



# Town Council Meeting

February 27, 2024

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

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### Call to Order

#### 1. Approval of Agenda

#### 2. Approval of Minutes

- a. Special Town Council Meeting, January 15, 2024
- b. Town Council Meeting, January 23, 2024
- c. Public Hearing, January 30, 2024
- d. Special Town Council Meeting, January 30, 2024
- e. Special Town Council In Camera Meeting, January 30, 2024
- f. Special Town Council In Camera Meeting, February 1, 2024
- g. Special Town Council Meeting, February 8, 2024
- h. Special Town Council In Camera Meeting Minutes, February 8, 2024

#### 3. Comments from the Mayor

#### 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. Motions/Recommendations from Committee of the Whole,  
February 14, 2024:**

- a. RFD 007-2024: Committees of Council Policy Amendments
- b. RFD 008-2024: Virtual Meeting Policy Amendments
- c. RFD 009-2024: Council Conference & Professional Development Policy Amendments
- d. RFD 010-2024: Routine Access Policy Amendments
- e. RFD 004-2024: Kings Transit Budget
- f. RFD 005-2024: Valley Waste Resource Management Budget
- g. IR 002-2024: Homelessness Report

**6. Motions/Recommendations from Special Budget Committee of  
the Whole, February 21, 2024:**

- a. RFD 013-2024: One-Time Capital Funding Request – Wolfville Curling Club
- b. RFD 014-2024: One-Time Capital Funding Request – Wolfville Historical Society

**7. Adjournment to In-Camera under the Municipal Government Act  
Section 22(2)**

**8. Adjournment of In-Camera**

**9. Regular Meeting Reconvenes**

**10. Regular Meeting Adjourned**

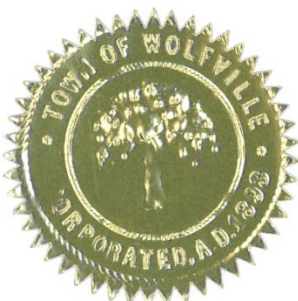


## AMYLOIDOSIS AWARENESS MONTH

MARCH 2024

### PROCLAMATION

- WHEREAS** March is Amyloidosis Awareness Month, a month dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones; and
- WHEREAS** Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. Left untreated, the disease can result in organ failure and can be fatal; and
- WHEREAS** Amyloidosis can mimic the signs and symptoms of more common medical conditions and the disease can be challenging to diagnose; and
- WHEREAS** Amyloidosis often affects people who are older or middle aged; however, younger people have been diagnosed with this disease; and
- WHEREAS** Some of the signs and symptoms of amyloidosis can include shortness of breath, weight loss, fatigue, swelling in the ankles and legs, numbness in the hands and feet, foamy urine, carpal tunnel syndrome, bruising around the eyes, and an enlarged tongue; and
- WHEREAS** Early diagnosis can lead to better outcomes for both patients and their families; and
- WHEREAS** Raising awareness about all the amyloidosis diseases, including hereditary and non-hereditary forms of the disease, can contribute to the building of healthier communities across Canada.
- NOW THEREFORE** I, Mayor Donovan, of the Town of Wolfville, do hereby proclaim the month of March to be observed as AMYLOIDOSIS AWARENESS MONTH and to recognize.



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Mayor Donovan

## REQUEST FOR DECISION 007-2024

Title: Committees of Council Policy Amendments  
Date: 2024-02-14 updated for Council 2024-02-27  
Department: Office of the CAO

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## SUMMARY

### Committees of Council Policy Amendments

The Council Policy Review Task Force Committee are recommending the following amendments to the Committees of Council Policy #110-001:

- Improved clarity around attendance requirements, which would result in the repeal of the Attendance & Participation Policy for Council Policy #110-012
- Introduction of Code of Conduct for Citizen Members.

A lot of work was done in July 2022 on revising Council policies to better lay out the expectations of members, including the introduction of the Attendance and Participation Policy for Council and update of the Code of Conduct for Elected Municipal Officials Policy.

In November 2023, the Code of Conduct for Elected Municipal Officials Policy was once more strengthened to align with the work of the NSFM/Provincial Code of Conduct Working Group, and to better lay out standards and expectations of members in a number of areas. Upon carrying out that review, the legislated requirements in the MGA and the amendments proposed to the Committees of Council Policy, the Task Force do not see a need for a separate Attendance and Participation Policy and are recommending its repeal. A further recommendation is for a Code of Conduct for Citizen Members of Committees similar to the one used for Council members, as attached.

After discussions at COW on February 14, 2024, amendments to wording for Section 5.7.12 of Committees of Council Policy #110-001 have been made as follows:

5.7.12 No individual member of a Committee other than the Chair shall make requests of staff for additional information. The responsibility for giving specific directions to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.

Also, a weekly meeting will be scheduled with the Mayor, CAO & Town Clerk to advise on upcoming agenda items, presentations or any subject matter that may be coming before Council.

### DRAFT MOTIONS:

That Council approve amendments as per the attached Committees of Council Policy #110-001.

That Council approves the repeal of Attendance and Participation Policy for Council, Policy #110-012.

That Council approve the introduction of a Code of Conduct for Citizen Committee Members as attached to RFD 007-2024.



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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff bring forward the recommendation from the Council Policy Review Task Force Committee, that Council approve the amendments to the Committees of Council Policy #110-001, the introduction of a Code of Conduct for Citizen Committee Members and the repeal of Attendance and Participation Policy for Council #110-012.

### 4) REFERENCES AND ATTACHMENTS

1. Revised Draft Committees of Council Policy #110-001 (attached)
2. Attendance & Participation Policy for Council #110-012 (attached)
3. Proposed Code of Conduct for Citizen Committee Members (attached)

### 5) DISCUSSION

The Attendance and Participation Policy for Council #110-012 was first introduced in July 2022 when Council were seeking clarity around expectations of Council members. This coincided with a review of the Committees of Council Policy #110-001 and a review of the Code of Conduct for Elected Officials Policy.

More recently, the Code of Conduct for Elected Municipal Officials was strengthened to align with the work of the NSFM/Provincial Code of Conduct Working Group and lays out more specifically the expectations of members.

Amendments to the Committees of Council Policy include more detail on the expectations around meeting attendance and the process of rescheduled/cancelled meetings which was duplicated in the Attendance and Participation Policy for Council.

It is therefore felt that along with already existing legislation in the MGA, there is no requirement for a separate Attendance and Participation policy.

## REQUEST FOR DECISION 007-2024

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As referenced in the Committees of Council policy, a Code of Conduct for Citizen Committee Members has been drafted for Council approval.

### 6) FINANCIAL IMPLICATIONS

N/A

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The proposed amendments to the Committees of Council Policy are administrative in nature.

### 8) COMMUNICATION REQUIREMENTS

The Town's records will be updated to reflect the amendments and made available to the public. The Code of Conduct for Citizen Members of Committees will be introduced at the next meetings of the committees and will become part of the orientation process for new citizen members.

### 9) ALTERNATIVES

That Council does not approve the amendments to the Committees of Council Policy and subsequent repeal of the Attendance and Participation Policy.

That Council do not approve the Code of Conduct for Citizen Members of Committees.



## POLICY

Committees of Council	
<b>Policy Number:</b> 110-001	<b>Supersedes Policy Number:</b> 110-002 Committee Procedures
<b>Effective Date:</b> 1996-08-19 2014-12-16 2015-02-17 2018-02-20 2022-01-25 2022-07-19 2023-07-18	<b>Approval By Council (Motion Number):</b> 19-08-96 03-12-14 19-01-15 26-02-18 26-01-22 16-07-22 17-07-23

### 1.0 Purpose

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

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

### 2.0 Scope

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

### 3.0 References

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

### 4.0 Definitions

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

### 5.0 Policy

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



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### **5.1. Committees of Council**

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

### **5.2. Council Membership**

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

### **5.3. Citizen Membership**

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

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

**5.3.8** Citizen members are required to sign a statement acknowledging compliance with the Citizen Member Code of Conduct (attached).

### **5.4. Decision Making & Voting**

Decisions are made by majority vote of the members present.

### **5.5. Scheduling**

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

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

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

### **5.6. Qualifications**

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

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

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

### **5.7. Rules of Engagement**

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

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

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

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

**5.7.5** Special meetings of Committee of the Whole may be called by the Town Clerk, upon request of the Mayor and CAO, as required. The Town Clerk will aim to



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- provide minimally three weeks' notice for any special meetings and will conduct a poll of Council members, when feasible, to schedule special meetings.
- 5.7.6** Subject to the principles set out in the Municipal Conflict of Interest Act, all Committee members present including the person presiding shall vote on a question.
- 5.7.7** Any member attending virtually in accordance with Virtual Meeting Policy 110-004 is deemed present for quorum and voting purposes.
- 5.7.8** Subject to Section 22 of the Municipal Government Act, Committee meetings are open to the public.
- 5.7.9** The Committee may receive presentations from the public upon approval of the chair.
- 5.7.10** The role of all Committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that Committee.
- 5.7.11** Unless specifically granted the power to do so, no Committee has the power to commit the Town to either spend money or take any particular action.
- 5.7.12** No individual member of a Committee other than the Chair shall make requests of staff for additional information. The responsibility for giving specific directions to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.7.13** A Committee may choose to endorse the report of staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached to the agenda.
- 5.8. Administration**
- 5.8.1** The Town Clerk or designate shall arrange for an orientation session for each new Committee member upon that member's appointment to the Committee. The purpose of the orientation session is to familiarize the member with the role of the Committee, the policies and procedures of the Town which affect the Committee and all other information which will assist the member to make a meaningful contribution to the work of the Committee. The personnel delivering these sessions will differ for each committee but will involve some combination of the Town Clerk, Staff Liaison and Chair of the Committee.
- 5.8.2** Meeting agendas shall be prepared by the Committee Chair and staff representatives and shall be submitted to the Chief Administrative Officer (CAO) or designate for information.
- 5.8.3** The Town Clerk, or designate, will strive to have all Committee, Town Council and Committee of the Whole agendas circulated to Committee members, and posted for the public, one week in advance of the scheduled meeting.
- 5.8.4** Agendas may be varied at the beginning of the meeting by an affirmative vote of the members present.
- 5.8.5** The minutes of all Committee meetings are to be recorded and shall be forwarded to the Town Clerk or designate. The Town Clerk, or designate, shall ensure minutes of all Committee meetings are available to Councillors. All approved minutes shall be annotated as such once approved at a subsequent meeting.
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- 5.8.6** Information or actions from a Committee to be considered by Council will be presented in writing, using the “Committee Update Template” and included in the agenda package for the next regularly scheduled Committee of the Whole meeting. If the timing between meetings does not allow for a written submission to be produced prior to the agenda being circulated, a verbal report may be given at the meeting with the written report circulated and included in the next COW agenda package.
    - 5.8.7** The Town Clerk, or designate, is responsible for providing a recording secretary for Committee meetings.
    - 5.8.8** The CAO is responsible for reviewing minutes of all Committee meetings and for highlighting for Council those items in the minutes which require Council's attention.
    - 5.8.9** The Chair of any Committee may request an opportunity to report on the minutes or may request a Council member appointed to that Committee to present the information or actions during the Committee Report to Council.
    - 5.8.10** The CAO shall appoint a staff member or members as a liaison/resource member to all Committees.
    - 5.8.11** The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.
  - 5.9. Task Force Committees**
    - 5.9.1** Council may appoint special Task Force Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by Council.
    - 5.9.2** In appointing a Task Force Committee, Council shall fix clear terms of reference, a time schedule for the Task Force Committee to report, and the procedure to be followed in the selection of a Task Force Chair.
  - 5.10. Working Groups**
    - 5.10.1** Council authorizes the CAO to structure and utilize Working Groups from time to time to support and inform staff recommendations to Council.
    - 5.10.2** Working Groups may include, but not be limited to, areas including Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives.
    - 5.10.3** The CAO, or designate, shall develop terms of reference for each Working Group and inform Council of the creation and terms of reference of any Working Group that has been established.
    - 5.10.4** While Council members are not involved in the creation of a Working Group, they may become a member of a Working Group if appropriate.
  - 5.11. External/Partnership Committees**
    - 5.11.1** Council may participate on Committees with other municipal partners via request or through Intermunicipal Service Agreements.
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- i. These Committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Community Fibre Network.
  - ii. These Committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.
  - iii. While these Committees may provide their own orientation sessions, the CAO or designate will provide overview of the purpose of the Committee to the appointed Council member(s).
- 5.11.2** Council will participate in Committees with other partners via request or through established contracts or policies.
  - i. These Committees include, but are not limited to, Kings Point to Point Transit Society, Town and Gown, Annapolis Valley Regional Library, Wolfville Business Development Corporation, and the Annapolis Valley Trails Coalition.
  - ii. These Committees will be governed by their approved Terms of Reference and are outside of this Policy.
- 5.11.3** Council will appoint Council representatives including alternates to External/Partnership Committees identified under Section 5.11 in accordance with sections 5.2.1, 5.2.2, 5.3.1 and 5.3.2.
- 5.11.4** Council members who have already served on one of these Committees may be called upon to mentor/orientate new Councillors.
- 5.11.5** Alternates for these committees are appointed by Council.
- 5.11.6** Each Council representative will provide an update from their committee meeting(s) at the Committee of the Whole.

### **5.12. Council Member Attendance**

It is mandatory that Council members attend all Council meetings, including Committee of the Whole regular, budget and special meetings; all Public Hearings and all meetings for which they are appointed to under this policy. Attendance of members is recorded on each set of minutes. Virtual attendance is counted as if in person as per section 5.7.7 of this policy and MGA Section 19A.

In addition to the meetings specified in Section 5.1, 5.9, 5.10 and 5.11 of this Policy, Council members are expected to attend and participate in the following:

- Council Orientation Sessions
- Council Strategic Planning Sessions
- Council Retreats
- Meetings with local community groups and constituents as required.
- Meetings with adjacent municipal representatives as required.
- Nova Scotia Federation of Municipalities (NSFM) Regional and Provincial meetings
- Province of Nova Scotia Regional and Provincial meetings





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- Official Town of Wolfville events (Mayor or designate is officially expected to represent Council at these functions)
- Training and Conferences as per 110-004 – Conferences and Professional Development Policy

### 6.0 Policy Review

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

### 7.0 Repeal and Replace

The following policies are repealed and replaced with this policy:

110-009 Accessibility Advisory Committee

120-015 Environmental Sustainability Committee

140-007 Audit Committee

601-001 Design Review Committee

760-002 Public Art

610-002 Planning Advisory Committee

910-001 Source Water Protection Advisory Committee

110-012 Attendance & Participation for Council Members Policy

CAO	Date

## POLICY

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### Appendix A

## Accessibility Advisory Committee Terms of Reference

### 1. Purpose

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

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

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



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Wolfville.

### 3. References

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

### 4. Definitions

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

### 5. Membership

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

### 6. Meeting

#### 6.1 Frequency

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

	2023_07_18
CAO	Date

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### Appendix B

## Audit Committee Terms of Reference

### 1. Purpose

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

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

### 2. Mandate & Responsibilities

#### 2.1 Audit

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

#### 2.2 Finance and Risk Management

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

### 3. References

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



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### 4. Membership

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

### 5. Meeting

#### 5.1 Frequency

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

	2023_07_18
CAO	Date



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### Appendix C

## Planning Advisory Committee Terms of Reference

### 1. Purpose

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

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

### 2. Mandate & Responsibilities

The committee has the following responsibilities:

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

### 3. References

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



## POLICY

### 4. Definitions

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

### 5. Membership

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

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

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

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

### 6. Meetings

#### 6.1 Frequency

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

	2023_07_18
CAO	Date



## POLICY

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### Appendix D

## Source Water Protection Advisory Committee Terms of Reference

### 1. Purpose

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

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

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

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

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

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

### 2. Mandate & Responsibilities

The Committee has the following responsibilities:

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





## POLICY

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### 3. References

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

### 4. Membership

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

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

### 5. Meeting

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

	2023_07_18
CAO	Date

## REQUEST FOR DECISION 008-2024

Title: Virtual Meeting Policy #110-014 Amendments  
Date: 2024-02-14  
Department: Office of the CAO

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## SUMMARY

### Virtual Meeting Policy Amendments

The Council Policy Review Task Force Committee recommend the following amendments to the Virtual Meeting Policy #110-014:

- Removing limits on how many meetings may be attended virtually.
- Clarifying the process around virtual polling of Council, resulting in the repeal of the Telephone & Electronic Polls Policy#110-008

Acknowledging that everyone's circumstances differ and to promote inclusivity, the Task Force wish to encourage future members who may not have considered running for Council or joining a committee previously, by removing a barrier which may restrict in person attendance at meetings. As an example, this could be due to working outside of the Town and being unable to attend a meeting on time, family or other commitments or a disability. Removing the limit to the number of times a member may attend a meeting virtually could help promote diversity within Council and among citizen committee members, by making the business of meetings more accessible for everyone.

Virtual platforms for meetings were used throughout the COVID pandemic without disruption to process and have continued to be utilized. There is increased comfort in the use of the technology required and a Teams or Zoom meeting is the preferred option if having to meet to discuss an urgent subject. As such using the telephone or email to conduct voting among Council is no longer common practice. Using a virtual platform provides more transparency, greater clarity, is more efficient and means everyone is getting the same information at the same time.

It is the recommendation of the Task Force Committee to repeal Policy #110-008, Telephone & Electronic Polls Policy and approve the amendments to policy#110-014, Virtual Meeting Policy.

### DRAFT MOTIONS:

That Council approve amendments as per the attached Virtual Meeting Policy #110-014.

That Council approve the repeal of Telephone and Electronic Polls Policy #110-008.

## REQUEST FOR DECISION 008-2024

Title: Virtual Meeting Policy #110-014 Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff bring forward the recommendation from the Council Policy Review Task Force Committee, that Council approve the amendments to the Virtual Meeting Policy #110-014 and approve the repeal of Telephone & Electronic Polls Policy #110-008 as attached to this RFD.

### 4) REFERENCES AND ATTACHMENTS

1. Revised Draft Virtual Meeting Policy #110-014 (attached)
2. Telephone & Electronic Polls Policy #110-008 (attached)

### 5) DISCUSSION

The Virtual meeting Policy #110-014 was created as a direct result of the COVID pandemic to enable Council to continue to meet without interruption and carry out their duties openly and transparently. Meeting by virtual platform continues and is integral to continuing workplace practices allowing meetings to continue when people are unable to gather in one physical spot.

The use of this technology promotes a more inclusive, barrier free environment and amending the Virtual Meeting Policy to remove the limit on how many times a meeting can be attended virtually could help open the door for underrepresented members of society to participate in the work of Council either as a Council member, citizen or staff member.

A barrier to someone wishing to join Council or a committee could be their work proximity, other commitments, or a disability to name a few. Allowing attendance virtually without limit could encourage those who may not have felt it was possible if they had to attend most meetings in person.

The Virtual Meeting Policy has its own Code of Conduct which holds members accountable to be able to participate fully while attending virtually.

## REQUEST FOR DECISION 008-2024

Title: Virtual Meeting Policy #110-014 Amendments

Date: 2024-02-14

Department: Office of the CAO

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Since the Telephone & Electronic Poll Policy #110-008 was created back in 2012, the use of video technology to carry out polls negates the need for this policy. Using a virtual platform for urgent polling of Council rather than email or telephone is more efficient, transparent and reduces errors in counting.

Therefore staff recommend the approval of the amendments to the Virtual Meeting Policy and the repeal of the Telephone and Electronic Poll Policy.

### 6) FINANCIAL IMPLICATIONS

N/A

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The proposed amendments to the Virtual Meeting Policy and the subsequent repeal of the Telephone & Electronic Poll policy are administrative in nature.

The promotion of a barrier free, inclusive environment aligns with Council's strategic objective of Social Equity.

### 8) COMMUNICATION REQUIREMENTS

The policy will be updated to reflect the amendments and made available to the public.

### 9) ALTERNATIVES

That Council does not approve the amendments to the Virtual Meeting Policy.

That Council does not approve the repeal of the Telephone and Electronic Poll Policy.



## POLICY

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<b>Council &amp; Committees of Council Virtual Meeting Policy</b>	
<b>Policy Number:</b> 110-014	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2022-09-27	<b>Approved by Council Motion Number:</b> 24-09-2022

### 1.0 Purpose

The Town of Wolfville is committed to working to provide a work environment that promotes **barrier free accessibility, inclusivity and** the safety of members of the public, Council members and staff.

The COVID-19 pandemic which affected Nova Scotia at the beginning of 2020, provided opportunity to seek alternative, safe and secure solutions to enable meetings of Council and the work of the Town, Council and their Committees to continue with minimal interruption, in an off-site setting, maintaining transparency and providing increased accessibility options for all.

Circumstances may exist where it may not be possible for every member of Council/citizen member or staff to meet in person for every meeting. This policy enables the Town to continue to offer virtual/hybrid meeting options to Councillors, Citizen Committee members, staff and members of the public enabling full participation in Council and Committees of Council meetings virtually (by video conference) and to promote diversity by encouraging anyone who may have been unable to attend meetings in person by helping to remove that barrier.

Meetings of Council which this policy applies to are:

- Town Council Meetings (including Special Meetings of Council)
- Committee of the Whole
- Accessibility Committee
- Audit Committee
- Planning Advisory Committee
- RCMP Advisory Committee
- Source Water Protection Committee
- Any other Committee of Council formed as per the Committees of Council Policy #110-001



## POLICY

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The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in the ***Municipal Government Act***.

### 2.0 Scope

This policy applies to all members of Council and Committees of Council (including citizen members), members of the public and staff.

