



Committee of the Whole

July 8, 2025

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order and Land Acknowledgement

1. Approval of Agenda

2. Declarations of Conflicts of Interest

3. Approval of Minutes

- a. Committee of the Whole Minutes, June 3, 2025
- b. Committee of the Whole In Camera Minutes, June 3, 2025

4. Presentations

- a. Kings Regional Emergency Management Organization – Update –
Dan Stovel

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 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

- RFD 027-2025: Active Transportation – ICIP Funding Implementation
- RFD 028-2025: Council Proceedings Policy
- RFD 002-2025: Appointment of Code of Conduct Investigator
- RFD 029-2025: Uranium Exploration in Annapolis & Hants Counties
- IR 017-2025: Operations Plan Quarterly Report
- IR 016-2025: Kings REMO Update

7. CAO Report

8. Committee Reports (Internal)

- Audit Committee (*verbal report*)
- Equity & Anti-Racism Advisory Committee (*verbal report*)
- Planning Advisory Committee

9. Committee Reports (External)

- Inter-Municipal Services Agreement for Valley Waste & Kings Transit (IMSA for VW & KTA)
- Kings Point-to-Point (KPPT)
- Wolfville Business Development Corporation (WBDC)



- 10. Public Input**
- 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 030-2025 – Regional Recreation Centre
- 15. Regular Meeting Adjourned**

REQUEST FOR DECISION 027-2025

Title: Active Transportation – ICIP Funding Implementation
Date: 2025-07-08
Prepared by: Devin Lake, Director of Planning & Public Works
Contributors: Various Planning and Public Works Staff



SUMMARY

Active Transportation (AT) Network – Investing in Canada Infrastructure Program (ICIP) Funding Implementation Approach

The Town has been developing, and now implementing, the Town's Active Transportation Network since 2019-20 (pre-pandemic). Things have changed over that time: cost realities now more clear, public works maintenance requirements, our ability to implement in a timely manner to meet funding deadlines, staff changes, state of related infrastructure, and learning about other methods and options. This has led to some amendments to the approach being recommended by Staff.

This report outlines the changes contemplated to the ICIP funded AT projects and shows some of the tools and resources we are looking to move forward with. A presentation from Staff and opportunity for discussion and questions will accompany this report.

If this direction is desirable, Staff will engage with the Province on formalizing this approach. Topics noted for discussion with the Province include:

- Paving or other surface improvements to the Harvest Moon Trail through the entire Town to focus on safety and comfort of users.
- Shifting to a seasonal approach to the traffic calming elements of the network and include additional residential areas.
- Including Earnscliffe Avenue in the funding to offset some of the planned capital reconstruction of the street in 2026 (replacing Victoria Avenue in the original application).
- Shifting the approach slightly on Main Street and Pleasant/Skyway to use paint, bollards, and maintenance (catch basin repairs, improved pavement condition and street sweeping) to achieve a safer environment for all users.
- Investigate alternatives to connect Highland Avenue with the Harvest Moon Trail rather than the use of Festival Theatre parking lot and laneway.
- Adding the total cost or contribution for a small Street Sweeper (if budget allows)
- Assessment of lowering the speed limit on residential streets and institute speed limits on busy trail sections.

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Staff is also working with [Mobycon](#) (Integrated Mobility Consultants) on the details that would be brought through our AT Working Group and to Council. We hope to deploy most of the network in the spring of 2026 with this approach and finish any final projects in 2027.

DRAFT MOTION:

That Council direct staff to work with the Province to amend the Town's ICIP Active Transportation contribution agreement (approximately \$3.3 million total spend) to address the topics noted in RFD 027-2025.

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1) CAO COMMENTS

The CAO supports the recommendations of staff. The proposed approach will allow the Town to enhance its AT network, making strategic investments in safe and effective infrastructure, while managing the significant increase in costs that have been experienced with AT projects throughout the province. Staff welcome further discussion and feedback from Council.

2) LEGISLATIVE AUTHORITY

The Town has authority to carry out these changes through the MGA, subject to Engineering standards and guided by professional expertise.

3) STAFF RECOMMENDATION

Staff are recommending that the AT contribution agreement with the Province through the Investing in Canada Infrastructure Program be amended so that different methods and investments can be used to achieve the Town's AT goals.

4) REFERENCES AND ATTACHMENTS

- [May 2022 Overview of ICIP Funding](#)
- [Wolfville Blooms – Active Transportation](#)
- June 27, 2025 Mobycon Letter (Attached)

5) DISCUSSION

The aspects of the network we have been working on through the ICIP funding are shown below (please note: the projects shown + other sidewalk, trail, and AT projects make up our overall network – the focus here is on the ICIP funded aspects only). For further background - an overview from 2022 is provided in the references/attachments and provides additional information on the ICIP funding and thinking at the time.

Since the original application, Staff have been working on detailed design and costing so we can determine the best approach to implement the network. The proposed amendments would have to be approved by the Province. The intent would be to still spend the \$3.3 million (25% funded by us – 75% by Province and Federal Governments) – but in a slightly different way. The revised approach would actually cover more of the Town, be more cost effective, allow us to learn from lower-risk investments, respond better to our seasons (snow clearing concerns but also allow us to plow the harvest moon trail), and meet the community more where we are

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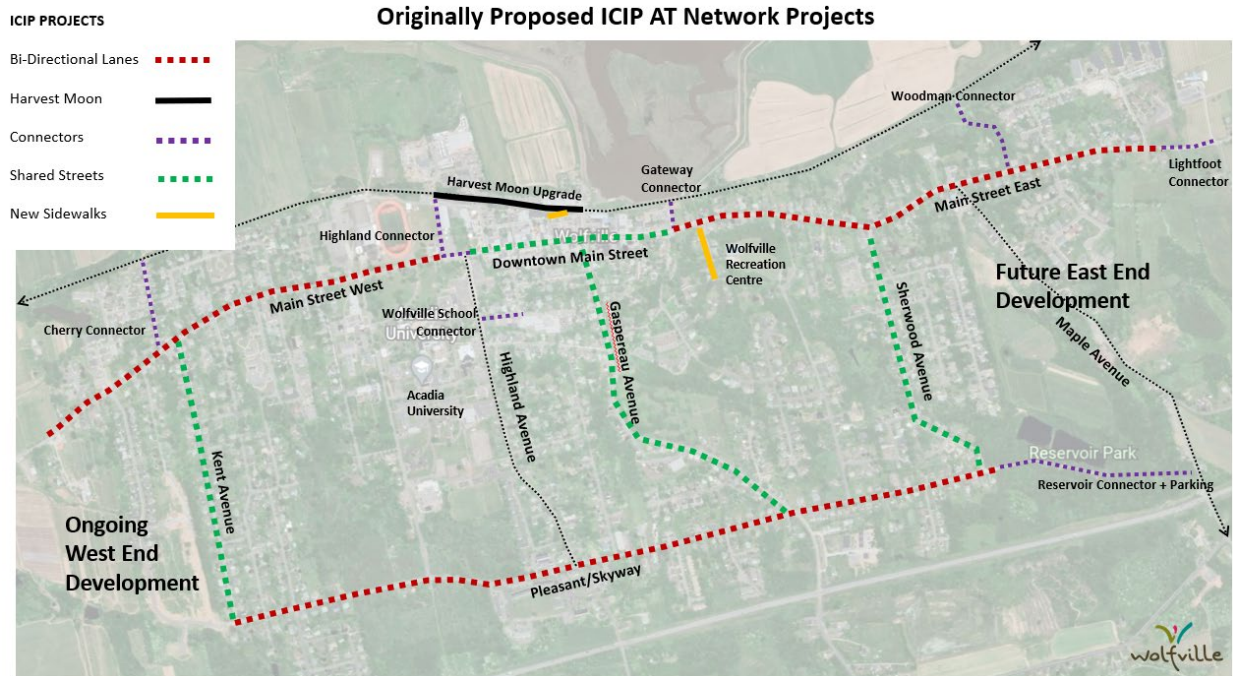
Date: 2025-07-08

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currently with the bulk of AT activity happening between April-November. The focus is still on increased comfort for walking, strolling and rolling. Staff believe a more tactical approach can be deployed much more effectively and have greater impact. The original and amended network is shown here:



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ICIP PROJECTS

Bollard Lanes + Calm ----

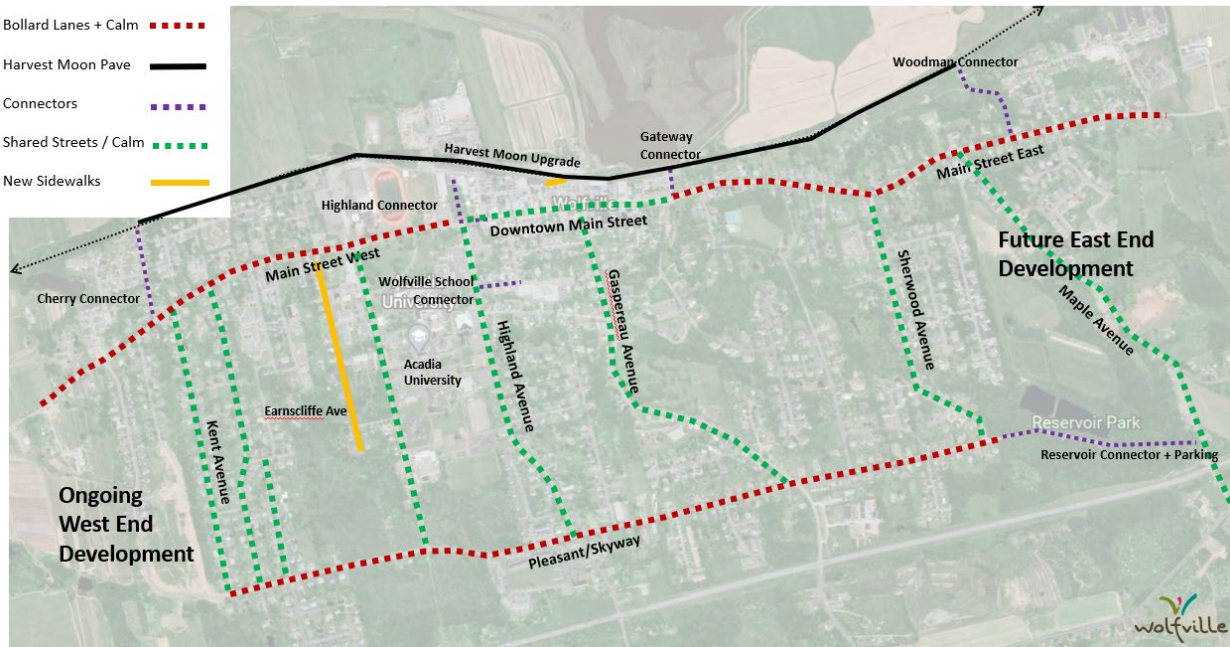
Harvest Moon Pave ----

Connectors ----

Shared Streets / Calm ----

New Sidewalks ----

Updated Proposed ICIP AT Network Projects



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Summer 2025 Projects

Staff are working on the following for this summer:

