



Committee of the Whole

April 1, 2025

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call of Order and Land Acknowledgement

1. Approval of Agenda

2. Declarations of Conflicts of Interest

3. Approval of Minutes

- a. Committee of the Whole Minutes, March 4, 2025
- b. Committee of the Whole In Camera Minutes, March 4, 2025
- c. Special Budget Committee of the Whole Minutes, March 11, 2025
- d. Special Budget Committee of the Whole In Camera Minutes, March 11, 2025
- e. Special Budget Committee of the Whole Minutes, March 25, 2025

4. Presentations

- a. Jeremy Strong, WBDC Strategic Plan and Budget
- b. Martin Laycock & Bette El-Hawary, Swim Nova Scotia

5. Public Comment

PLEASE NOTE:



- *Reminder to all speakers that the Town conducts its business with the seven sacred teachings in mind, truth, honesty, love, courage, respect, wisdom and humility.*
- *Members of the public participating in public input sessions will conduct themselves in a manner that is respectful to the public, council and staff. Should this not occur, the Chair will advise them to end their questions and/or comments immediately.*
- *You have up to 5 minutes to make comments and provide feedback on matters included on the meeting agenda. Comments are to be directed to the Chair.*
- *If appropriate, responses to input and/or questions will be responded to in a future CAO Report.*
- *Any 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 014-2025: Municipal Innovation Program Application – Inter Municipal Human Resources Assessments
- b. RFD 016-2025: Funding Applications: Flood Risk Infrastructure Investment Program Application and Provincial Capital Assistance Program Application
- c. RFD 017-2025: Strategic Plan Facilitation Recommendation (*report to follow*)
- d. IR009-2025: Accessibility Report Card

7. CAO Report

8. Committee Reports (Internal)

- a. Equity & Anti-Racism Advisory Committee
- b. Planning Advisory Committee (*verbal update*)
- c. Source Water Protection Advisory Committee



9. Committee Reports (External)

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

10. Public Input / Question Period

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

- a. Contract Negotiations

12. Adjournment of In-Camera Meeting

13. Regular Meeting Reconvened

14. Motions from In-Camera Meeting

- a. RFD 015-2025: Visitor Information Centre Operations: Contract with Wolfville Business Development Corporation

15. Regular Meeting Adjourned

REQUEST FOR DECISION 014-202#

Title: MIP Application – Inter-Municipal HR Assessment
Date: 2025-04-01
Prepared by: CAO Glenn Horne
Contributors: Berwick & Kentville Staff



SUMMARY

Municipal Innovation Program Application – Inter-Municipal Human Resources Assessment

The Towns of Berwick, Kentville, and Wolfville are collaborating to assess and improve their human resources service delivery through an inter-municipal project estimated at \$80,000. The key objectives include conducting needs assessments, identifying gaps in current human resource services, and developing individual and intermunicipal service options that optimize resources without compromising each partner’s autonomy. An application to the Municipal Innovation Program, which may cover up to 75% of the costs, will support this work and reduce costs to the partnering Towns.

DRAFT MOTION:

That Council approve an application to the Municipal Innovation Program to support an assessment of human resources service needs and development of inter-municipal service delivery models in partnership with the Towns of Berwick & Kentville.

REQUEST FOR DECISION 014-202#

Title: MIP Application – Inter-Municipal HR Assessment

Date: 2025-04-01

Prepared by: CAO Glenn Horne

Contributors: Berwick & Kentville Staff



1) CAO COMMENTS

This is a recommendation of the CAO.

2) LEGISLATIVE AUTHORITY

MGA Section 65A – authorized municipal expenditures

3) STAFF RECOMMENDATION

That Council approve the draft motion to authorize an application to the Municipal Innovation Program (MIP) in support of this initiative.

4) REFERENCES AND ATTACHMENTS

- Request for Proposals (RFP) WOL002-2025 Human Resources Needs Assessment and Service Delivery Options

5) DISCUSSION

The Towns of Berwick, Kentville and Wolfville (the “Partners”) have agreed to retain a qualified consultant to assess the human resources (HR) service needs of each organization and develop HR service delivery options, including intermunicipal service options, for further consideration. This engagement will produce an HR needs assessments for each Town and a report that identifies and describes inter-municipal HR service delivery options that may better serve the partners.

The key goals of this work include:

- Execution of a needs assessment of current HR service delivery for each organization.
- Identification of gaps and weaknesses in existing resources, services, structures, policy and processes.
- Identification of areas for improvement and recommended investment to address gaps and strengthen resources, services, structures, policy and processes.
- Recommend solutions to address gaps and weaknesses that optimize resource requirements and costs without negatively impacting the individual Towns’ autonomy.

An RFP for this work, attached for your reference, closes on April 9, 2025. The RFP also provides additional details on the scope of work. An MOU outlining roles, responsibilities and division of costs among the partners has also been established.

The MIP provides up to 75% funding for regional cooperation projects to help the long-term sustainability of local governments. Applications to the MIP are due by April 28, 2025, and require an

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authorizing Council motion. This project has already been reviewed with provincial staff to determine its eligibility.

6) FINANCIAL IMPLICATIONS

The total project budget for this work is estimated to be approximately \$80,000. The funding request to the MIP is \$60,000 (75% of total). If successful, the remaining \$20,000 will be funded based on the agreed funding formula, as follows:

Berwick: \$4,315.55

Kentville: \$9,034.87

Wolfville: \$6,648.84

If MIP funding is not provided, the project scope will be scaled appropriately. The Town has budgeted \$15,000 for this project.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This initiative is highlighted in the Town's 2025/26 Operational Plan.

8) COMMUNICATION REQUIREMENTS

There are no apparent communication requirements.

