



Committee of the Whole

December 3, 2024

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Declarations of Conflicts of Interest

3. Approval of Minutes

- a. Committee of the Whole Minutes, November 12, 2024
- b. Committee of the Whole In Camera Minutes, November 12, 2024

4. Presentations

- a. Sgt. Ed Nugent, RCMP
- b. Captain Doug Ross & Deputy Fire Chief Chad Schrader Wolfville Fire Dept.

5. 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.*

6. Staff Reports for Discussion

- a. RFD 058-2024: Policy Amendment: Policy #110-011, Code of Conduct for Elected Municipal Officials
- b. RFD 052-2024: Third Production Well Updated Budget
- c. RFD 055-2024: Council and Committee Meeting Schedule for 2025
- d. RFD 057-2024: Devour MOU-Timing Amendment #2 Project Update
- e. RFD 056-2024: Community Safety Office Pilot Project
- f. IR 022-2024: Wolfville International Student Support Program

7. CAO Report

8. Committee Reports (Internal)

- None

9. Committee Reports (External)

- None

10. Public Input / Question Period



11. **Adjournment to In-Camera Meeting under *section 22(2)(c) and (e) Of the Municipal Government Act.***
 - a. Personnel
 - b. Contract negotiations
12. **Adjournment of In-Camera Meeting**
13. **Regular Meeting Reconvened**
14. **Motions from In-Camera Meeting**
 - a. RFD 054-2024: Citizen Member Applications for Committees of Council
15. **Presentation to past members of Council**
16. **Regular Meeting Adjourned**

REQUEST FOR DECISION 058-2024

Title: Policy #110-011 Code of Conduct for Elected Municipal Officials Policy
Date: 2024-12-03
Department: Office of the CAO



SUMMARY

POLICY #110-011 CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS POLICY

In 2023, Council revised the Town's policy, Policy #110-011 Code of Conduct for Elected Municipal Officials, to align with the work of the Working Group which was established to develop recommendations on the code of conduct framework. The working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

In the summer of 2024, Council made further revisions to the policy around expectations of members and the commitment required of them under sections 5.2.6 and 5.2.7.

In October 2024, the Minister of the DMAH (Department of Municipal Affairs and Housing) prescribed all municipalities to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations, within 60 days following the October election (December 19, 2024), providing confirmation of their notice of adoption. Council has the option to do this by resolution, policy or by-law.

As the Town already has a policy based on the initial framework as laid out by the working group, and which contains the additional sections 5.2.6 and 5.2.7, staff recommend adopting the regulations by policy, updating the existing Policy#110-011 Code of Conduct for Elected Municipal Officials Policy.

Additional amendments from the regulations include rules around confidentiality, sanctions available to Council that were not previously known, displaying the Investigator's information on the website, the opportunity for the subject of a complaint to review the complaint and respond to council, addition of training requirements and some administrative and housekeeping changes.

The province will be providing training on the Code of Conduct in January 2025. All members of council will be required to participate.

REQUEST FOR DECISION 058-2024

Title: Policy #110-011 Code of Conduct for Elected Municipal Officials Policy

Date: 2024-12-03

Department: Office of the CAO



DRAFT MOTION:

Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 219/2024 (“the Regulations”); and,

Whereas municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23A of the Municipal Government Act;

Therefore, be it resolved that the Council of the Town of Wolfville hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, by Town policy which shall be titled “Policy #110-011, Code of Conduct for Elected Municipal Officials”.

REQUEST FOR DECISION 058-2024

Title: Policy #110-011 Code of Conduct for Elected Municipal Officials Policy

Date: 2024-12-03

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports staff's recommendation.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (Section 23A)
- [Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 219/2024](#)

3) STAFF RECOMMENDATION/RECOMMENDATION OF POLICY WORKING GROUP

It is recommended that Council approve the amended Code of Conduct for Elected Municipal Officials Policy #110-011.

4) REFERENCES AND ATTACHMENTS

- Draft Amended Code of Conduct for Elected Municipal Officials Policy #110-011 (attached)
- [Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 219/2024](#)

5) DISCUSSION

The Town's Code of Conduct Policy was reviewed and updated in 2023 and 2024 to align with the draft recommendations of the province's working group. Municipalities have now been prescribed to adopt the Regulations as noted above. This required some amendments to be made to the current version of the policy. Attached to this RFD is a revised policy which incorporates those amendments, including ones Council made to the policy in the summer of 2024 with the additions of sections 5.2.6 and 5.2.7.

The amendments are:

1. The addition of section 5.3.4 under Confidential Information, pertaining to members not taking part in discussions around matters relating to an active investigation with anyone other than their own legal representative or unless required by law.
2. The addition of sections 5.17 and 5.18 pertaining to the Sanctions Framework and a list of sanctions available to Council.
3. That the Town must include the Investigator's contact information on the Town website.

REQUEST FOR DECISION 058-2024

Title: Policy #110-011 Code of Conduct for Elected Municipal Officials Policy

Date: 2024-12-03

Department: Office of the CAO

4. Under section 5.19, information clarifying the process of notification to the person the complaint is against and to Council, and the confidentiality requirements from all parties.
5. Under Section 5.19.11, clarity around investigations taking place at Municipal Election time.
6. Under that same section, information around allowing the person who is the subject of the complaint the ability to review the report from the investigator and respond before council make their decision.
7. Under Section 5.19.12, procedure on what to do when council make their vote if there is a council member present who either made the complaint or is the subject of the complaint.
8. Requirement for additional training if a breach of the policy is found to have occurred.
9. Some housekeeping and administrative amendments.

All amendments are highlighted in pink on the policy.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

The amended Policy will be posted on the Town's website.

9) ALTERNATIVES

Council are prescribed to adopt the regulations.



POLICY

Code of Conduct for Elected Municipal Officials Policy	
Policy Number: 110-011	Supersedes Policy Number: Not Applicable
Effective Date: March 3, 2020 Amended Date: July 19, 2022 November 21, 2023 June 25, 2024	Approval By Council (Motion Number): 17-07-22 26-11-23 20-06-24

1.0 Purpose

To ensure that all elected Town of Wolfville municipal officials adhere to the **Prescribed** Code of Conduct as per legislative and Town requirements.

2.0 Scope & Responsibility

This Policy is applicable to all elected municipal officials and shall apply from the time that they are declared elected until:

- their resignation;
- their disqualification while in office; or
- their successor is sworn into office, or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor.

The Council Policy Review Task Force is the Administrator of this policy.

3.0 References

3.1 Municipal Elections Act 1989

3.2 Municipal Government Act 1998

3.3 The Code of Conduct for Municipal Elected Officials Regulations N.S. 219/2024

3.4 Policy 130-818 Respectful Workplace Policy



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4.0 Definitions

- 4.1 **Administrator** is defined as the staff position delegated by the CAO, responsible for the implementation and co-ordination of review of a specific Policy. For legislative policies, Council, or a delegated Council Policy Committee, is considered the **Administrator**.
- 4.2 **Council** means the Council of the Town of Wolfville
- 4.3 **Members of Council** include(s) the Mayor
- 4.4 **Mayor** is the Mayor of the Town of Wolfville
- 4.5 **Policy** is defined as a generalized statement of interest based upon a body of principles, which describes what is to be done now and in the future.
- 4.6 **Procedure** is defined as a statement(s) arising from policy which sets out who does what, how, and in what sequence, the method of carrying out the policy.
- 4.7 **Town** means the Town of Wolfville

5.0 Policy

5.1 Guiding Principles

The below guiding principles are intended to underline the specific standards established for the conduct of members:

- 5.1.1 Collegiality: members of council will work together to further the best interests of the Town in an honest and honourable way.
- 5.1.2 Respect: members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- 5.1.3 Integrity: members of council are expected to be lawful and adhere to strong ethical principles by giving the Town interests priority over private individual interests.
- 5.1.4 Professionalism: members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, while supporting and encouraging others to participate in council activities.



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- 5.1.5 Transparency: members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.
- 5.1.6 Responsibility: members of council are responsible for the decisions that they make and must be held accountable for their outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

5.2 Standards

The below outlines the set of standards for the conduct of members, set out by general topic, that must be adhered to:

5.2.15.2 General Conduct

- 5.2.1 Members of council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.
- 5.2.2 Members of council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the Town.
- 5.2.3 Members of council will adhere to procedure and direction of presiding officers in respect to rules of procedure.
- 5.2.4 Members of council must conduct council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- 5.2.5 Members of council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the Town.
- 5.2.6 Members of council must come to each meeting fully prepared to participate, having read the pre-circulated reports and information contained in the agenda packages.

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- 5.2.7 Members of council have a duty to inspire public confidence by being present and engaged in and with the members of this Town to effectively carry out the role of being their representative.

5.3 Confidential Information

- 5.3.1 No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- 5.3.2 No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.
- 5.3.3 Members of Council should not access or attempt to access confidential information in the custody of the Town unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Town.
- 5.3.4 Members of council must not discuss any matters relating to an active investigation under this Code of Conduct with anyone other than the investigator or their own legal representative, unless required by law.

5.4 Gifts and Benefits

- 5.4.1 No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
- i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation.
 - ii. a suitable memento of a function honouring the member of Council.
 - iii. sponsorships and donations for community events organized



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or run by a member of Council or by a third party on behalf of a member of Council.

iv. compensation authorized by the Town.

5.4.2 A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

5.5 Use of Municipal Property, Equipment and Services

5.5.1 No member of Council shall use, or request the use of, any Town property, including surplus material or equipment for personal convenience or profit, unless the property is:

- i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
- ii. made available to the member of Council in the course of carrying out council activities and duties.

5.5.2 No Member of Council shall use, or request the use of, for personal purpose any Town property, equipment, services, supplies or other Town-owned materials, other than for purposes connected with the discharge of Town duties.

5.5.3 No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of Town-developed intellectual property.

5.5.4 No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the public for any purposes other than carrying out their official duties.

5.5.5 No Member of Council, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

5.6 Building, Development, Planning or Procurement Proposals before Council

5.6.1 No Members of Council shall solicit or accept support in any form



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from an individual, group or corporation with any planning or procurement proposal before Council.

5.7 Improper Use of Influence

- 5.7.1 No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

5.8 Business Relations

- 5.8.1 No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the Town.
- 5.8.2 No Member of Council shall borrow money from any person who regularly does business with the Town unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- 5.8.3 No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the Town.

5.9 Employment of Persons Closely Connected to Members of Council

- 5.9.1 No member of Council shall attempt to influence any Town employee to hire or promote a person closely connected to the member.
- 5.9.2 No member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline, or terminate any person closely connected to the member.

5.10 Fairness

- 5.10.1 No member of Council shall give special consideration, treatment, or advantage to any individual or entity beyond that which is accorded to all.
- 5.10.2 No member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or



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person closely connected to the member being involved with or a member of the organization or group.

5.11 Adherence to Policies, Procedures, Bylaws and Other Laws

- 5.11.1 Members of Council will adhere to the **Code of Conduct**.
- 5.11.2 Members of Council will adhere to applicable national and provincial legislation.
- 5.11.3 Members of Council will adhere to procedures, policies and bylaws of the Town.
- 5.11.4 Members of Council will adhere to the expense and hospitality policies of the Town.

5.12 Respect for Council as a decision-making body

- 5.12.1 A member of council must abide by and act in accordance with any decision made by council, whether or not the member voted in favour of the decision.
- 5.12.2 Members of Council must not encourage non-compliance with a **statute, regulation**, bylaw, policy or procedure.

5.13 Communicating on behalf of Council

- 5.13.1 A member, other than the Mayor, must not claim to speak on behalf of Council unless the member has been authorized to do so.
- 5.13.2 The Mayor may speak on behalf of Council and must make every effort to convey the intent of councils' decision accurately.

5.14 Interactions of Council with Staff and Service Providers

- 5.14.1 Members of Council must respect the role of the CAO as head of the administrative branch of government of the Town and must not involve themselves directly in the administration of the affairs of the Town, including, without limitation, the administration of contracts.



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- 5.14.2 No member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.
- 5.14.3 Members of Council shall be respectful of the role of CAO and Town employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- 5.14.4 Members of Council must not direct or influence or attempt to direct or influence any Town employees in the exercise of their duties or functions.
- 5.14.5 Council cannot direct Town employees except through the CAO.
- 5.14.6 Members of Council are not to issue instructions to any of the contractors, tenderers, consultants, or other service providers to the Town.
- 5.14.7 No member of Council shall require or request that a Town employee undertake personal chores or tasks for the member unrelated to Town business.
- 5.14.8 Members of Council shall refrain from making public statements that are critical of specific and/or identifiable Town employees and/or service providers.

5.15 Respectful Interactions

- 5.15.1 A member of Council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.
- 5.15.2 A member of Council must not sexually harass any person.
- 5.15.3 A member of Council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

5.16 Reprisal

- 5.16.1 A member of Council must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this



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Code of Conduct, or any person providing relevant information in relation to a matter under this Code of Conduct.

5.17 ~~Breach of Code of Conduct~~ Sanctions Framework

Council shall consider all of the following criteria prior to imposing a sanction or sanctions. ~~An elected official must evaluate the following 7 considerations before imposing a sanction on a member:~~

- 5.17.1 The nature of the code contravention.
- 5.17.2 The length or persistence of the code contravention.
- 5.17.3 If the member knowingly contravened the code of conduct.
- 5.17.4 If the member has taken any steps to remedy the contravention.
- 5.17.5 If the member previously contravened the code of conduct.
- 5.17.6 Any external factors that exist to the member's contravention (e.g. family situation, mental health).
- 5.17.7 The resources the member will need to complete their job.

5.18 Sanctions

- ~~Sanctions can be administered in accordance with legislation.~~
- 5.18.1 Member will receive a letter of formal reprimand or warning, as directed by council.
- 5.18.2 Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.
- 5.18.3 Require the member to attend training, appropriate to the incident, as directed by council.
- 5.18.4 Censure the member publicly.
- 5.18.5 Limit the member's access to certain local government facilities, equipment and/or property.



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- 5.18.6 Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.
- 5.18.7 Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.
- 5.18.8 Impose a limit on the member's participation on behalf of the municipality.
- 5.18.9 Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.
- 5.18.10 Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.
- 5.18.11 Impose an appropriate reduction in remuneration to the member for no longer than 6 months.
- 5.18.12 Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.
- 5.18.13 Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

5.19 Complaint and Investigator Process

- 5.19.1 The Town will appoint a person or entity other than a Council member or an employee of the Town to receive and investigate complaints.
- 5.19.2 The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice. No conflict of interest can exist between the investigator and the parties involved.
- 5.19.3 The Town must include the investigator's contact information on their publicly accessible website.



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- 5.19.4 A complaint will be submitted to the investigator no later than 6 months from discoverability.
- 5.19.5 Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
- 5.19.6 When a complaint is received by the investigator, the investigator shall notify the CAO/Clerk of the fact that a complaint has been received.
- 5.19.7 The investigator will determine if there is validity to the complaint. If there is no validity, then the complaint can be dismissed.
- 5.19.8 If the investigator finds that the complaint is valid, the investigator shall notify the member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.
- 5.19.9 The investigator will begin their investigation and notify Council through confidential email or in camera of the fact that a complaint is proceeding to the investigation phase.
- 5.19.10 The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.
- 5.19.11 The investigator shall present a report to council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction:
 - i. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded.
Investigations already in progress at the time of nomination



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day will continue.

- ii. Council may grant the investigator an extension on when the report can be brought to Council for extenuating circumstances, including a delay during a municipal election period.
- iii. Council can discuss the investigators report in-camera.
- iv. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.

5.19.12 Council determines if a breach occurred and determines the sanction(s) to impose. ~~The member who had the complaint lodged against them will not participate in the vote.~~ If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:

- i. In the case of a closed meeting, leave the room in which the meeting is held.
- ii. In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
- iii. Refrain from voting on any question relating to the matter

5.19.13 Any breach of the code determined by councils shall automatically retrigger the required Code of Conduct training.

5.19.14 The section under the code of conduct the complaint was lodged and the investigators recommendations are made public.

5.19.15 The decision or penalty of Council on a code of conduct matter is final and binding on all parties.

6.0 Policy Review

This policy will be reviewed every four years from effective/amended date.

Appendices:

- [Appendix A](#) – Statement of Commitment to Councillors Code of Conduct

CAO or Town Clerk

2024-12-17
Date

APPENDIX A

STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

I, (Full Name) _____ declare that as a Councillor of the
Town of Wolfville I acknowledge and support the Councillors' Code of Conduct.

Signed:

Declared this _____ day of _____, 20__.

Before me:

Chief Administrative Officer/Town Clerk

REQUEST FOR DECISION 052-2024

Title: Third Production Well Updated Budget

Date: December 3, 2024

Department: Engineering & Public Works



SUMMARY

Third Production Well Updated Budget

This RFD focuses on the updated and expanded budget requirements for the Third Production Well project. The exploration and preliminary testing phases have been completed, and the recommendation is to proceed with installing a new production well in the Elderkin field, north of Highway 1. Due to unanticipated geotechnical conditions and equipment requirements, the initial planned expenditure of \$115,000 in the 2024-25 fiscal year is no longer sufficient. The revised budget proposes increasing the capital allocation to \$325,100 to accommodate a larger diameter well that matches the town's existing production wells, ensuring better compatibility with high-horsepower pumping equipment. Additionally, the pre-design work added to the scope for the pumphouse and well site will facilitate land acquisition discussions with the Elderkin family.

Financial implications of the updated project scope include increased costs for production well drilling, engineering support, and the additional pre-design work to facilitate discussions and further budget refinement. The total additional funding requirement for 2024-25 is \$210,100. Future capital budget considerations will also need to account for wellhouse construction, engineering, water transmission infrastructure, and land acquisition. The RFD highlights the alignment of this project with the strategic goals of enhancing community wellness, climate action, and infrastructure maintenance, as well as economic prosperity through reliable water supply.

The recommendation is to approve the increased budget to ensure the continued implementation of the Third Production Well project without delay, and for Council to endorse the submission of a scope change request to the Municipal Capital Growth Program (MCGP) administrators, and subsequent application to the Growth and Renewal Infrastructure Development (GRID) funding stream for the remaining scope of this project.

DRAFT MOTIONS:

THAT COUNCIL APPROVE A PROJECT-SPECIFIC INCREASE TO THE CAPITAL BUDGET IN THE 2024-25 FISCAL YEAR TO \$325,100 (FROM \$115,000), AND FOR STAFF TO APPLY FOR APPROVAL OF THE UARB TO ALLOW FOR THE CONTINUED IMPLEMENTATION OF THE THIRD PRODUCTION WELL PROJECT WITHOUT DELAY.

THAT COUNCIL ENDORSE THE SUBMISSION OF A SCOPE CHANGE REQUEST TO THE APPROVED MUNICIPAL CAPITAL GROWTH PROGRAM (MCGP) THIRD WELL PROJECT TO RE-DEFINE THE PROJECT OUTCOMES TO REFLECT NO MORE THAN THE CURRENT SCOPE OF WORK.

THAT COUNCIL APPROVE THE PREPARATION AND SUBMISSION OF AN APPLICATION TO THE GROWTH AND RENEWAL INFRASTRUCTURE DEVELOPMENT (GRID) FUNDING STREAM FOR THE FULL REMAINING SCOPE OF THE THIRD WELL PROJECT.

REQUEST FOR DECISION 052-2024

Title: Third Production Well Updated Budget

Date: December 3, 2024

Department: Engineering & Public Works



1) CAO COMMENTS

The CAO supports staff's recommendation.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) Section 65 and 65A

3) STAFF RECOMMENDATION

Staff recommend increasing the capital budget to allow for the continued implementation of the Third Production Well project without delay, and for Council to endorse the submission of a scope change request to the MCGP project, and subsequent application to the GRID funding stream.

4) REFERENCES AND ATTACHMENTS

1. 230830.00-RE-01 Rev0 - Wolfville Test Well Drilling and Step Testing Report (CBCL)
2. Table 5.1 from 220858.00-RE-01 Rev0 - Wolfville 2023 System Assessment Report
3. Section 4.9 from Town of Wolfville Approval 2009-065823-02 - Corrective Action Plan (December 1, 2023)
4. RFD 067-2023 Grant Application for MCGP Funding Program (*not attached*)

5) DISCUSSION

The existing wellfield, initially developed in the 1970s, was designed to supplement the former South Mountain watershed surface water system. Following the decommissioning of the surface water system in the late 1990s, the two wells at Cherry Lane and Wickwire became and still are the sole sources of water supply for the town. While the two wells can meet the town's current regular water needs, they operate at or above the maximum allowable withdrawal volume during peak demand, especially if one well is offline. This scenario presents a significant risk to the reliability of the town's water supply.

The hydraulic limitations of the current system allow only one well pump to operate at a time, which leaves the town vulnerable to supply interruptions if either well fails. In the summer of 2022, the failure of both pumps highlighted the fragility of the system and the need for additional resilience. The town faced a critical situation with less than 48 hours to procure and replace a failed pump before the reservoir ran dry. Although a crisis was successfully averted, this experience underscored the urgent need for improved redundancy. The addition of a third well is essential to maintain a reliable water supply, support growing demand, and mitigate future risks, as emphasized in the recommendations of the 2023 System Assessment Report by CBCL. This additional well will enhance source and mechanical redundancy, supporting long-term growth and ensuring the resiliency and sustainability of the town's water infrastructure.

REQUEST FOR DECISION 052-2024

Title: Third Production Well Updated Budget

Date: December 3, 2024

Department: Engineering & Public Works



The geotechnical testing and exploratory drilling / preliminary testing for the third production well were completed this year. Two test wells were drilled in the Elderkin field north of Main Street, and the results of this program have resulted in a recommendation from CBCL to proceed with the installation of a new municipal production well at the site of Test Well #2 (refer to Figure 1 below). The quality and quantity of water from the shallow sand and gravel aquifer make this an ideal location for this purpose.

The initial geotechnical testing was budgeted at \$40,000 in the 2023-24 FY, and was completed slightly over budget at approximately \$45,800 due to unforeseen drilling conditions. For the current FY, exploratory drilling and testing were planned and completed, and allowances for the installation of an 8" production well were approved, for a total planned capital expenditure of \$115,000 in the 2024-25 FY, based on CBCL's prior opinion of probable costs.

The geotechnical challenges experienced during the initial work caused similar challenges during this year's exploration and initial testing work, as extra drilling time and depth were required. As a result, CBCL provided us with an updated cost proposal to provide engineering support during what's anticipated to be more difficult production well drilling, aquifer drawdown testing, and analysis/reporting required for an application for Approval for Operation. This support was not allowed for in the 2024-25 budget estimate, as it was not known if a suitable site would be located in the initial exploration program.

A revised opinion of probable costs to install a 12" production well rather than the 8" production well originally budgeted for was provided, by staff request. The purpose of the larger diameter well is so the new well construction is consistent with our other two production wells at Wickwire and Cherry Lane. The larger diameter will be able to accommodate the high-horsepower pumping equipment required for our system's configuration, and will allow for interchangeability of pumping equipment between all our wells. The \$115,000 budget in this FY allowed for ±\$61,800 for the 8" well, which did not include any allowance for contingency. The larger production well drilling and casing is over 3x more expensive, at approximately \$213,800, which includes a 10% contingency.

Prior to knowing the site location of the new well, it was not possible to plan for the capital expenditures that would be required to design and construct the site, new wellhouse, and the water transmission infrastructure. With a site now selected, budget planning for all stages of this project is now possible, the next of which being pre-design for the pumphouse and well site. This pre-design work (\$8,900, CBCL) is critical for land access (or acquisition) discussions with the Elderkin family to facilitate construction of the new wellhouse. The work will also hone recently completed Class D budget estimates for those stages of work, which are currently based on orders of magnitude and dimensional (per m and per sq. ft) figures.

In summary, an additional \$210,100 on top of the \$115,000 already budgeted is required to drill, develop, and test the new production well this fiscal year. This addition includes \$152,600 to account for the extra exploration depth, and to upsize the 8" well to 12", \$48,600 in additional testing and professional fees (each of which include a 10% contingency allowance), and \$8,900 for the pre-design work for the site.

REQUEST FOR DECISION 052-2024

Title: Third Production Well Updated Budget

Date: December 3, 2024

Department: Engineering & Public Works



Figure 1 - Elderkin Site Test Well Locations

6) FINANCIAL IMPLICATIONS

Table 1: 2024-25 Capital Budget Financial Implications

Fiscal	Budget	Revised Est.	Description
2024-25	\$53,250	\$53,800	Exploratory Well Drilling and Testing
2024-25	\$61,750	\$213,800	Production Well Drilling ¹
2024-25	N/A	\$48,600	Production Well Monitoring and Testing (CBCL) ¹
2024-25	N/A	\$8,900	Pre-design for Pumphouse and Site (CBCL)
TOTAL	\$115,000	\$325,100	<i>Additional \$210,100 req'd in 2024-25 FY</i>

Note 1: Revised estimates include a 10% contingency, which was not included in the original budget estimates.

REQUEST FOR DECISION 052-2024

Title: Third Production Well Updated Budget

Date: December 3, 2024

Department: Engineering & Public Works



It is not known how much of the entire revised scope will be possible to complete before the end of the 2024/25 fiscal year due to risks such as delayed approvals and contractor availability. Any remaining budget amounts will be carried forward.

In the 2025/26 FY, there is currently a \$100,000 budget allowance for pumping/equipment and SCADA integration. We will be adding a \pm \$15,000 contingency to this amount in this year's budget preparations, as this is a loose estimate based on order of magnitude, and equipment has not been specified yet. Procurement of this long lead-time pumping equipment is anticipated to occur ahead of other construction.

Looking ahead, other major items that must be added to future fiscal years in the capital budget to complete this project are as follows:

- Engineering and Contract Administration/QC Allowance - \pm \$209,000
- Water Transmission Main - \pm \$800,000
- Wellhouse Construction, Mechanical/Power, and Site Development – \pm \$918,000
- Land acquisition – *Costs unknown (to be negotiated after pre-design)*

A portion of the Engineering and CA/QC allowance will be added to the 2025/26 capital budget so design work can proceed. At this time, the above estimates are unrefined based on orders of magnitude, but as this design work is completed, these numbers will be further refined.

Municipal Capital Growth Program (MCGP) Funding

At the time of application to this funding stream, \$1,242,000 of approved capital projects related to the Source Water Supply Capacity Improvements projects were identified in the application. \$240,000 was what had been identified and approved by Council at the time for the third well project. As such, the MCGP is providing \$120,000 towards this project (50%). *See attached reference #4.* Additional funds are no longer available through the MCGP stream for the next phases, however we do have the option to request a scope change to re-define the project outcomes to a more limited scope, and apply for additional funding for the rest through the recently opened Growth and Renewal Infrastructure Development (GRID) funding stream, which is geared towards shovel-ready projects that support growth and housing development.

Utility and Review Board (UARB) Approval

Section 35 of the Public Utilities Act requires UARB approval for capital projects over \$250,000. The original approved value of \$115,000 being increased to \$325,100 triggers that requirement to apply. Application for board approval will require a resolution from Council, and will require the support of an external consultant to facilitate.

REQUEST FOR DECISION 052-2024

Title: Third Production Well Updated Budget

Date: December 3, 2024

Department: Engineering & Public Works



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Strategic Directions:

- **Community Wellness:** The well installation is crucial for ensuring reliable access to clean water, directly supporting public health and safety, a key component of community wellness.
- **Climate Action:** Supplementing water supply through a new well aligns with the goal of climate adaptation by enhancing resilience to environmental changes, including water scarcity.
- **Economic Prosperity:** Reliable water infrastructure is essential to maintaining and attracting businesses and economic activities, supporting sustained economic growth in the community.

Council Priority Initiatives:

- **Revitalization and maintenance of infrastructure:** Adding a new municipal well supports infrastructure reliability and maintenance, enhancing the capacity of the existing water system.
- **Climate management related initiatives:** This investment protects water resources, reduces potential water scarcity impacts, and contributes to broader environmental protection efforts

8) COMMUNICATION REQUIREMENTS

The approval of the UARB will be required to continue this project. Communication with the Elderkin family will also be essential for the success of this project. Maintaining communication with the Province of Nova Scotia for the MCGP and GRID funding, and the department of Environment and Climate Change on our progress is also essential.

9) ALTERNATIVES

The alternative to approving the entire additional budget amount in this fiscal year would be to defer some or all of the increase to the 2025/26 FY, and carry over any unused portion from this FY. This would stall implementation progress until spring/summer of 2025 at the earliest, but would allow additional time for design work, planning, and budget refinement.

July 29, 2024

Alexander de Sousa, P.Eng.
Director of Engineering & Public Works
Town of Wolfville
359 Main Street
Wolfville, NS B4P 1A1

Dear Mr. de Sousa:

RE: *Town of Wolfville Test Well Drilling and Step Testing Results Summary*

Physical Setting & Well Site Selection

A program of test well drilling and a step drawdown pumping test were completed on PID 55289524, adjacent to the western town boundary and north of Highway 1 (Figure 1). The property is occupied primarily by a fruit orchard and includes a house and barn on the eastern edge of the property. There is a ridge on the property oriented from west to east, following the approximate axis of the Annapolis Valley, and a stream that originates at the foot of the ridge, draining eastward. The northern edge of the property borders the flood plain / dikeland of the tidal Cornwallis River.

Conceptual mapping shown in the NSDNR online Groundwater Atlas shows the aquifer that services the Town's two existing production wells, oriented from west to east along the valley axis. Current conceptual models show the aquifer as a glacial outwash channel of sand and gravel, occupying a U-shaped buried glacial valley. New well site selection sought to target the thickest part of this deposit, with a separation distance from the existing production wells that should allow for simultaneous pumping of all three wells if needed.

The locations of the test wells are shown in Figure 1. TW1 was drilled in an area of low-relief, 30 m south of a small stream that drains the property. The property owner reported that standing water can be present in this general area during and immediately after snowmelt events. The low relief at the ground surface may be associated with the deepest part of the buried outwash valley aquifer that supplies Wolfville's current production wells.

TW2 was drilled on a local ridge, 175 m north of TW1. Following the axis of the Annapolis Valley and the NSDNR mapping of the outwash aquifer, this location is aligned with the existing Cherry Lane production well. Prior to drilling it was unknown if the ridge represented an additional thickness of sand and gravel, a confining unit of till, or ridge of the Wolfville Formation.



Legend






-  Monitoring Well
-  Production Well
-  Test Wells
-  Ponds
-  Rivers

FIGURE 1

Test Well Locations

**Town of Wolfville
Groundwater Supply Study**



Coordinate System: NAD 1983 UTM Zone 20N
Projection: Transverse Mercator
Datum: North American 1983
Scale 1:3,000
when printed @ 8.5 x 11



Test Well Drilling

CBCL provided onsite observation for the drilling of two new 6" test wells (TW1 and TW2). The wells were installed by Brewster Well Drilling during the week of June 1 – 5.

Test well drilling was completed as follows:

- ▶ A dual rotary drill rig was used to simultaneously advance the 6" well casing and the drill bit, until refusal was encountered at each location.
- ▶ Material cuttings were collected every 1.5 m and logged for the approximate grain size distribution, focusing on sequences that exhibited coarse-grained sand and gravel.
- ▶ A down-hole perforator was used to slot the well casing at depths where the content of well-sorted sand and gravel was observed to be highest.
- ▶ Each well was developed by surging with air and flushing for 2 hours following perforation. The turbidity of the water was evaluated visually at regular intervals to assess the progress of development.
- ▶ Cuttings samples from the intervals showing the highest content of sand and gravel were submitted to CBCL's soil lab in Bedford for sieve analysis.
- ▶ The results of the sieve analysis were used to determine an appropriate slot size for a screened production well.

Well information is summarized in Table 1, and borehole logs are provided in Appendix A.

Table 1: Well Information

ID	Easting / Northing	NSE Well No.	Year Completed	Driller	Diameter (mm)	Casing Length (m)	Perforated Intervals (m)	Depth (m)
TW1	391293 / 4993574	Pending	2024	Brewster	152.4	45.7	30.5 - 33.5 36.6 - 39.6 42.7 - 44.2	45.7
TW2	391206 / 4993724	Pending	2024	Brewster	152.4	44.2	29.0 - 30.5 32.0 - 35.1 38.1 - 41.1	44.2

Cuttings sampled from TW1 showed significant sequences of well-sorted sand and gravel with minimal fine sand and silt content, primarily at depths below 30 m. The gravel sequences were overlain by layers of silty sand with clay and silty sand with gravel. The silty material may provide a degree of confinement of the target zone of the aquifer. Cuttings samples from TW2 contained red silt and fine sand throughout the borehole profile, and generally included clasts of sandy silt. The well-sorted coarse-grained sequences encountered in TW2 were associated with silty, red water in the cuttings, and were difficult to distinguish from the poorly consolidated sequences of the Wolfville Formation observed in previous work by CBCL.

Borehole refusal was encountered at 44 m, assumed to be associated with a harder bedrock unit. Airlifted water produced by TW2 after 2 hours of development did not show a reduction in turbidity. Drilling at TW2 also included a first attempt that was aborted at 12 m due to refusal of the drill bit. Minimal cuttings were produced at this depth, but chips of granitoid material indicated that the borehole had encountered a large glacial erratic.

Figure 2 shows a cross-section of the geologic sequence, interpolated between TW1 and TW2. The thickness of the deeper gravel unit appeared to increase from north to south, and the bedrock surface dipped slightly southward. A comparison of the cuttings and development water at both boreholes showed that conditions at TW1 are most favourable for well development.

Six samples collected from the following depths during drilling of TW1 were submitted to the laboratory for sieve analysis. The results of this analysis are attached in Appendix C.

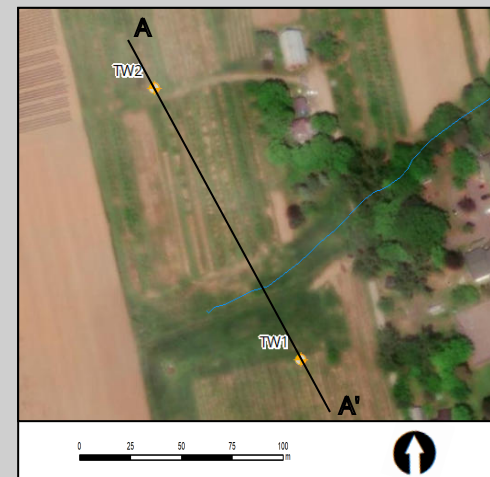
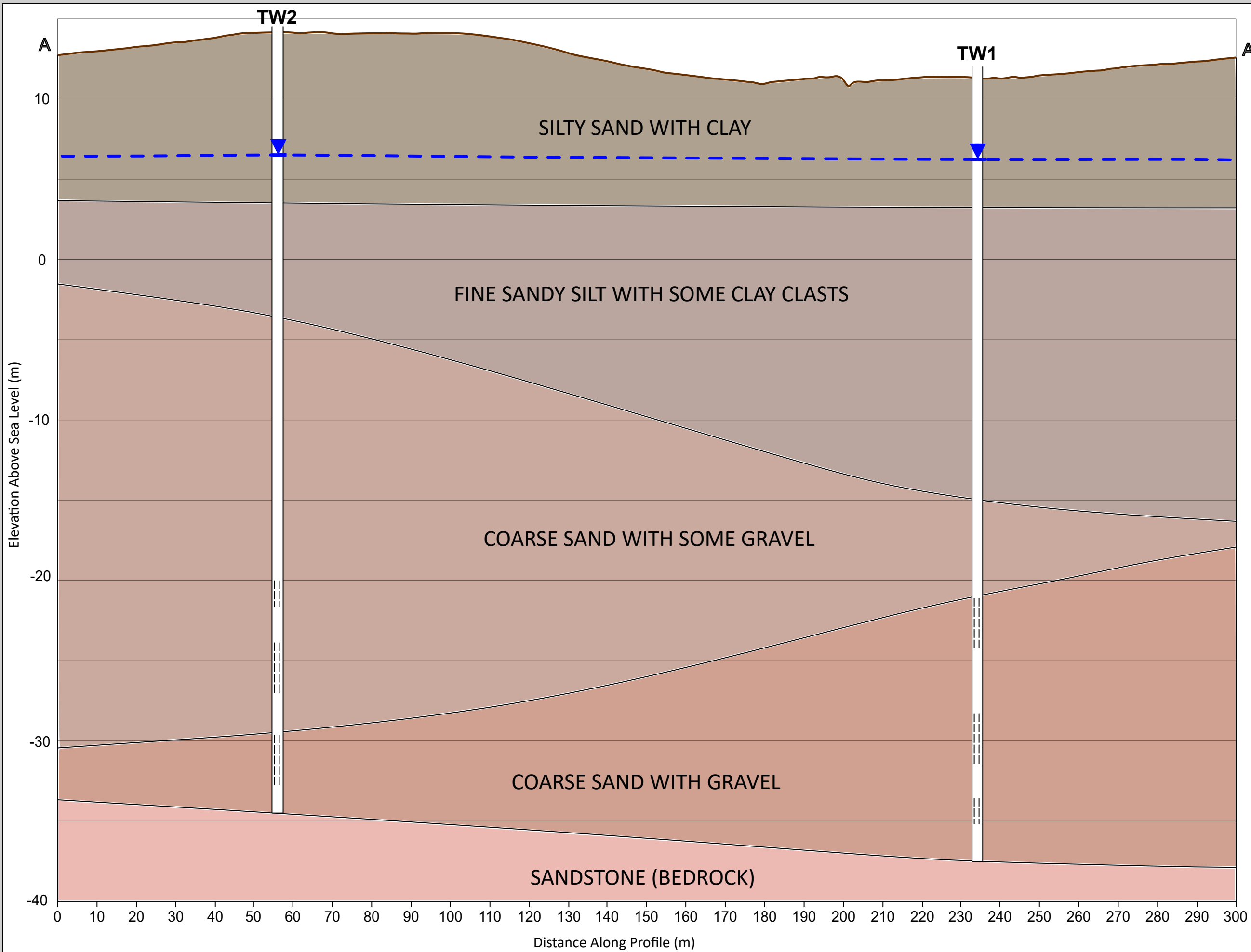
- ▶ 25.9 m – 27.4 m.
- ▶ 30.5 m.
- ▶ 33.5 m – 35.1 m.
- ▶ 35.1 m – 36.6 m.
- ▶ 41.1 m – 42.7 m.
- ▶ 42.7 m – 44.2 m.

Sieve analysis is the primary method for determining the grain size distribution, by weight, of cuttings from drilling, providing a method to determine an appropriate well screen slot size and depth. All six samples confirmed observations from the field, containing majority fractions of sand or gravel, depending on depth. Little to no (< 3%) of silt and clay were identified in the samples. Samples retrieved at 30.5 m, and between 35.1 m – 36.6 m, showed the greatest presence of coarse sand and gravel, while the sample taken between 25.9 m – 27.4 m showed a higher presence of medium – fine sand. In general, coarser material presents the opportunity to design a screen with wider slot openings, resulting in a well with fewer well losses and better overall production and performance.

Step-Drawdown Test

A 4-hour step-drawdown test of TW1 was completed by Aquaterra Resources on June 13. Table 2 provides a summary of testing.

- ▶ An automated sensor was installed in the well to collect detailed water level and temperature data throughout the test and recovery period (Figure 3).
- ▶ The contractor measured water levels manually and maintained a record of the volume pumped using an inline totalizing flow meter.
- ▶ Pumped water was discharged directly to a drainage ditch to the north of TW1.