- Improvements to Main Street bike lane width and assessment of catch basin and pavement condition (to be brought into the funding). Improved sweeping schedule. Installation of seasonal bollards along East and West Main Street.
- Highland Avenue painting and signage improvements.
- Paving of the Harvest Moon Trail between the Farmers' Market and Harbourside Drive. Raised crosswalks at Elm and Harbourside.
- New concrete sidewalk along Front Street to Harbourside (where it is missing now)
- Traffic Calming and a new crossing at Cherry Lane/Main St.
- Traffic Calming on Kent Ave (Cherry Lane and Kent Avenue act as a key cycling connection from the Harvest Moon trail to the top of Town).

Given tender results – Staff are re-evaluating the connection from Highland Avenue to the Harvest Moon trail. Envisioned around the Festival Theatre – the money may be better spent on Town owned land through the Old Burying Ground now that some discussions have been had on that space and we are moving toward replacing the old fence on the west and north property lines.

Key Changes Discussion

1) Paving or other surface improvements to the Harvest Moon Trail through the entire Town to focus on safety and comfort of users.

The loose surface, limited maintenance and width of the trail with the amount of users we now see, necessitate further investment along this entire corridor. This is a destination or signature trail for the Town and can better connect us, year-round. Counts from 2024 were showing 900+ users/day on sections of the trail (see below from the trails association counters).

Speed limits, additional width and more education on etiquette and sharing the trail are needed. With the current surface and width – the mixing of users (and dogs) has become a concern for many on the trail. New signage proposed for the trail is also shown here.

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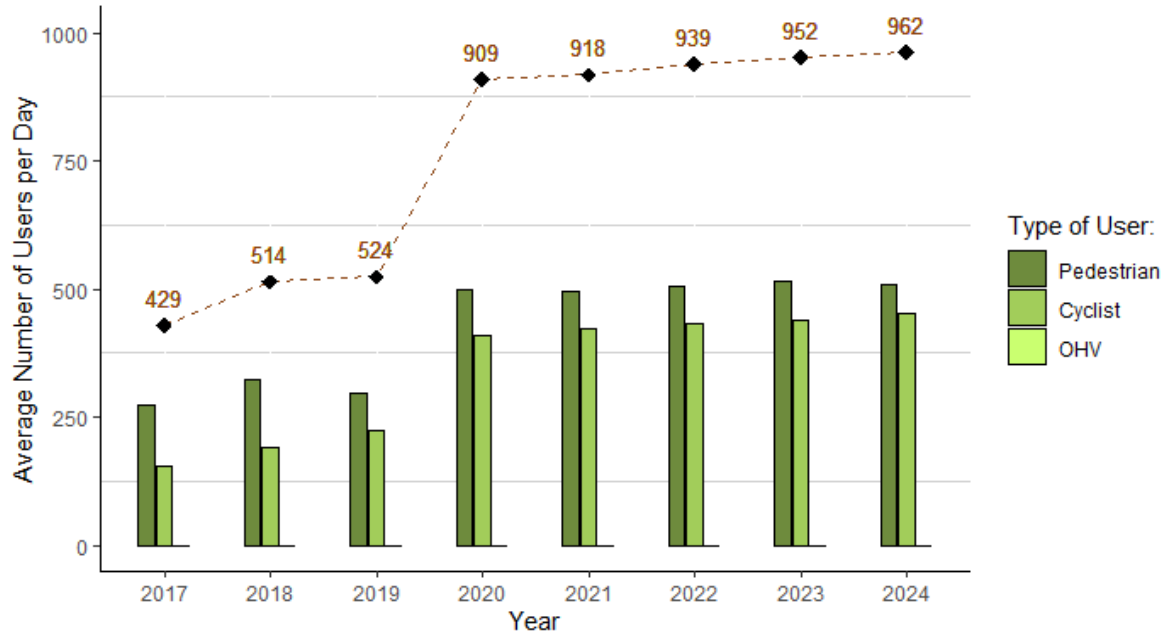
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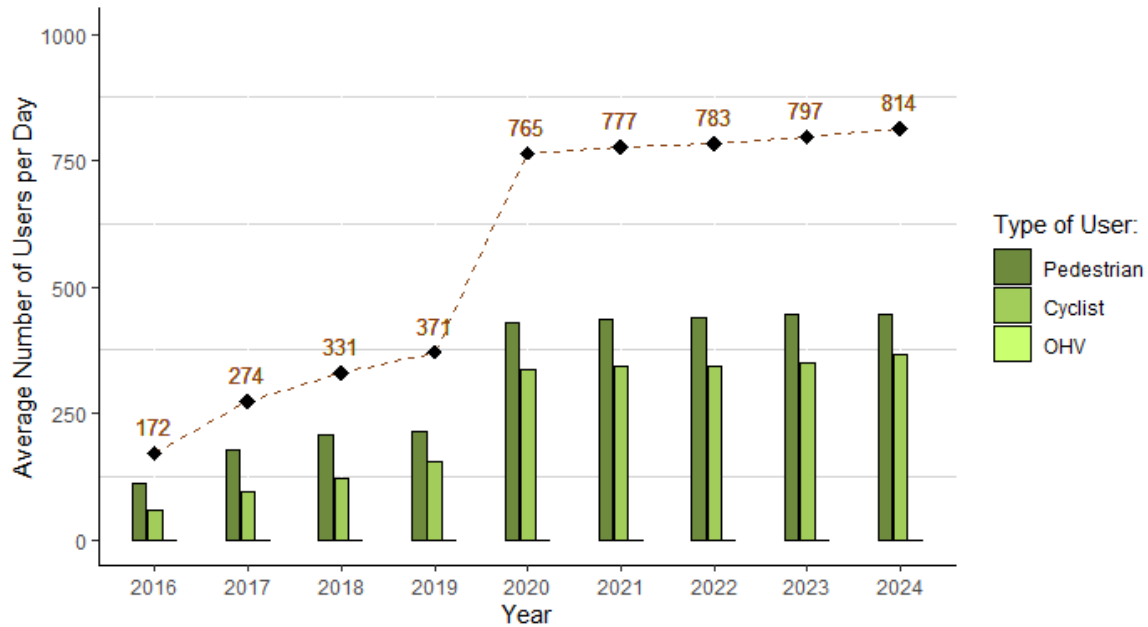
East Town Line - Wolfville

Harvest Moon Trail



Millenium - Wolfville

Harvest Moon Trail



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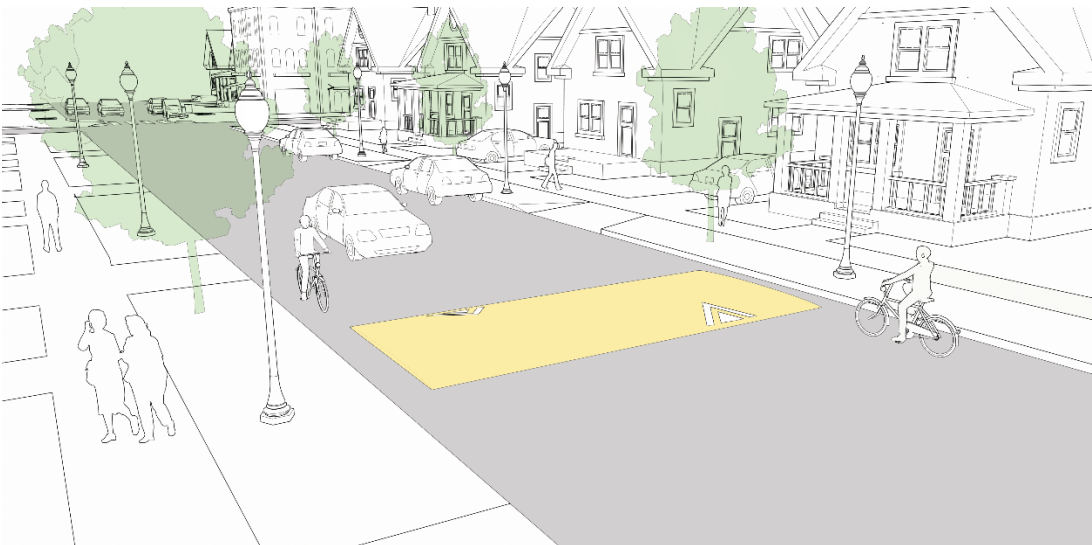
Contributors: Various Planning and Public Works Staff



2) Shifting to a seasonal approach to the traffic calming elements of the network and include additional residential areas.

Putting \$5-8000 speed cushions (like the ones on Stirling Ave) on streets with poor asphalt condition is not ideal. Certainly, some streets should have this treatment. Our plow operators are also weary of these in some locations. The biggest advantage to a seasonal approach is we can learn and iterate where these go and try some different approaches to get feedback (lower cost and less risk than permanent infrastructure).

Some examples are shown here:



3) Including Earnscliffe Avenue in the funding to offset some of the planned capital reconstruction of the street in 2026 (replacing Victoria Avenue in the original application).