9) ALTERNATIVES

Council may approve the draft motion or not.

WOL002-2025

Human Resources Needs Assessment
and Service Delivery Options

March 2025



1.0 INVITATION

The Towns of Berwick, Kentville and Wolfville (the “Partners”) are seeking proposals from qualified individuals and organizations to assess the human resources (HR) service needs of each organization and develop HR service delivery options, including intermunicipal service options, for further consideration. Specifically, the partners are seeking HR needs assessments for each Town and a report that identifies and describes HR service delivery options that may better serve the partners whether it be individual service provision or intermunicipal opportunities.

2.0 BACKGROUND

The Town of Berwick is a welcoming community in the beautiful Annapolis Valley with an earned reputation of providing an excellent quality of life for our residents. The Town of Berwick are proud owners of one of the few remaining municipal electric utilities in Nova Scotia and generating over 50% of our energy needs through municipal owned assets such as a 23.5 MW wind farm, 4.88 MW solar garden and 250KW hydro generator. Berwick has a skilled municipal team of approximately 20 Town, and 4 Berwick Electric full-time employees, 3 part-time and up to 10 casual/seasonal employees, managing a combined operating budget of over \$13.7 million and a \$20.5 million five-year capital projects budget, which includes significant upgrades to our wastewater treatment plant positioning the Town for significant growth.

The Town of Kentville is a sought-after community to raise a family and age in place. The Town is highly recognized for its parks and sports facilities as well as its efforts toward increasing recreation and creating an energizing downtown centre that regularly hosts annual festivals and events. The municipality has a skilled team of approximately 52 Town and 21 Kentville Police Service full-time staff, with 37 seasonal employees, managing a \$21.2 million operating budget and \$27.3 million five-year capital projects budget. Over the next 5 years, the Town of Kentville expects significant growth due to the development of a new 3.8 km connector road that will open access to over 300 acres of residential development.

The Town of Wolfville, situated in the beautiful Annapolis Valley, features a picturesque downtown core surrounded by breathtaking landscapes. With a skilled municipal team of approximately 50 full-time, 5 part-time, and 15 seasonal employees, managing a \$16 million operating budget and \$68 million capital projects budget, the town is well-positioned for significant growth. Driven by its strategic location and a flourishing wine industry, the home of Acadia University is experiencing increased demand for development. Its proximity to Halifax, reputation as an active and social community, and appeal to remote workers has made it an attractive destination for young professionals and families seeking small-town quality of life, making growth management a key priority for the town.

3.0 SCOPE OF WORK

The Partners are requesting proposals from qualified individuals or companies to assess the HR service needs of each Town and develop individual and/ or inter-municipal HR service delivery options for further consideration.

The key goals of this work include:

- Execution of a needs assessment of current HR service delivery for each organization.

- Identification of gaps and weaknesses in existing resources, services, structures, policy and processes.
- Identification of areas for improvement and recommended investment to address gaps and strengthen resources, services, structures, policy and processes.
- Recommend solutions to address gaps and weaknesses that optimize resource requirements and costs without negatively impacting individual Town's autonomy.

Specific activities and outputs being solicited include:

- A HR needs assessment report for each partner (three individual reports in total) that includes:
 - A review of organizational structures, services, resources and processes, and interviews with key personnel (up to six from each organization), to identify and assess the current state of HR service delivery.
 - Identification of constraints (if any) that require consideration.
 - Identification of process gaps, duplication, inefficiencies or associated risks.
 - Identification of opportunities for improvement.
 - Identification of specific investments of resources (human, financial, system, etc...) needed to implement opportunities for improvement
 - Identification of risks if municipal units continue to operate HR processes with the current structure
- Development and assessment of HR service delivery options that include:
 - A description of the range of options available from the least integration to the most.
 - Identification of the most advisable options available, based on the individual needs assessments.
 - Identification of specific investments of resources (human, financial, system, etc...) required to implement each option.
 - An implementation plan associated with the most advisable options, which includes:
 - The order and timing of individual initiatives,
 - Budget estimates for all associated activities,
 - A draft intermunicipal agreement as required.
 - A funding formula dividing costs among the partners in a manner appropriate for the services being provided.

4.0 DELIVERABLES

Certificates of Compliance

Successful proponents will be expected to supply other information, if requested, such as proof of good standing with Workers' Compensation Board, applicable licensing, professional designations, etc.

Insurance & Liability Requirements

Successful proponents will be required to enter into a Consultant/Client agreement. The intention of the agreement will be to hold the consultant responsible for deliverables and indemnify all Partners from any damage incurred as the result of errors or omissions or negligence on the part

of the Contractor. The Contractor shall be required to provide proof of insurability to a maximum value of \$5,000,000.

5.0 SUBMISSION AND EVALUATION

5.1 Submission of Proposal

- i. On behalf of the Partners, the Town of Wolfville will receive electronic proposals in pdf format until **4:00 pm local time on Wednesday, April 9, 2025.**
- ii. Proposals must be signed by an authorized signatory of the consultant firm.
- iii. The total proposal submittal shall be submitted to Glenn Horne, CAO, at ghorne@wolfville.ca and marked "Proposal – HR Needs Assessment & Service Delivery Options" in the subject line.
- iv. All communications and questions for clarification regarding the contents of this RFP shall be forwarded to the same email as above. All requests for clarification must be received in writing at least four (4) working days prior to the closing date to allow written clarification to be issued to all respondents. Verbal responses are only binding when confirmed by written addenda.
- v. Proposals can be mailed or hand delivered to:
Glenn Horne, Chief Administrative Officer
359 Main Street, Wolfville NS, B4P 1A1

Proposals submitted by mail or hand delivered must include a pdf copy of the proposal and any associated materials.
- vi. Proposals will not be publicly opened.
- vii. The submission of a proposal shall be deemed to indicate that the proponent has read, understood and considered all addenda issued prior to the closing date and time.
- viii. Late proposals shall not be considered.
- ix. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.