- Legend**
- Ground Surface
 - Potentiometric Surface (static)
 - Water Level (static)

Town of Wolfville Well Development

Figure 2 - Test Well Cross Section

Date: July 11, 2024
CBCL Project Number: 230830.00

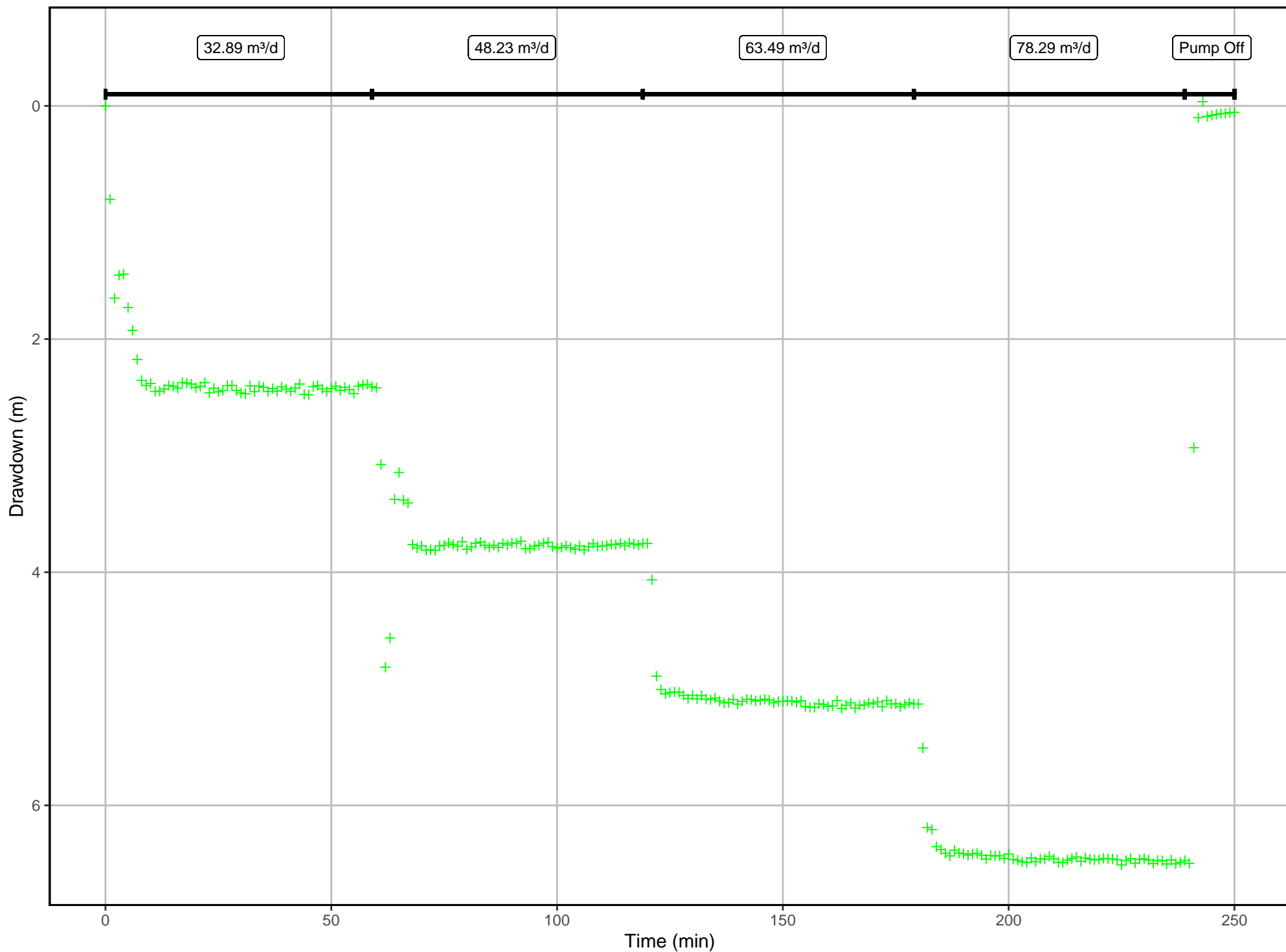


Figure 3: Aquifer Test Analysis, Step-Drawdown Test, Data Observed at Test Well 1, Wolfville

- ▶ The pumping rate was increased after each hour to provide preliminary indications of the well specific capacity and efficiency (Figure 4).
- ▶ The specific capacity is an indication of the yield provided per meter of drawdown.
- ▶ The well efficiency is an indication of how much drawdown is caused by losses within the well. Head losses within the well do not lead to drawdown in the surrounding aquifer, but they do affect the maximum sustainable pumping rate.
- ▶ Physical water quality parameters were recorded throughout the test (Table C2).
- ▶ A water quality sample was collected at the end of the step test, and analyzed for general chemistry and trace metals, including volatile organic compounds (VOCs) and microbiological quality (*E. coli* and total coliforms) (Table C1).

Table 2: Aquifer Testing Summary

Well ID	Test	Test Date	Pump Depth (m)	Pumping Rate (m ³ /d)			
				Step 1	Step 2	Step 3	Step 4
TW1	Step-Drawdown	13-Jun-24	28.3	32.9	48.2	63.5	78.3

Test Well Performance

Table 3 provides a summary of step testing results. A component of the observed drawdown was related to losses within the well (< 20%). Well losses can be caused by turbulence near the borehole wall, friction in the pump and pump tubing, and a low-permeability 'skin-zone' at the borehole wall, caused by the drilling process. Well losses in this test well are likely affected by the limited intake area created by the down-hole perforator, and the limited amount of well development that can be accomplished with this type of installation. Well losses are expected to be substantially lower in the final production well with the use of a wire-wrapped well screen and sufficient development.

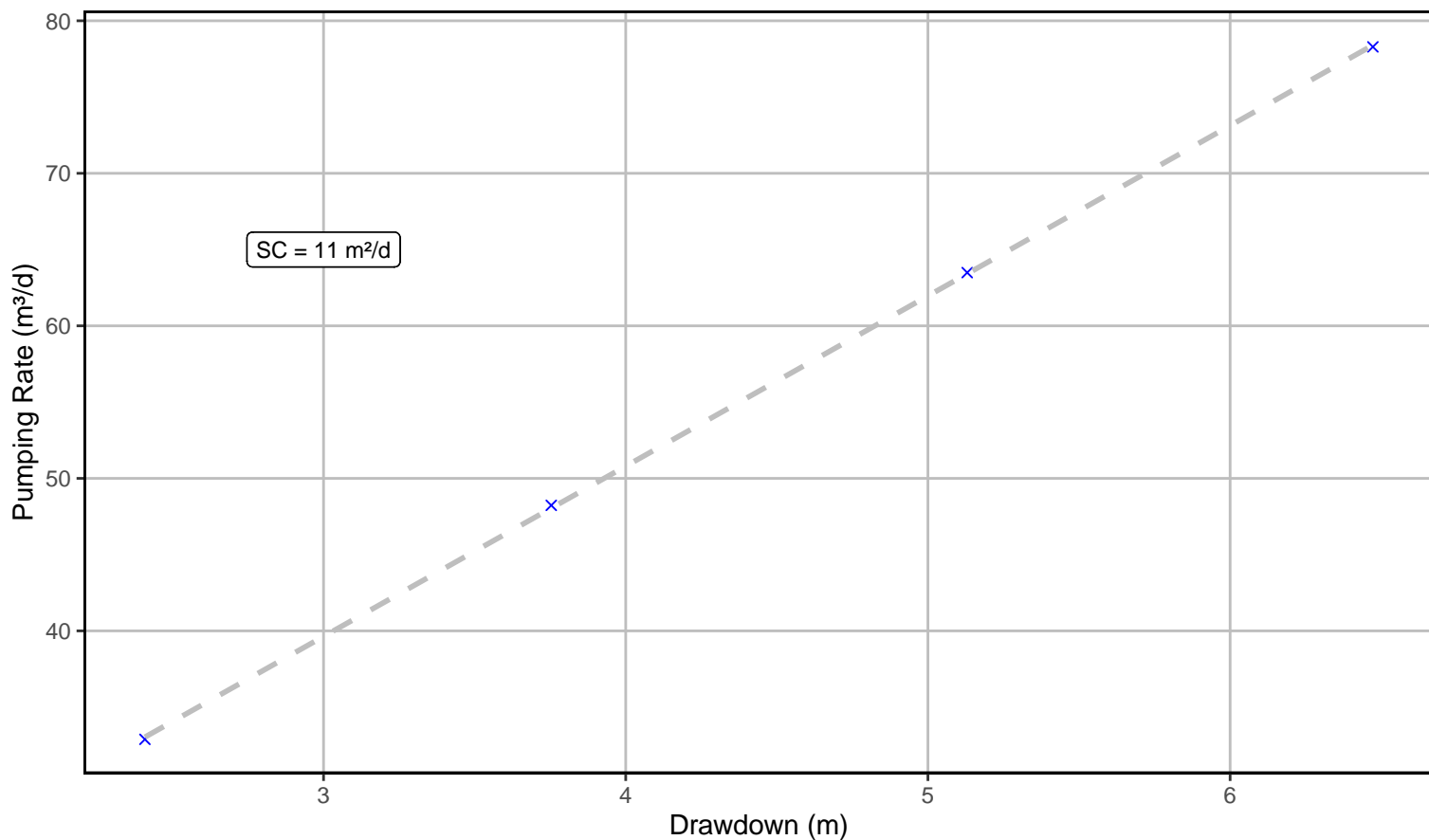
Table 3: Step Test Results

Well ID	Max. Drawdown (m)	Specific Capacity (m ² /d)	Well Efficiency			
			Step 1	Step 2	Step 3	Step 4
TW1	6.5	11	0.91	0.87	0.84	0.81

Preliminary indications of aquifer performance at TW1 were good. Qualitative analysis of the drawdown and recovery data (Figure 3) indicated the following:

- ▶ Drawdown during each step was rapid, stabilizing within 10 minutes of the new rate being established.
- ▶ Each increase in pumping rate caused an additional 1- 2.5 m of drawdown in the well. The magnitude of the increase in drawdown with each step decreased as the pumping rates increased (Figure 3).

Specific Capacity Analysis



Hantush-Bierschenk Analysis

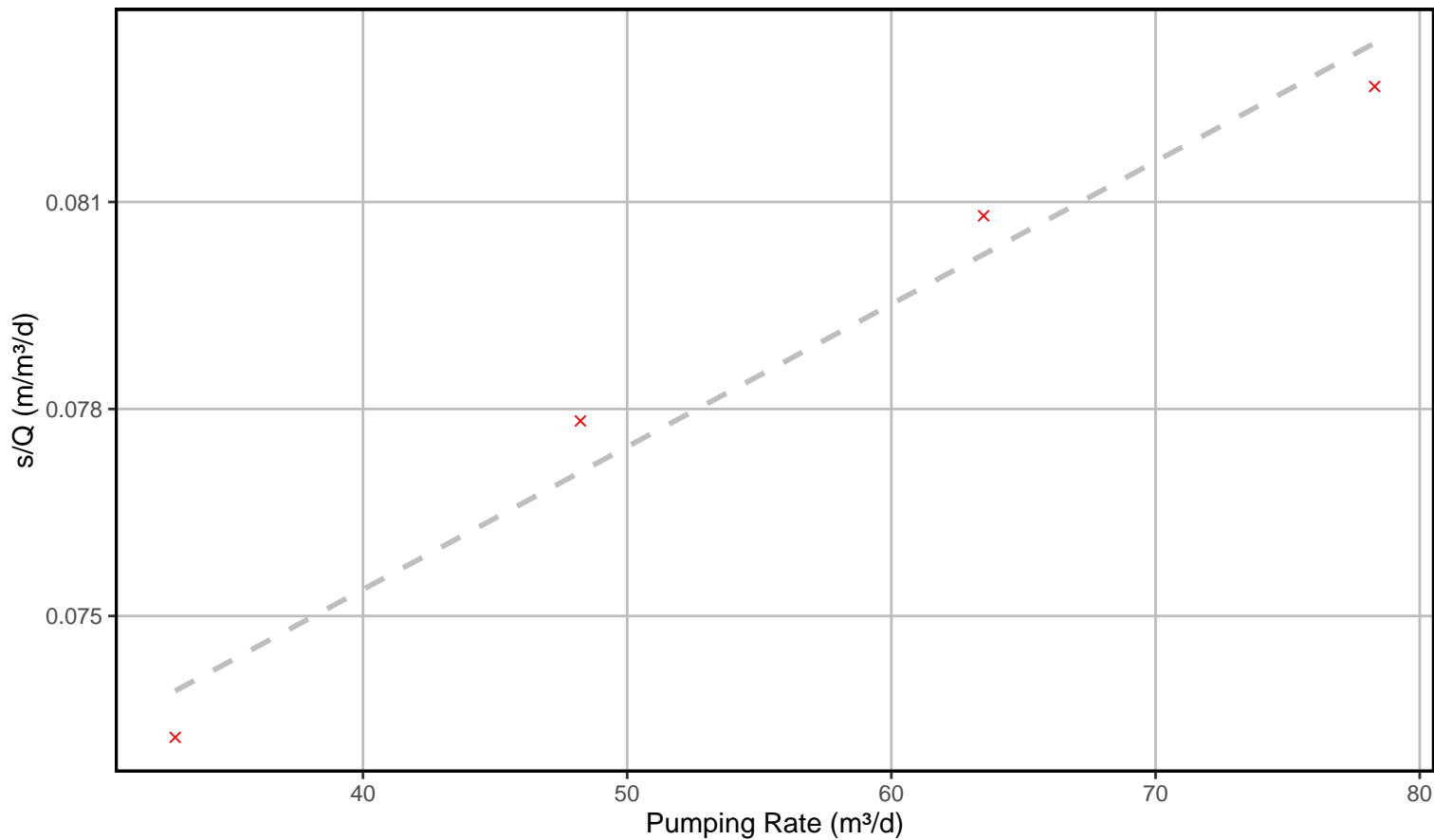


Figure 4: Aquifer Test Analysis, Step-Drawdown Analysis, Data Observed at Test Well 1, Wolfville

- ▶ Total drawdown at the end of the final step was 6.5 m. A production well of similar design to TW1 should have up to 25 m of available drawdown.
- ▶ Recovery following the pump shutting off was rapid, with >95% recovery within 2 minutes.
- ▶ This type of recovery indicates that a majority of drawdown observed was related to well losses and, and that the transmissivity of the aquifer is high.
- ▶ A residual analysis of the recovery data indicated a high aquifer transmissivity (generally associated with high well yields).
- ▶ Testing indicates that a higher pumping rate will be possible with a larger-diameter pump and well.

Water Quality

Water quality data are provided in Appendix C. Tables C1 and C2 provide a summary of drinking water parameters. The quality of water was good:

- ▶ Concentrations of trace metals were low.
- ▶ VOCs were not detected.
- ▶ *E. coli* and coliform bacteria were not detected.

As TW1 was drilled in the same aquifer as the Cherry Lane and Wickwire production wells, water quality data from all sources is provided in Table C1 for comparison purposes. The Cherry Lane and Wickwire data are from raw samples collected in 2021. Water quality between all three locations is similar, but minor differences were noted:

- ▶ The pH at TW1 was 5.74, which is more than 1 order of magnitude lower than the value measured at Cherry Lane in 2021 (6.82). pH adjustment will likely be required for water pumped from this location, as is currently the case with water from the Cherry Lane production well.
- ▶ The turbidity was slightly elevated at TW1 (3.43), associated with the slotted well casing and limited development. Turbidity is not expected to be an issue for a properly developed stainless steel well screen.
- ▶ The iron concentration in the filtered sample was slightly higher at TW1 compared to the Cherry Lane and Wickwire production wells (130 ug/L vs. 72 and 74 mg/L).

Summary

The results of the test well program indicate that TW1 is in a favourable location for development of a new production well. Cutting samples showed material of adequate grain size and sorting to support a high capacity municipal well and were consistent with logs from the system's existing production wells. Observed pumping rates and the calculated aquifer transmissivity indicate that the yield of a well in this location will be adequate to twin an existing well on an alternating basis. Pending the results of more comprehensive testing, a production well in this location should also be able to pump simultaneously with the existing wells, to provide additional water to the system when needed. Water quality results from TW1 were favorable and aligned closely with results from the Cherry Lane and Wickwire wells, indicating that there should be no compatibility issues in adding this source to the existing system. The low pH encountered during the step test indicates that chemical adjustment will be required, as is the case for the Cherry Lane source.

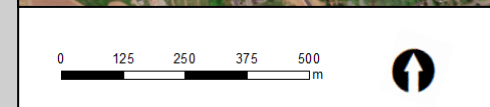
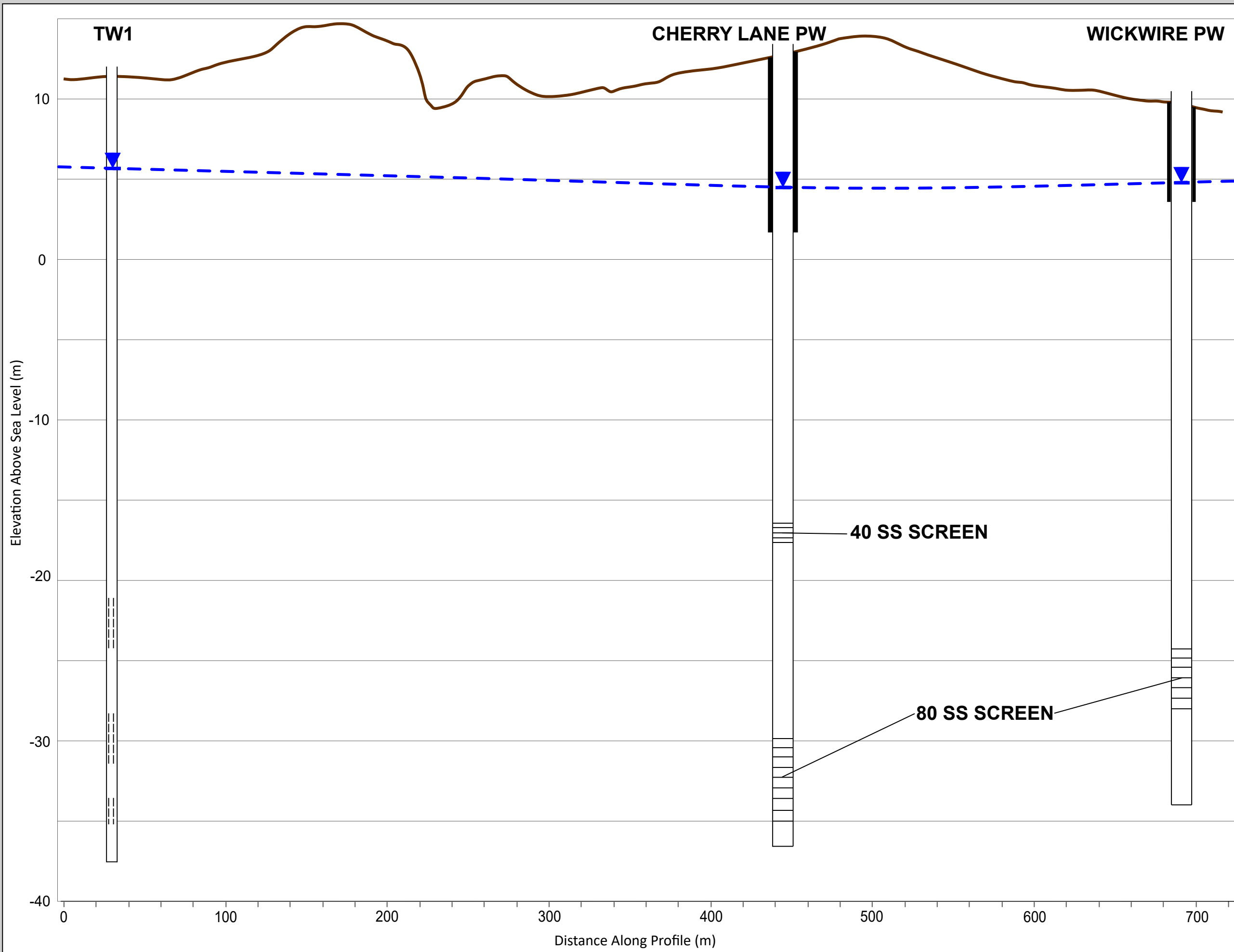
Well Design

A municipal production well can be drilled adjacent to TW1 (a minimum of 3 m away), constructed as follows:

- ▶ A 203 mm nominal steel well casing to a minimum depth of 30 m.
- ▶ A manufactured, stainless-steel wire-wrapped screen, with a slot size of 0.080 Inches (80-slot).
- ▶ A 6.1 m screened interval from 33.5 m – 39.6 m.
- ▶ A 1.5 m tight-wind / blank section at the top of the screen and a ~5 m blank section below the screen.
- ▶ A 1.5 m bail-bottom below the screen.
- ▶ A natural filter-pack, developed in place.

Figure 5 shows a cross-sectional profile along the valley axis, comparing the screen depths of the existing production wells and TW1. The recommended screen depths for the new well will be comparable to the existing wells.

As the new production well location is in an area that could flood during heavy rains and following spring melts, work will be required to alter and control surface water drainage. This is likely to require a system of drainage ditches around the well site and along the base of the field to the south of the well site. The well pad should incorporate drainage tile and filter stone and be graded/raised to provide up to 1 m of additional relief between the well and the surrounding landscape.



- Legend**
- Ground Surface
 - Potentiometric Surface (static)
 - Water Level (static)



Town of Wolfville Well Development

Figure 5 - Production Well Cross Section

Alexander de Sousa, P.Eng.
July 29, 2024

Yours very truly,

CBCL Limited



Prepared by:
Ryan Threndyle, M.A.Sc., M.I.T.
Hydrogeologist
Direct: 902-421-7241
E-Mail: rthrendyle@cbcl.ca



Reviewed by:
Colin Walker, M.Sc., P.Geo., FGC
Senior Hydrogeologist

Attachments:

- A Borehole Logs
- B Sieve Analysis Report
- C Water Quality Data Tables

Report No: 230830.00

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Appendix A

Borehole Logs



Town of Wolfville Test Well 1

PROJECT NUMBER 230830.00

PROJECT NAME Wolfville Well Development

CLIENT Town of Wolfville

ADDRESS 10369 Nova Scotia Trunk 1

DRILLING DATE June 3 - 5 2024

TOTAL DEPTH 45.7 m

DIAMETER 6"

SCREENED INTERVALS

30.5 - 33.5 m; 36.6 - 39.6 m; 42.7 - 44.2 m

COORDINATES 4993574N 491293E

COORD SYS NAD 1983 UTM Zone 20N

COMPLETION June 5 2024

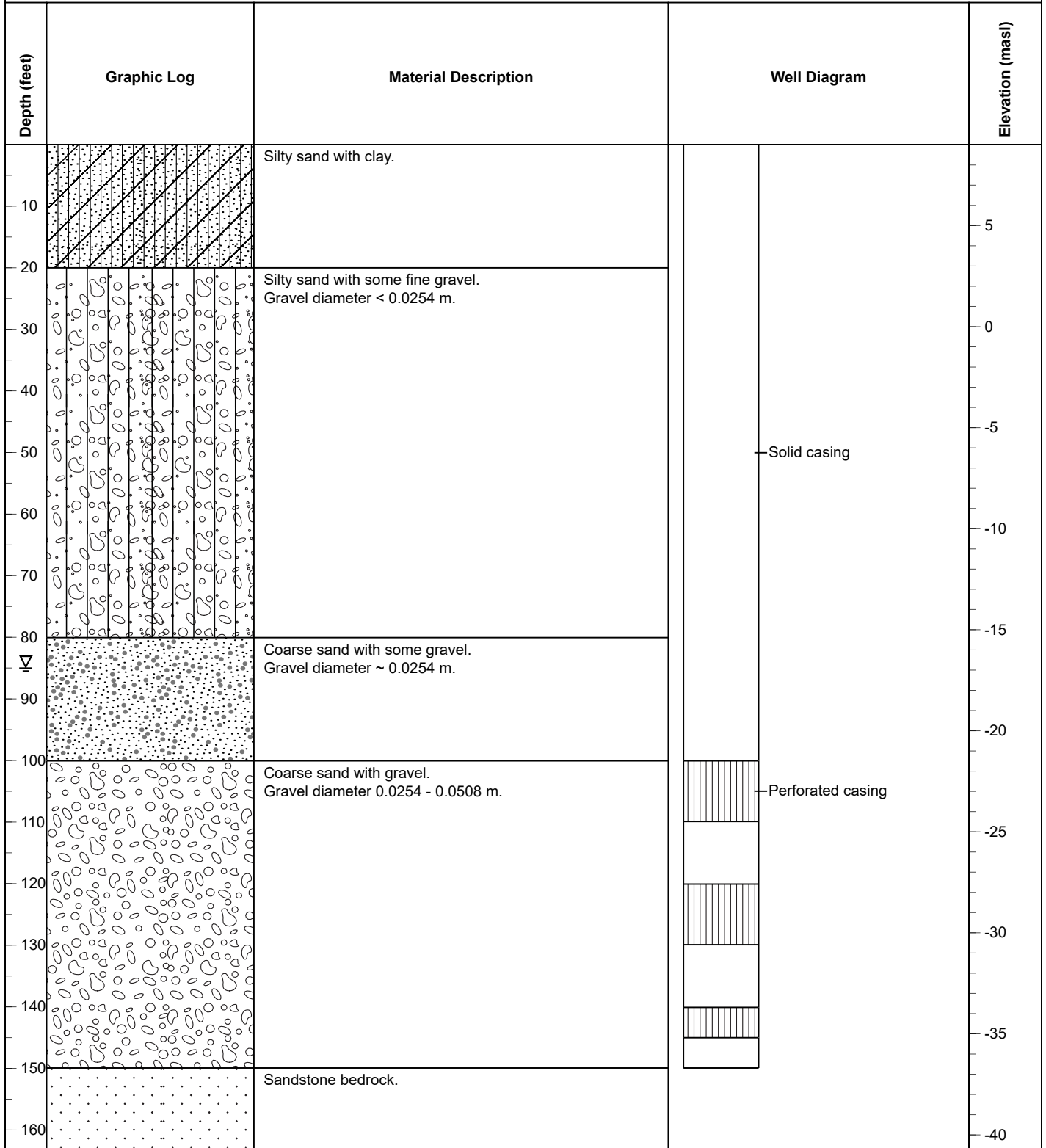
SURFACE ELEVATION (MASL) 11.4

WELL TOC (MASL) 12.1

COMMENTS

LOGGED BY Ryan Threndyle

CHECKED BY





Town of Wolfville Test Well 2

PROJECT NUMBER 230830.00

PROJECT NAME Wolfville Well Development

CLIENT Town of Wolfville

ADDRESS 10369 Nova Scotia Trunk 1

DRILLING DATE June 5 - 7 2024

TOTAL DEPTH 44.2 m

DIAMETER 6"

SCREENED INTERVALS

29.0 - 30.5 m; 32.0 - 35.1 m; 38.1 - 41.1 m

COORDINATES 4993724N 391206E

COORD SYS NAD 1983 UTM Zone 20N

COMPLETION June 7 2024

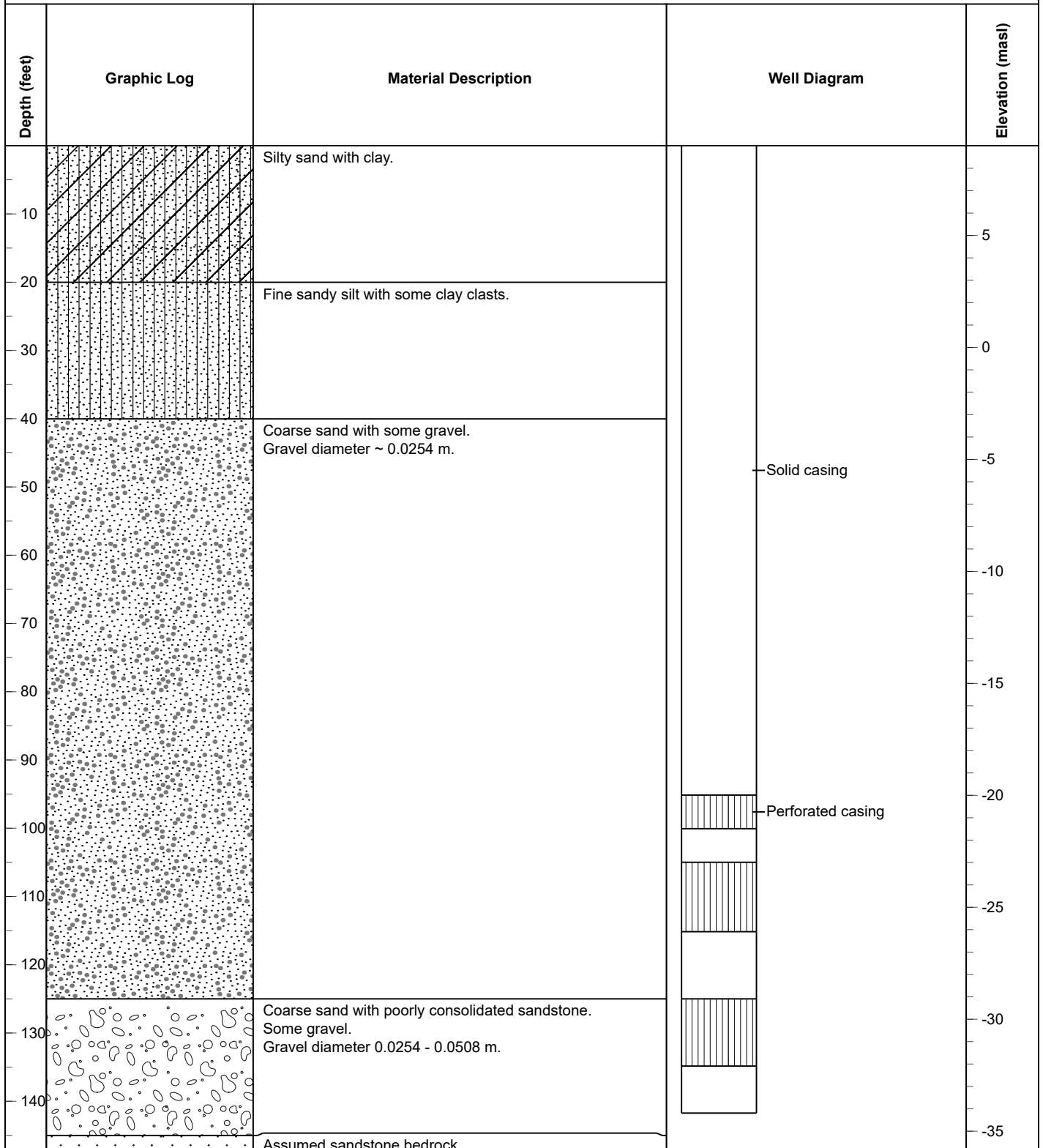
SURFACE ELEVATION (MASL) 14.2

WELL TOC (MASL) 14.9

COMMENTS

LOGGED BY Ryan Threndyle

CHECKED BY



Appendix B

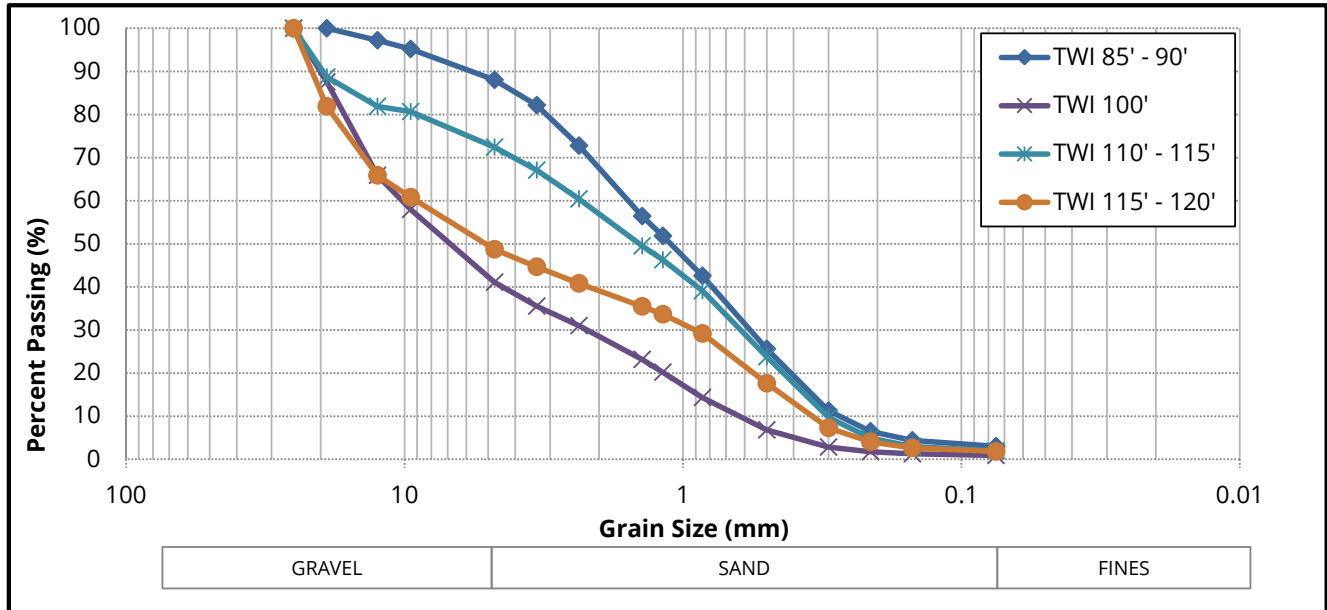
Sieve Analysis Report



348 Bluewater Road
Bedford, NS, B4B 1J6
Phone: (902) 835-7313

SIEVE ANALYSIS

Project Name:	Wolfville Well Dev #3 Task 1	Project #:	230830.00
Client:	Town of Wolfville	Date Sampled:	June 24, 2024
Lab ID:	445	Sampled By:	Colin Walker
Sample Source:	Wolfville	Date Tested:	July 23, 2024
Standard:	Well Screens	Tested By:	JW/NS



Percent Passing:

Sieve Size (mm)	TWI 85' - 90'	TWI 100'	TWI 110' - 115'	TWI 115' - 120'	Specification: Well Screens
19	100.0	87.5	88.7	81.9	-
12.5	97.2	65.9	81.9	65.8	-
9.5	95.2	57.9	80.6	60.8	-
4.75	88.0	41.1	72.4	48.7	-
3.35	82.1	35.5	67.1	44.6	-
2.36	72.7	31.0	60.4	40.8	-
1.4	56.4	23.2	49.5	35.4	-
1.18	51.8	20.2	46.2	33.6	-
0.85	42.6	14.3	39.1	29.2	-
0.5	25.6	6.8	23.8	17.6	-
0.3	11.3	2.8	9.7	7.3	-
0.212	6.4	1.8	4.9	4.0	-
0.15	4.4	1.3	2.9	2.6	-
0.075	3.0	0.9	1.9	1.8	-

Grain Size Parameters:

	TWI 85' - 90'	TWI 100'	TWI 110' - 115'	TWI 115' - 120'
Cu	5.8	15.8	7.6	26.1
Cc	0.8	0.8	0.6	0.3
FM	3.5	5.5	4.2	5.1
D60	1.6	10.3	2.3	9.2
D30	0.6	2.2	0.6	0.9
D10	0.3	0.6	0.3	0.4

Remarks:

Reviewed By:

Alex Gale

Alex Gale, CET

Date:

July 24, 2024

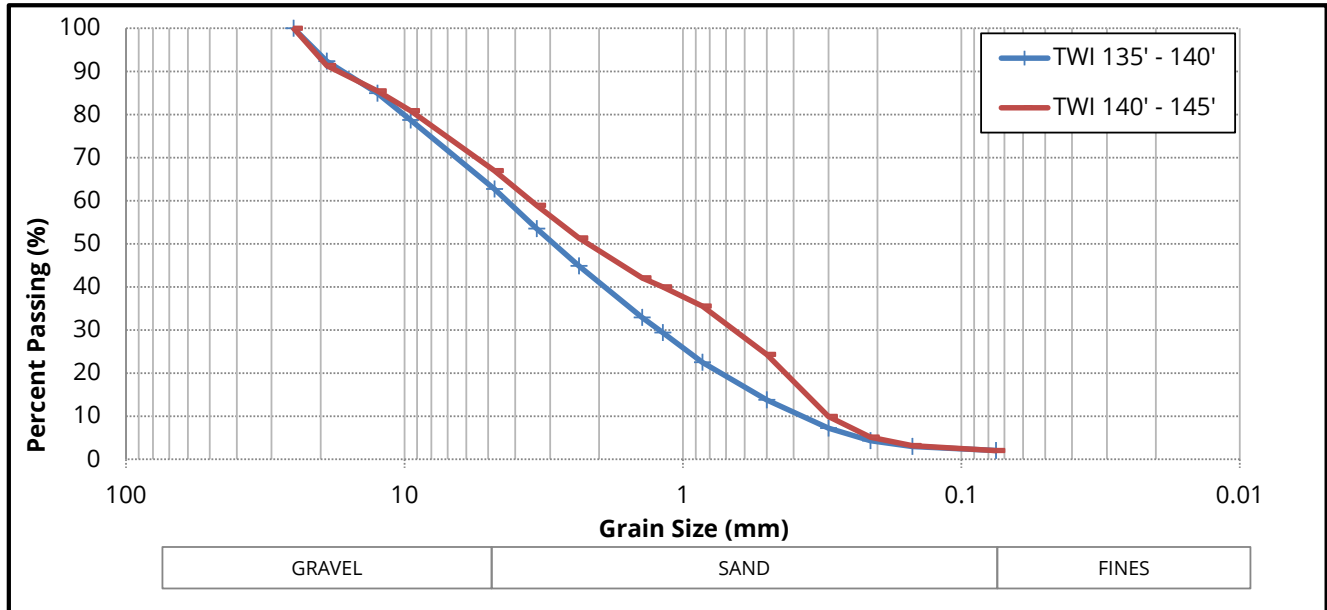
Notice: Reporting of the results presented above constitutes a testing service only. Engineering interpretation and recommendations may be provided upon written request.



348 Bluewater Road
Bedford, NS, B4B 1J6
Phone: (902) 835-7313

SIEVE ANALYSIS

Project Name:	Wolfville Well Dev #3 Task 1	Project #:	230830.00
Client:	Town of Wolfville	Date Sampled:	June 24, 2024
Lab ID:	445	Sampled By:	Colin Walker
Sample Source:	Wolfville	Date Tested:	July 23, 2024
Standard:	Well Screens	Tested By:	JW/NS



Percent Passing:

Sieve Size (mm)	TWI 135' - 140'	TWI 140' - 145'			Specification: Well Screens
19	92.3	91.3			-
12.5	84.9	85.4			-
9.5	78.7	80.9			-
4.75	62.7	66.9			-
3.35	53.5	58.9			-
2.36	44.8	51.3			-
1.4	32.9	42.1			-
1.18	29.3	40.0			-
0.85	22.5	35.5			-
0.5	13.7	24.3			-
0.3	7.2	9.9			-
0.212	4.3	5.1			-
0.15	3.0	3.2			-
0.075	2.0	2.0			-

Grain Size Parameters:

	TWI 135' - 140'	TWI 140' - 145'		
Cu	11.3	11.7		
Cc	0.9	0.4		
FM	5.1	5.1		
D60	4.3	3.5		
D30	1.2	0.7		
D10	0.4	0.3		

Remarks:

Reviewed By:

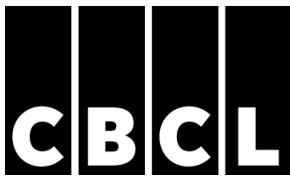
Alex Gale

Alex Gale, CET

Date:

July 24, 2024

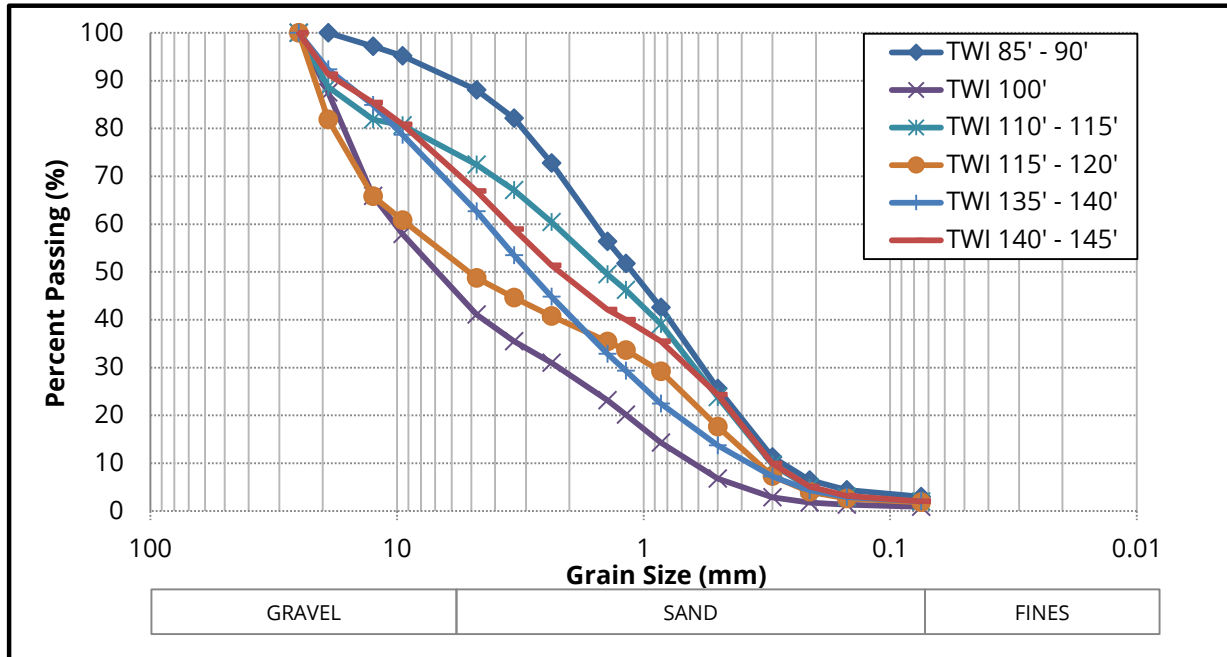
Notice: Reporting of the results presented above constitutes a testing service only. Engineering interpretation and recommendations may be provided upon written request.



