



Town Council Meeting

July 23, 2024

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes

- a. Town Council Meeting, June 25, 2024
- b. Town Council In Camera Meeting, June 25, 2024
- c. Special Joint Council Meeting, July 4, 2024

3. Comments from the Mayor

- a. Volunteers of the Year Award (Deputy Mayor Wendy Elliott)
 - i. James R. Skinner
 - ii. Stephen Wilsack

4. Public Input / Question Period

PLEASE NOTE:

- *Individual members of the public may make comments and ask questions for up to 5 minutes.*
- *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, July 9, 2024:

- a. RFD 040-2024: Robie Tufts Port-a-Potty
- b. RFD 041-2024: Equity & Anti-Racism Plan & Advisory Committee
- c. RFD 039-2024: VWRM Debt Guarantee for 2024-25 Capital Program
- d. RFD 042-2024: One-Time Operational Funding Request – Rugby Nova Scotia
- e. IR 014-2024: Municipal Election Campaigning – Lawn Signs

6. New Business

- a. RFD 037-2024: Building Official Appointment – Amanda Brown
- b. RFD 043-2024: Land Disposal – Portion of Road Reserve on Bishop Avenue

7. Regular Meeting Adjourned

REQUEST FOR DECISION 040-2024

Robie Tufts Port-a-Potty

Date: 2024-07-09

Department: Planning & Economic Development



SUMMARY

An accessible port-a-potty has been installed near Robie Tufts Park to increase washroom service levels in Town since January 2024.

The port-a-potty was first approved for 1-month, to respond to the need for 24-hour washroom access for community members. Following the 1-month period, Council motioned to keep the port-a-potty installed for an additional three months, to April 30th 2024, to allow Staff time to explore the feasibility of more permanent washroom facilities.

The lease agreement between the Town and the Raitown Condominium Corporation has since been amended to increase the hours of operation of the two public washroom units at 24 Harbourside Drive from sun-up to sun-down daily, to 24 hours per day. These operating hours have now been in effect for approximately one month and provide increased service levels in two permanent washroom facilities.

Despite the change to the two public washrooms, staff are recommending extending the lease on the port-a-potty over the summer months to provide increased comfort facilities for the community and visitors.

Further it is recommended that this file move to staff to management given that it is operational in nature.

DRAFT MOTIONS:

That Council approve an extension to the lease of the port-a-potty at Robie Tufts Park for a further three months, until September 25, 2024.

That Council approve moving the management of this file to staff in accordance with provision of portable toilets in other Town locations.

REQUEST FOR DECISION 040-2024

Robie Tufts Port-a-Potty

Date: 2024-07-09

Department: Planning & Economic Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) STAFF RECOMMENDATION

That Council approve an extension to the port-a-potty lease. Because this is now an operational matter, staff further recommend that the management of this file be moved to staff. This will allow for more efficient management of this service and save on report writing and Council time.

3) REFERENCES AND ATTACHMENTS

- [IR 002-2024 Homelessness Update](#)
- [IR 002-2024 Homelessness Update \(updated for COW 2024-02-14\)](#)

4) DISCUSSION

Many community members have been using the port-a-potty at Robie Tufts Park since it was installed. Staff have heard from community members that the port-a-potty has been a welcome addition, particularly for trail users. Some of these community members have stated they are using the port-a-potty because they cannot reach the Railtown washroom in time. It is Staff's recommendation that the port-a-potty lease be extended for a minimum of three more months (September 25 2024) or on an as-needed basis determined by Staff.

5) FINANCIAL IMPLICATIONS

The rental price for the port-a-potty is \$300 per month.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See links in References and Attachments above.

7) COMMUNICATION REQUIREMENTS

Staff will continue to communicate with Park users to determine on-going need for the port-a-potty.

REQUEST FOR DECISION 040-2024

Robie Tufts Port-a-Potty

Date: 2024-07-09

Department: Planning & Economic Development



8) ALTERNATIVES

1. Council does not extend the port-a-potty lease.
2. Council extends the port-a-potty lease permanently.

REQUEST FOR DECISION 041-2024

Title: Equity and Anti-Racism Plan and Advisory Committee

Date: 2024-07-09

Department: Office of the CAO



SUMMARY

Equity and Anti-Racism Plan and Advisory Committee

Municipalities and villages need to develop equity and anti-racism plans by April 1, 2025, as required under the *Dismantling Racism and Hate Act* and associated regulations. A required internal assessment and review has started at the staff level and Council will be invited to participate in this process next. Once this is complete, community engagement will begin.

At this time, it would be helpful to establish an advisory committee populated by community members from underrepresented and underserved communities (underrepresented and underserved groups include Mi'kmaq and/or people of Indigenous descent, African Nova Scotians, people of African descent, people with disabilities, 2SLGBTQIA+ people, newcomers, and minority faith-based groups).

This advisory committee would help the Town by working with staff and Council, providing critical advice, perspective, lived experience and dialogue to help address systemic inequalities and foster collaboration through the development of the Town's Equity and Anti-Racism Plan and through the action items that will be established in the Plan.

Terms of Reference are still to be drafted but a call for expressions of interest needs to start soon.

DRAFT MOTION:

That Council approve the establishment of an Equity and Anti-Racism Advisory Committee.

REQUEST FOR DECISION 041-2024

Title: Equity and Anti-Racism Plan and Advisory Committee

Date: 2024-07-09

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

Municipalities and villages will be the first public sector bodies prescribed (date TBA) under the *Dismantling Racism and Hate Act*, requiring them to have plans to address systemic hate, inequity and racism by April 1, 2025.

3) STAFF RECOMMENDATION

Staff recommend Council pass the suggested motion and support the establishment of an advisory committee as soon as possible, with the Terms of Reference to be delivered to Council in their September meeting.

4) REFERENCES AND ATTACHMENTS

1. [Dismantling Racism and Hate Act](#)
2. [Equity and Anti-Racism Primer](#)

5) DISCUSSION

While the Act does not require an advisory committee, as was the case with the Accessibility Act, staff believe stronger, more meaningful recommendations will be made to Council through the development of our Plan when persons from underrepresented and underserved communities are invited to act as advisors.

It is also important to note the province has permitted joint plans for accessibility, equity and anti-racism but at this time, staff would like to keep the work separate to give this Plan the amount of attention, focus and support it deserves. Staff also do not want to add additional workload to the Accessibility Advisory Committee, who already have the task of stewarding the Town's new Accessibility Plan that is also due on April 1.

