



# Town Council Meeting

May 20, 2025

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

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### Call to Order and Land Acknowledgement

**1. Approval of Agenda**

**2. Declarations of Conflicts of Interest**

**3. Approval of Minutes**

- a. Town Council Meeting, April 15, 2025
- b. Town Council In Camera Meeting, April 15, 2025

**4. Community Events, Occasions & Acknowledgements**

*Mayor & councillors may recognize recent or upcoming events, occasions & acknowledgements that are of interest to the Town and residents*

**5. Public Input**

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. Comments are to be directed to the Chair.*



- *If appropriate, responses to questions raised will be answered 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. Motions/Recommendations from Committee of the Whole, May 6, 2025:**

- RFD 019-2025: Video Camera Pilot
- RFD 018-2025: Kent Ave Sidewalk
- RFD 022-2025: Wastewater Treatment Plant Phase II
- RFD 020-2025: Amendment to Traffic Authority Policy #320-004
- RFD 001-2025 Kings Transit Budget

**7. Regular Meeting Adjourned**

## REQUEST FOR DECISION 019-2025

Title: Video Camera Pilot Project Final Report

Date: 2025-05-06

Prepared by: Barbara Shaw

Contributors: Kaden Thibault

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## SUMMARY

After on-going reports of property damage to Town and private property, and in response to escalating nuisance party by-law infractions the Town of Wolfville installed video camera systems as part of an extended pilot project. Property damage included the on-going removal of street blades/signs and traffic signs, which posed an on-going safety risk to both residents and visitors. Residents had also reported an increase in property damage including damage to cars, theft of patio furniture, business signs and on-going vandalism.

In August of 2022, video cameras were installed on the poles in front of:

- 6 Bay Street
- 9 Fairfield Street
- 26 Gaspereau Avenue
- 10 Harbourside Drive
- 54 & 24 Highland Avenue
- 17 Hillside Avenue
- 434 Main Street
- 18 & 4 Prospect Street
- 16 Summer Street

The Community Video Camera Pilot was implemented with two primary objectives:

1. To act as a behavioural speed bump – deterring minor crimes such as vandalism and theft in the moment.
2. To enhance accountability – capturing video evidence that could be used to identify offenders and support enforcement actions.

After reviewing the pilot impact and outcomes, staff are not able to conclusively state that the video cameras had the intended result. Thankfully, property crime and nuisance party behaviors have dropped since 2022 but when situations did occur, footage captured was not helpful in holding any individual accountable for their behavior.

Staff also acknowledge the camera's impact on personal privacy. When the pilot launched, during a time of high community frustration, this seemed like a reasonable trade-off, but now, as disruptive behaviours have reduced, and as RCMP and staff have developed a better working relationship, staff do not recommend the continuation of this program.

### DRAFT MOTION:

That Council approve the conclusion of the video camera pilot project.

## REQUEST FOR DECISION 019-2025

Title: Video Camera Pilot Project Final Report

Date: 2025-05-06

Prepared by: Barbara Shaw

Contributors: Kaden Thibault

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### 1) CAO COMMENTS

The CAO supports the recommendation of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff recommend that Council motion to suspend the program.

### 4) REFERENCES AND ATTACHMENTS

- RFD 013-2022: That Council Approved Video Camera Policy #215-004
- RFD 055-2023: That Council authorizes staff to continue the Community Video Camera Pilot with the use of the 11 video cameras with a height adjustment to two cameras (434 Main Street and 10 Harbourside Drive), to the end of March 31, 2025.

That Council does not entertain any new video camera locations until a final decision is made at the conclusion of the extended pilot in March 2025.

- Appendix A - Stats

### 5) DISCUSSION

Evaluation and Findings of the pilot are as follows:

#### **Reduction in Street Blade (street sign) Removal/Damage**

There appears to be an overall reduction in missing street blades between 2022 and 2025, which is positive, but this is likely due to new hardware attaching the blades to poles. During the pilot program, compliance staff needed immediate notification that signs were missing. It was intended that this would come from public works staff. With footage on the cameras kept for only one week, this internal reporting had to be tight so footage could be pulled and reviewed.

Staff found that this internal reporting did not happen in a swift manner, so the findings were inconclusive.

## REQUEST FOR DECISION 019-2025

Title: Video Camera Pilot Project Final Report

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### **Reduction in Road Safety Sign Removal/Damage**

Like with street blades, there seems to be a reduction in vandalism/removal of road safety signs but the delay in reporting was a limiting factor. Additionally, when footage was captured, if the individual removing the sign could not be identified by staff, RCMP, or Acadia, no further action would be taken.

### **Reduction in Summary Offense Tickets Issued Under the Nuisance Party Bylaw**

There continues to be a steady decline in nuisance parties, but staff can't pinpoint cameras as the reason. Staff do believe regularly occurring nuisance parties reduced when COVID restrictions lifted. Staff also believe the increased support and vigilance of landlords has resulted in this change. Complaints from residents through the project neighbourhood have also noticeably decreased.

### **Increase in Charges Laid Based on Video Footage**

The cameras have confirmed incidents occurred but have not been effective in identifying individuals. Conversations with the RCMP indicate that while video footage validates events, it does not provide conclusive evidence in identifying individuals.

### **Increase in Community Livability**

During the Council Election door-to-door visits, residents indicated they don't love the cameras. There was also noted community frustration when footage was captured, and crime was observed, but we could still not identify the individual involved in the unwanted behaviour.