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Staff are currently working on the design of Earnscliffe Avenue. An image of the concept design and notes is included here. This project is our 2026 major street re-build and will provide for a new sidewalk on the east side and improvements to access at the Children's Centre and EKM – along with new water, storm and sewer infrastructure.



4) Shifting the approach slightly on Main Street and Pleasant/Skyway to use paint, bollards, and maintenance (catch basin repairs, improved pavement condition and street sweeping) to achieve a safer environment for all users.

The original application on Main Street had a bi-directional lane on one-side of the street and Bollards to separate this. This would involve re-painting and a significant change to the street (shifting everything over to one side) and create winter maintenance issues. The approach we have started to take this summer maintains familiarity for users while trying to increase comfort (more width and bollards) while also looking to increase street sweeping and planning for pavement and catch basin improvements.

Staff would like to take a similar approach on Skyway/Pleasant – and include traffic calming elements. We would bring a more detailed concept for this with the support of our consultant, Mobycon.

5) Investigate alternatives to connect Highland Avenue with the Harvest Moon Trail, rather than using the Festival Theatre parking lot and laneway.

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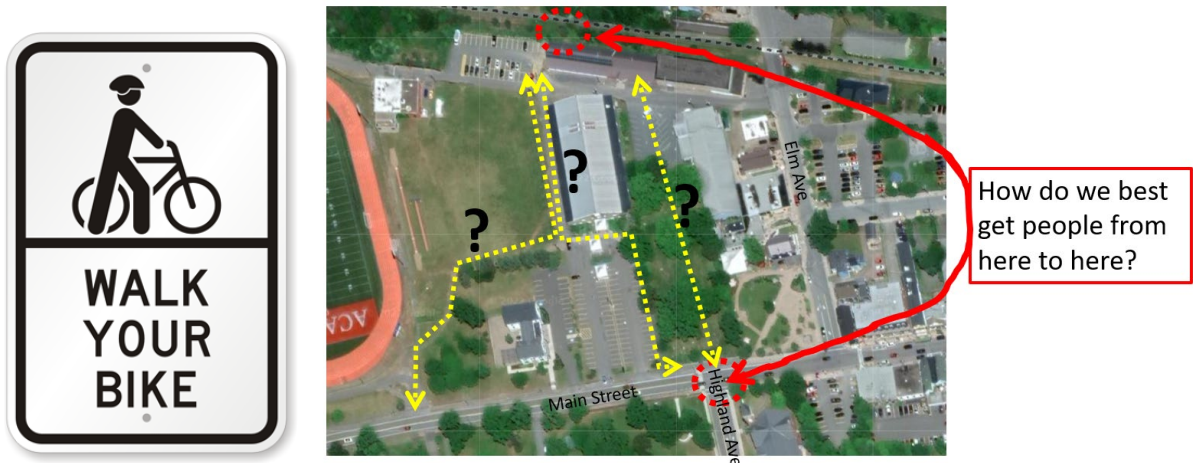
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The connection between Highland and the Harvest Moon trail was discussed when this application was being brought forward. Since that time, more discussion and engagement around the Burying Ground has happened and some type of trail / pathway (perhaps it is walking only) seems to be workable. Replacing the old fence can also allow for this space to seem more part of the Town and encourage people to pass through. Depending on the final layout and widths – it may be appropriate to have bicycles walked and we could have restrictions on other modes (eg: scooters). More discussion is required (this is a Provincially registered heritage site) but with current cost realities this is an opportunity to invest in an under-utilized Town space.



6) Add the total cost or contribution for a small Street Sweeper (if budget allows)

The maintenance of infrastructure is critical to its use. It is becoming more difficult for us to contract street sweeping and the Town's existing street sweeping attachment is not appropriate for the task. We are looking to purchase a small sweeper that can be part of our regular Public Works fleet. An example is included here:

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7) Assessment of lowering the speed limit on residential streets and institute speed limits on busy trail sections.

A primary goal of active transportation infrastructure investments is to reduce conflicts and mitigate risks between vehicles and people. Vehicle speed is an important element and defines the interventions most appropriate in engineering standards when considering active transportation improvements.

Staff are suggesting we explore lowering speed limits in residential areas and couple this with seasonal traffic calming as described above to reduce conflict and risk and create comfort for users walking and cycling. The Province would have to approve lower speeds through a process. HRM has done this on certain residential streets and Yarmouth has lowered speeds as well. Staff would like to explore the realities of reducing the speed limit to 30km/h on residential streets.

Speed on the Harvest Moon trail should also be limited – especially with e-bikes and scooters being introduced with people walking. Staff are suggesting to implement a 20km/h speed limit and in tighter or busy areas, less speed. The bigger issue is the width and surface compounding the new devices that facilitate higher speeds (e-bikes and scooters). Shown below is a speed campaign from Ontario and other safety information on speed. Further on there are examples of trail speed interventions.

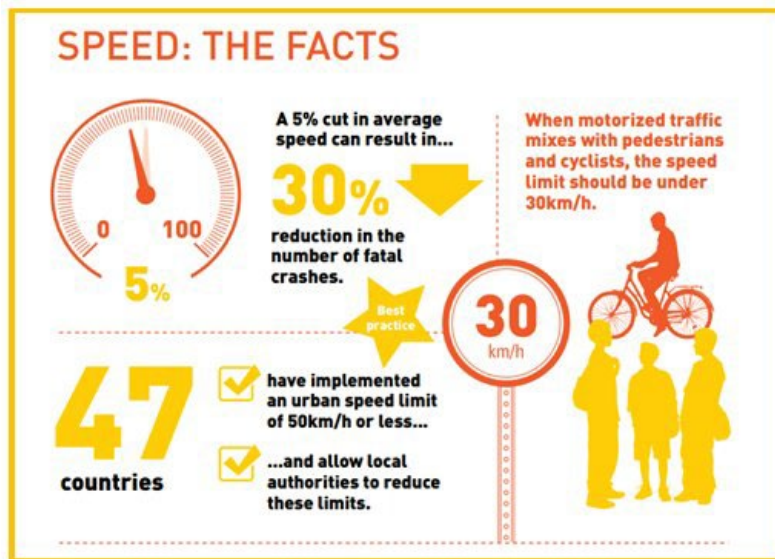
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Summary - Incremental Improvements and Lower Risk Changes

The amended approach to using seasonal elements (bollards, speed cushions, paint, etc – supplemented by fixing and maintenance) is appealing from a risk and change management perspective in that if we want to adjust or move something – we can do that easily. With permanent infrastructure, this is not possible. Once an intervention is shown to work, we can determine if it is most appropriate to leave it in place long-term or upgrade to a permanent solution.

Existing asphalt and other infrastructure on many of the streets identified for AT improvements is not in great shape to be adding new permanent elements on top of. This approach allows us to add elements on all streets, not just with new surfacing or updated infrastructure.

The consultant we have recently engaged – [Mobycon](#) – is supportive of this approach and offering their expertise in implementation. Their letter (attachment 1) states the following:

- **Real-time experimentation:** the use of temporary materials can be seen as a real-time form of public consultation, allowing people to see and interact with new ideas rather than just seeing them on a map. If certain measures cause issues, they can be easily adjusted to minimize impacts. When opportunities come up to repave or rebuild roadways or underground infrastructure, streets can be redesigned to replace the temporary measures with more permanent ones.

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8) FINANCIAL IMPLICATIONS

\$887,212 has been previously budgeted as Town investment (this is in our current Capital Budget) with \$2,439,419 committed in Provincial and Federal Investment (ICIP application) for a total of **\$3,326,632 in AT Improvements**. Staff are still proposing this budget amount and are working on the amended approach to meet these numbers. A detailed budget of the revised approach would be brought forward, supported by our new consulting support. We have tendered aspects of the network twice now – both were significantly more than our engineering estimates anticipated. This price escalation is consistent with the experience of other municipalities across the province.

Not making use of this funding support is a tremendous lost opportunity. It is difficult for the Town to rationalize this level of investment in walking, rolling and strolling by ourselves when you look at the other pressing infrastructure needs (e.g. streets, stormwater, facilities, flood risk, water, sewer).

9) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This initiative is relevant to the strategic directions of:

- Economic Prosperity
- Social Equity
- Climate Action
- Community Wellness

Council Priority Initiatives that are relevant include:

- Revitalization and maintenance of road, sidewalk, crosswalk infrastructure and traffic management
- Economic sector growth and support for businesses (retention and attraction)
- Climate management related initiatives (reduce carbon emissions, support local transportation, food security, environmental protection)

10) COMMUNICATION REQUIREMENTS

If this approach is endorsed, staff will need to communicate and have approved the revised direction on the ICIP funding with the Province. Once we have our approach finalized – additional community and stakeholder communication can be rolled out.

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Council will be brought an updated package with a detailed implementation schedule and budget in the fall. All of this work would be completed by the end of the 2027 construction season.

11)ALTERNATIVES

Council may wish to take an alternative approach and can direct Staff of changes to move forward with.

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ATTACHMENT 1 – MOBYCON LETTER



PLAN • DESIGN • LEARN

Devin Lake
Director of Planning + Public Works
Town of Wolfville
200 Dykeland Street, Wolfville, NS B4P 1A1

Friday, June 27, 2025

RE: Wolfville Active Transportation Network Implementation

Dear Devin,

I understand that the Town of Wolfville has secured funding to implement its active transportation network and based on cost inflation, is proposing a revised approach which would prioritize capital improvements on widening and improving the Millennium Trail while leveraging use of temporary materials and low-cost measures to implement other pieces of the network.