5.2 Proposal Content

Proposals should be detailed enough to demonstrate how the Vendor's expertise, staff, and resources best meets the needs of the Municipality as described in this RFP.

The proposal shall include the following information:

- Corporate background.
- Corporate procedures.
- Current total staffing and clients.

- Description of the Proponent's understanding of the assignment and deliverables required for the work proposed to meet the objectives.
- Description of how the Scope of Work will be delivered, including:
 - methodology,
 - project schedule,
 - key milestones, and
 - communications strategy for key stakeholders.
- Summary of related municipal experience.
- References from two clients that have had similar engagements completed by your organization
- Corporate Organizational Chart.
- Completed "Recent Experience Summary Form" (see Appendix A) or equivalent.
- CV of all principal staff or summary.
- CV of staff and resources that are proposed to have direct responsibility to principal staff (maximum one page per person).
- Schedule of fees of staff & resources identified.

5.3 Evaluation Process

All submissions received prior to closing will be evaluated by a Review Panel consisting of representatives from each Partner. Proposals will be evaluated using the criteria set in 5.4.

5.4 Evaluation Criteria

Proposals will be evaluated and ranked according to the following criteria:

Corporate - 10%

- managerial ability;
- corporate stability;
- professional integrity;
- unique/innovative corporate features.

Technical Ability – 40%

- alignment of proposal with defined scope of work;
- experience with similar projects;
- proven ability with similar projects;
- technical resources/in house services and/or partner services;

Project Team – 20%

- Team experience with similar projects
- Human resources and qualifications of key personnel, including back up personnel.
- Communications and reporting procedures and availability of key staff

Quality of Proposal – 10%

- level of effort, presentation, and thoroughness

Cost - 20%

- fee structure reflective of quantity and quality of work requested in RFP

6.0 TERMS AND CONDITIONS

6.1 Agreement

By submitting a proposal in response to this RFP, the Vendor agrees to abide by the terms and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

6.3 Privilege

The Partners reserve the right to:

- i. Suspend or cancel the RFP at any time for any reason without penalty.
- ii. Reject any and all bids or accept any bid or part thereof and may award all or a portion of the work to one or more bidders.
- iii. Waive any informalities, formalities, technicalities or to reject any or all proposals based on the Bidder's lack of proven experience, performance on similar projects or the suitability of proceeding with the execution of the work.
- iv. In the event that a number of suppliers submits bids in substantially the same amount or score, the Partners may, at their discretion, call upon those Bidders to submit further bids.
- v. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Partners or otherwise, which are inconsistent with the provisions contained herein.

6.4 Confidentiality

This document may not be used for any purpose other than the submission of a proposal.

By submitting a Proposal, the Bidder agrees to public disclosure of its contents subject to the provisions of the *Municipal Government Act* relating to Freedom of Information and Protection of Privacy. Anything submitted in the Form of Proposal that the proponent considers to be "personal information" or "confidential information" of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the *Municipal Government Act* as noted above.

The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the bidder's submission will be made public.

6.5 Law

The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia.

In responding to this RFP, vendors warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws and orders. Respondents must agree to indemnify the Town of Wolfville and its employees if they fail to comply, and the Town of Wolfville reserves the right to cancel any agreement arising from this RFP if the proponent fails to comply with the above.

The selected vendors shall indemnify the Partners, its officers and employees against any damage caused to the Partners as a result of any negligence or unlawful acts of the successful proponent or its employees. Similarly, the successful proponents shall agree

to indemnify the Town of Wolfville, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent or its employees.

6.6 Proposal Submission and Evaluation

6.6.1 Proposal Preparation

All expenses incurred in the preparation and presentation of the response to this RFP are entirely the responsibility of the bidder. This includes but is not limited to labour, materials and the cost of site visits if applicable.

6.6.2 Method of Submission

Facsimile or telephone responses will not be considered.

6.6.3 Completeness

It is the bidder's responsibility to ensure that their proposal is complete and is delivered to the Partners in the manner and by the date and time indicated. Proposals submitted after the above noted time will not be considered.

6.6.4 Changes to Submission

Changes in a submission will not be considered. Submissions may be withdrawn and resubmitted in whole if received by the Partners prior to the established closing date and time. Changes or resubmissions will not be accepted after the established closing date and time.

6.6.5 Data and Documents

All data and information collected and work products either directly for, or in support of the work outlined in this RFP, are the property of the Partners.

6.6.6 Conflict of Interest

The Partners reserve the right to disqualify bidders if there is an existing or recent business or personal relationship which can be perceived as causing a conflict of interest. Proposals shall contain a declaration of conflict of interest.

Appendix A - Recent Experience Summary Form

Consultant:

Project Name & Location:	Year Completed	Consultant Fee Value	Construction Value if Applicable (thousands)	Category of Service
Owner/Client:				
Description:				

Project Name & Location:	Year Completed	Consultant Fee Value	Construction Value if Applicable (thousands)	Category of Service
Owner/Client:				
Description:				

Project Name & Location:	Year Completed	Consultant Fee Value	Construction Value if Applicable (thousands)	Category of Service
Owner/Client:				
Description:				

REQUEST FOR DECISION 016-2025

Title: Funding Applications - PCAP and FRIIP

Date: April 1, 2025

Prepared by: Alexander J. de Sousa, P.Eng., Director of Engineering
& Public Works

Contributors:



SUMMARY

Funding Applications - PCAP and FRIIP

Three planned capital projects may fit the requirements of the Provincial Capital Assistance Program (PCAP) and Flood Risk Infrastructure Investment Program (FRIIP) funding programs, for which applications are due April 28, 2025. The applications require resolutions of Council to accompany the submissions.

