



Committee of the Whole

November 12, 2024

8:30 a.m.

Council Chambers, Town Hall
359 Main Street

Agenda

Call to order

1. Approval of Agenda

- *Break for Official Photos at 10am*

2. Approval of Minutes

- a. Committee of the Whole Minutes, September 10, 2024
- b. Committee of the Whole In Camera September 10, 2024

3. Presentations

- a. Rielle Hoeg, Atlantic Outreach Biologist, Birds Canada

4. Public Input / Question Period

PLEASE NOTE:

- *Individual members of the public may make comments and ask questions for up to 5 minutes.*
- *The same person may return for up to 5 minutes at the end of the agenda to provide Council with any new information after hearing the reports, which may help in Council in their decision-making.*
- *Questions or comments are to be directed to the Chair.*



- *Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.*

5. Committee Reports (Internal)

- a. Audit Committee
- b. Planning Advisory Committee
- c. RCMP Advisory Board
- d. Source Water Protection Advisory

6. Committee Reports (External)

- a. Kings Point-to-Point (KPPT)
- b. Wolfville Business Development Corporation (WBDC) (*verbal report*)

7. CAO Report

8. Staff Reports for Discussion

- a. Organizational Overview
- b. RFD 053- 2024: Wolfville Street Naming – Kenny Crescent
- c. IR 020-2024: Unhoused Update

9. Adjournment to In-Camera Meeting under *section 22(2)(h)(e) Of the Municipal Government Act.*

- a. Public Security
- b. Contract Negotiations

10. Adjournment of In-Camera Meeting



- 11. Regular Meeting Reconvened**
- 12. Public Input / Question Period**
- 13. Regular Meeting Adjourned**

COMMITTEE UPDATE

Title: Audit Committee Meeting
Date: September 13th, 2024
Department: Committee of the Whole



Audit Committee

- Meeting was held in Chambers on Friday September 13th, 2024
- Regrets from Committee Member Frank Lussing
- Agenda and Minutes approved
- No Public Input
- The committee welcomed Victoria Ells from Grant Thornton to review our Audit results for the fiscal year ending March 31st, 2024
- Additional Grant Thornton representative Jessica Clahane was unable to attend.
- A clean audit report was presented. Committee had questions about certain aspects of the report including taxes, water and sewer notations, some terminology, budget vs. actuals. All questions answered with clarity.
- Jessica reviewed our Consolidated and Non-Consolidated statements thoroughly. She was great at explaining process and how this year presented its challenges with an outgoing and incoming Director of Finance, and other staff changes.
- The committee added questions about certain grants, as well as requested a better layout for council remunerations (Deputy Mayor versus Councillor positions)
- Following an in-camera between Jessica and Committee members (no staff), a motion was made for council to accept the presented reports at our next council meeting.
- Round table discussion was primarily about the process for next year: we asked about deadlines, how things will change to make the process easier for this year.
- Chair commented about upcoming election and how the composition of the committee may change for the next meeting.
- Next meeting: TBD

Respectfully submitted,
Councillor Mike Butler
Chair

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: November 12, 2024
Department: Committee of the Whole



During the October PAC meeting, the following was presented for information and discussion:

- an overview of the committee vacancies: Now that the new Council has been elected, there are 4 vacancies to be filled.
- The meeting primarily focused on updates regarding Housing Accelerator Fund initiatives:
 - updates to the [Town](#) and [Wolfville Blooms](#) websites (the websites will be regularly updated as work on these files progresses to assist community members and Council in accessing project information).
 - considerations for the ongoing review of municipal planning documents – including a more holistic view of growth management in the Town to better inform the community and Council on potential changes.
 - updates on the ongoing parking study with Acadia
 - an overview of the ongoing Acadia Secondary Planning Strategy; and
 - non-market housing progress to-date.
- Additional updates included the Urban Forestry and Tree Policy work and the Active Transportation Network along with some general development updates.

It would be helpful to Staff if the new Council could communicate what growth management issues you would like more information on. What are you hearing? This discussion can help inform our Growth Management and HAF work.

We anticipate at this point that we will bring this question and an overview of HAF to Council at December COW.

COMMITTEE UPDATE

Title: RCMP Advisory Board Committee Meeting

Date: September 14, 2024

Department: Committee of the Whole



Highlights:

1. Homecoming Weekend – Operational Plan 18th/19th October.
 - Similar plan to what was done previously at Cheaton Cup event. Mobile unit and tactical group of around 16 officers in two teams for day and night as well as extra general duty officers will be deployed.
 - Police presence will be on both Friday and Saturday. Officers working the Homecoming weekend will be briefed on the Nuisance Party bylaw.
 - Acadia's Program for the Saturday includes a soccer game at 3pm and hockey game at 7pm.
 - Weekly calls continue with Town/RCMP and Acadia on Monday afternoons to share information and keep communication channels open.

2. RCMP QUARTERLY REPORT
 - Employees and resources allocation of 8 constables to Wolfville, currently two vacancies. One new member has arrived and one is on gradual return to work.
 - Nothing out of ordinary in statistics.
 - Frauds high which is becoming more common. Education on types of scams is key.
 - Relatively low numbers on disturbance/mischief, possibly down to timing - summer months. Some Nuisance Party Orders were issued.
 - Missing persons are mostly individuals staying in assisted living residences.
 - Trespassing reports continue to come in and is contained to Summer St.
 - Traffic stats are tickets issued by members assigned to Wolfville, some may have been issued outside of town limits.
 - Speeding and dangerous driving. Significant one at over 31km above the limit.
 - Bike and foot patrols continue and are well received in town.
 - Couple of members attended grand opening of Legion.
 - Concerns raised by committee members regarding e-scooters, no helmets, driving on sidewalks, blocking driveways.
 - Compliance reviewing the legislation and review HRM's bylaw. Town doesn't regulate this. It's a private business.
 - RCMP have received complaints about a youth on the sidewalks under age 16 driving fast and unsafe.
 - RCMP requested to contact the business owner and explain the concerns.
 - There is a number on the scooters and a QR code. Anyone can call the company direct to complain. Homeowners have reasonable rights to clear their access – if an e-scooter is blocking access to your residence, you could have it towed.
 - Looking at increasing the amount of traffic stops.
 - Discussion around impaired by alcohol driving.

- Insp. Jodrey expressed how he is looking forward to working the Town again and can see improvements that have been made which he hopes to continue.
- Next Meeting: December 10, 2024 @ 10:00 a.m.

Respectfully submitted:
Isabel Madeira-Voss, Councillor

Calls for Service

In this reporting period, Kings District RCMP responded to 281 service calls in the town of Wolfville. See the attached chart for breakdown of the service calls.

Type of Crime & Occurrence Type	Jul 2024	Aug 2024	Sep 2024	Quarterly Total
Crimes Against Persons				
Offences Related to Death	0	0	0	0
Sexual Offences	0	0	0	0
Assault	3	4	2	9
Kidnapping/Hostage/Abduction	0	1	0	1
Robbery	0	0	0	0
Extortion / Intimidation	0	0	0	0
Criminal Harassment	2	0	0	2
Indecent Harassing Comm.	0	0	0	0
Uttering Threats	1	1	1	3
Property Crime				
Arson	0	0	0	0
Break and Enter	0	1	0	1
Unlawfully in a Dwelling House	0	0	0	0
Theft Over	0	0	0	0
Theft of Motor Vehicle	0	0	0	0
Theft of Other MV / Motorcycle	0	0	0	0
Take MV w/o Consent	0	0	0	0
Theft Under	2	3	2	7
Shoplifting	1	1	0	2
Theft (mail, bicycle, et al)	1	1	1	3
Theft from Motor Vehicle	0	0	0	0
Possession of Stolen Goods	0	0	0	0
Fraud	7	4	1	12
Identity Theft	0	0	0	0
Mischief	2	4	2	8
Drug Enforcement				
Possession	0	0	0	0
Trafficking	0	0	0	0
Import/Export	0	0	0	0
Production	0	0	0	0
Other	0	0	0	0



Traffic				0
Dangerous Op of MV	0	0	0	0
Impaired by Alcohol	2	1	0	3
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	0	0	0	0
Fail to Stop or Remain	0	0	0	0
Seatbelt Violation	0	0	0	0
Intersection Violation	1	0	1	2
Speeding Violation	3	1	0	4
Insurance Violation	0	0	1	1
Road Side Suspension (Alcohol)	0	0	0	0
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	0	0	0	0
Collision - Reportable	6	1	1	8
Collision - <u>Non Reportable</u>	2	2	1	5
Off-Road Vehicle Collision	0	1	0	1
Municipal By-laws	0	0	0	0
Other Traffic Offence/Violation	5	16	4	25
Other Traffic Related Duties	3	2	2	7
<u>Checkstop</u>	1	4	0	5
Other				
911 Call	10	6	4	20
Breach of Court Order	1	1	1	3
Liquor Act	1	2	1	4
Mental Health Act	3	11	5	19
Missing Person	2	7	2	11
Municipal Bylaw - Other	4	9	4	17
Other	28	15	6	49
Suspicious P V P	9	6	0	15
Trespass <u>At</u> Night	3	0	0	3
Wellbeing Check	0	0	0	0
Total Founded & SUI Occurrences	114	113	44	271
Total Occurrences*	119	118	44	281
<i>*Includes Unfounded and Unsubstantiated</i>				



COMMITTEE UPDATE

Title: Source Water Protection Advisory Committee

Date: Nov 12, 2024

Department: Committee of the Whole



Meeting held October 9, 2024

Colin Walker, of CBCL, presented a draft version on the updated Source Water Protection Plan (SWPP). A checklist of things to be considered was included in this report. The committee hopes to have this report ready for presentation to council after our next meeting.

Discussed the 2 new wells drilled on the Elderkin property just outside of the town boundary. One well did not give satisfactory results and will be abandoned. The second well provided excellent results and appears to be more than satisfactory to the town's needs. A budget to hook this well up to the town's existing infrastructure is to be provided to council.

Respectfully submitted

Councillor Ian Palmeter

COMMITTEE UPDATE

Title: KPPT MEETING
Date: OCTOBER 16, 2024
Department: Committee of the Whole



KPPT MEETING

Date: Oct. 16, 2024. **Time:** 5:00pm. **Location:** Virtual

Regrets: Charlene Wiseman, Gillian Yorke

Approval of the agenda: Mike Moved/ Lisa Seconded

Approval of the previous minutes. July 17, 2024: Coby Moved/ Mike Seconded

Financial report.

- The Province of NS provided half our CTAP funds \$33, 000 in advance.
- Line of Credit extended for three months
- We chatted about computer tech costs, Insurance advancement \$10,000

Office report.

- The new space at CentreStage is adequate but not perfect. Staff are working to build things back up, figure out a new space to cover all the needs (separate offices, storage etc.)
- We need to get financial and driver's information back from the old location, but we're worried about the damage caused to the reports.
- A new office space in Kentville is being looked at. 35 Webster Street, which seems to cover all bases. Mike will reach out to Lee Morrison to discuss some options with rent flexibility etc.

OH&S.

- Mike will reach out to Mary Hannaman who is a Trauma Response and Crisis Manager. The board feels there is a need for her services with staff following the fire and some personal team mediation.

New business:

Counseling for staff.

- As listed above: Mike will reach out to Mary Hanneman. The board had a great discussion about the care of the KPPT staff, and a motion was established to allot up to

COMMITTEE UPDATE

Title: KPPT MEETING
Date: OCTOBER 16, 2024
Department: Committee of the Whole



\$3500 for Counselling services and Trauma Response to the team. Coby Motioned/ Lisa Seconded

- We also discussed a more elaborate benefits plan in the future to cover such needs as trauma response and counselling.

New location, long term.

- The new space is at 35 Webster Street. Rent is higher than before but offers heat/lights included. Two office spaces, storage, a flex office space/ board room, kitchenette, shared bathroom, accessible entrance, two parking spaces. \$2000 a month. Motion was passed to proceed with inquiries of this space. Coby Motioned/ Lisa Seconded.

Request for an increase in funding from Municipalities.

- Discussion was had about offsetting the rent increase by requesting additional funds from Municipal Units. Something to move to a later meeting as Councils are currently in election mode and new budgeting seasons will come up soon.

- Discussion was had about reaching out to Lions, Legions, Rotary for assistance. Possibly the 100 Men/Women Who Care group?

Next meeting: Jan. 15, 2025, at 5:00pm. Location to be determined

Minutes Drafted and respectfully submitted by

Councillor Mike Butler

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Municipal Election 2024

Staff executed a successful election with a 49.1 per cent participation rate with an all-electronic (phone and internet) ballot return process. The participation rate is the highest in recent times following 37 percent in 2012, 31 per cent in 2016 and 48 per cent participation in 2020.

