy Mayor Wendy Elliott	2023-11	2024-10
Councillor Mike Butler (alternate)	2023-11	2024-10
A LeBlanc (2 nd yr. of 2yr term) – 1 st term	2022-12	2024-12
M Swanburg (2 nd yr. of 2yr term) – 1 st term	2022-12	2024-12
Vacancy 2yr term		2025-12
Vacancy 3yr term		2026-12
Birgit Ellsner (3 rd yr. of 3yr term) – 2 nd term	2018-05	2024-12

Audit Committee

Name	Appointed	Expiry
Mayor Wendy Donovan	Not Applicable	Not Applicable
Councillor Mike Butler (Chair)	2022-12	2024-10
Councillor Ian Palmeter	2023-01	2024-10
Vacancy 2yr term	2023-12	2025-12
Heather MacKay (2 nd yr. of 2yr term) 2 nd - term	2020-12	2024-12

REQUEST FOR DECISION 058-2023

Title: Citizen Appointments to Committees

Date: 2023-12-05

Department: Office of the CAO



Source Water Protection Advisory Committee (SWPA)

Name	Appointed	Expiry
Mayor Wendy Donovan	Non-applicable	Non-applicable
Councillor Ian Palmeter (Chair)	2023-01	2024-10
Deputy Mayor Wendy Elliott	2022-12	2024-10
Vacancy 3yr term.		2026-12
Vacancy – 2yr term.		2025-12
Councillor Peter Allen (Municipality of County of Kings)		
Marcel Falkenham (Acadia University)		
Shane Warner (member at large – County of Kings)		

6) FINANCIAL IMPLICATIONS

Not Applicable

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not Applicable.

8) COMMUNICATIONS REQUIREMENTS

Once appointed, the new Committee appointments will be updated to the Town of Wolfville website. Letters acknowledging appointments will be drafted for Mayoral signature.

9) ALTERNATIVES

Not Applicable – Council is required to appoint replacements to Committees of Council