DRAFT MOTIONS:

- (1) that council approve the submission of an application to the Provincial Capital Assistance Program (PCAP) to support currently planned high priority capital infrastructure projects.

- (2) that council approve the submission of an application to the Flood Risk Infrastructure Investment Program (FRIIP) to support currently planned capital projects that aim to address flood risks and community vulnerability.

REQUEST FOR DECISION 016-2025

Title: Funding Applications - PCAP and FRIIP

Date: April 1, 2025

Prepared by: Alexander J. de Sousa, P.Eng., Director of Engineering
& Public Works

Contributors:



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

MGA Section 65A – authorized municipal expenditures.

3) STAFF RECOMMENDATION

Proceed with grant funding applications.

4) REFERENCES AND ATTACHMENTS

N/A

5) DISCUSSION

Earnscliffe Ave Reconstruction, Stormwater System Assessment and Improvements Project (post-survey), and the SCADA Assessment and Planning Study are three planned capital projects that fit the requirements of the below funding programs, for which applications are due April 28, 2025. Each are included in the Town's operational and capital plans and are budgeted at full cost to the town. Provincial funding would reduce the Town's costs. The applications require resolutions of Council to accompany the submissions.

Provincial Capital Assistance Program (PCAP)

PCAP is available to help municipalities invest in high priority infrastructure projects. The program may fund up to 50% of eligible project costs. Eligible projects are typically related to water, wastewater, stormwater, and solid waste management.

Flood Risk Infrastructure Investment Program (FRIIP)

FRIIP is available to help municipalities invest in infrastructure and studies which reduce flood risks and community vulnerability. The program may fund up to 50% of eligible project costs. Eligible project types include river training and floodway improvements; floodwater containment and flood intensity mitigation; study work including mapping to identify flood prone areas; and identification of potential solutions to mitigate flood impacts.

REQUEST FOR DECISION 016-2025

Title: Funding Applications - PCAP and FRIIP

Date: April 1, 2025

Prepared by: Alexander J. de Sousa, P.Eng., Director of Engineering
& Public Works

Contributors:



6) FINANCIAL IMPLICATIONS

If successful, external funding would be provided to the Town for critical infrastructure upgrades, reducing the cost to the Town. Funding requests and awards can be up to 50% of the project cost; the specific amounts will be determined during application process.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

A grant funding application fits with Council's Economic Prosperity and Community Wellness strategic directions, as a successful application would result in funding that helps support the Town's capital program, and the projects themselves will contribute to overall community wellness.

Each initiative identified for potential funding application are included in the Town's 2025/26 operational and capital plans.

8) COMMUNICATION REQUIREMENTS

There are no apparent communication requirements.

9) ALTERNATIVES

Do not endorse the funding application.

INFORMATION REPORT

Title: IR 009-2025 Accessibility Report Card
Date: 2025-04-01
Prepared by: Barb Shaw, Manager of Communications & Strategic Initiatives
Contributors:



SUMMARY

Accessibility Report Card

Each year the Accessibility Coordinator is required to report to Council on progress and barriers in relation to the Town's Accessibility Plan.

As we retired the 2022 – 2025 Accessibility Plan and rolled-out our new plan that charts our course towards 2028, we have made good progress on our stated goals, and in some cases, we have taken on additional initiatives based on the culture change that is happening within the Town.

While our automatic door opener at the Recreation Centre is still not functioning, it is resourced and should be operational within the year. This provided good learning for all of us as we figured out the technical systems that were creating barriers for the operation of this important tool. The commitment of all departments to remove this barrier was evident.

In the report card, Council will note a small number of highlighted items that have not been started. This is due to a decision by the Accessibility Advisory Committee or other considerations, which are noted.

In addition to what was laid out in our 2022 – 2025 Accessibility Plan, we have started a review of our public washrooms, asking a consultant to help us plan to make them all barrier free in the years ahead. Staff have also undertaken a significant accessibility review of wayfinding and countless hours have been spent identifying and working to reduce barriers as we build out our active transportation network.

While there will always be more work needed to identify, remove and prevent barriers within the built environment, communications, employment, transportation, goods and services within the Town, but we are seeing real progress as we strive to nurture a more inclusive community.

INFORMATION REPORT

Title: IR 009-2025 Accessibility Report Card
Date: 2025-04-01
Prepared by: Barb Shaw, Manager of Communications & Strategic Initiatives



Contributors:

1) CAO COMMENTS

This report is provided for your information.

2) REFERENCES AND ATTACHMENTS

- Accessibility Report Card 2024 - 2025

3) DISCUSSION

Staff is happy to answer any questions that Council may have at this time.

4) FINANCIAL IMPLICATIONS

Not applicable.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The accessibility report card is an annual requirement of our Accessibility Plan.

6) COMMUNICATION REQUIREMENTS

With delivery of this report to Council, the communication requirements have been fulfilled.

7) FUTURE COUNCIL INVOLVEMENT

Council is a valued partner in the on-going process of identifying, removing and preventing barriers.