### 3.0 References

3.1 *Municipal Government Act*, R.S.N.S. 1998, c.19A:

### 4.0 Definitions

**"Town"** means the Town of Wolfville

**"Council"** means the Council of the Town of Wolfville

**"Council member(s)"** include(s) the Mayor

**"Citizen member(s)"** mean citizen committee members

**"Committees of Council"** means the advisory committees as referenced in our Committees of Council Policy

**"virtual"** means video conference

**"hybrid"** means a mix of virtual and in person participants

**"accommodation"** means adjustment made in method of meeting participation to allow for individual needs

**"Ad Hoc"** means a meeting not in the approved Committees of Council/Council meeting Calendar.

### 5.0 Policy

#### 5.1 Public Notice

In accordance with the Municipal Government Act, a Council meeting or Committee of Council meeting may take place virtually if, at least two days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted.

The notice to the public will be given by advertising:

- i. on the Town's publicly accessible Internet site; and
- ii. on the Town's social media platforms such as Facebook and Twitter.



## POLICY

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Notwithstanding section 5.1, where the Mayor determines that there is an emergency, a meeting may be conducted virtually without notice or with such notice as is possible in the circumstances.

### 5.2 Virtual Attendance at Meetings

Council and staff may attend meetings of Council virtually in accordance with the Committees of Council Policy #110-001.

The Chair may request an all-virtual meeting should the number of participants approved to attend virtually cause a challenge to hold an effective hybrid meeting and by providing one weeks' notice.

#### 5.2.1 Attending Virtually

##### Members of Council

A member of Council attending a meeting virtually shall:

- i. advise Members of Council, the CAO and the Town Clerk using the Town Council email.
- ii. use equipment that allows all participants and viewing members of the public to see and hear them.

##### Members of Staff

Members of staff attending a meeting virtually shall:

- i. inform the CAO and Town Clerk.
- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.

The CAO attending a meeting virtually shall:

- i. inform the Mayor and Deputy Mayor and Town Clerk
- ii. have equipment that allows all participants and viewing members of the public to see and hear them if they are presenting at the meeting.

##### Citizen Committee Members & Members of the Public

All citizen committee members and members of the public will be given the option of attending meetings virtually through the Town Clerk.



## POLICY

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The Town Clerk is to be made aware of all requests with no less than 24 hours' notice where possible, to allow for technical set up.

### 5.3 Town Equipment Requirements

The Town is committed to providing a hybrid/virtual option for all meetings and will ensure:

- i. the electronic equipment enables all meeting participants to see and hear each other during the meeting.
- ii. a link to enable members of the public to participate in the meetings will be made available upon request.
- iii. a live streaming option will be available for observation in real time of Town Council and Committee of the Whole meetings only.

### 5.4 Recording Attendance of Council Members attending virtually

Any Council member participating virtually in a meeting shall be deemed to be:

- i. Present in accordance with the guidelines in the Code of Conduct for Virtual Meeting Participants.
- ii. absent for any parts of the meeting in which a member is not permitted to participate virtually under this Policy and in conjunction with **Committees of Council Policy 110-001**.

### 5.5 Technological problems - failure to connect or disconnection

If technological problems prevent a Council or Citizen member of Council from participating in a meeting prior to the meeting commencing, said member shall be marked absent from the meeting.

If a Council or Citizen member of Council becomes disconnected from the meeting due to technical problems or other reasons, the minutes shall reflect that said member left the meeting at the time of the disconnection.

### 5.6 Virtual Voting

The Mayor or CAO may call for any urgent decisions arising to be voted upon virtually. If a quorum has been reached by virtual means i.e. video call, the vote can proceed and is

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## POLICY

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valid. Votes made by telephone, email or during informal in person discussions between members are not valid and do not count.

### 5.7 Secret Ballot Voting

Council members are unable to participate virtually, in any of the following:

- i. any part of a meeting during which the issue under discussion will be decided by a vote held by secret ballot.
- ii. vote held by secret ballot.

### 5.8 Code of Conduct

All Council and staff members who attend Council & Committee of Council meetings will read and sign a Code of Conduct for Virtual Meeting Participants (*see Appendix A*) confirming they have understood and will abide by the requirements laid out therein.

## 6.0 Review of Policy

The Town will review this Policy every four years.

## 7.0 Repeal and Replace

This policy repeals and replaces the following policy:

110-008 Telephone & Electronic Polls Policy

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CAO or Town Clerk

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Date



## **POLICY**

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### **Appendix A**

#### **Code of Conduct for Virtual Meeting Participants**

Participants attending meetings virtually shall have equipment that enables you to:

- Share your camera
- Mute/unmute microphone
- Share files
- Share your desktop/screen
- Send and read chat messages, if required

#### **Technical Requirements and Equipment**

It is recommended you test all technical requirements and equipment in advance to avoid disruption of the meeting.

- Stable and reliable Internet connection
- Audio (computer speakers, microphone, telephone, etc.)
- Webcam
- Headset required for In Camera portion of meetings.

#### **Technical considerations**

- Presenters (if presenting virtually) can consider using a microphone for better sound (headset, clip-on, desktop mic)
- It is preferred all presenters are in person.
- Decide how media will be displayed (and test it in advance) – share your screen/desktop.



## POLICY

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### Virtual meeting etiquette

- All Council members taking part in a meeting virtually shall have their cameras switched on for the entirety of the meeting.
- The Chair should let participants know when they will be able to make comments/ask questions during the meeting.
- Ask all participants to signal and wait a couple seconds before speaking to account for lagging time.
- Remind participants to be on mute, have webcam on and limit background noise and distractions as much as possible.
- For In Camera meetings, participants joining virtually *must*:
  - be alone unless with another participant of the meeting who has permission to attend.
  - Ensure no-one can see or hear you or other participants in the in-camera meeting if they are not an attendee of that portion of the meeting.

**No unauthorized recording of any meeting shall take place.**

**I have read, understood, and agree to abide by this Code of Conduct.**

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**Name**

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**Signature**

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**Date**



## POLICY

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### Telephone and Electronic Polls

<b>Policy Number:</b> 110-008	<b>Supersedes Policy Number:</b> 1221-37
<b>Effective Date</b> 1999-11-15 Amended 2012-10-15	<b>Approval By Council (Motion Number):</b> 12-11-99 10-10-12

#### 1.0 Purpose

To establish a policy for the handling of polls of members of Council.

#### 2.0 Scope

This Policy is applicable to the Chief Administrative Officer, Mayor and Council Members of the Town of Wolfville.

#### 3.0 References

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

#### 4.0 Definitions

- 4.1 **Telephone Polls:** An arrangement where individuals are consulted individually by phone, provided with information, then asked for their approval. For the purpose of this policy individuals may be consulted in person or by telephone.
- 4.2 **Electronic Poll:** An arrangement where individuals are contacted electronically, provided with information and requested to respond with their approval or disapproval of the question presented.
- 4.3 **Polls:** Telephone or electronic.

#### 5.0 Policy

- 5.1 Polls of members of Council may be conducted by the Mayor or Chief Administrative Officer requesting a decision on any matter. Whenever possible, electronic polls are preferred as they provide documentation of the individual's response.
- 5.2 The Chief Administrative Officer may delegate a single staff member to conduct a poll of Council members provided that the staff member is provided with sufficient information to respond to questions from members.
- 5.3 All reasonable efforts will be made to contact all Council members.



## POLICY

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- 5.4 If a request made in any poll is approved by all members of Council contacted, provided that number constitutes a quorum, it is deemed to be approved and a resolution ratifying the decision shall be introduced at the next regularly scheduled meeting.
- 5.5 If a request made in any poll is not approved by all members contacted, the decision is deemed to be not approved.
- 5.6 If ( Subject to Section 5.4) the request is not approved, the Mayor or Chief Administrative Officer, shall have three options:
- No further action is taken on the request.
  - A Special Meeting is called according to the Municipal Government Act or Town Bylaw to deal with the request at which time majority and minority opinions can both be heard.
  - The request is deferred and placed on the Agenda for the next regularly scheduled Council meeting during which time majority and minority opinions can both be heard.

Note: As in other policies it is understood that in emergency situations the Mayor and Chief Administrative Officer (should time not permit the polling of Council) make decisions and inform Council of such action as is appropriate.

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CAO

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March 10, 2016

Date

## REQUEST FOR DECISION 009-2024

Title: Council Conference & Professional Development Policy Amendments

Date: 2024-02-14

Department: Office of the CAO

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## SUMMARY

### Council Conference & Professional Development Policy Amendments

Upon review of the Council Conference & Professional Development Policy #110-004, the Council Policy Review Task Force Committee recommend the following amendments:

- Each Council member will be given a stipend for their term on Council (identified during the budget process)
- There will be no date restrictions on members to identify the training they wish to pursue.
- Members to provide fulsome feedback on conferences/training they attend.

It is recognized that asking new members of Council to identify conferences/professional development they wish to undertake after being in the role a matter of months may not be realistic. Having a deadline each year to identify desired training is restrictive and there is a danger members may miss out on more suitable training due to the timing of it happening in a year where events have already taken place and the budget used up.

To ensure members can identify and attend opportunities to assist them with their role on Council, the recommendation is to introduce a stipend for each member informed during the budget process for their four-year term on Council, removing timeline restrictions.

A revised feedback form is attached as an appendix to this policy.

### DRAFT MOTIONS:

That Council approve amendments as per the attached Policy, Council Conference and Professional Development Policy #110-004.

## REQUEST FOR DECISION 009-2024

Title: Council Conference & Professional Development Policy Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 1) CAO COMMENTS

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff bring forward the recommendations made by the Council Policy Review Task Force Committee that Council approve the amendments to Council Conference & Professional Development Policy #110-004.

### 4) REFERENCES AND ATTACHMENTS

1. Revised Council Conference & Professional Development Policy #110-004 (attached)

### 5) DISCUSSION

The amendments to the Council Conference & Professional Development Policy #110-004 are intended to give Council more flexibility to decide what their professional development goals are and to remove restrictions in choosing conferences/training which will support those goals.

It was recognized that there is a learning curve for any new member of Council so to ask them to identify what areas of professional development may assist them in their time on Council within the first few months is not ideal. The introduction of a stipend at the beginning of their four-year term and the removal of restrictive deadlines supports members to take time to learn the role and identify which area of training and development they want to pursue.

Members are encouraged to share their newly acquired knowledge with Council and a more detailed feedback form has been drafted to support this as an Appendix to the revised policy.

All members are encouraged to attend NSFM and FCM when it comes to Halifax.

### 6) FINANCIAL IMPLICATIONS

These amendments will inform the budget process for the new Council.

NSFM is separately budgeted and not part of the stipend.

## REQUEST FOR DECISION 009-2024

Title: Council Conference & Professional Development Policy Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The proposed amendments to the Council Conference & Professional Development Policy are administrative in nature.

### 8) COMMUNICATION REQUIREMENTS

The Town's policies will be updated to reflect the amendments and made available to the public.

### 9) ALTERNATIVES

That Council does not approve the amendments to the Council Conference & professional Development Policy.



## REQUEST FOR DECISION 010-2024

Title: Routine Access Policy#120-010 - Amendments

Date: 2024-02-14

Department: Office of the CAO

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## SUMMARY

### Routine Access Policy Amendments

While not a policy of Council, during discussions, the Council Policy Review Task Force Committee identified there was a need for clarity around correspondence that is received by all Town Council from members of the public. The discussion was sparked when a member of the community requested a piece of correspondence from a couple of years earlier.

Public correspondence was previously published in background agendas to Town Council meetings and therefore easily accessible on the Town's website. In 2022 the decision was made to stop including public correspondence. It is not a legislated requirement and concerns had been raised around policy on whether to publish correspondence received that may contain derogatory or inflammatory remarks. After lengthy discussion, Council decided to stop publishing the correspondence, resulting in there no longer being a need for a policy.

Policy around requests from the public to access this correspondence is now covered in the updated Routine Access Policy #120-010 as attached to this RFD.

### DRAFT MOTIONS:

That Council approve amendments as per the attached Policy, Routine Access Policy #120-010.

## REQUEST FOR DECISION 010-2024

Title: Routine Access Policy#120-010 - Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act
- Freedom of Information Act 1993

### 3) STAFF RECOMMENDATION

Staff recommend that Council approve the amendments to the Routine Access Policy #120-010

### 4) REFERENCES AND ATTACHMENTS

1. Revised Routine Access Policy #120-010 (attached)

### 5) DISCUSSION

Council previously discussed a policy around dealing with public correspondence received by all Town Council as it was published in the background agendas for Town Council meetings. During those discussions, concerns were raised around what to do if correspondence came in that contained derogatory or inflammatory remarks. The result being that as it is not a legislated requirement, we would no longer publish any public correspondence and therefore the need for a policy ceased.

Correspondence to Council is still received, stored and accessible to the public upon request. A recent request from the public to view a piece of correspondence from the past revealed a gap in policy. Amendments to the Routine Access Policy #120-010 address this gap.

For clarity, this only relates to correspondence received to the Mayor and Council whether through the Town Council email, hand delivered or via regular mail. It does not refer to correspondence received by an individual Councillor or to the Mayor exclusively.

### FINANCIAL IMPLICATIONS

N/A

## REQUEST FOR DECISION 010-2024

Title: Routine Access Policy#120-010 - Amendments

Date: 2024-02-14

Department: Office of the CAO

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### 6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

While being administrative in nature, this change also supports Councils guiding principle of Transparency.

### 7) COMMUNICATION REQUIREMENTS

The Town's policies will be updated to reflect the amendments and made available to the public.

### 8) ALTERNATIVES

That Council does not approve the amendments to the Routine Access Policy.



## POLICY

Routine Access	
<b>Policy Number:</b> 120-010	<b>Supersedes Policy Number:</b> Not applicable
<b>Effective Date:</b> 2015-02-17	<b>Approval By Council Motion Number:</b> 18-01-15

### 1.0 Purpose

The purpose of this policy is to clarify which records of the Municipality are available routinely upon request and which requests for records require review by the Responsible Officer under Part XX, Freedom of Information and Protection of Privacy, of the *Municipal Government Act*.

### 2.0 Scope

- 2.1 This Policy will improve public access to records of the Town which are not released through active publication, without having to submit a request under Part XX of the Municipal Government Act.
- 2.2 This Policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer under Part XX of the Municipal Government Act.

### 3.0 References

- 3.1 Nova Scotia Municipal Government Act Part XX
- 3.2 Freedom of Information Act 1993

### 4.0 Definitions

- 4.1 **Council** means the Town Council of the Town of Wolfville
- 4.2 **Town** means the Town of Wolfville.
- 4.3 **Town Clerk** means the Town Clerk for the Town of Wolfville.

### 5.0 Policy

- 5.1 Applications for routine release of information may be made in person, or in writing, to the staff person having custody of the record.
- 5.2 Any applications for records exceeding one copy of a single record must be made in writing to the Town Clerk and such applicants may be expected to pay for the staff time and costs required to process the application.



## POLICY

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- 5.3 A charge may also apply for the reproduction of any map.
- 5.4 Staff having custody of the requested record will release one copy, at no charge (unless otherwise noted), of any of the following records within two business days of a request.
- a. All Policies and Bylaws approved by Council.
  - b. Any document received by Council or any Committee of Council at a meeting which is not a “closed session” under Sections 22 or 203 of the *Municipal Government Act*. For greater certainty, this includes all financial statements and reports, as well as all Council approved and/or received studies and reports.
  - c. All approved minutes of any meeting of Council or any Committee of Council which are not associated with a “closed session” under Sections 22 or 203 of the *Municipal Government Act*. For greater clarity, draft minutes that have not yet been approved by Council or any Committee of Council are not considered to be routine access.
  - d. All agendas of any meeting of Council or any Committee of Council which is not a “closed session” under Sections 22 or 203 of the *Municipal Government Act*.
  - e. Any permit or approval issued by any employee of the Town except that the mailing address of the permit holder shall be excised. This specifically does not include the application for such permit or approval, nor any document which is not directly referenced by the permit or approval. Copies of any document directly referenced by the permit or approval will not be routinely copied, however can be reviewed at the Town upon request.
  - f. Any finished map created and published by the Town. This specifically does not include i) raw data such as shape files or data tables required to produce the map; and ii) printed copies of map images or other information pages produced by Property Online. Raw data may be shared upon approval through the execution of a data sharing agreement. There may be a charge incurred by the applicant associated with the reproduction of any maps.
  - g. Any newsletter, advertisement or other document publicly distributed by the Town.
  - h. Any document published by the Town on its website.
  - i. Civic address, Property Identification Number, Assessment Account Number, and assessed value of any property within the Town. This specifically does not include the capped assessment figure or the owner mailing address.



## POLICY

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- j. The amount of taxes or other debts owed to the Town.
  - k. The job description and salary band of any employee or Council member of the Town.
  - l. The expense claims of any employee or Council member of the Town, including all associated receipts and documentation, in accordance with Town Policy 120-008.
  - m. Correspondence addressed to all Town Council whether received via email or mail or hand delivered to the Town.
- 5.5 Staff having custody of a requested record which is not clearly listed or defined in Section 5.4 of this Policy shall not release the requested record and shall refer the matter to the Responsible Officer under Part XX of the *Municipal Government Act*.
- 5.6 Staff shall protect the privacy of individuals' personal information contained in public correspondence before any disclosure to the public if it is deemed to be an unreasonable invasion of their personal privacy.

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CAO

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Date

## REQUEST FOR DECISION 004-2024

Title: Kings Transit Authority 2024/25 Budget

Date: 2024-02-14

Department: Finance

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## SUMMARY

### Kings Transit Authority (KTA) 2024/25 Budget

Each year the Council's signatory to the Inter-Municipal Service Agreements (IMSA's) related to Kings Transit Authority consider the annual budget recommended by the KTA Board of Directors. The budget for KTA is vetted through the Interim IMSA Board of Directors and then forwarded to the participating municipal units. The Board met January 17, 2024 and forwarded the related budgets to the respective municipal units.

As part of the annual process, staff prepare a Request for Decision for Council's consideration as to approving the budget.

For 2024/25, KTA's budget submission to Council requires an operating contribution from Town of Wolfville in the amount of \$259,365 (increase of \$22,365 from previous year budget) and a capital contribution of \$12,000 (no change from previous year budget).

### DRAFT MOTION:

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

That Council approve the Kings Transit Authority's 2024/25 Operating and Capital Budgets.

## REQUEST FOR DECISION 004-2024

Title: Kings Transit Authority 2024/25 Budget

Date: 2024-02-14

Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

January 2021 Interim Inter-Municipal Service Agreement, Section 14 - Operational Matters.

### 3) STAFF RECOMMENDATION

Staff recommend approval of the KTA budgets as submitted by the Interim IMSA Board of Directors.

### REFERENCES AND ATTACHMENTS

- 2024/25 KTA Operating and Capital Budgets – attached

### 4) DISCUSSION

A similar process is used by Town Staff in presenting the IMSA budgets (KTA and VWRM) to Council for consideration. The process has become one where Council focuses on the following aspects of a Board approved budget forwarded to municipal units for approval:

- Do the budget estimates appear reasonable, i.e. probable that the Authority will end the fiscal year at break even or better
- are there any trends that raise concern and could lead to increased requirement for municipal contributions
- does the KTA budget requirement fit within the Town's approved budget/reasonable cost for service provided

#### Do the estimates appear to be reasonable?

The 2024/25 Budget document once again includes a year end financial forecast for 2023/24 which can help inform expectations for the coming year.

- Overall KTA is expecting a surplus of \$85,405 for the 2023/24 fiscal year.
  - Fare revenue is forecasted to be higher than expected by \$42k (5%)
  - Fuel expense is down \$119k due to price not volume driven
- KTA is requesting a 6.4% increase for the 2024/25 Budget compared to 2023/24 Budget



## REQUEST FOR DECISION 004-2024

Title: Kings Transit Authority 2024/25 Budget

Date: 2024-02-14

Department: Finance

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### Any trends that cause concern or should be noted?

- KTA took into account the increase in ridership of 104k.
- KTA recognizes other funding sources will be down 28k (They will not be receiving a \$22,000 grant from the province and believe advertising income will also be down \$6,000).
- They have considered the anticipating average price of fuel to be \$1.65 net of HST rebate.
- As the older buses require more repairs, they have increased the cost of repairs and maintenance of 23k

### Other comments

Transit has grown in importance over the years in response to a growing acceptance that transit (if well delivered to the community) can positively impact economic development, accessibility, environmental sustainability, and social equity.

Finding a way to provide the service while ensuring reasonable municipal cost increases will be the challenge in upcoming years.

## 5) FINANCIAL IMPLICATIONS

The Town's approved budget for 2024/25 includes estimated transit costs of:

	<b>2024/25 Budget</b>	<b>2023/24 Budget</b>
KTA Op Budget contribution	\$259,365	\$237,000
KTA Cap Budget contribution	\$12,000	\$12,000
Kings Point to Point Transit estimated contribution	\$10,200	\$10,000
<b>Total per Transit Service Line</b>	<b>\$281,565</b>	<b>\$259,000</b>

KTA's budget submission to Council requires an operating contribution of \$259,365 and a capital contribution of \$12,000. The increase from the previous budget of \$22,365 for KTA will be manageable in the coming year. If Kings Transit does end the 2023/24 year with a surplus, the Town's share of that surplus will help with the increased budget.

## REQUEST FOR DECISION 004-2024

Title: Kings Transit Authority 2024/25 Budget

Date: 2024-02-14

Department: Finance

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## 6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Transit services relate to all four strategic directions from the 2021-2025 Strategic Plan:

- Economic Prosperity
  - Affordable transportation for the greater Wolfville area aids in employee ability to travel to work, as well as an added option for potential customers to shop Wolfville.
- Social Equity
  - One of the growing key aspects of public transit is providing options to those that do not have their own vehicle.
  - Accessible public transit adds a transportation option in an area where private operators are less likely to provide an adequate service level.
- Climate Action
  - Higher use of transit can assist in taking more vehicles off the road and thereby helping to reduce GHG emissions.
- Community Wellness
  - Public transit is another element that makes for a more inclusive community.

## 7) COMMUNICATION REQUIREMENTS

Advise Kings Transit of Council's decision.