Mobycon sees great value in this approach, for the following reasons:

- **Establishment of a signature downtown trail:** prioritizing capital improvements on the Harvest Moon Trail will support Wolfville as a bicycle tourism hub for both residents and visitors and offer direct connections to many civic facilities. Communities large and small across North America have found great value in investing in signature trails as a first step to establish and grow a local culture of cycling.
- **Rapid network implementation:** like all networks, cycling networks become more useful when they provide more linkages between origins and destinations. The use of temporary materials for other pieces of the network in a coordinated approach will allow Wolfville to rapidly realize the benefits of a connected cycling network in the short term, rather than seeing these benefits years in the future with a more piecemeal implementation. Canadian cities like Calgary and Edmonton have successfully implemented such networks in their downtowns, and we believe the same is possible in a small community like Wolfville.
- **Real-time experimentation:** the use of temporary materials can be seen as a real-time form of public consultation, allowing people to see and interact with new ideas rather than just seeing them on a map. If certain measures cause issues, they can be easily adjusted to minimize impacts. When opportunities come up to repave or rebuild roadways or underground infrastructure, streets can be redesigned to replace the temporary measures with more permanent ones.

Mobycon is a Dutch-Canadian consultancy specializing in developing and implementing innovative and sustainable mobility solutions, with nearly 40 years of history and more than 50 employees across offices in Canada, the United States, the Netherlands, and Germany. Our goal is to share our expertise and way of thinking to inspire change, to help make the world less dependent on the car.

Kind regards,

A handwritten signature in black ink, appearing to read 'Matt Pinder'.

Matt Pinder, P.Eng. | Senior Integrated Mobility Consultant

THE NETHERLANDS • CANADA • USA • GERMANY



150 Elgin Street, Suite 1000 • Ottawa, ON • Canada K2P 1L4 • +1 (613) 216-2332 • info@mobycon.com
www.mobycon.com

REQUEST FOR DECISION 028-2025

Title: New Council and Committee Proceedings Policy
(Policy No. 110-002)
Date: 2025-07-08
Prepared by: Glenn Horne, CAO
Contributors: Laura Morrison, Town Clerk & Manager of Administration



SUMMARY

New Council and Committee Proceedings Policy (Policy No. 110-002)

The purpose of this Request for Decision is to recommend the approval of the new Council and Committee Proceedings Policy No. 110-002. The revised policy consolidates and replaces two previous policies—Policy 110-010 (Public Input at Meetings) and Policy 110-015 (Presentations to Council)—and reflects current governance practices, the need for clarity in meeting procedures, and consistency with related policies such as virtual meeting provisions.

The policy provides guidance on the conduct of Council and Committee meetings, including but not limited to; meeting schedules, rules of order, presiding officer roles, public input and presentations, conflict of interest disclosure, in-camera sessions, livestreaming, voting protocols, motions and amendments, and meeting decorum.

DRAFT MOTION:

That Council approves the Council and Committee Proceedings Policy #110-002 as attached to RFD 028-2025.

That Council repeals Policy #110-010 Public Input at Meetings.

That Council repeals Policy #110-015 Presentations to Council Policy.

That Council approves amendments to Policy #110-001 Committees of Council Policy as attached to RFD 028-2025.

REQUEST FOR DECISION 028-2025

Title: New Council and Committee Proceedings Policy
(Policy No. 110-002)

Date: 2025-07-08

Prepared by: Glenn Horne, CAO

Contributors: Laura Morrison, Town Clerk & Manager of Administration



1) CAO COMMENTS

This new policy strengthens procedural clarity and transparency and reflects best practices in municipal government. The consolidation of related policies into a single document makes the policy easier to understand and apply for both staff and members of Council.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act
- Municipal Conflict of Interest Act

3) STAFF RECOMMENDATION

That Council adopt the Council and Committee Proceedings Policy No. 110-002 and repeal the superseded policies as identified.

4) REFERENCES AND ATTACHMENTS

- Attachment 1: Council and Committee Proceedings Policy No. 110-002 (Draft)
- Attachment 2: Policy 110-010 Public Input at Meetings (Repealed)
- Attachment 3: Policy 110-015 Presentations to Council (Repealed)
- Attachment 4: Committees of Council Policy #110-001
- Council & Committees of Council Virtual Meeting Policy #110-014

5) DISCUSSION

The Town did not previous have a comprehensive proceedings policy; this policy formalizes and modernizes the Town's approach to Council and Committee proceedings. Key improvements include:

- Clear definitions and roles for presiding officers.
- Clear rights and responsibilities of Council and committee members.
- Providing policy for the first meeting of a new Council, rather than relying on convention.
- Outlining in policy the content of Council and Committee of the Whole agendas.
- Updating the criteria for in-camera meetings.
- Updated procedures for public input and presentations.
- Enhanced guidance for motions, debate, and voting procedures.

REQUEST FOR DECISION 028-2025

Title: New Council and Committee Proceedings Policy
(Policy No. 110-002)

Date: 2025-07-08

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- Integration with other core governance policies.

This policy is based on best practice from around the province, leaning primarily on the proceedings policy from the District of East Hants, and incorporates elements of meeting proceedings that have been the Town of Wolfville's traditional approach or more recent updates. It has been reviewed by and includes feedback from Council's Policy Review Task Force.

The policy provides a more accessible framework for both Council and the public to understand how municipal decision-making is conducted. To further support Council's use and the public's understanding, a summary sheet is being developed as a quick reference.

6) FINANCIAL IMPLICATIONS

There are no apparent financial implications.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity: Enhances public participation through structured and fair input processes.
- Community Wellness: Supports respectful, transparent governance, contributing to civic trust.

8) COMMUNICATION REQUIREMENTS

The updated policy will be published on the Town website and shared with Committees of Council. A "quick reference" is also being developed. There are no other formal communication requirements.

9) ALTERNATIVES

Council may choose not to approve the policy and request further amendments. Council may defer approval pending additional review.

POLICY

Council and Committee Meeting Proceedings Policy	
Policy Number: 110-002	Supersedes Policy Number: 110-010 Public Input at Meetings 110-015 Presentation to Council
Effective Date: 2025-XX-XX	Approved by Council (Meeting Date): 2025-XX-XX

1.0 Purpose

For any organization to function smoothly, it is critical that all members clearly understand its governing rules and operating principles. The Council and Committee Meeting Proceedings Policy outlines the operating principles and procedures for Council and Committees of Council as listed in Section 5.1.1 of Committees of Council Policy #110-001 of the Town of Wolfville.

The objectives of the Policy are to clearly communicate the procedures to be used for Council and Committees of Council in the execution of all business for the Town of Wolfville relating to meeting protocol, election of officers, conflict of interest, public input, public presentations, rules of order and debate, motions and voting, choices in governance by bylaw, policy or resolution, and provide a guide to procedural motions.

2.0 Scope

This policy applies to meetings of Town of Wolfville Council and Committees of Council.

3.0 References

- 1.1 Municipal Government Act
- 1.2 Municipal Conflict of Interest Act
- 1.3 Committees of Council Policy #110-001
- 1.4 Code of Conduct for Elected Municipal Officials Policy #110-011
- 1.5 Council & Committees of Council Virtual Meeting Policy #110-014
- 1.6 Deputy Mayor Policy #110-003

4.0 Definitions

- 4.1 **Abstain** is when a member who is lawfully entitled to vote chooses not to exercise their right to vote on a matter.
- 4.2 **Agenda** is the specific items of business to be dealt with at a meeting. Items are placed on the agenda in the sequence defined by the order of business.

POLICY

- 4.3 **CAO** is the Chief Administrative Officer of the Town of Wolfville (or designate in an Acting capacity).
- 4.4 **Clerk** is the Town Clerk of the Town of Wolfville and/or designate.
- 4.5 **Committee** is any Committee of Council.
- 4.6 **Council** is the Council of the Town of Wolfville.
- 4.7 **In Camera** is closed proceedings to the public under strict and limited conditions as authorized by legislation.
- 4.8 **Improper conduct** is behaviour that obstructs in any way the deliberations and/or proper action of Committee or Council.
- 4.9 **Majority** is a number greater than half of the total.
- 4.10 **Conflict of interest** is any matter that may have a direct or indirect conflict with the matter under consideration as defined by the Municipal Conflict of Interest Act.
- 4.11 **Personnel** are the employees of the Town of Wolfville (excluding elected officials).
- 4.12 **Point of order** is a matter that a member considers to be a departure from, or contravention of, the rules, procedures and/or generally accepted practices of Council.
- 4.13 **Point of personal privilege** is a matter that a member believes questions their integrity and/or the integrity of the Council.
- 4.14 **Policy Matter** is a matter which will be governed by the provisions of the policy and includes any matter on which decisions may have to be made on a regular or repetitive basis on which Council wishes to guide the process or specify the principles to be adhered to by Council or staff as they make that decision.
- 4.15 **Presiding Officer** is the person presiding over a meeting. This may also be referred to as “chair”.
- 4.16 **Public Input** is a period of time during public meetings when members of the public can offer their comments and feedback.
- 4.17 **Quorum** is the number of members required to make decisions at the meeting. A majority of the total number of voting members at Council or Committee meetings equals a quorum.
- 4.18 **Regular meeting** is a scheduled meeting held in accordance with the approved calendar/schedule of meetings.

5.0 Policy

5.1 Application

- 5.1.1. The rules of procedure contained in this policy shall be observed in all proceedings of Council and Council Committees and shall be the rules for the order and dispatch of business in Council and Council Committees.
- 5.1.2. All points of order or procedure for which rules have not been provided for in this policy shall be decided by the chair/presiding officer in

POLICY

accordance with the rules of parliamentary law as contained in “Robert's Rules of Order”, 12th edition, providing it is feasible, otherwise the CAO will make a recommendation on how to proceed.