348 Bluewater Road
Bedford, NS, B4B 1J6
Phone: (902) 835-7313

SIEVE ANALYSIS

Project Name:	Wolfville Well Dev #3 Task 1	Project #:	230830.00
Client:	Town of Wolfville	Date Sampled:	June 24, 2024
Lab ID:	445	Sampled By:	Colin Walker
Sample Source:	Wolfville	Date Tested:	July 23, 2024
Standard:	Well Screens	Tested By:	JW/NS



Sample ID	Depth (m)	Classification	Moisture (%)	Gravel (%)	Sand (%)	Silt & Clay (%)
TWI 85' - 90'	85' - 90'		14.2	12.0	85.0	3.0
TWI 100'	100'		7.7	58.9	40.2	0.9
TWI 110' - 115'	110' - 115'		12.4	27.6	70.5	1.9
TWI 115' - 120'	115' - 120'		8.8	51.3	46.9	1.8
TWI 135' - 140'	135' - 140'		8.5	37.3	60.6	2.0
TWI 140' - 145'	140' - 145'		10.9	33.1	64.9	2.0

Remarks:

Reviewed By:

Alex Gale

Alex Gale, CET

Date:

July 24, 2024

Notice: Reporting of the results presented above constitutes a testing service only. Engineering interpretation and recommendations may be provided upon written request.

Appendix C

Water Quality Data Tables

Table C1. Summary of Drinking Water Parameters

Parameter	Unit	GCDWQ	Type	TW1 Step Test June 13/24	Cherry Lane Sept 09/21	Wickwire Sept 09/21
Turbidity	NTU	<1	AO	3.43	<0.5	0.8
Colour	TCU	15	AO	<5	<5	6.17
pH	pH	6.5 - 8.5	AO	5.74	6.82	7.38
Chloride	mg/L	250	AO	90	130	101
Fluoride	mg/L	1.5	Health	<0.12	ND	ND
Sulphate	mg/L	500	AO	12	15	15
Total Dissolved Solids	mg/L	500	AO	198	243	237
Sodium	mg/L	200	Health	25.2	29.2	24.5
Nitrate	mg/L	10	Health	1.89	2.2	2.27
Nitrite	mg/L	1	Health	<0.05	-	-
Antimony	µg/L	6	Health	<2	6	ND
Arsenic	µg/L	10	Health	<2	3	ND
Barium	µg/L	2000	Health	54; 53 ¹	48	53
Boron	µg/L	5000	Health	13; 5 ¹	10	26
Cadmium	µg/L	5	Health	<0.09	0.1	ND
Chromium	µg/L	50	Health	<2	3	ND
Copper	µg/L	1000	Health	<1	29	ND
Iron	µg/L	300	AO	282; 130 ¹	72	74
Lead	µg/L	5	Health	0.6; <0.5 ¹	5.3	ND
Manganese	µg/L	20; 100	AO; Health	34; 26 ¹	2	2.1
Selenium	µg/L	10	Health	<1	1	3
Strontium	µg/L	7000	Health	133; 132 ¹	-	-
Uranium	µg/L	20	Health	<0.2	0.5	ND
Zinc	µg/L	5000	Health	<5	49	46

¹Indicates filtered sample concentration

GCDWQ - Guidelines for Canadian Drinking Water Quality

AO - Aesthetic and/or Operational Guideline

Health - Human Health Guideline (Maximum Acceptable Concentration)

Parameter exceeds Health Guideline

Parameter exceeds AO

Table C1 (cont'd). Summary of Drinking Water Parameters

Parameter	Unit	GCDWQ	Type	TW Step Test Jun 13/24
E. coli	CFU/100 mL	<1	Health	<1
Total Coliforms	CFU/100 mL	<1	Health	<1
Vinyl Chloride	µg/L	2	Health	<0.6
1,1-Dichloroethylene	µg/L	14	Health	<0.6
Methylene Chloride	µg/L	50	Health	<2
Carbon Tetrachloride	µg/L	2	Health	<0.56
Benzene	µg/L	5	Health	<1
1,2-Dichloroethane	µg/L	5	Health	<2
Trichloroethylene	µg/L	5	Health	<1
Toluene	µg/L	24; 60	AO; Health	<2
Tetrachloroethylene	µg/L	10	Health	<2
Chlorobenzene	µg/L	30; 80	AO; Health	<1
Ethylbenzene	µg/L	1.6; 140	AO; Health	<2
1,4-Dichlorobenzene	µg/L	1; 5	AO; Health	<1
1,2-Dichlorobenzene	µg/L	3; 200	AO; Health	<0.7
Xylenes	µg/L	90; 20a	AO; Health	<1

GCDWQ - Guidelines for Canadian Drinking Water Quality

AO - Aesthetic and/or Operational Guideline

Health - Human Health Guideline (Maximum Acceptable Concentration)

Parameter exceeds Health Guideline

Parameter exceeds AO

Table C2. Summary of Physical Water Quality Parameters

Step	Date	Time	Temp (°C)	pH	ORP (mv)	Conductivity (µS/cm)
1	6/13/2024	11:45	7.99	5.95	83.0	254.5
1		12:00	7.99	5.59	104.5	251.8
2		12:25	7.99	5.52	114.1	253.7
2		12:45	7.99	5.53	122.1	250.4
2		1:00	7.99	5.53	127.7	247.8
2		1:10	7.99	5.53	126.5	249.9
3		1:25	7.99	5.50	133.3	246.8
3		2:00	7.99	5.52	131.3	247.2
4		2:15	7.99	5.54	137.0	247.2
4		2:25	7.99	5.54	137.0	244.4
4		2:45	7.99	5.55	153.1	245.6
4		3:00	7.99	5.56	163.2	246.5

Table 5.1: Recommendations for Wolfville

Category	Problem/ Challenge Area	Recommended Action	Time Frame to Complete	Opinion of Cost
Water Quality	Corrosion Control Monitoring	Formalize a comprehensive corrosion control plan with action limits/responses, aiming to reduce lead and copper, to correspond to existing sampling plan.	6 months	No cost if done in-house
Water Quality	HAA Monitoring (Reduction)	Consider applying for reduced HAA monitoring (from quarterly to annual sampling) based on historical results	1 year	Reduced costs
Source Quantity	Flow Monitoring	Install new flowmeters at the outlets of the two source water wells. Connect the flowmeters to SCADA system to provide real time data.	9 months	\$15,000
Source Quantity	Source Redundancy	Develop new source of supply	2 years	Unknown, dependent on location and quality. \$100,000 - \$500,000.
Management	O&M Manual and SOPs limited	Develop comprehensive O&M manual with SOPs in accordance with NSECC guidance manual	1 year	No cost if done in-house

4.7 Reduced HAA Monitoring

#	Description of Deficiency	Category	Challenge Area	Report Section
7	Consider applying for reduced HAA monitoring (from quarterly to annual sampling) based on historical results.	Water Quality	HAA Monitoring (Reduction)	5.1.4

Planned Corrective Action(s)

The PCA for this deficiency is to update Table 3 in our *Annual Sampling Plan* to show HAA testing only once per year instead of quarterly.

Implementation Strategy and Timeframe

This change will be included in the 2024 Annual Sampling Plan being submitted to NSECC on December 1, 2023.

4.8 Flow Monitoring

#	Description of Deficiency	Category	Challenge Area	Report Section
8	Install new flowmeters at the outlets of the two source water wells. Connect the flowmeters to SCADA system to provide real time data.	Source Quantity	Flow Monitoring	5.1.4

Planned Corrective Action(s)

The PCA for this deficiency is to replace the non-functional flow meters in both the Cherry Lane wellhouse, and the Wickwire wellhouse. The replacement meters are zero-clearance magnetic flow meters from Siemens, which will be connected to the Town's SCADA system shortly thereafter. Totalizer output from the new flowmeters will also be connected to the Town's SCADA system. The new flow meters are expected to have a higher degree of accuracy and reliability compared to the originals, helping the Town to better track pumped water against revenue water in an effort to better understand the gap that currently exists between the two annual values ($\pm 35\%$).

Implementation Strategy and Timeframe

As of the date of this Plan, the flow meters are in our possession, and are scheduled to be installed. Utility operators will be installing the 150mm Siemens flow meter in the Cherry Lane wellhouse first, and the 200mm Siemens flow meter in the Wickwire wellhouse shortly thereafter, with plans to connect the new devices to the Town's SCADA system by the end of January, 2024.

4.9 Source Redundancy

#	Description of Deficiency	Category	Challenge Area	Report Section
9	Develop a new source of supply.	Source Quantity	Source Redundancy	5.1.4

Planned Corrective Action(s)

The PCA for this deficiency is to engage with CBCL Ltd. in a multi-phase, multi-year program to locate, monitor, and develop, a third production well west of the Wolfville town boundary in full compliance with the applicable NSECC regulations for production/source well development.

Implementation Strategy and Timeframe

At present, the early phases of the program have been completed. The Town has engaged in landowner consultations and obtained permission for test well drilling on a property immediately west of town, which is scheduled to begin on December 4, 2023. If successful in the initial investigation process, the Town will continue the program in our 2024-25 fiscal year by drilling the full diameter production well (including screen installation), aquifer testing, and analysis/reporting. Budgeting activities for site development and transmission main infrastructure connections can be carried out once the location is established and confirmed. At present, wellhouse, pumping, and site development activities are planned for the 2025/26 fiscal year, with transmission main construction likely in the two fiscal years to follow.

Additional planning, engineering design, and detailed cost estimates are required to support the development of the new supply source, and upgrades/improvements to our existing transmission infrastructure will be required (in addition to improvements already planned for upcoming fiscal years 2024/25 and 2025/26).

5.0 Communications, Documentation, and Reporting

The Town will prepare status update briefs, and submit them as supplemental attachments with the Annual Report for the Municipal Public Drinking Water Supply, or as requested by NSECC. This practice will continue until all deficiencies have been addressed.

REQUEST FOR DECISION 055-2024

Title: Council and Committees of Council Meeting Schedule 2025

Date: 2024-12-03

Department: Office of the CAO



SUMMARY

Council-Committees of Council Meeting Schedule 2025

The purpose of this RFD is for Council to consider accepting the Committees of Council Schedule for 2025 as attached. It is understood that changes may be required throughout the year.

DRAFT MOTION:

That Council adopt the 2025 Council and Committees of Council Meeting Schedule as presented in RFD 055-2024.

REQUEST FOR DECISION 055-2024

Title: Council and Committees of Council Meeting Schedule 2025

Date: 2024-12-03

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act, 1998

3) STAFF RECOMMENDATION

Staff recommends that Council accept the 2025 Council and Committees of Council meeting schedule as detailed within this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings.

4) REFERENCES AND ATTACHMENTS

- [Policy# 110-001 Committees of Council](#)
- Council-Committees of Council meeting schedule 2025 (*attached*)

5) DISCUSSION

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

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

Regular Town Council, Committee of the Whole and Committees of Council meeting dates for 2025 are recommended as detailed in the attachment to this RFD.

Frequency of Meetings:

- | | |
|---|----------------------------|
| • Committee of the Whole | Monthly |
| • Special Budget Committee of the Whole | Bi-annually |
| • Town Council | Monthly |
| • Accessibility Advisory Committee | At least four times a year |
| • Audit Committee | At least four times a year |

REQUEST FOR DECISION 055-2024

Title: Council and Committees of Council Meeting Schedule 2025
Date: 2024-12-03
Department: Office of the CAO



- | | |
|--|----------------------------|
| • Equity & Anti-Racism Committee | At least four times a year |
| • Planning Advisory Committee | Monthly |
| • Regional Emergency Management Advisory Committee | Quarterly |
| • RCMP Advisory Board | Quarterly |
| • Source Water Protection Advisory Committee | Quarterly |
| • Town & Gown Committee | Quarterly |
| • Council Policy Review Task Force | As required |

There are regular annual conferences which will need to be taken into consideration and adjustments may need to be made once the 2025 dates for these are known.

- | | |
|----------------------|-------------------------|
| • June 4-6, 2025 | ITGA Annual Conference |
| • June (unknown) | NSFM Spring Workshop |
| • June (unknown) | AMANS Spring Conference |
| • October (unknown) | AMANS Fall Conference |
| • November (unknown) | NSFM Fall Conference |

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

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

Two Special COW Budget meetings are scheduled for January and March.

It is recognized there may be times when topics on the agenda require more time for discussion than is scheduled at the regular COW meeting. To allow for this without having people stay past the scheduled time, a place holder has been included on alternate Wednesday mornings and evenings immediately following the Tuesday COW, to be used as an overflow meeting to address any items that were time restricted. They may not be required but this way council, staff and the public will be aware of them and can plan around them.

The Equity and Anti-Racism committee is a new committee. With the workplan requirements and timelines, monthly meetings have been scheduled for the first quarter of the year. The day

REQUEST FOR DECISION 055-2024

Title: Council and Committees of Council Meeting Schedule 2025
Date: 2024-12-03
Department: Office of the CAO



and time of these committees will be reviewed at the first meeting to see what works for the members and may be subject to change.

Council Policy Review Task Force meetings have not been scheduled as a significant amount of work was undertaken by this group last year, resulting in all council policies being reviewed. These will be scheduled as and when required.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This RFD is administrative in nature for establishing the 2025 Council & Committees of Council meeting calendar.

8) COMMUNICATION REQUIREMENTS

Once accepted, the 2025 Council-Committees of Council meetings will be published on the website.

9) ALTERNATIVES

Throughout 2025, there may be the requirement to adjust this calendar based on unforeseen scheduling conflicts that arise. These will be dealt with on a case-by-case basis.

Council Meetings		
Meeting	Time	Frequency
Committee of the Whole (COW)	8:30am – 11:30am <i>(no later than 12:30pm finish)</i>	Monthly (1st Tuesday of the month except January, June & September – 2 nd Tuesday of the month)
COW Overflow	6:00pm – 8:00pm	Monthly as required (Wednesday immediately following COW)
Town Council	6:30pm - 8:30pm	Monthly (3 rd Tuesday of the month except January, June & September – 4 th Tuesday of the month)
Special Budget COW	8:30am – 1:30pm	At least bi-annually
Committees of Council		
Accessibility Advisory Committee (AAC)	4:30pm - 5:30pm	At least 4 times per year (Mondays)
Audit Committee	9:00am – 11:00am	At least 4 times per year (Fridays)
Council Policy Review Task Force	12:30pm- 2:30pm	As required
Equity and Anti-Racism Advisory Committee	4:30pm – 5:30pm	At least 4 times per year (Mondays)
Planning Advisory Committee (PAC)	4:00pm - 6:00pm	Monthly (Thursdays)
RCMP Advisory Board	10:00am - 12noon	Quarterly (Tuesdays)
Regional Emergency Management Advisory Committee	10:00am - 11:30am	Quarterly (Mondays)
Source Water Protection Advisory Committee	2:30pm - 4:00pm	Quarterly (Wednesdays)
Town and Gown Committee	1:00pm - 3:00pm	Quarterly (Mondays)
Please note: Above are regular timings. Scheduling may be modified by Committee.		

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 New Year's Day Stat	2	3	4
5	6	7	8	9 4:00pm-6:00pm Planning Advisory (PAC)	10	11
12	13 4:30pm – 5:30pm Equity & Anti- Racism	14 8:30am – 11:30am COW	15 6:00pm - 8:00pm COW Overflow (if required)	16	17	18
19	20 10:00am-11:30am Regional Emergency REMAC	21 8:30am – 1:30pm Special Budget COW	22	23	24	25
26	27 1:00pm – 3:00pm Town and Gown	28 6:30pm – 8:30pm Town Council	29	30	31 9:00am – 11:00am Audit Committee	1

February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	4:30pm – 5:30pm Equity & Anti- Racism	8:30am – 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)			
9	10	11	12	13	14	15
	4:30pm – 5:30pm Accessibility Advisory (AAC)	8:30am – 1:30pm Special Budget COW	2:30pm – 4:30pm Source Water Advisory (SWPAC)	4:00pm-6:00pm Planning Advisory (PAC)		
16	17	18	19	20	21	22
	Heritage Day Stat	6:30pm – 8:30pm Town Council				
23	24	25	26	27	28	1

March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4	5	6	7	8
	4:30pm – 5:30pm Equity & Anti- Racism	8:30am – 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)			
9	10	11	12	13	14	15
		8:30am – 1:30pm Special Budget COW		4:00pm-6:00pm Planning Advisory (PAC)		
16	17	18	19	20	21	22
		6:30pm – 8:30pm Town Council				
23	24	25	26	27	28	29
30	31	1	2	3	4	5

April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
		8:30am – 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)			
6	7	8	9	10	11	12
	4:30pm – 5:30pm Equity & Anti- Racism	10:00am – 12noon RCMP Advisory Board		4:00pm-6:00pm Planning Advisory (PAC)		
13	14	15	16	17	18	19
		6:30pm – 8:30pm Town Council			Good Friday Stat	
20	21	22	23	24	25	26
Easter Sunday	Easter Monday Stat	10:00am-11:30am Regional Emergency REMAC			9:00am – 11:00am Audit Committee	
27	28	29	30	1	2	3
	1:00pm – 3:00pm Town and Gown					

May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7	8	9	10
		8:30am – 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)	4:00pm-6:00pm Planning Advisory (PAC)		
11	12	13	14	15	16	17
	4:30pm – 5:30pm Accessibility Advisory (AAC)		2:30pm – 4:30pm Source Water Advisory (SWPAC)			
18	19	20	21	22	23	24
	Victoria Day Stat	6:30pm – 8:30pm Town Council				
25	26	27	28	29	30	31

June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
		ITGA Conference				
8	9	10	11	12	13	14
		8:30am – 11:30am COW	6:00pm – 8:00pm COW Overflow (if required)	4:00pm-6:00pm Planning Advisory (PAC)		
15	16	17	18	19	20	21
22	23	24	25	26	27	28
		6:30pm – 8:30pm Town Council			9:00am – 11:00am Audit Committee (tentative)	
29	30	1	2	3	4	5

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
		Canada Day Stat			9:00am - 11:00am Audit Committee (alternative)	
6	7	8	9	10	11	12
	4:30pm – 5:30pm Equity & Anti- Racism	8:30am – 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)	4:00pm - 6:00pm Planning Advisory (PAC)		
13	14	15	16	17	18	19
		10:00am – 12noon RCMP Advisory Board				
20	21	22	23	24	25	26
	10:00am-11:30am Regional Emergency (REMAC)	6:30pm – 8:30pm Town Council				
27	28	29	30	31	1	2

August 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	Civic Holiday					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

September 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
	Labour Day Stat					
7	8	9	10	11	12	13
	4:30pm – 5:30pm	8:30am – 11:30am	2:30pm – 4:30pm	4:00pm-6:00pm	9:00am – 11:00am	
	Accessibility Advisory (AAC)	COW	Source Water Advisory (SWPAC)	Planning Advisory (PAC)	Audit Committee	
			6:00pm-8:00pm COW overflow (if required)			
14	15	16	17	18	19	20
		10:00am – 12noon				
		RCMP Advisory Board				
21	22	23	24	25	26	27
		6:30pm – 8:30pm Town Council				
28	29	30	1	2	3	4
	1:00pm – 3:00pm Town and Gown	Truth & Reconciliation Day				

October 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
	4:30pm – 5:30pm Equity & Anti- Racism	8:30am – 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)	4:00pm-6:00pm Planning Advisory (PAC)		
12	13	14	15	16	17	18
	Thanksgiving Day					
19	20	21	22	23	24	25
	10:00am-11:30am Regional Emergency REMAC	6:30pm – 8:30pm Town Council				
26	27	28	29	30	31	1
					9:00am – 11:00am Audit Committee	

November 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
		8:30am – 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)			
9	10	11	12	13	14	15
		Remembrance Day Stat		4:00pm-6:00pm Planning Advisory (PAC)		
16	17	18	19	20	21	22
		6:30pm – 8:30pm Town Council				
23	24	25	26	27	28	29
	1:00pm – 3:00pm Town and Gown					
30	1	2	3	4	5	6

December 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
		8:30am – 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)			
7	8	9	10	11	12	13
	4:30pm – 5:30pm Accessibility Advisory (AAC)	10:00am – 12noon RCMP Advisory Board	2:30pm – 4:30pm Source Water Advisory (SWPAC)	4:00pm-6:00pm Planning Advisory (PAC)		
14	15	16	17	18	19	20
		6:30pm – 8:30pm Town Council				
21	22	23	24	25	26	27
				Christmas Day	Boxing Day	
28	29	30	31	1	2	3

REQUEST FOR DECISION 057-2024 (update to RFD 016-2024)

Title: Slow Motion Food Film Fest Society amended MOU

Date: 2024-12-03 (016-2024 was at COW 2024-03-05)

Department: Planning & Economic Development



SUMMARY

Slow Motion Food Film Fest Society (Devour) - One Time Capital Request MOU – Timing Amendment #2 + Project Update

Slow Motion Food Film Society (Devour! The Food Film Fest) received a one-time capital grant from the Town in 2021 (see attached original MOU and reports – Attachment 4). The one-time capital grant was based on Devour! completing a universal (accessible) public washroom and a large deck on the north side of the building (see drawings included in this report for context).

Although renovations of the Devour! complex are substantially underway, the main deliverables have not been able to be completed on schedule, as per the original MOU, and Devour! is requesting a second extension (original extension granted in March 2024 to extend completion to December 31, 2024). Section 2.1 of the original MOU states the following about the 2 key elements of the funding:

- (h) As part of the Renovations, construct one fully equipped universal washroom on the main floor that meets CSA B651-18 standards and include adult changing tables and emergency call systems. This washroom must be open and available for use by the general public during regular business hours and any other hours that Devour! Studios is open for business. Devour! must install wayfinding and signage for this washroom as required. This washroom is in addition to any other accessible washrooms required in the Devour! Studios space.

Update: The universal washroom is open to the public/substantially complete at Devour! and the Town's Building Official has recently inspected the washroom for compliance. Although some deficiencies remain – these are small items that will be remedied, and the Town's Building Official will follow-up with subsequent inspections to ensure compliance.

- (n) Complete construction of the Deck by December 31, 2023. Wolfville may, in its sole discretion, extend this deadline. Prior to commencing construction of the Deck, Devour! must submit the final design of the Deck to Wolfville's Director of Planning and Development and Director of Parks and Recreation for their approval. If construction of the Deck is not completed by December 31, 2023 (or such later date as agreed to by Wolfville), Wolfville will not be required to pay the \$50,000 for the costs of the Deck to Devour!. Upon completion of construction of the Deck, Devour! shall be responsible for all repairs and maintenance to the Deck.

REQUEST FOR DECISION 057-2024 (update to RFD 016-2024)

Title: Slow Motion Food Film Fest Society amended MOU

Date: 2024-12-03 (016-2024 was at COW 2024-03-05)

Department: Planning & Economic Development



Update: The Deck construction has not yet begun; however, Staff have worked significantly with Devour! and their Architect to finalize details and are now reviewing the final aspects of the Development and Building Permits, to be issued ASAP for Spring 2025 construction. The attached letter from Devour! provides additional context.

Staff believe this is an important project to showcase our waterfront and provide public, accessible viewing and amenity space. This project has taken significant coordination but is relying on 3rd parties to complete the work.

DRAFT MOTION:

That Council approve the attached MOU amendment #2 with the Slow Motion Food Film Fest Society and direct the CAO to sign and execute this amendment.

Note: An amending agreement with the Rail Line owner was already enabled by Council and executed. Additionally, an agreement will accompany the Development Permit approval and will outline responsibilities and risk pertaining to Town infrastructure adjacent to the deck construction.

REQUEST FOR DECISION 057-2024 (update to RFD 016-2024)

Title: Slow Motion Food Film Fest Society amended MOU

Date: 2024-12-03 (016-2024 was at COW 2024-03-05)

Department: Planning & Economic Development



CAO COMMENTS

The CAO supports the recommendation of staff.

1) LEGISLATIVE AUTHORITY

Municipal Government Act

Town Policy 710-003 Grants to Organizations

2) STAFF RECOMMENDATION

Staff are recommending the approval of the second amendment request – these projects provide value to our downtown core, are well underway, and only the timing component is being amended.

3) REFERENCES AND ATTACHMENTS

1. Letter requesting extension from Devour!
2. Updated drawings for Devour! deck / submitted for DP and BP
3. Memorandum of Understanding (MOU) AMENDMENT #2
4. Original approvals and MOU: see RFD 035-2021 and RFD 004-2021 (attached)
5. Reference: RFD 016-2024 – March 2024 Timing Extension #1. See March 5, 2025 Committee of the Whole.

4) DISCUSSION

Note: See other reports (attached) on this topic for further background and information. This report is largely an update to RFD 016-2024 presented to Council in March 2024.

Since the onset of this request, Council has made public access and the public benefit of this request a priority. There was a recognition by Council that this is a significant request of public funds.

The deck is being located to accommodate future flood risk work and is being designed to be removed, if required, to accommodate sewer line repairs. A separate agreement is being drafted to outline project scope details and risks regarding the sewer line.

Various issues with Planning, Building and Engineering take time to work through. We had been working with the project Architect and now have a final set of plans that are being reviewed and will guide construction in 2025.

Updated drawings of deck and floor plan for the washroom are included here – the deck permit drawings are also attached.

Devour! Deck – updated drawings and renderings excerpt:

REQUEST FOR DECISION 057-2024 (update to RFD 016-2024)

Title: Slow Motion Food Film Fest Society amended MOU

Date: 2024-12-03 (016-2024 was at COW 2024-03-05)

Department: Planning & Economic Development



Regular operating and public use:



REQUEST FOR DECISION 057-2024 (update to RFD 016-2024)

Title: Slow Motion Food Film Fest Society amended MOU

Date: 2024-12-03 (016-2024 was at COW 2024-03-05)

Department: Planning & Economic Development



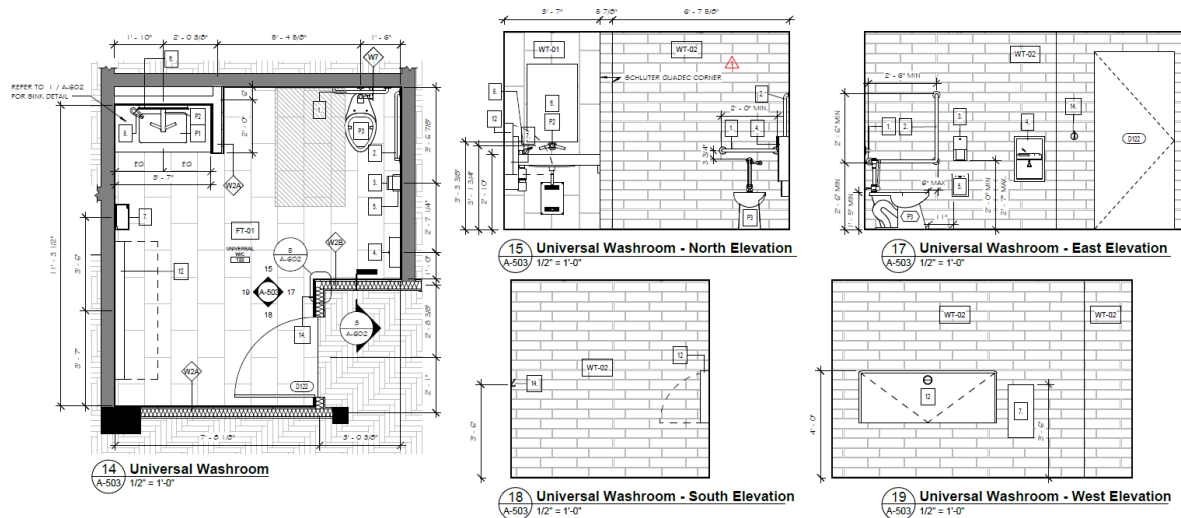
Event Activation scenario:



Department: Planning & Economic Development



Universal Public Bathroom drawings:



Finally, it should be noted that Staff have been working closely with the Town's legal counsel on preparing this amendment package.

5) FINANCIAL IMPLICATIONS

No change - \$50,000 has been provided. The other \$50,000 (for the deck) has not.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Covered under previous reports.

7) COMMUNICATION REQUIREMENTS

That the improvements funded through the MOU should be completed in 2025.

8) ALTERNATIVES

- Council does not approve the motion.

This MOU Amendment Agreement #2 is dated the ____ day of _____, 202__

BETWEEN:

Town of Wolfville (“Wolfville”)

- and -

Slow Motion Food Film Fest Society (“Devour!”)

WHEREAS:

- A. The parties entered into a Memorandum of Understanding dated July 8, 2021 (the “MOU”) under which Wolfville agreed to provide \$100,000 to Devour! towards the costs of renovations and constructing a large deck on the north side of the building at 360 Main Street, Wolfville, for the use of the patrons of Devour! and for use of the general public;
- B. In March 2024, a timing extension was granted by Council to complete the deck and washroom by December 31, 2024.
- C. The parties wish to amend the MOU a second time as set out in this MOU Amendment Agreement.

The parties agree as follows:

- 1. Unless stated otherwise, capitalized terms in this MOU Amendment Agreement have the same meaning as in the MOU.
- 2. Devour! shall complete the construction of the universal washroom on the main floor required by paragraph 2.1(h) of the MOU by no later than December 31, 2025.
- 3. Devour! shall complete the construction of the Deck by no later than December 31, 2025.
- 4. Except as amended by this MOU Amendment Agreement, the MOU remains in full force and effect.

Signed this ____ day of _____, 202__.

Town of Wolfville

Per: _____

Witness

Slow Motion Food Film Fest Society

Witness

Per: _____



A CENTRE FOR CULINARY & CULTURAL INNOVATION

Devin Lake

Town of Wolfville

Re: Slow Motion Food Film Fest Society (Devour!) – Project Update & Request for MOU Extension

November 25, 2025

**Slow Motion Food
Film Fest Society**

**Board of
Directors**

Gerald Walsh

Chair

Kevin Landry

Vice Chair

Nan MacDonald

Secretary

Blair Cook

Treasurer

Tyler Cameron

Diana Dibblee

Megan Hodges

Glenn Munro

Jeanne Saulnier

Martin Suter

Management Team

Michael Howell

Executive Director

Lia Rinaldo

Managing Director

Dear Devin,

Thank you for your continued support on our project between Devour! and the Town of Wolfville. We appreciate your assistance as we finalize the details.

We recently completed our most extensive renovation phase to date (Phase 3.2), which allowed us to make our main level operational in time for the festival this October. We are also pleased to announce that we have successfully constructed a fully equipped universal washroom on the main level, near the front entrance. This washroom meets CSA B651-18 standards and includes an adult changing table and emergency call systems. It has been open to the public during our events, including the recent festival and rentals like Diwali in the Valley and NS Music Week. While temporary wayfinding signage is currently in place, we are aiming to have a complete suite of signage by the end of 2025.

We understand that the washroom must remain accessible to the public during regular business hours and events. We plan to have retail tenants in the two front spaces by late Spring 2025, at which point the washroom hours will align with theirs. Until then, the area will remain an active construction site, and we must limit access for safety reasons.

Regarding our deck project, we have secured a donor and contractor, and we expect to complete this phase by summer 2025. We respectfully request an extension of our MOU timeline to December 31, 2025. This extension will help us avoid making further changes throughout the year due to potential labour or supply chain issues, as well as finalize negotiations with the Town concerning the scope of work for the sewer line, and the amended Rail Line Lease.

Attached are the latest deck drawings, including the structural drawings submitted for the permit application on September 26, 2024. We will forward the letter of intent from our deck donor/contractor as soon as it is available.

We look forward to addressing any questions at the Committee of the Whole Meeting on December 3rd.

Sincerely,

Michael Howell
Executive Director

Lia Rinaldo
Managing Director



IMAGE IS FOR REFERENCE ONLY, CONSTRUCTION SHALL BE AS PER TECHNICAL DRAWINGS THAT FOLLOW

DEVOUR PUBLIC TERRACE:

PROJECT DESCRIPTION

CONSTRUCTION OF NEW PUBLIC DECK / TERRACE. THIS STRUCTURE WILL BE DESIGNED AND BUILT TO SERVE AS AN ACCESSORY TO THE PUBLIC PARK AS WELL AS DEVOUR STUDIOS.



SHEET LIST - ARCHITECTURAL	
SHEET NUMBER	SHEET NAME
0 - Cover	
A-0	COVER SHEET & SPECIFICATIONS
200 - Floor Plans - New	
A-201	FLOOR PLAN & LIGHTING / POWER PLAN
A-202	ENLARGED DECK PLANS
300 - Elevations	
A-301	TERRACE ELEVATIONS & SECTIONS
A-302	RAILING ELEVATIONS & DETAILS
600 - Details	
A-601	DETAILS

SHEET LIST - STRUCTURAL	
SHEET NUMBER	SHEET NAME
STRUCTURAL	
S-001	STRUCTURAL SPECIFICATIONS & DETAILS
S-201	FOUNDATION & FRAMING - STRUCTURAL

DRAWING SYMBOLS:			
	ELEVATION IDENTIFICATION		SPOT ELEVATION IDENTIFICATION
	SHEET REF.		LIGHT FIXTURE IDENTIFICATION
	VIEW REF.		REVISION IDENTIFICATION
	GRID IDENTIFICATION		ALIGN SURFACE
	SECTION IDENTIFICATION		CENTERLINE
	DRAWING IDENTIFICATION		DIAMETER
	DETAILS IDENTIFICATION		PROPERTY MARKER
	ROOM IDENTIFICATION		UTILITY POLE
	LEVEL IDENTIFICATION		OVERHEAD UTILITY LINES
			NUMBERED NOTES
			NEW / PROPOSED GRADE
			APPROX. EXISTING GRADE

ABBREVIATION LEGEND:			
A.F.F.	ABOVE FINISHED FLOOR	F.O.F.	FACE OF FRAMING
BATT.	BATTING	F.P.R.	FIRE PROTECTION RATING
BD.	BOARD	F.R.R.	FIRE RESISTANCE RATING
B.F.	BARRIER FREE	GA.	GAUGE
B.H.	BULKHEAD	G.B.	GYPSPUM BOARD
B.O.	BOTTOM OF	G.C.	GENERAL CONTRACTOR
CLG.	CEILING	HT.	HEIGHT
C.H.	CEILING HEIGHT	HW.	HARDWARE
CLK.	CLARK	J.C.	JANITORS CLOSET
CONC.	CONCRETE	L.P.	LAMP POSTS
DEMO.	DEMOLITION	MAX.	MAXIMUM
DIA.	DIAMETER	MIN.	MINIMUM
DP.	DEPTH	N.B.C.	NATIONAL BUILDING CODE OF CANADA
DWGS.	DRAWINGS	N.I.C.	NOT IN CONTRACT
E.D.	EXTERIOR DOOR	No.	NUMBER
EQ.	EQUAL	O.C.	ON CENTER
EXT.	EXTERIOR	OCCUP.	OCCUPANCY
FIN.	FINISH	OWJ.	OPEN WEB JOIST
F.C.	FINISHED CEILING	PREP.	PREPARE
F.F.	FINISHED FLOOR	P.T.	PRESSURE TREATED
PTD.	PAINTED	QTY.	QUANTITY
RENO.	RENOVATION	R.O.	ROUGH OPENING
SEC.	SECONDS	S.I.P.	STRUCTURAL INSULATED PANEL
SPEC.	SPECIFICATIONS	S.F.	SQUARE FEET
SPP.	SPRUCE PINE FIR	SQ.M.	SQUARE METER
T&G.	TONGUE & GROOVE	T.B.D.	TO BE DETERMINED
TYP.	TYPICAL	U.S.	UNDERSIDE
U.N.O.	UNLESS NOTED OTHERWISE	W.C.	WATER CLOSET
W.	WITH		

SPECIFICATION INFORMATION:

DIVISION 2 - EXISTING CONDITIONS

DEMOLITION:

- CONTRACTOR IS RESPONSIBLE FOR IDENTIFICATION AND REMOVAL OF ALL HAZARDOUS MATERIALS PRESENT PRIOR TO DEMOLITION (ASBESTOS, LEAD, SILICA - MOLD)
- DEMOLITION SHALL NOT EFFECT ADJACENT STRUCTURES / PROVIDE BRACING AND UNDERPINNING AS REQUIRED
- TIME OF DEMOLITION TO BE COORDINATED WITH CLIENT / ARCHITECT PRIOR TO ANY WORK
- FOR PARTIAL DEMOLITION, IDENTIFY SUPPORTS AND PROVIDE TEMPORARY SUPPORTS AS REQUIRED

EXCAVATION:

- THE TRENCH OR EXCAVATION FOR FOOTING BED SHOULD BE LEVEL AND NOT OVER-EXCAVATED
- UNDISTURBED SOIL SHALL CONTAIN NO ORGANIC OR FROZEN MATERIAL; THE SURFACE OF THE SUB-GRADE SHALL BE SMOOTHLY GRADED TOWARD THE PERIMETER
- LOCAL UTILITY COMPANIES SHALL BE CONTACTED BEFORE EXCAVATION SHALL BEGIN. DIG TRENCH AT PROPER WIDTH AND DEPTH FOR LAYING PIPE, CONDUIT, OR CABLE. CUT TRENCH BANKS VERTICAL. IF POSSIBLE AND REMOVE STONES FROM BOTTOM OF TRENCH AS NECESSARY TO AVOID POINT-BEARING IF NO GEOTECHNICAL REPORTS ARE AVAILABLE.

DIVISION 3 - CONCRETE

TEMPORARY FORMWORK:

- FOR FORMWORK USE PLYWOOD PANELS IN LARGE SHEETS AND ARRANGE SO THAT THE FACE GRAIN IS PERPENDICULAR TO THE STUDS OR JOISTS
- DO NOT REMOVE FORMWORK AND FALSEWORK UNTIL THE CONCRETE HAS THOROUGHLY HARDENED AND IS OF SUFFICIENT STRENGTH TO SAFELY CARRY ITS OWN WEIGHT TOGETHER WITH CONSTRUCTION LOADS

CONCRETE REINFORCEMENT:

- SEE STRUCTURAL

CONCRETE FOUNDATIONS:

- SEE STRUCTURAL

CONCRETE FOOTINGS:

- SEE STRUCTURAL

NOTE: EXCAVATION REQUIRED FOR FOOTINGS IN AREAS NEAR TO EXISTING SEWER MAIN IS TO BE COMPLETED WITH CAUTION

DIVISION 4 - MASONRY

EXISTING MASONRY

- TO BE PROTECTED THROUGHOUT CONSTRUCTION

DIVISION 5 - METALS

MISCELLANEOUS METALS:

- PROVIDE SHOP DRAWINGS FOR ALL MISCELLANEOUS METALS ELEMENTS UNLESS NOTED OTHERWISE ALL INTERIOR MISCELLANEOUS METALS TO BE SHOP PRIMED READY FOR FINISH PAINT
- UNLESS NOTED OTHERWISE ALL EXTERIOR MISCELLANEOUS METALS TO BE HOT DIPPED GALVANIZED

STAIR NOSINGS:

- SAFETY STEP CANADA / ANTI-SLIP STAIR NOSING FOR OUTDOOR STAIRS - DURABLE ALUMINUM / MATTE BLACK / 36" x 2" / 18" / INSTALLED OVER ENTIRE LENGTH OF STAIR NOSING / AVOID CUTTING WHERE POSSIBLE

OR

- EQUIVALENT / SUBMIT SHOP DRAWINGS

DIVISION 6 - METALS (CONTINUED)

RAILING & GUARD RAIL METALS:

- PROVIDE SHOP DRAWINGS FOR ALL METAL FABRICATIONS
- DIMENSIONS ARE TO BE VERIFIED ONSITE PRIOR TO FABRICATION
- POSTS & RAILINGS TO BE 2" DIAMETER TYPE 316 STAINLESS STEEL, WHERE USED IN CONJUNCTION WITH CABLE INFILL STAINLESS STEEL TUBES ARE TO HAVE A MINIMUM OF 1/4" WALL THICKNESS
- GRIND WELDS SMOOTH

PROVIDE MOCK UP OF SLEEVE & POST FOR DEMOUNTABLE RAILING FOR APPROVAL PRIOR TO FABRICATION OF REMAINDER

EXPOSED FASTENERS TO MATCH FINISH AND BE COMPATIBLE WITH MATERIAL THROUGH WHICH THEY PASS

WHERE POSSIBLE FIT AND SHOP ASSEMBLE WORK, READY FOR ERECTION.

CABLE RAILING INFILL:

- BEDDING / 102 SERIES KIT INSTALLED AS PER MANUFACTURERS SPECIFICATION

OR

- EQUIVALENT (SUBMIT SHOP DRAWINGS)

RAILING MOUNTING:

EXTERIOR WALL MOUNTED:

- RICHELIEU / ROUND WALL MOUNTED BRACKET WITH ADJUSTABLE HEIGHT & ANGLE / PRODUCT # HRI 067335000 / 70 / 316 STAINLESS / 40mm - 80mm HEIGHT / FOR 50.8mm (2" Ø) TUBE RAILINGS / SPACED 48" O.C. MAX.

OR

- EQUIVALENT - SUBMIT SHOP DRAWINGS.