6) FINANCIAL IMPLICATIONS

There has been no budget committed to this work as we were not yet prescribed. Council was generous in supporting two inclusion projects in this fiscal and if needed, some funds may be pulled from these projects.

REQUEST FOR DECISION 041-2024

Title: Equity and Anti-Racism Plan and Advisory Committee

Date: 2024-07-09

Department: Office of the CAO



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity
- Social Equity
- Community Wellness

8) COMMUNICATION REQUIREMENTS

Communications will happen soon to assist with the recruitment of advisory committee members

9) ALTERNATIVES

Council could forgo the formation of an advisory committee, develop the plan internally and then seek feedback through a community consultation.

REQUEST FOR DECISION 039-2024

Title: VWRM – Debt Guarantees 2024/25 Capital Program

Date: 2024-07-09

Department: Finance



SUMMARY

Valley Waste Resource Management – Debt Guarantee for 2024/25 Capital Program

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

The request before Council with this report relates to the current year 2024/25 Capital program, for which VWRM would expect to participate in a future NS Finance Department's provincial debenture issue. Essentially this is the same process the Town of Wolfville follows for its capital program. The VWRM Board approved their Temporary Borrowing Resolution (TBR) at their June 19, 2024, meeting. The next step in the process is for each of the Inter-Municipal Agreement Service Partners to guarantee their proportionate share of the debt. The documents before Council with this report represent that guarantee for Wolfville.

DRAFT MOTION:

That Council guarantees a share of the Valley Waste Resource Management Authority's TBR Capital FY 2024/25 in the amount of \$1,735,000, with Wolfville's guarantee repayment share being 8.76% equal to the amount of \$151,986 as per attached partner guarantee resolution form.

REQUEST FOR DECISION 039-2024

Title: VWRM – Debt Guarantees 2024/25 Capital Program

Date: 2024-07-09

Department: Finance



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act - Sections 60 & 88
- Vally Waste Resource Management Intermunicipal Service Agreement (IMSA)

3) STAFF RECOMMENDATION

That Council approve the loan guarantee requested by VWRM to address their 2024/25 capital program requirements.

4) REFERENCES AND ATTACHMENTS

- Standard loan guarantee resolution provided by VWRM (attached)
- VWRM TBR 24/25 Capital Program, including schedule A showing breakdown of guarantees, and schedule B noting the Capital Budget items being funded by way of debt (attached)
- VWRM 2024/25 approved budget (refer to Town RFD 005-2024, February Committee of the Whole and Council agenda)

5) DISCUSSION

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

The breakdown of guarantees by the IMSA group is:

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	74.03	1284421
Town of Kentville	10.26	178011
Town of Wolfville	8.76	151986
Town of Berwick	3.45	59858
Town of Middleton	2.44	42334
Town of Annapolis Royal	1.06	18390
Total Capital Requirements for Borrowing Resolution	100	1,735,000

REQUEST FOR DECISION 039-2024

Title: VWRM – Debt Guarantees 2024/25 Capital Program

Date: 2024-07-09

Department: Finance



6) FINANCIAL IMPLICATIONS

There is no immediate budget impact to the Town as the VWRM capital program was previously approved as part of for the VWRM 2024/25 Budget. The long-term debt contemplated will require increased Town contributions in future years once the debenture is in place and repayments are required.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None to be provided at this time.

8) COMMUNICATION REQUIREMENTS

Once approved the guarantee will be signed, and the Town will advise VWRM staff of Council's decision, and then to forward all duly signed copies of the guarantee to VWRM.

9) ALTERNATIVES

In theory, Council may choose not to approve the guarantee. In doing so, VWRM would be required to seek alternatives to fund its 2024/25 capital budget. Given Council has already approved the VWRM 2024/25 Budget, not providing the guarantee at this time would be an impractical option and contravene Council's approval of the VWRM 2024/25 Budget. Council should be informed that the temporary borrowing resolution approval is an annual housekeeping matter aiding to finalize details surrounding VWRM Board and Town Council decisions previously made for fiscal 2024/25.

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

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

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

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

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

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

BE IT THEREFORE RESOLVED

THAT under the authority of the intermunicipal services agreement entered into under Section 60 of the *Municipal Government Act*, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed
One Million Seven Hundred Thirty-Five Thousand Dollars
(\$ 1,735,000) for the purpose set out above;

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

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed
One Million Seven Hundred Thirty-Five Thousand Dollars
(\$ 1,735,000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

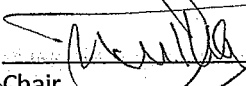
THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

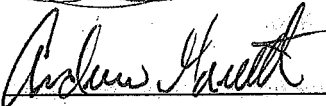
THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and,

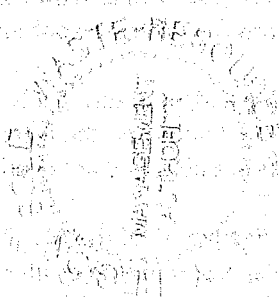
THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 19th day of June, 2024.

GIVEN under the hands of the Chair and the Secretary and under the seal of the Authority this 19th day of June, 2024.


Chair


Secretary



VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	74.03	1284421
Town of Kentville	10.26	178011
Town of Wolfville	8.76	151986
Town of Berwick	3.45	59858
Town of Middleton	2.44	42334
Town of Annapolis Royal	1.06	18390
Total Capital Requirements for Borrowing Resolution	100	1,735,000

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "B"
CAPITAL PROJECTS**

		Estimates \$
Heading: Rolling Stock		
Item	Wheel Loader	375,000
Item		
Item		
Item		
Heading Sub Total:		375,000
Heading: Efficiency Upgrade		
Item	Cardboard Baler	110,000
Item	Morbark Shredder	600,000
Item	Excavator	300,000
Item		
Heading Sub Total:		1,010,000
Heading: Building and Infrastructure		
Item	HHW Stewardship Centre	350,000
Item		
Item		
Item		
Heading Sub Total:		350,000
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
Heading:		
Item		
Item		
Item		
Item		
Heading Sub Total:		0
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Item		
Item		
Item		
Item		
Heading Sub Total:		0
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		1,735,000

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF**

Guarantee Share Amount: \$ _____ Purpose: _____

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

WHEREAS the Authority has determined to borrow the aggregate principal amount of _____ Dollars (\$ _____) for purpose of _____;

WHEREAS the Authority has requested the Council of the _____, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the _____ does hereby approve the borrowing of the aggregate principal amount of _____ Dollars (\$ _____) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs Housing of the guarantee, the Council unconditionally guarantee repayment of _____ Dollars (\$ _____) for the purpose set out above; and

THAT upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____ held on the _____ day of _____, 2024.