5.2 Presiding Officer

- 5.2.1 The mayor shall be the chair/presiding officer at all council meetings, unless unavailable, in which case the deputy mayor shall be the chair/presiding officer.
- 5.2.2 The deputy mayor shall be the chair/presiding officer at the Committee of the Whole meeting unless unavailable, in which case the mayor shall be the chair/presiding officer.
- 5.2.3 As per Committees of Council Policy #110-001 (sections 5.2.6 and 5.2.7), the chair/presiding officer and vice chair of all committees of council except for Committee of the Whole will be served by a seated member of council.
- 5.2.4 It shall be the duty of the chair/presiding officer to:
 - i. Open the meeting by taking the chair, calling the members to order and announcing the business before the assembly and the order in which it is to be acted upon.
 - ii. Ensure the meeting agenda is followed and that the meeting progresses with due efficiency.
 - iii. Protect all rights of those attending the meeting.
 - iv. Receive and put to a vote all motions presented and announce the result.
 - v. Decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the council or the mandate of the committee.
 - vi. Enforce the rules of order.
 - vii. Preserve order and decide points of order.
 - viii. Restrain the members within the rules of order when engaged in debate.
 - ix. Determine, at their discretion, whether a motion is in order and whether a motion deals with a policy matter and therefore requires the mandatory 7 days' notice to councillors from council as per the MGA.
 - x. Exclude from debate or expel from any meeting any person who is guilty of improper conduct at the meeting.
 - xi. Call on the vice chair, or in the absence of the vice chair, on another member, to fill their place until resuming the chair, if the chair/presiding officer desires to leave the chair for the purpose of

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taking part in the debate or otherwise.

- xii. Ensure that decisions of committees/council are in conformity with the laws governing the activities of committees/council.
- xiii. Adjourn the meeting when business is concluded.
- xiv. Adjourn the meeting without question in case of grave disorder arising in the meeting place.

5.3 Council / Committee Meetings

First Meeting of a New Council

- 5.3.1 The first meeting of a new council shall be held on the first available date no earlier than 10 days and not later than 4 weeks after ordinary polling day for the purpose of administering the Oath of Office.
- 5.3.2 The clerk shall be responsible for the content and format of the agenda as well as all arrangements for the proceedings.
- 5.3.3 The clerk shall serve as presiding officer for the first meeting until the mayor has taken the Oath of Office, at which time the mayor will assume chair of the meeting.

Regular Council Meetings

- 5.3.4 Unless otherwise decided by council, all meetings of council and standing committees shall be held in Council Chambers, located at Town Hall, 359 Main Street, Wolfville, NS.
- 5.3.5 From time to time, the clerk and mayor may decide to host a meeting of committee or council through video/web conferencing services as described in the Council & Committees of Council Virtual Meeting Policy #110-014.
- 5.3.6 Regular meetings of council will be held on the third Tuesday of the month at 6:30pm, local time, except for January and September, where they will be held on the fourth Tuesday of the month to allow for holidays and summer vacations. No meetings are held in the month of August. Regular meetings of committees will be held according to the schedule set annually by council and at times determined by council.
- 5.3.7 Except as provided in this policy and the MGA, all meetings shall be open to the public.

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- 5.3.8 In addition to regular meetings, the council may hold other meetings as may be necessary or expedient for the dispatch of business at such time and place as the council determines if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting.
- 5.3.9 As per the provisions of section 19 of the MGA the clerk shall call a meeting of the council when required to do so by the mayor or upon presentation of a written request signed by a majority of the councilors. When calling a meeting in this manner, the clerk shall give at least two days public notice of the meeting.
- 5.3.10 Any decision to cancel a meeting that was called by a petition of a majority of councillors shall only be upheld by a two-thirds (2/3) majority decision of councillors.
- 5.3.11 The mayor and CAO jointly may decide to cancel or convert to virtual a council/committee meeting due to inclement weather or other circumstances, which in their judgement appears appropriate.
- 5.3.12 As per Section 19(7)(a)(b) of the MGA, a meeting of council is not an illegal or invalid meeting by reason only of a failure to give notice, or meeting elsewhere than provided in this policy or a notice of meeting.

Emergency Meetings

- 5.3.13 As per Section 19 (3) of the MGA, where the mayor determines that there is an emergency, the council may meet without notice or with such notice as is possible in the circumstances.

In-Camera Meetings

- 5.3.14 Committee and council meetings, or portions thereof, may be held in-camera only in accordance with Section 22 of the MGA, as may be amended from time to time, as follows:
- i. acquisition, sale, lease and security of municipal property;
 - ii. setting a minimum price to be accepted by the municipality at a tax sale;
 - iii. personnel matters;
 - iv. labour relations;
 - v. alleged breaches of the municipality's code of conduct;
 - vi. code of conduct complaints proceeding to the investigation stage;
 - vii. contract negotiations;

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- viii. litigation or potential litigation;
- ix. legal advice eligible for solicitor-client privilege;
- x. public security.

Or, in the case of a planning advisory committee, joint planning advisory committee or area planning advisory committee or a commission where the committee or commission, by a majority vote, moves a meeting in private to discuss matters related to:

- i. personnel, labour relations, contract negotiations, litigation, or potential litigation or legal advice eligible for solicitor client privilege; or
- ii. a potential application for a development permit,
- iii. land use by-law amendment,
- iv. development agreement
- v. amendment to a development agreement before the applicant has applied to the municipality or development officer e.g. where a developer is looking for feedback regarding a DA or DA amendment prior to investing in the cost of drawings for an application.

5.3.15 Prior to moving to an in camera session, committee/council shall pass a motion stating the fact that the committee/council is convening into in camera session, and the general nature of the matter to be considered.

5.3.16 As per Section 22(4) of the MGA, where council meets in closed session, a record must be made that is open to the public setting out only:

- i. that council met in camera and the type of matter that was discussed as set out in the section.
- ii. Where the matter discussed relates to alleged breaches of the municipality's code of conduct,
 - a. the section of the code of conduct the complaint was lodged under, and
 - b. the recommendations of any report made under subsection 23(C)(2); and
 - c. the date of the meeting

5.3.17 A vote may occur during an in camera session, provided the reason for being in camera is sanctioned under Section 2.8.1 of the MGA, and the vote is for a procedural matter or for giving direction to staff or solicitors of the municipality.

5.3.18 Recommendations to council from an in camera session will be dealt with in open session immediately following dissolution of the in camera session.

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- 5.3.19 Staff reports presented during an in camera session and minutes of an in camera session will be maintained by the clerk and considered confidential unless council determines that the information, or part thereof, shall be made available to the public.

Call to Order / Quorum

- 5.3.20 As soon as there is quorum after the time set for the start of the meeting, the presiding officer shall call the members to order.
- 5.3.21 If quorum for a meeting is not met within fifteen (15) minutes of the time fixed for the commencement of the meeting, the chair/presiding officer shall indicate that no quorum is present, and the meeting shall stand adjourned until the next meeting called in accordance with the provisions of this policy.
- 5.3.22 In the case where quorum is present and the chair/presiding officer has not arrived within fifteen minutes after the time appointed, the vice-chair as set out in section 5.2 of this policy shall assume the chair and call the meeting to order. The vice-chair shall preside until the arrival of the regular chair/presiding officer.
- 5.3.23 In the event the member designated as vice-chair is not present, then the members shall nominate and elect a chair/presiding officer from among the members present who shall chair until the arrival of the regular chair/presiding officer or the vice-chair.
- 5.3.24 Members are required to inform the clerk at their earliest opportunity that they will be absent from any meeting.
- 5.3.25 Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, such that at that meeting the remaining members are insufficient to constitute quorum, the remaining members shall be deemed to constitute a quorum, provided the number is not less than two. A member who has declared a conflict of interest and leaves the meeting shall not be counted in determining the quorum.
- 5.3.26 If during the course of a meeting a quorum is lost due to vacating members, the chair/presiding officer shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions

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of this policy. Should the meeting be adjourned, the clerk shall record the names of the members present in the minutes.

Land Acknowledgement

5.3.27 After calling any regular meeting of council or committees of council to order a member shall share the agreed upon territorial land acknowledgement.

Governance by Bylaws, Policy and Resolutions

5.3.28 Council shall govern by bylaw in all matters required by the Municipal Government Act.

5.3.29 Council shall govern by policy in all issues meeting the definition of a Policy Matter. When in doubt, it is preferable to govern by policy rather than resolution.

5.3.30 Council shall govern by Resolution only when a bylaw or policy is not applicable and only when the motion does not involve principles and/or processes that must be used in future staff or council decisions.

Livestreaming of Council and Committee Meetings

5.3.31 Council and Committee of the Whole meetings held in council chambers shall be livestreamed when possible.

5.3.32 Should technical difficulties arise, and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled without livestreaming.

5.3.33 Other committee meetings held in council chambers may be livestreamed.

5.3.34 Should technical difficulties arise and livestream not be enabled or if livestreaming is not possible, the meeting will continue as scheduled.

5.3.35 Virtual meetings and virtual meeting attendance is provided for in the Council & Committees of Council Virtual Meeting Policy #110-014.

Committee Meetings

5.3.36 The rules governing the procedures of council shall be observed in

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committee and board meetings, except that:

5.3.36.1 A motion to close debate is out of order;

5.3.36.2 Motions do not have to be submitted in writing unless requested by the chair/presiding officer.

5.3.37 The establishment, membership, and administration of committees is provided for in the Town's Committees of Council Policy #110-001.

5.3.38 Where a conflict between these policies is identified, this policy will preside, and the conflict will immediately be referred to the Policy Review Task Force for assessment and a recommendation to resolve the conflict.

5.4 Council / Committee Order of Business and Agenda

5.4.1 The clerk, under the direction of the CAO in consultation with the mayor, will prepare the agenda for all regular and special meetings of council and committee of the whole.

5.4.2 Members of council may submit a request for agenda item using the provided form at least ten (10) days prior to the meeting at which they'd like the request discussed by the Committee.

5.4.3 As per the Town's Committees of Council Policy #110-001, the clerk, or designate, will strive to have all committee, council and committee of the whole agendas circulated to members, and posted for the public, one week in advance of the scheduled meeting.

5.4.4 The business of committee/council shall be taken up in the order in which it stands on the agenda, unless otherwise decided by committee/council.