While there have been previous requests for additional cameras in other areas of Town, crime prevention initiatives seem to be the best option as footage of crimes in progress have not assisted in any way.

### **What Worked**

The cameras may have contributed to the reduction in street blade and road sign removal. But we can not say with any certainty what impact the cameras had in total. The video footage has also been useful in confirming incidents for RCMP.

### **What didn't work**

- Internal reporting challenges make it difficult to keep track of replacement signs.
- Using the footage to lay a charge by itself is very difficult as you can not easily identify an individual.
- The cameras rewrite after 7 days, leaving a small window of opportunity to get the report of an incident and retrieve the footage.

## REQUEST FOR DECISION 019-2025

Title: Video Camera Pilot Project Final Report

Date: 2025-05-06

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### **Additional considerations**

Increase of residential cameras on private property and commercial buildings that are being used for their own deterrence and police reports seem to help. When incidents have occurred that impacted private businesses in Town, the footage was shared on social media to help with identification of suspects. As the Town was not taking this additional step, our footage never led to RCMP follow-up.

Staff hope that by working from a community safety perspective, by building better relationships with Acadia, the RCMP and the community, that we will continue to see a reduction in property crime and unwanted behaviours.

### **6) FINANCIAL IMPLICATIONS**

The current cost of this pilot is \$72 per camera, per month. With the current 11 cameras, this totals approximately \$9,500 (excl. applicable taxes) annually.

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

- Social Equity
- Community Wellness

### **8) COMMUNICATION REQUIREMENTS**

Council's decision and next steps will be communicated through the community.

### **9) ALTERNATIVES**

Council may choose to extend the pilot for another year.

## REQUEST FOR DECISION 019-2025

Title: Video Camera Pilot Project Final Report

Date: 2025-05-06

Prepared by: Barbara Shaw

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### Appendix A – Stats

These stats highlight the trends in nuisance party case files from 2020 through to 2025

- **2020 – 2022**
  - 78.9% of all Bylaw cases were related to nuisance parties
- **2022**
  - 33 Nuisance Party case files were opened
- **2023**
  - 14 Nuisance Party case files were opened
- **2024**
  - Only 1 Nuisance Party case file was opened
- **2025 (Year-to-Date)**
  - Zero Nuisance Party case files have been opened to date.

This data shows a strong and continuous reduction in nuisance party-related files over the past several years. It is important to note that the information provided exclude unsanctioned events such as St. Patrick's Day and Spring Thaw. While these events occurred each year shown, ongoing collaboration with stakeholders has resulted in continuous year-over-year improvements in managing these events.

Footage retrieval requests from November 2023 to present *(18 months)*:

<b>Requested By</b>	<b>Number of Requests</b>
RCMP	10
Staff	9
Public	1
<b>Total</b>	<b>20</b>

**REQUEST FOR DECISION 018-2025**

Title: Budget Amendment Request – Kent Ave Sidewalk

Date: 2025-05-06

Prepared by: Alexander de Sousa

Contributors: Devin Lake

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## SUMMARY

Staff recommend Council approve an increase to the project budget from \$250,000 to \$325,000, allowing staff to proceed with awarding the tender based on the lowest received bid, with the objective of reducing the sidewalk width post-award to mitigate budget overruns while still ensuring pedestrian accessibility and safety through a balanced approach.

### DRAFT MOTION:

That Council approve increasing the budget for the Kent Avenue Sidewalk Replacement Project to \$325,000, allowing staff to award the contract based on the lowest tender received, and proceeding with a reduction in planned sidewalk width from 1.8 meters to 1.5 meters post-award to achieve cost savings.

## REQUEST FOR DECISION 018-2025

Title: Budget Amendment Request – Kent Ave Sidewalk  
Date: 2025-05-06  
Prepared by: Alexander de Sousa  
Contributors: Devin Lake

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### 1) CAO COMMENTS

The CAO supports the recommendation of staff.

### 2) LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Section 65 and 65A

### 3) STAFF RECOMMENDATION

Staff recommend increasing the project budget to \$325,000 and awarding the tender with the intention of achieving potential cost savings post-award by reducing sidewalk width from 1.8 meters to 1.5 meters.

### 4) REFERENCES AND ATTACHMENTS

- Kent Avenue Sidewalk Replacement Project Charter 2025/26

### 5) DISCUSSION

The Kent Avenue Sidewalk project consists of replacing approximately 500 meters of deteriorating asphalt sidewalk between Queen Street and Skyway Drive with a new 1.8 m concrete sidewalk, addressing pedestrian safety hazards and enhancing accessibility. Four bids were received through a public tender process in March 2025, all exceeding the 2025/26 \$250,000 budget. The lowest bid was \$295,660 (pre-HST). With \$13,600 already expended on design and tender preparation, a budget increase to \$325,000, including net HST, is required to proceed to award.

Staff considered several options to address the budget overage:

1. Increase the budget and proceed as originally planned (1.8m width).
2. Award the tender at the current bid price and reduce sidewalk width to 1.5 meters post-award, potentially saving up to 15% on the pre-HST bid price.
3. Delay the project and apply for accessibility-related grant funding when available.
4. Divide the project into multiple phases (not recommended).

Option 2 is recommended, balancing budget constraints with accessibility and safety improvements.