GIVEN under the hands of the Clerk and under the seal of the Municipality this _____ day of _____, 2024.

Clerk

REQUEST FOR DECISION 042-2024

Title: One-Time Operational Funding Request – Canadian Rugby Championships

Date: 2023-02-21

Department: Community Development/Finance



SUMMARY

One-Time Operational Funding Request – Rugby Nova Scotia

Rugby Nova Scotia has been selected by Rugby Canada through a bid process to host the 2024 Canadian Rugby Championships (CRCs) for U19 Men's and Women's divisions. This event will take place from July 28th through August 4th at Acadia University. This represents a premier event for this age group, and the organization would look to host community engagement events in conjunction with the tournament such as flag rugby and a rugby 7s tournament for local youth. Similar community events in conjunction with the 2023 CRCs brought together over 250 youth aged 7-17 in 2023. The request of Council is to provide \$5,000 as a One-Time Operational Funding commitment towards this National event.

DRAFT MOTION:

That Council approve a \$5,000 one-time operational grant contribution to Rugby Nova Scotia to support the hosting of the 2024 Canadian Rugby Championships.

REQUEST FOR DECISION 042-2024

Title: One-Time Operational Funding Request – Canadian Rugby Championships

Date: 2023-02-21

Department: Community Development/Finance



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 Operational Funding from Rugby Nova Scotia
+ Supporting Documents for Funding Application
2. Evaluation Criteria Checklist

5) DISCUSSION

The 2024 Canadian Rugby Championships will be held in Wolfville, at Acadia University, from July 28th through August 4th. This is the premier, national tournament for U19 Men's and Women's rugby in Canada, with additional goals of growing competitive rugby across the country while also serving as a selection showcase for representative age -grade programs with the Canadian National Rugby Team.

The event projects to attract upwards of 2000 spectators and 350 participants that will attend and experience Wolfville, providing business to local restaurants, shops and hotels.

Additional benefits to the community include increased exposure to highly competitive rugby at the National level, with opportunities to participate in associated events such as flag rugby and rugby 7s for youth aged 7-17. This has the potential to attract additional visitors to the area, providing economic benefit to the Wolfville and the surrounding area.

The total expense for hosting this tournament is projected at \$67,460, which will be offset by revenue in the form of grants, donations and sponsorships. Financials have been provided, showing a significant shortfall along with estimates and unconfirmed amounts on the revenue side.

6) FINANCIAL IMPLICATIONS

The Town's budget for all grants is \$380,900. Normally there is a portion set up as an allowance to cover funding requests not received/processed as of the date of budget approval (May 2024). For 2024/25, there was no allowance set up. Council can approve Rugby Nova Scotia's one-time operational request by using funds from the Town's operating reserve.

REQUEST FOR DECISION 042-2024

Title: One-Time Operational Funding Request – Canadian Rugby Championships

Date: 2023-02-21

Department: Community Development/Finance



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

In terms of strategic directions (2021-2025 Strategic Plan), this program directly and/or indirectly positively impacts Economic Prosperity by attracting visitors to Town who are likely to spend money at its businesses, and contributes to Community Wellness by providing opportunities for physical activity and social gathering. The organizers suggest that creating a partnership between Rugby Canada, Rugby Nova Scotia, Acadia University and the Town of Wolfville will lead to future opportunities to promote the Town and Region, leading to increases to tourism and economic prosperity.

8) COMMUNICATION REQUIREMENTS

Rugby Nova Scotia will be notified of Council's decision.

9) ALTERNATIVES

Limited options available:

- Not approve the grant funding request
- Approve an alternate amount of funding



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

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:	Rugby Nova Scotia	
Contact Person:	Vanessa MacKinnon	
Mailing Address/PO Box:	5516 Spring Garden Rd.	
City:	Halifax	Postal Code: B3J1G3
E-mail Address:	rugbyed@sportnovascotia.ca	
Telephone: (Work)	902-300-1986	(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:

1284201

Canada Revenue Agency Business Number:

887692994RP0001



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 \$ \$67,460
- Request to Town of Wolfville \$ 5,000

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.

Vanessa MacKinnon

Rugby NS Executive Director

Name

Title

June 5, 2024

Signature

Date

RUGBY NOVA SCOTIA

2024 Canadian Rugby Championships Funding Application

May 30, 2024

Prepared for:
Town of Wolfville

Presented by:
Rugby Nova Scotia



EVENTS ACADIA





About the Event

Rugby Nova Scotia has been selected by Rugby Canada through a bid process to host the 2024 Canadian Rugby Championships (CRCs) for U19 Men's and Women's. This event will be taking place from July 28th to August 4th at Acadia University, in the Town of Wolfville.

This event will be organized in partnership with Rugby Canada and supported through a variety of stakeholders within the community. A snapshot of what this looks like can be found below.

- **Lead Organizations:** Rugby Nova Scotia & Rugby Canada
- **Host Community:** Wolfville, Nova Scotia
- **Host Venue:** Acadia University
- **Dates:** July 28 to August 4
- **Number of Teams:** 10
- **Provinces Represented:** Nova Scotia, PEI, New Brunswick, Newfoundland, Quebec, Ontario, Alberta and British Columbia.

About the Event

The Canadian Rugby Championships is one of the sole championships hosted by Rugby Canada for age-grade athletes. It has taken place for many years, but during the COVID-19 Pandemic, hosting of this event was paused. The tournament made a resurgence in 2022 with a Men's U19 Canadian Rugby Championship in Guelph, Ontario. In 2023, Vancouver, BC played host to the first Male and Female U19 event. This will only be the third time this event has been hosted since the pandemic, and only the second time that the male and female tournament has been hosted at the same time - growing year over year.