Accessibility Report Card

April 1, 2024 – March 31, 2025

Action item	Page	Progress	Additional Details
Add sidewalk curb cuts at all intersections where sidewalks exist.		On-going	These are being added as construction happens through the Town. Tactile markers are also being added as streets are repaired and constructed.
Ensure all pedestrian buttons or light controls at intersections and pedestrian-controlled crosswalks are located on a flat area		On-going	This was noted in the Town Crosswalk Policy (20/21) and will be actioned as repairs and new construction happens.
Place street furniture, sandwich boards, planters away from path of travel and curb cuts.		On-going	<p>To share information about the Town’s regulations in the Land Use Bylaw for signage, Staff distributed brochures to businesses during Spring 2022.</p> <p>Regulations for portable/sandwich signs help to remove obstacles and hazards from sidewalks, roadways and public spaces. These regulations are one way we can strive to make Wolfville a barrier-free place and help the Town advance its Accessibility Plan.</p> <p>The brochures included images demonstrating correct and incorrect sign placement examples, regulations for signs and information on Wolfville’s Accessibility Plan.</p>
Widen doorways and install power door buttons at Municipal Buildings and Public Washrooms.		On-going	An automatic door opener installed at the Recreation Centre is not yet functioning.

			<p>Re-build of the Visitor Information Centre has provided increased accessibility for the public.</p> <p>A public washroom accessibility audit has now been completed.</p>
Auditory, visual and tactile markers at busy intersections where people cross streets.		On-going	Tactile markers are being installed as work is being done on our streets. In some locations, hand-held orange safety flags are also provided for use by pedestrians.
Ensure service desks are at an accessible height		Where possible	This has been completed at Town Hall and the Visitor Information Centre.
Promote Province's small business grants to WBDC		On-going	Information is being shared with the WBDC and they update their membership.
Train relevant staff in plain language and inclusive communication		On-going	<p>A plain language approach has been encouraged across all departments.</p> <p>Staff continue to work with partners in the community to share this skill.</p>
Develop and implement a public awareness program focused on identifying barriers and how to create an accessible community		Not started	The Committee did not wish to pursue this. Instead, Access awareness events focused on this theme as did engagement for the 2025 – 2028 Accessibility Plan.
Provide ASL and/or Communications Access Realtime Translation services at Town-hosted and public meetings on request.		As needed	A list of ASL providers is now available for staff to use if a request is made for this specialized service.
Work with Nova Scotia Federation of Municipalities to advocate for accessibility to be included in public notice requirements of the Municipal Government Act.		Completed	Council representatives have completed this task.
Meeting agenda released with enough lead time to book communications accommodations.		On-going	Staff are working to meet this commitment.
Ensure public have enough notice to give feedback and participate in discussion before Council makes a decision.		On-going	Staff work to ensure background agendas are published one week before Committee of the Whole and this is two weeks before Council makes a decision. This provides three weeks for public comment

			<p>through any communication channel.</p> <p>Town staff also continue to add large projects to Wolfville Blooms where members of the public can also provide input on a regular basis.</p>
Update employee training manual with an equity, diversity, and inclusion lens.		Not completed	The Town is now exploring the idea of a shared-service model for human resources. This may help complete this work.
Survey Town staff to get a baseline on ages/abilities of workforce.		Not started	This has been discussed but there are concerns with privacy as well as a lack of understanding relating to how this would be measured.
Produce annual diversity reports including trends and analysis about workforce with varying abilities.		Not-started	This is not being completed internally nor externally.
Share accessibility training opportunities		On-going	The accessibility coordinator is welcoming Town staff and community partners to participate in training as it becomes available.
Investigate strategies to reach a wider, more diverse audience with job postings		On-going	An approach has been tried that delivered success reaching diverse communities for committee appointments. The Town is now trying this for job postings as well.
Asking a designated staff person to help individuals who might need assistance in their jobs		Informally on-going	As a small staff team, we manage limitations in capacity with a collaborative approach.
Ensure enjoyment of all parks and open spaces – all ages and abilities		On-going	This is being addressed through our Parks Planning Process.
Create an accessible playground in Willow Park		On-going	This is being addressed through our Parks Planning Process. To date, accessible features have been added like a swing, picnic benches, curb cuts and a walkway to the splash pad. The re-build of the Visitor Information Centre also allows for more accessible features.
Train staff responsible for delivering accessible services		On-going	
Provide ASL interpreters for recreational and library programs		On-going	This is happening for more Town programs but not for Library programs.

Ensure all bus stops designed to meet or exceed CSA B651-18 Accessible Design		On-going	
Ensure training is available for operators of public transit		Out of scope	
Braille business cards		On-going	Multiple business cards now have braille added as an accessibility feature.
Work with Library to increase accessibility of collections		On-going	With changes to flooring in the library, the stacks were rearranged to provide greater accessibility. The digital collection also provides increased access to the collection.



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Fire services

The months of January and February were busy for the Department with a total of 32 calls for service including fires, gas leaks, motor vehicle accidents and medical assistance. The incidents resulted in just over 49 hours of service with 207 staff/volunteer hours. Training hours topped 683 for members and 38 total meeting hours.

Vulnerable persons

Since folks sheltering in tents at Robie Tufts moved to safer shelter in December, staff continue to watch for signs of vulnerable persons in the community. Weekly conversations are happening with Open Arms and when folks are identified, staff are working to connect them with all available wrap-around supports as soon as possible.

Our website has been updated with contact details and staff are asking community members to let us know when someone needs supports.

Nuisance Parties keep staff busy

St. Patrick's Day and Cheaton Cup kept staff and partners busy over two weekends. Acadia made efforts to keep students occupied with on-campus activities and free food, but nuisance parties impacted the community on both March 15 and 22. Staff worked closely with RCMP and property owners to mitigate damage and to provide care for those who were severely intoxicated. Staff will continue to work with all partners to find ways to reduce the community impact of these events.

Prior to St. Patrick's Day, a letter was circulated to local landlords, sharing information on planned activities for both weekends and inviting their feedback. A staff level debrief of weekend activities is taking place and will be followed by a similar debrief at the Police Advisory Board.