POST MOUNTED:

- 3/75" Ø / 316 GRADE / STAINLESS STEEL / WELDED @ EVERY POST / SEE DETAILS FOR DIMENSIONS

DIVISION 8 - WOOD, PLASTICS, COMPOSITES

DIMENSIONAL LUMBER:

- ALL LUMBER TO BE SPPY GRADE 2 OR BETTER / CONTACT STRUCTURAL ENGINEER IF USING SELECT STRUCTURAL
- ALL LUMBER MUST MEET CSA STANDARDS CAN/CSA-O141 / SOFTWOOD LUMBER AND CSA-066 ENGINEERING DESIGN IN WOOD - LIMIT STATES DESIGN

PREFAB WOOD COMPONENTS:

- SUPPLIER TO PROVIDE SHOP DRAWINGS STAMPED BY AN ENGINEER LICENSED TO PRACTICE IN THE PROVINCIAL JURISDICTION OF THE WORK.

PRESSURE TREATED LUMBER

- MUST MEET CAN/CSA-0325 CONSTRUCTION SHEATHING STANDARD

EXTERIOR STRUCTURE:

- SIZES OF DECK STRUCTURE CAN BE FOUND IN CONSTRUCTION DETAILS IN DRAWING SET / ALL COMPONENTS MUST MEET CAN/CSA 060 WOOD PRESERVATION

EXTERIOR WOOD TRIM:

- EXTERIOR JOISTS, BEAMS AND POSTS TO BE PRESSURE TREATED UNLESS NOTED OTHERWISE
- CONFIRM WITH CLIENT IF USING WOOD OR PVC TRIM / SPEC MANUFACTURER & PROFILES
- 1" x 1" WOOD TRIM TO BE STAINED BLACK
- WINDOW & DOOR HEADER TRIM

METAL FASTENINGS / HANGERS:

- ALL HANGERS / FASTENERS ARE TO BE OF HOT DIPPED GALVANIZED TYPE / SEE STRUCTURAL FOR ADDITIONAL SPECIFICATIONS

DECKING:

- TREX 146 COMPOSITE DECKING
- TRANSCEND / LINEAGE / COLOUR: ISLAND MIST / PROFILE: GROOVED EDGE
- HIDDEN FASTENER INSTALLATION / WHERE HIDDEN FASTENER INSTALLATION IS NOT POSSIBLE, COUNTER SINK AND PLUG HOLES WITH MATERIAL TO MATCH BOARDS (AS PER MANUFACTURERS SPEC.
- ADDITIONAL PROFILES FROM SAME MANUFACTURER / COLOUR TO MATCH DECKING

DIVISION 7 - THERMAL & MOISTURE PROTECTION

JOIST TAPE:

- RESISTO JOIST GUARD FOR DECKING

OR

- EQUIVALENT

DIVISION 10 - SPECIALTIES

SIGNAGE:

- BY OTHERS

ART DISPLAYS:

- BY OTHERS

DIVISION 12 - FURNISHINGS

BY OTHERS

DIVISION 23 - HEATING, VENTILATING & AIR CONDITIONING

- REFER TO M&E

DIVISION 26 - ELECTRICAL

- REFER TO ELECTRICAL

- REFER TO CEILING PLANS FOR FIXTURE LOCATIONS

DIVISION 27 - COMMUNICATIONS

- REFER TO M&E

DIVISION 31 - EARTHWORK

- REFER TO LANDSCAPE DESIGN PACKAGE

DIVISION 32 - EXTERIOR IMPROVEMENTS

TACTILE WARNING SURFACING

KNEXUS / ACCESS TILE / SURFACE MOUNT / COLOUR: BLACK / 12x12" / COLOUR MATCHED MOUNTING HARDWARE / INSTALL AS PER MANUFACTURERS SPECIFICATION

OR

EQUIVALENT - SUBMIT SHOP DRAWINGS

NOTE: GENERAL CONTRACTOR IS TO PROVIDE INSTRUCTIONS FOR CONTINUED CARE AND MAINTENANCE OF SURFACE MOUNTED TACTILE WALKING SURFACE INDICATORS FOR CLIENTS USE.

FENCE GATE HARDWARE:

LATCH:

- RICHELIEU / HEAVY DUTY GATE LATCH - 300 / MODEL #: 300FBR / BLACK

OR

EQUIVALENT / SUBMIT SHOP DRAWINGS

PAVERS

SHAW BRICK / CLAY PAVERS / COLOUR: MANGANESE / 8" L x 4" W, x 2.375" H. / HERRINGBONE LAYOUT

OR

EQUIVALENT / SUBMIT SHOP DRAWINGS

GENERAL NOTES:

1. CONTRACTOR MUST VERIFY ALL DRAWINGS WITH ON SITE CONDITIONS REPORTING ANY DISCREPANCIES TO ARCHITECT BEFORE PROCEEDING WITH WORK.
2. ANY DISCREPANCIES FOUND IN DRAWINGS SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY BEFORE PROCEEDING FURTHER WITH THE WORK.
3. DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION UNTIL SIGNED BY THE ARCHITECT.
4. DO NOT SCALE FROM THE DRAWINGS.
5. ALL WORK IS TO CONFORM TO THE NATIONAL BUILDING CODE OF CANADA AND ALL APPLICABLE LOCAL CODES AND BY-LAWS.
6. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE LABOUR AND HEALTH AND SAFETY LAWS AND REGULATIONS OF THE AUTHORITY HAVING JURISDICTION.

1	RE-ISSUED FOR PERMIT & CONSTRUCTION	2024-09-13
	RAIL TRAIL SCOPE OF WORK CHANGE	2024-07-15
	ISSUED FOR PERMIT	2024-05-17
	COURTESY PAD LOCATION COORDINATION	2024-05-03
REVISION	Description	Date Issued

OTHER CONSULTANT'S STAMP

ARCHITECT'S STAMP



Devour Public Terrace

360 Main St, Wolfville, NS

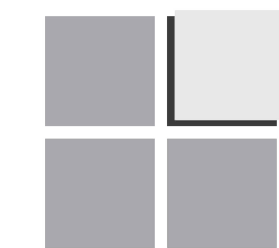
DRAWING SET: Construction Documents

PROJECT #: 2021-335-02

DATE: 2024-09-13

Devour Public Terrace

360 Main St, Wolfville, NS B4P 1C9



Architecture for rural communities

VINCENT DEN HARTOG Architect

176 Main Street, Wolfville, Nova Scotia, B4P 1C1 Tel: 902 542-4194
Email: info@denhartogarchitect.com Website: www.denhartogarchitect.com

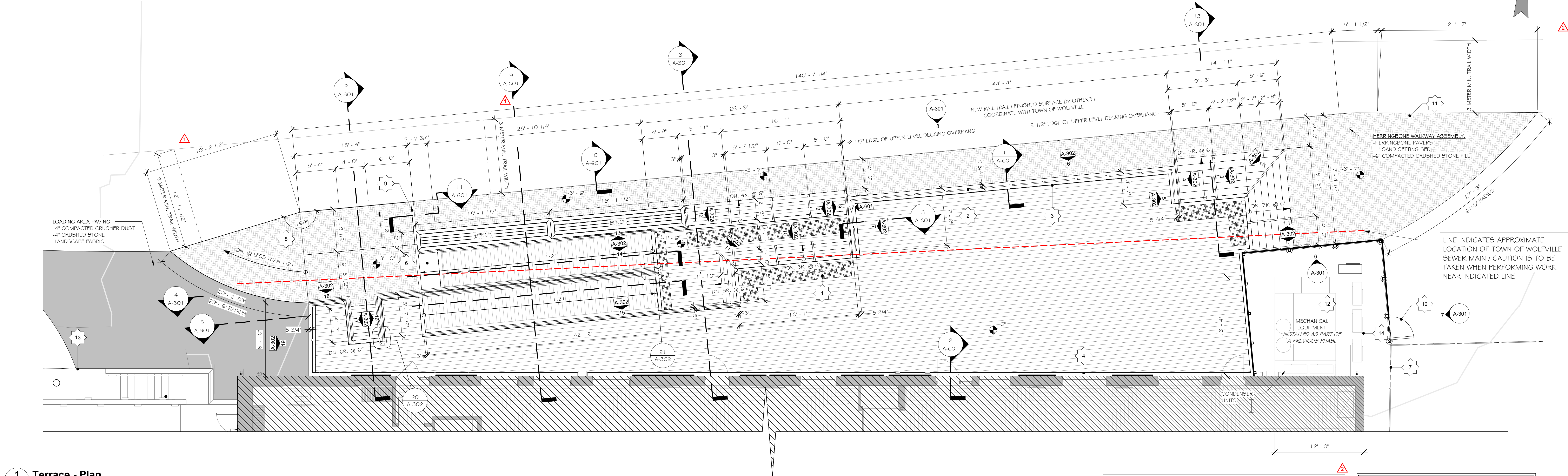
COVER SHEET & SPECIFICATIONS

SCALE: As indicated

Drawn By: J.S.

Checked By: VDH

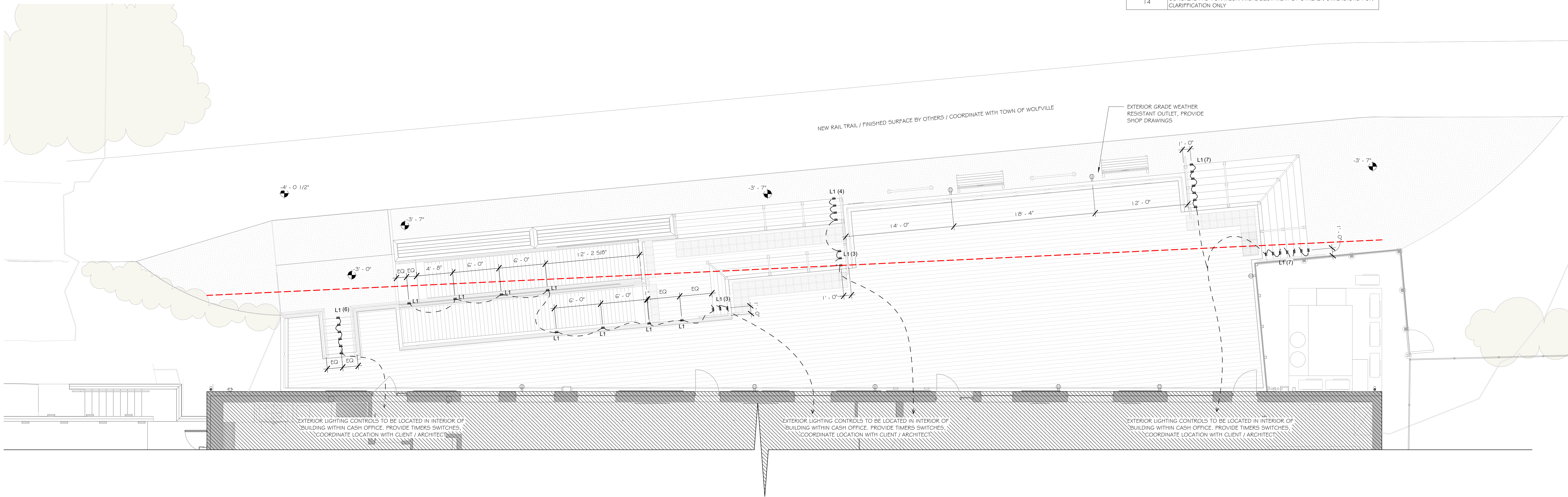
A-0



1 Terrace - Plan
A-201/ 3/16" = 1'-0"

ENLARGED PLAN NOTES	
No.	Contents
1	TACTILE WALKING SURFACE INDICATORS / INSTALLED 1 1/2" FROM EDGE OF STAIR / SEE SPEC.
2	(2) PERIMETER 1x6 COMPOSITE DECKING BOARDS @ DEMOUNTABLE GUARD RAILS
3	DECKING ORIENTATION IN LINE WITH FRONT OF DECK AS INDICATED
4	(1) PERIMETER 1x6 COMPOSITE DECKING BOARD UNLESS NOTED OTHERWISE
5	...NOTE REMOVED...
6	CONCRETE FOOTING @ BASE OF RAMP / BROOMED FINISH PERPENDICULAR TO PATH OF TRAVEL
7	EXISTING FENCE TO REMAIN / PROTECT THROUGHOUT CONSTRUCTION
8	HERRINGBONE PAVERS / SEE SPEC.
9	EXTEND CONCRETE EDGE UP SLOPED WALK
10	FENCE GATE
11	LEVEL TRANSITION TO ADJACENT GRADE
12	PROTECT EXISTING MECHANICAL EQUIPMENT THROUGHOUT CONSTRUCTION
13	LOADING AREA PAVING TO EXTEND TO NEW BASEMENT ENTRY STAIR / NEW RAIL TRAIL
14	CONCRETE PAD FOR MECHANICAL EQUIPMENT BY OTHERS / DIMENSIONS FOR CLARIFICATION ONLY

ENLARGED PLANS NOTES:	
ELEVATION POINTS INDICATE TOP OF DECKING UNLESS NOTED OTHERWISE	
ELEVATION POINTS ARE RELATIVE TO TOP OF DECK / TOP OF DECK TO BE LOCATED 1/4" BELOW DEVOUR MAIN BUILDING FINISHED FLOOR LEVEL	



2 Terrace Plan - Lighting
A-201/ 3/16" = 1'-0"

LIGHTING LIST:	
L1	BASIS OF DESIGN / KUZCO / SONIC / ER3003 / BLACK / EQUIVALENT SUBMIT SHOP DRAWINGS

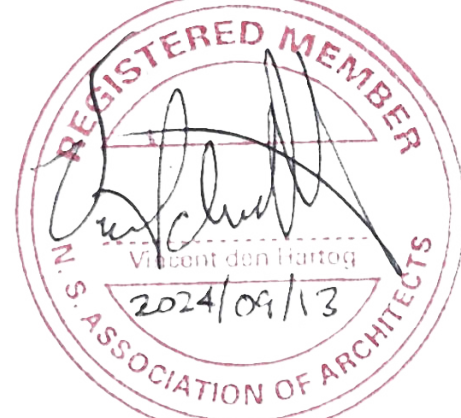
ELECTRICAL SYMBOLS LEGEND	
	WALL SCONCE
	FLOOR OUTLET - DUPLEX
	110 (120V) ELECTRICAL OUTLET
	EXTERIOR RATED / SUBMIT SHOP DRAWINGS
ELECTRICAL NOTES:	
- ELECTRICIAN IS RESPONSIBLE TO ENSURE COMPLETED INSTALLATION MEETS ALL REQUIREMENTS OF ELECTRICAL CODE	
- OUTLETS @ 10' A.P.F., SWITCHES @ 40' A.P.F., / ALL MEANING TOP OF BOX	
- SWITCHES, / LOCATED IN CASH OFFICE OF DEVOUR BUILDING / COORDINATE WITH CLIENT FOR EXACT LOCATION	
- SWITCHES COMPLETE WITH PROGRAMMABLE TIMER	
- ALL EXTERIOR ELECTRICAL WIRING IS TO BE RUN IN APPROPRIATE CONDUIT	

- GENERAL NOTES:
- CONTRACTOR MUST VERIFY ALL DRAWINGS WITH ON SITE CONDITIONS REPORTING ANY DISCREPANCIES TO ARCHITECT BEFORE PROCEEDING WITH WORK.
 - ANY DISCREPANCIES FOUND IN DRAWINGS SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY BEFORE PROCEEDING FURTHER WITH THE WORK.
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RE-ISSUED FOR PERMIT & CONSTRUCTION	2024-09-13
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1 RAIL TRAIL SCOPE OF WORK CHANGE	2024-07-15
ISSUED FOR PERMIT	2024-05-17
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Revision	Description Date Issued

OTHER CONSULTANT'S STAMP

ARCHITECT'S STAMP



Devour Public Terrace
360 Main St, Wolfville, NS

DRAWING SET:
Construction Documents

PROJECT #: 2021-335-02
DATE: 2024-09-13

Devour Public Terrace
360 Main St, Wolfville, NS B4P 1C9

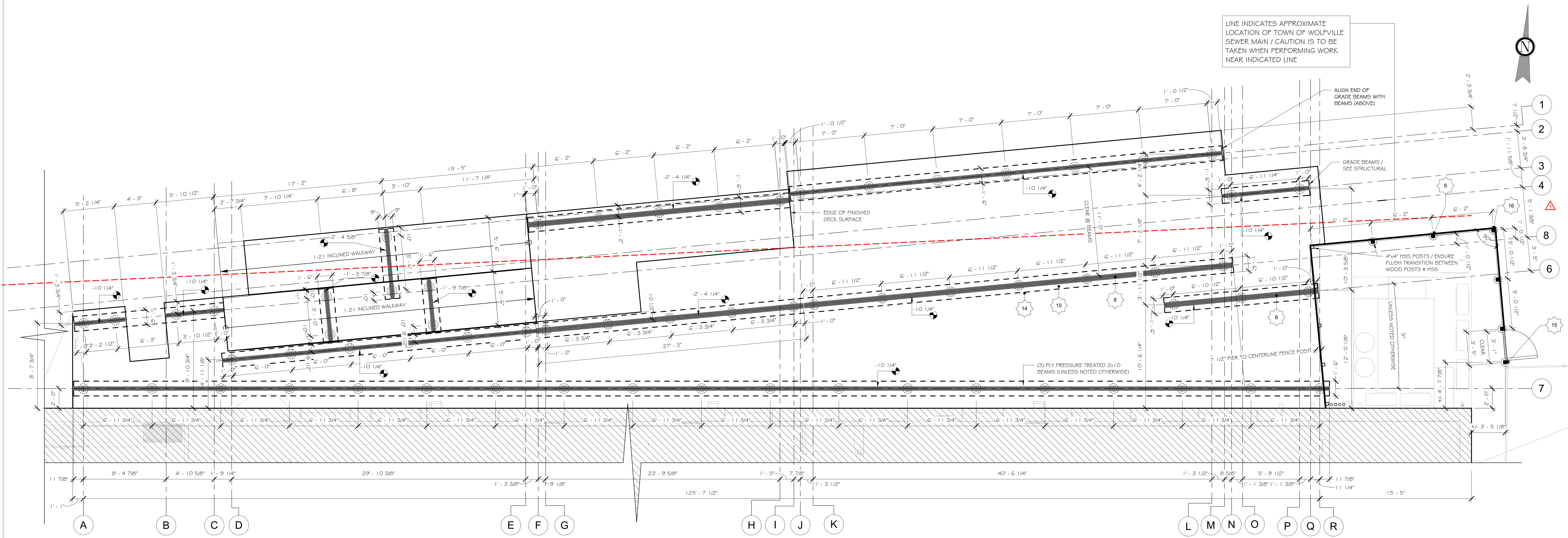
VINCENT DEN HARTOG
Architect
Architecture for rural communities

176 Main Street, Wolfville, Nova Scotia, B4P 1C1 Tel: 902.542.4194
Email: info@denhartogarchitect.com Website: www.denhartogarchitect.com

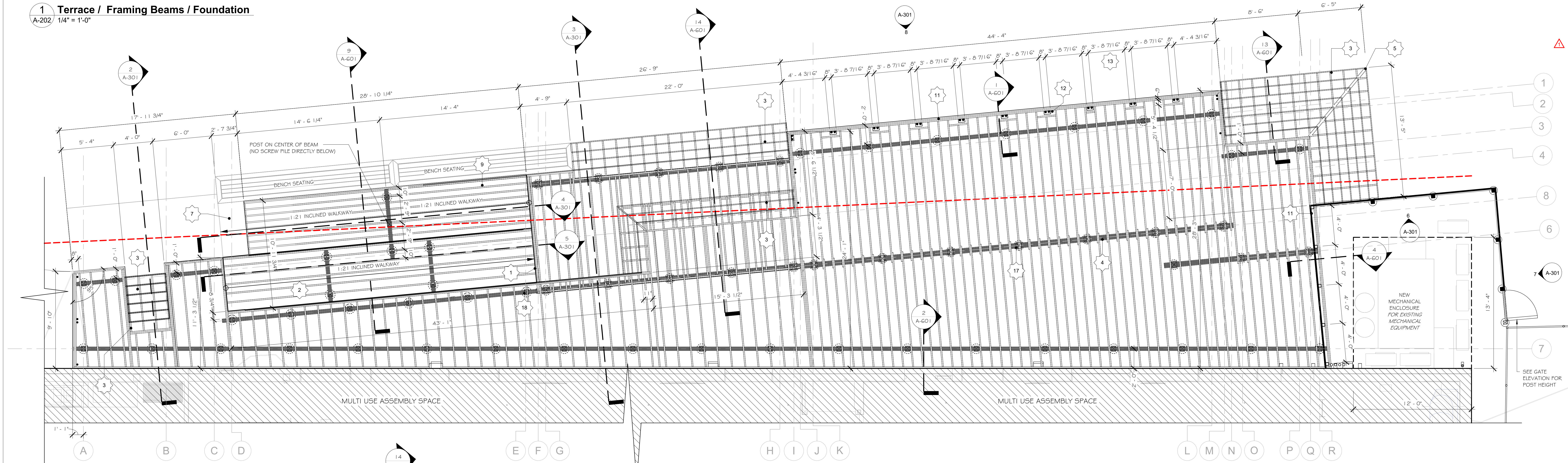
FLOOR PLAN & LIGHTING /
POWER PLAN

SCALE: As indicated
Drawn By: J.S.
Checked By: VDH

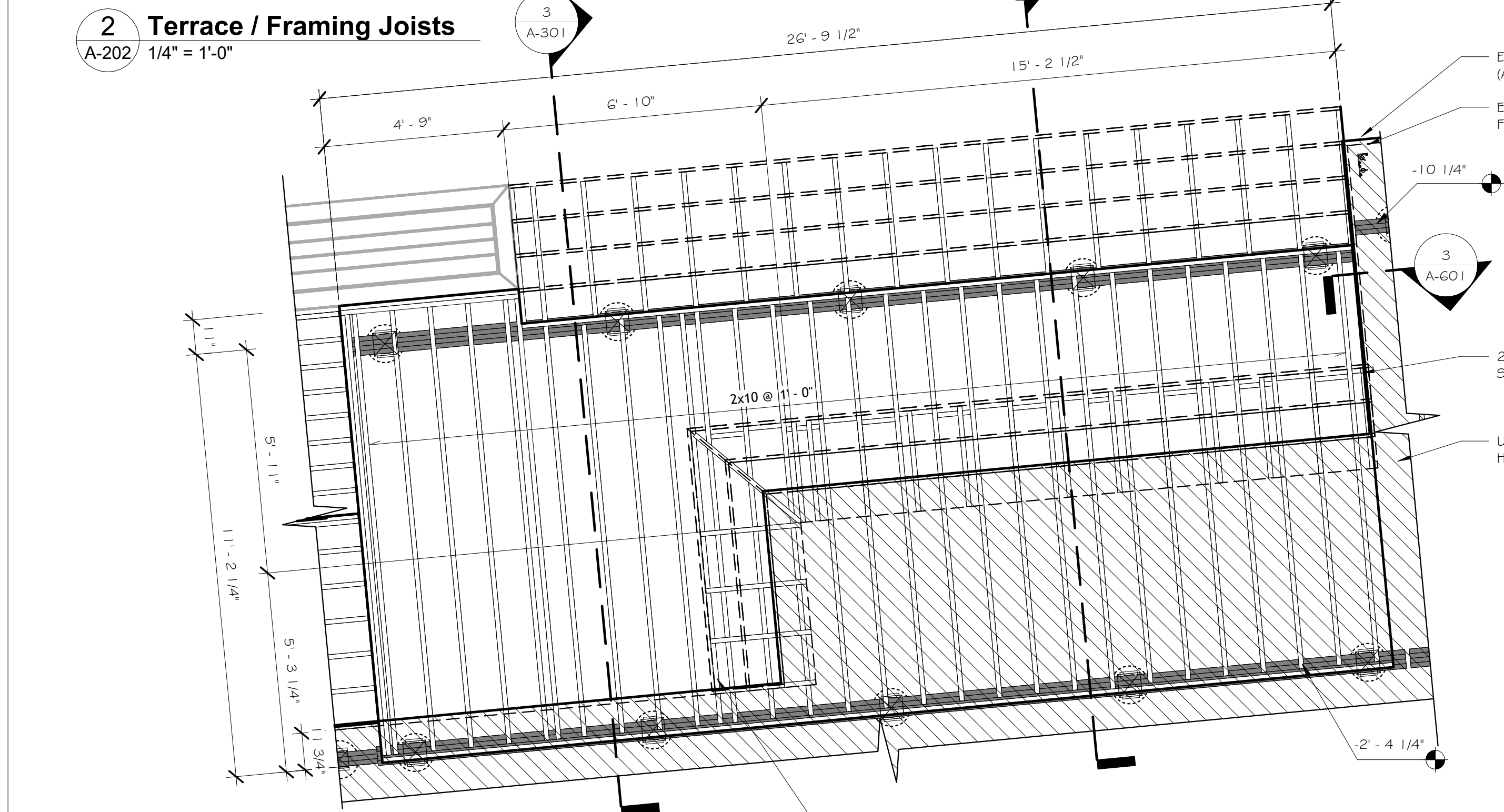
A-201



1 Terrace / Framing Beams / Foundation
A-202 1/4" = 1'-0"

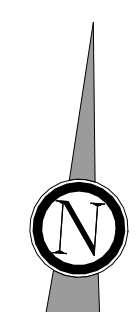


2 Terrace / Framing Joists
A-202 1/4" = 1'-0"



3 Intermediary Landing - Callout
A-202 3/8" = 1'-0"

LINE INDICATES APPROXIMATE
LOCATION OF TOWN OF WOLFVILLE
SEWER MAIN / CAUTION IS TO BE
TAKEN WHEN PERFORMING WORK
NEAR INDICATED LINE

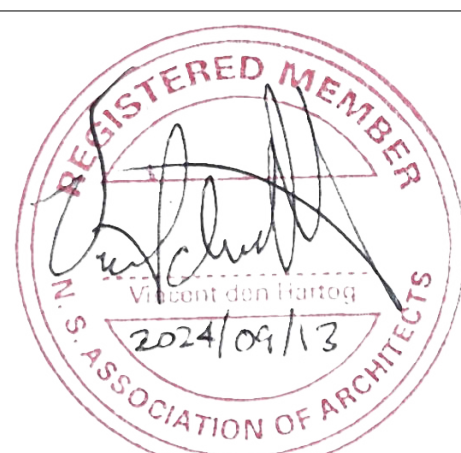


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	RE-ISSUED FOR PERMIT & CONSTRUCTION	2024-09-13
1	MECHANICAL AREA REVISION	2024-07-15
	ISSUED FOR PERMIT	2024-05-17
	COURTESY PAD LOCATION COORDINATION	2024-05-03
REVISION	Description	Date Issued

OTHER CONSULTANT'S STAMP

ARCHITECT'S STAMP



Devour Public Terrace
360 Main St, Wolfville, NS

DRAWING SET:
Construction Documents

PROJECT #: 2021-335-02
DATE: 2024-09-13

Devour Public Terrace
360 Main St, Wolfville, NS B4P 1C9

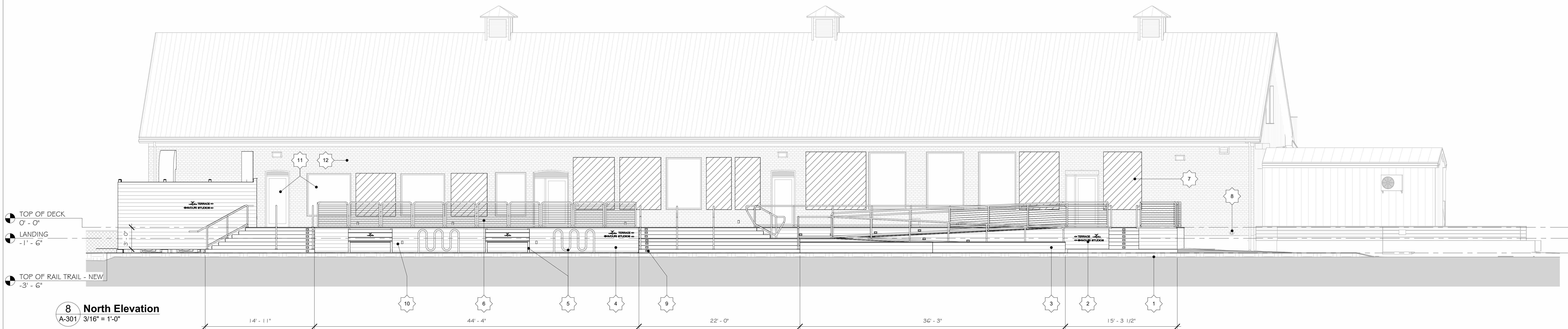
Architecture for rural communities
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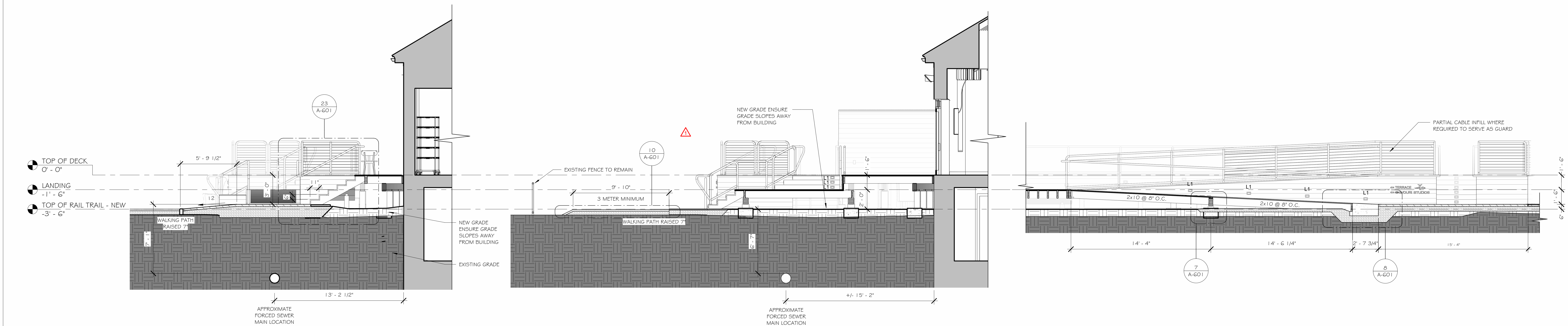
ENLARGED DECK PLANS

SCALE: As Indicated
Drawn By: J.S.
Checked By: VDH

A-202



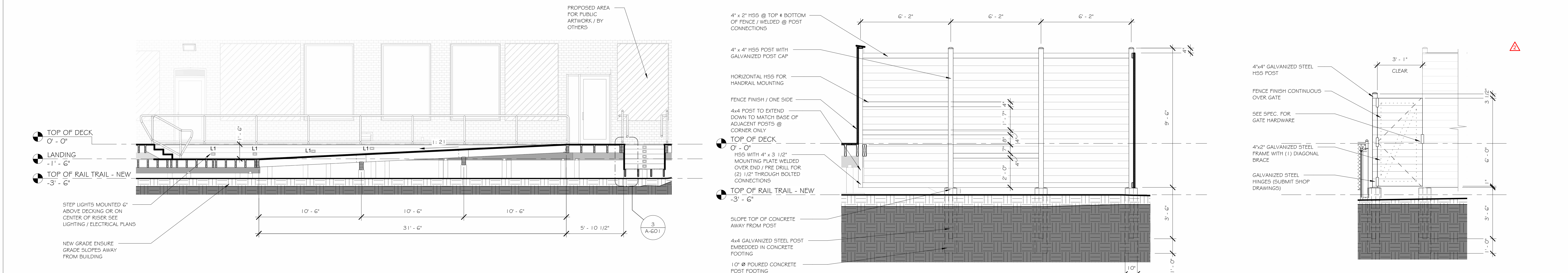
ELEVATION NOTES	
No.	Contents
1	COORDINATE ALTERATIONS TO GRADE WITH TOWN OF WOLFVILLE
2	SIGNAGE (BY OTHERS)
3	BENCH CLAD IN DECKING TO MATCH MAIN DECKING FINISH
4	DECK WALLS CLAD IN DECKING TO MATCH REMAINDER OF DECK
5	BIKE RACKS & BENCHES BY OTHERS
6	DEMOUNTABLE GUARDS @ FRONT EDGE OF DECK
7	INDICATED AREA FOR POTENTIAL FUTURE ART DISPLAYS (BY OTHERS)
8	ACCESS TO FIRE DEPARTMENT CONNECTION TO BE MAINTAINED THROUGHOUT CONSTRUCTION
9	STEP LIGHTS / SEE ELECTRICAL PLANS
10	OUTLETS MOUNTED IN DECK WALLS SEE ELECTRICAL PLANS
11	PROTECT WINDOWS @ DOORS THROUGHOUT CONSTRUCTION / HOARD OVER INTERIOR OF DOORS TO PREVENT PUBLIC ACCESS DURING CONSTRUCTION
12	PROTECT EXISTING MASONRY THROUGHOUT CONSTRUCTION



2 Section - 01 (Stair + Hardsurface)
A-301 / 1/4" = 1'-0"

3 Landing Cross Section
A-301 / 1/4" = 1'-0"

4 Lower Ramp Section
A-301 / 1/4" = 1'-0"



5 Upper Ramp & Landing Section
A-301 / 1/4" = 1'-0"

6 Handrail Elevation (1) - Wall Mounted1
A-301 / 3/8" = 1'-0"

7 Mechanical Area Gate Elevation
A-301 / 3/8" = 1'-0"

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ISSUED FOR PERMIT	2024-05-17
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REVISION	Description	Date Issued
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360 Main St, Wolfville, NS

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Construction Documents

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Devour Public Terrace
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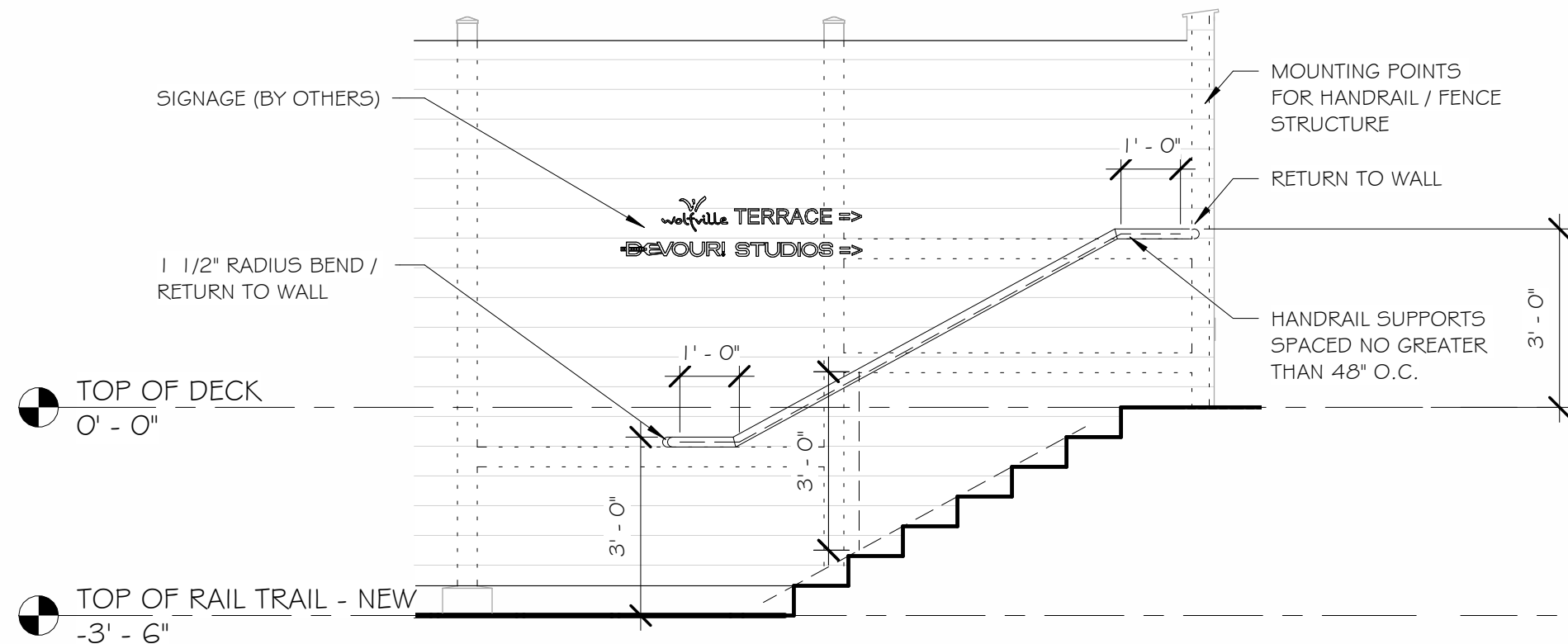


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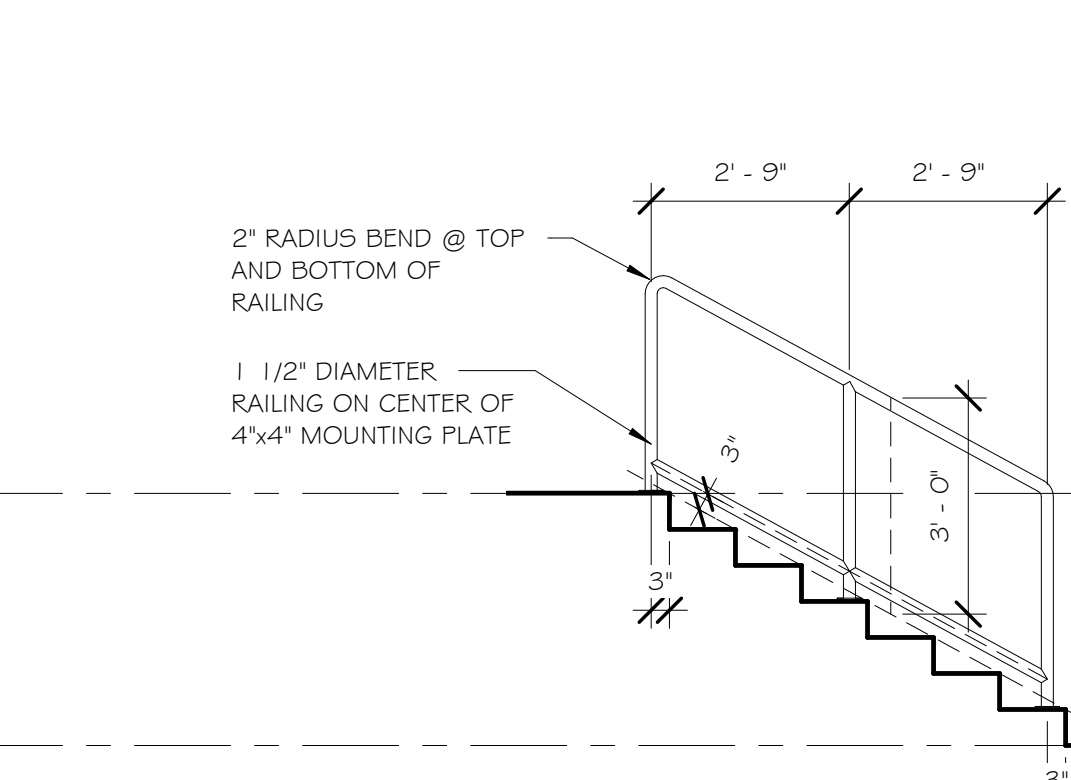
TERRACE ELEVATIONS & SECTIONS