The goal of this tournament will be to foster the growth of competitive rugby within Canada, while also serving as a selection showcase for representative age-grade programs with our National team. Rugby Nova Scotia's goal in hosting this will be to put this all on a pedestal and make it a premier event. With the Championships aiming to provide appropriate competition to develop, challenge and motivate athletes, coaches and officials; the byproduct will be to create buy in, support and inspire a new generation of young players, coaches and officials to see their potential and what opportunities lie ahead; ultimately giving them something to strive for, to help grow the sport of rugby within Nova Scotia and Canada.

As this would be a premier event for this age group, we would also look to host community engagement events in conjunction with this tournament, including a flag rugby and 7s tournament for local youth during the event. After running extremely successful youth flag rugby tournaments last summer, we see this as an opportunity to combine efforts and host one of these events in conjunction with the CRCs to increase engagement, and tourism to the area. These flag events throughout 2023 brought together over 250 kids from U8-U17 each event, and would be a huge draw to bring kids in come watch this event.

After hosting the 2023 Atlantic Rugby Championships in Nova Scotia, which was considered to be one of the most successful to date, we were able to develop a new standard of tournament medical and streaming services; something we look to continue with this tournament. This event, played host to over 600 athletes, coaches and officials both male and female from ages U15-19, and with the success we had with this, hosting the Canadian Rugby Championships is a natural progression.

Hosting this event in Nova Scotia would be extremely beneficial for the growth of rugby in the province, as it would provide an opportunity for athletes within the community, and Atlantic provinces to see high level rugby, and start to see and understand a pathway for their competitive rugby dreams. Not only is this beneficial to Nova Scotia and its rugby development. By hosting this event in a small community, there is no need for additional transportation as the town is extremely walkable with many restaurants and activities to explore. It is one of the most beautiful places in the Nova Scotia, and a popular tourist destination that will show people from outside of the province a real cultural experience, and highlight the benefits of a small province and its close knit community.

Impact to the Town of Wolfville

Benefits to the Town of Wolfville

Through the hosting of this event in the Town of Wolfville, in connection with Acadia University there is immense benefits that the Town of Wolfville will be able to see from this event, including but not limited to:

- Upwards of 2000 spectators and an additional 350 participants that will be attending the event and spending money in the local economy of Wolfville at restaurants, shops and hotels.
- Increased growth and visibility of the sport of Rugby in the community which would provide opportunities to local youth for participation.
- The event opens the opportunity for community engagement in a location that does not see frequent national level sporting events. This also provides an opportunity for emerging rugby fans and players to see the top players at the U19 level locally and inspire their goals for playing at the regional and national level.

Strategic Plan Connection

With hosting this event in the Town of Wolfville it will look to support Councils Strategic Plan in many ways.

One way in which it would look to support is through the goal of Economic Prosperity. Seeing that the Town of Wolfville wants to encourage a range of local and regional partnerships that enhance economic development within the Town - we see this being an excellent fit specifically with the partnership with Acadia University as well as Rugby Canada and Rugby Nova Scotia in the Town of Wolfville.

As part of Council's Strategic Plan it also looks at Creating Conditions for Success. Our hope is by support this event, it will create conditions of success within the town to flourish and highlight the beauty and opportunity within Wolfville to allow for more events like this to happen and to create tourism opportunities down the road.

Tentative Event Schedule

DRAW				
DATE	DAY	MATCHES		
28-Jul	0	PRACTICE DAY		
29-Jul	1	Atlantic Women	10:00AM	Quebec Women
		Atlantic Men	12:00PM	Quebec Men
		Ontario Women	2:00PM	Alberta Women
		Ontario Men	4:00PM	Alberta Men
30-Jul	2	Ontario Women	4:00PM	British Columbia Women
		Ontario Men	6:00PM	British Columbia Men
31-Jul	3	Alberta Men	12:00PM	Quebec Men
		Alberta Women	2:00PM	Quebec Women
1-Aug	4	Ontario Men	12:00PM	Quebec Men
		Ontario Women	2:00PM	Quebec Women
		Atlantic Men	4:00PM	British Columbia Men
		Atlantic Women	6:00PM	British Columbia Women
2-Aug	5	OFF DAY		
3-Aug	6	Club Junior Youth Tournament		
		Atlantic Men	10:00AM	Alberta Men
		Atlantic Women	12:00PM	Alberta Women
		Quebec Men	2:00PM	British Columbia Men
		Quebec Women	4:00PM	British Columbia Women
4-Aug	7	Atlantic Men	10:00AM	Ontario Men
		Atlantic Women	12:00PM	Ontario Women
		British Columbia Men	2:00PM	Alberta Men
		British Columbia Women	4:00PM	Alberta Women



Attendees

The 2024 Canadian Rugby Championships will play host to a large number of athletes, coaches, officials, VIPs and spectators coming into the Town of Wolfville to enjoy the event, accomodations, food and all other benefits the town as to offer.

Below is a brief summary of visitors we are planning to see come into Wolfville for this event.

Attendees	Local	Nova Scotian	Canadian	International	Total
Participants	10	40	300		350
Volunteers	10	10	10		30
Spectators	100	1500	300		1900
VIPs*	5	10	10		25
Media	2	6	2		10
Total					2315

*VIPs include government officials and sponsors.