## REQUEST FOR DECISION 018-2025

Title: Budget Amendment Request – Kent Ave Sidewalk

Date: 2025-05-06

Prepared by: Alexander de Sousa

Contributors: Devin Lake

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### 6) FINANCIAL IMPLICATIONS

Original budget: \$250,000

Lowest bid (pre-HST): \$295,660

Design and tender preparation costs: \$13,600

Requested revised budget: \$325,000 (including net HST)

*Potential post-award cost savings: Up to 15% of pre-HST contract price*

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

The Kent Avenue Sidewalk Replacement Project aligns directly with the Town of Wolfville's 2021-2024 Strategic Plan, specifically addressing the Council's priority initiative to revitalize and maintain road, sidewalk, and crosswalk infrastructure. This project supports principles of sustainability, accountability, and community wellness, ensuring safe and accessible pedestrian pathways, in line with the strategic direction toward enhanced community wellness and social equity.

### 8) COMMUNICATION REQUIREMENTS

Contractor and Staff will be communicating with adjacent residents as project approaches

### 9) ALTERNATIVES

- Approve an increased budget to construct a 1.8-meter sidewalk.
- Delay the project pending accessibility-related grant opportunities.
- Split the project into phases (not recommended).

<b>Project Title</b>	Kent Avenue Sidewalk Replacement	
<b>Description</b>	<p>This project will replace approximately 500m of poor-condition asphalt sidewalk between Queen Street and Skyway Drive with new, 1.8m-wide concrete sidewalk. Drop curb and ramps will also be added at the Skyway intersection, and at Riga for the future crosswalk to the next phase of the Hillcrest subdivision. Tactile Walking Surface Indicator (TWSI) plates are to be included at all crosswalks.</p> <p><u>Rationale for this project is as follows:</u></p> <ul style="list-style-type: none"> <li>• Identified to be in poor shape by physical assessment by PW staff in 2022: <ul style="list-style-type: none"> <li>○ Deteriorating asphalt surface</li> <li>○ Narrower than 1.5m in locations</li> <li>○ Deep rutting from sidewalk plow (trip/fall hazard to all users, accessibility issues, difficulty plowing)</li> </ul> </li> <li>• Pedestrian path at Riga to be constructed to West End by Kadray – Opportunity to incorporate ramp and crosswalk into this project</li> <li>• Drop curb and pedestrian ramp (SE corner) at Kent/Skyway needs to be added to connect to newly opened sidewalk going down Stirling. Crosswalk lines to be painted in annual ops pavement marking.</li> <li>• 1.8m with sawcut control joints was chosen over 1.5m as it's the gold standard for accessibility. This is the trend across the country to standardize wider sidewalks, especially post-covid.</li> <li>• Fit with EPW strategic goal to replace all end-of-life asphalt sidewalks in town with concrete. The sidewalks on this street are already half done in concrete.</li> </ul> <p>Budget increased from \$225,000 to \$250,000 to allow for 8% inflation (year delay), and engaging external consultant for the design and tender package.</p>	
<b>Activities &amp; Key Milestones</b>	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Design and Tender package prep</li> <li>• Tender and Construction</li> </ul>	
<b>Link to Critical Services or Priorities</b>	Pedestrian safety, accessibility	
<b>Human Res.</b>	<b>Owner</b>	Engineering & Public Works
	<b>Lead</b>	Director and Staff

	<b>Other</b>	External consultant (DesignPoint) and contractor (TBD)	
<b>Financial Res.</b>		<b>Budget</b>	<b>Activity</b>
	<b>FY 2025/26</b>	\$250,000	Design & Construction
<b>Key Relationships</b>	Accessibility plan		
<b>Risks</b>	Resource availability,		
<b>Comms Consid.</b>	Public notices		
<b>Performance</b>	<b>Measure</b>	Project objectives and budget allowance for given fiscal year	
	<b>Target</b>	Complete all planned objectives within budget allowance for the given fiscal year	
<b>Priority</b>	P1 – Primary Priorities		

## REQUEST FOR DECISION 022-2025

Title: Wastewater Treatment Plant Upgrade and Flood Mitigation

Date: 2025-05-06

Prepared by: Devin Lake, Director of Planning & Public Works

Contributors: Beth Hopkins, Director of Finance & Corporate Services

Glenn Horne, CAO



## SUMMARY

### Wolfville Wastewater Treatment Plant Phase 2 Upgrades and Flood Mitigation

On April 24, 2025, bids for the above noted project were received. A bid evaluation was conducted by CBCL Consulting Engineers (see Attachment 1). The review consisted of examining mathematical results of each bid and confirming evidence of the presence of various required submission documents such as bid security, acknowledgement of addenda, and proposed contract time as set forth in the tender documents.

The original grant application through the Investing in Canada Infrastructure Fund had probable costs for this project at \$6 million. The Town was successful in our application and has the federal and provincial Governments contributing \$4.4 million (73%). The Town was originally contributing \$1.8 million.

The most recent budgeted estimate had the total project costing \$6.4 million. The low bid, recommended by CBCL, is from L & R Construction and came in at \$6,856,531 (+HST).

The total project cost to the Town, including contingencies and other relevant information is as follows:

Project Cost with HST (L & R Construction)	\$7,121,193
Design, Consulting, Project Management	\$350,000 (much of this has been already billed)
Sludge Removal Contingency	\$400,000 (this is an allowance – may come in less)
Overall Contingency (Approx 5%)	\$340,000 (may not be required)
<b>Total Project Cost with contingency</b>	<b>\$8,211,193</b>
Provincial and Federal Contribution (54%)	\$4,400,000 (73% of original \$6 million)
Total Town Contribution (46%)	\$3,811,193 (additional \$2 million from original contribution of \$1.8 million)

### DRAFT MOTION:

That Council approve L & R Construction Limited be awarded Phase II of the Wastewater Treatment Plant Upgrades, and the total project budget be increased to \$8,211,193, including contingencies.