SCALE: As Indicated
Drawn By: J.S.
Checked By: VDH

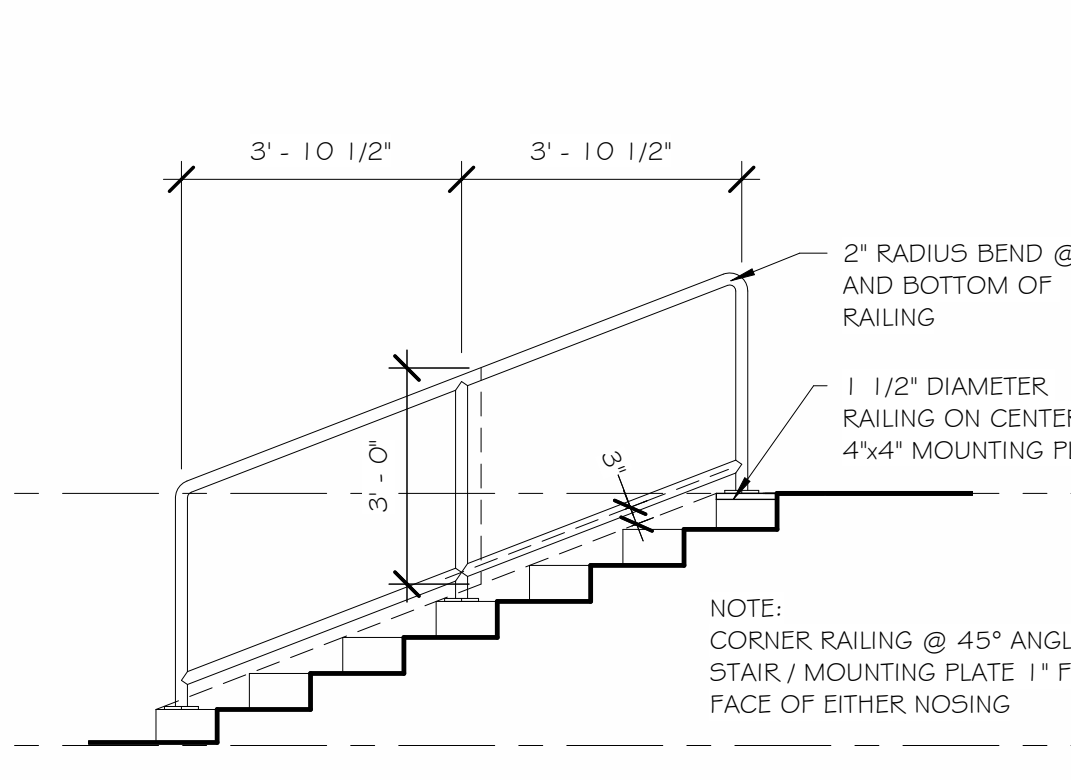
A-301



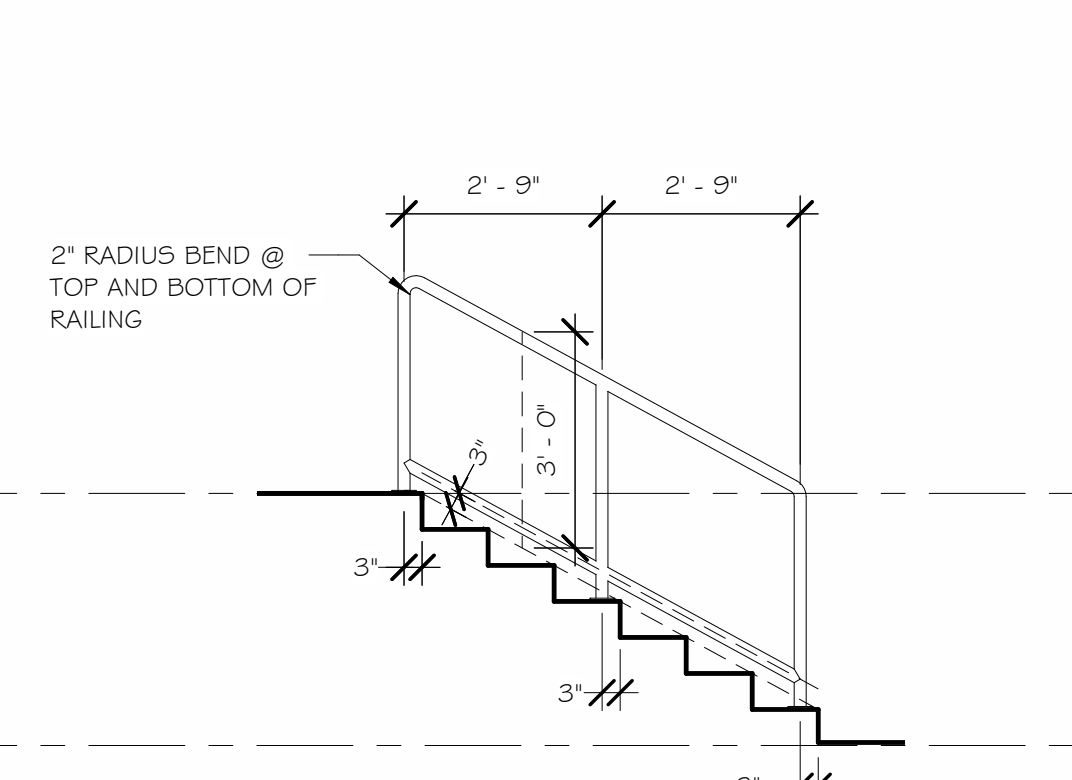
1 Handrail Elevation (1) - Wall Mounted
A-302 3/8" = 1'-0"



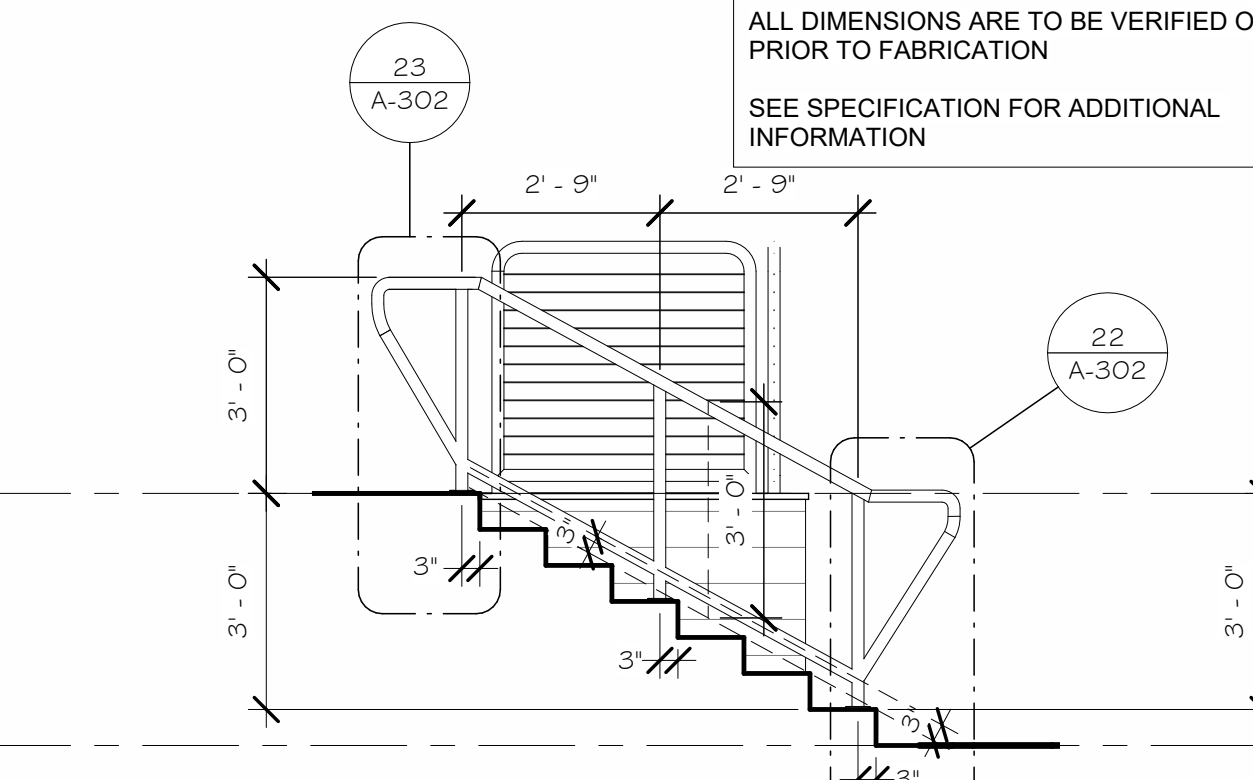
1.1 Handrail Elevation (1.1) - Stair Mounted
A-302 3/8" = 1'-0"



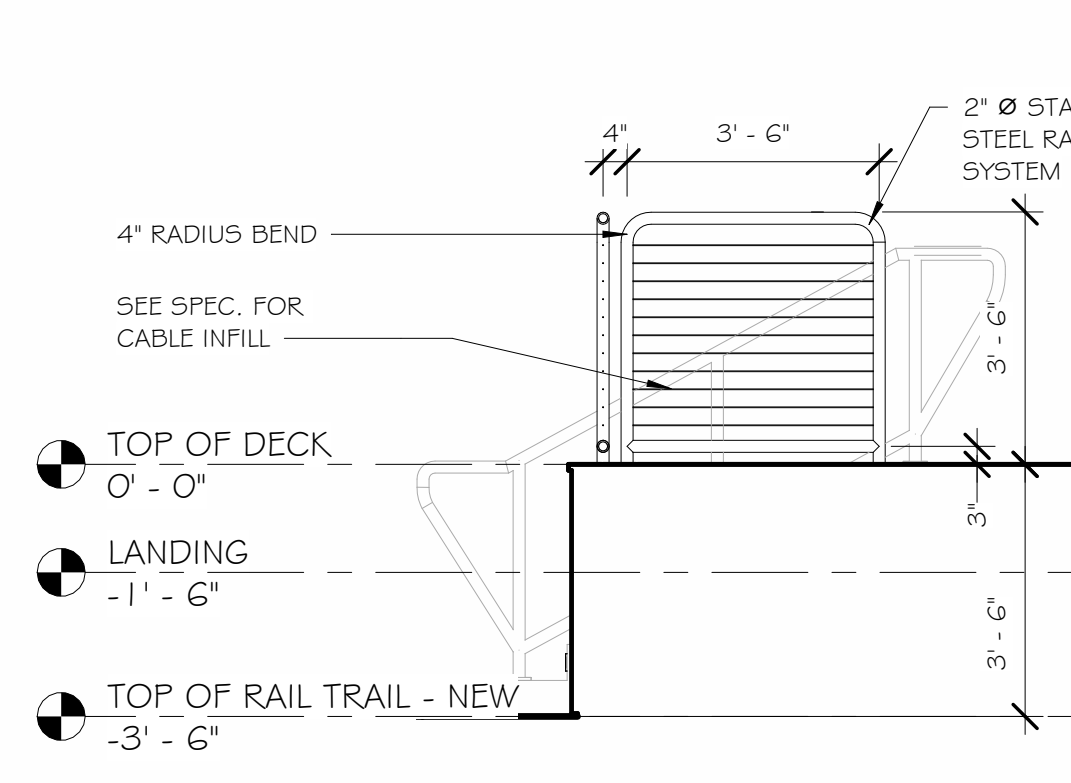
2 Handrail Elevation (2) - Corner / Stair Mounted
A-302 3/8" = 1'-0"



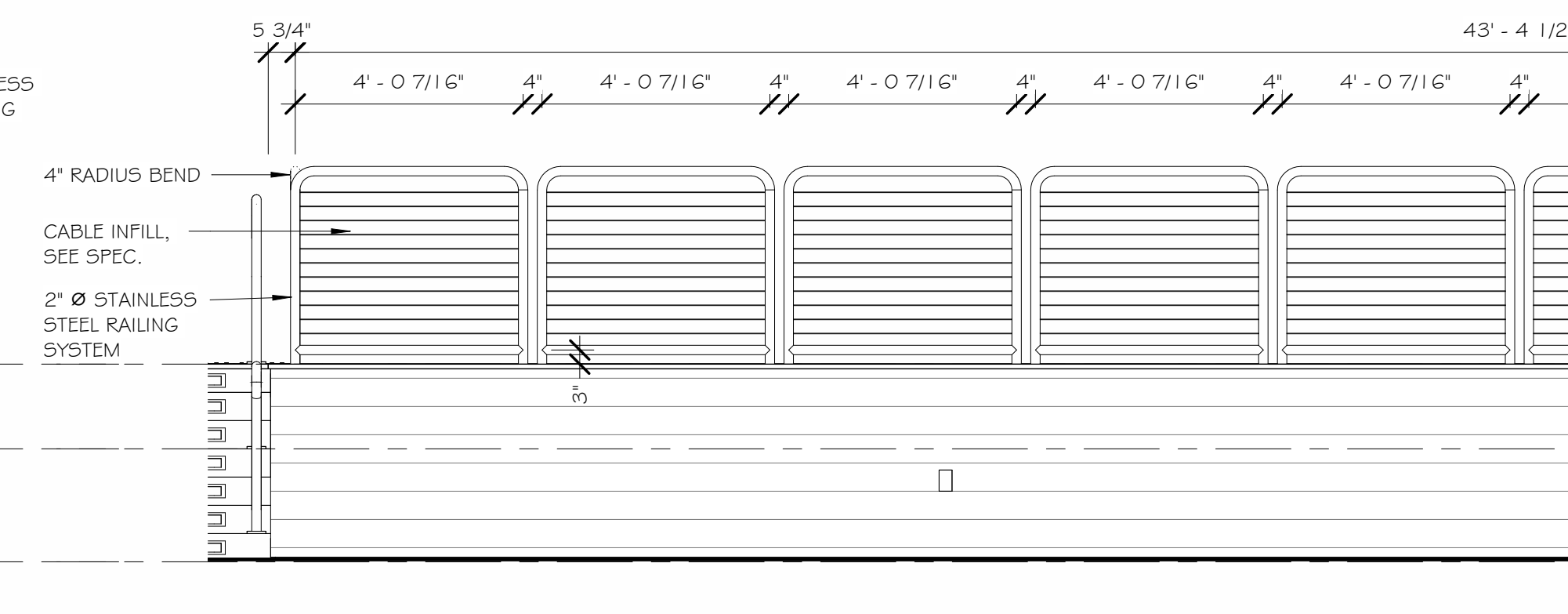
3 Handrail Elevation (3) - Stair Mounted
A-302 3/8" = 1'-0"



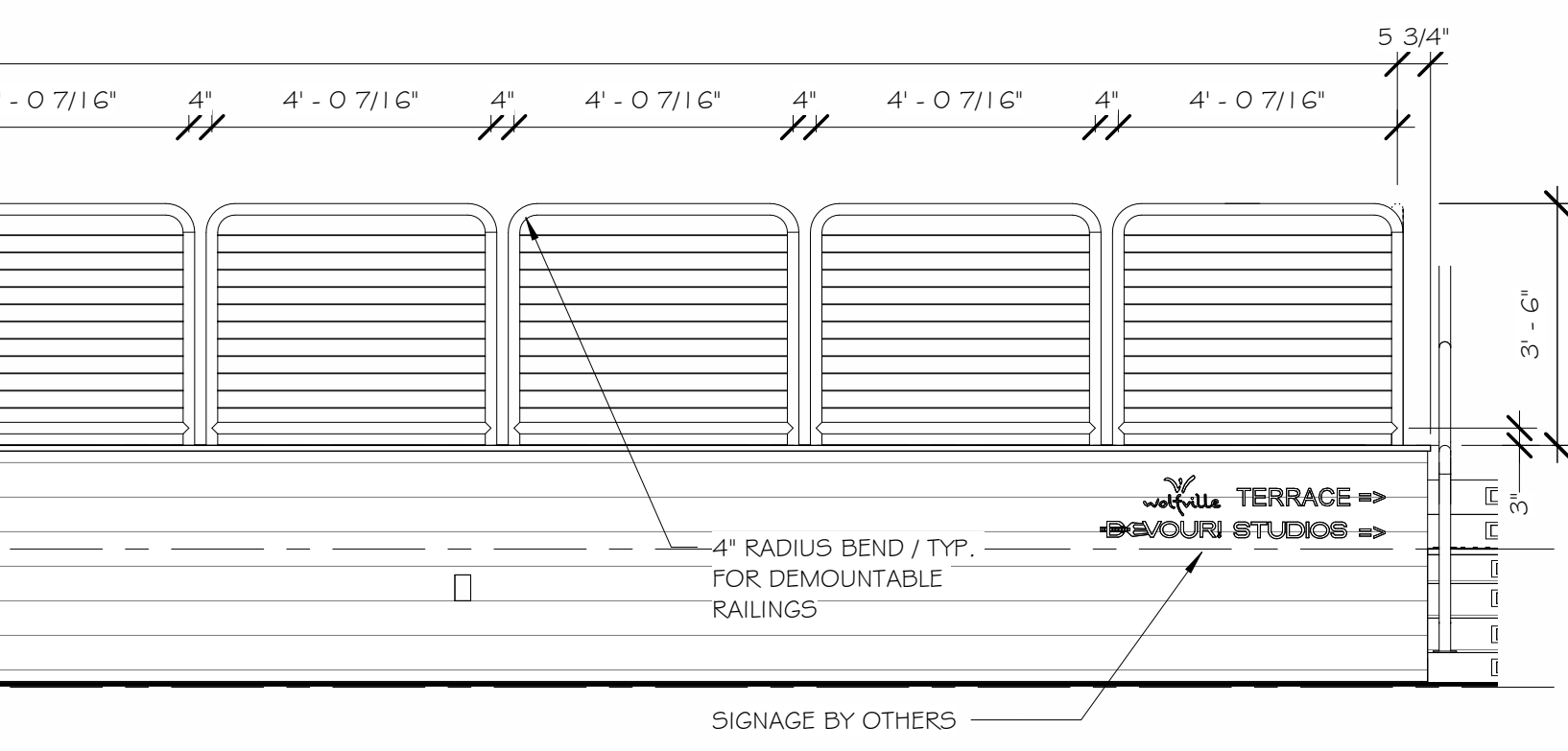
4 Handrail Elevation (4) - Stair Mounted
A-302 3/8" = 1'-0"



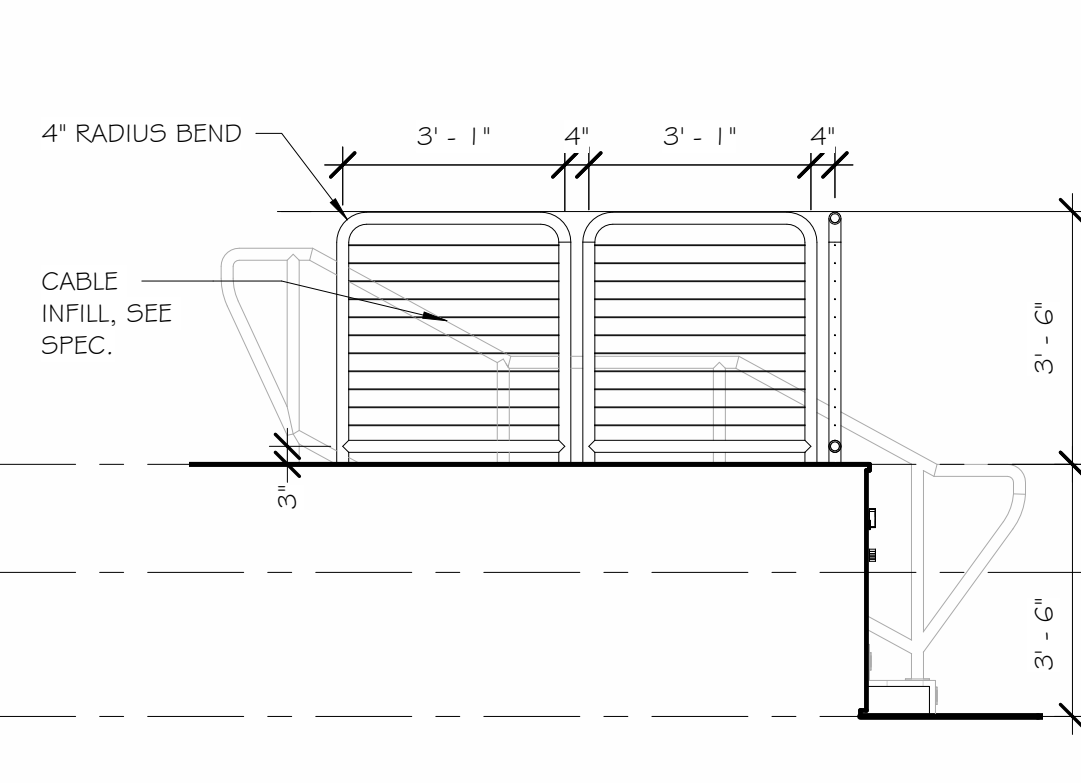
5 Guard Rail Elevation (5) - Demountable
A-302 3/8" = 1'-0"



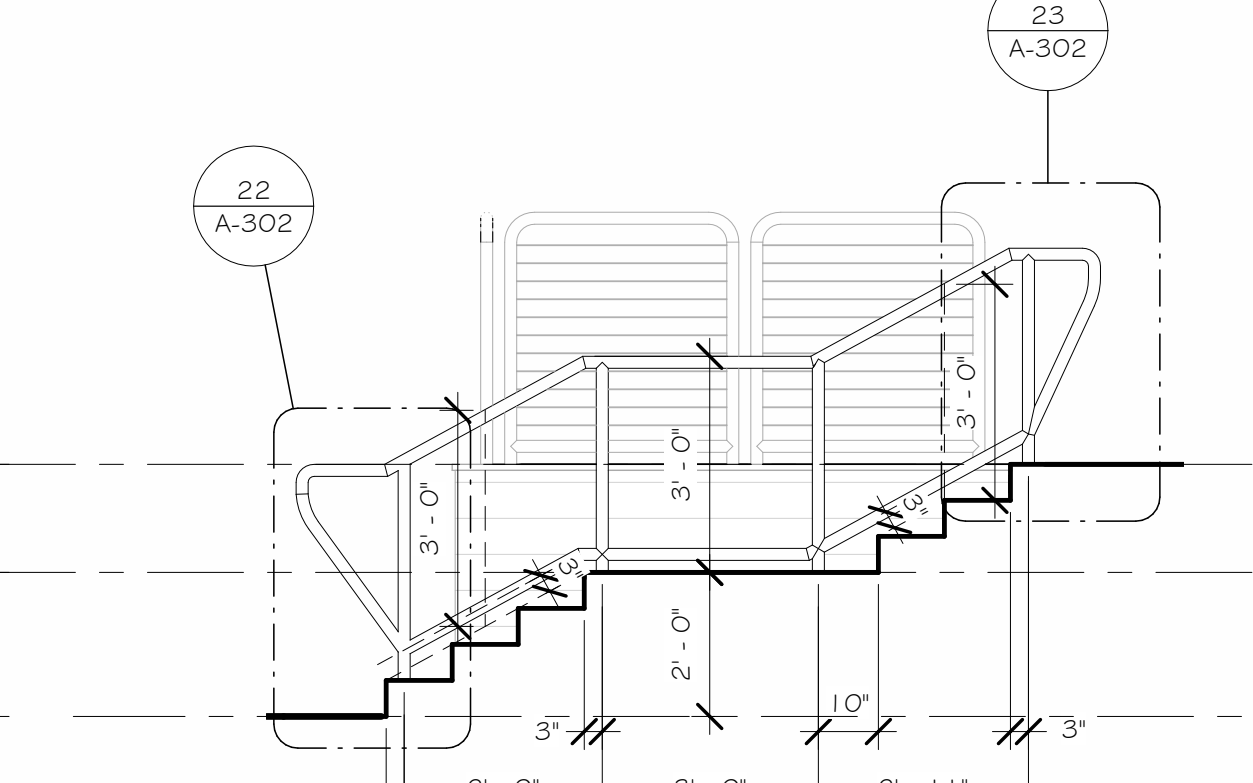
6 Guard Rail Elevation (6) - Demountable
A-302 3/8" = 1'-0"



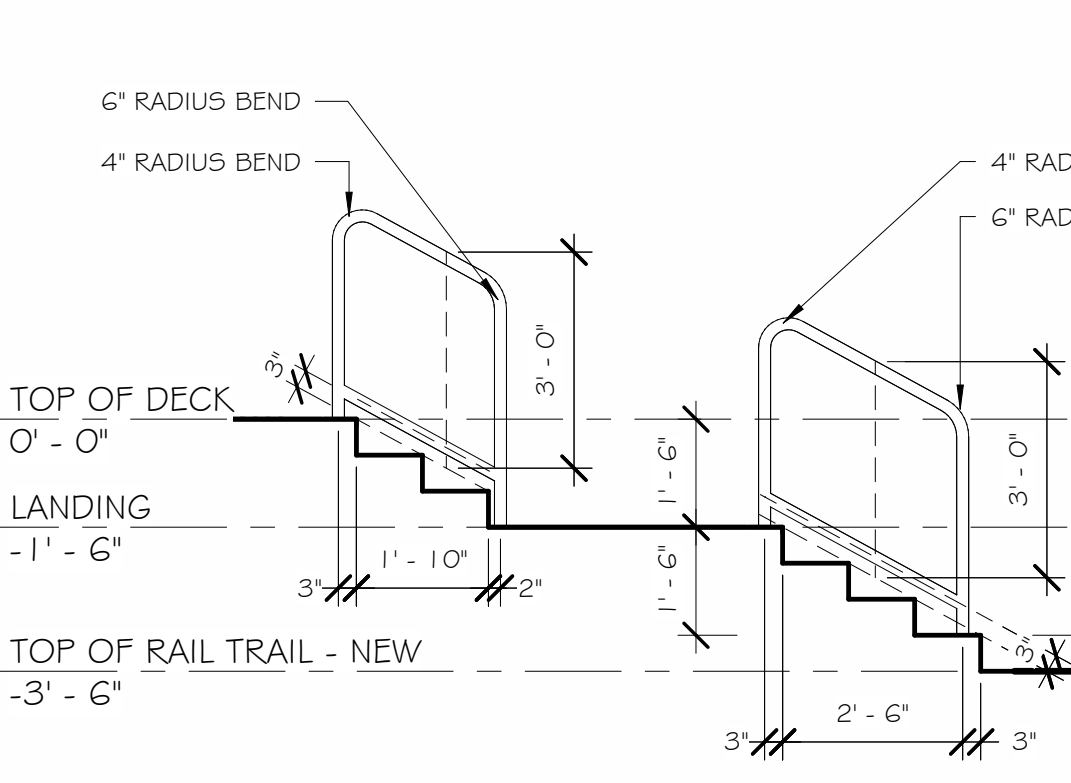
7 Guard Rail Elevation (7) - Demountable
A-302 3/8" = 1'-0"



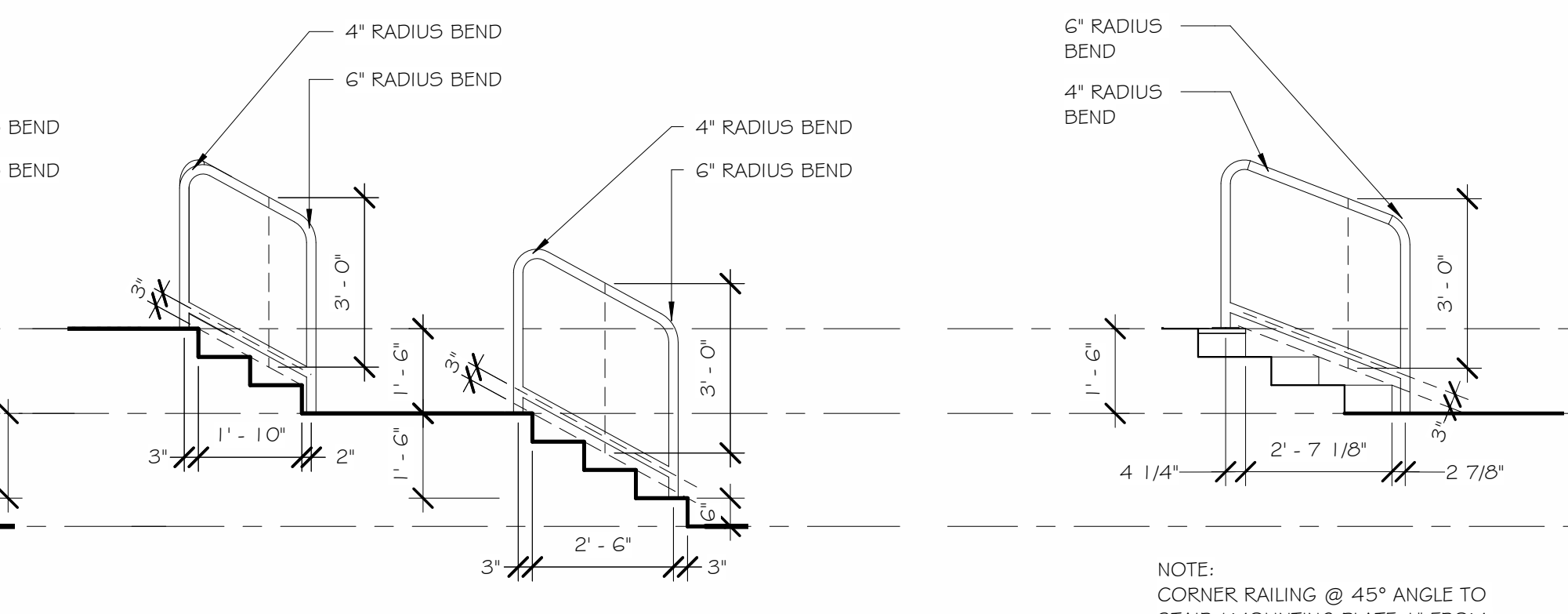
8 Handrail Elevation (8) - Stair Mounted
A-302 3/8" = 1'-0"



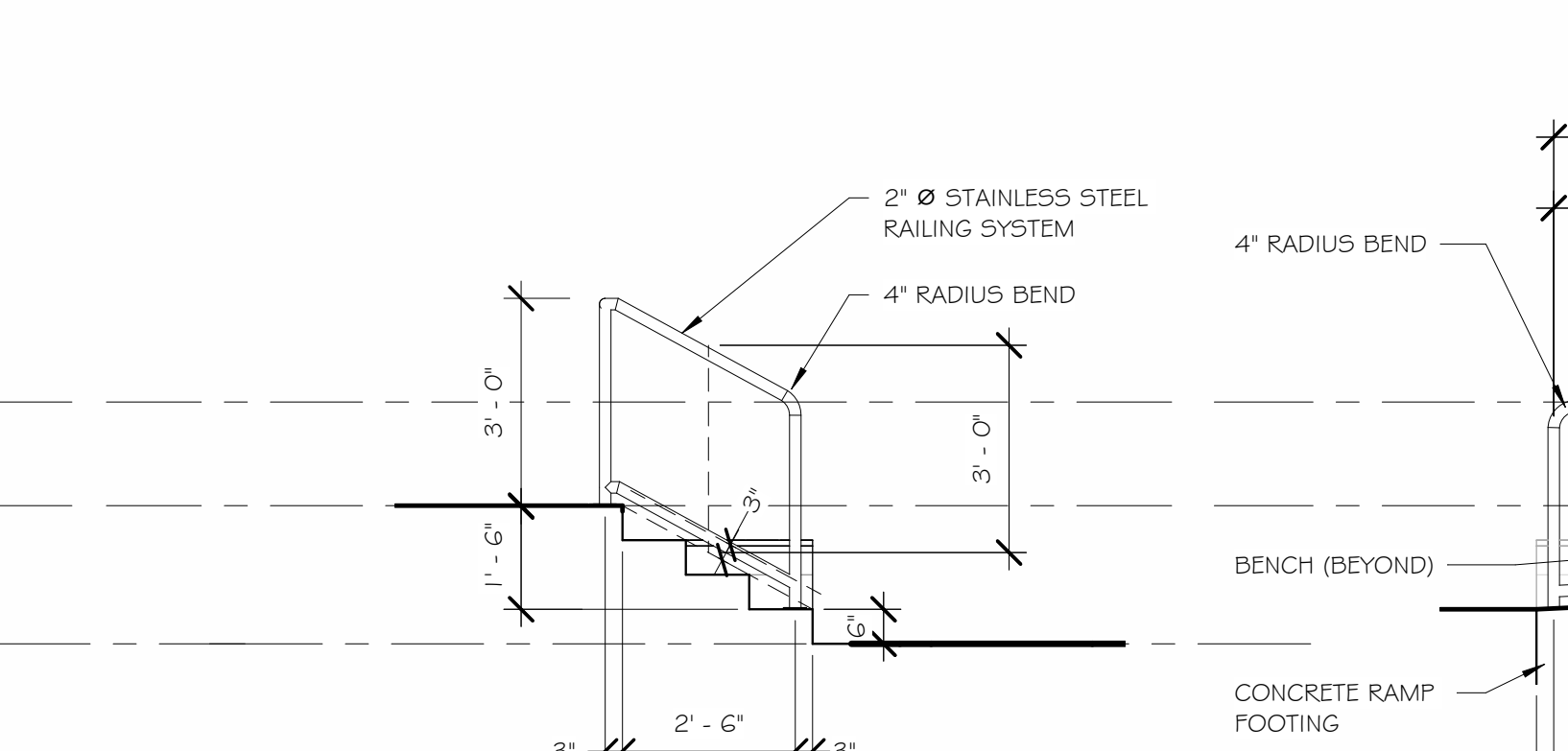
9 Handrail Elevation (9) - Stair Mounted
A-302 3/8" = 1'-0"



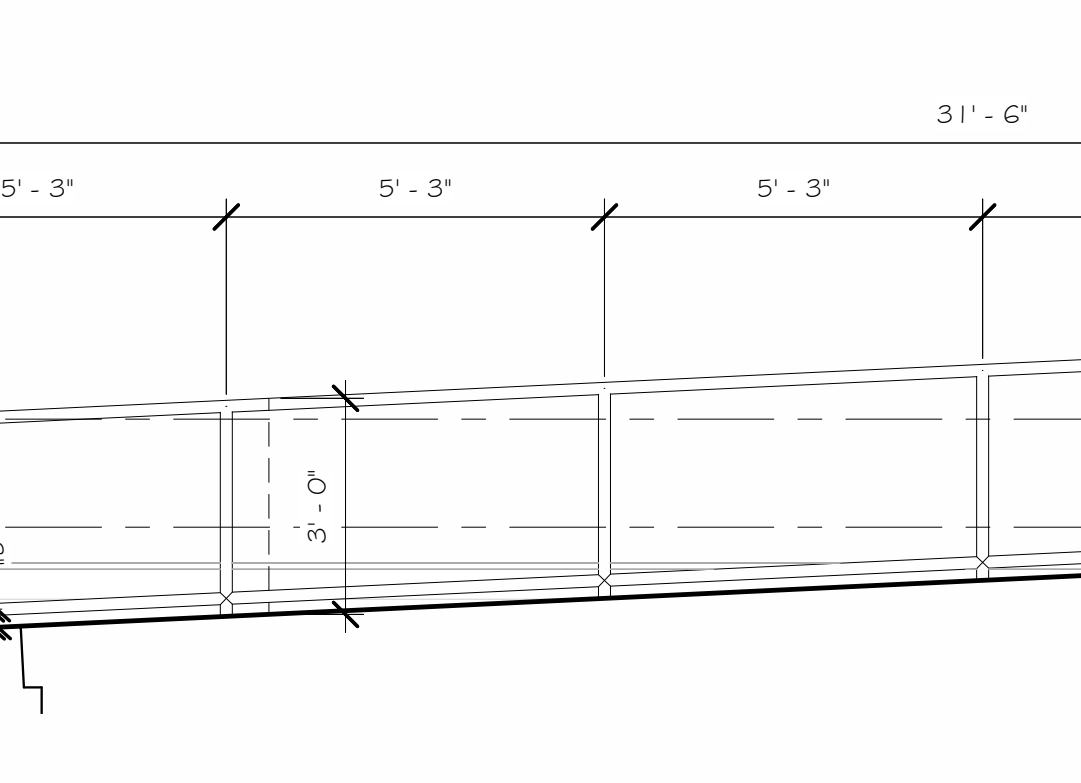
10 Handrail Elevation (10) - Stair Mounted
A-302 3/8" = 1'-0"



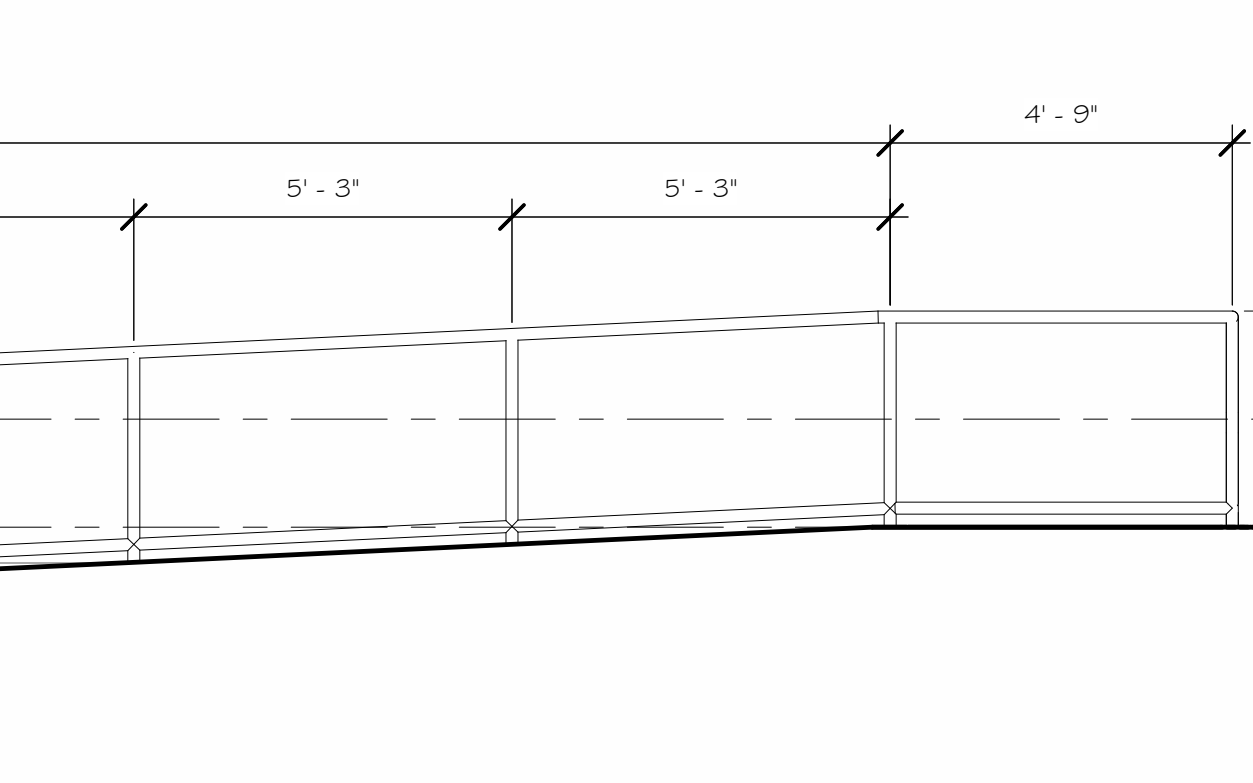
11 Handrail Elevation (11) - Stair Mounted
A-302 3/8" = 1'-0"



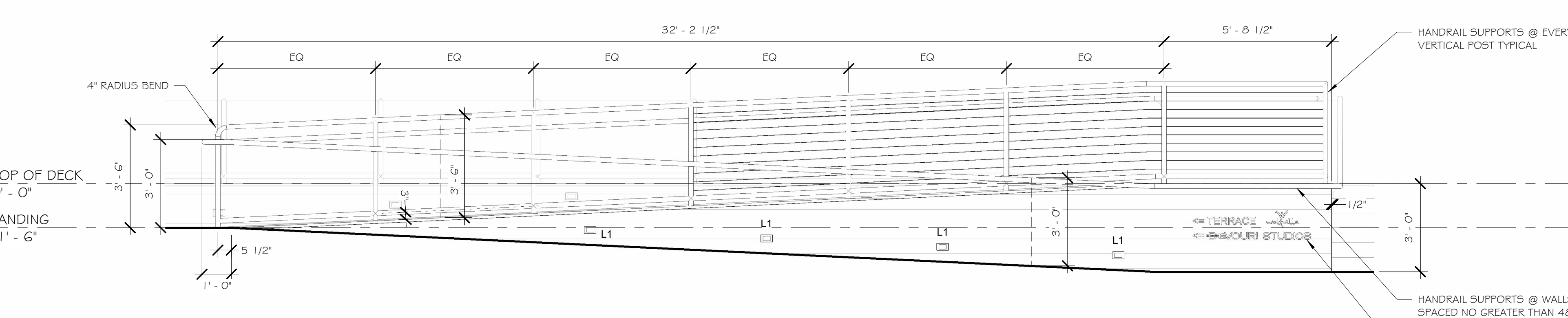
12 Handrail Elevation (12) - Stair Mounted
A-302 3/8" = 1'-0"



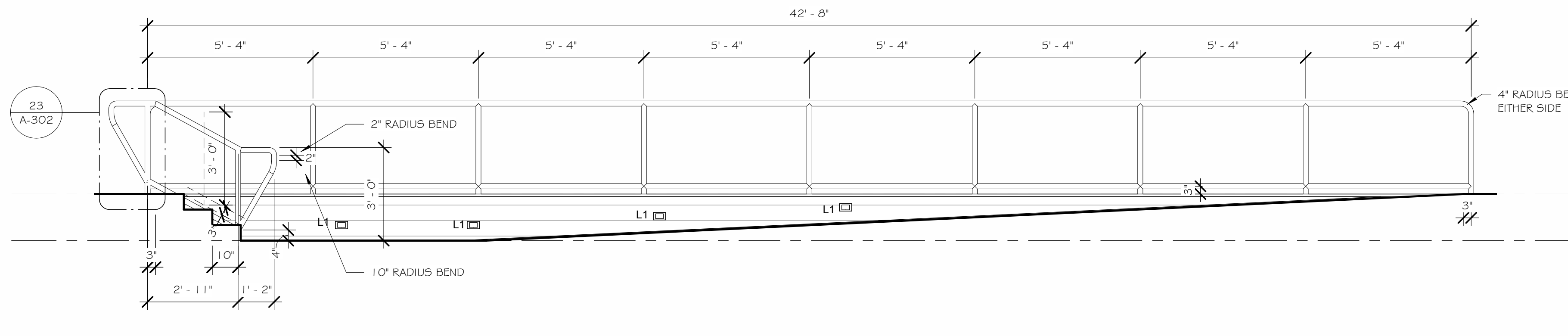
13 Handrail Elevation (13) - Ramp
A-302 3/8" = 1'-0"