Event Venue

Acadia University

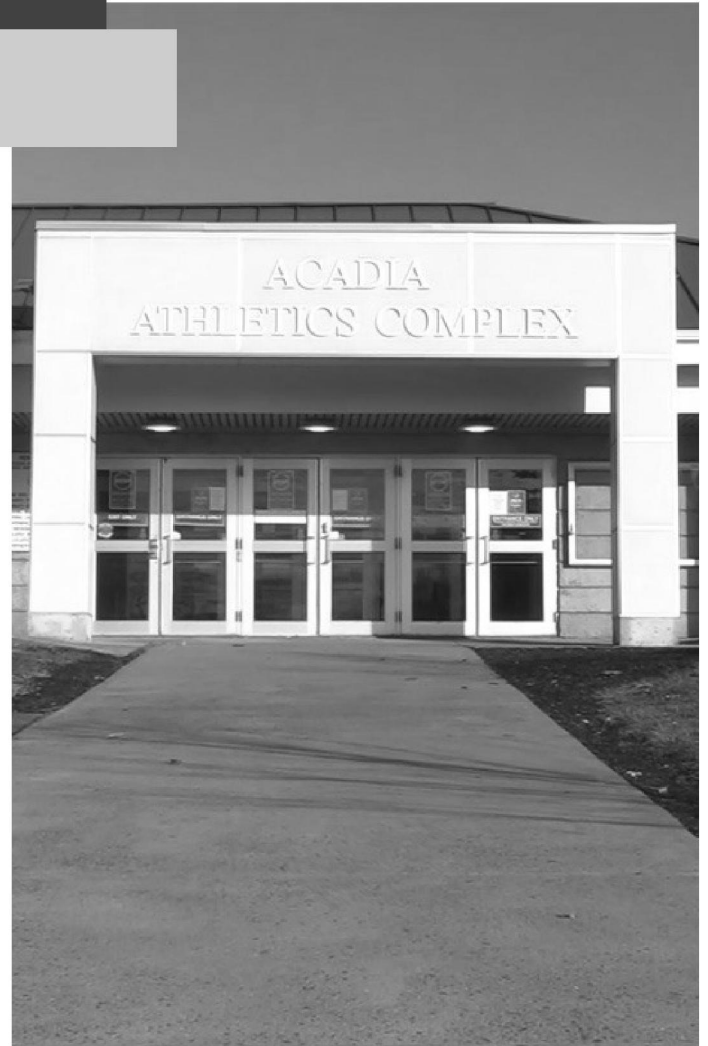


Competition Venue

Acadia Dyke Fields

Located in the beautiful Annapolis Valley, in the town of Wolfville, Nova Scotia is Acadia University. Centrally located in the Western end of Nova Scotia, Wolfville and Acadia University is a strong academic and athletic institute, a summer tourist destination, and a vibrant community.

Located approximately 1 hour from Halifax Stanfield International Airport, and its easy drive makes it a fan favorite for sporting events; recently hosting Touchdown Atlantic, and previously hosting the U20 Tri-Nation Tournament, and the U18 East Camps for Rugby Canada.



The Acadia Athletics Facility is able to boast a number of high-level athletic facilities. For the purpose of this event, we would be able to access the following:

- Raymond Field (Turf)
- Dyke Fields (Grass Game Field & Practice Field)
- Dressing Rooms
- Athletic Therapy Support

Event Venue

Acadia University



Residences

Acadia University has 11 different residence buildings on campus, and 1300 rooms; all of which could be available for the tournament for teams and spectators. Teams would be able to stay in one of these residences at a discounted rate, estimated at:

- 40.00/person per night (based on double occupancy)

For more information on each residence please visit their [website](#).

Each residence, is only a short walk from the competition facilities. Meaning there would be limited need to vehicle or bus rentals.



Dining Hall

The Wheelock Dining Hall would host teams for all their meals, and is in a prime location located next to all the residence buildings.

The following would be the estimate rates per meal for each individual:

- Breakfast: \$9.77
- Lunch: \$14.67
- Supper: \$19.56



Event Team

Vanessa MacKinnon

Event Lead

E: rugbyed@sportnovascotia.ca

P: 902-300-1986

Event Team Information

The lead event organizer would be Vanessa MacKinnon, Executive Director of Rugby Nova with support from the whole Rugby Nova Scotia Team, and the Rugby Nova Scotia Board of Directors.

If awarded the opportunity to host the Canadian Rugby Championships, a local organizing committee would be struck up including but not limited to including the following members:

- Local Rugby Community Member
- Manager of Events (Acadia University)
- Rugby Nova Scotia Staff
- Rugby Nova Scotia Board Member
- Local Club Board Member
- Medical Personnel

Financials

Projected Revenue

REVENUE:		
Funding - Grants	\$ 10,000	Rugby Canada hosting grant
	\$ 15,000	Sport Hosting Grant
	\$ 5,000	Town of Wolfville Grant * not confirmed
	\$ 2,000	PSO Project Support
TOTAL	\$ 32,000	
Donation Income	\$ 5,000	Town of Wolfville Businesses
	\$ 10,000	Canadian Rugby Foundation (TBD)
TOTAL	\$ 15,000	
Commercial - Sponsorship Revenue	\$ 12,500	
TOTAL	\$ 12,500	
Other Income	\$ 1,000	Merchandise
TOTAL	\$ 1,000	
TOTAL REVENUE	\$ 60,500	

Although these numbers are estimates, Rugby Nova Scotia commits to finding support for this event, at the community and national level. We trust that through positive community engagement, this will be possible.

Financials

Projected Expenses

EXPENSES:		
Staffing/Contractors	\$ 1,000	Extra staffing for event from Facility
TOTAL		
Officials		
TOTAL	\$ -	
Equipment & Infrastructure Rentals	\$ 4,000	Marquee Tent Rental - Maritime Tents
	\$ 1,000	Porta-Potty Rentals
TOTAL		
TOTAL		
Medical Facilities & Set Up	\$ 2,000	On Site Medical Support
TOTAL		
Medical Supplies	\$ 500	
TOTAL		
Pageantry, Awards & Trophies	\$ 720	Medals
TOTAL		
Shipping & Courier	\$ 1,000	POD for storage
TOTAL		
Small Equipment	\$ 1,250	Rugby balls
TOTAL		
Team Services		
TOTAL		
Travel - Accommodations	\$ 6,750	\$40 a night (per referee) double occupancy room - 10 referees - 9 nights
TOTAL		
Travel - Flights	\$ 5,000	Officials Flights
TOTAL		
Travel - Meals & Per Diems	\$ 7,000	\$44 per day per referee - 10 referees - 9 days
TOTAL		
Travel - Transportation	\$ 1,500	Rental Cars - x2 Sport NS Rate for 9 days each
	\$ 600	Fuel Cost
	\$ 13,000	Bus - Airport Transfers
TOTAL		
Facility Rentals	\$ 5,000	Fields / Classrooms
	\$ 1,140	Field Lining
TOTAL		
Volunteers	\$ 500	Volunteer Shirts
	\$ 1,000	Food for volunteers
TOTAL		
Marketing - Photography	\$ 500	honorarium for local photographers
TOTAL		
Marketing - Streaming & Broadcasting	\$ 8,000	high quality stream - see here: https://www.youtube.com/watch?v=cKaaIDTQRM0&t=15733s
TOTAL		
Marketing - Other	\$ 1,000	Field Signage
TOTAL		
Other costs	\$ 5,000	Contingency
TOTAL		
TOTAL EXPENSES	\$ 67,460	



Letters of Support



Re: 2024 Canadian Rugby Championships (U-19)

To Whom it may concern,

Please accept this letter as endorsement of Rugby Nova Scotia's hosting plan for the 2024 Canadian Rugby Championships (U-19) in Wolfville at Acadia University. This tournament is a foundational preparation and selection event for our National U-20 teams programming in 2025.