Community engagement was the forefront of minds, and staff held two Candidate Curious events at Town Hall during the pre-nomination period with a total of 8 attendees, one of whom went on to run and was successful in securing a seat.

Advanced polls were well attended, and extra election staff were hired for the Ordinary Polling Day. All ran smoothly with no major issues.

A debrief of staff who participated in handling the election took place to learn what went well and where improvements could be made. There will also be a post-election meeting in December with Returning Officers around the province to share experiences and learn from one another.

Congratulations to all successful candidates.

Engineering & Public Works Operations Update

The Operational Initiatives for this fiscal year have experienced mixed progress due to ongoing resource limitations and higher-priority capital projects. Despite these challenges, several initiatives have moved forward:

- **Public Works Operations:**
 - Routine operations, such as road and building maintenance, have continued in the absence of a Manager of Public Works, thanks to our senior operations staff stepping up.
 - Security system upgrades (including alarms and cameras) are complete, and bicycle storage improvements have been implemented.
 - Routine work is ongoing, with fall and winter preparations actively being addressed.
 - Sidewalk grinding/sawcutting (originally planned for 2024) delayed to spring due to contractor availability
 - Indoor air quality assessments at Town Hall and Library
 - Specific maintenance activities have included patching work at Elm Avenue, assessing drainage at Carriageway Court, repairing damaged curbs, and installing concrete pads at the VIC for interpretive panels.
- **Parks Operations:**
 - Routine parks maintenance, including tree planting, turf care, and play equipment maintenance, remains ongoing.



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- Portable toilet rentals have been extended to accommodate additional community events.
- Efforts to improve secure storage are underway
- Removal of the fence between Waterfront and the trail will be completed after Devour.
- **Traffic Services:**
 - Signage, signage maintenance, replacement of missing or damaged signs, and routine wayfinding improvements are ongoing.
 - Due to limited staff resources, the annual pavement marking tender was not issued this year. However, Public Works has remained diligent in painting crosswalks, stop bars, and parking stall markings throughout town.
 - Ongoing efforts include assessing the deteriorating traffic calming divider at Woodman Grove
- **Recreation and Events:**
 - Preparations for the "Night of Lights" event are in progress, with the VIC partially open and specific street closures being organized.
 - Larger tree pickup is planned for late November.
- **Wastewater and Storm Collection:**
 - Inspections, flushing, and maintenance of storm and sanitary sewers are ongoing.
 - Progress on drainage and structural component replacements has been slower due to resource limitations, particularly as these require tendering to a third-party contractor.
 - Collapsed storm main on Highland being assessed as warranty/goodwill from contractor and pipe supplier
 - Numerous complaints about localized flooding being assessed individually as time permits
 - WWTP Approval to operate is expiring in December 2024 - Application to renew must be made to NSECC as soon as possible.
- **Water Utility:**
 - Installation of new water treatment equipment is planned for November 4th, with additional flow meter installations and calibrations nearing completion.
 - Hydrant winterization and irrigation meter removals are underway
 - Annual Unidirectional Flushing program completed for 2024. Results to be assessed (helps inform watermain replacement decisions/asset management) Annual leak detection initiative is set for late October
 - A proposal for a bed-mounted crane on vehicle unit #32 is being evaluated, pending further budget considerations.
 - Numerous administrative deficiencies have been identified by NSECC and are slowly being worked through by EPW. Deadlines and targets set by the department for corrections have not been met.



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Staffing of the vacant Senior Manager of Operations position, and the new Project Manager position will be complete in November. Three candidates for each position have been interviewed, with second interviews and reference checks being conducted the last week of October. Onboarding the two new individuals is expected to divert attention from other ongoing activities in the short-term.

Overall, progress in operational initiatives has been impacted by the high workload associated with capital projects and resource limitations. Some deferred initiatives will be re-evaluated during the next planning cycle, particularly those requiring additional staff capacity.

Development Update

- **East End Development (Kenny Lands)**
 - Connections to street infrastructure were completed during the late summer and early fall. Testing of newly installed utility infrastructure was also completed successfully, the results of which will be included in the final acceptance package.
 - Monitoring of, and improvements to erosion and sedimentation controls is ongoing.
 - The preparation and submission of the final acceptance package is unlikely to be completed before mid to late November due to developer experiencing delays with Nova Scotia Power for the underground power scope of the project.
 - Acceptance review will require significant administrative effort, and a fast turnaround will be expected by the developer.
 - Developer wishes to speak to staff about conceptual design for Maple Ave Street Reconstruction and is very interested in knowing the timeline for this project.
 - Street name to be discussed at Council (Planning)
- **Jessie Jaggard Extension (West End)**
 - Construction scope of the accepted plan set for phase 2 A is being carried out at this time
 - As servicing agreement has been executed for this phase
 - Testing of new infrastructure is under way, and is being witnessed by engineering and utility staff
- **Smaller Development Files (Under review and/or construction)**
 - 292 Main St, FOIPOP request received
 - 60 Hillcrest (4 units)
 - 192 Pleasant (entrance off Fowler)
 - Lot 2021-1,2,3,4 Highland Ave
 - 5 Locust Ave
 - Lot 3 Pleasant
 - 11 Summer St.
 - Lot AB Whidden Ave

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- Other files that are not public knowledge are considered confidential, and not included in this report.

Major Projects Overview

- **WWTP Phase 2 Expansion:** Progressing through 60% design; awaiting delayed 90% design from CBCL.
- **Production Well #3:** Geotechnical testing complete; site selected at Elderkin Field; increased costs expected due to 12-inch well. Pre-design initiated, with comprehensive budgeting for land access and infrastructure.
- **Water Transmission Main Replacement:** Focus on redundancy by beginning planning for replacing asbestos cement main; expanding from Skyway to treatment plant.
- **Stormwater Management System Improvements:** Initial evaluation and budgeting in progress; awaiting formal proposal from CBCL for next steps. Scope to include system upgrade recommendations.
- **Lift Station Upgrade Program:** Initial discussions complete; consultant delays have shifted timelines forward by at least a year.

Planning & Economic Development

Wayfinding and Signage for the Harvest Moon Trail, Millennium Trail, all parks and Railtown washrooms have been designed and final details are being worked out with the fabrication company. Temporary Signage for the Recreation Hub (Bike Share program in the East End) has also been created. A significant chunk of this work has focused on accessibility and understanding best practices and standards.

Both <https://wolfville.ca/housing-accelerator-fund> and www.wolfvilleblooms.ca/HAF have been updated to include current information on the housing accelerator fund and related initiatives. These pages will routinely be updated as work progresses. An update was provided to the Planning Advisory Committee and a fulsome discussion on this topic will be brought to the new Council. The intent is to provide a comprehensive Growth Management discussion (housing, traffic, parking, parks, mobility, etc). This work is progressing with funding provided by the Federal Government.

A pilot project led by Coordinated Access staff began on October 21 at the Visitor Information Centre. For four weeks, this site will serve as an Access Point, staffed by Alison Coldwell from Coordinated Access. Here, trained staff will meet individuals at risk of or experiencing homelessness to complete a brief intake form, which will then be shared through the Coordinated Access System to connect them with appropriate services. The goal of this system is to facilitate access to housing and link clients to housing support workers and additional resources. Coordinated Access staff, alongside a housing support worker from Project HOPE, have visited locations where unhoused individuals are sheltering in Wolfville, with plans for follow-up visits. Library and Open Arms staff are also assisting in disseminating

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information about Coordinated Access. After the four weeks, the success of the pilot will be evaluated by Coordinated Access staff.

The Urban Forest management initiative continues to progress with tree policy being drafted to address existing and future street trees, park trees and urban forest management. Staff and our consultant hosted three community walkabouts this Fall, and additional engagement is to happen over the winter. A map project to highlight the town's largest, oldest trees to be added to the Blooms page.

Invasive species removal is ongoing in Reservoir Park with native plantings occurring by the Blomidon Naturalist Society including Red Oaks, Sugar Maples, White Pines and a variety of pollinator garden plants. There is also Hemlock Woolly Adelgid progress with Provincial treatment in Watershed Nature Preserve being worked on.

The Parks and Open Space 'master plan' work continues and will complement the Housing Accelerator fund initiative and help Council focus on Park/Open space investment opportunities and overall growth management. Some of the on-going project pieces include wayfinding and signage for parks and trails, inventory, and West end park and trail planning.

Staff are planning a technical workshop with key stakeholders to ready us and create a concept for investing in Waterfront Park to coordinate with the Dept of Agriculture Dyke topping project. Staff need to better understand elevation increases, salt marsh restoration opportunities, rail line owner partnership/opportunities, landscape/park development, water access, and other issues. This will all be brought to Council for consideration.

The parks initiative will be packaged with our Growth Management work so the Council can see the different pieces of work together in a common format

Development:

- 292 Main Street construction underway
- Grocery Store (Independent) expansion is being considered through site plan approval
- On-going meetings with developers and landowners to discuss development opportunities and/or consideration during the Plan Review process
- Development enquiries, development permits, subdivision applications, site plan approval applications, development agreement and Land Use Bylaw compliance continue daily
- The past two months has seen an increase in development permit applications for short-term rentals due to changes in provincial regulations that now require proof of municipal compliance.

Building, Fire & Life Safety

CAO REPORT

November 12, 2024

Office of the CAO



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- Additional fire inspection activity required for the recent Provincial push on Short-term Rentals.
- 292 Main Street has taken a lot of the Senior Building Officials time – underground plumbing and podium level formwork are underway at time of submitting this report.
- Building and Fire Inspector continue with trainings, zone meetings, and capacity building to ensure we are current with building and fire practice in the Province.

Community Development, Events and Recreation

The Summer Concert Series at Waterfront Park (every Sunday afternoon at Waterfront Park from 2-4pm) had another successful season, with mostly new performers this year. Average attendance was around 60, with some audiences reaching over 100. Participants reported that they often visited Wolfville businesses (restaurants, shops) before and/or after taking in the music.

Mainstay summer events were very well attended and appreciated by participants. Canada Day welcomed over 800 mostly residents to Waterfront Park (new location this year due to VIC construction at Willow Park). Mud Creek Days welcomed 2,000 over the weekend (including fireworks). Feedback was overwhelmingly positive.

Welcome to Wolfville event in partnership with Acadia was successfully offered again this year. The adjusted program area allowed better crowd movement and attendance was similar to 2023, with all food items given out (e.g. 1,000 hot dogs, 800 cotton candies, 500 popcorn). The business community had higher participation this year and have ideas to build on this moving forward.

Staff supported the Front Street Community Oven offering Thursday Night Cookouts throughout spring, summer and fall, with great success. Over 150 guests were welcomed on some nights, with an average attendance of well over 100. The Town also supported the Deep Roots Music Festival and Devour! The Food Film Festival, with in-kind labour and logistical supports.

Summer Camps Re-cap

Staff completed a successful summer of camps, with eight weeks of camp with 128 kids registered total. Focus on outdoor skills, environmental education, games and field trips including Reservoir, KCIC, Acadia Community Garden, Randall House Museum.

Fall Programming includes:

- 8-week intro to Mountain biking program up at Reservoir Park, 5-10 people weekly.
- 8-week Fall Ukulele at the rec center, 15 people registered weekly.
- 8-Week Tai chi program at the Lions Hall, 8 people registered weekly
- 9-week dance program at the Legion, 18 people registered weekly.
- 8-week watercolor weekly painting group, 10 people registered weekly.
- Wednesday and Friday morning older adult fitness at the Lions Hall, 10-15 people per session.

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- Weekly walk program Tuesday mornings at 10 on the Harvest Moon Trail, 5-10 participants weekly.

Youth Programming includes:

- Fall after school program back up and running smooth, everyday from 2:30-5:00 at the Rec Center. 16 people registered with a big waitlist.
- Intro to mountain biking: 4-week program taking them up into the trails at Reservoir, 9 people registered weekly.
- 8-week After School Guitar Club for Wolfville School, 15 kids registered for each Monday session.
- 8-week After School Yoga sessions for Wolfville School:
 - Grades 3-8 Wednesdays, 15 kids registered
 - Grades P-2 Fridays 12 kids registered
- Weekly morning exercise program for Wolfville school students in the gym:
 - Grades 3-8 Mondays and Thursdays 30 registered
 - Grades P-2 Wednesdays 12 registered.