## REQUEST FOR DECISION 022-2025

Title: Wastewater Treatment Plant Upgrade and Flood Mitigation

Date: 2025-05-06

Prepared by: Devin Lake, Director of Planning & Public Works

Contributors: Beth Hopkins, Director of Finance & Corporate Services

Glenn Horne, CAO

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### 1) CAO COMMENTS

The CAO supports the staff recommendation.

### 2) LEGISLATIVE AUTHORITY

*Municipal Government Act* grants the Town authority to construct facilities to ensure reliable services.

### 3) STAFF RECOMMENDATION

Staff are recommending to proceed with Phase II of Wastewater Treatment Plant upgrades and support the recommendation of CBCL consulting engineers.

### 4) REFERENCES AND ATTACHMENTS

- Bid Summary from CBCL Consulting Engineers

### 5) DISCUSSION

#### Overview

This project aims to help address increasing demand on the Town's wastewater system by adding a third lagoon cell, improving aeration efficiency, enhancing process monitoring, and implementing environmental protective measures to reduce flood risk. These upgrades not only benefit the environment by improving wastewater effluent quality and reducing energy consumption, but they also support the Town's growth and help to enhance resilience to climate change.

# REQUEST FOR DECISION 022-2025

Title: Wastewater Treatment Plant Upgrade and Flood Mitigation

Date: 2025-05-06

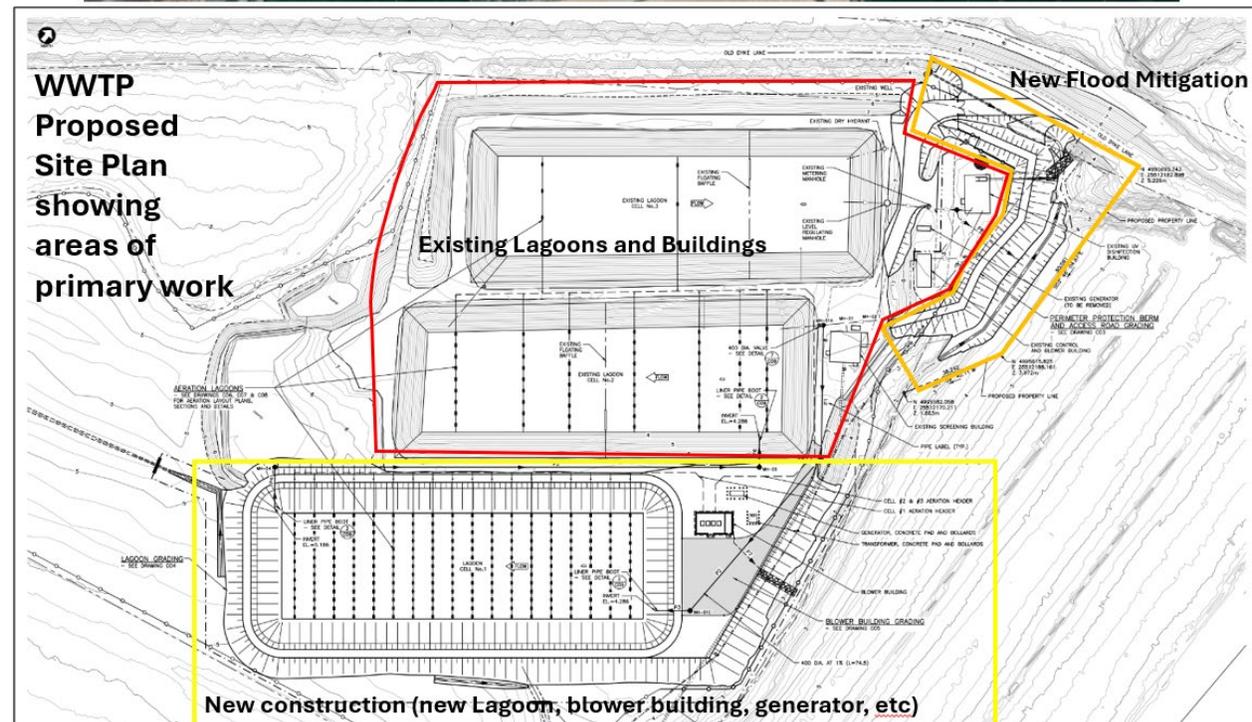
Prepared by: Devin Lake, Director of Planning & Public Works

Contributors: Beth Hopkins, Director of Finance & Corporate Services

Glenn Horne, CAO



## Project Scope



## Project Management

Staff are budgeting for additional project support from CBCL given limited staff capacity and the present gap in engineering / project management capacity.

## REQUEST FOR DECISION 022-2025

Title: Wastewater Treatment Plant Upgrade and Flood Mitigation

Date: 2025-05-06

Prepared by: Devin Lake, Director of Planning & Public Works

Contributors: Beth Hopkins, Director of Finance & Corporate Services  
Glenn Horne, CAO



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### Sludge Removal

Staff have included a budget (based on probable costs provided by CBCL) to also potentially complete sludge removal of the lagoons with this project.

A byproduct of the aerated lagoon treatment system is sludge. Sludge is a solid / semi-solid byproduct that results from separating solids from liquid waste. It's essentially the "leftovers" after wastewater has been processed and is a mix of organic matter, microorganisms, and other pollutants.