Planning

Planning staff have submitted the annual reporting documents for the first year of the Housing Accelerator Fund and we are on-track with all initiatives.



Economic Prosperity * Social Equity * Climate Action * Community Wellness

Consultants at Fathom have begun preparing the Draft Growth Management Framework document that will go to Planning Advisory Committee (PAC) and Committee of the Whole this spring for feedback. This document grounds the work for the Housing Accelerator Fund with critical Town needs such as fiscal sustainability, infrastructure, wellbeing and more. Staff have been hosting workshops with PAC related to this work and will continue to do workshops with the anti-racism and equity advisory committee, and the non-market housing working group to continue gathering expert feedback.

Staff are finalizing a tender package for the Active Transportation (AT) work with DesignPoint (as outlined in the Operations Plan). The rest of the network being funded by the ICIP program is going to be discussed with the AT working group and all of it designed in the coming year.

Development

Approved

- Site Plan - 396 Main Street Grocery store addition - approved (Appeal period ends March 26, 2025)
- Site Plan - 250 Main Street Convert existing house into 3 residential units - approved
- Site Plan - Lot 3 Pleasant Street - 6-unit residential building – approved

In Progress

- Site Plan - 48-unit residential building on Maple Ave - currently under review.
- Site Plan - Highland Ave - 28 units in two 6-unit buildings and two 8-unit buildings (next to #65) - currently under review.
- Site Plan - Main Street single unit dwelling (next to #33) - currently under review
- Site Plan - 123 Highland Ave - multi unit building (120 units) s2e Developments - currently under review

Plan Review

- Working with Kings County to update the wellfield protection zones to include the 3rd production well.
- Working with landowners on possible land exchanges around the wastewater treatment plant and multiple locations around Dykeland Street



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- Working with consultants and Planning Advisory Committee on the downtown and commercial zoning options
- Working with consultants on rail lands and development forms
- Working with consultants on the neighborhood zoning scenarios

Urban Forestry

The Tree Policy is being finalized with Peter Duinker and planning staff. The Community Earth Day Tree Planting event on April 19 is being coordinated with the Reservoir Park volunteer group. This event is now listed on the website.

Parks & Trails

Staff are drafting materials to share with stakeholders regarding the multi-use path on top of the Bishop Beckwith and Grand Pre dyke walls.

Planning is underway for the 2025 season along with trail opportunities in various parks including the Old Burial Ground, Olsen Park, and West and East End areas.

The Reservoir Park Public Washroom RFP package is being prepared.

Community Development

Community Partnership Program grant submissions (max \$2,000) have been reviewed and scored by staff. A diverse range of programs and events will be supported through this funding stream to build capacity and increase opportunities for residents and visitors to Wolfville in the year to come.

The Horton High Prom Parade is scheduled for Tuesday, June 24 with Town in-kind support.

Staff are working to finalize the design/plan for West End Trail (Stirling South). The contractor should begin preliminary work in April with a completion target of early summer.

Trans Week of Visibility

The Town is proudly sponsoring a special screening of *Translations* to support the trans community during the Trans Week of Visibility. The screening will be at the AI Whittle Theatre on April 2nd. *Translations* is created by Shelley Thompson. This series, in six episodes, explores

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the lives of a diverse group of trans individuals and their advocates as they connect at a beautiful, remote retreat in Nova Scotia.

All funds raised will go to the Dawn Fund, a fund held at the Community Foundation of Nova Scotia, created to support the trans community in Nova Scotia. This has been funded through our recreational program equity, diversity and inclusion budget. Event details are on our website.

Camps and recreational programs

Staff enjoyed 4 days of March Break programming for kids aged 6-13. Outdoor wilderness skills, arts and crafts, forest walks, scavenger hunts and a field day attracted 15 kiddos each day.

Work continues on Rec Hub, located on the East End Gateway lawn. Staff are looking to lock in site and program details soon for a mid-spring launch.

Staff look forward to welcoming a new co-op student in May and all of the Summer Camp staff have now been hired.

Soups and Sides

Soups and Sides wraps-up a successful run with a final meal on Monday, April 14. The program is projecting a total of more than 3,000 guests served during the program run. The program has attracted media attention and donations from the RBC community fund.

Operational surplus 2024/25

The third quarter financial update was reviewed by the Audit Committee in January and is included in the March COW agenda. It indicates the Town is likely to have an operational surplus by year end and with the mild winter, we believe we will remain at a surplus for 2024/25. Our audit field work is scheduled for the end of May with hopes to present financial statements to Council in July.

Information Technology

IT is working on completing the new personal computer roll-out. As of March 19, there are only two (2) left to deploy.



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IT has received our new Host server that will house all our virtual production servers such as Laserfiche, GIS\Maps, Finance and print server, to name a few. IT has also taken delivery of two (2) enterprise level network switches that will allow for greater data throughput on our internal network.

IT has been working on the expansion of our network infrastructure preparing for next years capital budget. This allows for expanded and faster wireless (Wi-Fi) traffic across the Public Works and Town Hall locations.

The work we have been doing with our vendors in the integration of our On-Premises and our m365 environments has not only synchronized our passwords, but it is actively catching fraudulent account logins from around the world. Moreover, as we continue to add Multifactor Authentication to all accounts this increases our account security, making it very difficult for bad actors to access our data.

Engineering and Public Works

Winter shifts are scheduled to end on March 24 and by the end of March, our winter parking regulations are also packed away for another year.

The new yard waste drop-off site planning process is now underway, and staff are targeting a spring launch. No environmental approvals are required but a privacy impact assessment (PIA) is being completed as a video camera will be used at the site to ensure compliance with yard waste collection guidelines.