Finance and Corporate Services

Final Tax Bills were issued at the end of August and were due October 1, 2024. There are 207 tax accounts with outstanding tax balances. Arrears notices have been sent to these account holders, and Finance is working to collect all outstanding accounts. Utility bills for the period of June to September have been issued and are due November 4, 2024.

Staff attended the Association of Municipal Administrators Nova Scotia conference in September at Halifax Tower Hotel and the Association of Municipal Tax Collectors Conference in October at the Inverary Resort. The Director of Finance to be completing Kings REMO ICS-200 (Basic Incident Command System) Course.

On behalf of the CAO's office, Brittany has organized the Staff Appreciation Event/Long Term Service Awards for November 29, 2024, at the Wolfville Legion.

GIS

The Wolfville Parks now have a physical civic # posted as part of the Civic Address Bylaw and SOP. This provides important information when events are posted on our website.

Engineering now has the ability to inspect all major infrastructure assets within the street envelope. This will improve asset information accuracy for capital project assessment and operational maintenance. The Paving Conditioning Index Update for 2024 has also been completed.

CAO REPORT

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Office of the CAO



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The Planning Review Support process has begun with a comprehensive property valuation analysis. This analysis includes historical assessments and property sales data from the past decade, offering insights into trends in tax assessments and property valuations, both before and after the COVID era. These findings will serve as a critical foundation for identifying opportunities in residential densification strategies and a financial dashboard has been developed to consolidate assessment and property valuation data into statistics, charts, and graphs, integrated within the Wolfville GIS system. This dashboard provides a visual representation of key trends and insights, which will support data-driven urban planning and decision-making.

Wolfville International Student Support Program:

Interest in the program has been lukewarm and currently, only five volunteers have completed the intake process. Staff will be seeking direction from Council before proceeding.

Community Safety and Compliance

The Winter Parking Ban is in effect from December 1st to March 31st of every year. This means that no cars can be parked on the streets of Wolfville from 12:01am to 6:00am and from one hour after the start of a snow event to two hours after the snow event has stopped. There are exemptions for physicians, fire and police while carrying out their official duties as well as for operators of commercial vehicles while loading and unloading. As per Section 139 of the Motor Vehicle Act, vehicles obstructing snow removal or winter maintenance will be removed at the owner's expense.

Acadia has confirmed that they are able to provide seasonal parking passes for folks looking for legal parking solutions through the winter months and, for single night parking, the East End parking remains the only lot in Town that permits temporary overnight parking, including during the Winter Parking Ban.

The third biennial Service Based Count – a survey that helps to identify the number of people experiencing or at risk of homelessness is beginning on November 1. Compliance staff will be participating by completing surveys. This study will include service providers located in the Counties of Queens, Lunenburg, Shelburne, Yarmouth, Digby, Annapolis, Kings, West Hants, including the towns and villages within. Once complete, the study will provide the town and region with more recent data on those who are unhoused or precariously housed.

Upcoming events:

- Nov. 30 - Night of Lights
- Nov.30- Dec.21 – Wolfville Glows (various events) Wolfville Glows – Throughout December – Various activities and events including a Holiday Film Series at Al Whittle, Live Children's Musical Theatre, Santa Visits and a town decorated with over 50,000 lights.
- Jan.1 – New Year's Levee
- Feb.17 – Heritage Day

Organizational Overview 2024-25



Purpose

Initial orientation on the Town's organizational structure, the role and priorities of Departments with opportunities for questions and discussion.

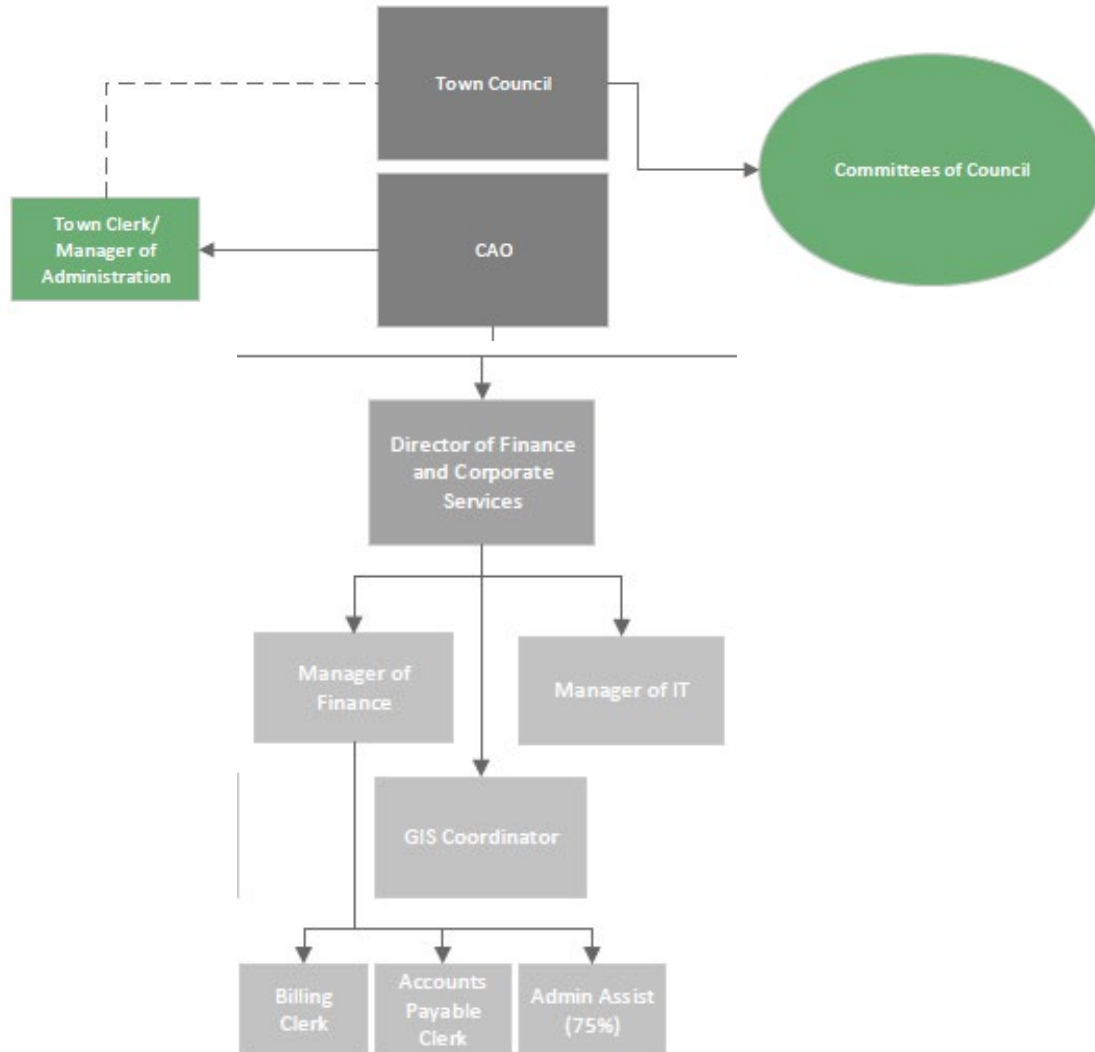
This initial discussion will inform future discussions.



Town Organizational Structure



Finance + Corporate Services



Core functions:

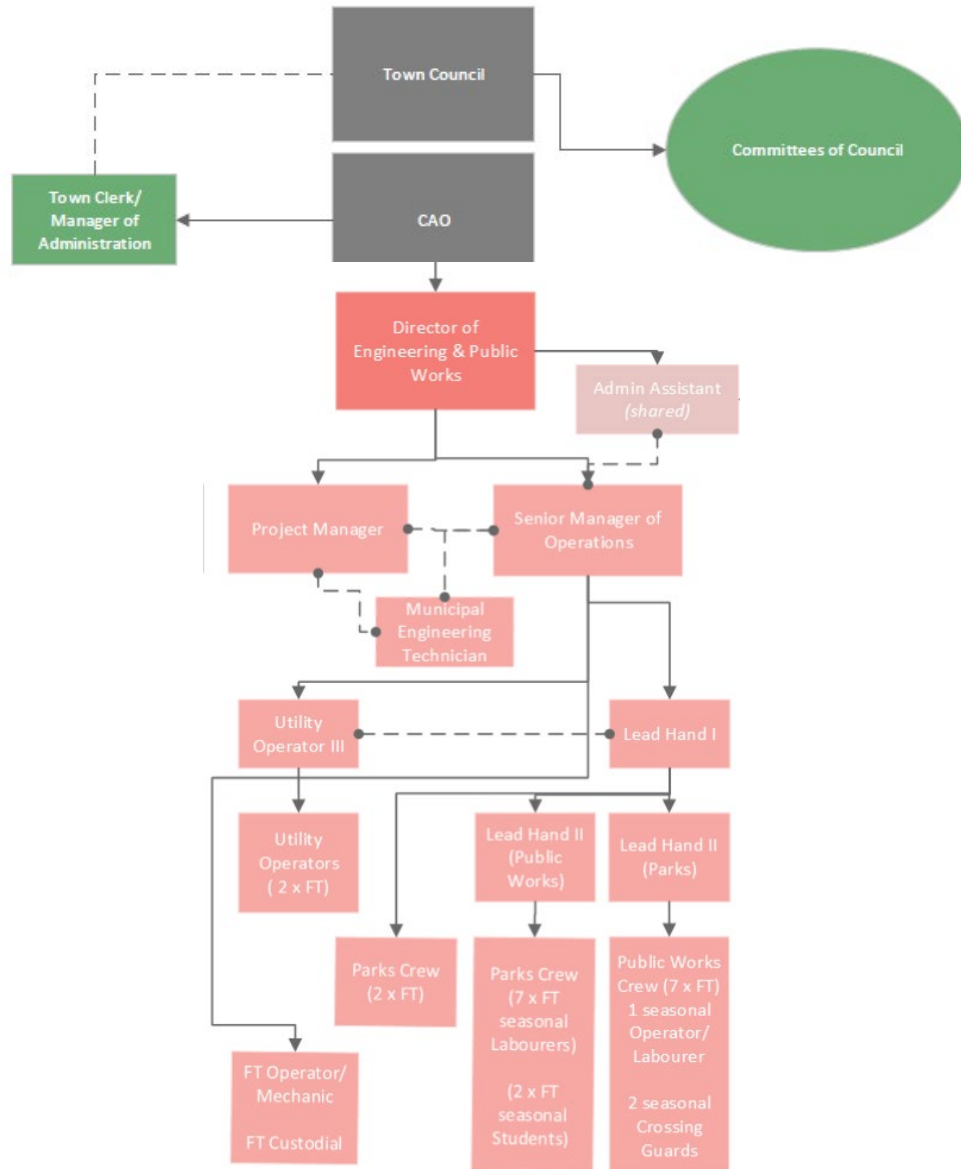
- Finance
- Corporate Services
- Information Technology
- Geographic Information Systems

Finance + Corporate Services



- Encompassing Finance, Corporate Services, Information Technology (IT) & Geographic Information System (GIS)
- Multidisciplinary responsibilities
 - Property tax and utility billing and collection
 - Over 1600 residential tax accts (85.4%), 107 commercial tax accts (5.54%).
 - \$587M in residential taxable assess, \$43.4M in commercial taxable assess.
 - Financial reporting, analysis, and year-end audit.
 - Accounts receivable, accounts payable, procurement, business operating systems, corporate/admin. support, insurance, payroll, and human resources support
 - \$15.4M Operating budget and \$6.3M Capital budget
- IT administers systems, 215+ devices, organizational cyber security, data retention, network administration, HelpDesk, and all backend infrastructure.
- GIS web & database services, enterprise application, special projects, and mapping
- Staff changes -> new Director of Finance & CS in 2024