5.4.5 The following shall be the order of proceedings for a regular committee of the whole meeting:

- i. Call to Order
- ii. Land Acknowledgement
- iii. Approval of the Agenda
- iv. Declarations of Conflict of Interest
- v. Approval of Minutes
- vi. Presentations
- vii. Public Input
- viii. Staff Reports for Discussion
- ix. CAO Report
- x. Committee Reports (Internal)
- xi. Committee Reports (External)

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- xii. Adjournment to In-Camera Session Under the Municipal Government Act Section 22(2)
- xiii. Regular Meeting Reconvened
- xiv. Motions from In-Camera Session
- xv. Meeting Adjournment

5.4.6 The following shall be the order of proceedings of a regular meeting of council:

- i. Call to Order
- ii. Land Acknowledgement
- iii. Approval of the Agenda
- iv. Declarations of Conflict of Interest
- v. Approval of Minutes
- vi. Community Events, Occasions & Acknowledgements
- vii. Public Input
- viii. Motions & Recommendations from Committees
- ix. New Business
- x. Adjournment to In-Camera Session Under the Municipal Government Act Section 22(2)
- xi. Regular Meeting Reconvened
- xii. Motions from In-Camera Session
- xiii. Meeting Adjournment

5.4.7 An item of business not listed on the agenda is not permitted to be introduced at a meeting unless authorized by motion of committee/council.

5.4.8 The agenda for special meetings of council and committee of the whole shall only include the business for which the meeting was called. No additions to the agenda will be permitted.

5.5 Disclosure of Conflict of Interest

5.5.1 It is the responsibility of each member to identify and disclose any pecuniary interest (as defined by the Municipal Conflict of Interest Act) in any item or matter before the council or committee.

5.5.2 Where a member, either on their own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or standing committee at which the matter is the subject of consideration, the member shall:

- i. Prior to any consideration of the matter at the meeting, disclose the

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- interest and the general nature thereof;
- ii. Leave their seat and sit in the gallery for the duration of the discussion pertaining to the matter;
- iii. Not take part in the discussion of or vote on any question with respect to the matter; and
- iv. Not attempt in any way before, during and/or after the meeting to influence the voting on any such question. Where a meeting is not open to the public, in addition to complying with the requirements, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

5.5.3 Where the interest of a member has not been disclosed because they are absent from the particular meeting, the member shall disclose the interest at the next meeting of council or committee, as the case may be, attended by the member after the particular meeting.

5.6 Presentations

5.6.1 Presentations are made at committee of the whole meetings.

5.6.2 There are three categories of presentations:

- I. Presentations from the community includes:
 - updating council on local community initiatives, projects, budgets or operations.
 - raising council's awareness of new community initiatives or projects.
 - Celebrating successes and achievements of volunteer based or not-for-profit organizations which have a social, cultural, economic or environmental well-being in their mandate.
- II. Funding requests
- III. Presentations made at the request of council or staff

5.6.3 Presentations from the community and requests for funding shall be allotted fifteen (15) minutes total (*10 minutes for the presentation and 5 minutes for questions*).

5.6.4 Presentations made at the request of council or staff may be allotted more time on a case-by-case basis.

5.6.5 Committee of the whole will refer presentations to staff for a report if they involve an expenditure of funds, grant applications, or other action on the part of the Town.

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- 5.6.6 Requests to present must be received by the clerk with at least 14 days' notice of the committee of the whole meeting the request is for.
- 5.6.7 The request to present must:
- i. must include a summary of the information of the organization who wishes to present,
 - ii. must include a summary of purpose of presentation, and
 - iii. must include information on any asks being made of the Town.
- 5.6.8 All requests to present must be received by the clerk/CAO for review.
- 5.6.9 Any persons requiring accommodation are asked to contact staff at Town Hall.
- 5.6.10 If there is any question of the appropriateness of a presentation request the CAO / clerk, in collaboration with the mayor will review the request and determine whether to approve or not. The mayor may seek further collaboration advice from council members.
- 5.6.11 Presentation slides or material to be handed out to council must be provided to the clerk no later one full week prior to the meeting, to enable all presentations to be included in the agenda package for circulation.
- 5.6.12 Any person(s) wishing to present by virtual means must advise the clerk with at least 24 hours' notice to provide for technical set up as per Council & Committees of Council Virtual Meeting Policy 110-014.
- 5.6.13 Any person(s) presenting to council/committee shall not:
- i. Speak disrespectfully of any person;
 - ii. Use offensive language;
 - iii. Speak on any subject other than the subject for which they have received approval;
 - iv. Disobey any decision of the chair/presiding officer; and
 - v. Enter into cross debate with other delegations, staff, or committee/council members.
- 5.6.14 The chair/presiding officer may curtail any delegation, any questions of a delegation and/or debate during a delegation for disorder or any other breach of this policy and, if the chair/presiding officer rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the chair/presiding officer shall not be subject to

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challenge.

5.7 Public Input at Council and Committee Meetings

- 5.7.1 Members of the public present in the council chamber shall maintain order and quiet and shall not address council except with the permission of council.
- 5.7.2 No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of council.
- 5.7.3 No person shall bring into the council chamber cellular telephones or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.
- 5.7.4 Members of the public will be provided an opportunity to address council for a maximum of five (5) minutes during the Public Input period of the council and committee meetings .
- 5.7.5 When invited to address council, members of the public will conduct themselves in a manner that is respectful to the public, council and staff. Should this not occur the chair/presiding officer will advise them to end their comments immediately.
- 5.7.6 Indecent, offensive or insulting language will result in the person being asked to vacate the premises.
- 5.7.7 The purpose of public input is to express views on a matter, not to ask questions or debate. Questions will not be answered at the meeting but may be answered in the next COW meeting CAO Report, or by another means such as email if appropriate.
- 5.7.8 Input related to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred will not be responded to.
- 5.7.9 A synopsis of all comments from public input is recorded in the minutes.
- 5.7.10 From time to time, staff may request stakeholders address council or committee to supplement a staff report or presentation. In those instances, the invited individual shall only speak on the subject in debate and shall not speak on any other subject.

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- 5.7.11 Members of the public shall not approach council members when seated at the horseshoe.
- 5.7.12 Any papers or documentation presented at the public input session for council will be given to the clerk or designate for dispersal.
- 5.7.13 Any person, not being a member of council, who contravenes any provision of this section, may be expelled from the meeting by the chair/presiding officer.

5.8 Minutes

- 5.8.1 The minutes of all council and committee meetings are to be recorded and shall be forwarded to the clerk or designate. The clerk or designate shall ensure minutes of all committee meetings are available to councillors. All approved minutes shall be annotated as such once approved at a subsequent meeting.
- 5.8.2 All minutes recorded for council/committee shall record all resolutions, decisions and other proceedings at a meeting of the body, whether it is an in-camera session or not.
- 5.8.3 Minutes of meetings shall record:
 - i. The type, place, date and time of meeting.
 - ii. The name of the chair/presiding officer and the record of attendance of the members and the names of those council members attending who are not part of the committee (if applicable).
 - iii. The time of late arrival or early departure of members of committee/council.
 - iv. The name of staff in attendance.
 - v. The substantive decisions made and actions taken.
 - vi. The results of votes on all motions.
 - vii. The time the meeting went in and out of an in-camera session.
- 5.8.4 The minutes of each council meeting shall be presented to council at the next regular meeting for approval.
- 5.8.5 The minutes of each committee meeting shall be presented to the committee at the next regular meeting for approval.
- 5.8.6 Council and committees shall be asked if there are corrections to the minutes. Corrections must be factual and reflect what took place at the

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meeting.

- 5.8.7 If no corrections are identified, the presiding member shall declare the minutes approved as presented. If corrections are identified, the presiding member shall request a motion to approve the minutes as amended.
- 5.8.8 Approved council and committee minutes are posted on the town website.
- 5.8.9 Staff reports shall be posted to the municipal website as part of the agenda package.

5.9 Rules of Order and Debate

Conduct of Members

- 5.9.1 Members of Council shall :
 - i. Act in accordance with their Oath of Office and The Town's Code of Conduct for Elected Municipal Officials Policy#110-011;
 - ii. Discharge with integrity all responsibilities to council, the Town of Wolfville, and the public, in keeping with approved corporate policies;
 - iii. Treat the chair/presiding officer, other members, staff, and the delegates from the public with courtesy, respect and good faith;
 - iv. Make an attempt to be acknowledged by the chair/presiding officer before leaving the council chambers;
 - v. Not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - vi. Not criticize any decision of the council except for the purpose of introducing a motion for reconsideration;
 - vii. Respect the rules of the council or a decision of the chair/presiding officer or council on a question of order, practice or interpretation of the rules of the council;
 - viii. Ask any relevant questions of staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary; and
 - ix. Turn off all cell phones, and electronic devices, except those in use to facilitate the meeting, or otherwise set them so as not to emit any audible sound during a meeting.
- 5.9.2 If a member disregards the rules of procedure or a decision of the chair/presiding officer or council on questions of order, practice and/or

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interpretation of the rules, and persists in such conduct, after having been called to order by the presiding officer, the presiding officer shall forthwith put the question with no amendment or debate *“That such member be ordered to leave their seat for the duration of the meeting”*. If, following such vote by council, the member apologizes, council may, by a further vote of those present, permit the member to retake their seat.

- 5.9.3 Except when dealing with the local MLA or MP when advocating for a constituent with provincial local area staff (clearly indicating they are not representing council), council members shall not engage or communicate with members of other levels of government, government departments/agencies, municipal vendors, or other corporations on specific to municipal matters unless authorized to do so by council or the mayor. If council has directed staff to engage members of other levels of government or an organization on a specific topic, individual councillors may not speak on behalf of council on the issue unless authorized to do so by council or the mayor. Nothing in this provision shall prohibit a Councillor from communicating with the councillor’s constituents.

Speaking / Rules of Debate

- 5.9.4 While in committee, where a presentation or report requires a motion of council, the chair/presiding officer will open for discussion and questions, and after discussion and questions have ceased or been limited, the chair/presiding officer will ask for a motion.
- 5.9.5 A member shall not speak until the chair/presiding officer has recognized them by indicating it is their turn to speak.
- 5.9.6 When a member has been recognized by the chair/presiding officer as having the floor, the member shall direct their question or comment to the chair/presiding officer and speak only to the matter under consideration. The chair/presiding officer shall recognize the members who wish to speak in the order that they indicate their desire to address council.
- 5.9.7 When a member is speaking, no other member shall interrupt, except to raise a point of personal privilege or point of order.
- 5.9.8 Any member may require the question or motion under discussion to be read or displayed at any time during the debate but not in a way that

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interrupts a member while speaking.