The rate at which sludge accumulates in the lagoons is dependent on influent wastewater characteristics, but typically sludge removal is required every 20 to 30 years (sometimes sooner). Elevated sludge levels can reduce hydraulic retention time, overall treatment performance, and can lead to increased odours. Depending on the level of sludge accumulation, either a complete or partial removal may be required. Previous sludge removal exercises were completed in 2012 (Cell #1) and 2016 (Cell #2).

Generally, a sludge removal exercise follows a sludge survey and composite sampling. The survey/sampling helps to determine the volume/characteristics of the material accumulated within the lagoon. The most recent sludge survey/sampling was completed in 2021. Sludge depths ranged from 0.3 to 1.2 m in Cell #1, and 0.2 to 0.8m in Cell #2 resulting in a sludge volume of approx. 4,900 m<sup>3</sup> and 1,900 m<sup>3</sup> respectively. Given the length of time since the last survey, the Town may consider a bathymetric survey to provide a more accurate representation of material accumulated within the lagoon prior to proceeding with the sludge removal exercise.

### Flood Mitigation

Part of the project scope includes berms to protect the site from future flood conditions. This work was recommended in the Town's Flood Risk Mitigation Plan. The planned Dept of Agriculture Dyke topping project also will further mitigate flood risk.

## 6) FINANCIAL IMPLICATIONS

This is an essential project to operate the Town. Council will need to look at the priority of various capital projects and timing as we move ahead with capital planning in the coming year and into next budget cycle. Cost information is summarized here.

Project Cost with HST (L & R Construction)	\$7,121,193
Design, Consulting, Project Management	\$350,000 (much of this has been already billed)
Sludge Removal	\$400,000 (this is an allowance – may come in less)

## REQUEST FOR DECISION 022-2025

Title: Wastewater Treatment Plant Upgrade and Flood Mitigation

Date: 2025-05-06

Prepared by: Devin Lake, Director of Planning & Public Works

Contributors: Beth Hopkins, Director of Finance & Corporate Services  
Glenn Horne, CAO



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Overall Contingency (Approx 5%)	\$340,000 (may not be required)
<b>Total Project Cost with contingency</b>	<b>\$8,211,193</b>
Provincial and Federal Contribution (54%)	\$4,400,000 (73% of original \$6 million)
Total Town Contribution (46%)	\$3,811,193 (additional \$2 million from original contribution of \$1.8 million)

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

This is an essential service to the functioning of the Town and impacts all strategic priorities.

### 8) COMMUNICATION REQUIREMENTS

Project updates will be provided regularly in the CAO report as we progress with construction.

Key message: The Town is proceeding with the award of upgrades to the Wastewater Treatment Plant. The upgrades not only benefit the environment by improving wastewater effluent quality and reducing energy consumption, but they also support the Town's growth and help to enhance resilience to climate change.

### 9) ALTERNATIVES

Council may approve the draft motion or not.

2025-04-28

Devin Lake  
Director of Planning & Development  
Town of Wolfville  
359 Main Street  
Wolfville, NS B4P 1A1

Dear Mr. Lake:

**RE: Contract No. WOL005-2025 Wolfville WWTP Phase 2 Upgrades  
Bid Summary**

On April 24, 2025, bids for the above noted project were received. A bid evaluation was conducted which consisted of examining mathematical results of each bid and confirming evidence of the presence of various required submission documents such as bid security requirements, acknowledgement of addenda, and proposed contract time as set forth in the tender documents.

A summary of the bids is included below:

Bidder	Bid Price (Excl. HST)	Weeks to Complete	Bid Security (Y/N)	Ack. of Addendum (Y/N)
Dexter Construction Company	\$7,319,000.00	60	Y	Y
L&R Construction Limited	\$6,856,531.00	71	Y	Y
Mid Valley Construction (1997) Limited	\$7,644,000.00	52	Y	Y

A copy of the bids is included within Attachment A.

Based on the bid review, CBCL Limited sees no reason Contract No. WOL005-2025 Wolfville WWTP Phase 2 Upgrades could not be awarded to L&R Construction Limited in the amount of \$6,856,531.00 (plus HST).

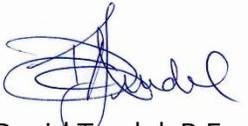
To support the Town throughout the construction phase, CBCL has included allowances for provision of construction administration, part-time observation, and project closeout services within our scope of work. Materials testing is the responsibility of the Contractor.

Devin Lake  
April 24, 2025

Please do not hesitate to contact the undersigned with any questions.

Yours very truly,

CBCL Limited

A handwritten signature in blue ink, appearing to read "D. Trudel", is placed over a light grey rectangular background.

David Trudel, P.Eng.  
Process Engineer, CBCL  
Direct: (902) 421-7241  
E-Mail: dtrudel@cbcl.ca

CBCL Project No: 230813.02

# Attachment A

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Bid Submissions



## REQUEST FOR DECISION 020-2025

Title: Amendment to the Traffic Authority Policy #320-004  
Date: 2025-05-06  
Prepared by: Glenn Horne, CAO  
Contributors: Devin Lake, Director of Planning & Public Works  
Kaden Thibault, Community Compliance Coordinator

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## SUMMARY

### Amendment to the Traffic Authority Policy #320-004

The Traffic Authority Policy, unchanged since 2016, is recommended for amendment to reflect recent organizational restructuring. Under Nova Scotia's Motor Vehicle Act, a municipal Traffic Authority must be a town employee with appropriate traffic management knowledge, though no specific credentials are required. The appointment of the Community Compliance Coordinator as Traffic Authority is recommended, as this position already handles citizen communication on compliance issues, maintains knowledge of relevant bylaws and legislation, exercises good judgment in public interactions, and aligns with the enforcement aspects of traffic management. This arrangement maintains continuity through established application processes for traffic-related requests and follows the common practice of other municipalities that combine traffic authority duties with bylaw enforcement responsibilities.