## 8) ALTERNATIVES

Not approve the budget. May not have an impact on KTA this year depending on other municipal Council decisions. Refer to IMSA regarding majority vote required for budget approval.



# Budget Presentation

2024-2025 Budget  
2023-2024 Forecast  
Operating and Capital



**Kings Transit**  
Authority

# OPERATIONS FUNDING OVERVIEW

## Kings Transit Authority

### Municipal Contributions

#### Operating Grants

			2023-2024 Forecast		2024-2025
			Budgeted Funding	(Surplus) / Deficit	Budgeted Funding
Core Partners	Municipality of Kings	60%	975,406	(51,243)	924,162
	Town of Kentville	20%	325,135	(17,081)	308,054
	Town of Wolfville	15%	243,851	(12,811)	231,041
	Town of Berwick	5%	81,284	(4,270)	77,014
		100%	1,625,676	(85,406)	1,540,270
Service Partners	Annapolis County	Actual	656,003	49,824	705,827
	Digby County	Costs	340,333	11,008	351,341
			996,336	60,832	1,057,168
					1,200,030

2025 budget represents an overall increase of 6.4% to Core, 24.2% to Annapolis and 13.3% to Digby vs 2024 budget.

# PROPOSED CONTRIBUTION SCHEDULE

## Kings Transit Authority

### Municipal Contributions

#### Proposed Operating Grant Schedule

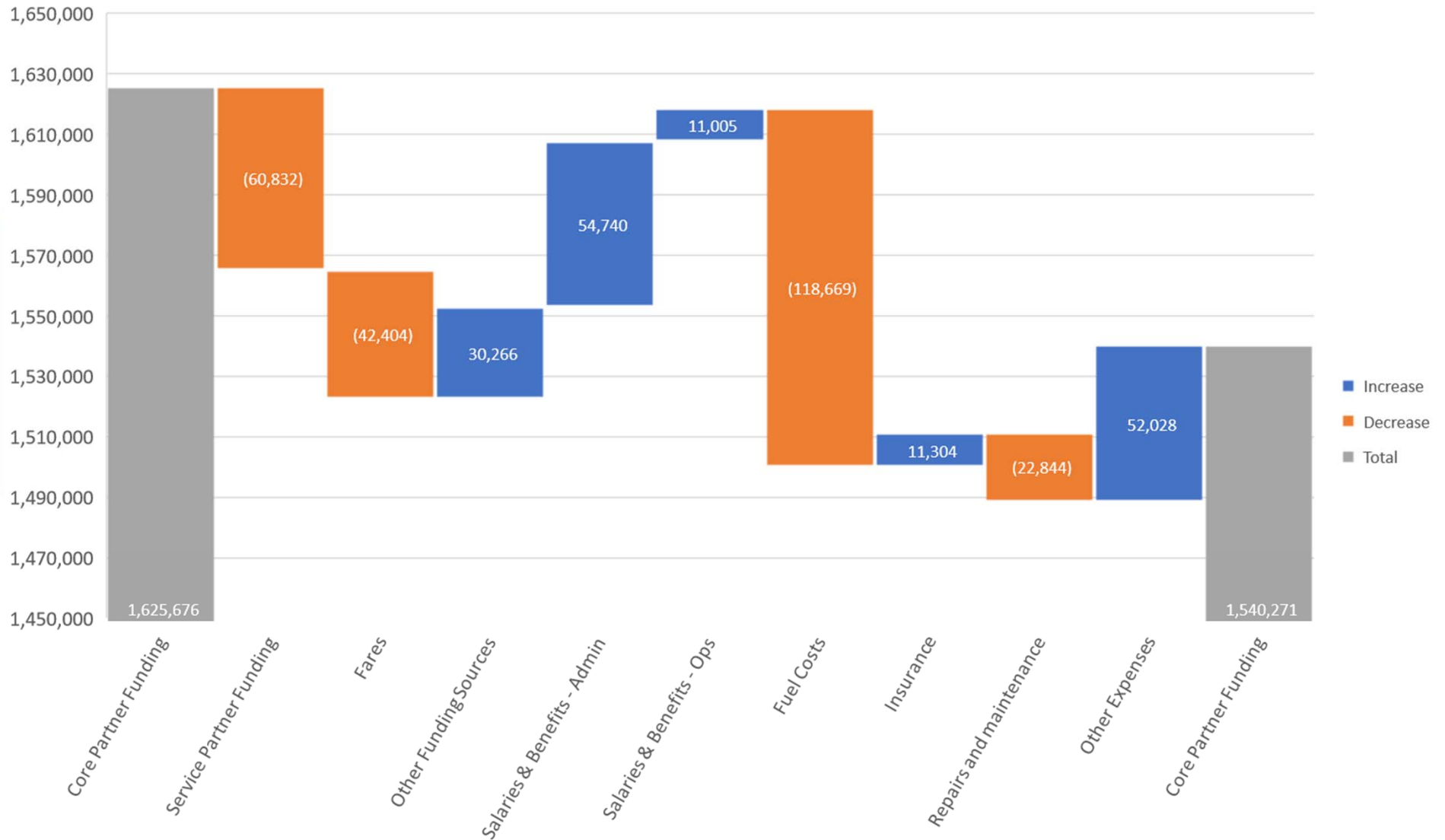
		Q1	Q2	Q3	Q4	Total
Core Partners	60% Municipality of Kings	414,985	311,238	155,619	155,619	<b>1,037,462</b>
	20% Town of Kentville	138,328	103,746	51,873	51,873	<b>345,821</b>
	15% Town of Wolfville	103,746	77,810	38,905	38,905	<b>259,365</b>
	5% Town of Berwick	34,582	25,937	12,968	12,968	<b>86,455</b>
		<b>691,641</b>	<b>518,731</b>	<b>259,365</b>	<b>259,365</b>	<b>1,729,103</b>
Service Partners	Annapolis County	each month	67,878			<b>814,534</b>
	Digby County	each month	32,125			<b>385,496</b>

### Municipal Contributions

#### Proposed Operating Grant Worksheet

	Q1	Q2	Q3	Q4	Total
Core Partners					
External Funded Revenue	532,709	548,856	551,109	555,171	<b>2,187,845</b>
Expenses	991,610	890,695	996,569	958,074	<b>3,836,948</b>
Net Surplus (Deficit)	<b>(458,901)</b>	<b>(341,839)</b>	<b>(445,460)</b>	<b>(402,903)</b>	<b>(1,649,103)</b>
Estimated Loss Ratios	27.8%	20.7%	27.0%	24.4%	100.0%
Suggested Ratios to Use	40.0%	30.0%	15.0%	15.0%	100.0%

## Change in Municipal Operations Partner Funding - Budget 2024 to Forecast 2024



# F24 TO B24 VARIANCES

Net Surplus of \$85,405 forecasted - 5.3% of 2024 budget

- Fuel 119K - price not volume driven
- Service partner funding 61K - Annapolis 50K / Digby 11K
- Fare revenues 42K - ridership higher than expected
- Other expenses (63K) - insurance 11K / IT 28K / travel 8K / professional services 14K
- Employee compensation (28K)

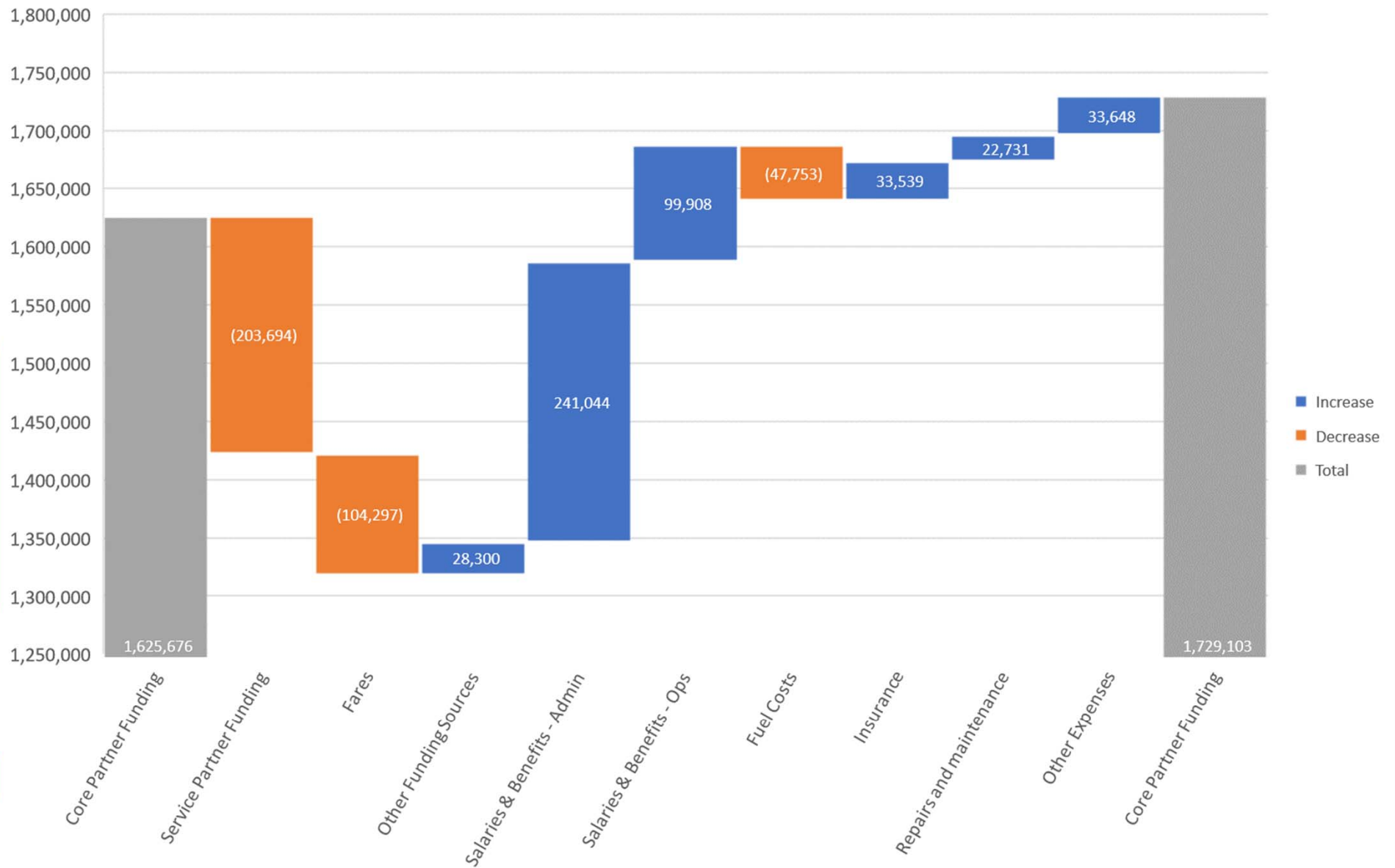
Training Manager missed in last year's budget

Additional mechanic hired in Q3

Annapolis / Digby mechanic labour not accounted for properly in 2024 budget

Full time GM not hired; Dwight part time / Director of Finance hired in Q3

## Change in Municipal Operations Partner Funding - Budget 2024 to Budget 2025





# B25 TO B24 VARIANCES

Requesting 6.4% increase to funding from Core

- Fuel 48K – anticipating average price of \$1.65 net of HST rebate
- Service partner funding 204K – Annapolis 159K / Digby 45K
- Other funding sources (28K) – advertising & PNS grant
- Fare revenues 104K – ridership increase continues
- Bus repairs and maintenance (23K) – older buses require more repairs, scarcity of parts increasing prices more than cost of living
- Other expenses (67K) - insurance costs +10% / IT – M365 / professional services 26K (recruiting, legal & audit)
- Employee compensation (341K)

GM & Dir. of Finance offer increases +45K (market driven)

Cost of living increase 5.3%

+2.5 FTEs – Training Manager, additional Mechanic and part time Operations Supervisor

Annapolis / Digby mechanic labour not accounted for properly in 2024 budget

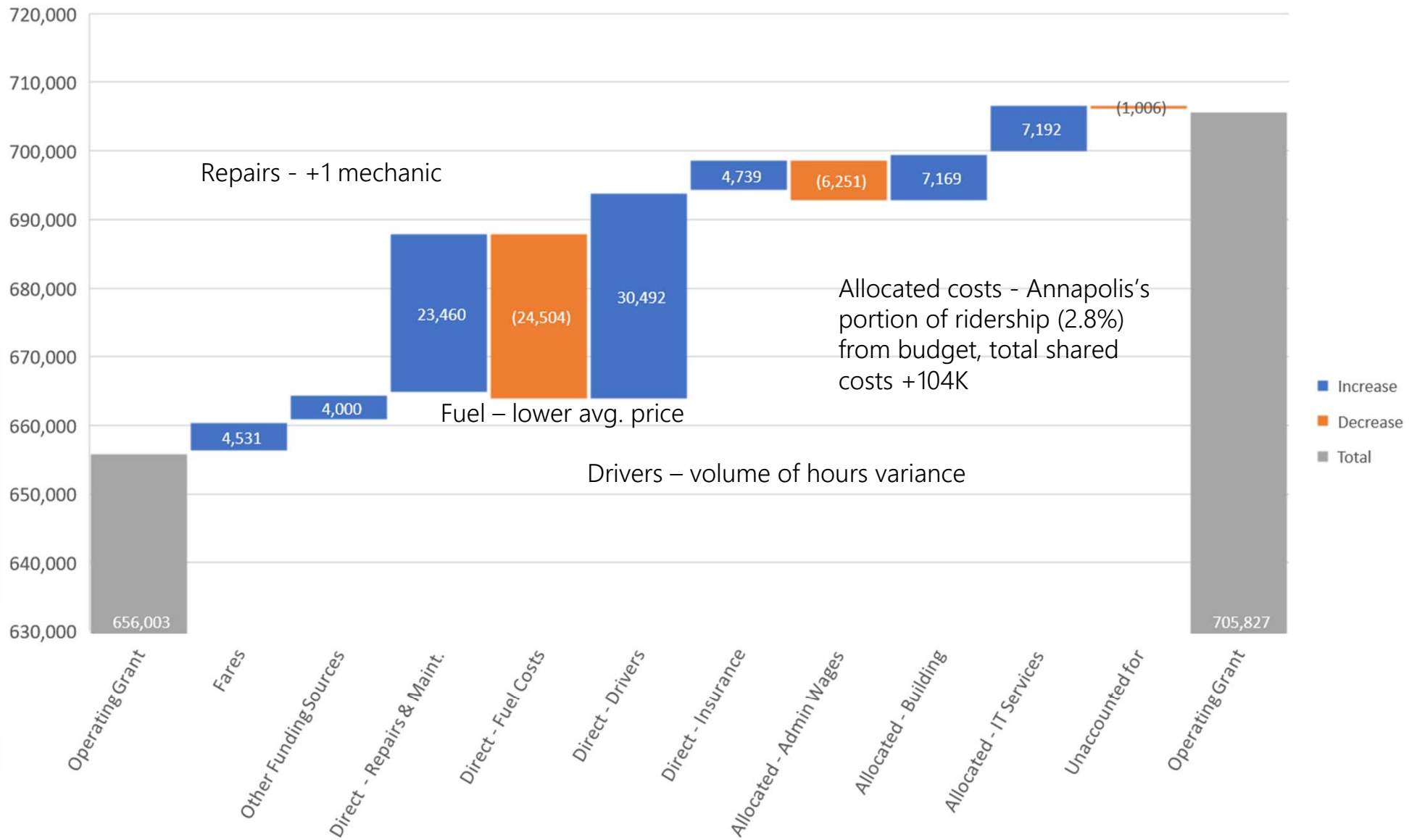
# Kings Transit Authority

## Statement of Revenues and Expenditures

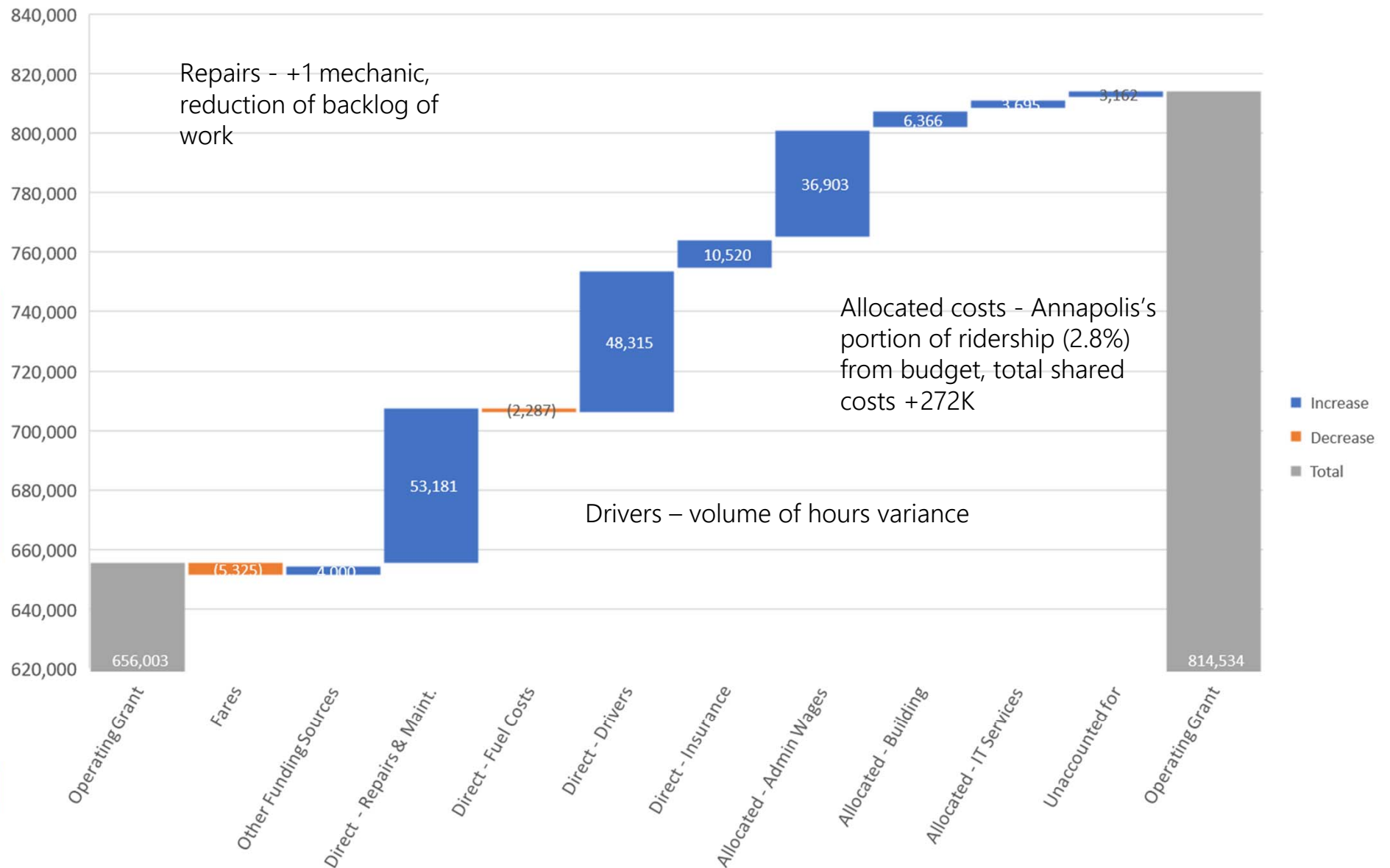
### Operating Budget

	2024-2025 Budget	2023-2024 Forecast	2023-2024 Budget	2022-2023 YE Actuals
<b>Revenues</b>				
Fares	898,815	836,922	794,518	729,242
Advertising income	9,000	7,134	15,000	13,567
Operating grants PNS	-	-	22,000	342,660
Operating grants core members	1,729,103	1,625,676	1,625,676	1,241,847
Operating grants service partners	1,200,030	1,057,168	996,336	821,995
Gain/loss from sale of capital assets	-	8,572		14,666
Other revenues	-	(8,672)	300	8,672
	<b>3,836,948</b>	<b>3,526,799</b>	<b>3,453,830</b>	<b>3,172,649</b>
<b>Expenses</b>				
Salaries - administration	675,644	489,340	434,600	251,682
Salaries - operations	1,510,388	1,421,485	1,410,480	1,397,000
Fuel	713,047	642,131	760,800	697,729
Insurance	213,539	191,304	180,000	177,106
Repairs and maintenance	347,731	302,156	325,000	337,091
Allocated shared costs	360,767	296,140	226,062	189,294
Cost recovery - Annapolis	(238,733)	(195,966)	(166,593)	(133,399)
Cost recovery - Digby	(122,034)	(100,173)	(59,469)	(55,885)
Administrative	376,598	394,978	342,950	312,031
	<b>3,836,948</b>	<b>3,441,393</b>	<b>3,453,830</b>	<b>3,172,649</b>
<b>Net Surplus</b>	-	<b>85,405</b>	-	-

## Change in Annapolis Service Partner Funding - Budget 2024 to Forecast 2024



## Change in Annapolis Service Partner Funding - Budget 2024 to Budget 2025



# Kings Transit Authority

## Statement of Revenues and Expenditures

### Budget - Annapolis

#### Revenue

	2024-2025 Budget	2023-2024 Projection	2023-2024 Budget
Fares	161,595	151,739	156,270
Advertising income	-	-	4,000
Operating grants PNS			
Operating grants core members			
Operating grants service partners	814,534	705,827	656,003
Other revenues			
	<b>976,128</b>	<b>857,566</b>	<b>816,273</b>