Rugby Canada is excited to work in partnership with Rugby Nova Scotia to welcome 10-12 Provincial and Regional boys and girls representative teams to Wolfville from approximately July 28 through August 6 (final tournament schedule is currently being set). The U-19 CRC is an annual competition, and the event in Nova Scotia will be the third edition of the tournament to be held post-pandemic following events in Ontario and British Columbia.

Funding received to support the 2024 CRC event will go to offset event operational costs to help eliminate any tournament fee. As teams cover their own travel, accommodation and food costs, the ability to avoid an additional tournament fee is a large step to ensuring the event remains feasible for all to attend. Any excess funding will be utilized to further subsidize attending teams' costs and/or provide legacy programming for the Wolfville/Nova Scotia community.

We look forward to a great tournament hosted in Nova Scotia this summer!

Yours in rugby,

Jamie Levchuk
Managing Director – Operations & Game Development

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver
Suite 450 - 375 Water Street
Vancouver, BC CANADA V6B 5C8
Tel / Tél: 778-379-5770

rugby.ca
contact@rugby.ca

Canada



November 30th, 2023

Attention: Rugby Canada,

I am writing to express Events Acadia's enthusiastic support for Rugby Nova Scotia's Bid to host the 2024 Canadian Rugby Nationals.

Rugby is a sport that holds a special place in the hearts of many Canadians, and the national championship is a wonderful opportunity to showcase the talent and dedication of our country's top athletes. Acadia University would be honored to serve as the host location for this event.

The Events Acadia Team is 100% committed to doing all we can to support Rugby Nova Scotia's efforts, to not only ensure the planning and execution of this event proves successful, but to exceed expectation marking the 2024 edition as a best-ever experience for all involved.

We would like to thank Rugby Nova Scotia for choosing Acadia University as the host venue for this event, and we look forward to the opportunity to celebrate the spirit of Canadian rugby together at the 2024 Canadian Rugby Nationals.

Sincerely,



Tanya Colburne
Director, Events Acadia
tanya.colburne@acadiau.ca
1-902-599-1155



5516 Spring Garden Rd. 4th Floor, Halifax, NS
B3J 1G6 | 902-425-5454 ex. 368 | rugby@sportnovascotia.ca



November 30, 2023

To: Rugby Canada

Re: 2024 Canadian Rugby Championships

On behalf of Rugby Nova Scotia and its board of directors, I am thrilled to be submitting this letter of support to host the 2024 Canadian Rugby Championships in beautiful Wolfville, Nova Scotia on the campus of Acadia University.

In the past, Acadia University and Rugby Nova Scotia along with our stakeholders hosted the largest to-date rugby event in Nova Scotia, the Eastern Canadian Rugby Championship along with the Rugby Canada U20 Women's event which was a great success. The infrastructure in place at Acadia along with their strong support makes this event a sure success. Acadia can also note recent success with hosting a CFL game in the summer of 2022 which highlighted the ability of Acadia and the town of Wolfville to host large successful events yet again.

We at Rugby Nova Scotia pride ourselves on being one of the fastest-growing sports in Nova Scotia. As a result, we are witnessing the small community of rugby supports bloom into a much larger community.

With the full support of our staff, board of directors, clubs, funding partners and the wider rugby community look forward to hosting the nation's top up-and-coming players to Nova Scotia in August of 2024.

Yours in Rugby,



Chad Mahoney
President
Rugby Nova Scotia



Confirmation of Partner Funding



**Communities, Culture, Tourism and Heritage
Office of the Minister**

1741 Brunswick Street, PO Box 456, Halifax, Nova Scotia, Canada B3J 2R5
Telephone 902-424-4889 • Fax 902-424-4872 • novascotia.ca

May 28, 2024

Vanessa MacKinnon
Rugby Nova Scotia
5516 Spring Garden Rd., 4th Floor
Halifax, NS B3J 3G6

Dear Vanessa MacKinnon,

I am pleased to advise you that your submission for funding has been approved and the Department of Communities, Culture, Tourism and Heritage will invest \$15,000.00 towards the U19 Canadian Rugby Championships in 2024.

The Government of Nova Scotia is pleased to support initiatives like yours that are aligned with the Nova Scotia Event Strategy. Thanks for your continued efforts in hosting a world-class tournament in Nova Scotia.

Please maintain accurate records of your organization's expenditures, as they may be subject to an audit at the provincial government's discretion. A final report will also be required outlining the impact of this investment to your community and organization.

Mike MacSween, Senior Event Advisor, Events Nova Scotia will send you a Terms and Conditions document, which once signed and returned, will result in processing a payment for the amount approved. Mike can be reached at mike.macsween@novascotia.ca or by phone at 902-223-1412.

I would like to extend best wishes for success for the 2024 U19 Canadian Rugby Championships.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allan MacMaster', written in a cursive style.

Allan MacMaster
Minister
Communities, Culture, Tourism and Heritage

cc. Justin Huston, Deputy Minister
Christopher Shore, Associate Deputy Minister
Susan Jeffries, Executive Director, Culture and Heritage Development
Paul Forrest, Director, Events Nova Scotia
Mike MacSween, Senior Event Advisor, Events Nova Scotia



POLICY

ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (OPERATING)

Applicant Name: Rugby Nova Scotia

1. Program/Service Obligation 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
2. Council Strategic Plan 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: Economic Prosperity Community Wellness	H M L
3. Public Need/Benefit 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
4. Human Development and Inclusion – Volunteer and Participant 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
5. Quality of Life for the Community Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	H M L
6. Economic Impact to the Town High – there is a strong and demonstrated direct economic impact to the Town Moderate – there is a demonstrated indirect economic impact to the Town Low – there is minimal or no demonstrated economic impact to the Town	H M L

INFORMATION REPORT

Title: IR014-2024 Limiting the Number of Election Campaigning
Lawn Signs
Date: 2024-07-23
Department: Office of the CAO



SUMMARY

Limiting Number of Election Campaigning Lawn Signs

At the COW meeting of July 9th, discussion took place around limiting the number of lawn signs candidates could use during the municipal election campaign.