- 5.9.9 A member shall not speak more than once on the question until all other members have had the opportunity to speak about the matter for the first time, except for the purpose of providing an explanation of a material part of their initial comments that has been misunderstood. New information is not to be introduced. No member shall speak to the same matter more than four times without the leave of council.
- 5.9.10 A member shall not speak to the same question, or in reply, for longer than ten minutes, without leave of council.
- 5.9.11 A member shall be restricted to asking questions related directly to the matter under discussion.
- 5.9.12 After a question has been put by the chair/presiding officer, no member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.
- 5.9.13 To participate in debate, the chair/presiding officer shall relinquish the position to the vice-chair until the matter has been disposed of. Relinquishing such position ensures impartiality of the chair/presiding officer position.

5.10 Motions

- 5.10.1 In council, the following matters, and motions with respect thereto, may be introduced verbally, without notice and without leave, except as otherwise provided by this policy:
 - i. A point of order or personal privilege
 - ii. To close debate
 - iii. To adjourn.

Standard Meeting Motions

- 5.10.2 For the purposes of this policy, the following will be considered “standard” meeting motions:
 - i. To approve the agenda
 - ii. To adopt minutes if an error or omission has been identified
 - iii. To recess

- 5.10.3 The chair/presiding officer may ask if a member of council/committee is

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willing to move/second a standard meeting motion, in which case any member may respond verbally. The chair/presiding officer will verbally indicate which members have moved and seconded the motion.

5.10.4 In order to streamline meetings, any of the four (4) standard meeting motions may be voted upon by the members by a show of hands and by saying aye/no.

5.10.5 All motions shall be clearly stated by the mover before being voted upon.

5.10.6 The following motions may be introduced without notice and without leave, except as otherwise provided by this policy:

- i. To suspend the rules of procedure
- ii. To table
- iii. To postpone definitely (deferral motion with a specified date/meeting)
- iv. To refer
- v. To amend
- vi. To postpone indefinitely (deferral motion without specifying a date/meeting)
- vii. Any other procedural motion.

5.10.7 After a motion has been moved and seconded, it shall be deemed to be in the possession of council but may be withdrawn by the originator at any time before a decision or amendment, provided council does not object.

Procedural Motions

5.10.8 Motion to Adjourn:

- i. is always in order except as provided by this policy
- ii. is not debatable
- iii. is not amendable
- iv. is not in order when a member is speaking or during the verification of the vote
- v. is not in order immediately following the affirmative resolution of a motion to close debate
- vi. When resulting in the negative, cannot be made again until after some proceedings have been completed by council.

5.10.9 A motion to adjourn is not required and a meeting can be declared adjourned by the presiding officer when all business on the agenda has

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been dealt with and no more business is on the table.

- 5.10.10 A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of council to continue at such time (e.g. overflow meetings).
- 5.10.11 A motion to adjourn without qualification, if carried, brings a meeting or a session of council to an end.
- 5.10.12 A motion to table is not debatable and is not amendable
- 5.10.13 A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.
- 5.10.14 The matter tabled shall not be considered again by council until a motion has been made to take up the tabled matter at the same or subsequent meeting of council.
- 5.10.15 A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.
- 5.10.16 A motion to close debate:
- i. is not debatable.
 - ii. is not amendable.
 - iii. cannot be moved with respect to the main motion when there is an amendment under consideration.
 - iv. should be moved by a member who has not already debated the question, however, this is not possible if all members have taken part in the debate.
 - v. requires a two-thirds (2/3) majority vote of members present for passage; and
 - vi. when resolved in the affirmative, the question is to be put forward without debate or amendment.
- 5.10.17 A motion to postpone definitely (to a fixed time or date):
- i. is debatable, but only as to whether a matter should be postponed and to what time.
 - ii. is amendable as to time and/or date
 - iii. requires a majority vote of members present to pass.
 - iv. shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

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5.10.18 A motion to refer (to committee or staff):

- i. is debatable.
- ii. is amendable.
- iii. shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

5.10.19 A motion to amend:

- i. is debatable.
- ii. is amendable
- iii. shall be relevant and not contrary to the principle of the report or motion under consideration.
- iv. shall be allowed only one at a time.

5.10.20 A motion to postpone indefinitely:

- i. is debatable, and debate may go into the merits of the main question, which effectively stops a motion and avoids a direct vote on the question.
- ii. is not amendable.
- iii. requires a majority vote.

5.10.21 A motion to suspend the rules:

- i. is not debatable.
- ii. is not amendable.
- iii. requires a two-thirds (2/3) majority vote to carry.
- iv. takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

5.10.22 A motion to reconsider:

- i. is debatable and such debate should be confined to reasons for or against recommendation.
- ii. is amendable.
- iii. requires a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered.

5.10.23 A motion to reconsider may be made only by a member who voted on the prevailing side in the original vote.

5.10.24 No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

5.10.25 No discussion of the main question by any person shall be allowed

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unless the motion to reconsider has first been adopted.

5.10.26 The mover of a motion to reconsider shall specify whether the reconsideration will address the entire original motion or part of the original motion.

5.10.27 A motion to reconsider can only be moved to consider reversing a decision made previously at the same meeting.

5.10.28 A motion to amend/rescind a previous decision:

- i. is debatable and such debate should be confined to reasons for or against recommendation.
- ii. is amendable, only as to the portion of the decision to be amended.
- iii. requires a two-thirds vote of the members present.

5.10.29 A motion to amend/rescind a previous decision requires at least two-thirds of the members present and voting. If the motion is decided in the negative, it cannot be brought forward again during a period of twelve (12) months following the date on which the question was decided.

5.10.30 No discussion of the main question by any person shall be allowed unless the motion to amend/rescind a previous decision has first been adopted.

5.10.31 When a matter is brought back for reconsideration, it is reconsidered in its entirety, unless the motion clearly limits the scope to a specific part.

5.10.32 If the question is re-visited, all previous decisions remain in force unless council decides otherwise.

Point of Order

5.10.33 The chair/presiding officer shall decide all points of order.

5.10.34 When a member wishes to raise a point of order, the member shall ask leave of the chair/presiding officer and after leave is granted, the member shall state the point of order to the chair/presiding officer, after which the chair/presiding officer shall decide on the point of order.

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- 5.10.35 Thereafter, the member shall only address the chair/presiding officer for the purpose of appealing the decision to council or committee, as the case may be. If the member does not appeal, the decision of the chair/presiding officer shall be final. If the member appeals to council or committee as the case may be, council/committee shall decide the question without debate and the decision shall be final.

Point of Personal Privilege

- 5.10.36 A member may at any time raise a point of privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals or the entire council, or the ability of an individual to participate.
- 5.10.37 A point of privilege shall take precedence over any other matter.
- 5.10.38 A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.
- 5.10.39 The chair/presiding officer shall decide upon the point of privilege and advise the members of the decision.
- 5.10.40 Unless a member immediately appeals the chair/presiding officer's decision, the decision of the chair/presiding officer shall be final.
- 5.10.41 If the decision of the chair/presiding officer is appealed, the question "Shall the ruling of the presiding officer be upheld?" shall be called without debate, and its results shall be final, based on a majority vote.
- 5.10.42 When a point of privilege is raised and recognized, the member who raised the point holds the right to propose any related motion. If the point was raised on behalf of another member, that member may speak or move a motion only if separately recognized by the chair.

5.11 Voting

- 5.11.1 The manner of determining the decision of the council or committee on a motion shall be by raised hands and voicing Aye/No.
- 5.11.2 All members of council and committee members, including the chair/presiding officer are qualified to vote once on each motion. Abstentions are considered votes in the negative, except when the member has declared a conflict of interest.

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- 5.11.3 Except as provided elsewhere in this policy, a motion shall be deemed to have been carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, a motion is defeated.
- 5.11.4 The mover and seconder of a motion must be present at the meeting for debate to occur.
- 5.11.5 A member not in their seat at the call of the vote shall not be entitled to vote.
- 5.11.6 Each member shall occupy their seat until the result of the vote has been declared.
- 5.11.7 Voting conducted at public hearings shall be done in accordance with provisions of the MGA.

6.0 Policy Review

This policy will be reviewed every four years, immediately following a municipal election.

7.0 Replace

The following policies are repealed and replaced with this policy:

110-010 Public Input Policy

110-015 Presentations to Council Policy

[Click here to enter a date.](#)

Approved by CAO/Town Clerk

Date



POLICY

Public Input at Council and Committee Meetings	
Policy Number: 110-010	Supersedes Policy Number:
Effective Date 2019-07-16 2024-04-16	Approved By Council (Motion Number): 19-07-17 19-04-24

1.0 Purpose

The Town of Wolfville is committed to supporting its citizens to become more engaged and better informed on Town matters. This policy provides for the effective management of public input sessions during Council and Committee meetings.

2.0 Scope

This Policy is applicable to all Town Council and Committee of Council Meetings.

3.0 Definitions

3.1 Public Input Session a period of time during public meetings when members of the public can offer their comments and ask questions of Council.

3.2 Chair Mayor or designated Chair of a Committee of Council.

4.0 Policy

4.1 At Committee of the Whole (COW) meetings, members of the public will have two opportunities to make comments and ask questions during public input sessions. These sessions are scheduled at the beginning of each meeting after the adoption of the minutes of previous meetings, and towards the end of the meeting after Council has received all the reports. Individual members of the public can speak for a maximum of five (5) minutes during these sessions. The intent of the second opportunity is to provide Council with any new information members may have after hearing the reports, which may help in Council in their decision-making.