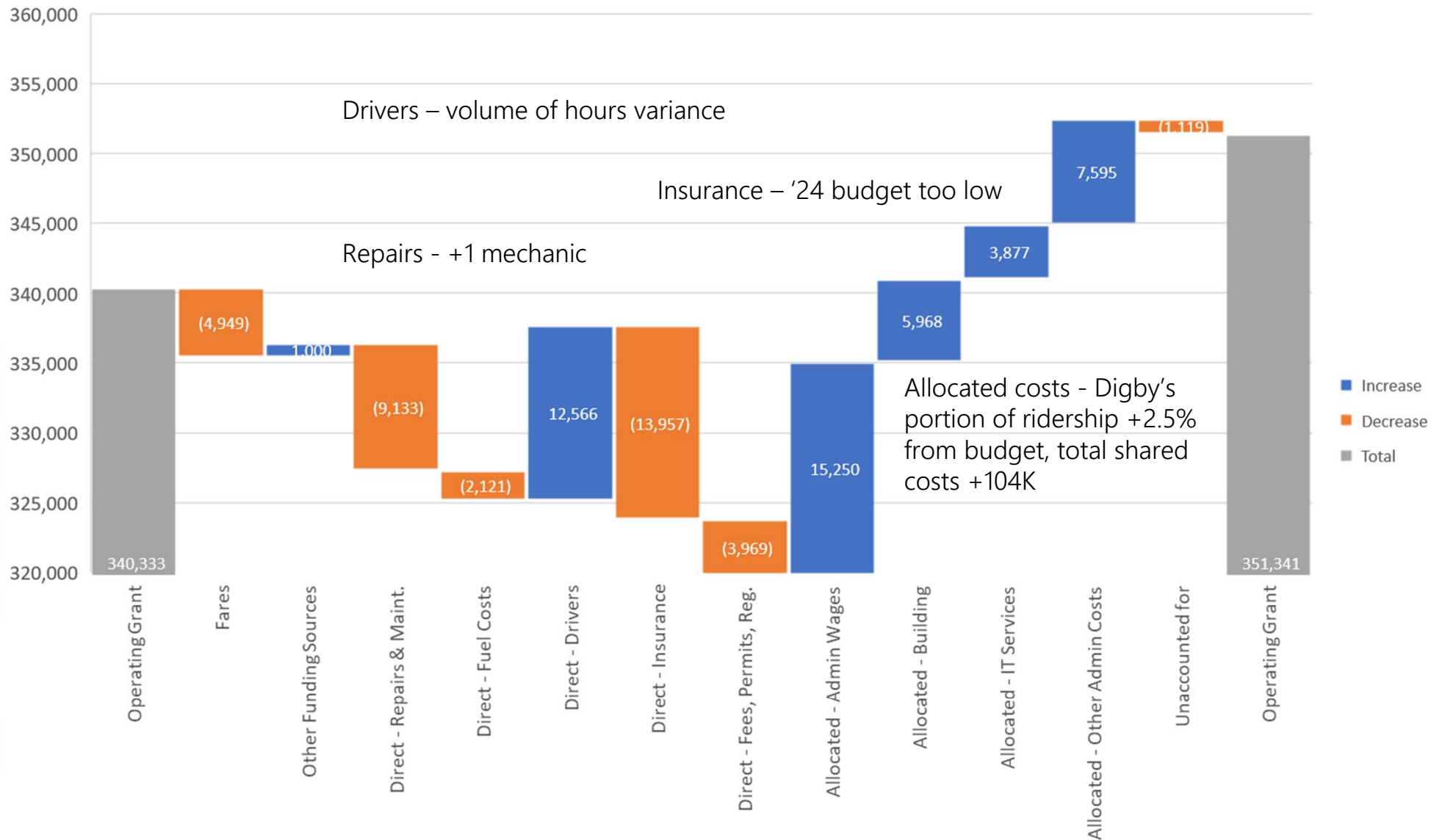
#### Expenses

Salaries - administration			
Salaries - operations	303,195	285,372	254,880
Fuel	212,513	190,296	214,800
Insurance	55,520	49,739	45,000
Repairs and maintenance	153,181	123,460	100,000
<i>Allocated shared costs</i>	<i>238,733</i>	<i>195,966</i>	<i>166,593</i>
<i>Cost recovery - Annapolis</i>			
<i>Cost recovery - Digby</i>			
Other expenses	12,986	12,731	35,000
	<b>976,128</b>	<b>857,566</b>	<b>816,273</b>

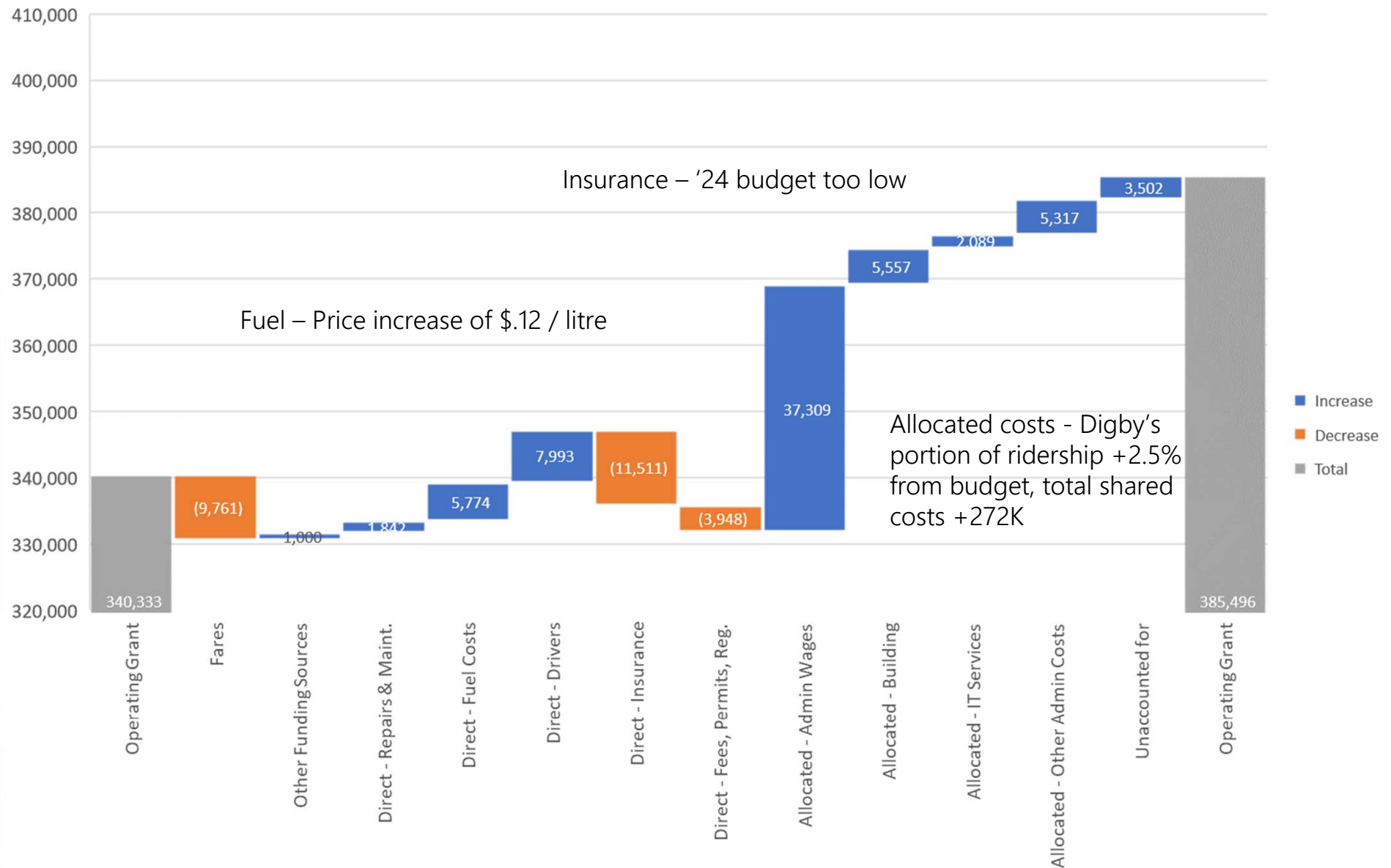
**Net Surplus**

- - -

## Change in Digby Service Partner Funding - Budget 2024 to Forecast 2024



## Change in Digby Service Partner Funding - Budget 2024 to Budget 2025



# Kings Transit Authority

## Statement of Revenues and Expenditures

### Budget - Digby

		2024-2025 Budget	2023-2024 Projection	2023-2024 Budget
Revenue	Fares	83,507	78,695	73,746
	Advertising income			1,000
	Operating grants PNS			
	Operating grants core members			
	Operating grants service partners	385,496	351,341	340,333
	Other revenues			
		<b>469,003</b>	<b>430,036</b>	<b>415,079</b>
Expenses	Salaries - administration			
	Salaries - operations	140,153	144,726	132,160
	Fuel	110,774	102,879	105,000
	Insurance	23,489	21,043	35,000
	Repairs and maintenance	51,842	40,867	50,000
	<i>Allocated shared costs</i>	<i>122,034</i>	<i>100,173</i>	<i>59,469</i>
	<i>Cost recovery - Annapolis</i>			
	<i>Cost recovery - Digby</i>			
	Other expenses	20,710	20,347	33,450
		<b>469,003</b>	<b>430,036</b>	<b>415,079</b>
Net Surplus		-	-	-



# CAPITAL BUDGET

## Kings Transit Authority

### Multi-year Capital Budget

Capital	2023-2024	2023-2024	2024-2025	2025-2026	2026-2027
	Budget	Projection	Budget	Budget	Budget
ICIP phase 1 - transit study	200,000	200,000	-	-	-
Rural Transit Fund	1,000,000	50,000	500,000	450,000	-
Project management	50,000	-	30,000	20,000	-
Electronic vehicle infrastructure	5,000,000	-	5,000,000	5,000,000	1,957,807
Equipment	25,000	35,000	50,000	50,000	50,000
Building, office equipment	80,000	-	50,000	50,000	50,000
	6,355,000	285,000	5,630,000	5,570,000	2,057,807

## Kings Transit Authority

### Capital Funding Source

Capital	2024-2025	Replacement	Government of	ICIP
	Budget	Reserve	Canada	
ICIP phase 1 - transit study	-	-		
Rural Transit Fund	500,000		500,000	
Project management	30,000	30,000		
Electronic vehicle infrastructure	5,000,000			5,000,000
Equipment	50,000	50,000		
Building, office equipment	50,000	50,000		
	5,630,000	130,000	500,000	5,000,000

# CAPITAL BUDGET

## Capital Replacement Reserve

- Current value \$1,837,339

### ***Kings Transit Authority***

#### ***Municipal Contributions***

#### ***Capital Grants***

#### **2023-2024 Projection**

#### **2024-2025**

Quarterly  
Funding

Predicted Year  
End True-up

Annual Total

Annual Total

Core Partners

Municipality of Kings	60%	12,000	-	48,000	48,000
Town of Kentville	20%	4,000	-	16,000	16,000
Town of Wolfville	15%	3,000	-	12,000	12,000
Town of Berwick	5%	1,000	-	4,000	4,000

100%

20,000

-

80,000

80,000

Service  
Partners

Annapolis County	n/a	n/a
Digby County	n/a	n/a

-

-

-

-

## REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance

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## SUMMARY

### Valley Waster Resource Management Authority (VWRM) 2024/25 Operating and Capital Budgets

The Town of Wolfville provides solid waste service through an Inter Municipal Service Agreement (IMSA) with six partnering Municipalities.

Each year the Council's signatory to the Inter-Municipal Service Agreements (IMSA's) related to VWRM consider the annual budget recommended by the VWRM Board of Directors. The budget for VWRM is vetted through the Interim IMSA Board of Directors and then forwarded to the participating municipal units. The Board met January 17, 2024 and forwarded the related budgets to the respective municipal units.

As part of the annual process, staff prepare a Request for Decision for Council's consideration as to approving the budget.

For 2024/25, VWRM's budget submission to Council requires an operating and capital contribution from Town of Wolfville in the amount of \$675,804 (increase of \$23,446 from previous year).

### DRAFT MOTION:

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

That Council approve the Valley Waste Resource Management Authority's 2024/25 Operating and Capital Budget.

## REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance

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### 1) CAO COMMENTS

The CAO supports the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

January 2021 Interim Inter-Municipal Service Agreement (IMSA), Section 14 - Operational Matters.

### 3) STAFF RECOMMENDATION

Staff recommend approval of the VWRM budgets as submitted by the Interim IMSA Board of Directors.

### 4) REFERENCES AND ATTACHMENTS

- VWRM Authority 2024/25 Operating and Capital Budgets – approved by Interim IMSA Board on January 17, 2024

### 5) DISCUSSION

Budget represents an overall increase of \$238,978 or 3.59% to municipal parties compared to this year's budget. Like last year, the organization also built in estimates for increased revenues in specific areas of the budget. Tipping fees are proposed to increase.

Overall, the estimates for the upcoming year appear reasonable.

### 6) FINANCIAL IMPLICATIONS

The Town's approved budget for 2024/25 includes estimated transit costs of:

	<b>2024/25 Budget</b>	<b>2023/24 Budget</b>
VWRM Budget	\$675,804	\$652,358

VWRM budget submission to Council requires an operating and capital budget of \$675,804. The increase from the previous budget of \$23,446 for VWRM will be manageable in the coming year.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

## REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets

Date: 2023-04-04

Department: Finance

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### 8) COMMUNICATION REQUIREMENTS

Advise Valley Waste Resource Management of Council's decision.

### 9) ALTERNATIVES

No real alternatives exist. The council could decline to approve the budget as presented, however there is nothing to suggest at this time that VWRM could provide any major changes to estimates.



# Budget Presentation

FY 2024-2025

Operating and Capital Budget



# BUDGET OVERVIEW

## Valley Region Solid Waste-Resource Management Authority

Total Contributions from Municipal Parties

		2024-2025 Budget	2023-2024 Forecast Before True-Up	2023-2024 Projected True-Up <sup>1</sup>	2023-2024 Budget	2022-2023 Actuals
73.40%	<b>Municipality of Kings</b>	5,035,156	4,860,472	(1,016,828)	4,860,472	4,637,558
10.33%	<b>Town of Kentville</b>	708,444	683,866	(143,067)	683,866	625,101
9.85%	<b>Town of Wolfville</b>	675,804	652,358	(136,476)	652,358	516,871
3.08%	<b>Town of Berwick</b>	211,137	203,812	(42,638)	203,812	219,561
2.03%	<b>Town of Middleton</b>	139,387	134,551	(28,149)	134,551	155,499
1.31%	<b>Town of Annapolis Royal</b>	89,638	86,528	(18,102)	86,528	65,310
		<b>6,859,565</b>	<b>6,621,586</b>	<b>(1,385,259)</b>	<b>6,621,587</b>	<b>6,219,900</b>

<sup>1</sup> this does not include the impact of year end audit entries and Chester landfill adjustments

Budget represents an overall increase of \$238,978 or 3.59% to municipal parties compared to this year's budget

# CONTRIBUTION SCHEDULE

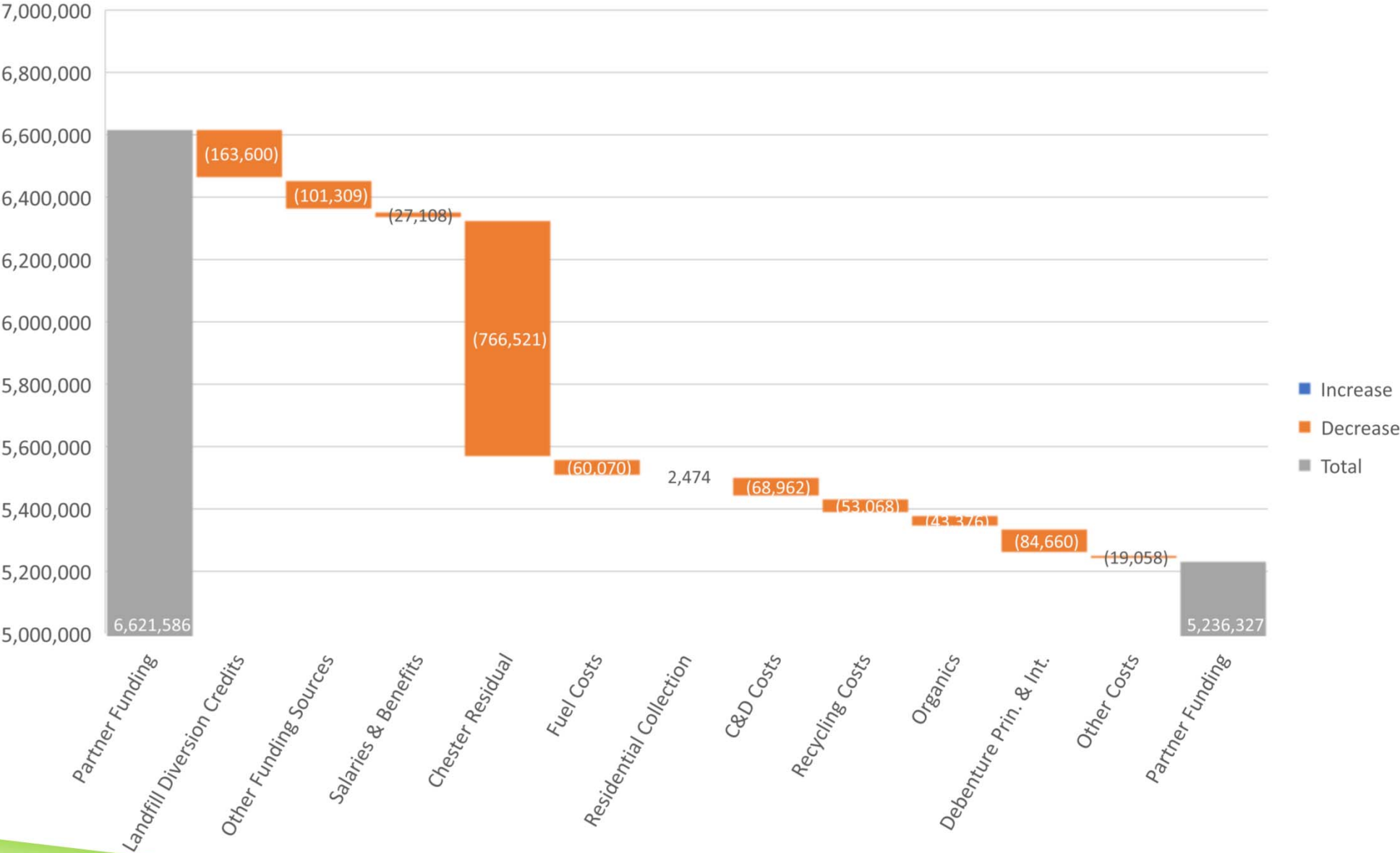
## *Municipal Contributions by Quarter*

**2024-2025**

	Q1	Q2	Q3	Q4	Total
73.40% <b>Municipality of Kings</b>	1,510,547	1,510,547	1,007,031	1,007,031	<b>5,035,156</b>
10.33% <b>Town of Kentville</b>	212,533	212,533	141,689	141,689	<b>708,444</b>
9.85% <b>Town of Wolfville</b>	202,741	202,741	135,161	135,161	<b>675,804</b>
3.08% <b>Town of Berwick</b>	63,341	63,341	42,227	42,227	<b>211,137</b>
2.03% <b>Town of Middleton</b>	41,816	41,816	27,877	27,877	<b>139,387</b>
1.31% <b>Town of Annapolis Royal</b>	26,891	26,891	17,928	17,928	<b>89,638</b>
	<b>2,057,870</b>	<b>2,057,870</b>	<b>1,371,913</b>	<b>1,371,913</b>	<b>6,859,565</b>



Change in Municipal Operations Partner Funding - Budget 2024 to Forecast 2024

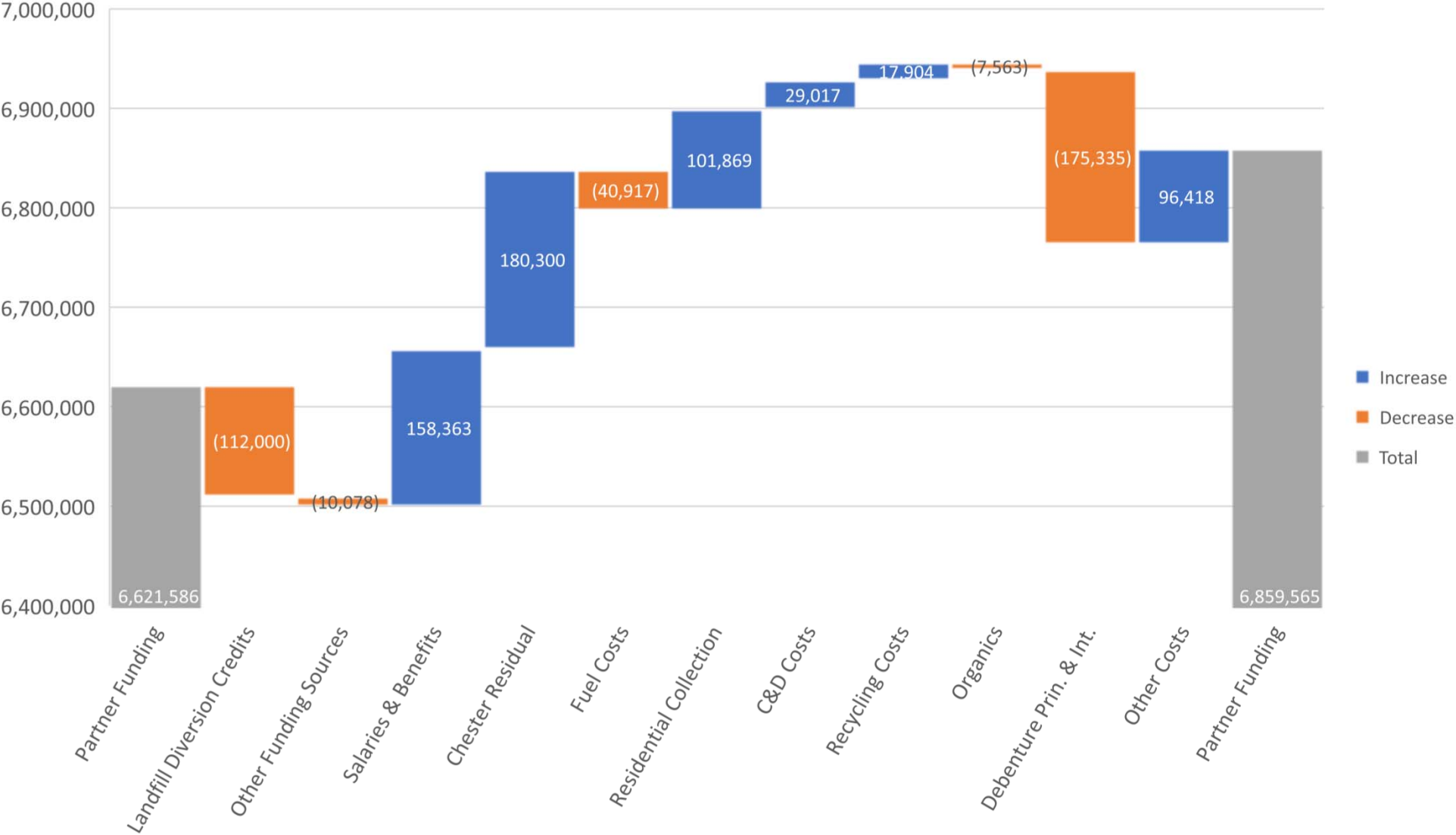


# KEY FORECAST INFLUENCES

- \$766,000 – savings due to adjusted disposal fee, subject to change
- \$100,000 – higher than budgeted tipping fee revenue
- \$160,000 – in additional diversion credit funding
- \$120,000 - lower than budgeted fuel costs, both our fleet and on major contracts
- \$65,000 - reduced operating cost of Western Management Centre
- \$44,000 - reduced construction and demolition debris processing
- \$50,000 - lower than budgeted recycling processing



Change in Municipal Operations Partner Funding - Budget 2024 to Budget 2025




# KEY BUDGET INFLUENCES

- ▶ Overall increase of 3.6%
- ▶ Overall FTE staff decrease of 0.1 positions.
- ▶ Employee Compensation \$158,000
  - ▶ 5.3 % Cost of living increase based on 12-month average NS CPI (Oct 22 – Sept 23)
  - ▶ Includes potential step increases
    - ▶ Majority of staff (64%) have worked fewer than 5 years



# MAJOR CONTRACTS

## ► Major contracts ~ \$339,000 increase

- Landfill Disposal \$180,000, reduced tonnage, higher contract price
  - Residential Collection \$101,000 - annual increase and est. 500 new dwelling units
  - Recycling Processing \$18,000 - reduced tonnage, estimated 5% contract increase
  - Organics Processing - \$8,000 – reduced tonnage, annual contract increase
  - C&D Debris Processing \$29,000 - more diversion
  - Hazardous Waste Processing \$19,000 - increased volume
- 

# CAPITAL BUDGET

## ▶ Three elements:

- ▶ Rolling Stock - regular replacement capital for equipment.
- ▶ Safety and Efficiency – improved performance.
- ▶ Building and Infrastructure - site capacity upgrades.