Engineering + Public Works

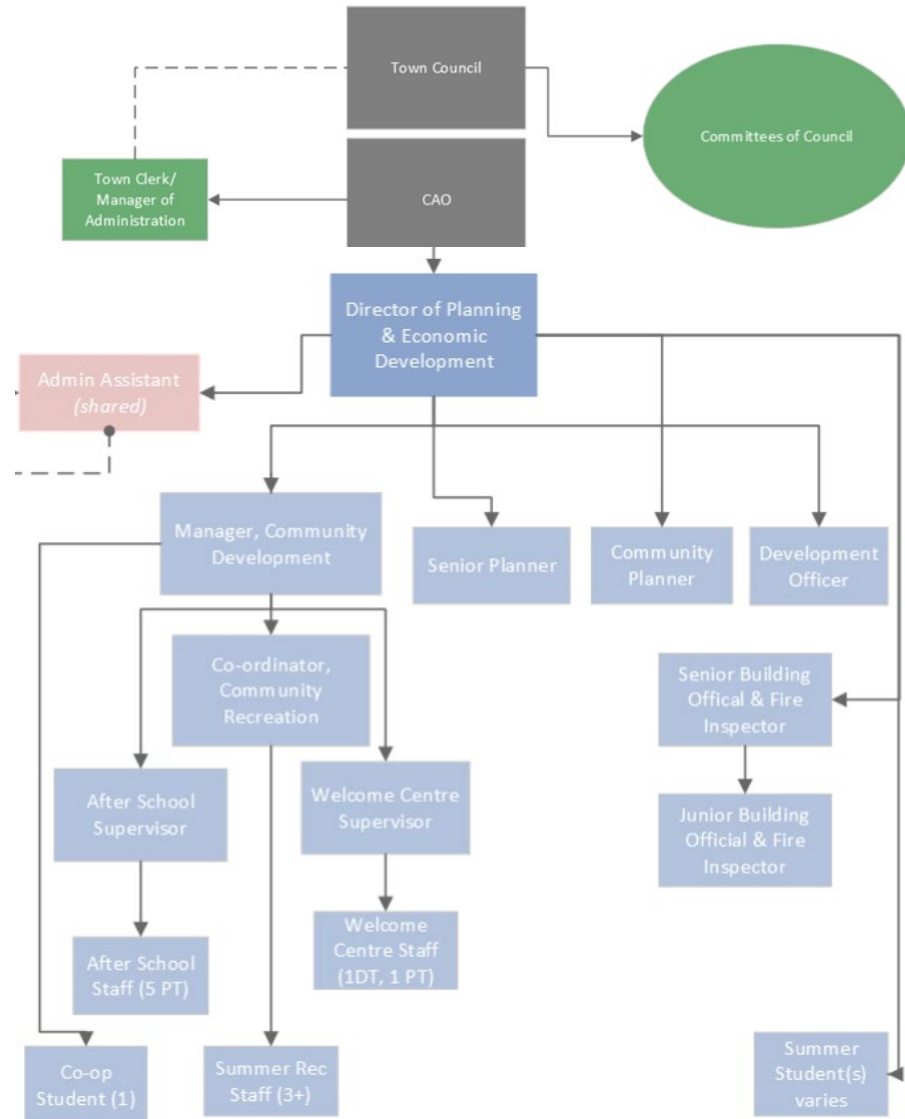


Core functions:

- Sustainable and consistent provision of safe municipal drinking water
- Wastewater collection and treatment
- Management and upgrade of Town-owned infrastructure, buildings, and facilities
- Management and all-season maintenance of transportation infrastructure
- Pedestrian and traffic safety and mobility
- Fleet maintenance and replacements
- Asset management
- Capital project planning, procurement, and management of implementation
- Parks infrastructure and maintenance

- Ongoing project management of high priority, complex projects (wastewater treatment plant expansion, water, flood risk, stormwater).
- Opening of the new Visitor Information Centre and East End Parking Lot.
- Maintenance activities such as road patching, tree planting, turf and play equipment maintenance, sign replacement, water system flushing & maintenance, etc...
- Activities associated with East End, West End and other individual developments.
- Response to resident inquires.
- Significant emphasis placed on addressing operational challenges:
 - Reintegration of Parks staff following dissolution of Parks Department
 - Hiring Sr. Manager of Operations following unexpected departure of PW Manager.
 - Hiring Project Manager to assist with growing project workload.
 - Identifying opportunities for process improvements and staff capacity building.

Planning + Community Development



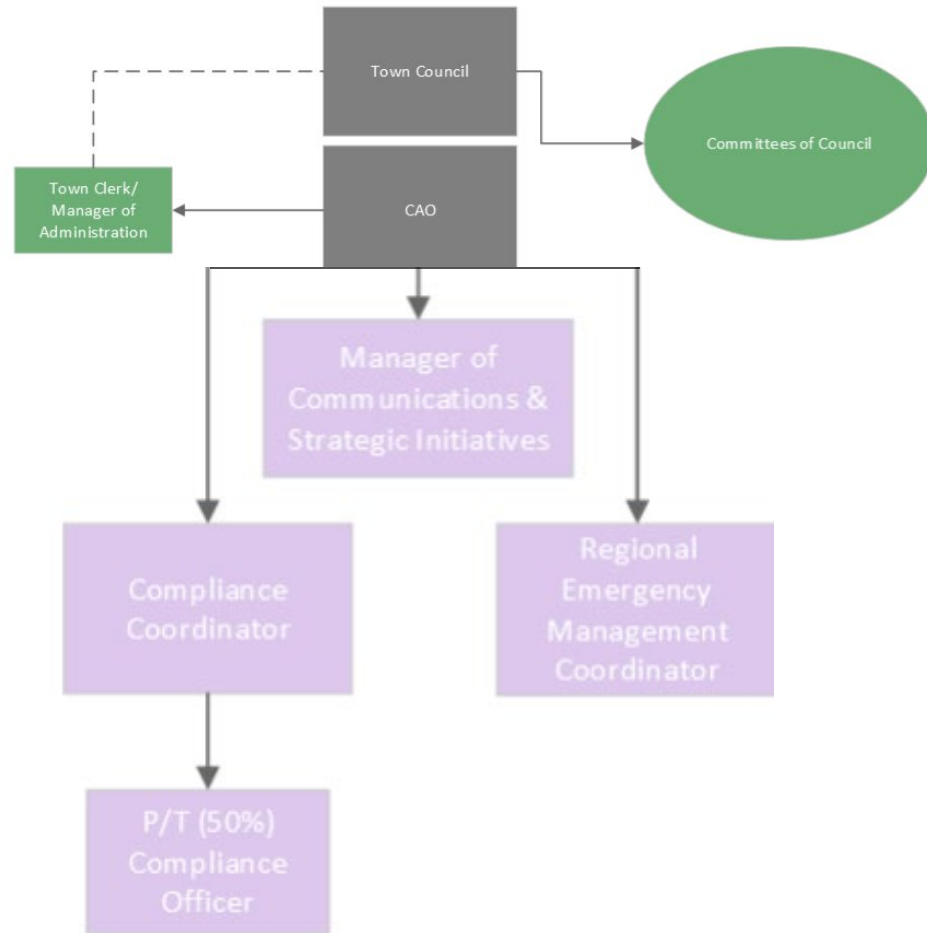
Core functions:

- Town Planning
- Development Control
- Economic Development
- Tourism
- Events
- Recreation
- Parks (w Engineering and PW)

Current Focus:

- Summer season of events, recreation programming, tourism.
- Ongoing Developments (East End, West End, 292, etc)
- Housing Accelerator Fund work and associated initiatives:
 - Parking, traffic, municipal planning strategy, etc...
- Active Transportation network and programming
- Fire & Building inspection services.

Office of the CAO



Core functions:

- Administration & coordination of service delivery all business affairs.
- Council and committee support
- Administration of Town bylaws and policies.
- Human Resource Management
- Records Management
- Regional Initiatives
- Communications
- Special Projects
- By-law Compliance
- Information Access & Privacy Office
- Municipal Election Management
- Town and Gown
- REMO

Current / Recent Focus:

- Municipal election administration.
- Coordination of Council & Committee meetings.
- Processing information requests (routine access & FOIPOP).
- Operational Plan development.
- Policy review & development coordination.
- Organizational leadership, engagement & human resource management.
- Community compliance activities (bylaw enforcement, parking enforcement, civic address inspection, etc...)
- Accessibility Plan & Equity and Anti-Racism Plan coordination
- Internal & external organizational communication
- Leadership for Town & Gown MOU.
- Liaison with local, regional, provincial and national partners / stakeholders.
- Kings Regional Emergency Management coordination.
- Special projects:
 - Fire services merger with Kings County & Greenwich Fire Department / Commission
 - Regional recreation centre.
 - Community safety project.
- New CAO began July 15, 2024.

What's Next?



- Continued Orientation
 - ***Roles, Responsibilities & Meeting Procedures*** with Jason Haughn – Tuesday, November 19 @ 6pm
 - ***Wolfville Fire Department & RCMP*** – Tuesday, December 3 @ CoW Meeting
 - ***Code of Conduct*** – Tuesday, December 3 @ CoW Meeting
 - ***Kings Regional Emergency Management & the Council Role*** – Wednesday, December 4 @ 6pm
 - ***Inter-Municipal Service Organizations: Kings Transit, Valley Waste-Resource Management, Annapolis Valley Regional Library, Valley Regional Enterprise Network*** – TBD in December
 - ***Tour of Town Facilities*** – TBD in December
 - Specific topics to be scheduled: Conflict of Interest, De-escalation & Team / Individual Wellness, Additions to the Agenda, Communication between Council & staff.
 - Other suggestions?
- Budget Development
- Operational Planning
- Capital Planning
- Strategic Planning

Questions?



REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent

Date: 2024-11-12

Department: Planning and Economic Development



SUMMARY

Wolfville Street Naming – Kenny Crescent

The Town’s East End development, beginning with the land located west of Maple Avenue, is under construction with a curved road entering the former Kenny farmlands near civic # 37 Maple Ave. and returning to Maple Ave. near civic # 83 as shown on the map below. This new public street needs to be named as per the Town’s [Street Naming Policy No. 610-004](#). This report is requesting Council to decide whether *Kenny Crescent* is an appropriate name for this new street.



DRAFT MOTION:

THAT COUNCIL APPROVE NAMING THE NEW STREET IN THE EAST END DEVELOPMENT, IDENTIFIED IN THIS REPORT, AS RECOMMENDED BY THE WOLFVILLE HISTORICAL SOCIETY AND IN ACCORDANCE WITH STREET NAMING POLICY NO. 610-004 AS “KENNY CRESCENT”.

REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent

Date: 2024-11-12

Department: Planning and Economic Development



1) CAO COMMENTS

The CAO supports the recommendation of staff and the Wolfville Historical Society.

2) LEGISLATIVE AUTHORITY

New streets in the Town of Wolfville are to be named in accordance with the [Street Naming Policy No. 610-004](#). This policy directs the Town to consult with the Wolfville Historical Society who will make a recommendation that is relevant to the community and consistent with street naming conventions.

3) STAFF RECOMMENDATION

Staff recommend that Council approve naming of the street identified in this report using the recommended name from the Wolfville Historical Society. “Kenny Crescent” was recommended by this group as it recognizes the Kenny family who were the most recent owners of the land where they operated a multi-generational farm for several decades.

4) REFERENCES AND ATTACHMENTS

- [Street Naming Policy](#)
- Attachment 1 - Wolfville Historical Society email and recommendation dated October 2nd and 3rd, 2024
- Attachment 2 – Developer Request
- Attachment 3 – Sarah Lightfoot Request

5) DISCUSSION

The first phase of development under the newly adopted East End Secondary Planning area is beginning on the former Kenny farmland, west of Maple Ave. Site preparations and the initial road base have occurred, and infrastructure connections are currently being finalized. The road will be built up to a higher standard of construction and soon be available for transfer to the Town as a public road. At this stage, the Town requires that the street be named, so that civic addresses can be assigned to future buildings and street signs can guide deliveries and emergency services as needed.

The Town’s Street Naming Policy requires that the Wolfville Historical Society be contacted and asked to provide recommendations and a rationale for new street names. The Society met in early October and provided staff with the recommendation of *Kenny Crescent*, as it best reflects the land’s recent history and past ownership by Kenny’s multi-generational family farm.

The Crescent suffix is applicable to this street type due to the shape of the road which is curved/crescent shaped with both ends joining the same throughfare (Maple Ave).

Alternative street names that Council could consider (outside of the Street Naming policy) include those proposed by the Lightfoot Family who want to recognize their father Donnie Lightfoot, and the developers of the land (Brison Developments) who would like to recognize their late colleague, Adam

REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent

Date: 2024-11-12

Department: Planning and Economic Development



McLean by naming this street *McLean Crescent*. These requests are both locally important and if not chosen here, could still be considered for future streets within the broader East End development area.

The Lightfoot Family initially suggested finding an opportunity to name a street *Lightfoot Lane*, which could work well on a certain road type - Lanes are typically narrower street types, and the Brison Development recognition could work well as *McLean Way* or *MacLean Avenue* etc.

The East End will include several more roads, where these other street names could be acted upon.