The Wastewater Treatment Plant Phase 2 is now out for tender. The process closes on April 10, 2025.

Well #3 land use discussions with the Elderkins have occurred. Staff will be recommending entering into a lease agreement instead of purchase. Legal is reviewing details before we proceed with drilling the production well.

Surveying is set to begin for our Stormwater Management assessment project and the water transmission main replacement project – Skyway to Water Treatment Plant and Westwood to Wellfield – have designs underway. CBCL is reviewing older drawings to produce a more detailed plan of the underground infrastructure at the water treatment plant.

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Emergency sewer repairs have been undertaken at Kings Arms Common and Landmark East School and a sidewalk closure has been approved for 292 Main St to increase pedestrian safety during construction. There will be no impact to the pedestrian crossing that connects Willow Park to the East End Gateway lawn and parking lot.

Responses to Public Input

Committee of the Whole, March 4, 2025

Barry Leslie, Wolfville resident: Regarding Minister Lohr's letter to Council's across the province requesting support for resource extracting. Pleased the staff report is suggesting waiting until more information is received. How will Council engage the public of Wolfville in this matter?

Response: Current legislation requires the province to engage with the public through environmental assessment processes, which the Town would expect to occur, permitting residents to engage directly with the province. If an issue arose where provincial processes did not permit public engagement and Council deemed it appropriate to take a position, Council would confer with residents, staff, and the Nova Scotia Federation of Municipalities before taking a position. Residents are also always welcome to share perspectives with any member of Town Council.

Andrea Lynn, Wolfville resident: Did I understand correctly there is a group of Mayors and Wardens meeting regarding this matter? Could I have a copy of Mayor MacKay's reply to Minister Lohr? Have you carefully examined doing away with composting of organic material that used to be done in the old facility?

Response: The Nova Scotia Federation of Municipalities called a virtual meeting of all Mayors/Wardens & CAOs to share information and discuss bills introduced during the spring sitting of the legislature. Mayor MacKay and CAO Horne participated. From that meeting, the attached letter was provided in support of the NSFM's ongoing efforts to represent municipalities to the province and reiterating the Town's expectation that municipalities be consulted on matters that affect them. Details concerning the closed compost site are still being gathered and will be provided at a later date.

Caroline Whitby, Wolfville resident: What number of individual households use the previous compost site, or percentage of population? Will the compost site allow commercial businesses

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to dump at any time? Households are allowed eight bags of garbage; if not putting out eight bags of garbage would VWRM allow eight bundles of yard waste or two green bins instead? Is there a way, as President Hennesy has said, that land such as the farmers market which has a lease of a small amount as they look at the southeast campus and housing going forward, could we look at a pool on campus there that fits in with all the other positive things that are going on at Acadia and maybe events Acadia could look at bringing Canada games to Acadia?

Response: Details concerning the closed compost site are still being gathered and will be provided at a later date. The residential collection bag-limit is set by VWRM, which has provided the following response: the current collection limit:

- *8 bags total – with no more than 4 garbage. You can substitute a garbage bag with an additional recycling. i.e. if a resident has 2 garbage, they can put out 6 recycling bags but can never exceed 4 garbage bags.*
- *1 green cart*
- *2 bundles of brush (2ft x 4'ft)*
- *No extra yard waste is permitted above the one cart and the two bundles of brush.*

All matters related to the Acadia Pool should be put to Acadia. The Town is focused on working with its municipal, provincial and federal partners to consider the viability of a regional recreation centre, a decision on which is expected in the spring of 2025.

Town Council Meeting, March 18, 2025

David Daniels, Wolfville resident: Is there an informal or verbal lease agreement regarding the lay down area at 292 Main St? Has the Town determined the market value of the land currently being used as a lay down area on a temporary basis? Is the developer paying the town for use of town land? Recently the size has approximately tripled in size, was council informed that developer was doing this and is there a new agreement that deals with this expansion? Will public be allowed to attend all strategic planning session when council meets with exceptions noted in section 22 of MGA? Town policy #110-010 Section 4.5 states: “The Chair, in consultation with members of Council, the CAO and/or staff designate, will determine if a question posed can be immediately answered or if it needs to be referred to staff for further follow-up. Any questions not immediately answered will be directed to a staff member for follow-up, either in writing directly to the member of the public with a copy to Council, or in a subsequent CAO Report to Committee of the Whole.”



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Response: There is no lease agreement; Town staff authorized the use of the parking stalls as a lay down area for the developer for logical and practical reasons such as proximity to the construction site, public safety, traffic flow and efficiency. As the Town is not considering selling or leasing these free parking spaces, no market value has been determined. Through the Development Agreement the developer is contributing significant public benefit to the Town of Wolfville, which is summarized below. Council was informed of the recent temporary expansion of the laydown area. There is no agreement or consideration of “graduated taxation” for Devour. Consistent with legislation, workshops associated with Council strategic planning will not take place during public meetings. Consideration of and decisions on specific programs, policies and plans will occur during public meetings. Consistent with Policy 110-010, Council has conferred and determined that all questions posed during public input are taken back so as to provide an accurate and complete answer in writing at the next COW meeting through CAO report.

Upcoming events







April 19 – Earth Day event in Reservoir Park

June 24 – Horton Prom Parade

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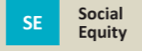


Summary



- 60 residential **HOUSING** units (when needs are very high) 
- 2 ground floor **commercial units** - confirmed to be 'Harvest Restaurant' (full service restaurant) and 'Sweet and Savory on Main' (bakery and coffee shop) 
- 27 **parking** stalls (internal), 60 bicycle parking (internal), **Car Share** (2 vehicles), \$66,000 cash-in-lieu of parking contribution, and Staff are working with the Developer on installing public **car charging** (level 2) in our parking lot.  
- **Energy Efficiency** beyond Building Code Requirements – the DA required 35% beyond the National Building Code – the project modeling is showing beyond [that](#) and the Developer is financing through CMHC based on higher energy efficiency. 
- **Streetscaping improvements** were required, valued at \$150,000 in the original DA to the courtyard and sidewalk area along Main Street. It is anticipated that these improvements will cost more than the \$150,000 outlined in the DA. 