# ROLLING STOCK

- ▶ Wheel loader \$375,000
  - ▶ Replaces 2013 loader
- ▶ One tonne diesel pick-up \$95,000
  - ▶ Needed to haul gooseneck trailer – transport recycling from EMC, litter cleanups, dumps etc.
- ▶ Forklift for WMC \$55,000
  - ▶ To load hazardous waste drums, electronics

# SAFETY & EFFICIENCY

- ▶ Cardboard baler (2) @ \$110,000
  - ▶ To process & sell commercially generated cardboard
  - ▶ Estimated payback of 2-3 years
- ▶ Wood Shredder \$600,000
  - ▶ To process lumber, yard waste, shingles for processing and potential sale
  - ▶ Increases volume permitted on site as per regulations
- ▶ Excavator \$300,000
  - ▶ Needed to load wood shredder
- ▶ Radios \$10,000
  - Improved communication, reduced operating costs



# BUILDINGS & INFRASTRUCTURE

- ▶ *Tipping floor replacement EMC \$200,000*
  - ▶ *Trying to complete this fiscal year with operating funds*
- ▶ *Replacement doors EMC \$120,000*
  - ▶ *Trying to complete this fiscal year with operating funds*
- ▶ HHW / Stewardship Center - Drop off EMC \$350,000
  - ▶ Current depot needs replacing & expansion

# BUILDINGS & INFRASTRUCTURE

- ▶ Engineering and design of EMC building \$200,000
  - ▶ For potential expansion in F2026
- ▶ Roadway expansion EMC \$55,000
  - ▶ To improve traffic flow, separate small vehicles from commercial vehicles
- ▶ Concrete pad for C&D yard EMC \$20,000
  - ▶ To improve C&D sorting
- ▶ Expansion of yard to include metal storage EMC \$350,000
  - ▶ To allow for potential expansion of EMC tipping floor

## ▶ Existing Capital Replacement Reserve

- ▶ Current value: \$2,646,142
- ▶ Budget includes a contribution of \$313,838 as per approved policy

## ▶ Existing Sale of Surplus Equipment Reserve

- ▶ Current value: \$317,323





## SUMMARY

### Homelessness

Like many communities across the Province, Wolfville is seeing an increase in the number of folks experiencing homelessness and sleeping rough in Town. An occupational health and safety concern came through to management about human waste in public areas last fall and compliance staff also noted an increase in the number of folks living outdoors within the Town. As a result, the concerns came to weekly management meetings for discussion.

During the Dec. 19 Council meeting, a discussion between staff and Council occurred that focused on how to start a caring and compassionate approach to homelessness, while looking into immediate steps to help support unhoused community members in Town.

Ideas included harms reduction training for staff and installing a port-a-potty outside of the Wolfville Memorial Library. Council ultimately decided against the port-a-potty.

Staff have welcomed discussions with service providers in the area to better understand the local situation and have explored what role the Town might play in supporting the unhoused. An equity lens is being used as staff navigate this complex issue.

On January 11, Planning Advisory Committee received a presentation on homelessness, including updates since the December Council meeting.

This report provides a summary of that presentation.

On January 23, staff presented this information report to Council, along with a version of the presentation that went to the Planning Advisory Committee.

Council approved the installation of a port-a-potty and sent back a long list of questions and considerations for staff to work on.

At Committee of the Whole on Feb. 14, Council will have the answers to questions, but there is not an easy, nor clear, path forward. The current situation, with two persons sheltering in ice fishing huts at the Library, continues to be a difficult one to navigate because the role of the Town remains unclear. Professionals from Open Arms continue to offer supports, but for now, the tents remain.

Until further decisions are made, staff will continue with wellness checks, to monitor the safety of the shelters on Town property and to work with Open Arms, with the goal of supporting the transition of the unhoused into some form of housing.

After COW 2024-02-14, Council requested staff return with further information regarding a more permanent solution to washroom facilities with running water at Robie Tufts park.



## **1) CAO COMMENTS**

This report is for information purposes only.

## **2) ATTACHMENTS AND REFERENCES**

1. Planning Advisory Committee presentation slides on homelessness
2. [Halifax's Framework for Addressing Homelessness](#)

## **3) DISCUSSION**

### **Background**

A minimum of 231 adults, plus their 124 attached children have been identified as at risk of or experiencing homelessness between West Hants to Digby in [Homeless No More's 2022 Service Based Count](#).

Of those identified in the study, 116 reside in Kings County, and 112 access services in nearby Kentville.

The primary factor behind the increase in homelessness is the lack of affordable, stable, and supportive housing for people to move into when faced with financial hardship or major life events ([Homeless Hub](#)). This lack of affordable housing, rising cost of living, high rents and low vacancy rates have pushed more people out of stable housing and into the streets, shelters, and transitional housing.

### **What can Wolfville do about homelessness?**

With the rise of individuals sleeping rough in Town, Town Staff have been encountering unhoused folks and/or their belongings while performing work tasks such as parks maintenance, custodial work, and waste removal. Occupational Health and Safety concerns have also been raised by staff who are encountering human waste while performing their regular work duties.

Staff are also not sure how to interact with folks living outdoors as they perform work duties. To increase comfort, and to ensure we are interacting with all members of our community in a safe and dignified manner, we have engaged [the POSSE Project](#) to do a training session for 20 staff on February 13.

The session will build staff comfort with the needs of these vulnerable community members, demonstrate how we can interact in a positive and person-focused way, and it will also provide an opportunity for our staff to be supported through a refresher in safe work practices.

There are many service providers in the region who are working to support unhoused and at-risk individuals every day including the Portal Youth Outreach Centre, Open Arms, Department of Community Services, Chrysalis House, Project Hope, Valley Outreach Connect, POSSE Project, Kings

Senior Safety, and more. To understand how the Town can best support unhoused people, Staff have been communicating with many of these service providers.

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Title: Homelessness Update

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updated for COW 2024-02-14 & Council 2024-02-27

Department: Planning & Economic Development



Meredith Cowan, Executive Homelessness Lead with Nova Scotia's Department of Community Services (DCS) was engaged to walk staff through the requirements of the province when exploring shelter options. It was recommended through these discussions that Wolfville connect with service providers in the region to see if they could extend some services to include Wolfville. Extending services to Wolfville, rather than creating them here, was suggested due to the lower number of people sleeping rough in Wolfville compared to other areas, and fewer services available in Town.

In response to the advice of DCS, Open Arms was invited to meet with staff to share information and best practices in relation to our local situation. From this conversation, Town staff are now aware that free return transportation is provided to those seeking shelter services, but a call needs to be made to request the service.

Staff also discussed what it would take to extend some of Open Arms' services such as site visits and check-ins to Wolfville to ensure unhoused folks here are equally connected to support and services.

Open Arms is already in contact with many of the unhoused individuals in Town and would like to explore the possibility of an indoor site in Town where they could meet with unhoused individuals once or twice a week, provide a meal, showers, and laundry facilities.

Access to showers and laundry services is critical for the unhoused who are trying to find or maintain employment.

The Wolfville Memorial Library currently provides support to unhoused folks by providing a warm, free space to spend the day indoors, as well as access to phones, bus tickets and snacks. Town staff have been holding discussions with library staff to understand what additional support might be needed.

A port-a-potty, pantry, and storage lockers continue to come up in all of our discussions. Some folks who are sleeping rough are not comfortable leaving their possessions behind to seek shelter indoors during extreme weather events, and storage lockers may provide a level of comfort needed to do so. Library staff have indicated that a port-a-potty would provide a much-needed resource for all members of the community, including those who attend events at Robie Tufts Park as the library is not always open for washroom use during event times.

Currently, some unhoused people are currently toileting outdoors because there are no washrooms open 24 hours a day and in close proximity to where they are sheltering. This impacts the dignity of unhoused folks and creates unsafe conditions for Town Staff who have been cleaning up human waste. The port-a-potty was identified as an immediate and temporary solution to these issues.

### What are other places doing about homelessness?

- **Street Navigators:** Halifax Regional Municipality has hired Street Navigators to provide outreach support and provision of survival supplies to people sleeping rough. Kentville Police have a Community Crisis Coordinator who performs similar tasks.



- **Training:** Kentville staff have also participated in harm reduction training with POSSE Project.
- **Shelters and sheltering sites:** New indoor, overnight shelters are opening in Halifax with support from the province. Halifax has designated sites for camping with caps on the number of tents per site. Halifax and Kentville are both approved sites for Pallet Shelters. Halifax is exploring more “to code” shelter options such as tiny homes.
- **Operational supports:** Maintenance and clean up at tent sites, garbage collection, port-a-potty provision, outreach support, providing power and water to tent sites.

Halifax has also adopted a [Framework for Addressing Homelessness](#) that sets out roles of the municipality to ensure they are providing appropriate supports while not duplicating efforts where other organizations are better positioned or responsible. Examples include supporting unhoused people through Street Navigators, financial support to keep people housed (paying outstanding bills, completing minor repairs, etc), supporting public education efforts and facilitating construction and maintenance of affordable housing through grant programs, surplus land and more.

### Housing First

A well-documented and proven intervention for homelessness in the medium to long-term is the Housing First approach. The basic underlying principle of Housing First is that people are better able to move forward with their lives if they are housed first, rather than waiting for people to become “housing ready” before accessing housing. While addressing affordable housing gaps in the medium-term, actions in the immediate term are still required.

## HOUSING READINESS



## HOUSING FIRST



\*There is a lot of complexity around getting people out of homelessness to permanent housing first, including choice of housing options, supporting relationships with landlords, rent subsidies, and assistance in setting up apartments.

Staff have submitted a Housing Accelerator Fund Action Plan that includes many tools such as exclusionary zoning reform, allowing backyard and secondary suites in all residential zones, financial support for affordable housing units that can help encourage the development of affordable housing units so that individuals are less likely to end up sleeping rough, and less likely to spend a prolonged amount of time sleeping rough or in shelters if they do enter into homelessness.

Additional tools include public education and the formation of an affordable housing working group to help ensure the types of housing units that are needed are getting built. These tools help support a Housing First approach.

### NEXT STEPS

Harms reduction training is happening on Feb. 13, and Town staff will continue to communicate with regional service providers. Town staff will also make an effort to support those sheltering outdoors in advance of dangerous weather conditions through direct communications and reminders about services available, including free return transportation to shelter.



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### ALTERNATIVES

While no motion has been proposed, Council may wish to pass a motion on a particular action(s) to provide immediate support for unhoused folks such as the port-a-potty, and storage lockers on Town land, by the library.

Council may also wish to participate in the training on Feb. 13.

### ADDITIONAL DETAILS COMING FROM THE JANUARY 23 MEETING OF COUNCIL

At the January 23 meeting of Council, the following motion was passed:

**IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL APPROVE THE INSTALLATION OF A PORT-A-POTTY ON A TEMPORARY BASIS FOR ONE MONTH AT THE WEST END OF THE LIBRARY.**

Staff were also asked to determine, in advance of installing the port-a-potty, if the individuals sheltering by the Library would like this to happen. The response was positive from those living in tents, but challenges were encountered when fire regulations caused staff to explore alternate locations. One accessible unit has been ordered and it is expected to be installed during the week of February 5.

At the January 23 meeting, questions were raised by community members in attendance as well as members of Council. Staff have worked to provide the following answers as well as some additional updates.

On January 24, staff worked to communicate with those sheltering in tents by the Library. Library staff assisted with this communication to determine interest in washrooms (port-a-potty or flush toilet access), interest in lockers and interest in accessing a community pantry. All offers were received in a positive manner.

Town staff also started to assess the safety of the structures and it was determined that the tent closest to the Library would have to move as a result of safety considerations. The individual sheltering in the tent was informed as were the community members who had provided and installed the shelter. The tent was moved on January 26 and fire extinguishers have been provided to occupants. Fire professionals have had conversations with those in the tents regarding the use of propane stoves.

### Questions and answers:

Can power be provided to the shelters/tents?	<p>From our fire inspector: An electrician needs to install exterior plugs in accordance with code for the tents. This would allow for an electric space heater to plug directly into the outlets.</p> <p>Those sheltering at the Library will not be permitted any use of extension cords for any appliances to be used within the tent.</p>
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	<p>Any appliance will be required to be plugged directly into the outlets only.</p> <p>This would apply to an electric blanket as well.</p>
<p>Would electric blankets be safe to use in tents? Are they safer than space heaters?</p>	<p>From the Fire Chief: Electric blankets are safer than space heaters as they typically have auto shut offs.</p> <p>Running extension cords remains a fire hazard, however, and is not recommended.</p> <p>For information purposes: Propane heaters called Buddy Heaters are being used in HRM. The propane unit sits outside of the tent and blows warm air through a hose into the tent.</p> <p>Cold temperatures are resulting in frost build-up on the inside of the tents which when warmed, will cause moisture to collect in the tents.</p>
<p>Has the safety of the shelters/tents at the library been considered?</p>	<p>HRM staff suggested contact with the fire inspector be made prior to setting tents up to confirm compliance and required distance from structures as well as emergency access for the fire department.</p> <p>This was done on January 24 and it was determined that any shelters and/or personal lockers will be a minimum of 10 feet away from any structures containing occupants.</p> <p>No fuel fired heaters will be permitted in the accommodations.</p> <p>Two 10lb fire extinguishers have been purchased for use in the tents. One has been delivered and an overview of how to use it was provided to the tent occupant. The other occupant was not present during delivery and compliance left the extinguisher outside of the tent and will return to ensure the occupant received it and will describe how to use it.</p> <p>Carbon Monoxide detectors are recommended but have not been provided.</p>

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	Any cooking appliances that use propane, charcoal etc., will need to be used in a designated area away from tents and other structures.
Is a port-a-potty wanted by those sheltering at the Library?	<p>Confirmed on January 24. This is wanted.</p> <p>HRM Parks staff suggest putting a sharps container in the port-a-potty to support use by all people.</p> <p>The port-a-potty is expected to be installed the week of Feb. 5.</p>
Would those sheltering at the Library use Railtown washrooms if they were kept open?	<p>Confirmed on January 30.</p> <p>Railtown would be used.</p>
Would those sheltering at the Library want/use a composting or camping toilet in their shelter?	Staff need more information to determine how to offer this. Size of units, function in cold weather and maintenance are all considerations.
What is the best location for a portable toilet?	Based on direction from Fire Inspector – we need a 10-foot setback from occupied structures. Staff worked with the lead hand to find a suitable location and to construct a base for an accessible unit.
Would unhoused folks like/use lockers? If so, where should/could they be located?	Yes. Staff are exploring bike storage lockers as part of the active transportation network that could be used as storage lockers for personal items if needed.
Would unhoused folks like access to a community pantry? What would the best location be for this?	Yes. Staff are exploring options including Robie Tufts Park.
What else would be helpful?	Hand and foot warmers have been requested by the tent occupants. Staff have confirmed these are available at the Library.
What is the role of staff, Council and the Town in this situation?	<p>Homelessness is a Provincial issue, however there are actions the Town can take.</p> <p>For awareness, In HRM, Parks staff are hiring contractors to maintain outdoor shelter sites. They hire port-a-potty companies and deliver water to shelter sites.</p> <p>HRM has hired two Street Navigators to perform wellness checks. These are staff with social worker backgrounds and lived experience. They deliver survival supplies, pamphlets containing</p>

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	<p>information on where to access meals, shower, laundry, shelter, and connect individuals with service providers.</p> <p>HRM's Council has endorsed a staff proposal for designated outdoor sheltering sites.</p> <p>HRM has assigned a staff person to coordinate with the many volunteer groups serving this population to ensure their efforts are beneficial, meaningful, and aligned with shared objectives.</p> <p>Municipalities can provide in-kind support for indoor shelter sites (i.e. maintenance, work required to bring the site to compliance, snow clearing, garbage removal), share information about existing services via word of mouth or through pamphlets with information on services, meals, laundry etc.</p> <p>Municipalities can also provide land for shelter sites, land servicing and preparation support.</p>
If numbers grow at the Library, is there another location that should be considered?	<p>There is only room for the two existing tents at the library.</p> <p>Staff are considering other locations should more tents be needed but staff need to know what services would be needed at the new location (washrooms, water, power) before making a recommendation.</p>
If there is another location that is established by the Town, how would we service it? What services would be provided?	Until we understand what Council wishes to provide (washroom, power, water) we cannot recommend any other options.
Have we considered/explored the possibility of a security person to keep the Library/washrooms open overnight?	<p>This has not been explored.</p> <p>Library staff, however, will open the doors to the entry/washrooms at 9am while staff are inside, rather than at 10am when the library opens to allow earlier access to the washroom.</p>
Why did we previously ask people to move out of Reservoir Park?	At the time, the individuals camping had another location to move to.
Can we use the VIC at this time?	The VIC will be demolished shortly.