6) FINANCIAL IMPLICATIONS

N/A

7) COMMUNICATIONS REQUIREMENTS

- Town GIS Department
- Public Works Department
- East End Developers

8) ALTERNATIVE

- That Council send the request back to the Wolfville Historical Society for other name suggestions.
- That Council chooses the Developer's preferred street name: *McLean Crescent*
- That Council chooses the Lightfoot family request for the street name: *Lightfoot Crescent*

REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent
Date: 2024-11-12
Department: Planning and Economic Development



Attachment 1

Historical Society Recommendation Wolfville Historical Society email and recommendation dated October 2nd and 3rd, 2024

From: Wendy Elliott <elliottwendy902@gmail.com>
Sent: October 2, 2024 9:39 PM
To: Mark Fredericks <mfredericks@wolfville.ca>
Subject: New street name

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mark,

The board members of the historical society were all fine with the name Kenny Crescent.

The next one might not be so simple...

Cheers,

Wendy

Wendy Elliott
39 Kent Avenue, Wolfville, Nova Scotia, Canada B4P 1V4
T: 902-542-2533
C: 902-599-1675



Mark Fredericks
To: Wendy Elliott <elliottwendy902@gmail.com>

👍 ↩️ ⏪ ⏩ 📧 📁 ⋮
Thu 2024-10-03 11:25 AM

Thanks Wendy,
The [Street Naming policy](#) seeks supportive information that helps justify or offer some rational for the proposed street name. I understand the Kenny name, but would like to clarify what the members of the historical society felt was important about choosing this name.
Thank you for any more information you can provide.



Mark Fredericks (he/him)
Senior Planner
p 902-599-7252 | f 902-542-5066 | e mfredericks@wolfville.ca
200 Dykeland Street, Wolfville, NS B4P 1A1
wolfville.ca
www.wolfvilleblooms.ca – our community thought garden is open!
The Town of Wolfville is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw nation. We are all Treaty People.

REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent

Date: 2024-11-12

Department: Planning and Economic Development



Wendy Elliott <elliottwendy902@gmail.com>

To:  Mark Fredericks



Thu 2024-10-03 3:53 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mark,

Pretty simple really. There have only been about three generations of Kenny's running that farm - before that it was the Biggs family.

Everybody on the board knows the property as the Kenny farm, so they were comfortable with the suggestion. In the Mud Creek history (published 1980) the late mayor Bill Kenny has a listing for his orchards and chicken rearing, so there was that added aspect.

That enough?

Wendy

REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent

Date: 2024-11-12

Department: Planning and Economic Development



Attachment 2 – Developer Request

Staff held conversations with Mitch Brison (Brison Developments) about the street name. Mr. Brison would like to recognize his late colleague Adam McLean who was involved in many development plans including the East End of Wolfville, by naming this street *McLean Crescent*.

REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent

Date: 2024-11-12

Department: Planning and Economic Development



Attachment 3 – Lightfoot Request

From: Sarah Lightfoot <sarahjane466@gmail.com>
Sent: Wednesday, April 26, 2023 11:20 AM
To: Devin Lake <DLake@wolfville.ca>; Kelton Thomason <kthomason@wolfville.ca>
Subject: Re: Street naming request-East end Wolfville

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Devan,

Please see attached.

Al Whittle Co-op has recently granted site permission for our family to erect a historic site plaque on Main Street. I am in the process of finalizing the details for the mounting to be done in the near future.

Dad (Donnie Lightfoot) "The barber of mud creek" memoir about his life and contributions to the Town of Wolfville is available at the Wolfville Library and an Amazon link provided in the attached document. In addition, the link to his obituary lists the numerous community causes he contributed his time to. President of the Wolfville Lions Club, etc.

Wendy Elliott would be a good reference for his life history and how he contributed to the Acadia University experience when new students came to town. Alumni and community members still recall him fondly. The following is a **small segment** of the text to be included in his historic plaque on Main Street: **" For 62 years, Donnie offered haircuts to the people of Wolfville and surrounding communities, a diverse population that surged and ebbed, much like the Minas Basin tides, as Acadia students arrived and departed. It included university presidents, world-renowned artists, politicians and intellectuals. Donnie could engage on a wide range of subjects, he was part counsellor, part sounding board and part chamber of commerce."**

In addition, my brother owns "Lightfoot and Wolfville" which is very close in proximity to this development. Dad was instrumental in the conception of this development.

Should you require further information, please let me know.

I am cc'ing Kelton as both he and Mayor Donovan are supportive.

Regards,

Sarah Lightfoot

On Mon, May 8, 2023 at 9:54 AM Devin Lake <DLake@wolfville.ca> wrote:

Thanks Sarah – appreciate you passing this on. A package on this stuff will go to Council once we get a bit further on with this. Lindsay will be in touch.

All the best,



Devin Lake (he/him) B. Comm, M. Plan, LPP, MCIP
Director of Planning + Economic Development
p 902- 599-3210 | f 902- 542-5066 | e dlake@wolfville.ca
200 Dykeland Street, Wolfville, NS B4P 1A1
wolfville.ca

REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent

Date: 2024-11-12

Department: Planning and Economic Development



From: Sarah Lightfoot <sarahjane466@gmail.com>
Sent: October 24, 2024 2:59 PM
To: Devin Lake <DLake@wolfville.ca>
Cc: Lindsay Slade <lslade@wolfville.ca>
Subject: Re: Street naming request-East end Wolfville

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Devin,

I hope you have had a lovely summer. It has been a beautiful fall!

I am looping back here as I have not heard from Lyndsay on the street naming project yet. Can you please provide an update to the Lightfoot submission?

Kind regards,

Sarah Lightfoot



Mark Fredericks

😊 ↩ Reply ↩ Reply all → Forward 🗑️ 📅 ⋮

To: sarahjane466@gmail.com

Tue 2024-10-29 10:52 AM

Cc: 🟡 Devin Lake; 🔴 Lindsay Slade

Hi Sarah,

Thanks for reaching out. I'm pleased to see this street name idea being pursued. I have fond memories of your dad's barber shop and can remember going there with my father when I was young. Your name request is a great fit for a future street in Wolfville.

We are preparing a report for Council to consider the first major street in the East End development area which is a crescent (from Maple Ave) and may be named *Kenny Crescent* after the former Kenny family farm on which it is located. This will be a Council decision based on the recommendation from the Wolfville Historical Society, as required in the Town's [Street Naming Policy](#). However alternative names may be discussed with Council when they consider *Kenny Crescent*. Future roads will also be added to this East End development area and there should be an opportunity to align your request with a lane (generally a narrow street) to achieve *Lightfoot Lane*.

We have your submission on the list of names to be considered and the Historical Society also recognizes this name as one of the next streets.

We will keep you informed as additional streets take shape and where we think this name could best be used.

Please keep in touch - my number is 902-599-5272 if you'd like to chat.

Thanks



Mark Fredericks (he/him)
Senior Planner
p 902-599-7252 | f 902-542-5066 | e mfredericks@wolfville.ca
200 Dykeland Street, Wolfville, NS B4P 1A1
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www.wolfvilleblooms.ca – our community thought garden is open!
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REQUEST FOR DECISION 053-2024

Title: Wolfville Street Naming – Kenny Crescent

Date: 2024-11-12

Department: Planning and Economic Development



Sarah Lightfoot <sarahjane466@gmail.com>

☺ ↶ ↷ ↲ ↳ ☰ ⋮
Wed 2024-10-30 10:48 AM

To: Mark Fredericks

Cc: Devin Lake; Lindsay Slade

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Mark,

Thank you for your kind and supportive reply in regards to the Lightfoot family name submission and for your endearing memories of our Dad's barber shop!

Having shared this information with my siblings and on behalf of the Lightfoot family, we would be honoured to be considered for any future roads (with the possibility of various name references such as lane, street, boulevard, crescent, etc), within this area (including future areas) of development.

Sincerely,
Sarah Lightfoot

INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment
Date: 2024-09-10 Updated for 2024-11-12
Department: Office of the CAO



SUMMARY

Information Report: Robie Tufts Encampment

Please note that red text is updated information. Black text was the original IR content, provided to the Committee on September 10, 2024. Similar to the original IR, this updated version serves to provide Council with the most up-to-date information available and facilitate understanding and discussion prior to taking any decision.

Open Arms and Coordinated Access will both attend the November 12, 2024 Committee of the Whole to provide more detailed information to Council directly. Information from those organizations is appended to this report.

Since this report was presented on September 10, Staff have taken various actions including:

- Meeting multiple times with Open Arms staff
- Meeting multiple times with Steve Wilsack (Housing First NS) and other housing advocates
- Reaching out to the Province at its suggestion to coordinate a meeting (has since been stalled due to election)
- Meeting with Coordinated Access and facilitating them having a space in our Visitor Information Centre (VIC) when it isn't otherwise used.

Staff are of the opinion that the Town must support the continuum of care that exists in our region, including local service providers such as Open Arms and Coordinated Access. Through our efforts to-date, we have not improved the situation or moved anyone sheltering in Robie Tufts along the housing continuum. It is Staff's understanding that there are shelter options available for all the individuals sheltering in Robie Tufts. However, individual circumstances are creating barriers.

After recent discussions, staff are aware that additional emergency shelter services will be available at In From the Cold, along with free transportation to emergency shelter, as the winter weather sets in. Staff from the Town and Open Arms will continue to support individuals sheltering at Robie Tufts by encouraging use of these services. Open Arms also offers a Housing Program to support the transition from homelessness to housing.

Through Coordinated Access, case workers connect individuals to appropriate service providers and/or help locate housing options that work for them. The Visitor Information Centre (VIC) has been opened to Coordinated Access on Mondays for the next month to work on connecting those sheltering in Robie Tufts and anyone else at risk of homelessness with all available supports and services. Connecting

INFORMATION REPORT 017-2024

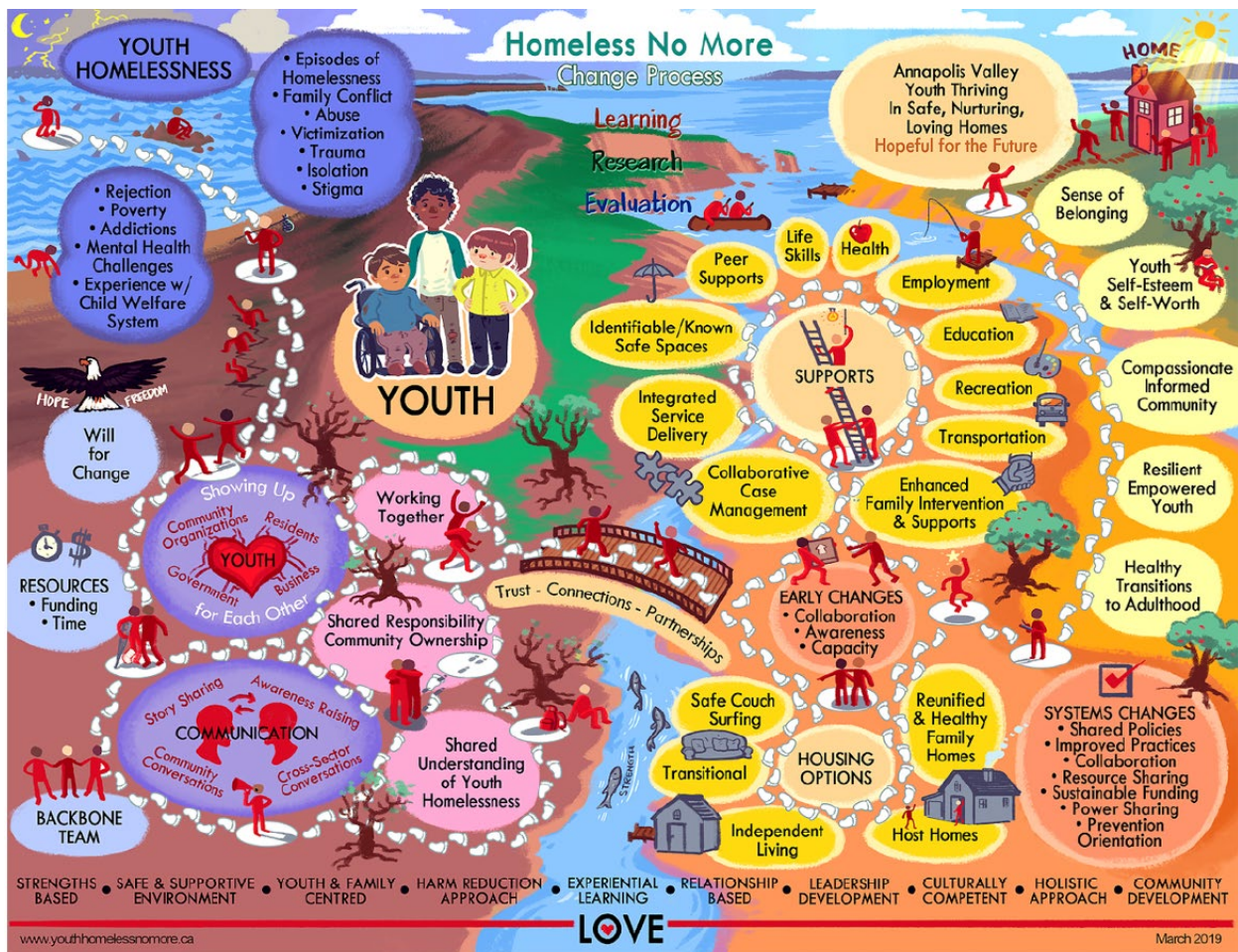
Title: Robie Tufts Encampment
Date: 2024-09-10 Updated for 2024-11-12
Department: Office of the CAO



individuals with appropriate services is thought to be critical to supporting people through the housing continuum and creating the conditions for stable housing.