### DRAFT MOTION:

That Council approve amendments to the Traffic Authority Policy #320-004 as presented.

## REQUEST FOR DECISION 020-2025

Title: Amendment to the Traffic Authority Policy #320-004  
Date: 2025-05-06  
Prepared by: Glenn Horne, CAO  
Contributors: Devin Lake, Director of Planning & Public Works  
Kaden Thibault, Community Compliance Coordinator

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### 1) CAO COMMENTS

This is a recommendation of the CAO.

### 2) LEGISLATIVE AUTHORITY

The Nova Scotia Municipal Government Act states that Council may, by Policy, appoint a traffic authority for all or part of the municipality. The Nova Scotia Motor Vehicle Act requires the Traffic Authority to be the Town Manager, the Chief of Police, or some other official of the Town.

### 3) STAFF RECOMMENDATION

Staff recommend the Traffic Authority Policy 320-004 be amended as presented to make the Community Compliance Coordinator the Town's Traffic Authority.

### 4) REFERENCES AND ATTACHMENTS

- Traffic Authority Policy #320-004 – attached

### 5) DISCUSSION

The Traffic Authority Policy has not been updated since 2016. To date, the Director of Public Works, in its various iterations, has been appointed to this role. With recent organizational changes to create the Department of Planning & Public Works, a small number of functions are being adjusted to reflect the new structure of responsibilities. This policy amendment facilitates one such adjustment.

In Nova Scotia, the appointment of a municipal Traffic Authority is governed by the Nova Scotia Motor Vehicle Act (MVA). The Traffic Authority must be a municipal employee or official. There are no specific professional credentials mandated by the Act, but the individual should have appropriate knowledge of traffic management principles.

The Traffic Authority is empowered to regulate and control traffic within their jurisdiction, including placement of traffic signs, signals, markings, and implementation of traffic control measures. The role of the Community Compliance Coordinator involves:

- Communicate with citizens, business leaders and landlords on compliance issues and build partnerships to achieve compliance.
- Work collaboratively with other Town staff on bylaw compliance and neighbourhood issues.
- Maintain a working knowledge of all town bylaws, policies and strategies, applicable sections of the Municipal Government Act and the Motor Vehicle Act as it pertains to parking.

## REQUEST FOR DECISION 020-2025

Title: Amendment to the Traffic Authority Policy #320-004  
Date: 2025-05-06  
Prepared by: Glenn Horne, CAO  
Contributors: Devin Lake, Director of Planning & Public Works  
Kaden Thibault, Community Compliance Coordinator

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- Direct contact with the public and community stakeholders.
- Exercise of good judgement, tact & diplomacy.

The responsibilities of the Traffic Authority role align well with the Community Compliance Coordinator role. This appointment is intended to be temporary, as additional resources are added to the Department of Planning & Public Works. The Town has in place an application process for traffic-related requests like event-based street closures to maintain continuity of service to the public despite the proposed change. This is also consistent with common practice in other municipalities, aligning traffic authority with bylaw enforcement / community compliance.

### 6) FINANCIAL IMPLICATIONS

There are no direct financial implications of this decision.

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

- NA

### 8) COMMUNICATION REQUIREMENTS

If approved, advise staff and the public of this change.

### 9) ALTERNATIVES

Not approve the recommended policy amendment.



# POLICY

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Traffic Authority	
<b>Policy Number:</b> 320-004	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2016-09-27 2016-11-28 <u>2025-05-21</u>	<b>Approved by Council Motion Number:</b> 34-09-16 17-11-16

## 1.0 Purpose

To appoint the Town of Wolfville’s Traffic Authority and Deputy Traffic Authority.

## 2.0 Scope

This Policy is applicable to all those within the Town of Wolfville, citizens and staff, who deal with Traffic Authority issues.

## 3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (MGA)
- 3.2 [Nova Scotia Motor Vehicle Act](#) (MVA)

## 4.0 Definitions

- 4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville
- ~~4.2 **Community Compliance Coordinator** is the Town of Wolfville Community Compliance Coordinator~~
- ~~4.24.3 **Director Planning & Public Works** is the Town of Wolfville Director for Planning & Public Works ~~and Parks~~~~
- ~~4.3 **RCMP Sgt** means the RCMP Kings Detachment Sgt~~
- 4.4 **Traffic Authority** is the appointed Traffic Authority for the Town of Wolfville

## 5.0 Policy

- 5.1. As outlined in the Nova Scotia Municipal Government Act, Council may, by Policy, appoint a traffic authority for all or part of the municipality.



## POLICY

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- 5.2. The Nova Scotia Motor Vehicle Act requires the Traffic Authority to be the Town Manager, the Chief of Police, or some other official of the Town.
- 5.3. The Traffic Authority position under the Motor Vehicle Act is structured such that there is no right of appeal. Council does not have a supervisory role over decisions that fall within the purview of the Traffic Authority.
- 5.4. It is the Policy of the Town of Wolfville that the ~~Director of Public Works & Parks~~Community Compliance Coordinator be appointed as the Traffic Authority for the Town of Wolfville. The Deputy Traffic Authority for the Town of Wolfville will be the RCMP Sergeant:
- Traffic Authority – ~~Kevin Kerr~~Kaden Thibault, Director Public Works & ParksCommunity Compliance Coordinator
  - Deputy Traffic Authority – ~~Devin Lake, Director of Planning & Public Works~~Sgt Andrew Buckle, Kings County RCMP Sgt
- 5.5. The responsibilities of the Traffic Authority are focused on the safety and regulation of streets.