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What are the impacts to the community if unhoused are sheltering at the Library?	Staff have received complaints from community members about the appearance of tents near the Library, safety concerns have been voiced as well.
Community suggestion regarding pool passes for lockers/showers/warm space	<p>Access to the showers has been offered by Acadia as of January 25. Lockers are only available for day use.</p> <p>The showers that have been offered are shared, with up to 6 shower heads. One of the community members is not comfortable with this option and has not used the showers.</p>
<p>What exactly is Open Arms' role in our community and what exactly are their services (e.g., are these different in Kentville than for Wolfville – would they for example be actively engaging with those living rough in Kentville but only if someone called them in Wolfville?)</p> <p>I understand they have now opened a second space near Centreville as overflow.</p> <p>Has this been communicated to those who might be interested in Wolfville?</p>	<p>Open Arms goal is to stay connected with unhoused and precariously housed individuals so that they can connect them with other services and housing options.</p> <p>Open Arms staff do outreach work, though they are doing this off the side of their desk. They are seeking more support from the Department of Community Services for outreach workers.</p> <p>They piloted a program in the summer that was successful but has since ended. The outreach workers worked partly in the shelter and on the street to help connect people with services.</p> <p>They are often introduced to people sleeping rough in Wolfville and other areas when these individuals visit Open Arms for a hot meal.</p> <p>The shelter in Centreville (Billtown) is run by Inn From the Cold and is separate from Open Arms.</p>
Re: the discussion of the port-a-potty and some of the questions last evening. Has anyone from the Town or Open Arms or library or other formal organization confirmed that this is a desirable installation? Assuming that has or will happen can the result be shared with Council?	Access to washroom facilities is something our local support organization has suggested is a helpful offering. The Library staff also support this recommendation.
How did the group POSSE get started, who is part of the group, and is there an opportunity to expand or recreate in Kings? The Mayors in Kings have spoken informally about the need for something like this in Kings, and as of last evening I received a message that New Minas would also be interested in how this type of service might be	POSSE is a youth-driven, harm reduction and human rights training and peer outreach project, for youth between the ages of 15-35. POSSE educates youth to become peer outreach workers within their community. Trained youth then assist and educate their peers, reaching youth where they're at, during street-level outreach, regarding violence, homelessness, harm reduction,

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extended to NM. What and who would investigate that?	<p>substance use, sexual health, exploitation, human trafficking, human rights, and sexualized violence.</p> <p>A team of peer outreach workers (possibly you!) are trained in effective outreach work and will provide peer-driven, non-judgmental support in harm reduction outreach; to assist youth in decision making, coping, and problem-solving. POSSE is operating in the communities of Sipekne'katik First Nation and area, Sackville, and Windsor/West Hants.</p> <p>Any discussions about increasing or extending service would need to happen directly with POSSE.</p>
With respect to a more permanent washroom facility in the general vicinity of where folks might be sleeping rough as well as for use by the general population (I would add that I would really hope by the next winter we might have a better sleeping solution but know that that might not be the case) would this come to council during this budget session? Would it be part of the parks plan? How does staff see this discussion being brought forward?	<p>Council need to determine what it is they would want to provide and who they would like to provide it to.</p> <p>Council will also need to determine timelines – as in, how long would the Town want to provide services.</p> <p>This would allow staff to bring back options and costing.</p>
Two spaces that of which I (WD) am aware (there may be more) have been suggested and perhaps offered for Open Arms to meet with individuals – the WBC and the Library – has anyone shared that information with Open Arms and asked for their input as to the most suitable space of those two – or others?	Community groups should contact Open Arms directly to offer space that can be used for outreach and supportive services.
How does the Town plan to communicate the decisions and the issue to the broader Wolfville Community?	A project area will be built on Wolfville Blooms.
Staff to investigate if the Market washrooms can be left open, to be accessed by the community 24/7.	<p>Discussed with Market manager on Jan. 30. This idea would need to be fully developed with clear roles and responsibilities.</p> <p>The Market manager costs from cleaning, staffing and some construction would need to be part of the conversation.</p>

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<b>Staff to investigate if a community organization can provide services in buildings that are owned by the Town for the purpose of providing shelter.</b>	<b>No Town building has what is required: kitchen, laundry, showers.</b>  <b>The Rec Centre was considered but there is a conflict with use by community groups and the afterschool program.</b>  <b>The Fire Hall is not considered a suitable location due to the nature of the department's work.</b>  <b>Staff continue to hope that a community facility will be offered by a community organization to Open Arms as soon as possible.</b>
<b>Can we ensure that a community pantry can be accessed by all, not just the unhoused?</b>	<b>There will be no restrictions on a community pantry.</b>
<b>Can we make Railtown washrooms available 24/7?</b>	<b>The Town has a lease for the space at Railtown and the current agreement states that the Town can operate these from sun-up to sundown.</b>  <b>Any change in this agreement requires permission from the property owner.</b>

**Community Pantry:** Staff have not been able to identify any community pantry projects that are municipally led. Most of these initiatives are volunteer or non-profit run. Would Council like the Town to be the (possibly) first municipality to run its own community pantry, or would Council like staff to look for a community partner to work with to deliver this service?

**Storage Lockers:** There are a few options to consider for storage lockers. Bike lockers could be purchased through the active transportation network project and could provide an option for folks to leave behind belongings. Other options include outdoor storage lockers that could be located at a site within Town.

**Showers:** The Director of Engineering and Public Works is in conversation with the designer of the Welcome Centre in Willow Park to determine if a shower can be added to the changeroom/washroom design.

### NEXT STEPS

With the information provided, Council needs to determine the Town's role.

The Town's role could include efforts to support those experiencing homelessness by providing necessities like water, washrooms, and garbage removal. The Town could hire street navigators to carry

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out wellness checks, use the compliance team to do so, or rely on the RCMP, Valley Search and Rescue or volunteers to do these tasks.

The Town could designate outdoor sheltering sites, use Town facilities as shelters with support from the province, or use Town owned land for outdoor sheltering sites. The Town can provide in-kind support to volunteer efforts through garbage removal, snow clearance and maintenance, and/or conduct asset mapping of resources nearby and distribute information on what community members can do to help.

Until a decision is made, staff will continue with wellness checks, to monitor the safety of the shelters on Town property and to work with Open Arms, with the goal of supporting the transition of the unhoused into some form of housing.



## REQUEST FOR DECISION 013-2024

Title: One-Time Capital Funding Request – Wolfville Curling Club  
Date: 2023-12-15  
Department: Community Development/Finance

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## SUMMARY

### One-Time Capital Funding Request – Wolfville Curling Club

The Wolfville Curling Club (WCC) have made an Application for One-Time Capital Funding to the Town of Wolfville to support phase three of their three-year capital improvement plan. This phase of the project is focused on accessibility upgrades, including a ramp, an automatic swinging exterior door, conversion of interior doors to meet accessibility standards and renovating the existing washrooms to convert two main-level washrooms into three gender-neutral washrooms of which one will be fully-accessible. The preliminary estimate of the cost of this phase of the project is \$158,000. The current ask of Council is to provide \$25,000 in funding to support these efforts to increase accessibility of the facility.

### DRAFT MOTION:

That Council approve a \$25,000 one-time capital grant contribution to the Wolfville Curling Club to support accessibility upgrades to their facility.

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Title: One-Time Capital Funding Request – Wolfville Curling Club  
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### 1) CAO COMMENTS

Staff do not make recommendations on the one-time grant requests, so information has been provided to assist Council with their decision.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) 65A(a)

### 3) STAFF RECOMMENDATION

That Council consider this funding application against the financial/budget implications.

### 4) REFERENCES AND ATTACHMENTS

1. Application for One-Time Capital Funding from Wolfville Farmers' Market  
+ Supporting Documents for Funding Application
2. Evaluation Criteria Checklist

### 5) DISCUSSION

The Wolfville Curling Club (WCC) is undertaking a project to complete accessibility upgrades to its facility. This represents the third phase of their three-year capital improvement plan, having completed years one and two with projects including roof and fascia board replacement/repair, interior lighting improvements and energy efficiency upgrades.

Improvements to be included during this phase include: a ramp, an automatic swinging exterior door, conversion of interior doors to meet accessibility standards and renovating the existing washrooms to convert two main-level washrooms into three gender-neutral washrooms of which one will be fully-accessible.

The WCC currently has approximately 150 active members, including a mix of residents of Wolfville and the greater County of Kings area. The facility operates seven days a week from October through March, and offers curling opportunities to seniors, women, competitive and recreational curlers, youth, university members, and persons with disabilities, averaging around 300 individuals each week and an additional 500 throughout the season from across the province attending bonspiels and competitions.

The WCC facility also provides important community space in the form of meeting and gathering rooms. A diverse range of groups and organizations make use of these options regularly, including Wolfville School, Blomidon Naturalist Society, Acadia University, Landmark East, and the Town of Wolfville's own programming and events.

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The total cost for this project (year three of WCC's capital improvement plan) is estimated to be \$158,000, for which WCC has confirmed several sources of funding, including the Rink Revitalization Fund (\$100,000). The request for funding from the Town of Wolfville is \$25,000.

### 6) FINANCIAL IMPLICATIONS

The Wolfville Curling Club is a Strategic Partner of the Town, with a current agreement in place for 2021-2025 that includes funding from the Town in the amount of \$4,500 per year to support WCC operations. This does not preclude the WCC from applying for other sources of funding, such as the One-Time Capital Funding program.

Unless Council decides otherwise, the funding for all capital grants are drawn from Town reserves. It is possible to include grants under this program within the capacity of the annual tax levy; however, there are numerous other demands on property tax revenues for services provided directly by the Town.

Grants paid to outside organizations should be considered from a number of perspectives (e.g. Benefits to community/residents; sustainability of project; economic impact; environmental considerations; financial impact in relation to budget; etc.). With regard to financial, Council should consider the current financial status of the Town and the anticipated financial requirements in the coming years. Any time grants are provided to an external organization, those dollars are no longer available for use on direct Town responsibilities. In addition, ***grants issued in the past may have occurred when there were available dollars, which may not always be the case year-in and year-out.***

As discussed during the Council's early budget deliberations, pressures on Town funds in the upcoming years include ongoing infrastructure needs, proposed new Library/Town Hall, Accessibility Plan goals, flood risk and climate change mitigation efforts. Although the Town currently has Operating Reserves on hand (savings), the draft 10-Year Capital Investment Plan could use all available funding. There is also a best practice benchmark level of reserves that any Town should ensure is set aside for material, unanticipated events within their borders.

Council may defer its decision on this application to the 2024/25 budget process in order to have the benefit of weighing all other financial pressures that have to be considered in spending finite taxpayer dollars. If Council feels it is not prepared to support the request, it could be turned down which simplifies the budget process moving forward.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

In terms of strategic directions (2021-2024 Strategic Plan), this project directly and/or indirectly aligns with Council priorities by supporting Community Wellness (providing accessible space for community functions and events of a diverse nature), Economic Prosperity (bringing people to Wolfville for curling and other activities), Climate Change (addressing energy efficiency) and Social Equity (making spaces more accessible). The application also references the Town's Accessibility Plan and the WCC's attention to providing barrier-free access to their space for people of all abilities.

## REQUEST FOR DECISION 013-2024

Title: One-Time Capital Funding Request – Wolfville Curling Club

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### 8) COMMUNICATION REQUIREMENTS

The WCC will be notified of Council's decision.

### 9) ALTERNATIVES

Limited options available:

- Not approve the grant funding request
- Approve an alternate amount of funding
- Forward to 2024-25 budget process



## APPLICATION FORM

# ONE-TIME FUNDING OPPORTUNITIES GRANT

This program is available to non-profit organizations or registered charities that are planning to offer extraordinary operational events and initiatives that benefit the Town of Wolfville and its residents.

**Please complete this form and forward via email to:**

Or by mail to:

Department of Parks & Recreation  
Town of Wolfville  
359 Main Street  
Wolfville, Nova Scotia  
B4P 1A1

Phone: (902) 542-3019

### 1) ORGANIZATION INFORMATION

Name of Organization:	Wolfville Curling Club		
Contact Person:	Brian Porter		
Mailing Address/PO Box:	22 Elm Ave		
City:	Wolfville N.S.	Postal Code:	B4P 1Z9
E-mail Address:	bwp@eastlink.ca		
Telephone: (Work)	(Home) 902 542 2315		

Is your organization a registered charity?

☐ Yes ☒ No

If yes, what is your CRA Charitable Status Registration Number:

Is your organization a registered non-profit organization?

☒ Yes ☐ No

If yes, please provide:

Joint Stocks Registration Number:

2403650

Canada Revenue Agency Business Number:

82470 9299 RT0001



## APPLICATION FORM

### 2) **FUNDING REQUEST CALCULATION**

#### *Funding Level and Limitations*

- Town of Wolfville funding should not exceed 50% of the total project cost
- For requests less than \$2000, please apply to the Community Partnership Program
- Only one application per organization may be submitted per year
- Only one application per organization may be approved every four years

#### *Request Calculation*

- Total Project Cost \$158,000
- Request to Town of Wolfville \$25,000

### 3) **REQUIRED INFORMATION**

You **MUST** include as attachments to this form:

☒ Detailed Description of the program/event/service being proposed, including:

- ☒ Outline of programming
- ☒ Benefits to the Wolfville community
- ☒ Indication of alignment with Council's Strategic Plan
- ☒ Project timeline
- ☒ Expected number of participants/attendees
- ☒ Budget for the project
- ☒ Confirmation of partner funding (if applicable)

☒ Year-End Financial Statement from the previous year (or business plan)

☐ Final Report Forms from any previous funding received from the Town (if applicable)

**Successful applicants must provide a Final Report in the prescribed form. Final Report Forms will be included with awarding letters.**

### 4) **GRANT APPROVAL**

If minimum criteria have been met, staff will complete an Evaluation Checklist and prepare a Request for Decision of Council. Grant funding is subject to Council's approval. Partial approvals may be granted for less than the amount requested.

### 5) **CERTIFICATION**

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.

**BRIAN PORTER**

**SECRETARY**

Name

Title

Sept 4, 2023

Signature

Date

## **Wolfville Curling Club**

### **3 Year Capital Improvement Plan**

Fiscal Years: 2022-23, 2023-24 and 2024-25

#### **Background:**

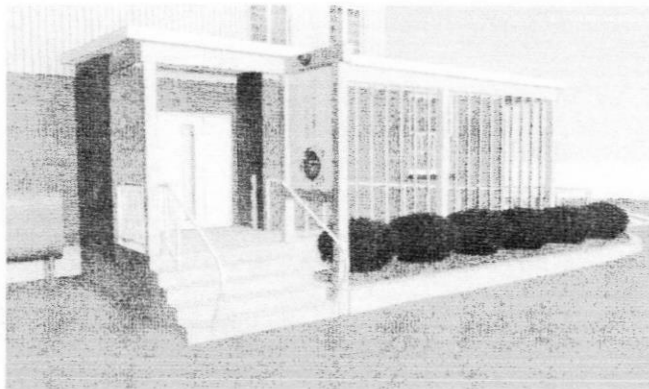
In 2022 the executive and members of the Curling Club adopted a three- year capital improvement plan. The first year was focused on structural maintenance items that included a complete replacement of the roof, fascia boards and interior emergency lighting.

This year, 2023-24 (the current year) we find ourselves following a plan that involves energy efficient upgrades with increased emphasis on the upstairs area.

Next year, 2024-25 (the third and final year) the plan will shift focus to both interior and exterior improvements to facility accessibility. The purpose for this proposal is to seek your financial help in fulfilling our goal of becoming an accessible facility. The following outlines our plan to achieve this endeavor.

#### **Outline of Project 2024-25**

The scope of the work will involve the construction of a ramp, following the current building code, on the north side of the building just opposite the farm market. The ramp will be partially enclosed and sloped to the west as per drawing below:



An automatic swinging door to the club will be installed just above the ramp.

The existing fire escape will also be reconstructed on the north side of the building.

There are currently two washrooms inside the club on the main level and one on the upstairs level. As well as renovating the small upstairs wash room, we plan to convert the two washrooms on the main level to three gender neutral washrooms with the middle washroom designed to be fully accessible.

During the construction process any main floor interior doorways as well as the emergency exit will be converted to accessibility standards if necessary.

The Club has hired an architect; Vincent Den Hartog. After completing the engineering and design work we will be making an application accordingly to the Town for a building permit.

### Benefits to the Wolfville Community

The Wolfville Curling Club (WCC) is an integral part of the Town with a rich history of resident membership from the town and surrounding areas of Kings County (population 60,600).

For over eight decades the WCC has provided opportunities for recreation, social interaction, and an enjoyable form of exercise for men, women, and youth of all ages and abilities. We are welcoming and encouraging individuals with disabilities.

Curling is one of Canada's most popular sports, with especially deep roots in rural communities, and its emphasis on team collaboration and sportsmanship are values embraced by WCC's members.

The WCC operates seven days a week from October to March, with a busy schedule of curling activities specific to different groups, including seniors, women, competitive curlers, recreational curlers, community members, university students, and youth. Each week 300 individuals participate in curling, and throughout the season an additional 500 curlers from the region and across the province attend bonspiels and competitions.

The WCC has a long history of community involvement, with established relationships with our municipality, other curling clubs in the region, Provincial and National curling associations, and many community groups. We work closely with the Town of Wolfville Recreation, which sponsors several of our learn-to-curl sessions. The WCC assists the Town in meeting its mandate to provide accessible recreation for its diverse population by making our curling facility and community room available to many community groups for recreation activities, community events, meetings, discussion groups, etc. While the curling season runs during the winter months, our facility is used throughout the year by various community groups. Over the past few years, we have had a general increase in the number of community groups that are using the facility. They include both short term and long-term rentals. A few of the groups using the facility this past year include St. John's Ambulance, Wolfville Farm Market, Deep Roots Music, Blomidon Naturalist Society, Village Dance, Acadia University, Michelin Tire, Wolfville School, and Landmark East school.

### Indication of Alignment with Councils Strategic Plan

Several years ago, following up on its strategic plan, Council established an accessibility committee. This committee (AAC) currently chaired by Councilor Ingham provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the Town become a barrier-free community and ensuring obligations under an Act Respecting Accessibility in Nova Scotia (2017) are met.

### Project Timeline

The timeline for the project will generally adhere to the 2024 construction season. Due to extensive use of the facility for curling activities in the fall and winter months, it's clearly preferable to have construction start in April or May and be completed in October or November. Furthermore, there will be an extensive exterior component involving concrete that should be completed in better weather.



#### Expected Number of Participants

The current membership of the club is between 140 and 150 members. This does include a new and growing group of junior curlers and about 64 members of the Commercial League who curl on Sundays only.

#### Budget for the Project

The preliminary budget for the project is \$158,000.00. Planning and design work is underway at the present time and we are incurring some of those expenses.

#### Confirmation of Partner Funding

We are currently in receipt of a Government of Canada Enabling Accessibility Fund Grant of \$100,000.00, and are now in the process of making a separate application for an additional Government of Canada New Horizons grant.

This Town application is seeking a one-time Capital grant from the Town of \$25,000.00.

In response to concerns over the one-time impact on tax rates, we are agreeable to the option of accepting installments paid by Town over its three fiscal years 2023-24, 2024-25 and 2025-26.

The WCC gratefully acknowledges and appreciates funding from other agencies for Year 1 and Year 2 projects. They include: Province of Nova Scotia Rink Revitalization fund, Efficiency Nova Scotia and the Wolfville Rotary Club.

# **Wolfville Curling Club Society (1994)** **Income Statement 01/05/2022 to 30/04/2023**

## **REVENUES:**

Bank Interest	452.45
Bar Net Revenue	14,291.75
Bonspiels	11,646.04
Strathcona Cup (Rev)	1,100.00
Commercial League Teams	5,217.39
Donations	20,420.19
Junior Program	600.00
Membership Fees	45,365.36
Rentals (Hall)	12,895.46
Rentals (Ice)	1,595.00
Signage	5,410.00
Town and County Grants	4,500.00
Other Grants	39,100.00
Other Revenues	275.97
<b>TOTAL REVENUES</b>	<b>162,869.61</b>

## **EXPENSES**

Bank Charges	43.22
Bonspiel Expenses	6,312.45
Strathcona Cup (Exp)	940.02
Electricity	25,291.36
Furnace Oil	5,919.96
House Maintenance & Repair	6,968.68
Ice Technician Contract	13,531.25
Ice and Plant Maintenance Supplies	1,951.19
Insurance	14,444.10
Nova Scotia Curling Association	1,960.00
Secretarial & Web Site	269.45
Social	362.73
Snow Plowing	1,349.40
Telephone and Cable TV	1,430.40
Town Taxes	5,317.35
Water and Sewer	3,989.92
Other Expense	1,654.09
Roof Project 2022	54,100.00
New Exit Signage	2,050.00
New Bar Fridge	4,493.26
<b>TOTAL EXPENSES</b>	<b>152,378.83</b>

<b>NET INCOME</b>	<b>10,490.78</b>
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# Wolfville Curling Club Society (1994)

## Balance Sheet As At 30/04/2023

### CURRENT ASSETS:

Cash on Hand	0.00
Bar Account	1,740.25
Bank Account	215,515.74
GIC #3 CEBA Funds	40,000.00
Cash: Total:	257,255.99
Accounts Receivable HST Rebates	4,221.63
Accounts Receivable: Other:	1,449.00
Prepaid Insurance	2,359.80
<b>TOTAL CURRENT ASSETS:</b>	<b>265,286.42</b>

### FIXED ASSETS:

Property & Equipment	313,600.00
Cash Register (2014)	472.80
New Rock & Handles	34,400.00
Heat Pumps (2) 2017-18	9,983.00
New Dehumidifier 2018-19	21,215.81
New PLC Ice Control System 2018-19	18,865.73
<b>TOTAL FIXED ASSETS:</b>	<b>398,537.34</b>

<b>TOTAL ASSETS</b>	<b>663,823.76</b>
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### CURRENT LIABILITIES:

HST Payable	5,167.83
Other Payables	2,877.21
<b>TOTAL CURRENT LIABILITIES:</b>	<b>8,045.04</b>

### LONG TERM LIABILITIES:

CEBA Loan	60,000.00
Deferred Revenue	105,000.00
<b>TOTAL LONG TERM LIABILITIES</b>	<b>165,000.00</b>

<b>TOTAL LIABILITIES</b>	<b>173,045.04</b>
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### CAPITAL

Capital: Donations/Contributions	34,495.00
Capital	320,899.34
Retained Earnings	124,893.60
Current Earnings	10,490.78
<b>TOTAL CAPITAL :</b>	<b>490,778.72</b>

<b>TOTAL LIABILITIES AND CAPITAL:</b>	<b>663,823.76</b>
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## POLICY

# ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (OPERATING)

**Applicant Name:** Wolfville Business Development Corporation

<b>1. Program/Service Obligation</b> Core – event/initiative/service the Town would otherwise provide Important – event/initiative/service the Town might otherwise provide Discretionary –event/initiative/service the Town does not normally provide No Mandate – not enabled by legislation, is not within the Town’s area of responsibility	H M L N
<b>2. Council Strategic Plan</b> Vital – fundamental to Council’s Strategic Plan Notable – solid fit within Council’s Strategic Plan Non-Critical – some relevance to Council’s Strategic Plan, not strategic  Provide Specific Linkages to Council’s Strategic Plan:	H M L
<b>3. Public Need/Benefit</b> Community at Large – general need/benefit, broad-based Multiple Interests – some need/benefit, a number of areas/communities Vested Interest –special interest group(s), localized	H M L
<b>4. Human Development and Inclusion – Volunteer and Participant</b> High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	H M L
<b>5. Quality of Life for the Community</b> Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	H M L
<b>6. Economic Impact to the Town</b> High – there is a strong and demonstrated <b>direct</b> economic impact to the Town Moderate – there is a demonstrated <b>indirect</b> economic impact to the Town Low – there is minimal or no demonstrated economic impact to the Town	H M L

## REQUEST FOR DECISION 014-2024

Title: One-Time Capital Funding Request – WHS/Randall House

Date: 2023-12-15

Department: Community Development/Finance

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## SUMMARY

### One-Time Capital Funding Request – Wolfville Historical Society

The Wolfville Historical Society (WHS) have made an Application for One-Time Capital Funding to the Town of Wolfville to support repairs to Randall House, which currently houses the museum. The project has been broken down into phases, the total of which are estimated to cost \$350,000. The current ask of Council is to provide \$50,000 in funding to support phase 1 of the project, which addresses items requiring the most immediate attention (roof, siding, soffit and fascia replacement necessary to preserving the building).