The Town does not have the capacity to support setting up a pseudo shelter, especially in a very compressed timeline. Service providers are also not in a position to provide appropriate supports to such a shelter.

Staff continue to welcome any proposals from community members and organizations that focus on developing or providing safe, affordable, transitional or supportive housing in Wolfville. As the image below, created by local service providers in collaboration with youth with lived experience depicts, a holistic approach including resources, government support, and a shared sense of ownership and responsibility, among many other factors are important aspects to leverage to successfully resolve homelessness.



INFORMATION REPORT 017-2024

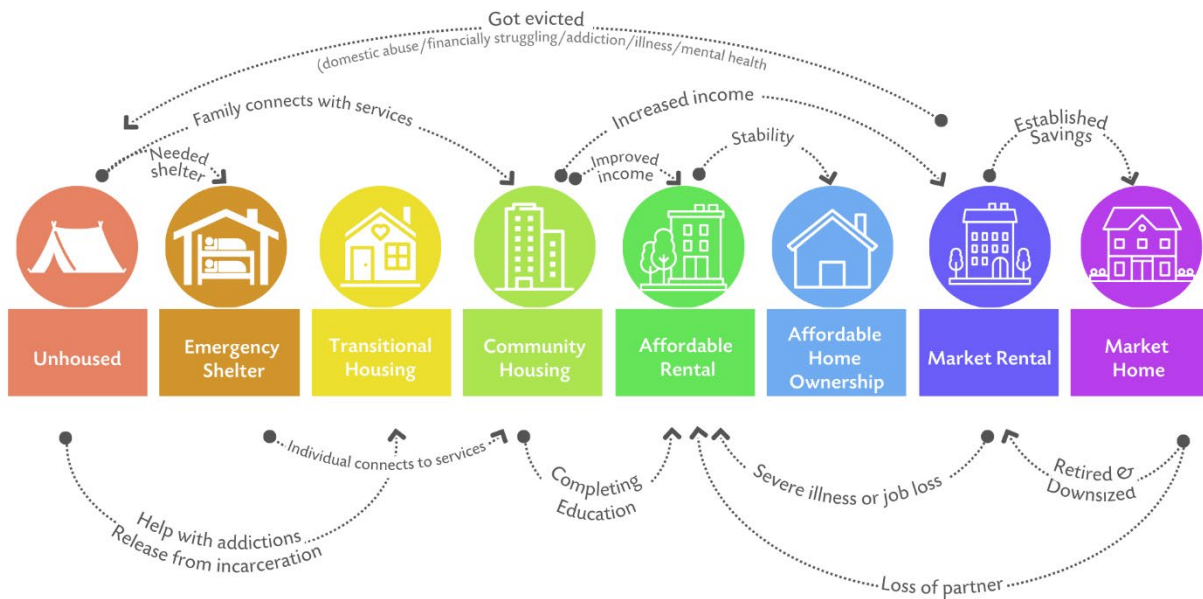
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In addition to the information in IR 017-2024 (the text below), and due to the complexity and rapidly changing nature of this crisis, nationally and on a local level, Council may wish to review the housing continuum attached below, for additional context.

Tiny Meadows is considered a second stage shelter service and can serve as transitional housing. Open Arms also operates the Oasis Shelter which provides emergency shelter. To access Tiny Meadows, residents need to complete programming for a 30-day period offered through the Oasis Shelter, or obtain proof that they face a barrier(s) preventing them from using the Oasis Shelter, as validated by their case worker.

The Housing Continuum



People without access to housing started living on the town-owned land around the Library last summer. First on benches and then, in tents. Over the past 12 months the Town has been supportive, providing wellness checks, a port-a-potty, changing the Rail Town washroom hours to allow for 24/7 operation, and adding a shower in the re-built Visitor Information Centre. None of these actions were ever intended to solve the crisis and now the demand for safe, supportive space continues to increase in Wolfville as evidenced by more people and pets forming an encampment in Robie Tufts Park.

Staff have been communicating with professionals at Open Arms and our Public Library since tents were first set up in the park, to ensure that support, including access to emergency shelter and transitional housing could be offered.

INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment
Date: 2024-09-10 Updated for 2024-11-12
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Until recently, staff understood that those sheltering at the Robie Tufts Park would be welcomed at Tiny Meadows, the newly built Pallet shelter village in Kentville that is operated by Open Arms. Now that Tiny Meadows has opened, and communicated their intake criteria (see attached), it does not appear this is an option for most people sheltering in the Park.

With this new understanding, the approaching winter and the rapidly increasing number of residents in the encampment, staff require direction on what, if any response, Council wish to provide. **The intention of this report is to provide a basis for discussion, the latest information, and begin to identify a spectrum of options that could be implemented within 3 months (by December 1, 2024) when the temperatures drop significantly.** Clear direction / a motion from Council will be required to move forward – when Council is ready to do so.

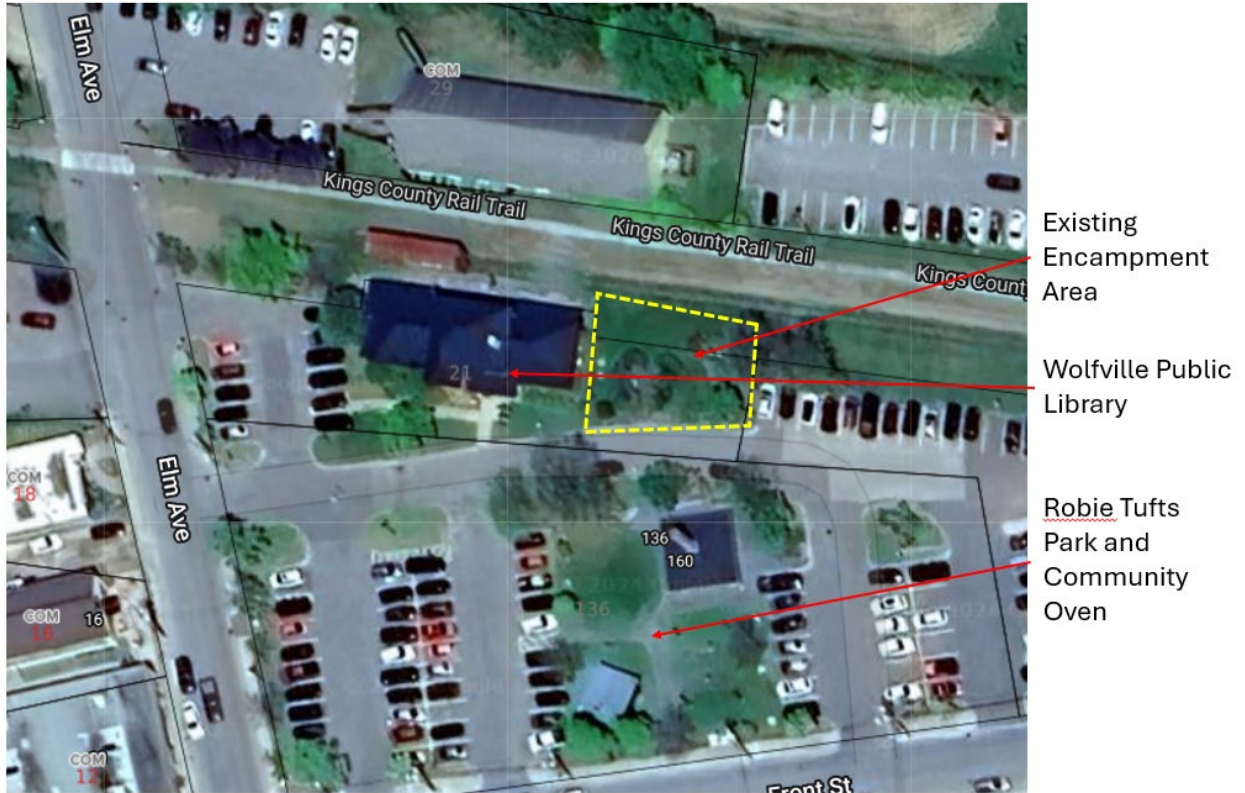
As of August 29th, 2024 there are six persons and three pets living in the area shown below, adjacent to the Town’s library and former rail line (There are now five people and two pets; three of these people stay overnight consistently and two inconsistently). The conditions/number of people and animals is evolving and may change by the time this report is presented to Town Council on September 10th, 2024.

This type of situation has challenged municipalities across the country. Housing and social services has been a Provincial responsibility, but the ongoing housing crisis is creating tension around jurisdictional responsibilities and Staff capacity (at all levels).

Figure 1: Context Map of the existing Wolfville encampment area adjacent the Public Library

INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment
Date: 2024-09-10 Updated for 2024-11-12
Department: Office of the CAO



DRAFT MOTION:

This is an information report. If Council wishes to provide direction to Staff after receiving this information, clear direction through a motion is desired.

INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment
Date: 2024-09-10 Updated for 2024-11-12
Department: Office of the CAO



1) CAO COMMENTS

This report is being provided for information purposes only; no decision is being requested at this time. Time spent discussing this topic will focus on building an understanding of the issues, assessing the options that have been provided, answering Council's questions and refining as appropriate.

While a decision is not being requested during this meeting, decisions on the Town's approach to people who live rough in public spaces will have to be made. Of note as this topic is discussed:

- The staff time dedicated to responding to calls for assistance, liaising with support agencies, answering public questions and providing a base level of support to the site is increasing.
- The Town has no dedicated resources to providing the above-mentioned support; this is being done "off the corner of desks" and coordinated in an ad hoc fashion. This approach comes at the cost of other Town initiatives and priorities.
- If Town support to the unhoused is to continue in any fashion, additional resources will need to be committed. This will have yet undetermined staffing and budget implications.

Recent discussions with service providers have refined staff's perspectives on this complex challenge, which are reflected in the summary above. Council is invited to further engage with staff and services providers during the Committee of the Whole meeting so that broad understanding of the issues is developed and options for specific action can be refined further.

Fundamentally, continued sheltering in Robie Tufts Park is unsustainable and unhealthy. Support for unhoused individuals is provided by competent and training individuals and organizations in the local area. It is imperative to support those in need by connecting them with appropriate services that can provide them with assistance, rather than assisting them to avoid those services.

I appreciate that this is a challenging topic with wide-reaching implications. This discussion is intended to inform Council and further refine options for a future decision.

2) LEGISLATIVE AUTHORITY

While there is case law across the Country (see discussion below under Eviction option), there is no legislation that binds Council to provide support or services to the unhoused.

Canadian Human Right's Commission Report on Encampments may be a valuable reference <https://www.housingchrc.ca/en/publications/upholding-dignity-and-human-rights-federal-housing-advocates-review-homeless>

3) STAFF RECOMMENDATION

INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment
Date: 2024-09-10 Updated for 2024-11-12
Department: Office of the CAO



This is an information report. Staff have outlined options that Council may want to consider as we move toward a decision / direction to Staff.

4) REFERENCES AND ATTACHMENTS

- IR-002-2024 [Homelessness Update](#) January 2024.
- Tiny Meadows Information Sheet (attached – to original report [here](#))
- [HRM Homelessness Update July 2024](#) with selection criteria for designated encampments sites
- Helping address Homelessness -HRM <https://www.halifax.ca/about-halifax/regional-community-planning/helping-address-homelessness>

5) DISCUSSION

While the Town is working on a medium/long-term initiative to alleviate the local housing crisis through our Housing Accelerator Program, a recent increase in the number of people living rough, changes to the anticipated eligibility of these individuals to relocate to Tiny Meadows the new Pallet Shelter Community in Kentville, and the oncoming of colder weather necessitate more urgent action.