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CAO

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Date

## REQUEST FOR DECISION 001-2025

Title: Kings Transit Authority 2025/26 Budget  
Date: 2025-05-06  
Prepared by: Glenn Horne, CAO  
Contributors: Finance & Corporate Services Staff  
KTA Staff

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## SUMMARY

### Kings Transit Authority (KTA) 2025/26 Budget

Each year the signatories to the Inter-Municipal Service Agreements (IMSA's) related to Kings Transit Authority consider the annual budget recommended by the KTA Board of Directors. The budget for KTA is vetted through the Interim IMSA Board of Directors and then forwarded to the participating municipal units. This RFD has been delayed due to ongoing discussions with the KTA concerning proposed changes to the funding formula associated with a new inter-municipal services agreement.

For 2025/26, KTA's budget submission to Council requires an operating contribution from Town of Wolfville in the amount of \$294,427 (increase of \$35,062 from previous year budget) and a capital contribution of \$12,000 (no change from previous year's budget).

### DRAFT MOTION:

That Council approve the Kings Transit Authority's 2025/26 Operating and Capital Budgets.

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### 1) CAO COMMENTS

The CAO supports the recommendation of the Interim IMSA Board and KTA staff.

### 2) LEGISLATIVE AUTHORITY

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

### 3) STAFF RECOMMENDATION

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

### 4) REFERENCES AND ATTACHMENTS

- 2024/25 KTA Operating and Capital Budgets – attached

### 5) DISCUSSION

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

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

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

The 2025/26 Budget document once again includes a year end financial forecast for 2024/25 which can help inform expectations for the coming year.

- Overall KTA is expecting a deficit of approximately \$197,000 for the 2024/25 fiscal year. However, KTA has stated that this deficit projections is likely overstated.
  - Fare revenue is forecasted to be lower than expected by \$34K
  - Bus maintenance is forecast to be overspent by \$207K, as it's been a challenging year for major repairs.
  - Route operation costs are forecast to be \$90K overspent, due to the underestimation of staff benefits in the budget.

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- KTA is requesting a 13.5% increase for the 2025/26 Budget compared to 2024/25 Budget

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

- KTA continues to save on fuel due to lower than anticipated diesel prices, which are assumed to continued.
- Bus repair costs continue to increase as the fleet ages and breakdowns become more common and difficult.
- Admin costs are anticipated to increase with the hire of a full-time GM and other staff increases.

### Other comments

- The electric bus infrastructure project makes up the majority of both the 2025/2026 capital budget and the projected 2026/2027 forecasted capital expenditures, as Kings Transit is projecting to invest \$12,530,000 in electric buses and related infrastructure over the three budget years (2024/25 to 2026/27). However, KTA staff have recently indicated to the IMSA Board that this project will be slowed to investigate all possible technology options to ensure a viable service into the future.
- Transit has grown in importance over the years as it is widely acknowledged that transit (if well delivered) can positively impact economic development, accessibility, environmental sustainability, and social equity.
- Finding a way to provide the service while ensuring reasonable municipal cost increases will be the challenge in upcoming years.
- The Parties to the Kings Transit Authority are currently considering both funding formula and ownership structure changes in conjunction with the electrification project. The 2025/26 budget has been prepared with the assumption that both items that are under review will remain status quo for the 2025/26 fiscal year.

## 6) FINANCIAL IMPLICATIONS

KTA's budget submission to Council requires an operating contribution of \$294,427 and a capital contribution of \$12,000. This is an increase from the previous budget of \$35,062. However, Wolfville's share of the anticipated 2024/25 year-end actual is \$288,879, making the 2025/26 operating contribution for KTA a \$5,548 increase over the previous year, or 1.9%.

	<b>2025/26 Budget</b>	<b>2024/25 Budget</b>	<b>2023/24 Budget</b>
KTA Op Budget contribution	\$294,427	\$259,365	\$237,000
KTA Cap Budget contribution	\$12,000	\$12,000	\$12,000

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<b>Total KTA Contribution</b>	<b>\$306,427</b>	<b>\$271,365</b>	<b>\$249,000</b>
Kings Point to Point Transit contribution	\$10,657	\$10,200	\$10,000
<b>Total per Transit Service Line</b>	<b>\$317,084</b>	<b>\$281,565</b>	<b>\$259,000</b>

The Town's 2025/26 Operating budget includes \$317,127 for transit services (KTA & KPPT).

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

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

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

## 8) COMMUNICATION REQUIREMENTS

Advise Kings Transit of Council's decision.

## 9) ALTERNATIVES

Not approve the budget.