### DRAFT MOTION:

That Council approve a \$50,000 one-time capital grant contribution to the Wolfville Historical Society to support repairs to Randall House.

## REQUEST FOR DECISION 014-2024

Title: One-Time Capital Funding Request – WHS/Randall House

Date: 2023-12-15

Department: Community Development/Finance

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### 1) CAO COMMENTS

Staff do not make recommendations on the one-time grant requests, so information has been provided to assist Council with their decision.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) 65A(a)

### 3) STAFF RECOMMENDATION

That Council consider this funding application against the financial/budget implications.

### 4) REFERENCES AND ATTACHMENTS

1. Application for One-Time Capital Funding from Wolfville Farmers' Market  
+ Supporting Documents for Funding Application
2. Evaluation Criteria Checklist

### 5) DISCUSSION

The Wolfville Historical Society (WHS) is undertaking a project to make major exterior repairs to Randall House, which currently houses Wolfville's Museum. The building is the second-oldest property in Wolfville, having been built circa 1800, and is one of very few Heritage-status properties in town that are recognized Provincially as well as Municipally as well as appearing on the Canadian historic properties registry. The exterior envelope of Randall house requires significant investment in order to ensure that it remains intact and can continue to securely house the museum while also offering programming to residents and tourists, contributing to the town's cultural life and remaining a signature landmark of the East End Gateway area.

The project has been broken down into four phases to allow time for fundraising and coordination of contracting work to be done. Phase 1 seeks to address the most immediately critical items that require attention as deterioration has already occurred and will worsen if not remediated. These include siding, trim, soffit and fascia replacement on the east side of the building, roof re-shingling and insulation installment, which would occur in the summer and fall of 2024 if enough funding is secured.

WHS provides significant value to residents of Wolfville as well as its visitors. Some of their offerings include: Providing immersive educational experiences for young students; welcoming over 2000 visitors/tourists each year; hosting events such as the Willow Park Regatta, 'ghost tours', concerts and teas; free historic walking tours; built heritage and genealogical research; and historical skills workshops, among others. The Society provides employment for a seasonal Curator, as well as summer employment for two students each year. The organization frequently operates at a financial loss, as evidenced by their most recent financial statements (attached). The building repairs included in this project would be

## REQUEST FOR DECISION 014-2024

Title: One-Time Capital Funding Request – WHS/Randall House  
Date: 2023-12-15  
Department: Community Development/Finance

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considered necessary in order for WHS to continue to provide many of these offerings while considering new possibilities for the property and further service to the community.

The total cost for this project (all four phases) is estimated to be \$350,000, for which WHS has identified several potential sources of funding, some of which has been confirmed. Phase 1 cost estimate is \$76,050, as outlined in the attached documents along with the rest of the phases. WHS has identified \$50,000 from their 'major repair fund' to be put towards the total project cost.

### 6) FINANCIAL IMPLICATIONS

The Wolfville Historical Society is a Strategic Partner of the Town, with a current agreement in place for 2021-2025 that includes funding from the Town in the amount of \$10,000 per year to support WHS operations. The Town also provides some property maintenance support (mowing), as well as property tax exemption (ex: \$9,262 in 2016/17). This does not preclude the WHS from applying for other sources of funding, such as the One-Time Capital Funding program.

Unless Council decides otherwise, the funding for all capital grants are drawn from Town reserves. It is possible to include grants under this program within the capacity of the annual tax levy; however, there are numerous other demands on property tax revenues for services provided directly by the Town.

Grants paid to outside organizations should be considered from a number of perspectives (e.g. Benefits to community/residents; sustainability of project; economic impact; environmental considerations; financial impact in relation to budget; etc.). With regard to financial, Council should consider the current financial status of the Town and the anticipated financial requirements in the coming years. Any time grants are provided to an external organization, those dollars are no longer available for use on direct Town responsibilities. In addition, ***grants issued in the past may have occurred when there were available dollars, which may not always be the case year-in and year-out.***

As discussed during the Council's early budget deliberations, pressures on Town funds in the upcoming years include ongoing infrastructure needs, proposed new Library/Town Hall, Accessibility Plan goals, flood risk and climate change mitigation efforts. Although the Town currently has Operating Reserves on hand (savings), the draft 10-Year Capital Investment Plan could use all available funding. There is also a best practice benchmark level of reserves that any Town should ensure is set aside for material, unanticipated events within their borders.

Council may defer its decision on this application to the 2024/25 budget process in order to have the benefit of weighing all other financial pressures that have to be considered in spending finite taxpayer dollars. If Council feels it is not prepared to support the request, it could be turned down which simplifies the budget process moving forward.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

In terms of strategic directions (2021-2024 Strategic Plan), this project directly and/or indirectly aligns with Council priorities in a number of ways. The preservation of Randall House as a community space

## REQUEST FOR DECISION 014-2024

Title: One-Time Capital Funding Request – WHS/Randall House

Date: 2023-12-15

Department: Community Development/Finance

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can positively impact Community Wellness by connecting residents and visitors with educational and culturally-relevant learning opportunities and social events. Many of WHS's programs and events are planned with a Social Equity lens, as they consider different populations and cultural perspectives in addition to being free-of-charge in most cases. Economic Prosperity is potentially impacted in a positive way via tourist attraction and people visiting Wolfville to attend the Museum or participate in WHS programming, thusly spending time in town and visiting local businesses. Improving the insulation of Randall House will decrease heating costs and carbon output, which is in line with Climate Change initiatives.

The preservation of Randall House also aligns well with the Municipal Planning Strategy and the Core Commercial Area Design Guidelines, as indicated clearly in the attached Project Summary document.

### 8) COMMUNICATION REQUIREMENTS

The WHS will be notified of Council's decision.

### 9) ALTERNATIVES

Limited options available:

- Not approve the grant funding request
- Approve an alternate amount of funding
- Forward to 2024-25 budget process





## APPLICATION FORM

# ONE-TIME FUNDING OPPORTUNITIES GRANT

This program is available to non-profit organizations or registered charities that are planning to offer extraordinary operational events and initiatives that benefit the Town of Wolfville and its residents.

Please complete this form and forward via email to: [recreation@wolfville.ca](mailto:recreation@wolfville.ca)

Or by mail to:

Department of Parks & Recreation  
Town of Wolfville  
359 Main Street  
Wolfville, Nova Scotia  
B4P 1A1

Phone: (902) 542-3019

### 1) ORGANIZATION INFORMATION

Name of Organization:	_____
Contact Person:	_____
Mailing Address/PO Box:	_____
City:	Postal Code: _____
E-mail Address:	_____
Telephone: (Work)	(Home) _____

Is your organization a registered charity? ☐ Yes ☐ No

If yes, what is your CRA Charitable Status Registration Number: \_\_\_\_\_

Is your organization a registered non-profit organization? ☐ Yes ☐ No

If yes, please provide:

Joint Stocks Registration Number: \_\_\_\_\_

Canada Revenue Agency Business Number: \_\_\_\_\_



## APPLICATION FORM

### 2) **FUNDING REQUEST CALCULATION**

#### *Funding Level and Limitations*

- Town of Wolfville funding should not exceed 50% of the total project cost
- For requests less than \$2000, please apply to the Community Partnership Program
- Only one application per organization may be submitted per year
- Only one application per organization may be approved every four years

#### *Request Calculation*

- Total Project Cost \$ \_\_\_\_\_
- Request to Town of Wolfville \$ \_\_\_\_\_

### 3) **REQUIRED INFORMATION**

You **MUST** include as attachments to this form:

\_\_\_ Detailed Description of the program/event/service being proposed, including:

- \_\_\_ Outline of programming
- \_\_\_ Benefits to the Wolfville community
- \_\_\_ Indication of alignment with Council's Strategic Plan
- \_\_\_ Project timeline
- \_\_\_ Expected number of participants/attendees
- \_\_\_ Budget for the project
- \_\_\_ Confirmation of partner funding (if applicable)

\_\_\_ Year-End Financial Statement from the previous year (or business plan)

\_\_\_ Final Report Forms from any previous funding received from the Town (if applicable)

**Successful applicants must provide a Final Report in the prescribed form. Final Report Forms will be included with awarding letters.**

### 4) **GRANT APPROVAL**

If minimum criteria have been met, staff will complete an Evaluation Checklist and prepare a Request for Decision of Council. Grant funding is subject to Council's approval. Partial approvals may be granted for less than the amount requested.

### 5) **CERTIFICATION**

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Randall House Museum

259 Main Street • Wolfville, NS • B4P 1C6 • randallhouse@outlook.com

Department of Parks & Recreation  
Town of Wolfville  
359 Main Street  
Wolfville, Nova Scotia  
B4P 1A1

Oct 25<sup>th</sup>, 2023

To Whom it may concern,

For many years, the Wolfville Historical Society (WHS) has struggled with the responsibility of maintaining the museum. It was often thought that if the WHS were to divest itself of the property, the organization would be better able to deliver its community programming and social activities. This past summer, the WHS reached a tipping point:

**Now that the Museum is in need of major exterior repair and selling the property was seriously discussed, it has become apparent that selling would not be enough to revive the WHS. Without the museum, the WHS would cease to exist.**

The remaining members of the WHS Board have gathered to determine the best course of action for the Randall House property and the community. The following points were considered:

- Because Volunteer numbers have dropped so drastically and WHS activities, outside of running the museum have dwindled, selling the property would no longer benefit the WHS in the way it was once imagined.
- Selling the house on the open market would most likely result in its eventual declassification as a provincial and municipal heritage property and, because of its desirable location, it would very likely be demolished to make way for more a modern construction.
- It is the 2<sup>nd</sup> oldest heritage building in Wolfville and one of few Georgian architectural (1750-1850) examples in the area.

- It is the only publicly accessible historical home in Wolfville and because of this it offers a unique service when compared to other Wolfville attractions.
- Though the museum's collection needs substantial thinning, there are many items of historical importance to Wolfville's history in its collection. The WHS is uniquely positioned to preserve and interpret these items and it believes that this is an important service to the community. The WHS will be seeking the town's support in this endeavor.
- Donation of the museum and its collection remains a possibility but until this point, no group qualified to deal with issues of historical conservation, has been identified.
- The WHS is now in the position to consider all possibilities for the property, including adaptive use of the building, commercial opportunities and any viable community partnerships.

Once these points were considered, the remaining Board members of the WHS have passed the following motion:

**"The Board of the WHS moves that its work will henceforth be primarily in support of the Museum."**

In support of this resolution and in reaction to the lack of human resources available, the Board decided to invest a good portion of its remaining savings into employing a part-time Development Manger over the next two years to carry out the following activities:

- **Raise funds for and oversee the repairs of Randall House.**
- **Identify and apply for Strategic Funding Grants to help pay the second year of the Development Manger position.**
- **Re-structure the governing body and its foundational documents to be engaged only in support of the Museum.**
- **Create a business plan that identifies a new operational structure, realistic revenue streams, efficiencies, potential sponsorships, community partners, marketing plans and possibilities for self-generated revenue.**
- **Continue to operate of the museum through the 2024 and 2025 seasons.**
- **Update and revise the Strategic Plan, including a new interpretive plan, that would provide a vision for future fundraising initiatives.**
- **Find funding for and participate in the design of an updated website for the Museum**

In response to the September 12<sup>th</sup> presentation to Council regarding the repairs needed on the Randall House Museum and the current state of the WHS, members of Council advised our organization to apply for funding through the one-time funding opportunities grant. This letter aims to provide the required information outlined in the application.

## **Outline of Programming**

The Randall House has been owned and operated by the WHS since 1947. In the past 75 years the WHS has led hundreds of programming and community building initiatives including: school museum tours, historical teas, free lectures, movie nights, historical home tours, community dinners, the Willow Park Regatta, Christmas and Halloween nights at the museum, book launches, free town walking tours, programming for Wolfville's summer camps, countless historical skills workshops, house concerts and of course interpretation and exhibits both in the museum and out in the community.

The WHS employs 1 part time curator, 2 summer student museum interpreters, a volunteer historian and an archivist. We facilitate members of the public in their genealogical research and, in co-operation with our community partners at the Esther Clarke Archives at Acadia, we hold an impressive collection of photographs, publications and letters that document Wolfville's history. Our physical object collection, currently held in the museum, has over 3000 items in it, all of which has been documented, preserved and made available for the public to view in person or online.

In the past, programming has relied jointly on the employees of the museum and on the very active members of the WHS. As the WHS has become less active, much of the programming has come to rely on what the part-time curator, summer students and a few volunteers were able to offer.

Now that the Board of the WHS has decided to concentrate its efforts toward the Museum, the priority in the short term will be to focus on the rehabilitation of the building. In the long term, the Board of the WHS aims for the building to be a community hub operating in partnership with the Town and with the University. This would be done with the goal of offering **relevant** programming in an **accessible** community space.

## **Benefits to the Wolfville Community**

The benefits of saving and improving the historic building that currently houses the Randall House Museum are twofold; First, it provides a unique programming space to the public and secondly, that space can act as an anchor for the improved collection, preservation and interpretation practices of Wolfville's history.

The current building is in need of extensive repair. Not only does the exterior envelope need to be restored, but the walls need to be insulated so that the building can be a useful in a year-round capacity. Once the building is fully winterized, it is expected that an accessible washroom and improved food preparation facilities would need to be installed onto the main floor.

With these improvements made, the building would be positioned to offer public programming and event space in a unique atmosphere. If a museum's collection is handled carefully and thoughtfully, its spaces can be welcoming, flexible and immersive. A museum does not have to be a dusty old place where visitors aren't allowed to touch anything. We would rather have a place that is responsive to the needs of the community where *any* visitor can sit down and feel they are a part of history. We envision a place that can accommodate small groups and celebrations and one that can welcome community partners for shared initiatives.

After years of diligent collecting and conservation, the WHS has amassed a large number of items. Most of the collected pieces are domestic in nature from the 19<sup>th</sup> century and are interesting because they help to illustrate what it was like to live in Wolfville in the 1800s. However, there are many pieces that have do not have

proper documentation and many that fail to demonstrate a clear link to Wolfville's history. The proper management of the collection would see the removal of many items to make way for updated collection practices that would be inclusive of all communities and stories. History is not stuck in the 19<sup>th</sup> century, it is ongoing. Making room in the collection for new stories is an essential service to our shared future.

The collection, conservation and interpretation of articles from Wolfville's history is a service to the community that needs a physical space. When the necessary improvements are made to the building and the collection practices are modernized, the museum wouldn't just be a place for things, it would be a space for people.

### **Expected number of Participants/Attendees**

Since the opening of the museum, attendance has ebbed and flowed from year to year. It its heyday of the 1980s, the museum could often attract as many as 3000 people a summer through its doors and to its programming. By comparison, attendance dropped to an average of just under 1000 people a summer in the early 2000s. In the 2022 and 2023 seasons, the Museum enjoyed respectable attendance numbers of over 2200 visitors through its doors and in attendance at its community programming events. It is typical that residents do not often visit the museums in their own town, preferring instead to visit the museums in the towns they visit elsewhere. Because if this, the Museum largely welcomes tourists though its doors. Most visitors hail from other parts of Nova Scotia and the Maritimes, especially Halifax. We have a number of Canadians visit us from central Canada and we also welcome a number of Americans form the North Eastern States.

With a view to further improving visitorship to the Randall House property from tourists and residents alike, the WHS will be seeking a stronger partnership with the department of Parks and Recreation. Improved wayfinding to the museum from Willow Park through signage and sympathetic landscaping would help the public to find the property more easily and surely improve the visitor experience in Willow Park.

The WHS has been working on improving its relevance to residents through community programming for a number of years, mainly with fresh walking tour topics and summer camp programing. While these initiatives have proven to be moderately successful, it is believed that with an improved and re-imagined building, the WHS would be able to offer cultural event space and improved programming to its residents.

### **Indication of alignment with Council's MPS**

There are a number of policies and initiatives outlined in the Town Council's Municipal Strategy and Land Use Bylaws that are in alignment with the proposed project.

Randall House is one of very few Heritage status properties in town recognized provincially and municipally as well as on the Canadian historic properties registry and it is the only one open to the public. In **Section 3.2**, of the MPS titled, "Culture, Heritage and Economic Development" **policy item 3** reads:

“To preserve and enhance places, sites, structures, streetscapes, archaeological resources, cultural landscapes and practices which reflect the town's diverse evolution, built heritage and culture in partnership with local organizations”. (p 31)

We believe that repairing the Randall House property in partnership with the WHS is in direct alignment with this policy and would further the Town’s stated goal in the **Community Wellness** section of the **2023-2027 Operational and Budget strategy** to, “advance Heritage planning and programming”, specifically by working on “how to support the WHS moving forward”. (pg 54)

The Randall House is of specific architectural importance to Wolfville as it is one of very few examples of Georgian style architecture (1750-1850), as defined and protected by Wolfville’s Heritage Architecture Style Guide which forms the basis for Wolfville’s current Design Guidelines (**Land Use Bylaw, Schedule F, pg 47**). It follows that a sensitive and careful restoration of the building would serve to reinforce Wolfville’s overall identity as a place that celebrates and preserves its Heritage. Some may yet not see the potential that the Randall House has to offer because it is not a particularly lavish example of a Georgian-style home and its interior is not as well-appointed as some other typical historic homes might be. It is that exactly that difference that should be celebrated. The original interior is still intact and furnished in the way it might have been in the 1800s. Because of this, visitors and particularly students, can come to really appreciate the lives of the people who built this town in a way that no other educational approach can.

The WHS is interested in new ways that its building can serve the community. As an example of this type of thinking, our grounds feature beautiful native species gardens that are available at any point to be used for community programming. We do hope that the grounds can be used more thoroughly as their potential mixes with Wolfville’s existing **Core Commercial Design Area Guidelines (Land Use Bylaw 3.1, Schedule F, pg 12)** regarding park use which “seeks opportunities to use public grounds for informal seating, pedestrian connections and public art”. To further underline the potential of our location, and its alignment with those Core Commercial Area Design Guidelines, it should be recognized that it is in a place that has value because it is “accessible to and has views of the harbour, the Dyke-land and the Harvest Moon trail.” (**Land Use Bylaw 3.1**) In order to understand what we can offer the Town, our prominent geographical location should be recognized as the asset that it is.

The building is situated next to Willow Park at the exact location of Wolfville’s proposed East end Gateway. **Section 9 of the MPS, policy item #7** outlines the Town’s intent to enhance the East end gateway:

“To support the creation and incremental enhancement of both the east and west end gateways in an effort to punctuate the sense of arrival into the Core Area and consider integration of, and compatibility with, these gateways when evaluating development proposals in close proximity.”  
(**MPS, pg 86**)

The WHS encourages the Town to see the Randall House property as integral to this plan. Considering the transitional time that the WHS finds itself in, incorporating the building into the Gateway plan is an organic concept that has the potential to offer something that is both unique and in character with Wolfville’s identity.

Wolfville has defined its “Shared Future” as a place to “contemplate the old fashioned and the newfangled” (**MPS 2.2, pg 16**). Visitors and residents cherish the heritage homes of Main Street as exemplified by the Randall House but we all recognize the need for modern development. What better example of a sustainable attitude towards town planning than the one playing out in the East end of Wolfville’s commercial core? On

one side of Main Street there stands a building that is over 200 years old, next to a public park and on the other side, stands a popular trail head next to a new development that will provide much needed housing. This is the Eastend gateway.

The MPS lays out several priorities for Council and naturally, Economic Prosperity is high on that list. It reads, “The Town is focused on enhancing its position as an educational and cultural hub, [and] a destination for tourism...” (**MPS, 2.3.2, pg 20**). The Randall House Museum has contributed a solid tourist offering and educational opportunity for over 75 years and with the proposed changes to the building, it seeks to more fully participate in the town’s cultural life.

If the WHS is successful in reinventing its organization, and bringing community partners into the space, the proposed changes should very well be characterized as an **Adaptive** reuse of the space. It should be made absolutely clear that the WHS is actively seeking partners in this venture and is most interested in how best to serve the community to carry out its duty to preserve Wolfville’s story for future generations. The Town’s overall MPS goals work in perfect harmony with the WHS’s proposal. The MPS goals are stated in section **1.2.1 (pg5)** and are to:

- promote economic vitality,
- embrace the town's culture and heritage,
- foster a dynamic and livable Core Area,
- inspire high-quality design, and
- encourage social and environmental sustainability.

Finally, the territory that a museum exists in is at times a little unclear. We are not a commercial property and yet we are in the commercial core. We do not operate for profit and we serve the public and yet we are not a municipal property. Wolfville’s own approach to caring for its historical properties is admirable. It endeavors “[t]o maintain Town owned registered heritage buildings in a state of good repair and carry out any alterations in a manner which enhances the historic character of the Town.” (**MPS 11.4.4, Policy # 9, pg 104**) We would like to keep ourselves to the same standard and make our building a sustainable community asset for the future.

## **Project Timeline**

Based upon meetings with several reputable contractors in the area, the exterior repair and insulating portion of this project would likely take between **3-4 years** (contingent upon the availability of heritage window building services and adequate funding). Experts from Nova Scotia’s Department of Communities, Culture and Heritage recommend that a building such as ours should source heritage-built windows because they are period correct, long-lasting and surprisingly economical when compared to other modern wood products. The windows are manufactured in Nova Scotia and the builders would be able to provide them by the summer of 2025.