This discussion came from an Equity, Diversity and Inclusivity perspective and for environmental concerns. Understanding the cost of signs could be a financial barrier to some, by limiting the number for everyone would promote parity. From an environmental sustainability standpoint this would reduce waste. Other concerns raised were that the signs can be distracting for drivers and get blown away, lost and stolen. Other ways candidates can campaign include social media which is low cost and does not have an environmental impact.

Council acknowledged that there is no legislation in place to enforce this limit and that a policy or bylaw would not be created. The direction to staff was to return with some wording that could be put on nomination forms and shared with candidates in discussion understanding compliance with the request would be on an honour system. Example of wording is noted below and direction is required for staff to use this or other wording on nomination forms.

Candidates are encouraged to reduce the environmental waste from promotional materials by limiting the number of lawn signs used to 10 (ten). This also helps promote equity and inclusivity among candidates.

INFORMATION REPORT

Title: IR014-2024 Limiting the Number of Election Campaigning Lawn Signs
Date: 2024-07-23
Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) REFERENCES AND ATTACHMENTS

- RFA: Lawn Sign Limit for Election Campaign

3) DISCUSSION

Council discussed limiting the number of lawn signs to ten during the election campaign for Municipal Elections 2024. This was suggested from the standpoint of equitability and inclusivity and environmental sustainability.

Limiting the number of signs for everyone could remove a financial barrier that may prevent someone from running for council. There are many ways to campaign including door knocking and using social media. Limiting the amount of signs and promotional material and the resulting waste would be in line with council's strategic priority of taking action to reduce climate concerns.

There is no legislation covering limiting the use of lawn signs, and it is understood nothing can be enforced, therefore no recommendations for a policy or bylaw to be created was discussed. It was understood that compliance with the request would be on an honour system and that information around the reasoning for encouraging a limit would be provided on nominee forms and in discussions at candidate curious sessions.

Suggested wording for the Nomination Form:

Candidates are encouraged to reduce the environmental waste from promotional materials by limiting the number of lawn signs used to 10 (ten). This also helps promote equity and inclusivity among candidates.

4) FINANCIAL IMPLICATIONS

N/A

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity
- Climate Action

6) COMMUNICATION REQUIREMENTS

The messaging will be added to all nominee forms and shared with all potential candidates at candidate curious sessions.

INFORMATION REPORT

Title: IR014-2024 Limiting the Number of Election Campaigning
Lawn Signs
Date: 2024-07-23
Department: Office of the CAO



7) FUTURE COUNCIL INVOLVEMENT

N/A

REQUEST FOR DECISION 037-2024

Title: Appointment of Building Official

Date: 2024-07-23

Department: Planning & Development



SUMMARY

Appointment of Building Official – Amanda Brown

To provide a continuous level of service to residents, it is necessary for the Town to appoint an additional building official.

Ms. Brown has already been appointed as the Town's primary Fire / Life Safety Inspector and is a certified Level 1 Fire Inspector and currently working towards her Level 2 (to be completed 2026).

Ms. Brown is now qualified as a residential level building official and will be certified Level 1 in November 2024. Council needs to appoint the Town's building officials through a motion.

DRAFT MOTION:

THAT COUNCIL APPOINT AMANDA BROWN AS A "BUILDING OFFICIAL" PURSUANT TO SECTION 5(2) OF THE BUILDING CODE ACT, CHAPTER 46 OF THE REVISED STATUTES, 1989.

REQUEST FOR DECISION 037-2024

Title: Appointment of Building Official

Date: 2024-07-23

Department: Planning & Development



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

Pursuant to Section 5(2) the *Nova Scotia Building Code Act* Council is required to appoint a building official or building officials to administer and enforce the Building Code Act in the municipality.

Ms. Brown has already been appointed as a “Municipal Fire Official”

3) STAFF RECOMMENDATION

Staff recommends that Council appoint Amanda Brown as one of the Town’s Building Officials.

4) REFERENCES AND ATTACHMENTS

- Residential Building Certification (A. Brown)

5) DISCUSSION

To provide a continuous level of service to residents, it is necessary for the Town to appoint an additional building official. Ms. Brown is a certified Level 1 Fire Inspector and currently working towards her Level 2 and should be certified level 2 by 2026. She is now qualified as a residential level building official and will be certified Level 1 in November 2024. Council is required to appoint the Town’s building officials.

James Collicutt will continue to be a Level 2 Building Official for the Town and provide additional support to Amanda Brown as the Fire & Life Safety Inspector. In turn, Amanda Brown will be the Fire & Life Safety Inspector and provide additional support to James Collicutt with building inspections (residential and Part 9).

6) FINANCIAL IMPLICATIONS

The Fire & Life Safety Inspector/Building Inspector position is a permanent budgeted position of the Town of Wolfville.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

Staff will be advised of the appointment and changes to contact information will be made where necessary.

REQUEST FOR DECISION 037-2024

Title: Appointment of Building Official

Date: 2024-07-23

Department: Planning & Development



9) ALTERNATIVES

N/A



NOVA SCOTIA BUILDING CODE TRAINING
& CERTIFICATION BOARD
127 CHAIN LAKE DR. | SUITE 9 | HALIFAX, NS | B3S 1B3

March 21, 2024

Amanda Brown
200 Dykeland St, Wolfville, NS
abrown@wolfville.ca

Good day Amanda,

This letter is to inform you that your application for Residential Building Official qualification was approved by the Nova Scotia Building Code Training & Certification Board as of March 19, 2024. This qualification enables you to administer & enforce the provisions of the *Nova Scotia Building Code Act* and *Regulations* within the scope as defined in the Nova Scotia Building Officials Association Professional Studies Program Policy, as outlined below, and once appointed to do so by a municipality within the province of Nova Scotia.

The scope of practice with a Residential qualification includes plans examination & inspections on the following types of buildings within the scope of Part 9:

- 1 and 2-unit residential (Group C) buildings
- Buildings that are accessory to 1 and 2-unit residential buildings
- Decks.

To maintain your qualification, you must remain a Regular Member of NSBOA in good standing and obtain the required number of Continuing Education Credits. Please keep this letter for your records. A diploma of your qualification will be issued to you in the coming months.

Sincerely,

Cyril Huntley

Acting Registrar | NSBCTCB

registrar@nsbctcb.ca | 902-478-7743



SUMMARY

Bishop Avenue Road Reserve – potential sale of an 8m strip to adjacent landowner

The potential sale of a portion of land on Bishop Ave is time sensitive and if addressed quickly, the abutting landowners may benefit from the opportunity for landscaping and grade changes that align efficiently with adjacent construction activity.