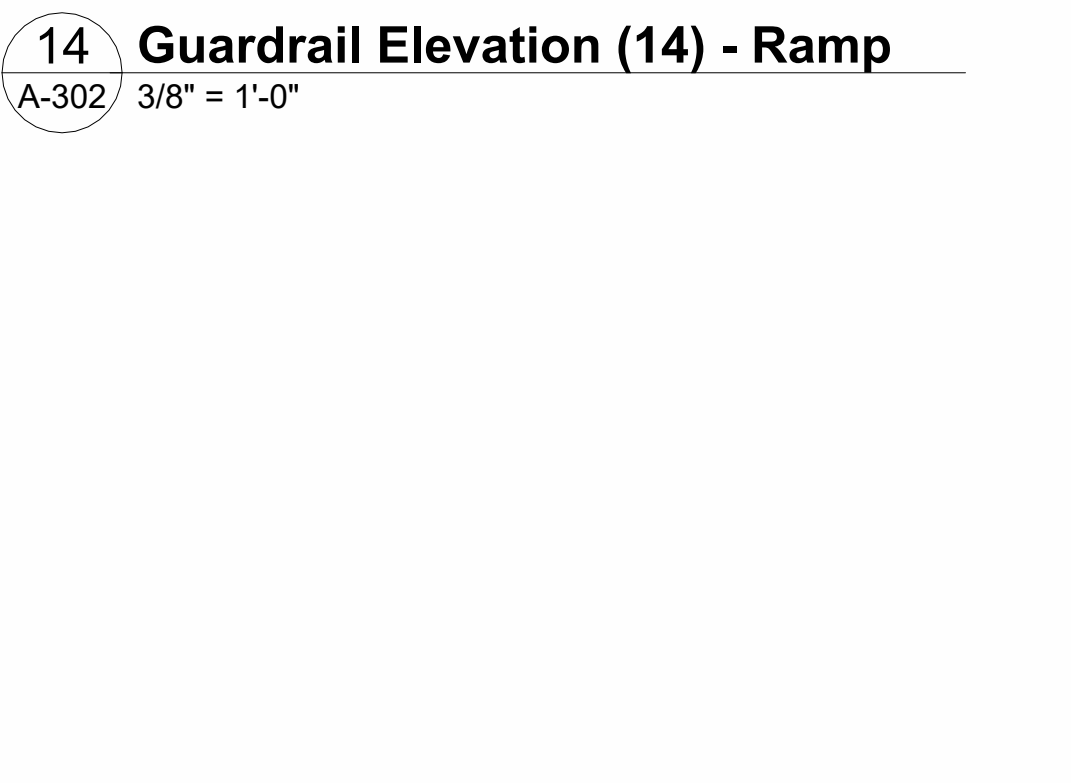
14 Handrail Elevation (14) - Ramp
A-302 3/8" = 1'-0"



15 Handrail Elevation (15) - Ramp
A-302 3/8" = 1'-0"



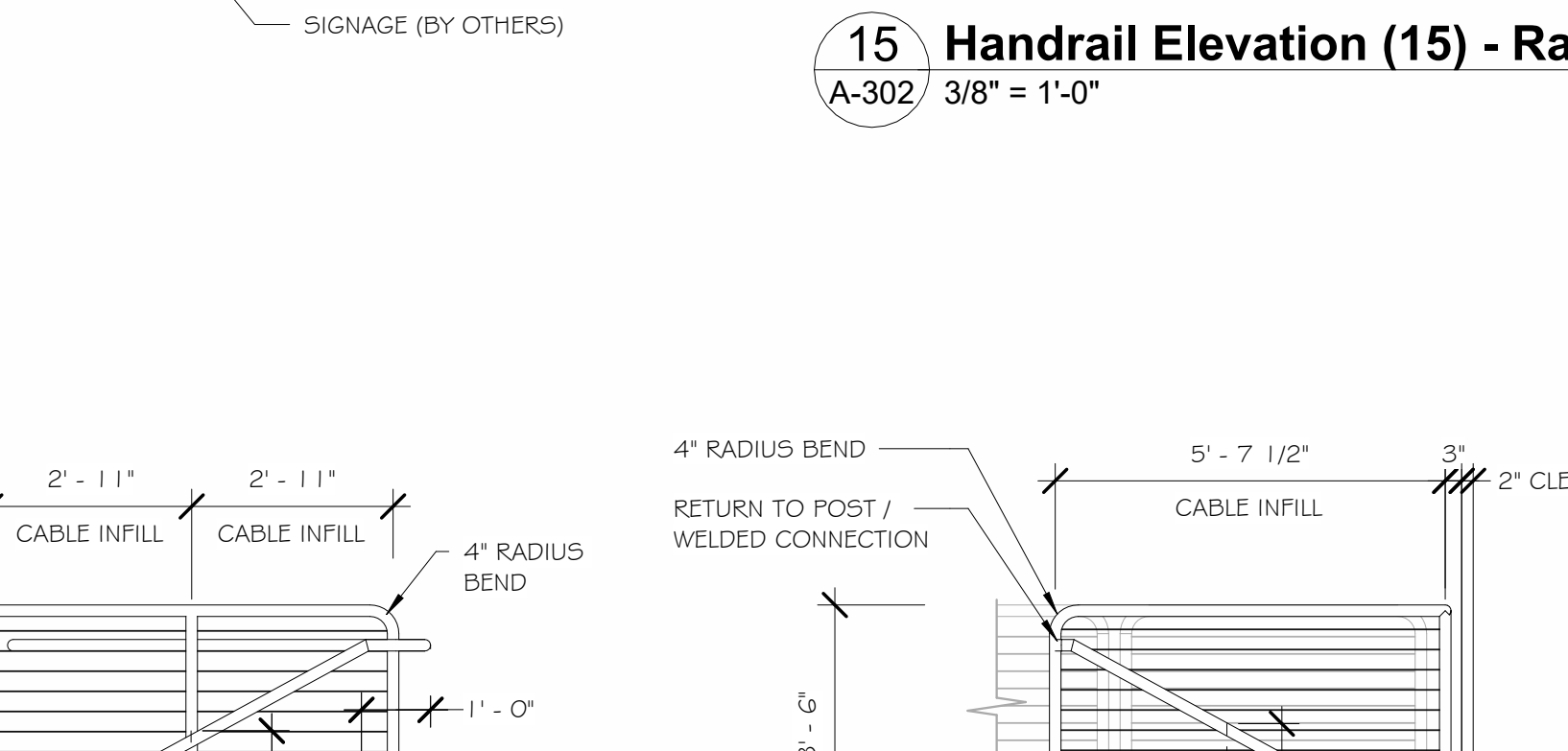
16 Handrail Elevation (16) - Wall Mounted
A-302 3/8" = 1'-0"



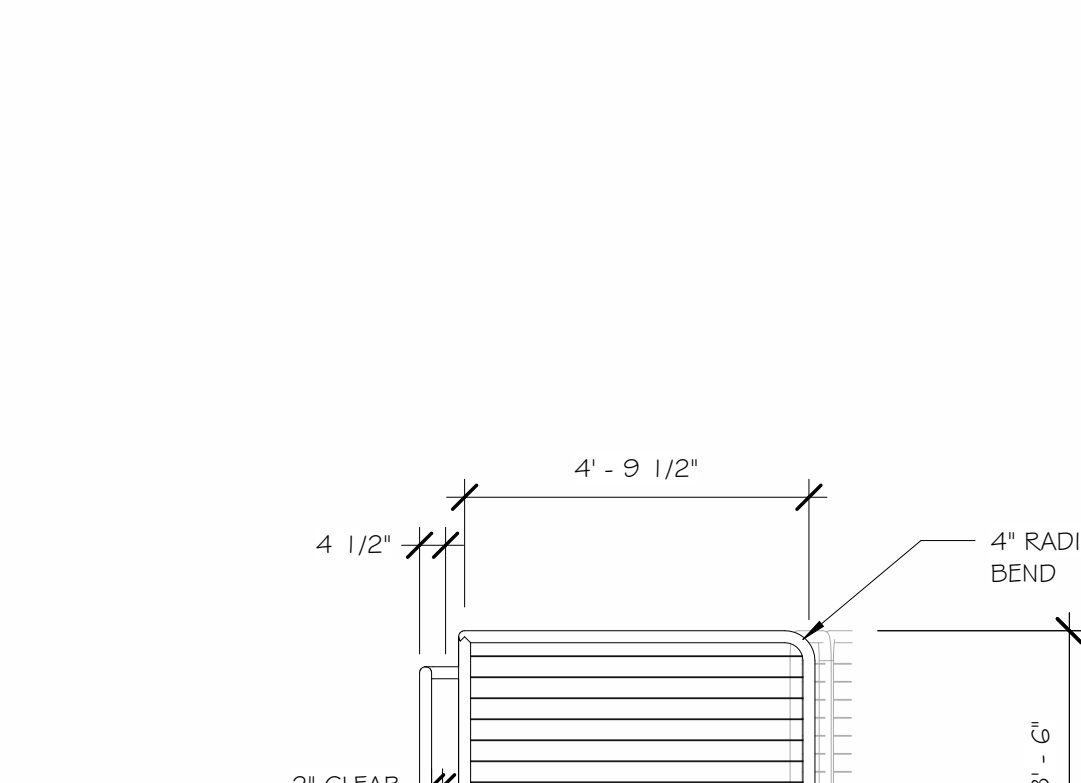
17 Handrail Elevation (17) - Wall Mounted
A-302 3/8" = 1'-0"



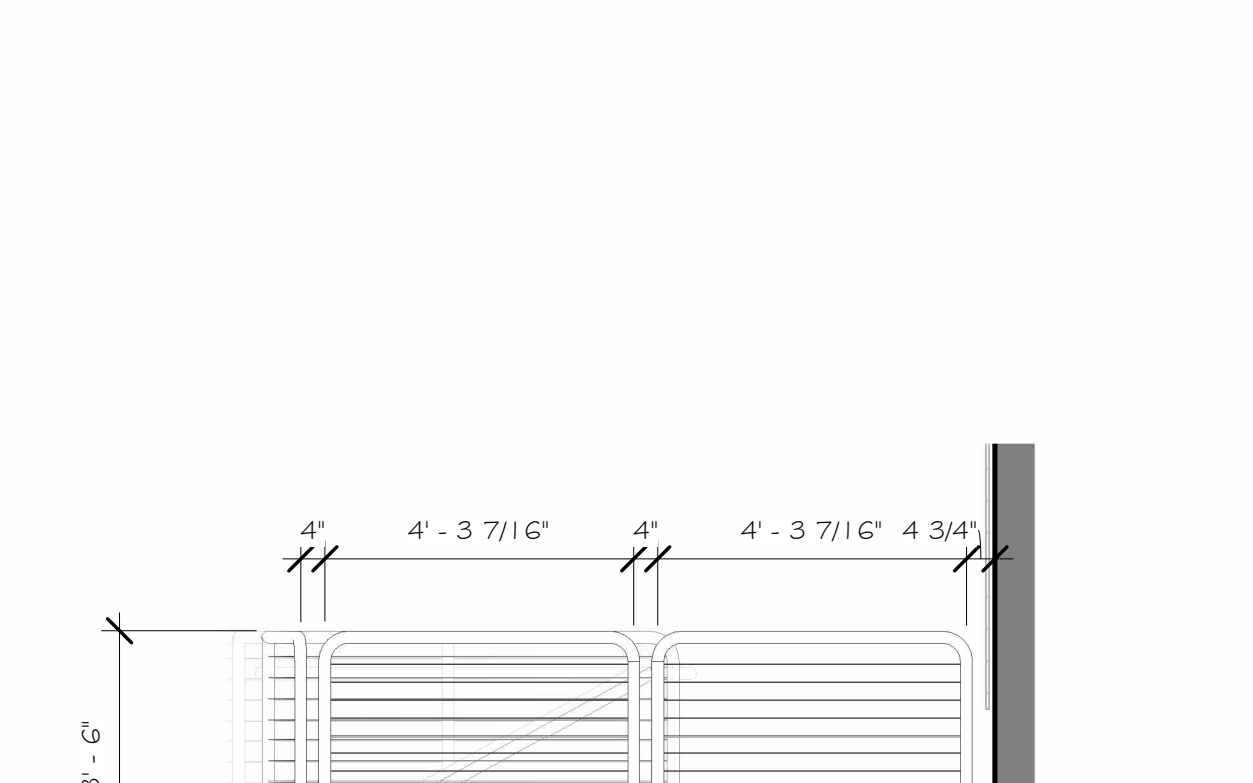
18 Handrail Elevation (18) - Demountable
A-302 3/8" = 1'-0"



19 Handrail Elevation (19) - Demountable
A-302 3/8" = 1'-0"



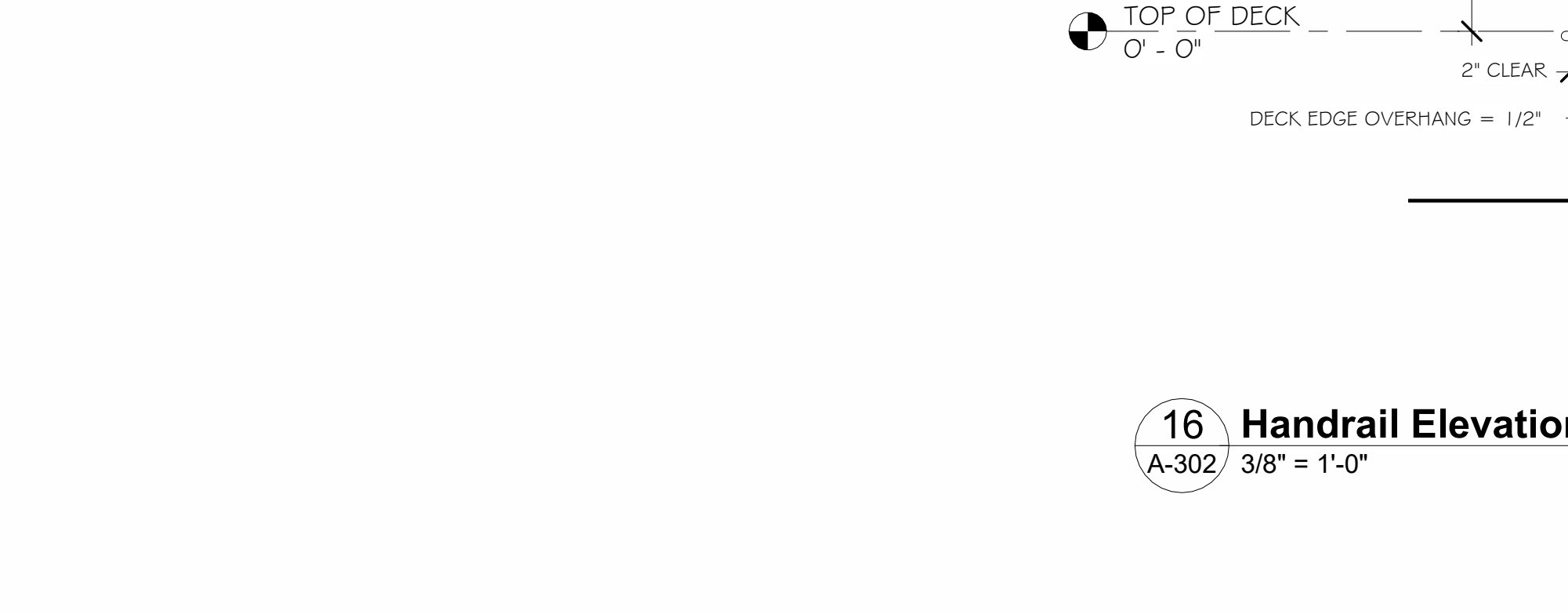
20 Handrail Elevation (20) - Wall Mounted
A-302 3/8" = 1'-0"



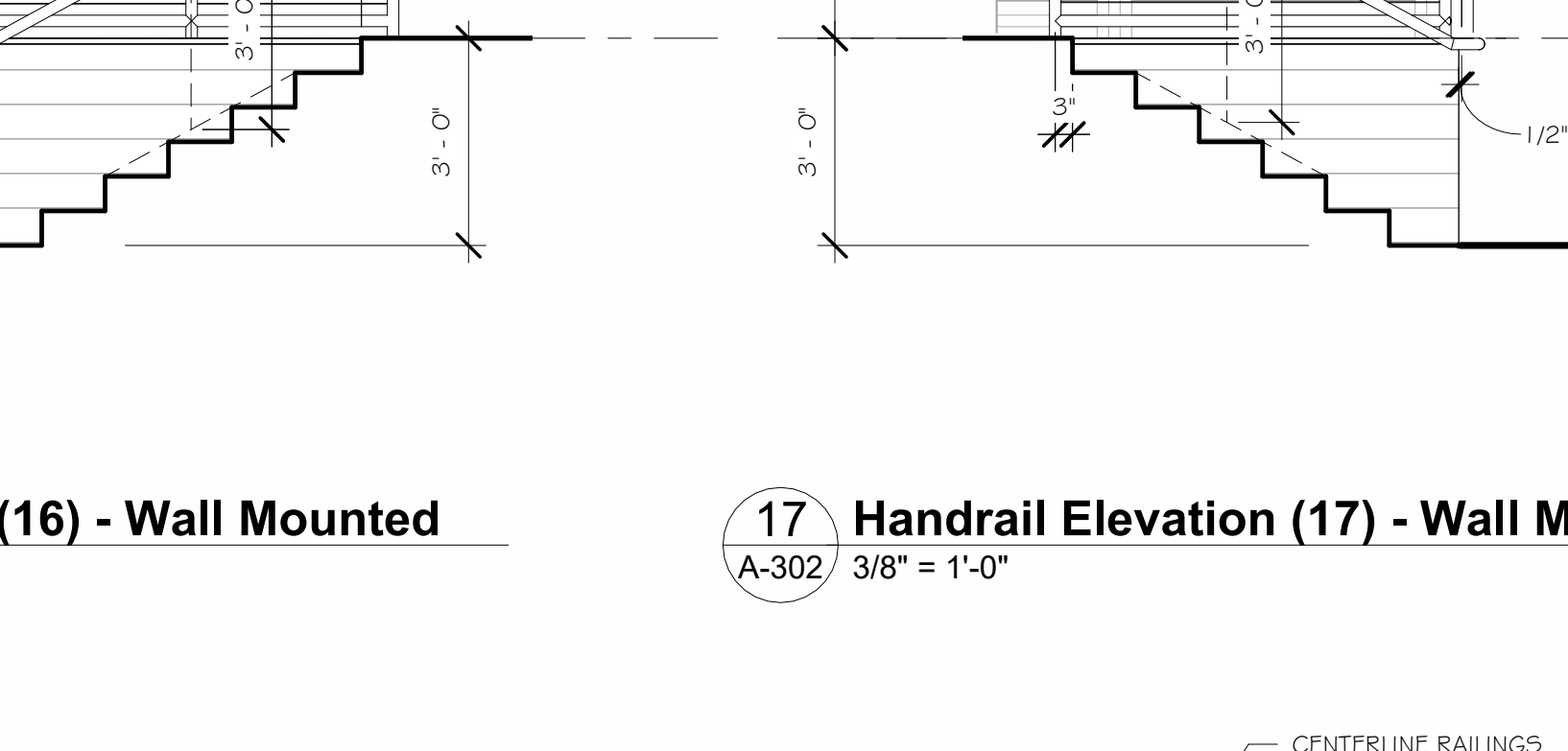
21 Handrail Elevation (21) - Wall Mounted
A-302 3/8" = 1'-0"



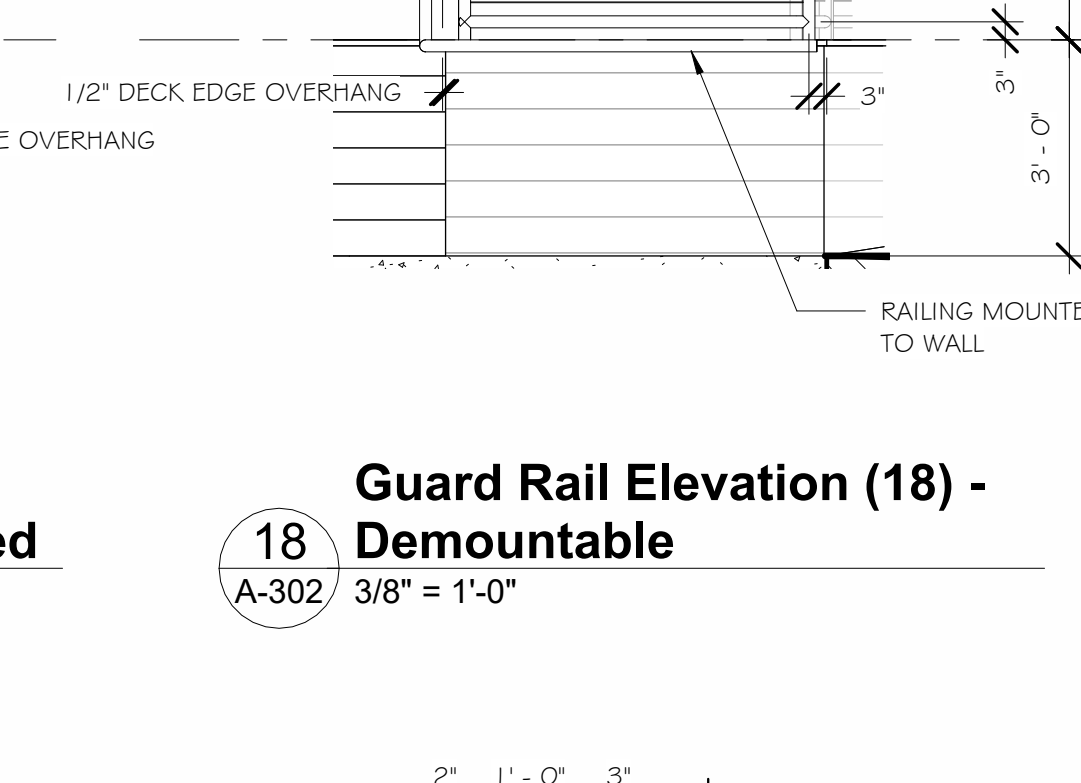
22 Typical Handrail Extension - Base
A-302 3/4" = 1'-0"



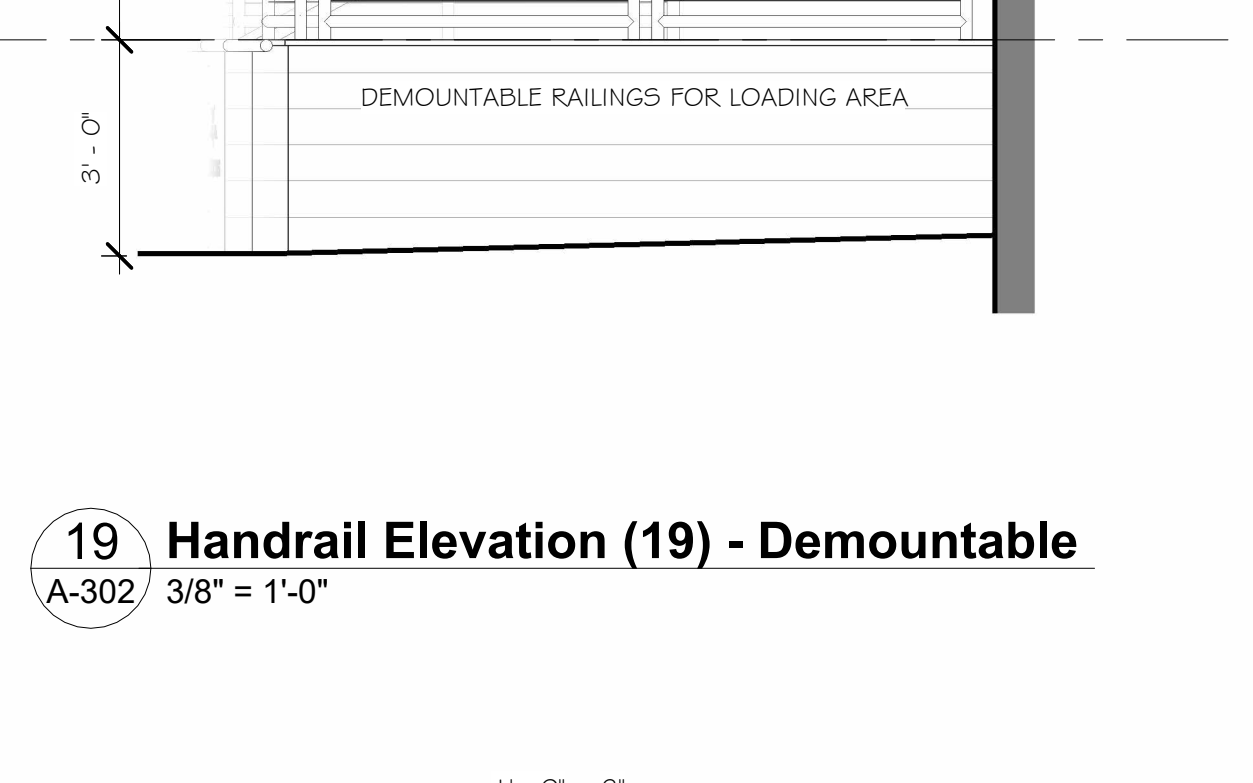
23 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



24 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



25 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



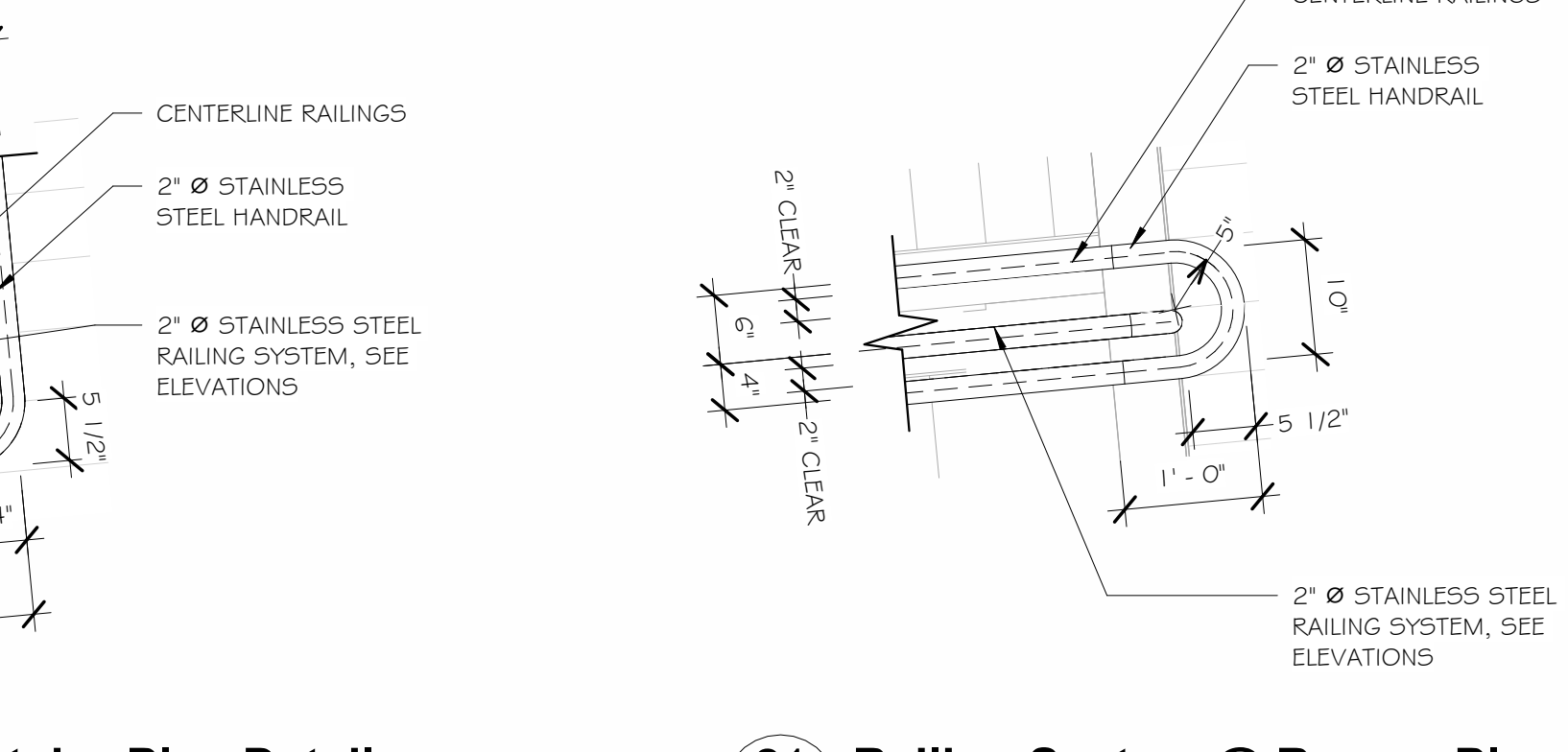
26 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



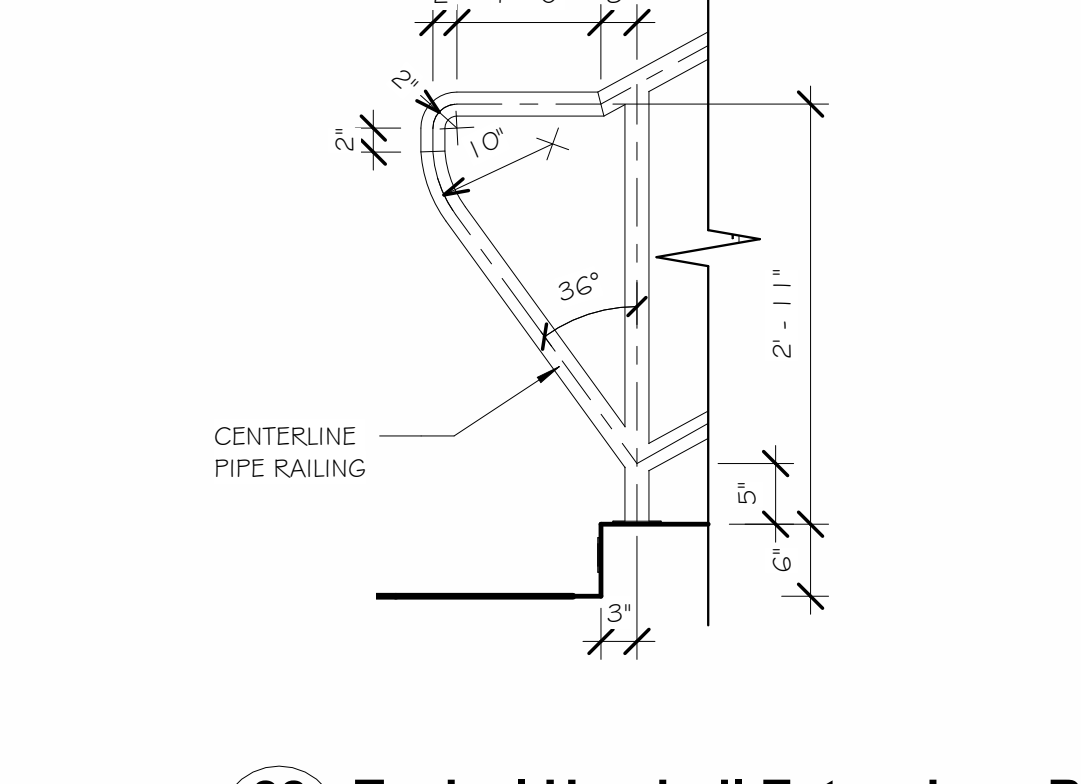
27 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



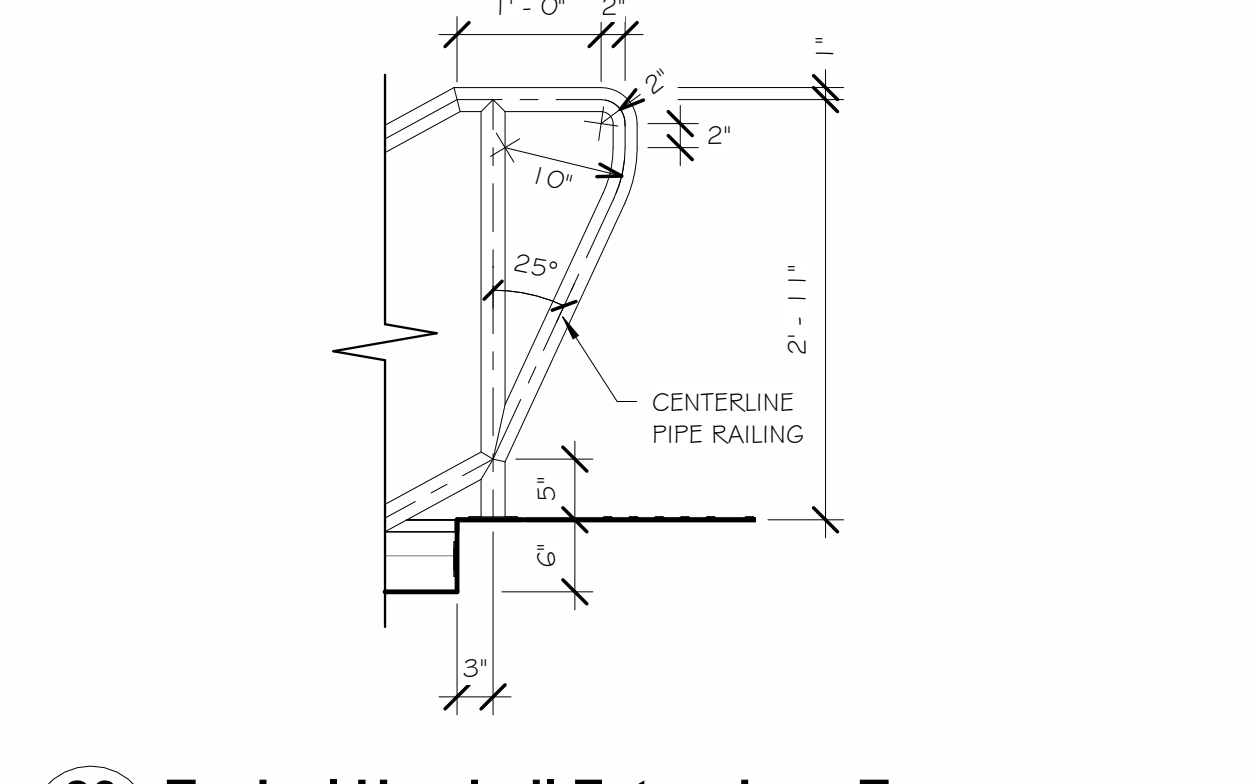
28 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



29 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



30 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



31 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"

NOTE:
SHOP DRAWINGS ARE TO BE SUBMITTED FOR APPROVAL PRIOR TO FABRICATION.
ALL DIMENSIONS ARE TO BE VERIFIED ONSITE PRIOR TO FABRICATION.
SEE SPECIFICATION FOR ADDITIONAL INFORMATION

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Devour Public Terrace
360 Main St, Wolfville, NS

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PROJECT #: 2021-335-02
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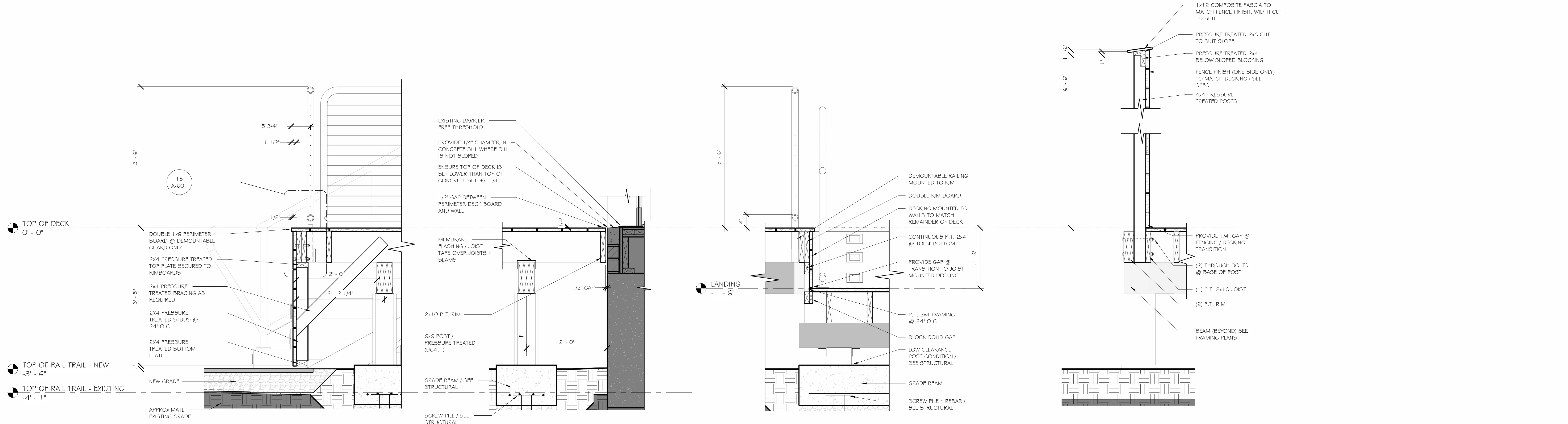
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176 Main Street, Wolfville, Nova Scotia, B4P 1C1 Tel: 902.542.4194
Email: info@denhartogarchitect.com Website: www.denhartogarchitect.com