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<b>Kings Transit Authority</b>				
<b>Statement of Revenues and Expenditures</b>				
<b>Operating Budget</b>				
	2025-2026 Budget	2024-2025 Forecast	2024-2025 Budget	
<b>Revenues</b>	Fares	892,320	874,805	898,815
	Advertising income	24,000	26,010	9,000
	Operating grants core members	1,962,845	1,729,103	1,729,103
	Operating grants service partners	1,249,834	1,187,533	1,200,030
	Other revenues	-	21,775	-
		<b>4,128,999</b>	<b>3,839,226</b>	<b>3,836,948</b>
<b>Expenses</b>	Compensation - administration	776,484	730,620	675,644
	Route operations costs	1,241,873	1,195,867	1,100,920
	Fuel	594,996	592,789	707,647
	Insurance	217,899	204,666	213,539
	Bus maintenance and repairs	1,032,386	1,051,323	864,969
	Management fee - Core recovery	(461,135)	(432,718)	(360,767)
	Management fee - Annapolis	303,505	284,461	238,733
	Management fee - Digby	157,630	148,257	122,034
	Administrative	265,361	260,714	274,228
		<b>4,128,999</b>	<b>4,035,980</b>	<b>3,836,948</b>
<b>Net Surplus</b>	-	<b>(196,754)</b>	-	

<b>Kings Transit Authority</b>						
<b>Municipal Contributions</b>						
<b>Operating Grants</b>						
		2024-2025 Forecast			2025-2026 Budget	
		Budgeted Funding	Predicted Year End True-up	Annual Total		Annual Total
<b>Core Partners</b>	Municipality of Kings	60%	1,037,462	118,052	<b>1,155,514</b>	<b>1,177,707</b>
	Town of Kentville	20%	345,821	39,351	<b>385,171</b>	<b>392,569</b>
	Town of Wolfville	15%	259,365	29,513	<b>288,879</b>	<b>294,427</b>
	Town of Berwick	5%	86,455	9,838	<b>96,293</b>	<b>98,142</b>
		100%	<b>1,729,103</b>	<b>196,754</b>	<b>1,925,857</b>	<b>1,962,845</b>
<b>Service Partners</b>	Annapolis County	Actual	814,536	(34,421)	<b>780,115</b>	<b>824,927</b>
	Municipality of Digby	Costs	385,500	21,918	<b>407,418</b>	<b>424,907</b>
			<b>1,200,036</b>	<b>(12,503)</b>	<b>1,187,533</b>	<b>1,249,834</b>

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**King Transit Authority**  
**Capital Spending**

Project	Budget 2025	Forecast 2025	Budget 2026	2027	2028	2029
<b>Building Improvements, Equip. or Capitalized Bus Repairs</b>	100,000	108,000	100,000	100,000	100,000	100,000
<i>Building Improvement</i>		8,000				
<i>Wifi Routers for Camrera on Buses</i>		30,000				
<i>Purchase &amp; Refurbishment of Used Bus</i>		70,000				
<b>Project Management</b>	30,000					
<b>Replacement of Bus Jack Stands</b>			100,000			
<b>ICIP Phase 2 (26.7% municipal funded up to 11.7M)</b>	-	4,380,000	5,310,000	2,840,000	-	-
<i>EV Buses @ 5</i>		4,250,000	4,250,000			
<i>Chargers</i>				1,340,000		
<i>Building</i>		50,000	1,000,000	1,500,000		
<i>Other</i>		80,000	60,000			
<i>Committed Municipal Funded Portion</i>		1,168,146	1,416,177	535,222		
<i>Overspend - 100% Municipal Funded</i>				833,169		

<b>Additional Buses @ 5 &amp; Chargers assuming EV</b>				5,590,000	5,590,000	
<i>Municipal Funded Portion (at maximum 60% municipal funded)</i>				3,354,000	3,354,000	

*Notes -- Digby and Annapolis will also need to pay a portion of 10 buses, KTA exploring additional external funding sources*

Capital Reserve	Forecast 2025	Budget 2026	2027	2028	2029
<b>Opening Balance</b>	2,207,737	1,828,027	691,224	(2,319,282)	(4,834,707)
<b>Digby</b>	196,000				
<b>Annapolis</b>	451,000				
<b>PTAP (includes Digby &amp; Annapolis portion)</b>		375,000	375,000	375,000	375,000
<b>Canada Public Transit Fund - Baseline Funding</b>			514,499	514,499	514,499
<b>Municipal Contributions</b>		80,000	80,000	80,000	80,000
<b>Return on Investments</b>	29,436	24,374	9,216	(30,924)	(64,463)
<b>Replenishment of ICIP Phase 1 Spending</b>	220,000				
<b>Capital Spending</b>	(1,276,146)	(1,616,177)	(3,989,222)	(3,454,000)	(100,000)
<b>Closing Balance</b>	1,828,027	691,224	(2,319,282)	(4,834,707)	(4,029,671)

*Note -- debenture financing or additional capital contributions will be required to avoid negative capital reserve balance*

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<b>Kings Transit Authority</b>						
<b>Municipal Contributions</b>		<b>2024-2025 Forecast</b>		<b>2025-2026 Budget</b>		
<b>Capital Grants</b>						
		<b>Quarterly Funding</b>	<b>Annual Total</b>	<b>Quarterly Funding</b>	<b>Annual Total</b>	
<b>Core Partners</b>	Municipality of Kings	60%	12,000	48,000	12,000	48,000
	Town of Kentville	20%	4,000	16,000	4,000	16,000
	Town of Wolfville	15%	3,000	12,000	3,000	12,000
	Town of Berwick	5%	1,000	4,000	1,000	4,000
		<b>100%</b>	<b>20,000</b>	<b>80,000</b>	<b>20,000</b>	<b>80,000</b>
<b>Service Partners</b>	Annapolis County		n/a			n/a
	Digby County		n/a			n/a
			-	-	-	-