The existing road reserve between 63 and 75 Bishop Ave was created in 1999 during a phase of the Kingswood Subdivision as a requirement of the Town's Subdivision Bylaw intended to reserve land for a possible road connection. Following the East End Planning work done in 2022-2023, it was determined that this road connection would not be needed for current or future vehicle traffic but would be valuable as an active transportation pathway. This road reserve is partially encumbered by an easement that allows a private driveway and accessory building to extend into the road reserve. Since this land is not needed for a future road, and an active transportation connection can be narrower than a typical road, there is an opportunity to split the road reserve in half, with the Town owning and maintaining an 8-meter width for a pathway and consider selling the remaining 8-meter width to the adjacent property owner to establish formal ownership where their driveway and shed have been located for many years.

DRAFT MOTION:

That Council approve the sale of an 8-meter-wide portion of the road reserve located between 63 and 75 Bishop Ave as shown in Attachment 1, at a price to be determined that will recover the associated subdivision, surveying and transactional costs.

REQUEST FOR DECISION 043-2024

Title: Bishop Ave Road Reserve

Date: 2024-07-23

Department: Planning & Economic Development



CAO COMMENTS

The CAO supports the recommendation of Staff.

1) LEGISLATIVE AUTHORITY

The *Municipal Government Act (MGA)* Section 51 and 51A establish the ability for a municipality to sell land at market value or consider selling land to an adjacent landowner at a price below market value or at a price determined by Council.

The 8m strip would not qualify as a building lot under the current R1 zone standards, it is not needed for a future road, and it does not offer immediate benefits to any other adjacent landowners, therefore staff believe selling this land below market value would be an appropriate use of MGA Section 51A.

2) STAFF RECOMMENDATION

Staff recognize that the shared use of this land has been a longstanding situation. Staff also know that the landowners desire some certainty with the ability to move forward with landscape changes in their side and back yards. Due to the historic use of this land and the appropriateness as an active transportation pathway, staff do not recommend conducting an appraisal and suggest the sale price be determined based on the associated subdivision fees and legal costs incurred by the Town to enable the sale.

3) REFERENCES AND ATTACHMENTS

- Attachment 1: Site Survey
- [East End Secondary Plan](#)

REQUEST FOR DECISION 043-2024

Title: Bishop Ave Road Reserve

Date: 2024-07-23

Department: Planning & Economic Development



Figure 1 - East End Secondary Plan (see Bishop Trail connection #2)

4) DISCUSSION

The Town owns two 16-meter-wide road reserves on Bishop Avenue. One is located towards the northern end of Bishop Ave, closer to Dale Street and the second (the subject site) is located towards the southern end of Bishop Ave near the cul-de-sac bulb, and Reservoir Park. These two road reserve locations are shown on the map below with red arrows, with the subject site circled in yellow.

REQUEST FOR DECISION 043-2024

Title: Bishop Ave Road Reserve

Date: 2024-07-23

Department: Planning & Economic Development



Figure 2 - Map of Bishop Ave Road Reserves

The southern road reserve has been encumbered by an easement since 2013, in favor of adjacent landowners (Brian and Jyl Veale) at 63 Bishop Ave. The easement enables their driveway and shed to be located partially within the road reserve. These owners have indicated their desire to purchase some of the land covered by the easement to formalize their driveway and shed location.

The Veale's house at 63 Bishop Avenue was built in 2004 and an easement was established in 2013 to pave what was previously a gravel driveway and locate a shed within this area. The current agreement allows the adjacent landowners to pave their driveway, locate movable accessory structures, and conduct maintenance to the landscape. The easement also establishes possible termination of the agreement, if a future road was ever needed by the Town.

The Director of Planning and Director of Public Works have confirmed that a full road connection is not required in this location. If a future road connection is ever needed between Bishop Ave and the East End development, the road connection would be better suited to the northern road reserve on Bishop Ave (Figure 4) where infrastructure has already been installed and the full 16m width is easily available. This arrangement allows Council to consider splitting the southern road reserve in half to maintain a pathway on one side and allowing for the sale of the other half to the adjacent landowners.

REQUEST FOR DECISION 043-2024

Title: Bishop Ave Road Reserve

Date: 2024-07-23

Department: Planning & Economic Development



The existing site conditions are shown below and include a paved driveway, landscaped yard, and a newly constructed gravel pathway that accesses the East End development lands (Figure 3).



Figure 3 - Southern Road Reserve (subject area)



Figure 4 - Northern Road Reserve

REQUEST FOR DECISION 043-2024

Title: Bishop Ave Road Reserve

Date: 2024-07-23

Department: Planning & Economic Development



The Municipal Government Act enables Council to sell the land below market value at a price determined by Council. Alternatively, a land appraisal could be conducted to determine the market value for the land with the understanding it would not qualify as a building lot. This appraised value could then be used to determine a sale price. Staff are recommending avoiding the appraisal process and moving forward with a sale price based on cost recovery and recognition of the long-standing use of the land by the adjacent landowners.

The proposed sale can align with the Town's [Climate Action Plan](#) through maintaining an active transportation route and providing a network of walking and cycling paths.

5) FINANCIAL IMPLICATIONS

There are several costs associated with the possible sale of this road reserve portion. There is an opportunity to recover these costs through the revenue generated from the sale. The exact costs are still to be determined and include a survey to split the road reserve into two halves, subdivision and registration process and legal support for the transaction. It is expected that these costs would not exceed an unreasonable purchase price to align with a cost recovery pricing approach.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The East End Secondary Plan took over 2 years to complete and resolving this road reserve is part of implementing the future development of this area.

7) COMMUNICATION REQUIREMENTS

Staff have been discussing the possibility of purchasing this land for multiple years. The issue began, and the agreement to use the land was prepared, with Staff who no longer work for the Town. The East End Secondary Planning process had to be completed before we could get to this level of detail where Council can consider the sale.

The landowners will be notified of Council's decision.

8) ALTERNATIVES

1. Council recommends a property appraisal and sell the land at market value.
2. Council refers the issue back to staff with specific direction or questions for consideration.
3. Council rejects the proposed sale or takes another action.

Department: Planning & Economic Development



ATTACHMENT 1: Site Survey