RAILING ELEVATIONS & DETAILS

SCALE: As Indicated
Drawn By: J.S.
Checked By: VDH

A-302

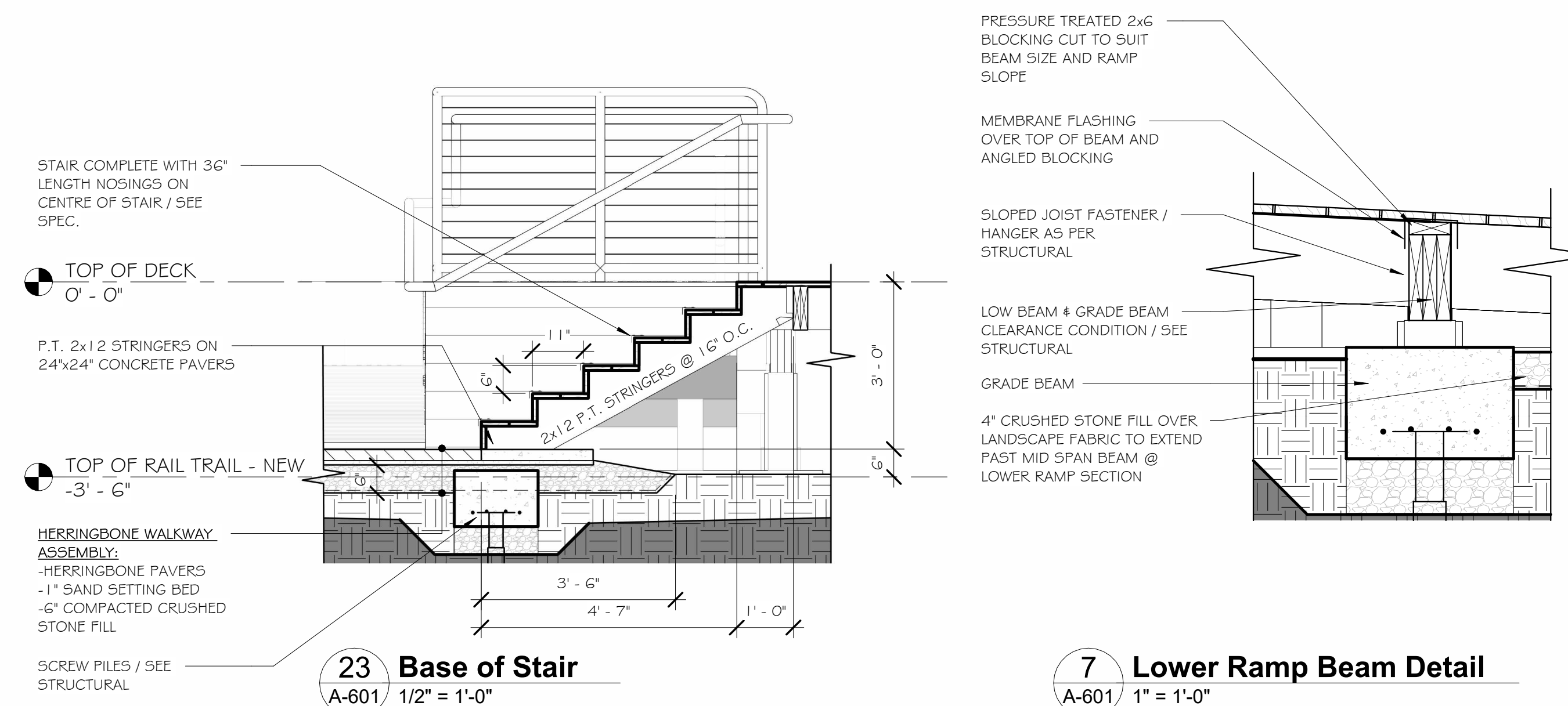


1 Deck Edge Detail / Demountable Guard
A-601 1" = 1'-0"

2 Deck Edge @ Building
A-601 1" = 1'-0"

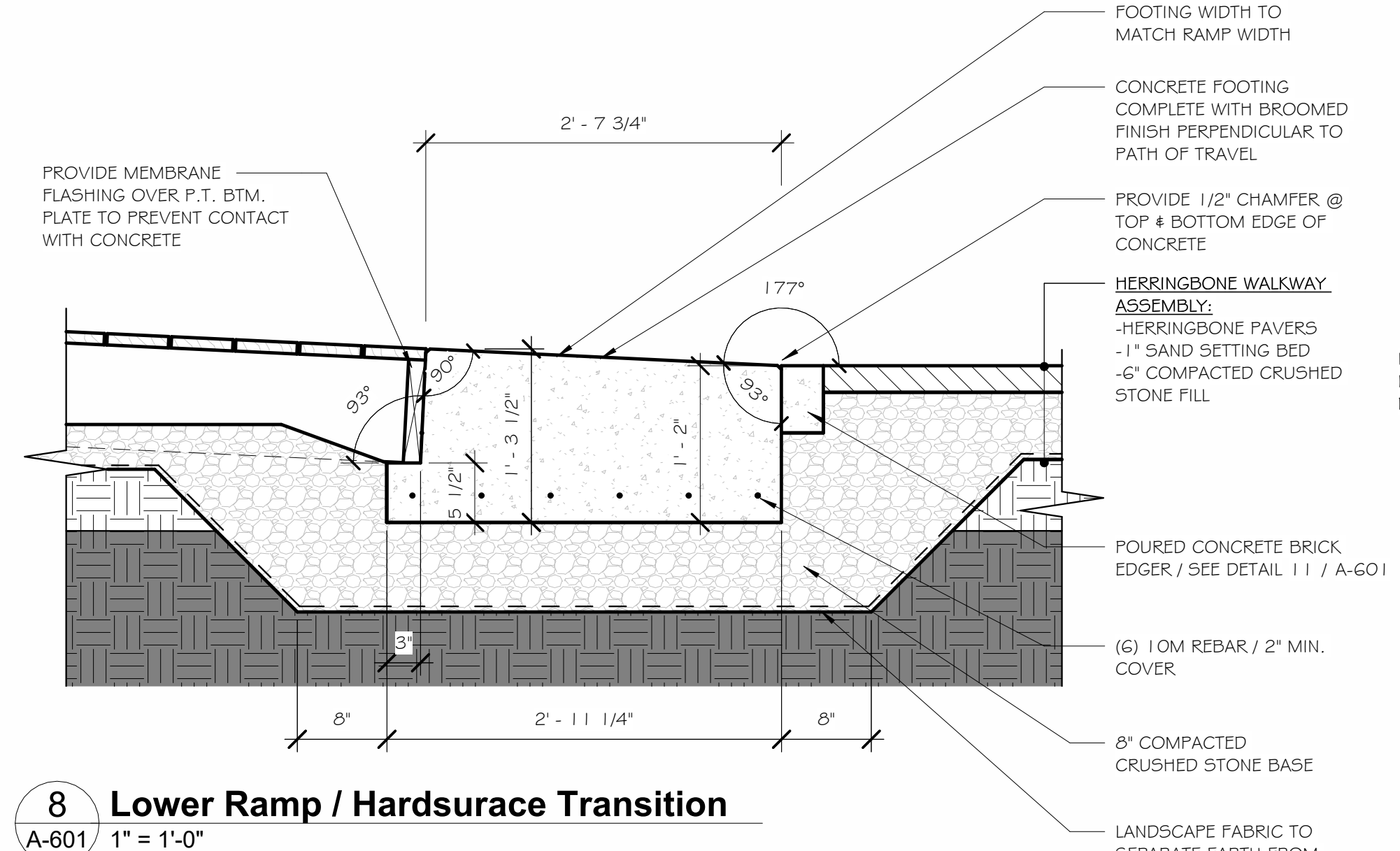
3 Deck Wall Detail
A-601 1" = 1'-0"

4 Mechanical Area Fence Detail
A-601 1" = 1'-0"

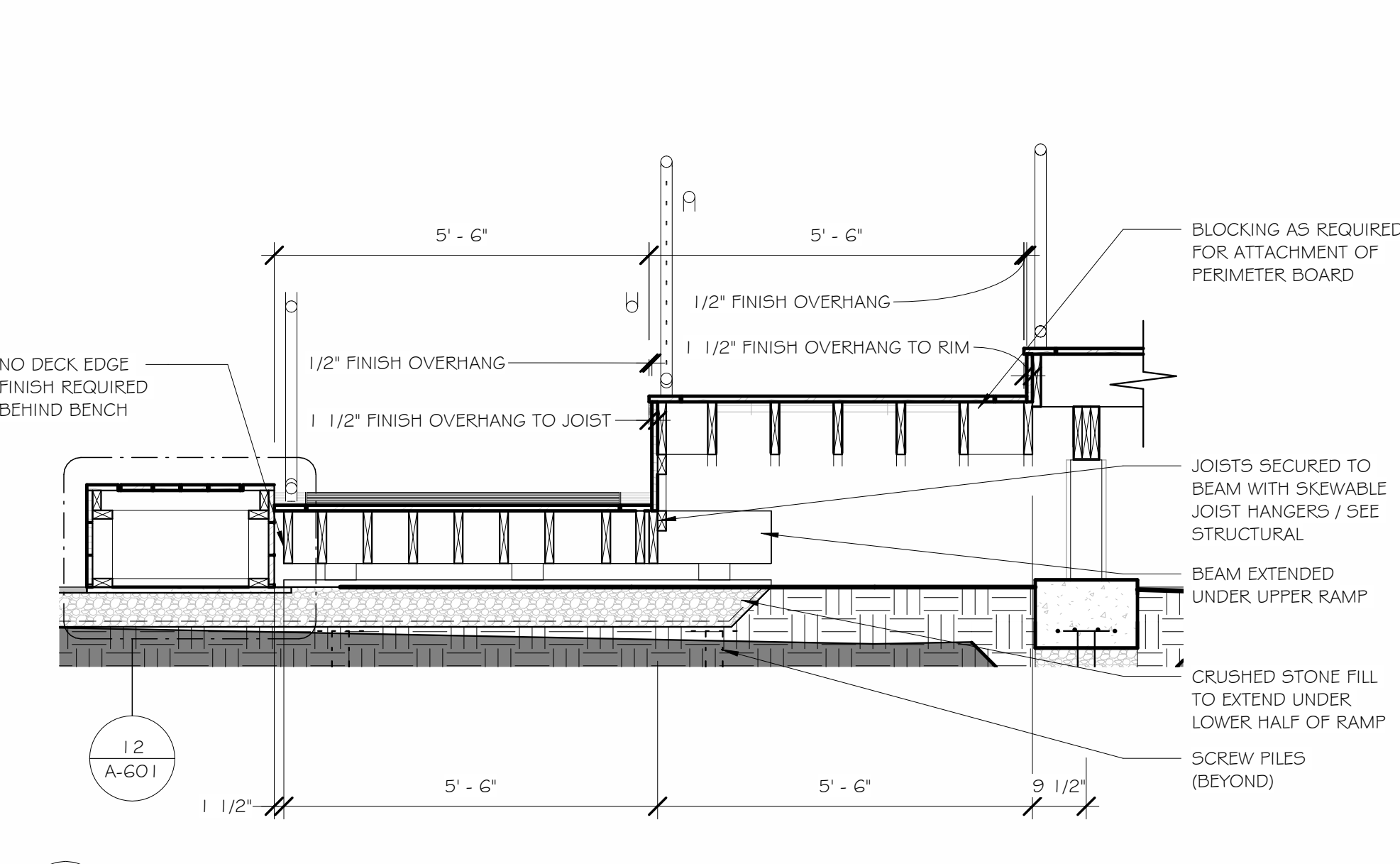


23 Base of Stair
A-601 1/2" = 1'-0"

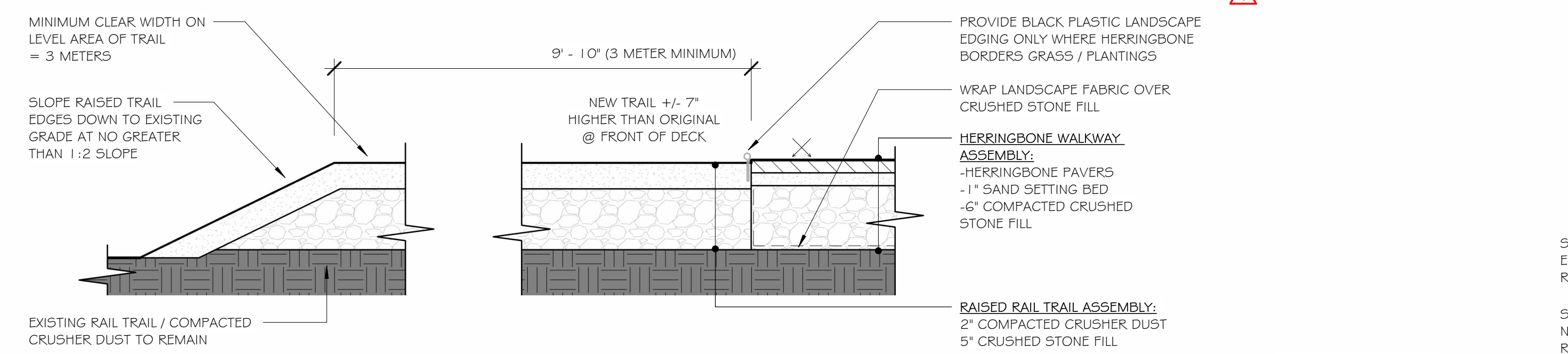
7 Lower Ramp Beam Detail
A-601 1" = 1'-0"



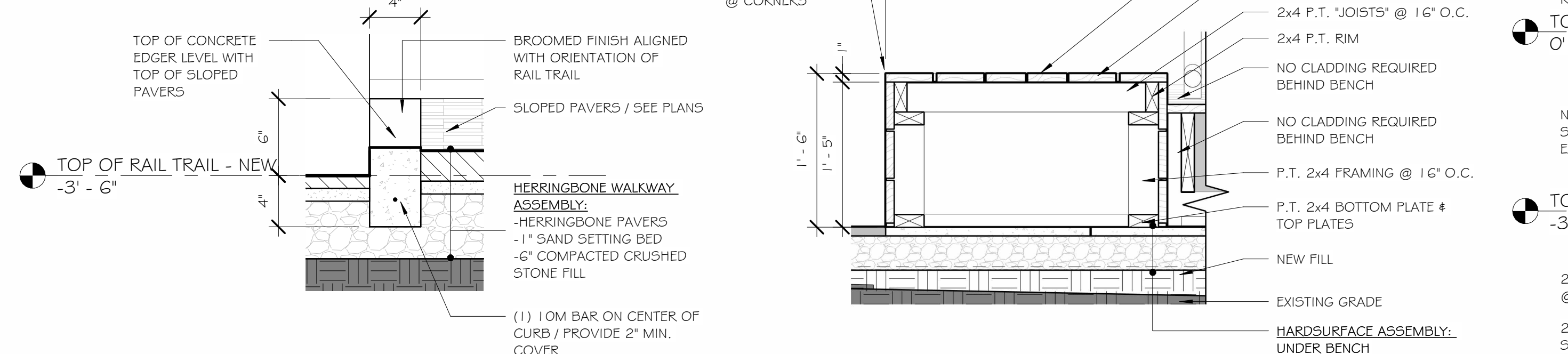
8 Lower Ramp / Hardsurface Transition
A-601 1" = 1'-0"



9 Ramp Cross Section
A-601 1/2" = 1'-0"

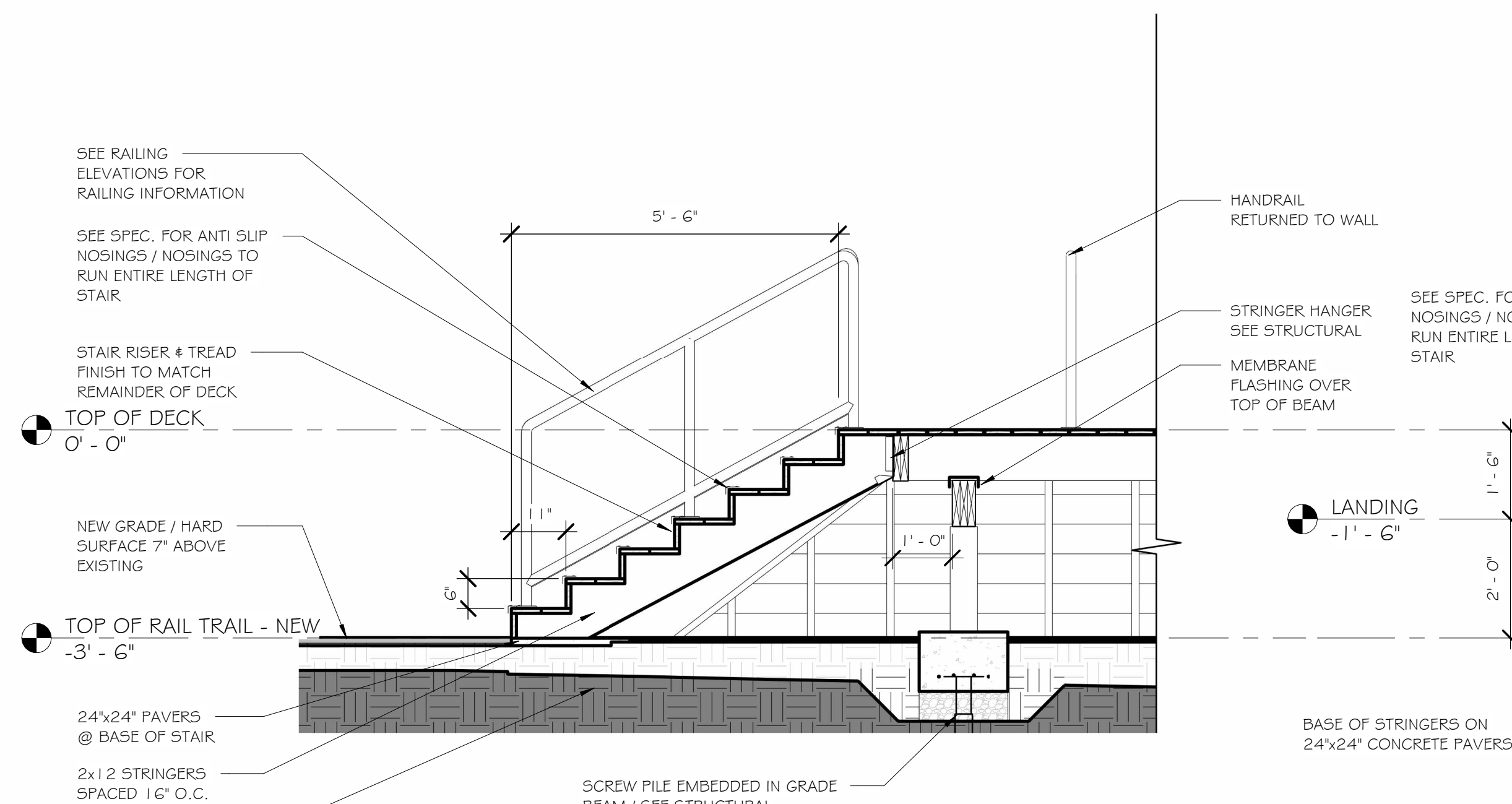


10 Brick Paver Edge - Detail
A-601 1 1/2" = 1'-0"

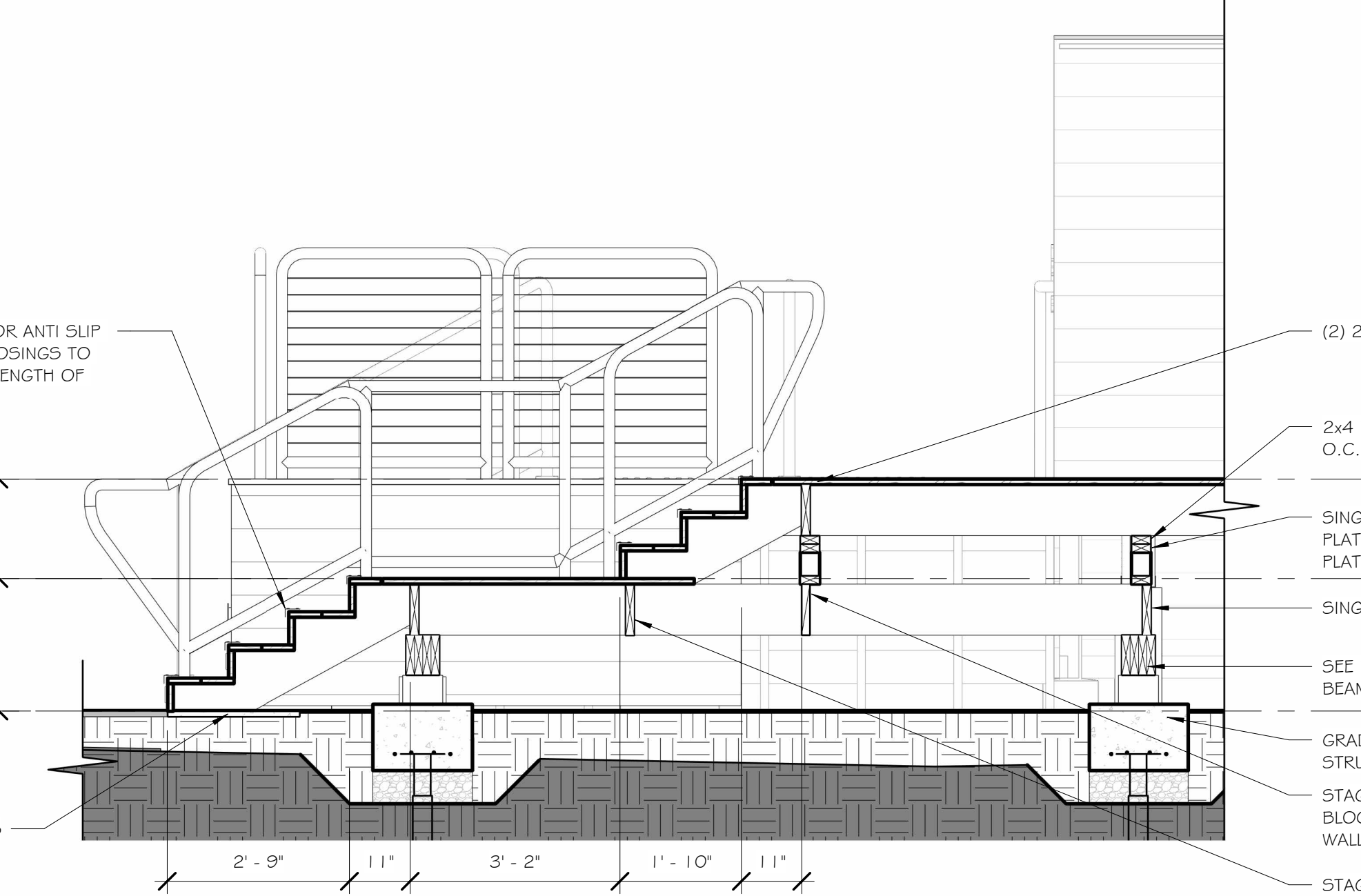


11 Bench Section Detail
A-601 1 1/2" = 1'-0"

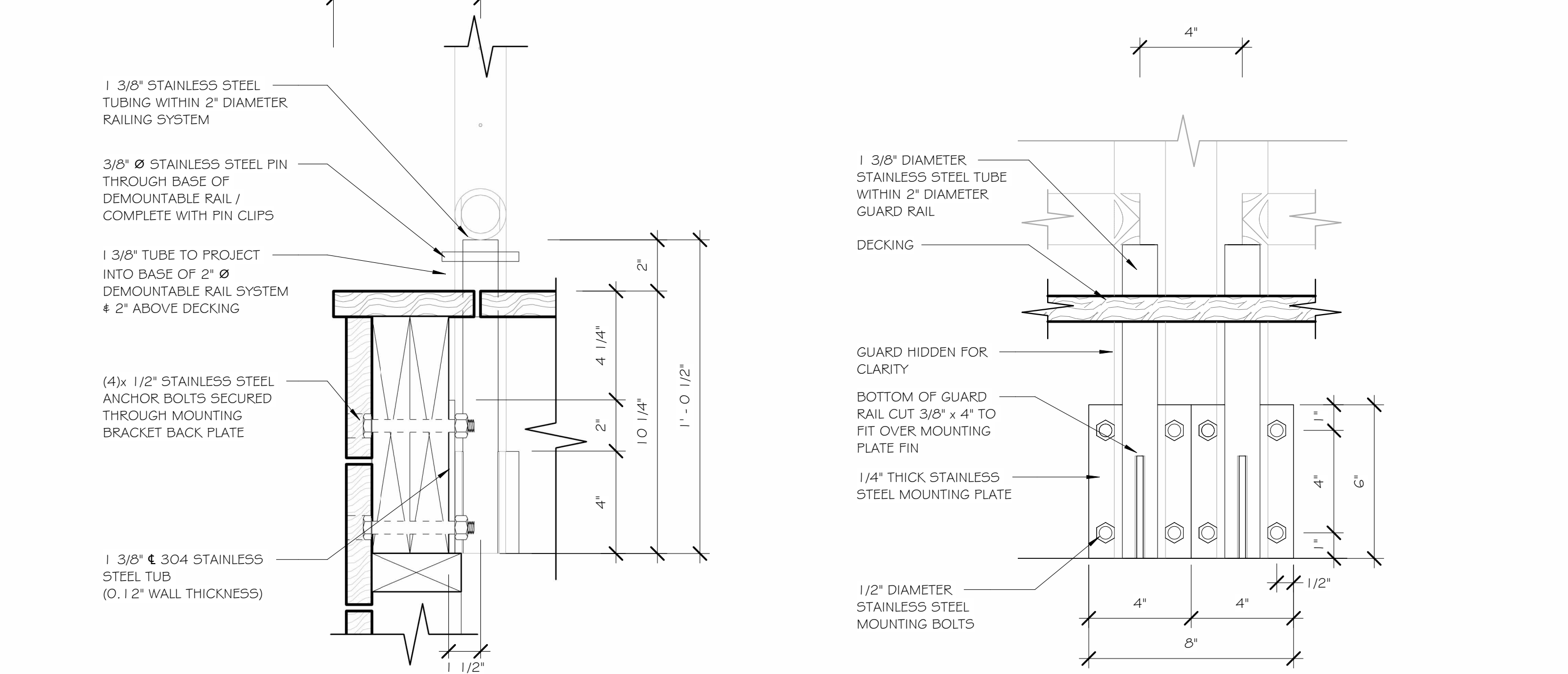
12 Bench Section Detail
A-601 1" = 1'-0"



13 Stair Section
A-601 1/2" = 1'-0"

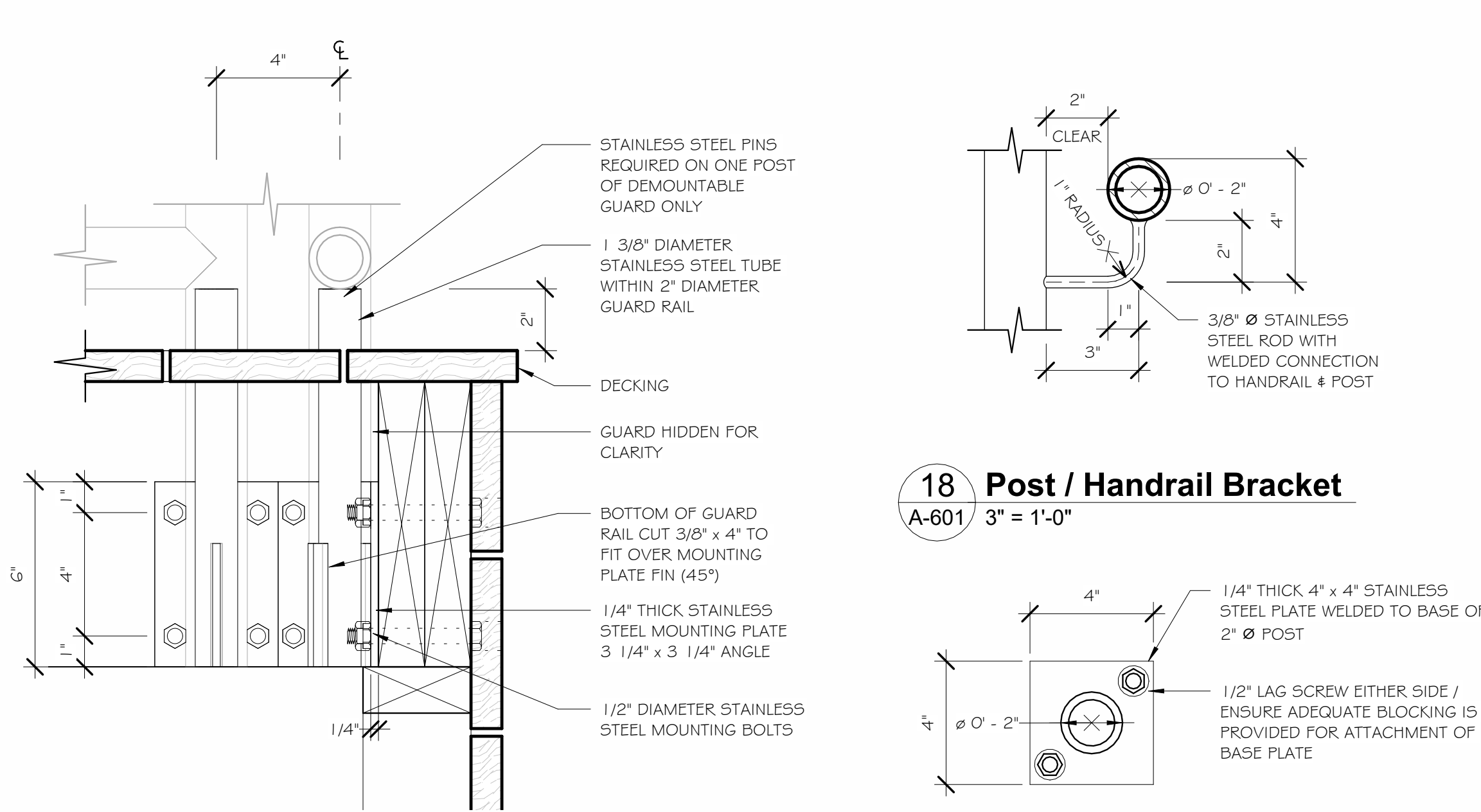


14 Stair & Landing Section
A-601 1/2" = 1'-0"

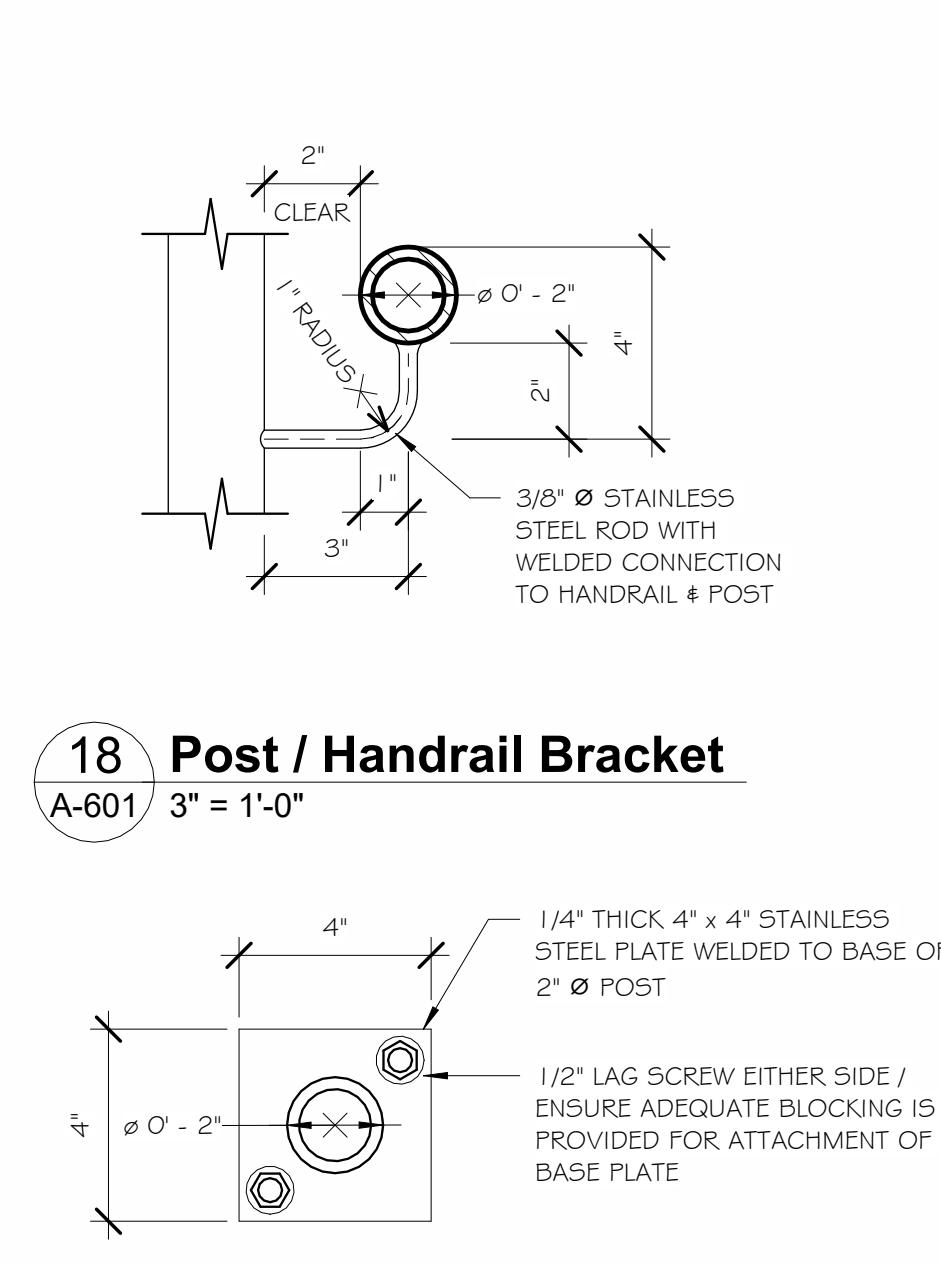


15 Demountable Railing - Base Connection
A-601 3" = 1'-0"

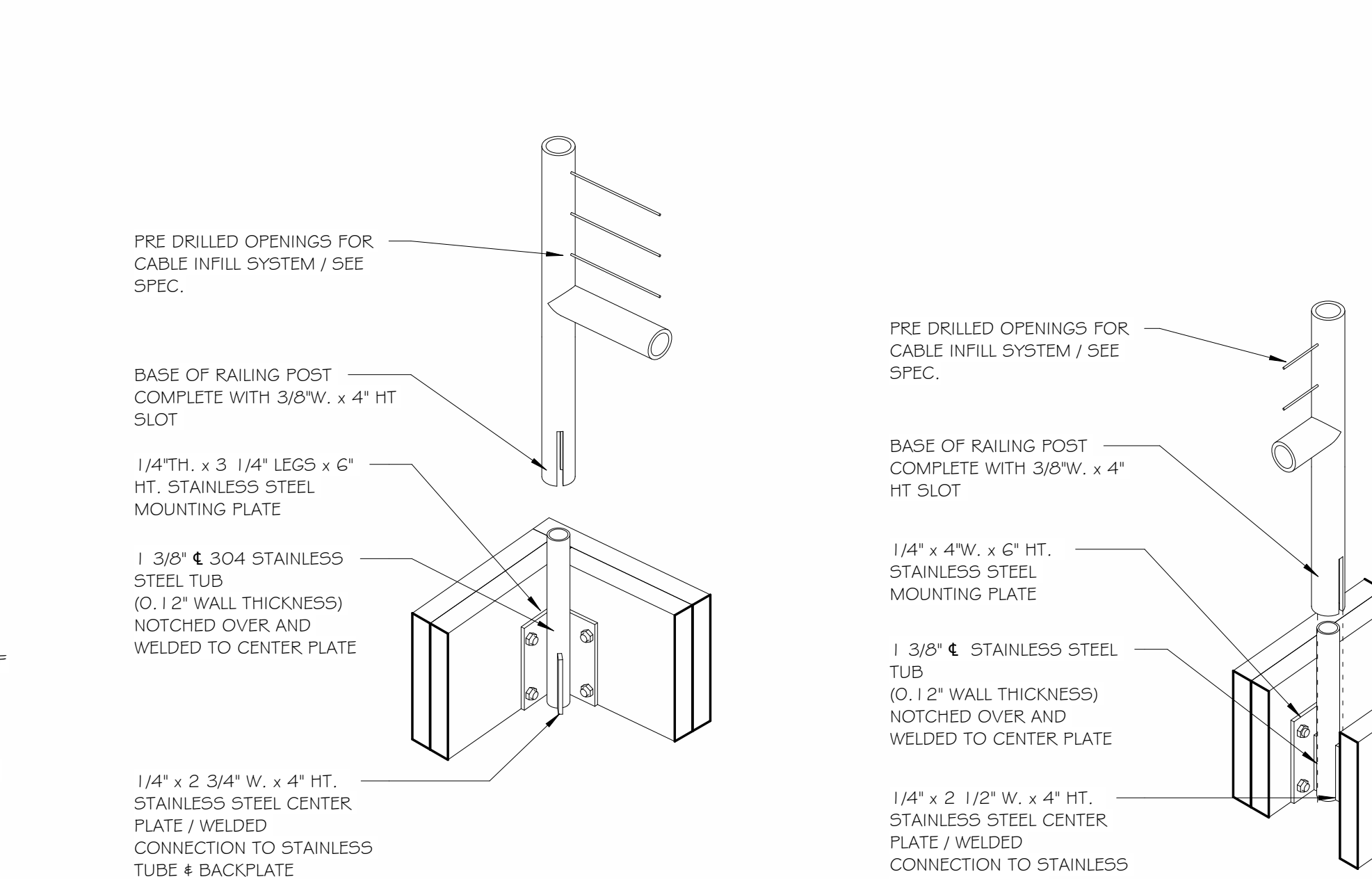
16 Demountable Railing - Base - Elevation
A-601 3" = 1'-0"



17 Demountable Railing - Interior Corners - Elevation
A-601 3" = 1'-0"



18 Post / Handrail Bracket
A-601 3" = 1'-0"



19 Railing Baseplate
A-601 3" = 1'-0"

20 Mounting Bracket - Corners - 3D
A-601

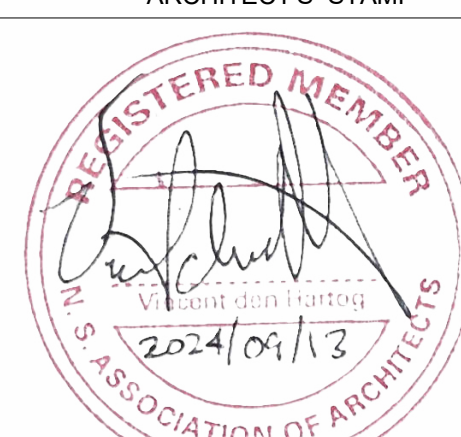
21 Mounting Bracket - 3D
A-601

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REVISION	Description	Date Issued

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ARCHITECT'S STAMP



Devour Public Terrace

360 Main St, Wolfville, NS

DRAWING SET:

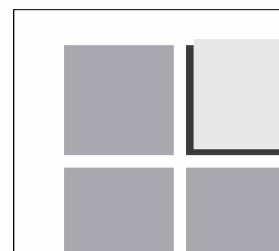
Construction Documents

PROJECT # : 2021-335-02

DATE : 2024-09-13

Devour Public Terrace

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DETAILS

SCALE: As Indicated

Drawn By: J.S.

Checked By: VDH

A-601

REQUEST FOR DECISION 035-2021

Title: Slow Motion Food Film Fest Society MOU

Date: 2021-06-09

Department: Parks and Recreation



SUMMARY

Slow Motion Food Film Fest Society (Devour) - One Time Capital Request MOU

Slow Motion Food Film Society (Devour! The Food Film Fest) is seeking financial support in the amount of \$100,000 to renovate and operate a facility in Wolfville. Details of this facility and business plan were outlined in an earlier Request for Decision number 004-2021.

Council asked staff to work to develop a Memorandum of Understanding (MOU) with Devour to ensure public access and use of space was appropriate to the request.

The motion listed below, if approved, would provide the Slow Motion Food Film Society with the request capital grant in the amount of \$100,000.00.

DRAFT MOTION:

That Council approve the attached MOU and direct the CAO to sign and execute this agreement.

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1) CAO COMMENTS

Over the past few years, Council has made it a practice to execute MOU's with organizations that receive significant grant contributions from the Town. This practice ensures that it is clear from the beginning what the expectations for both the Town and the grant recipient are. In the case of the Slow Motion Food Film Fest Society grant, Council felt that public access to the space was a priority.

With the inclusion of a large publicly accessible deck space as part of the development, it is felt that this goal of Council has been achieved.

2) LEGISLATIVE AUTHORITY

MGA 65 au (V)

Town Policy 710-003 Grants to Organizations

3) STAFF RECOMMENDATION

Staff do not provide recommendations related to one-time capital grants requests.

4) REFERENCES AND ATTACHMENTS

- a. Memorandum of Understanding (MOU) – attachment A.
- b. Request for Decision 004-2021 – attachment B.

5) DISCUSSION

Since the onset of this request, Council has made public access and the public benefit of this request a priority and their guiding light to assist them in reaching a decision. There has been recognition by Council that this is a significant request of public funds.

Although the discussion of directly linking a portion of the funding to a large publicly accessible deck on the North side of the building was not at the forefront of earlier discussions it seems to address an area of concern around public benefit and public access. It should also be recognized that the portion of funding reserved for the deck would not be the total cost and represent a share of the total cost, with the rest coming from Devour and or through additional grant funding. The Town of Wolfville is working with Devour to submit a grant application to assist in funding this space.

In conversations with the Director of Planning and Development, in incorporating the deck into our forward-thinking risk management planning, a situation has emerged to create space for public use and start the process of flood risk mitigation.

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The original RFD 004-2021 speaks to the benefits that the new Devour! Studio will afford Wolfville and surrounding areas. The development of such a site speaks directly to the type of community Wolfville is working hard to develop:

Devour! Studios is conceptualized as multi-tenant, multipurpose permanent home for Devour. A space to host, entertain, educate, and promote. Promotions which are not only limited to that of the Town, but of the surrounding agri-food sectors and tourism more broadly. (Taken from original RFD)

And

The Devour Studios will contribute directly to improving the quality of life for all citizens of Wolfville by creating a cultural, placemaking and economic hub in the center of Town. It will expand the capacity of the town to offer myriad new opportunities for leisure, culture and recreation and educational activities. (Taken from application for funding)

6) FINANCIAL IMPLICATIONS

None provided here, covered under previous report. See attachment B.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided here, covered under previous report. See attachment B.

8) COMMUNICATION REQUIREMENTS

Based on Council's preference and working with the Office of the CAO, a communication plan will be developed.

9) ALTERNATIVES

- Council does not approve the motion.
- Council can adjust the amount of funding they are willing to provide.

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10) ATTACHMENTS

See attachments A and B

A) Memorandum of Understanding:

MEMORANDUM OF UNDERSTANDING made this ____ day of _____, 2021.

BETWEEN:

Town of Wolfville (“Wolfville”)

OF THE FIRST PART

AND

Slow Motion Food Film Fest Society (“Devour!”)

OF THE SECOND PART

WHEREAS Devour! is working towards creating Devour! Studios, a world-class event and programing space in the core of downtown Wolfville;

AND WHEREAS Wolfville and Devour! recognize the importance of the provision of facilities to members of the public, and wish to work together to make available such facilities;

AND WHEREAS Wolfville has agreed to provide funding in the amount of \$100,000 to Devour!, to be designated towards the costs of renovations and the opening and making ready of the Devour! Studios space for the 2021 Devour! The Food Film Fest, and towards the cost of constructing a large deck on the north side of the building at 360 Main Street, Wolfville, for use of the patrons of Devour! and for use of the general public;

AND WHEREAS Wolfville and Devour! wish to create a transparent governance mechanism to ensure that the facilities at Devour! are used safely and with fair access to all parties;

THEREFORE, in consideration of the covenants and agreements contained in this Memorandum of Understanding, the parties agree as follows:

1.0 PURPOSE

1.1 The purpose of this Memorandum of Understanding is to ensure a clear, transparent, and mutually agreeable funding agreement is in place to govern issues related to Devour!’s use of funds provided by Wolfville for the purpose of renovating and opening Devour! Studios to be located at 360 Main Street Wolfville. Devour! Studios is the multi-purpose permanent home of Devour! The Food Film Fest, and in addition provides space designed to host large events, culinary and arts education, cultural celebrations, and production and office space for the music, film, and arts community.