The Department of Communities, Culture and Heritage also recommends that the project be planned in several phases to aid in fundraising efforts. For this reason, the contractor’s estimates will be divided into several parts.



Following is the predicted order of work:

### **Phase 1: roof and Eastern wall (Spring/Summer- Fall of 2024)**

Provided that funding is in place, all contractors being considered for the work are available to start in the Spring/Summer of 2024. By necessity, the first phase that needs to be undertaken is the roof, soffit, fascia and gutter repair. It was recently confirmed that our roof *is* leaking in the upper North West Bedroom. A quick repair will be undertaken ahead of the winter season but a full roof repair cannot wait any longer than next summer. The items in the North West bedroom have been removed from immediate danger but it serves as a warning to all that failing to carry out the exterior repairs will soon affect the building's interior and the safety of its collection.

Contingent on funding, we would like to embark in the same season with the repair of the museum's Eastern wall which appears to be in the worst state of repair. Further meetings must be had between the heritage window builders and the successful contractor in order to determine the ultimate approach. There is some question as to whether the siding repairs can be undertaken independently of the window replacements so the answer to that will determine future workflow.

Upon the successful completion of phase 1, the following phases would be structured as such:

### **Phase 2: Front and Western Wall (Spring/Summer- Fall of 2025)**

### **Phase 3: Back wall (Spring/Summer- Fall of 2026)**

### **Possible Phase 4 (if heritage window availability delays siding repair by 1 year) (Spring/Summer- Fall of 2027)**

Once a working relationship has been established between the trades and initial work has begun on the property, a more accurate picture of the job and whether it will take 3 or 4 years will become clear. We have been advised that heritage properties frequently have a few unexpected challenges to face once the work has begun and for that reason some flexibility is required.

The amount requested in this Grant application reflects the estimates to repair the building's exterior and to insulate the walls in the process. Future plans to add an accessible washroom and kitchen preparation facilities will need to be addressed in a future WHS campaign once the essential health of the building has been achieved and maintained.

## **Budget for the project**

As the estimate from **Heritage Carpentry** included with this application shows, the price of repair and insulation is estimated to be approximately \$350, 000 for the total project. In conversation with other reputable carpenters, it is possible that estimates yet to be received will come in at a slightly lower cost and the job is yet to be awarded. Before engaging contractors, the WHS hopes to have some indication from the Town and its other potential partners as to whether funding for this project will be approved.

It is understood that the %50 of total project funding requested in this application is a large sum of money and that the Town of Wolfville has many other financial commitments. It should be noted that the project is

structured in such a way that graduated funding is possible over the 3-4 years of the project but the WHS is asking for a commitment that would take the full scope of the project into consideration.

### **Confirmation of Partner funding**

With the recent appointment of Katherine Ryan to the Randall House Development Manager position, the search for partner funding is underway. A similar project was recently undertaken to save the Charles MacDonald Concrete House in Centreville. Over a multiyear campaign they have managed to raise over \$444,000 through several layers of community and government grants/donations. The bodies that contributed to that project are as follows:

- The Heritage Trust of Nova Scotia
- 100 Who Care Giving Group,
- Nova Scotia Communities, Culture and Heritage
- Kings County Vison Grant
- Canada Cultural Spaces
- Community in kind help
- Canadian Legacy Grant
- Museum fundraising/sponsorship initiatives.

We have every reason to believe that similar government/community grants and sponsorships will be available to our organization now that we have a dedicated employee working towards this goal.

In closing, we are including a copy of a letter to the WHS from Town Council dated May 25<sup>th</sup>, 1988. In response to standard Museum contingency planning, our Provincial funding bodies at the time required our organization to make arrangements for the Museum's collection, were the WHS cease to exist. In response to our request, Town Council passed a motion that accepted responsibility for the contents of the museum if such an event were to occur. The inclusion of this letter is meant to illustrate the once close relationship that the town had with the WHS and the value that was once placed on the work that we do. The WHS still believes that it is capable of carrying out its duty to the collection, including to the Museum's itself and it seeks to evolve into a more sustainable organization that better serves the community. However, the condition of the Randall House is putting that work in danger. We ask respectfully and with renewed hope for a stronger partnership with the Town.

We thank you for your consideration in this matter.

Sincerely,

The Board of the Wolfville Historical Society

# Randall House Museum Repair Project Summary

SUBMITTED BY	Wolfville Historical Society	PROJECT TYPE	Exterior repairs to museum
PROJECT MANAGER	Katherine Ryan	PROJECT LOCATION	259 Main Street, Wolfville, NS
EMAIL	randallhousns@outlook.com	TOTAL ESTIMATED BUDGET	\$350,000
PROJECTED START DATE	Phase1 start: Summer of 2024	PROJECTED COMPLETION DATE	Phase 4 end: Dec of 2027

## OVERVIEW

### PROJECT SUMMARY

The Wolfville Historical Society is seeking funding from multiple sources, including the town of Wolfville, to aid in the exterior repairs of the town's community museum, currently known as the "The Randall House". The exterior repairs are estimated to cost \$350 000 and are planned to be carried out over the next 4 years. Not only will the exterior envelope need to be restored, but the walls will need to be insulated so that the building can be useful in a year-round capacity. The property is a registered provincial and municipal heritage site and as such, is subject to specific guidelines that dictate design and material choices used. Once the project is complete, the building will continue to be the home of our town's museum and be able to play a more vital and inclusive role in the cultural life of Wolfville.

### RANDALL HOUSE MUSEUM BACKGROUND

Randall House, as we know it today, was built c.1800 by a cooper, Aaron Cleveland and was later purchased by Charles Randall in 1812. It is the town's 2<sup>nd</sup> oldest structure and the only one available to the public. The house stands next to what used to be the commercial centre of Mud Creek (now called Wolfville). Many people do not know that what is now called Willow Park used to be the world's smallest registered harbour and a bustling seaport during the Age of Sail. With the invention of the steam engine came the region's first rail line and our tiny harbour was changed forever. The rail line cut off water flow to the inner harbour and for many years the area stood unused and became a muddy eyesore. In 1927, a retired farmer named Charles Patriquin purchased the home and surrounding property and turned the muddy area into a duck pond meant for the enjoyment of the town's people. In 1941, the Patriquin family donated the home to the Wolfville Historical Society, which has operated it as a community museum since 1947. For over 75 years, community members have volunteered their time to collect, preserve and exhibit the over 7000 items that represent much of our region's cultural heritage. The Museum is currently undergoing a major organizational restructuring that, in part, will see the collection slimmed down to its most essential and relevant items, but the remaining pieces will need a physical space in which to exist. The Museum's exterior is certainly in need of repair, but several qualified contractors have remarked upon the quality of its structure. Barry Hiltz, Director of Operations at Ross Farm, and noted built heritage expert, recently remarked that the building's foundation is one of the best he's seen in his over 30-year career.

## RANDALL HOUSE PROGRAMMING

Randall House has acted as the home base for hundreds of community programs and services over the years and its unique historical atmosphere has helped to fire many imaginations. Recent programs and services include: welcoming tourists from all over the world (2500 visitors last year), providing immersive educational experiences for young students (Wolfville School, Wolfville Children's Centre, Booker School and Acadia in 2023), providing quality summer employment (2 summer students and a curator), afternoon teas, venue rentals, a film and television location, ghost tours, house concerts, the Willow Park Regatta, membership gatherings, community open houses, book and album launches, free walking tours, Town of Wolfville summer camps, historical skills workshops, built heritage/genealogical research and so much more. It should be noted that the populations museums like ours traditionally tend to serve are tourists and children (both groups that lack the ability to personally represent themselves in our municipal affairs). We intend to continue representing the interests of children and tourists, but we also see the need to broaden our appeal to the wider residential population. As we seek to define our role in the community going forward, we find ourselves in the position to consider new possibilities for the property and open to any viable community partnerships.



1.



2.



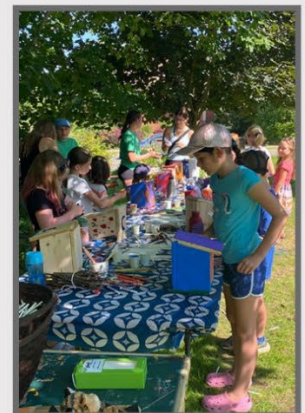
3.



4.



5.



6.

**L to R:** 1. 2021 Kirkconnell History Prize winner, Yarrow Bedwin, 2. 2023 Wedding reception, 3. Randall House Halloween Volunteers, Sara Wientraub & Martin Hallett, 4. 2023 Summer Students Katie and Nick with Curator/Manager Krystal Tanner, 5. Young guest at the 2023 Festive Open House decorating cookies, 6. Campers at the Town of Wolfville summer camp making bee houses.

**PROJECT'S ALIGNMENT WITH THE TOWN OF WOLFVILLE'S MUNICIPAL PLANNING STRATEGY (MPS)  
AND CORE COMMERCIAL AREA DESIGN GUIDELINES (CCADG)**

POLICY ITEM	ALIGNMENT
<p>"To preserve and enhance places, sites, structures, streetscapes, archaeological resources, cultural landscapes and practices which reflect the town's diverse evolution, built heritage and culture in partnership with local organizations" <b>MPS, Section 3.2</b></p>	<p>Randall House is one of very few Heritage status properties in town recognized provincially and municipally as well as on the Canadian historic property's registry. It is the 2<sup>nd</sup> oldest property in town, and it is the only one open to the public.</p>
<p>Urban Design Priorities for the Mainstreet Character Area; "Seek opportunities to provide views to the harbour" <b>CCADG, Section 2.2.1 (pg. 14)</b></p>	<p>The property is beautifully situated with views of the harbour, the Dyke-land, and the Harvest Moon trail. Conserving the Randall House would ensure that the public would be able to enjoy this celebrated view.</p>
<p>Urban Design Priorities for the East Gateway; "...provide a transition into Downtown from adjacent residential areas" <b>CCADG, Section 2.2.6 (pg. 24)</b></p>	<p>We are situated next to Willow Park at the exact location of Wolfville's proposed East Gateway. We encourage the Town to see the Randall House and its property as integral to this plan. Incorporating the building into the Gateway plan is an organic concept that has the potential to offer something that is both unique <i>and</i> in character with Wolfville's identity.</p>
<p>Wolfville has defined its "Shared Future" as a place to "contemplate the old fashioned and the newfangled" <b>MPS, Section 2.2</b></p>	<p>The dynamics at play at the East end of town exemplify this notion; On one side of Main Street there stands a building that is over 200 years old next to a public park. On the other side of Main Street there is a popular trailhead next to a new development that will provide housing and retail opportunities for our growing population. This delicate balance <b>is</b> the East Gateway.</p>
<p>"The Town is focused on enhancing its position as an educational and cultural hub, [and as] a destination for tourism..." <b>MPS, Section 2.3.2,</b></p>	<p>The Randall House Museum has contributed a solid tourist offering and educational opportunity for over 75 years and with the proposed improvements to the building, it seeks to participate in the town's cultural life more fully and to bring together our <u>growing</u> population through our shared story.</p>

PROJECT TIMELINE AND COST BREAKDOWN			
PHASE 1 (east side exterior and roof)			
DESCRIPTION OF WORK	START DATE	END DATE	ESTIMATED COST
Siding, trim, soffit, and fascia replacement of east side exterior. Insulation to improve efficiency. Roof re-shingling. (No window replacement in <b>phase 1</b> due to 1.5 yr lead time required to build specialty heritage windows).	Summer of 2024	Dec of 2024	<b>\$76 050.00</b>
PHASE 2 (west side exterior and east/west side window install)			
DESCRIPTION OF WORK	START DATE	END DATE	ESTIMATED COST
Siding, trim, soffit, and fascia replacement of west side. Insulation to improve efficiency. Roof re-shingling. Windows installed in both east and west sides.	Summer of 2025	Dec of 2025	<b>\$ 77, 716.80</b>
PHASE 3 (front side exterior and window install)			
DESCRIPTION OF WORK	START DATE	END DATE	ESTIMATED COST
Siding, trim, soffit, and fascia replacement of front side. Insulation to improve efficiency. Windows installed in front side.	Summer of 2026	Dec of 2026	<b>\$ 101, 449.92</b>
PHASE 4 (back side exterior and window install)			
DESCRIPTION OF WORK	START DATE	END DATE	ESTIMATED COST
Siding, trim, soffit, and fascia replacement of back side. Insulation to improve efficiency. Windows installed in back side. Accessibility improvements to rear entrance.	Summer of 2027	Dec of 2027	<b>\$ 94, 783.28</b>
<b>Total Project Cost</b>			<b>\$350 000</b>



## OTHER SOURCES OF FUNDING FOR ALL PHASES OF PROJECT

### CONFIRMED FUNDING AVAILABLE IN TIME FOR PHASE 1 START

SOURCE	AMOUNT
Heritage Development fund (Nova Scotia Communities, Culture, Tourism and Heritage)	\$5520.00 (towards cost of the roof)
Wolfville Historical Society major repair fund	\$50,000 toward the total project amount

### POTENTIAL SOURCES OF FUNDING AVAILABLE FOR SUSEQUENT PHASES

SOURCE	AMOUNT
Town of Wolfville One time Funding Grant	Max of \$50 000
Community Facilities Improvement Program (NS CCTH)	max of \$50 000 every 2 years
Heritage Trust of Nova Scotia Buildings at Risk Fund	\$2000 per project
Heritage Development fund (NS CCTH)	Max of \$10,000 Eligible for 2 <sup>nd</sup> application in phase 3
Canada Cultural Spaces Fund (Federal Gov't)	Max of \$175 000
HST building material rebate program (Provincial gov't)	10% off eligible building materials. Depends on material eligibility assessments: rough estimate of \$10 000
Kings Co. Vision Grant	%50 of project (projects similar in scope have received \$50,000)
WHS Fundraising initiatives, private donations, in-kind donations, and sponsorships	\$ 20,000 goal

## TYPICAL YEARLY OPERATING BUDGET OF RANDALL HOUSE MUSEUM

EXPENSES	
<b>Payroll</b> (Seasonal Curator Manger and 2 summer students, source deductions)	\$ 31,000.00
<b>Event Expenses</b> (Fundraising, Town of Wolfville BBQs, Town of Wolfville summer camps, Heritage craft workshops, music presentations, afternoon teas and misc. community events)	\$ 1050.00
<b>Office Expenses</b> (membership dues, phone, internet, bank charges, subscriptions, Supplies)	\$ 1650.00
<b>Marketing</b> (Promotions and newsletter)	\$ 300.00
<b>Collection and Conservation</b> (Collection database subscription and archival storage materials such as acid free tissue, nitrate gloves and archival boxes)	\$ 350.00
<b>Temporary exhibit expenses</b> (printing, hardware and misc.)	\$ 1000.00
<b>Randall House operation expenses</b> (gardens, insurance, property tax, fuel, giftshop maintenance, major repair, electricity, water & sewer, plumbing)	\$ 8000.00
<b>Kirkconnell History Prize</b> (awarded annually to a Horton High student who excels in the topic of History)	\$ 300.00
<b>Total expenses</b>	<b>\$ 43 650.00</b>
REVENUE	
<b>Grants</b> (\$10,000 from Town of Wolfville, Provincial Community Museum Assistance Program, Federal Young Canada Works Grant x 1, Provincial Student Summer Skills Incentive Grant x 1)	\$25,000
<b>Memberships</b> (* This amount has been steadily decreasing over the past 10 years due, in part, to An aging membership and has been identified as the main area for improvement)	\$1000.00
<b>Donations</b> (this amount represents an average over the past few years)	\$6500.00
<b>Fundraising Initiatives</b> (BBQs, Wine and Cheese, Regatta, Christmas open house, giftshop, research fees, afternoon tea, lectures and tours)	\$3000.00
<b>Sponsorships</b> (* this revenue stream is currently under development)	\$0
<b>Venue Rental</b> (* this revenue stream currently is under development)	\$500.00
<b>Total</b>	<b>\$36,000</b>
<b>Current budget shortfall estimate</b>	<b>\$7650.00</b>
ASSETS AND LIABILITIES (as of Dec 31 <sup>st</sup> , 2023)	
<b>Assets</b> (Savings, float, investments, restricted funds, inventory, Heritage Development Fund Grant for roof repair, accounts receivable)	<b>\$150 568.00</b>
<b>Liabilities</b> (accounts payable, 2023-2025 consultant fee budget, HST owing)	<b>\$ 52 618.85</b>
<b>2023 Property Tax assessed value of Randall House</b> (this amount does not reflect market value)	<b>\$ 341 500.00</b>



**Wolfville Historical Society**  
Financial Statements  
Year Ended December 31, 2022

Wolfville Historical Society  
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Year Ended December 31, 2022

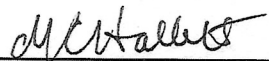
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**Wolfville Historical Society**  
**Statement of Financial Position**  
**As at December 31, 2022**

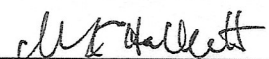
	<u>2022</u>	<u>2021</u>
<b>ASSETS</b>		
Cash	\$ 26,353	\$ 23,174
Inventory, receivables, other current assets	<u>6,430</u>	<u>3,171</u>
	<u>32,783</u>	<u>26,345</u>
Investments	<u>87,650</u>	<u>95,141</u>
	<u><u>\$ 120,433</u></u>	<u><u>\$ 121,486</u></u>
<b>LIABILITIES AND FUNDS</b>		
Accounts payable, other current liabilities	\$ 6,965	\$ 169
Restricted Funds	1,519	1,519
Identified Purpose Funds (BMO Investments)	<u>87,650</u>	<u>95,141</u>
	<u>89,169</u>	<u>96,660</u>
	<u>96,134</u>	<u>96,829</u>
<b>NET ASSETS</b>		
Net Assets - Beginning of the Year	24,657	14,282
Excess (Deficiency) of Revenues Over Expenditures	(1,358)	3,687
Bequests and specified donations received	1,000	5,000
Transfers from Identified Purpose Funds	<u>-</u>	<u>1,688</u>
	<u>24,299</u>	<u>24,657</u>
	<u><u>\$ 120,433</u></u>	<u><u>\$ 121,486</u></u>

**APPROVED BY DIRECTORS**

President



Treasurer



**Wolfville Historical Society**  
**Statement of Revenues and Expenditures**  
**For the Year Ended December 31, 2022**

	<b>2022</b>		<b>2021</b>
	<u><b>Actual</b></u>	<u><b>Budget</b></u>	<u><b>Actual</b></u>
<b>REVENUES</b>			
Grants			
Canada and Nova Scotia	\$ 22,602	\$ 14,300	\$ 25,416
Town of Wolfville	10,000	10,000	10,000
	<u>32,602</u>	<u>24,300</u>	<u>35,416</u>
Memberships	580	2,300	1,150
Donations	5,257	4,700	5,411
Randall House and other community events / fundraising	<u>2,490</u>	<u>900</u>	<u>835</u>
<b>TOTAL REVENUES</b>	<u>40,929</u>	<u>32,200</u>	<u>42,812</u>
<b>EXPENDITURES</b>			
Wages and benefits			
Manager-Curator	15,113	15,100	13,673
Summer Students	11,760	12,300	12,303
Payroll benefits	<u>2,093</u>	<u>2,200</u>	<u>2,035</u>
	<u>28,966</u>	<u>29,600</u>	<u>28,011</u>
Randall House and other community events / fundraising	609	250	-
Office and promotion	1,681	2,100	2,519
Collections and Interpretation	494	1,250	2,718
Randall House			
Repair and maintenance, grounds, snow clearing	6,323	1,650	2,506
Fuel and utilities	2,607	2,650	1,736
Insurance and Property Tax	<u>1,607</u>	<u>1,700</u>	<u>1,635</u>
	<u>10,537</u>	<u>6,000</u>	<u>5,877</u>
<b>TOTAL EXPENDITURES</b>	<u>42,287</u>	<u>39,200</u>	<u>39,125</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>\$ (1,358)</u>	<u>\$ (7,000)</u>	<u>\$ 3,687</u>

**Wolfville Historical Society**  
**Schedule of Funds**  
**Year ended December 31, 2022**

**Restricted Funds**

	2022 Opening Balance	Additions	Withdrawals	2022 Ending Balance
Mona Parsons Memorial	\$ 688	\$ -	\$ -	\$ 688
Joseph Howe	831	-	-	831
	<u>\$ 1,519</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,519</u>

	2021 Opening Balance	Additions	Withdrawals	2021 Ending Balance
Mona Parsons Memorial	\$ 688	\$ -	\$ -	\$ 688
Joseph Howe	831	-	-	831
	<u>\$ 1,519</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,519</u>

**Identified Purpose Funds**

	2022 Opening Balance	Additions	Transfers to Operations	Investment Income	Gain (Loss) in Value	2022 Ending Balance
General	\$ 15,231	\$ -	\$ -	\$ 442	\$ (1,290)	\$ 14,383
Memorial Book	68,162	-	(1,668)	1,931	(5,775)	62,650
Kirkconnell	11,243	-	-	327	(953)	10,617
	<u>\$ 94,636</u>	<u>\$ -</u>	<u>\$ (1,668)</u>	<u>\$ 2,700</u>	<u>\$ (8,018)</u>	<u>\$ 87,650</u>

	2021 Opening Balance	Additions	Transfers to Operations	Investment Income	Gain (Loss) in Value	2021 Ending Balance
General	\$ 12,840	\$ -	\$ -	\$ 374	\$ 2,017	\$ 15,231
Memorial Book	58,924	-	(1,688)	1,668	9,258	68,162
Kirkconnell	9,478	-	-	276	1,489	11,243
	<u>\$ 81,242</u>	<u>\$ -</u>	<u>\$ (1,688)</u>	<u>\$ 2,318</u>	<u>\$ 12,764</u>	<u>\$ 94,636</u>