We now understand that Tiny Meadows will not be an option for most of the unhoused currently sheltering at Robie Tufts Park. Through staff discussions and conversations with Open Arms and community partners, staff are offering four potential options for Council to consider implementing by December 1, 2024 (see attachment for more details).

Four options have been identified here by Staff so Council has an opportunity to discuss and understand our circumstances and clear direction can eventually be provided. Action should be taken in a timely manner (by December 1, 2024). Other options may exist, and Council may wish to provide direction outside of what is presented here or combine aspects of the options. These are provided for information and discussion.

Option 1 – Status Quo:

With this option, staff will continue to respond to calls for assistance and will continue wellness checks at the encampment site. Staff will continue to communicate with Open Arms, advocating for service to be provided locally. Parks staff will continue to work around the encampment site.

For awareness, as the numbers increased at Robie Tufts, staff responded to more requests for assistance due to resident conflicts. Staff are also dealing with inquiries from the community. The increasing number of unhoused individuals and associated demands on staff time are cause for concern.

Option 2 – Identify another Town-owned location:

With this option, the Town would formally permit and take on the responsibility of providing an alternate location for those seeking shelter (similar to HRM). This would require additional staff time

INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment
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and resources, washroom facilities, waste collection, power and water. Snow removal may also need to be considered. The site should also be near the library and the food bank.

An alternate location could be a Park, parking lot, or a vacant piece of Town land. Staff have considered this but could not confidently recommend another location to meet these requirements in time for this report. There are trade-offs with any Town-owned location.

Once the location is determined, staff would have to engage with encampment residents on a move to the new location and shelters would no longer be permitted in the Robie Tufts Park.

Staff have not put time into exploring this option in detail and if we were to pursue this option, a 0.5FTE (minimum) would be required along with an operating budget. Alternatively, we would need to look at delaying/dropping some projects currently being worked on by existing Staff.

Option 3: Facilitating a private/community solution:

With this option, staff would continue current levels of support while working with private and community partners to find a suitable site for an encampment, micro-homes or alternate forms of shelter. Given the time frame of winter weather being upon us– the goal would be something in place - more suitable than a tent- for winter accommodation. There are several community groups that have been discussing levels of support that might be provided.

The Town would still be required to act as a partner in this option through the provision of various supports to a new location (or potentially providing the location on Town land) which may include a washroom/shower trailer, power, waste collection, wellness checks, snow removal or any other support as requested by the private or community partner.

This option could also involve the use of Town land if a suitable site was identified. Once the new location is determined, staff would have to engage with encampment residents on a move to the new location and shelters would no longer be permitted in the Robie Tufts Park.

It is not clear how much Staff capacity this option would take on. A budget and/or Staff person may be required. Alternatively, delaying and/or dropping initiatives that existing Staff are working on could be an option.

Option 4: Deny Permission to Shelter on Town Land:

With this option, the Town would deny permission to shelter on Town land. This would require RCMP assistance (we have not had a detailed discussion with the RCMP on this to-date) and on-going monitoring, and enforcement as more people arrive or alternate encampments develop through the Town. It is not clear what the aftermath of this option would involve for Staff time, legal/human rights, political or other implications. The [Human Rights Commission report](#) referenced above states the following in relation to evictions:

INFORMATION REPORT 017-2024

Title: Robie Tufts Encampment
Date: 2024-09-10 Updated for 2024-11-12
Department: Office of the CAO



End forced evictions of encampments:

- *Forced encampment evictions make people more unsafe and expose them to a greater risk of harm and violence. Evictions destabilize people, remove them from their support systems, and cause them to lose the tools and equipment they need to survive.*
- *Immediately end forced evictions of encampments, particularly on public lands. Forced evictions are a violation of human rights, as contained in section 7 of the Canadian Charter of Rights and Freedoms, the United Nations Declaration on the Rights of Indigenous Peoples, and the right to adequate housing under international law.*
- *Put in place alternatives to removal of encampments that are designed following meaningful engagement with encampment residents to find solutions that meet their needs.*
- *All governments must ensure that laws, regulations and bylaws do not further destabilize encampments nor expose residents to greater risk of harm and violence.*
- *The role of police and by-law officers should be de-emphasized in responses to encampments. Police, by-law enforcement, and emergency service need clear direction to halt the confiscation of belongings, surveillance and harassment, which violate the human rights of encampment residents. All enforcement measures undertaken must be compliant with human rights standards.*

Canadian courts have not gone as far as stating there is a constitutional “right to shelter”, but courts have ruled that it is unconstitutional to completely ban people experiencing homelessness from erecting overnight shelters in public spaces. While it was previously thought that such a ban would only be unconstitutional if there was inadequate shelter space to accommodate the unhoused population, a recent decision suggests that the availability of shelter space may not have any impact on whether such a ban is unconstitutional.

That being said, cities/towns/municipalities have consistently been permitted to require shelters to be taken down during daytime hours, and it is not necessarily unconstitutional to prevent overnight sheltering in particular spaces. The legal/constitutional problem mainly arises when bans on overnight sheltering are extended to all public spaces.

Additional considerations:

Each of these options will require dedicated staff time and additional financial resources. Staff across various departments have been tackling this from the corners of desks for the past year. This has provided a band-aid solution and as the crisis grows, so will the demands on staff time.

INFORMATION REPORT 017-2024

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6) FINANCIAL IMPLICATIONS

Council approved the 2024-25 operating plan and capital budget that does not include dedicated resources or budget to carry out this work.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity
- Community Wellness

8) COMMUNICATION REQUIREMENTS

Council may wish to direct staff to provide an update on the decision to the community or to provide briefing details to assist Council with communications. Key messages will be developed for this purpose.

9) ALTERNATIVES

An alternative to one of the four options outlined may be formulated by Council.

ANNAPOLIS VALLEY COORDINATED ACCESS

Bringing Access Points to
Western Nova Scotia





**WE ENVISION A
COMMUNITY
WHERE HOMELESSNESS
IS RARE, BRIEF,
AND NON-RECURRING.**



INTRODUCTION

Coordinated Access is a **system** that community agencies use to support people experiencing homelessness or at-risk of becoming homeless.

REACHING HOME

The Canadian government introduced Reaching Home: Canada's Homelessness Strategy, which aims to reduce homeless by 50% by 2028.

Reaching Home directives: Coordinated Access/BNL, HIFIS, and an Outcomes-based approach.

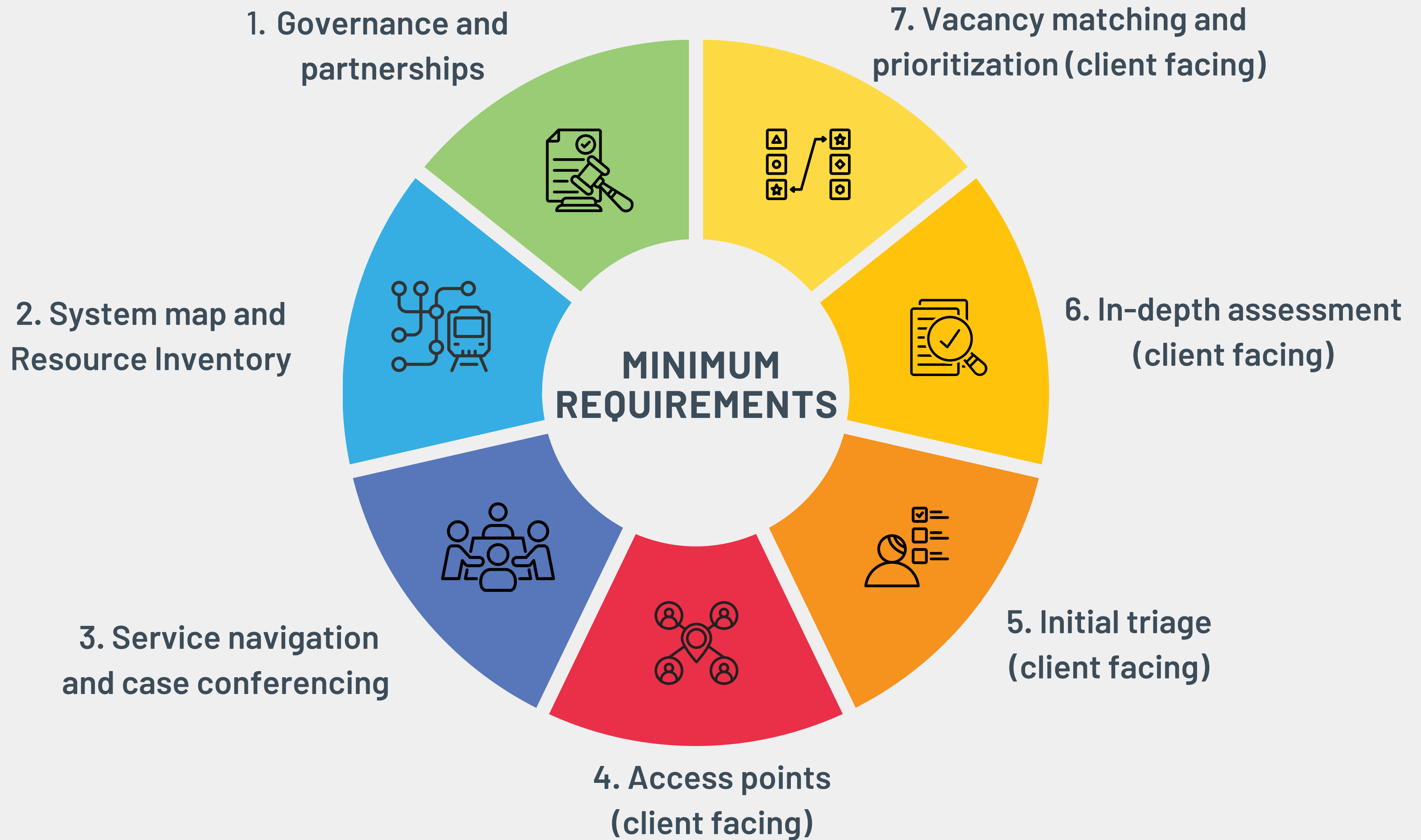
COORDINATED ACCESS

"A way for communities to bring consistency, equity and efficiency to the process by which people experiencing or at-risk of homelessness access services and housing-related resources" (CAEH, 2023).

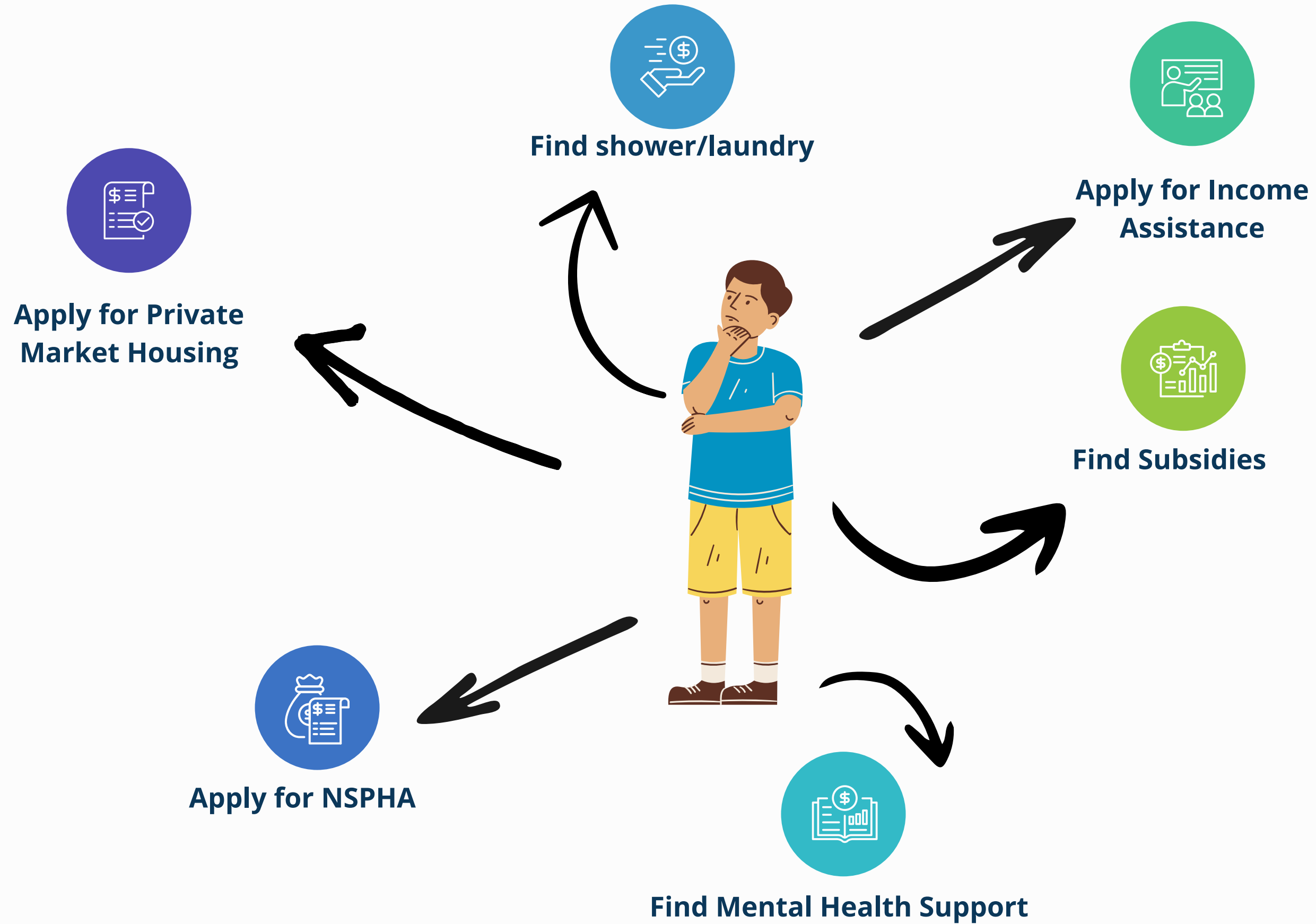
CMHA-NS DIVISION

CMHA-NS Project HOPE is funded by Affordable Housing Association of Nova Scotia (AHANS).