Devour! is a non-profit society registered under the Nova Scotia Societies Act and is a registered charity with CRA Charitable Status Registration Number 82909 4135 RR0001. Devour!'s contact is Michael Howell, 40 Belcher Street, Kentville NS.

- 1.2 This Memorandum of Understanding will aid in strengthening the partnership between these two organizations to promote community use of the Devour! Studios facility, including the addition of any future space (indoor or outdoor) that may be developed at the site.

2.0 RESPONSIBILITIES AND EXPECTATIONS OF DEVOUR!

2.1 Devour! shall:

- (a) Use \$50,000 of the \$100,000 provided by the Town under this Memorandum of Understanding toward payment of the capital costs of the renovations to 360 Main Street, Wolfville, as described in the document entitled "Devour! Studios – A Centre for Culinary and Cultural Innovation – Business Plan" submitted by Devour! with its application to Wolfville for this funding (the "Renovations").
- (b) Use the other \$50,000 of the \$100,000 provided by the Town under this Memorandum of Understanding toward payment of the capital costs of constructing a large deck on the north side of the building at 360 Main Street for use of the patrons of Devour! and for use of the general public (the "Deck").
- (c) Once the Renovations are completed, make the Devour! Studio's space (excepting private office space, rented space, or production space) open to the general public during regular business hours and any other hours that Devour! Studios is open for business.
- (d) Once construction of the Deck is complete, make the Deck open to the general public.
- (e) Permit groups and organizations to book the facilities in the Devour! Studios space through a rental agreement. To the extent possible, Devour!, through its insurance coverage, will provide insurance coverage to users of the facilities.
- (f) Establish rental rates for the facilities in the Devour! Studios space on a sliding scale, with rates for local community, not-for-profit groups discounted from the rates charged to corporate and institutional users. Rental rates will be posted and made available to interested groups. Events and facilities booked by Wolfville will receive a preferred rate of 50% off the lowest established rate. The maximum number of events available at a preferred rate for events and facilities booked by Wolfville is four events per calendar year.
- (g) Once each year, provide free of charge to Wolfville the use of the event space and supporting services (bar, kitchen, stage and technology) to host a fundraising event for the Mudley Fund, with all funds raised at the event directed to that Fund. The costs of any

food, beverages and staffing will be negotiated at the time of planning the event, but will not exceed the amounts normally charged by Devour!.

- (h) As part of the Renovations, construct one fully equipped universal washroom on the main floor that meets CSA B651-18 standards and include adult changing tables and emergency call systems. This washroom must be open and available for use by the general public during regular business hours and any other hours that Devour! Studios is open for business. Devour! must install wayfinding and signage for this washroom as required. This washroom is in addition to any other accessible washrooms required in the Devour! Studios space.
- (i) Maintain a minimum of two fully accessible parking spaces in the parking lot. Proper sizes and signage is required (refer to CSA B651-18 for standards) for each of these spaces.
- (j) Communicate to Wolfville any changes to schedules or cancellations of the Renovations.
- (k) Acknowledge Wolfville's support publicly through a permanent plaque or signage in the Devour! Studios space, or through such other means as Wolfville and Devour! agree.
- (l) Commence the Renovations in calendar year 2021 as soon as all permits, licenses and approvals from funding partners have been secured. Should Devour! be unsuccessful in securing the necessary funding or construction permits required, Devour! must return the \$50,000 for the Renovations to Wolfville upon demand.
- (m) Complete a substantial proportion of construction of phase one of the Renovations by October 20, 2021 in time to host the Devour! The Food Film Fest and complete all Renovations by December 31, 2022. Wolfville may, in its sole discretion, extend these deadlines. If all of the Renovations are not completed by December 31, 2022 (or such later date as agreed to by Wolfville), Devour! must return the \$50,000 for the Renovations to Wolfville upon demand.
- (n) Complete construction of the Deck by December 31, 2023. Wolfville may, in its sole discretion, extend this deadline. Prior to commencing construction of the Deck, Devour! must submit the final design of the Deck to Wolfville's Director of Planning and Development and Director of Parks and Recreation for their approval. If construction of the Deck is not completed by December 31, 2023 (or such later date as agreed to by Wolfville), Wolfville will not be required to pay the \$50,000 for the costs of the Deck to Devour!. Upon completion of construction of the Deck, Devour! shall be responsible for all repairs and maintenance to the Deck.
- (o) Ensure that the building at 360 Main Street and the activities and operations of Devour! at the building are adequately and properly insured with such insurance in such amounts as is prudent, given the value of the building and the uses that will be made of the building.

- (p) Provide, within seven (7) days of a request being made, full and complete answers to all enquiries related to the Devour! Studios facility by Wolfville that do not pertain to commercially confidential third-party information generally described in Nova Scotia's *Freedom of Information and Protection of Privacy Act*.
- (q) Defend, indemnify and save harmless Wolfville, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of Devour!, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Memorandum of Understanding. This indemnity shall be in addition to and not in lieu of any insurance to be provided by Devour! in accordance with this Memorandum of Understanding and shall survive this Memorandum of Understanding.
- (r) Comply with all applicable laws of the Province of Nova Scotia and the Dominion of Canada and all by-laws and policies of Wolfville and any other municipal jurisdiction in which Devour! operates its business.

2.2 Devour! shall not:

- (a) Represent that Devour! and Wolfville are partners or joint ventures.
- (b) Represent that Wolfville guarantees the completion of the Renovations or provides any control over or oversight of the activities of Devour!.

2.3 Any other services provided by Devour! to Wolfville shall be agreed upon by Wolfville and Devour! and may be at a cost to Wolfville.

2.4 If any of the following occurs, Devour! must return all funds it has received under this Memorandum of Understanding to Wolfville upon demand:

- (a) the Devour! Studios space is no longer open to the general public as required by paragraph 2.1(c) of this Agreement;
- (b) the Deck is no longer open to the general public as required by paragraph 2.1(d) of this Agreement;
- (c) the property at 360 Main Street, Wolfville, is sold or transferred to anyone other than Devour! before December 31, 2026.

3.0 RESPONSIBILITIES AND EXPECTATIONS OF WOLFVILLE

3.1 Wolfville shall:

- (a) Provide \$100,000.00 in funding in total to Devour!. Payment of \$50,000, to be used toward the cost of the Renovations, will be made within 30 days of both parties signing this Memorandum of Understanding. Payment of the remaining \$50,000, to be used toward the cost of construction of the Deck, will be made by no later than 30 days after construction of the Deck is completed.
- (b) If requested, provide a letter of Wolfville's commitment to the project, for the sole use of Devour! to obtain additional funding.

3.2 Wolfville shall not:

- (a) Direct the manner in which Devour! fulfills its obligations to users of the Devour! Studios space set out in the Memorandum of Understanding.
- (b) Provide any control over or oversight of Devour! in the fulfillment of its obligations set out in this Memorandum of Understanding.
- (c) Provide any guarantee of the performance of Devour!.

3.3 Any other support provided by Wolfville shall be agreed upon by Wolfville and Devour!, and may be at a cost to Devour!.

4.0 RELATIONSHIP BETWEEN WOLFVILLE AND DEVOUR!

4.1 Wolfville and Devour! are not partners or co-ventures and nothing in this Memorandum of Understanding or otherwise constitutes either party as a partner or co-venture of the other party to this Memorandum of Understanding.

5.0 GENERAL

5.1 Any notice under this Memorandum of Understanding shall be properly served if provided to:

To Wolfville: Town of Wolfville
 Attention: Chief Administrative Officer
 359 Main Street
 Wolfville, NS
 B4P 1A1

To Devour!:

Slow Motion Food Film Fest Society
40 Belcher Street
Kentville, NS

- 5.2 This Memorandum of Understanding ensures to the benefit of and is binding upon the parties, their administrators, successors, and assigns.
- 5.3 This Memorandum of Understanding and any documents expressly contemplated by this Memorandum of Understanding constitute the entire agreement between the parties. No representations, warranties, covenants, or agreements, whether oral or written, between the parties with respect to the subject matter hereof are binding upon the parties subsequent to the date of execution of this Memorandum of Understanding.
- 5.4 The parties agree that this Memorandum of Understanding shall be interpreted in accordance with the laws of the Province of Nova Scotia and the Dominion of Canada. The parties agree that the courts of Nova Scotia do not constitute a forum non conveniens. (Definition: A court's discretionary power to decline to exercise its jurisdiction where another court may more conveniently hear a case).
- 5.5 The parties and the signatories to this Memorandum of Understanding confirm that each party has signed this Memorandum of Understanding by its proper signing authority and that the signatories have the authority to bind each party to the Memorandum of Understanding.
- 5.6 In the event of a dispute arising out of or relating to this Memorandum of Understanding, including any question regarding its existence, validity or termination, the parties shall first seek settlement of that dispute by mediation. The mediation shall be conducted under the then current mediation procedures of ADR Atlantic Institute or any other procedure upon which the parties may agree. The parties further agree that their respective good faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, including litigation, arbitration, or other dispute resolution procedures. Either party may commence the mediation process by providing to the other party written notice, setting forth the subject of the dispute, claim or controversy and the relief requested. Within ten (10) days after the receipt of the foregoing notice, the other party shall deliver a written response to the initiating party's notice. The initial mediation session shall be held within thirty (30) days after the initial notice. The parties agree to share equally the costs and expenses of the mediation (which shall not include the expenses incurred by each party for its own legal representation in connection with the mediation).

6.0 TERM

- 6.1 This Memorandum of Understanding will become effective and valid on the last day signed by an authorized representative of Wolfville or Devour.!

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be properly executed on the dates hereinafter set forth

SIGNED, SEALED AND DELIVERED

Erin Beaudin, Chief Administrative Officer

Town of Wolfville

Date

Witness

Date

Roma Dingwell, Chair, Board of Directors

Slow Motion Food Film Fest Society

Date

Witness

Date

REQUEST FOR DECISION 035-2021

Title: Slow Motion Food Film Fest Society MOU

Date: 2021-06-09

Department: Parks and Recreation



B) Request for Decision 004-2021:

SUMMARY

Slow Motion Food Film Fest Society (Devour! The Food Film Fest) – One time Capital Grant Request.

Slow Motion Food Film Society (Devour! The Food Film Fest) is seeking financial support in the amount of \$100,000 to renovate and operate a facility in Wolfville. Details of this facility are outlined in the attached application.

This contribution represents 2.7% of the project's expected capital cost (\$3,700,000). Current timeline provided for the project has construction/renovations to begin April 1st, 2021.

As per the Grants to Organization Policy, 710-003, staff is not making a recommendation regarding the grant request. Staff is providing a Draft motion (see below) and alternatives (see section 9):

DRAFT MOTION:

That Council refer the one-time capital request in the amount of \$100,000.00 to assist and support the establishment of The Devour! Studios as part of the 2021-22 budget process.

1) CAO COMMENTS

Staff has provided information to assist Council with this decision. As per policy, there is no recommendation coming from staff. It is important that Council consider not only the criteria scoring of this application, but also the current financial situation of the Town and our ability to provide the grant.

2) LEGISLATIVE AUTHORITY

- *Municipal Government Act 65A(1)(a)*
- *MGA 65(2), (3), & (5)*

3) STAFF RECOMMENDATION

No recommendation.

4) REFERENCES AND ATTACHMENTS

Please find attached application at the end of this RFD.

REQUEST FOR DECISION 035-2021

Title: Slow Motion Food Film Fest Society MOU

Date: 2021-06-09

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5) DISCUSSION

This request supports ambitious plans to purchase, renovate and operate a unique culinary and cultural HUB within the Wolfville downtown core. Devour! Studios: A Centre for Culinary and Cultural Innovation. This is bold step forward for Devour! The Food Film Fest. And, timely after ten years of operations.

Located at 360 Main Street, Devour! Studios is conceptualized as multi-tenant, multipurpose permanent home for Devour. A space to host, entertain, educate, and promote. Promotions which are not only limited to that of the Town, but of the surrounding agri-food sectors and tourism more broadly.

There are several obstacles to navigate to ensure a clear path forward. The Executive Director provided the following timeline which outlines these more clearly and should help in understand scope of project:

New proposed timeline:

November 20- Invest Presentation and decision (\$990K) - Secured!

January 2021 John and Anne secure property, establish lease and sale covenant with SMFFF

February 2021- Short Term Property management contract established w/SMFFF

By March 31- Secure CCH funding and Heritage Canada commitments

March - project management finalization - Construction co, Architect designs and timelines

April 1- Renovations begin

June 1- Capital Campaign milestone \$700k

Phase 1 renos for Main Floor, Coolers and storage lockers by October 1

Phase 2 renos completed by December 31, 2021

Wrap Capital Campaign \$1M total by December 31, 2021

January 2022 - Commence full-time operations of space

Secure Debt Financing by end of March 2022

Transfer ownership to SMFFF by March 31, 2022

Staff facilitated a presentation to Council on January 12, 2021 to provide a first-hand overview of the project and the ask. It is the hope of staff that this presentation provided meaningful information to help inform decision making and ultimately direction moving forward in terms of the capital request.

It should also be mentioned that not only does the establishment of this project come with a direct financial ask by way of a capital grant request, Devour! The Food Film Fest has been a recipient of dollars through the Strategic Partnership Program in the past and could potentially be a partner in

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the future (current agreements end in 2021) and based on their presentation, is looking for 10 years of graduated taxation.

For the moment, Council should review this as a two part issue. First is the one time grant request and the other is a graduated tax accommodation. The second part cannot be answered at this time as Council has not enacted a Bill 177 framework for the Town. The new MPS included enabling provisions to allow Council to consider a graduated tax framework, however the required bylaw has not been established. It is an initiative that requires a process in the coming year involving staff resource and recommendations to PAC and ultimately to Council.

If Council refers this to budget process, it should be done with the knowledge that several details would need to be clarified by the applicant before any actual dollars could be forwarded to the Devour! organization. These would include ownership of the building and what if any of the renovation dollars involve the non-Devour portion of the building.

6) FINANCIAL IMPLICATIONS

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

*As noted in previous years, grants paid to outside organizations should be considered from a number of perspectives, and with regard to financial, Council should consider the current financial status of the Town and the anticipated financial requirements in the coming years. Any time grants are provided to an external organization, those dollars are no longer available for use on direct Town responsibilities. In addition, **grants issued in the past may have occurred when there were available dollars, which may not always be the case year in and year out.***

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

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As per previous practice, it would be recommended that if interested in this request, that Council refer it to the 2021/22 budget process in order for Council to have the benefit of all other financial pressures that have to be considered in spending finite taxpayer dollars. If Council feels it is not prepared to support the request, it could be turned down which simplifies the budget process moving forward.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This project would directly align with Council priorities in terms of improving quality of life through regional and cultural activities as well as by way of economic development (both directly and indirectly).

Devour! Studios could ensure long-term investment in the downtown core and encourage growth in the tourism and event sectors, as well as training and educational uses. Each of three pillars (Improving Quality of Life for All, Maximizing our Infrastructure Investments, and Leveraging our Economic Opportunities) of Councils Strategic Plan can be identified through a lens focusing on the work and forward thinking Devour! Studios offers.

Council Strategic Principles:

- 1. Affordability**
- 2. Transparency**
- 3. Community Capacity Building**
- 4. Discipline to Stay the Course**
- 5. United Front**
- 6. Environmental Sustainability**

8) COMMUNICATION REQUIREMENTS

The applicant will be notified of Council's decision.

9) ALTERNATIVES

To assist Council in its decision making, the following alternatives have been provided:

- 1. Council could provide a grant, with a lower or higher amount.*
- 2. Council could choose not to provide the grant.*
- 3. Council could choose to allocate grant funds over multiple years with the stipulation that a grant in any future years is contingent on a re-evaluation of available funding, i.e. no future amount would be guaranteed.*

10) Grant Application:

Name of Organization: **Slow Motion Food Film Fest Society (Devour The Food Film Fest)**

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Title: Slow Motion Food Film Fest Society MOU
Date: 2021-06-09
Department: Parks and Recreation



Contact Person: **Michael Howell**

Mailing Address/PO Box: **40 Belcher Street**

City: **Kentville**

Email Address: michael@devourfest.com

Phone - Work: **902 679 0297**

Phone - Home: **902 542 7484**

Social Media Contact - Facebook: <https://www.facebook.com/devourfest>

Social Media Contact - Twitter: <https://twitter.com/devourfest>

Social Media Contact - Instagram: https://www.instagram.com/devour_fest/

Social Media Contact - Other:

Is your organization a registered charity?: **Yes**

If yes, what is your CRA Charitable Status Registration Number?: **82909 4135 RR0001**

Is your group a non-profit organization?: **Yes**

Is your organization registered with Joint Stocks?: **Yes**

Did you receive funding last year through the CPP?: **No**

If yes, did you submit a final report?: **No**

What percentage of this event/program takes place in Wolfville?: **100**

Please provide a detailed purpose and description of the request: ***The Devour! Studios will be unique in Canada – an audacious vision of a world-class facility programmed and tenanted by leaders in the field, cultural partners, community groups and organizations. By purchasing, renovating and operating a facility with multiple revenue streams (to support sustainable operations) and creating equity for the Slow Motion Food Film Fest (SMFFF) the charitable aims of SMFFF can be supported, and in fact grow. The cohesive community-based nature of this project (like minded organizations under one roof) can be interpreted as building community resilience as well as fiscal stability. By celebrating the bounty of Nova Scotia in our agricultural heartland, bringing opportunity to celebrate Indigenous, Acadian and minority culture through programming and visual arts presentations, visitors and clients will better understand the farm-to-table movement, procure more***

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regional products and learn more about our history and culture. Devour! (SMFFF) will offer in-depth programming that defines the region and our gastronomic history with a focus on seafood, agri-foods from our rich soils, beverages created from the terroir and merroir as well as improving the skill sets of our labour force to make us more competitive on a global scale. SMFFF will grow the rural economy so we can celebrate and promote the culture of our region through music, art and community engagement. SMFFF will provide and manage a facility for social enterprises, not for profits and arts and culture activities to grow programs in support of communities like regional food banks, culinary education for youth and students, mentorship programs for supporting workplace development. The funds requested will be to making capital improvements to the facility that could conceivably include the Wolfville Tourist Bureau and a dedicated box office, info counter, improve wayfinding, act as a gateway to the Wolfville Waterfront and Harvest Moon Trail and improved accessibility for all.

How does the request align with Council's Strategic Plan?: The Devour Studios will contribute directly to improving the quality of life for all citizens of Wolfville by creating a cultural, placemaking and economic hub in the centre of Town. It will expand the capacity of the town to offer myriad new opportunities for leisure, culture and recreation and educational activities.

Improving the systems in the facility to be post-covid, broadcast ready, availing new technologies for attracting business (film and music industry) and cultural industries while maintaining the history of the facility; a former apple warehouse directly on the Wolfville waterfront.

By opening up programming and tenaning to all walks of life (social enterprise cafe, Taste of NS retail area, cultural events celebrating the history of the region and a much expanded presence of Devour! and Deep Roots Cooperative in the town, we offer something for all)

By improving the existing structure and creating a pleasing and modern approach to the new "centre of town" this creates a HUB around which and in the town can grow and take civic pride.

To advance Wolfville as a premier destination in Atlantic Canada for culinary, craft beverage, wine, agri-tourism and cultural tourism experiences.

To create a business ready environment for future expansion and attraction opportunities. This project clearly demonstrates complete alignment with Town priorities

To foster the success of our existing business community.

What is the target demographic that this request would serve?: all ages, all walks of life. Specific attraction to grow the visitor economy by attracting visitation from all regions, regionally, nationally and internationally

What would the tangible benefit(s) be to the community?: Economic development, additional physical resources to grow visitation and community resilience. CULTURAL HUB - A showpiece to build community pride (Think the Decoste Centre in Pictou). A facility that aligns art, culture agri-food opportunities under one roof), a home for arts organizations like Deep Roots and Devour, cultural organizations like VANSDA, The Landscape of Grand Pre, Glooscap First Nation, industry associations like WANS and potentially others that creates a visible place that visitors and residents alike can conceive as an anchor to our community. Centralizing box offices and potentially Visitor information services in the centre of town contributes to accessibility and mobility. A more visible potential home for the Magic Winery Bus, public washrooms, and facilities open to the public. The facility will create employment for up to six full time jobs and upwards of 50 parttime jobs.

Beautification of the facility will enhance community pride. As a place welcoming minorities, the

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Devour! Studios will advance diversity in our community – for example, working with VANSDA to create educational opportunities for black youth in our community helps build resilience and acceptance

Application Checklist upload: [5f9c513884eaa-Devour Draft Business Plan October 16.pdf](#)

Program/Event Description: [5f9c51388d4c7-Devour Studios Brochure.pdf](#)

*Total funding requested of the Town: **\$100,000***

*Total capital costs of project: **\$3,700,000***

*Total project cost: **\$6,200,000***

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.

REQUEST FOR DECISION 056-2024

Title: Wolfville Community Safety Model Study

Date: 2024-12-03

Department: CAOs Office



SUMMARY

Wolfville Community Safety and Model Draft Study and Planning Document

By the end of 2022, through an engagement cycle completed as part of our Policing Services Review, our community had identified on-going, unmitigated, and unmanaged nuisance party occurrences and road safety as priority areas needing attention in the Town. Community members also noted the need for better efforts on small crime, property damage and residents had expressed a desire to experience relationship building with law enforcement.

In conversation with Dr. Stephen Schneider, from Saint Mary's University, the Policing Services Review Committee was hopeful that these areas of concern could be addressed through the provision of a Community Safety Office. A Community Safety Office was believed to provide additional service in the Town, filling gaps resulting from the limitations of our current policing services provider.

In April of 2023, Dr. Schneider was engaged in considering feasibility and asked to develop a plan for a Community Safety Office pilot project for the Town of Wolfville that would include the hiring of a Community Safety Coordinator.

This planning phase required delivery of a report that would articulate the mandate, goals, principles, strategies, programs, and services of the proposed office. It was also expected to provide a preliminary estimate of the resources required for this office, an initial description of the Community Safety Office Coordinator position, and a framework to monitor and assess this pilot project.

In March 2024, Dr. Schneider delivered a *Wolfville Community Safety and Wellness Model Draft Study and Planning Document*.

After reviewing the draft report and consulting with partners and project co-funders at Acadia, it has become clear that the draft report recommendations would not be feasible for the Town of Wolfville because the complexity and costs associated with the proposed model do not match the size, resources or needs of our community.

This feedback has been communicated to Dr. Schneider and he is willing to make changes to his final report but staff believe that our current practices, current staffing levels and demonstrated outcomes suggest we are already working with a community safety approach.

REQUEST FOR DECISION 056-2024

Title: Wolfville Community Safety Model Study

Date: 2024-12-03

Department: CAOs Office



DRAFT MOTION:

That Council direct staff to work with partners and project co-funders at Acadia to wrap-up this project with the draft report as the final deliverable.

REQUEST FOR DECISION 056-2024

Title: Wolfville Community Safety Model Study

Date: 2024-12-03

Department: CAOs Office



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

3) STAFF RECOMMENDATION

Staff support the proposed motion.

4) REFERENCES AND ATTACHMENTS

IR 010-2024 Wolfville Community Safety and Wellness Model Draft Study and Planning Document

5) DISCUSSION

For the past three years, staff have worked to improve relationships with Acadia as well as RCMP. Working with these partners, members of the community, and other professionals as needed, we are currently taking a community safety approach.

Evidence of progress includes a smooth (unofficial) Cheaton Cup celebration and Homecoming weekend, both in 2024, resulting from diligent advance cooperation and collaboration with our partners.

The Town has also benefitted from feedback from community engagement that has encouraged building a more inclusive Town, which is evidenced by on-going support of events like the Welcome to Wolfville Street Party and programs like Soups and Sides.

Staff are also working with Acadia on a potential training program that will provide partners with additional means of navigating challenging community-based issues that may occur in the future. This program will not have any costs for the Town. Details will be forthcoming, pending a formal funding announcement.

6) FINANCIAL IMPLICATIONS

As per RFD 020-2023 the budget was \$28,500 for Dr. Stephen Schneider. The total amount spent is now \$17,833.50. Acadia covers half of this cost.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity
- Community Wellness

REQUEST FOR DECISION 056-2024

Title: Wolfville Community Safety Model Study

Date: 2024-12-03

Department: CAOs Office



8) COMMUNICATION REQUIREMENTS

Council's decision will be communicated to Acadia so that they can proceed with their decision. Once final decisions are in place, Dr. Schneider will be briefed.

9) ALTERNATIVES

Council may request a new draft or wait for the final report. Staff would need to work with Dr. Schneider to determine what this timeline would look like.

INFORMATION REPORT

Title: IR 010-2024 Wolfville Community Safety and Wellness Model
Date: 2024-02-04
Department: Office of the CAO



SUMMARY

Wolfville Community Safety and Wellness Model Draft Study and Planning Document

By the end of 2022, through an engagement cycle completed as part of our Policing Services Review, our community had identified on-going, unmitigated, and unmanaged nuisance party occurrences and road safety as priority areas needing attention in the Town. Community members also noted the need for better efforts on small crime, property damage and residents had expressed a desire to experience relationship building with law enforcement.

In conversation with Dr. Stephen Schneider, from Saint Mary's University, the Policing Services Review Committee was hopeful that these areas of concern could be addressed through the provision of a Community Safety Office. A Community Safety Office would be able to provide additional service in the Town, filling gaps that result from the limitations of our current policing services provider.

In April of 2023, Dr. Schneider was engaged to consider feasibility and develop a plan for a Community Safety Office pilot project for the Town of Wolfville that would include the hiring of a Community Safety Coordinator.

This planning phase required delivery of a report that would articulate the mandate, goals, principles, strategies, programs, and services of the proposed office. It was also expected to provide a preliminary estimate of the resources required for this office, an initial description of the Community Safety Office Coordinator position, and a framework to monitor and assess this pilot project.

In March 2024, Dr. Schneider delivered a *Wolfville Community Safety and Wellness Model Draft Study and Planning Document*.

INFORMATION REPORT

Title: IR 010-2024 Wolfville Community Safety and Wellness Model

Date: 2024-02-04

Department: Office of the CAO



1) CAO COMMENTS

Council is asked to receive the report, and Dr. Schneider's presentation, for information purposes.

2) REFERENCES AND ATTACHMENTS

- RFD 020-2023
- *Wolfville Community Safety and Wellness Model Draft Study and Planning Document*

3) DISCUSSION

In his report, Dr. Schneider presents a model where a Community Safety and Wellness Society would be created. This charitable/not for profit organization would be separate from the Town, Acadia and the RCMP.

The Society would employ a community navigator and potentially two additional coordinators. One coordinator would oversee Community Safety and Prevention and the other would focus on Social Development and Wellness. Each coordinator would support working groups with between 9 and 13 members representing different agencies, organizations, and stakeholders.

The complexity of Dr. Schneider's recommendations and model goes far beyond the usual scope of a municipal unit of our size. This confirms our understanding that everything from the misuse of alcohol to theft, violence and vandalism can be linked back to complicated root causes.

While staff are committed to working through the report with our partners at Acadia and the RCMP, there does seem to be some indication that our current approach is already moving in a direction that the report recommends, albeit on a much smaller scale.

The on-going, collaborative efforts of the Town, Acadia and now, notably, the RCMP, have allowed us to adopt a far more effective way of tackling concerns that were raised in our 2022 community engagement cycle. Staff have never hesitated to connect with other levels of government, or to pull in community experts and organizations when there is a need. This approach has allowed us to be agile and effective in managing some on-going issues in our community.

The idea of a navigator that is outlined in Dr. Schneider's report is also something that staff are already contemplating in terms of accessibility and inclusion with our service delivery. This is something that staff can continue to focus on.

It's also crucial to note that during the year that Dr. Schneider worked on this study, our relationship with both the RCMP and Acadia has evolved to a level of cooperation and collaboration that we have never previously enjoyed. While road safety continues to be a major concern for our community, nuisance party issues have declined thanks to a community safety approach and harm reduction strategies. Staff anticipate more positive outcomes on major issues as we continue working in a

INFORMATION REPORT

Title: IR 010-2024 Wolfville Community Safety and Wellness Model
Date: 2024-02-04
Department: Office of the CAO



cooperative and collaborative manner, using proactive communications with all partners focused on removing the real and perceived barriers that exist in the community.

Dr. Schneider will walk Council through his report at Committee of the Whole and time has been booked for questions and discussion. After this presentation, Dr. Schneider will be preparing an additional, final report that will come back to Council later in the spring.

4) FINANCIAL IMPLICATIONS

From Dr. Schneider's draft report, the financial implications are unclear. Between one and three staff are proposed through the not-for profit described in the report. Grant funding from the Province would be required as well as partnership dollars from Acadia University. Dr. Schneider further suggests reducing the number of RCMP members to offset the cost of two of the proposed coordinator positions. Staff are not sure this is feasible but welcome dialogue with Justice and the RCMP to explore what this might look like.

As staff unpack this report and make recommendations on which model, if any, should be piloted, full costing will be provided to Council.

No additional resources are being requested for the 2024/25 budget year.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- [Community Engagement Report – Policing Services Review](#)
- RFD 020-2023
- *Wolfville Community Safety and Wellness Model Draft Study and Planning Document*

Reference from the 2021-2025 Strategic Plan:

- Economic Prosperity
- Social Equity
- Community Wellness

6) COMMUNICATION REQUIREMENTS

Staff have completed preliminary discussions with Acadia to review the draft report. We will require additional time and conversation to determine next steps. The draft report will be brought to the Town and Gown Committee in April for additional review.

Wolfville Blooms will be updated accordingly.

7) FUTURE COUNCIL INVOLVEMENT

Staff will bring back any recommendations for future Council input and decision. Council is asked to receive the report, and Dr. Schneider's presentation for information purposes only.

CAO REPORT

December 3, 2024

Office of the CAO



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Municipal Election 2024 in comparison

At the November Committee of the Whole session, staff were asked to report on statistics from previous elections. The findings are as follows:

Voter Participation Data				
YEAR	NUMBER OF ELIGIBLE ELECTORS	NUMBER OF ELIGIBLE ELECTORS WHO VOTED	PERCENTAGE OF ELIGIBLE VOTERS WHO PARTICIPATED	METHOD OF VOTING
2012	3,870	1,443	37.2%	Paper
2016	3,656	1,159	31.7%	Paper
2020	4,463	2,144	48%	Paper & E-Vote
2024	3,896	1,914	49.1%	E-vote only

Rec Hub

The bike share sea can that is the home of our new Rec Hub has been delivered. The new Rec Hub, located at 282 Main Street, across from Willow Park, will house the Town's new equipment loan program, featuring 20 new bikes and many helmets.

The hub's equipment loan program is intentionally launching with new bicycles as an important part of Wolfville's active transportation development project. Wolfville's Active Transportation Network will see more than 10 kilometres of routes created throughout the community in the years ahead.

The new bicycle fleet features many electrified models plus a specialized e-trike with bench seating to ensure every member of our community will have an opportunity to get around Town on the new network, that is being developed for all ages and abilities of users.

The recreation hub is housed in a former sea can and will be wrapped with bright graphics. During the warmer weather, staff will work from the space, coordinating equipment loans and group programming to get everyone comfortable with the idea of rolling and strolling along the active transportation network.

More details will be announced throughout the winter months with the official launch happening in the spring.

Major Projects Overview from Engineering and Public Works

Well #3 updates will come with a request for decision with a budget amendment on Dec. 3 at Committee of the Whole. Discussions with the province regarding funding agreement, scope changes, and possible project deadline extension are to come.

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

Water treatment process equipment replacements are now complete. Sensitivity concerns are being addressed by manufacturer. The Wastewater Treatment Plant phase 2 project is also moving ahead with staff expecting a 90 per cent detailed design from CBCL by the end of November.

The installation of the East End gateway parking lot lighting is complete. Staff extend thanks to those who were able to vacate the lot on short notice to support the installation of this important safety feature. Power has been provided to the trailhead structure for seasonal decoration and other future uses as well.

Indoor air quality testing RFQ for library and town hall is out for tender, closing Dec. 3 following lengthy discussions at the Joint Operational Health and Safety Committee over the past year.

Staff are excited to welcome Christa Rafuse, P.Eng. (Project Manager) starting November 27 and Dawson Sheehy (Sr. Manager of Operations) starting December 16.

Additional updates from Engineering and Public Works:

- Avalanche guard now installed on PW building roof
- Routine operations and winter preparations continue
- Water distribution annual leak detection complete
- Final few utility service installations being completed by ops staff before the end of this month.
- Milling and paving of Sherwood (Main to Woodland), Prince St, and Westwood (Park to End) scheduled for end of November. Patch paving of utility cuts continuing throughout.
- Reached out to Rielle Hoeg (Birds Canada) for Robie Tufts chimney visual inspection.

Community Compliance Updates

The Winter Parking Ban starts December 1. All related information is posted on the Town Website and flyers will be posted in the kiosk. Acadia will be offering winter parking passes again this year. Those who wish to access this parking opportunity can contact Acadia Safety and Security at [\(902\) 585-1103](tel:9025851103) Or security@acadiau.ca

Alison Coldwell, manager of Coordinated Access, began offering evening hours at the Visitor Information Centre from 9pm-12am on Mondays for an initial three weeks, beginning on November 18 in an effort to reach more people who are experiencing or who are at risk of homelessness. Compliance Staff will support Alison to ensure comfort and safety during this important pilot project.

There was great staff turnout for the REMO Winter Strom exercise on November 21. As usual, Regional Emergency Management Coordinator Dan Stovel offered a packed agenda to prep staff from across member municipalities for the worst possibilities (but we really hope for the best) in the upcoming winter season. Staff appreciated having Glenn join-in the exercise, especially for his support during a competitive Jeopardy tournament,



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Housing Accelerator Fund and Growth Management Review

The intent is to provide Council an overview of this work at the December Council meeting. Progress includes multiple components:

Plan Review and Growth Management component:

The Planning department received a number of proposals in response to the RFP for standing offers for planning and urban design services. Five successful firms have been awarded and Staff have begun meeting with consultants and proceeding with HAF and growth management work. These consultants will support with general planning services as needed but in the short-term will be focused on housing accelerator fund and growth management related work.

Zoning Maps and background analysis including vacant land, underutilized land etc. is progressing.

A Parking Study is ongoing and staff are working on scenarios and draft changes that will be presented to Council early in 2025 to meet our Housing Accelerator Fund commitments.

Non-Market Housing component:

To support the non-market working group, planning staff attended the annual Housing and Homelessness Housing Symposium in Halifax, as well as the South Shore and Annapolis Valley Regional Housing Network Launch and Go-No-Go Workshop to build networks with non-market housing providers, connect with other municipal staff supporting non-market housing initiatives and learn more about the challenges and opportunities faced by non-market housing providers to enable the Town to better support this sector.

Acadia University component:

A draft scope of work and intent was presented to our PAC and further meetings with Acadia are forthcoming. Staff are presenting this to Town and Gown in January to create a more investment-ready area (housing) in the area surrounding the current Tower residence building – (“south east campus”).

Development and Inspections

- Staff continue to work on files that require fire and/or building inspections services
- 24 Short term rental fire inspections have been completed – more expected/forthcoming
- 292 Main Street currently requires significant attention from our Senior Building Official and will continue as the project progresses

Community Development, Recreation, Events

The Memory Café 2024-25 series begins in early December. The program has now expanded to 13 locations: Wolfville, New Minas, Berwick, Clare, Argyle (2), Shelburne, Bridgewater, Chester, Tantallon, Cole Harbour, Richmond, Sydney), which the Memory Café Nova Scotia team collaboratively support.



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Recent presentations at various conferences have drawn international interest in the program, and we have scheduled meetings with organizations in the US and Georgia (the country) to provide guidance and support to their efforts.

Every four years, with the swearing-in of a new Council, the Town selects several Strategic Partners that support the Town's initiatives. Current Strategic Partners (2021-2025 term) have been contacted to express interest in continuing this relationship, and a call for more interested partners will be going out via our communication channels. Council will have an opportunity to review, vet and select Strategic Partners for the 2025-2029 term.

The Town is in decoration mode for the holiday season, with many lights and other decorative elements being placed in our parks and the downtown area. The WBDC has agreed to make a contribution towards specific displays in Willow Park and Waterfront Park in order to add to the Wolfville Glows atmosphere.

The Town enjoyed supporting Nova Scotia Music Week with various in-kind contributions and an award sponsorship. Feedback from the community, as well as the organizing committee, has been positive.

The west end trail loop project is nearly ready to break ground. This will provide over a kilometre of quality walking trail between Stirling Avenue and Highway 101.

Staff are working on a Pilot collaboration between Town of Kentville, Village of New Minas and Town of Wolfville for recreation month in June 2025, with widespread programs and events all throughout the month focuses on biking, outdoor education, try it programs and more. We are presenting to the larger Valley Rec community to build support during our December meetings.

Tourism

The Visitor Information Centre (VIC) is wrapping-up for the season and is now currently open Friday-Sunday. The Wine Bus is doing holiday themed tours on Saturdays (about 25 people) and visitors continue to visit with our staff. A recap of the VIC season will be presented to Council once we close fully for the season and compile an overview / presentation with staff.

Soups and Sides

The program is starting to see an increase in guest numbers thanks to on-going invitations and outreach to community members. There is still lots of capacity, so Council is asked to continue to attend and invite friends and neighbours to attend the fun Monday night program.

Volunteers have started adding cookies to the menu and artisan breads are now also available thanks to generous community support.

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Economic Prosperity * Social Equity * Climate Action * Community Wellness

Student content creators from Acadia will be working on creating a promotional video and in early January a press blitz will happen to keep interest in this supportive program as the weather cools and the winter sets in. A partnership event through the Town and Gown Committee is also being planned for Blue Monday, on January 25, to help lift spirits.

Finance update

Finance staff have begun working on preliminary 2025/26 budgets and shall be presenting draft version 1 to Committee of the Whole at a Special COW meeting tentatively scheduled for January 21, 2025. The Senior Leadership Team will be meeting on Wednesday, December 4, to complete prioritization of 2025/26 capital projects.

Letters have been sent out for properties falling within the Tax Sale Policy requirements. The tax sale process typically takes several months to complete for any tax account that remains in arrears throughout the tax sale process. Any account that pays its outstanding balance prior to completion of the tax sale process shall be removed from the process listing.

Year-to-Date Quarter 2 financial results are to be presented to the Audit Committee at the next committee meeting to be held on December 6, 2024.

By mid-December, staff expect to receive early summary information on the 2025 Tax Assessment Roll. Property owners can expect to receive Notice of Assessments for 2025 in early January 2025.

GIS Updates

The Engineering and GIS team have successfully updated the locations of underground water and electrical utilities for Willow Park and Robie Tufts Park. This data is critical for safe operations within the parks, particularly for identifying potential underground hazards. Efforts are ongoing to further update and enhance this information in preparation for the next season.

Permittable is now reporting expiring and expired permits and will introduce application and approval data tracking for subdivision approvals and development agreements.

Responses to Public Input / Questions from November 12, 2024

- Will the Town more diligently pursue / recover expenses and grant monies it is entitled to?
 - Often these arrangements are governed by legislation, by-law, policy or agreement and will be administered based on those parameters. Town Council may consider opportunities for cost-recovery with any new by-law, policy or agreement in the future.
- It was suggested that temporary shelters be erected to provide emergency winter shelters for those sheltering in Robie Tufts Park. Questions related to the establishment of such a shelter and the suggestion of a housing navigator were also provided.



Economic Prosperity * Social Equity * Climate Action * Community Wellness

- The Town will continue to work on upstream housing options to increase the supply of market and non-market housing in Wolfville.
 - The Town will continue to work with local area service providers to stream unhoused individuals and those at risk of being unhoused toward existing supports.
 - The Town will continue to assess its supports for those sheltering in in public spaces.
- A comment was made that Council broke laws in holding a virtual election. Comments were also made about staff conduct during the administration of the election.
 - Municipalities are authorized to hold a fully electronic election under section 146A of the Municipal Elections Act.
 - In compliance with this section of the MEA, Wolfville's Electronic Voting Bylaw authorizes a fully electronic election.
 - All electors had the option to decline their ballot electronically if they chose to do so.
 - Comments made regarding staff are unfounded.

Upcoming events:

- 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.
- Dec. 16 – Last Soups and Sides of 2024
- Jan. 13 – First Soups and Sides of 2025
- Feb 15 – tentative date for Valentine's themed community event that will replace the Jan. 1 Levee
- Feb.17 – Heritage Day