Summary



- **Public Art** – the Developer is contributing \$100,000 to public art over 20 years (min \$5,000/year) as outlined in the original DA. 
- **Accessibility** – elevator, ramps and movement around all sides of the building (will meet current requirements), adaptable and barrier free units included in the building (to meet new/proposed requirements), public fully accessible washroom in the building, accessible parking stalls (to meet current requirements) 
- Contribution to a **public plaza/gateway feature** along Main Street (\$50,000) 
- 4 units being held at 75% of market rents (**affordability**) 
- Annual property taxation revenue (**financial sustainability**) 
- Brownfield Reclamation (former gas station / industrial storage) 



February 27, 2025

Mayor Pam Mood
President, Nova Scotia Federation of Municipalities
DMAMIN@novascotia.ca
VIA EMAIL

Dear Mayor Mood –

RE: Letter of Support

To make meaningful contributions to our communities, municipalities and other orders of government must work together. In order to work together, municipalities must be at the table when options are being determined and decisions made; we must be engaged with real information. This is particularly important when legislation that affects municipal capacity and autonomy is being considered.

In Kings County, municipalities have a proud history of working together and achieving more than if we worked in isolation. We've done this by coming to the table openly and collaborating toward common goals. I encourage the NSFM to impress upon the provincial government that municipalities stand ready to participate in meaningful engagement.

Regards,

Jodi MacKay
Mayor

Cc: Juanita Spencer, NSFM CEO
Town Council
Glenn Horne, CAO, Town of Wolfville

COMMITTEE UPDATE

Title: Equity & Anti-Racism Committee
Date: March 3rd, 2025
Department: Committee of the Whole



Equity & Anti-Racism Committee

- Meeting was held in Council Chambers, March 3rd, 2025 (4:33)
- Regrets from Marjorie and Ashley
- Call to Order, Land Acknowledgement and Approval of Agenda
- Chairperson's comments were brief; hoping everyone had a prosperous February and were able to participate in some of the Heritage Day events.
- New Business: Barb Shaw led the committee through a Committee Orientation/ Semi-Council Orientation process to get our members up to speed with how council/ committees and our level of government works.
- We discussed why the committee was create the legislation that is in place for us to follow, our MGA, and the structure of our committee, as well as the plan for the committee moving forward as an advisory body to assist in implementing the newly passed Equity and Anti-Racism plan.
- The plan will be updated every three years
- We chatted in depth about Policy and Policy Making and those tools are so important to our level of government,
- A great chat about transparency at our level of government and within our committee when approached by the public.
- Discussion on FOIPOP, Robert's Rules, Public Input
- We reviewed the timelines for the plan and actions that will be taken. With budget time ahead, we moved our next meeting to May.
- Next Meeting May 5th, 2025, 4:30
- A brief verbal report of this meeting was presented at Committee of the Whole on Tuesday March 4th.

Respectfully submitted,

Councillor Mike Butler (He/Him)

COMMITTEE UPDATE

Title: Source Water Protection Committee

Date: 12th February 2025 @ Kings County

Department: Committee of the Whole



Discussions regarding both the Final Groundwater Model Report and the Source Water Protection Plan included issues relating to minor amendments required by Cllr. Williams. Rather than taking up much time in the meeting with an arcane discussion on the engineering aspects of the two reports, it was agreed between Committee members and Director de Sousa that the proposed amendments to the reports could be made prior to submission of the two reports to the next Committee of the Whole meeting in March.

Therefore, it was moved and seconded that both reports be accepted providing those amendments were made by the consultant, Colin Walker, of CBCL.

Committee moved in to an in-camera session, topic: land

On Tuesday February 18th, the proposed amendments to the model and SWPP reports were received and were acceptable to Cllr. Williams.

Next meeting date to be determined

Cllr. Howard Williams

Respectfully submitted 27th February 2025.

COMMITTEE UPDATE

Title: Kings Point to Point

Date: April 1, 2025

Department: Committee of the Whole



Kings Point to Point Transit

This budget meeting, Feb. 27, was chaired by Berwick's Chris Goddard. Executive director Kathleen Hull walked board members through the draft budget.

Total revenue is estimated at \$791,675 for 2025/2026. Hull said a small deficit of \$5,611 is expected. She noted that estimates for vehicle repairs and fuel can't be speculated. Wolfville's annual contribution is expected to be \$10,657.

KPPT has a continuing shortage of drivers. Better marketing and fundraising were topics of discussion.

Three snow/ice days recently resulted in lost income.

Date of next meeting will be Wednesday, April 16.

Respectfully submitted
Councillor Wendy Elliott

COMMITTEE UPDATE

Title: WBDC

Date: April 1, 2025

Department: Committee of the Whole



Meeting held March 20, 2025, in Engel and Volkers board room, 311 Main St Wolfville.

The chair introduced Phil Feely as new treasurer and board member.

Motion passed for the WBDC to enter into a one-year contract to take on the operation of the Town of Wolfville's Visitor Information Centre in Willow Park.

Reviewed financial statements and upcoming budget. Executive Director Strong to have conversations with Magic Wine Bus, local farm markets and local wine producers about becoming affiliate members.

Next meeting – April 8, 2025, WBDC offices.

Respectfully Submitted

Ian Palmeter