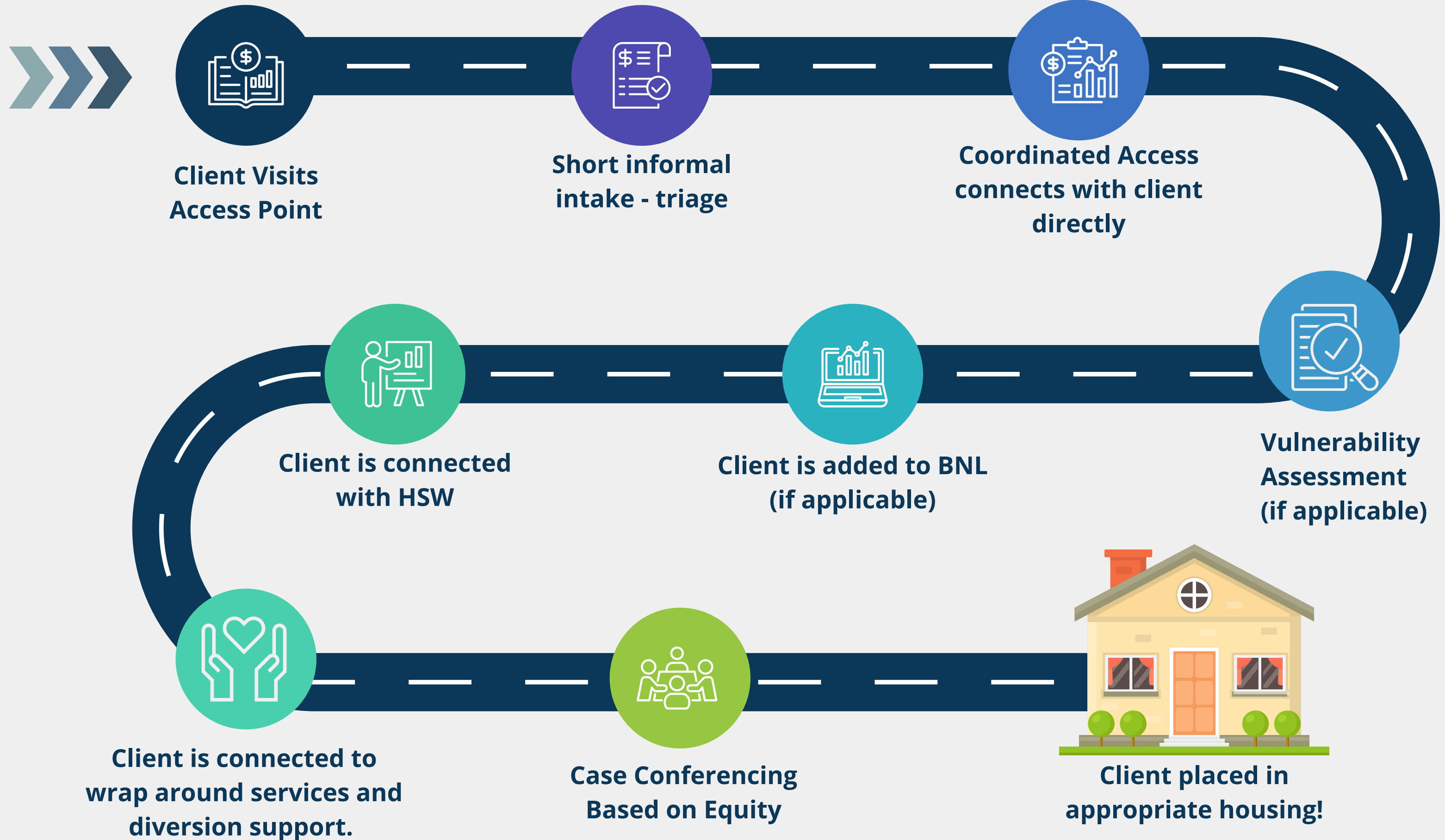




CURRENT APPROACH



A COORDINATED SYSTEMS APPROACH



BY-NAME LIST (BNL)

A BNL is a real-time, person-specific list of all people known to be experiencing homelessness in our community.

It includes a robust set of data points that support Coordinated Access and prioritization at an individual/household level.

Participation in the BNL is NOT a requirement for accessing housing support services.

This is how we know if we are meeting our goals and how we request additional resources from DCS.

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Unique identifier/HFIS client ID	Last name	First name	Last contact date	Assessment type	Assessment score	Assessment completed	Number of months experiencing homelessness in past year (12 months total)	Number of months experiencing homelessness in past 3 years (36 months total)	Date Housing history updated	Current sleeping arrangements	Housed	Veteran status	Veteran status confirmed	VAC eligible	Gender identity	Date of birth	Age calculator	Head of household	Combined household(s) unique identifier(s) (if applicable)	Number of children 0-18 in household



ACCESS POINTS

A key component of Coordinated Access, is having safe and welcoming places for clients to get connected.

WHAT'S INVOLVED

01 - PHYSICAL LOCATION

MLA office, shelters, food banks, community groups/organizations

02 - TRAINED STAFF

ASIST, short training on intake form and AVCAS

03 - SHORT INTAKE

Online form with 13 questions

04 - IMMEDIATE NEEDS

Be available to help support their immediate needs for daily living



BENEFITS

Direct impact on reducing homelessness and housing instability in your community.

Enhancing community collaboration to reduce communities and organizations “working in silos”.

Opportunities to engage with vulnerable populations and increase organizational reach.

Ease workload and additional stress of frontline staff who come in contact with clients needing housing support.



CONSIDERATIONS

Do we serve all people, with no limitations on who may access our services?

Do our staff have the time to do a short intake?

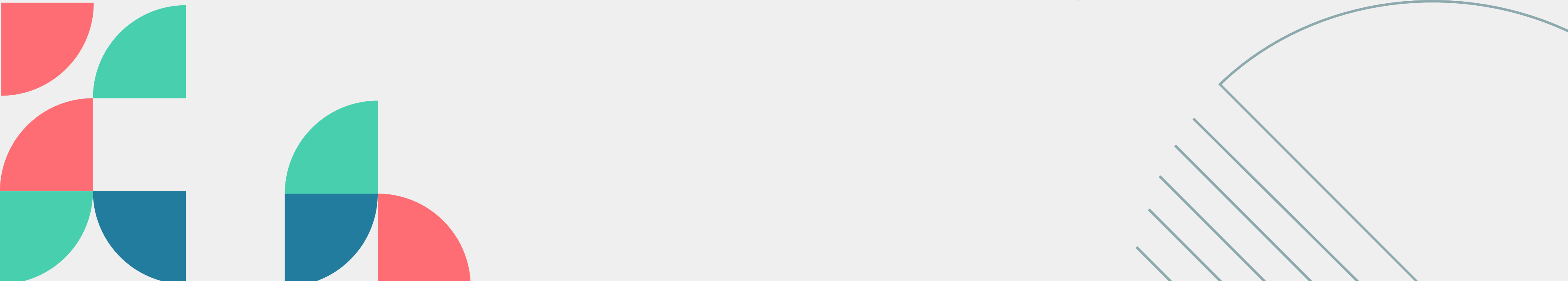
Are we open regular hours with limited unexpected closures?

Do we have the capacity to be a consistent, safe and welcoming presence within the community?



SUMMARY

The goal of establishing Access Points is to:

1. Have places in the community where people know they can go to get housing support when needed.
 2. Support local organizations by establishing a clear and straightforward process for how to connect individuals with housing support.
- 



THANK YOU

Time for questions, comments, and
feedback!

Open Arms Resource Centre - Strategy to Address Homelessness

Open Arms is a dynamic and growing nonprofit organization whose work is rooted in Christian values. Our mission is to create lasting, positive change by addressing the root causes of homelessness and fostering a supportive environment for those in need. Open Arms is committed to treating every individual with dignity and respect, recognizing the inherent worth and unique journey of each person.

This mission is expressed through five streams:

1. Provision of Shelter Services

- A) The **Oasis Emergency Shelter** is a low barrier 30-day emergency shelter designed to provide respite to those experiencing homelessness. With a 20-bed capacity, each guest entering the shelter is offered a bed, access to meals, laundry services, and connection to financial, employment, and health supports. All shelter guests will be offered the opportunity to work with staff to develop a case plan to address barriers that may be preventing the individual from finding or accessing appropriate housing. These services are client-focused and tailored to meet the needs of the individual. Guests who actively engage in case planning have their shelter stay extended beyond 30 days.
- B) **Tiny Meadows Shelter** is a second stage shelter service for individuals who have demonstrated housing readiness and independent living skills. The shelter site consists of 20 individualized sleeping units, hygiene units containing laundry, shower, and washroom facilities, and a communal building for dining and programming. All guests at Tiny Meadows are connected to a housing program and participate in skills training and case planning.

2. Housing Program

Open Arms' housing program uses a client-centered approach to develop long-term, stable, and sustainable housing opportunities. As housing opportunities have become scarce, we recognize the importance of supporting individuals on their journey to housing readiness. This would include supporting financial/employment goals, physical health goals, mental health goals, community involvement/volunteering to help clients maintain housing.

In addition to our housing program for mid to low-acuity individuals, Open Arms recently launched an Intensive Case Management housing program. The objective of this program is to help transition individuals with a high depth of need who are experiencing chronic homelessness into stable, long-term housing.

3. Provision of Affordable Housing

Open Arms is currently pursuing projects that will have us acquire existing and purpose built affordable housing units as a means of preserving and offering affordable housing in the Annapolis Valley. In some cases, residents living in these units will be provided with housing and life skills supports by Open Arms staff. Together with our shelters, this initiative allows us to address the needs of individuals along multiple points of the housing spectrum.

4. Open Arms Thrift Store (OATS)

Our thrift store not only provides free or discounted clothing and household items to those in need, but this program also provides opportunities for individuals to gain valuable employment skills.

5. Outreach into Communities

Open Arms is currently developing a robust outreach program which aims to build relationships with unsheltered individuals, provide advocacy, and assist with connecting these individuals to services and shelter or housing. This program will continue to provide place-based outreach in the form of food service, showers and laundry in Kentville and will expand to include a consistent mobile street outreach to serve individuals experiencing homelessness throughout the Annapolis Valley.

As part of supporting the wellbeing and safety of people experiencing homelessness, as resources allow, outreach workers will conduct check-ins and when appropriate distribute simple meals and snacks, gift cards, and blankets/warmers. Activities include visiting with individuals experiencing homelessness, building relationships and trust to facilitate and optimize a safe environment to discuss obstacles preventing participation in programs and identifying means of overcoming those obstacles. In addition, outreach workers will provide support and transportation to medical appointments and temporary shelters during extreme weather events.