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- 4.2** At regular Town Council and Advisory Committee of Council meetings, members of the public will have the opportunity to make comments and ask questions during one public input session at the beginning of each meeting after the adoption of the minutes of previous meetings. Individual members of the public can speak for a maximum of five (5) minutes during this session.
- 4.3** Members of the public will address the Chair directly with questions and comments.
- 4.4** Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred will not be answered.
- 4.5** 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.
- 4.6** Members of the public participating in public input sessions will conduct themselves in a respectful manner. Should this not occur, the Chair will advise them to end their questions and/or comments immediately.
- 4.7** In order to ensure that no member of the public feels discouraged, intimidated or otherwise prevented from delivering their comments or questions, no shouting from the public gallery, applause or other expressions of emotion will be permitted during public participation sessions.
- 4.8** No audience participation is allowed.
- 4.9** Any persons wishing to attend the meeting virtually must advise the Town Clerk with at least 24 hours' notice to provide for technical set up as per Council & Committees of Council Virtual Meeting Policy 110-014 (section 5.2.3).



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- 4.10** Any persons requiring accommodation are asked to contact staff at Town Hall.
- 4.11** Members of the public are reminded that Policy Number 120-010 Routine Access Policy clarifies which Town records are available routinely upon request.

5.0 Policy Review

The Policy will be reviewed every four years from the effective/amended date.

Town Clerk

2024-04-16

Date



POLICY

Presentations to Council	
Policy Number: 110-015	Supersedes Policy Number: N/A
Effective Date 2024-04-16	Approved By Council (Motion Number): 20-04-24

1.0 Purpose

To establish guidelines for the effective management of presentations at the Town's Committee of the Whole meetings.

2.0 Scope

This Policy applies to all groups or organizations including all local community organizations, stakeholders, not-for-profit organizations, delegations, federal or provincial government agencies and partners and others which may arise at the discretion of Council who wish to publicly present to Council at a Committee of the Whole Meeting.

For individual public input see policy #110-010 Public Input at Council Meetings Policy.

3.0 Definitions

3.1 Town is the Town of Wolfville

4.0 Policy

4.1 Presentations are made at Committee of the Whole meetings.

4.2 For the purpose of this policy, presentations have been categorized into three groups:

4.2.1 Presentations from the Community includes:

- i. updating Council on local community initiatives, projects, budgets or operations.



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- ii. raising Council's awareness of new community initiatives or projects.
- iii. Celebrating successes and achievements of volunteer based or not-for-profit organizations which have a social, cultural, economic or environmental well-being in their mandate.

These groups shall be allotted fifteen (15) minutes total (*10 minutes for the presentation and 5 minutes for questions*).

4.2.2 Funding requests

Requests for funding shall be allotted fifteen (15) minutes total (*10 minutes for the presentation and 5 minutes for questions*).

4.2.3 Presentations made at the request of Council or Staff

These requests may be allotted more time on a case-by-case basis.

- 5 Committee of the Whole will refer presentations to staff for a report if they involve an expenditure of funds, grant applications, or other action on the part of the Town.
- 6 Any persons wishing to present by virtual means must advise the Town Clerk with at least 24 hours' notice to provide for technical set up as per Council & Committees of Council Virtual Meeting Policy 110-014.
- 7 Any persons requiring accommodation are asked to contact staff at Town Hall.

5.0 Responsibilities

5.1 Council will:

- i. Identify and approve any changes to Presentations to Council Policy in collaboration with the CAO or designate.

5.2 The CAO/Town Clerk will:

- i. Receive each presentation request.
- ii. Ensure all Council members are informed of the details of each request.



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- iii. In collaboration with the mayor, and Council, decide on the appropriateness of the request and date of COW meeting to receive the presentation.
- iv. Update the agenda packages accordingly including any presentations/reports for pre-circulation.

6.0 Presentation Requirements

- 6.1 The request to present must include:
 - i. a summary of the information of the organization being represented,
 - ii. a summary of purpose of presentation, and
 - iii. information on any requests being made of the Town.
- 6.2 Requests to present must be received with at least 14 days' notice of the Committee of the Whole meeting the request is for.
- 6.3 Presentation slides or material to be handed out to Council must be provided to the Town Clerk at least 24 hours prior to the meeting.

7.0 Policy Review

The Policy will be reviewed every four years from the effective/amended date.

Town Clerk

2024-04-16

Date



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Committees of Council Policy	
Policy Number: 110-001	Supersedes Policy Number: 110-002 Committee Procedures
Effective Date: 1996-08-19 2014-12-16 2015-02-17 2018-02-20 2022-01-25 2022-07-19 2023-07-18 2024-09-24	Approval By Council (Motion Number): 19-08-96 03-12-14 19-01-15 26-02-18 26-01-22 16-07-22 17-07-23 16-09-24

1.0 Purpose

The purpose of this policy is to outline the role and operation of committees under the jurisdiction of the Town.

Section 26 of the Municipal Government Act enables council to establish, by policy, citizen advisory committees which shall advise the council, as directed by the council.

2.0 Scope

This Policy is applicable to all meetings of committees of council, and their appointed members, within the Town of Wolfville.

3.0 References

- 3.1 Nova Scotia Municipal Government Act
- 3.2 Town of Wolfville Policy #110-004 Virtual Meeting Policy
- 3.3 Town of Wolfville Policy #110-002 Council & Committee of Council Proceedings Policy

4.0 Definitions

- 4.1 **CAO** is the Chief Administrative Officer for the Town of Wolfville
- 4.2 **Committee(s)** is any committee under Section 5.2, 5.8 and 5.10 of this Policy.
- 4.3 **Quorum** is the number of members required to make decisions at the meeting. A



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majority of members present equals quorum.

4.4 **Town Clerk** is the Town Clerk, as appointed by the CAO, for the Town of Wolfville

5.0 Policy

This policy shall apply to all Committees of Council unless otherwise stated in the respective policies or bylaws.

5.1. Committees of Council

- 5.1.1 Council shall have the following Committees of Council – Accessibility Advisory Committee, Audit Committee, Committee of the Whole, Planning Advisory Committee, Police (RCMP) Advisory Board, Source Water Protection Advisory Committee and Equity and Anti-Racism Advisory Committee.
- 5.1.2 The Planning Advisory Committee will serve as the Heritage Advisory Committee.

5.2. Council Members of Committees

- 5.2.1 In November of the election year and the third year of Council's term, the Mayor and CAO will recommend Councillor appointments including alternates to committees referenced under Sections 5.1, and 5.11 of this Policy, excluding Committee of the Whole.
- 5.2.2 These recommendations will be based on Council member interests, Committee needs, and Council member scheduling conflicts, along with other considerations that may be relevant (i.e., family and work commitments). The Mayor and CAO will strive to bring forward recommendations that are equitable and fair when distributing the workload amongst Council members.
- 5.2.3 Once appointed to Committees, Council members are expected to attend and be fully committed to each Committee they are appointed to.
- 5.2.4 The Mayor, or Deputy Mayor with approval of Council, shall be an ex-officio voting member on all Committees of Council.
- 5.2.5 Where a committee has two or less Council members, one Councillor will be appointed as an alternate to fill in for any Council member on that committee who may be unavailable.
- 5.2.6 Committees will be chaired by a seated member of Council unless mandated by legislation.
- 5.2.7 Committees will be Vice Chaired by a seated member of Council unless



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mandated by legislation.

- 5.2.8 Chair & Vice Chair positions will be selected annually by Council unless mandated by legislation.

5.3. Citizen Members of Committees

- 5.3.1 Applications for citizen appointments to committees shall be invited by public advertisement.
- 5.3.2 Council will review all applications and select citizen appointments to Committees in December of each year.
- 5.3.3 Citizen members serving on any Committee shall be eligible to reapply for a consecutive term. Applications of returning members shall be reviewed along with new applicants. Completion of a first term does not guarantee selection for a second term.
- 5.3.4 Citizen members who have served two consecutive terms on the same Committee must take a leave of absence for at least one term before reapplying to serve on the same Committee but could apply for a different Committee without any such break.
- 5.3.5 A citizen member may serve on more than one Committee at a time.
- 5.3.6 Any citizen member of a Committee, who is absent from three (3) consecutive meetings of the same Committee, forfeits office, unless otherwise approved by Council. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term subject to Section 5.3.3 and 5.3.4.
- 5.3.7 If a citizen member vacates the committee before that member's term would normally expire, the vacancy will be posted to the end of the unexpired term.
- 5.3.8 Citizen members are required to sign a statement acknowledging compliance with the Citizen Member Code of Conduct (attached).

5.4. Decision Making & Voting

Decisions are made by majority vote of the members present **and in accordance with the Town's Council and Committee Proceedings Policy #110-002.**

5.5. Scheduling

- 5.5.1 Council shall review and approve a meeting schedule in December of every year for the following January – December calendar year.
- 5.5.2 All Council, Committee of the Whole (including full day meetings and



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special budget meetings) and Committees of Council meetings will be included in this schedule. Meetings for Committees under Section 5.10 of this Policy will not be included in the schedule.

- 5.5.3 All members of Council shall receive calendar notifications of every Committee of Council meeting. Council members attending a Committee who are not the appointed official for that Committee shall sit in the viewing gallery and have the same rights and privileges as any member of the viewing public.

5.6. Qualifications

- 5.6.1 Committee members shall reside or operate a business in the Town of Wolfville, unless otherwise approved by Council.
- 5.6.2 Citizen members are selected by Council, after consideration of various factors including skillset, knowledge, experience, level of interest and reason for applying, as well as any identified knowledge/experience gaps currently on the Committee. Specific knowledge/experience requirements are included in the Terms of Reference for each Committee.
- 5.6.3 All Committee appointments are made at the discretion of Council.

5.7. Rules of Engagement

- 5.7.1 A majority of the members of a committee constitutes a quorum.
- 5.7.2 All committees shall meet in accordance with their Terms of Reference (*see attached Appendices*).
- 5.7.3 **As per the Town's Council and Committee Proceedings Policy #110-002,** Committees may move or cancel a regularly scheduled meeting with advanced notice to all members, the CAO, and the public.
- 5.7.4 Special meetings of Committees of Council, with the exception of Committee of the Whole, may be called by the Chair with advanced notice to all members and the CAO.
- 5.7.5 Special meetings of Committee of the Whole may be requested by the CAO or Mayor and with agreement by council, arranged by the Town Clerk. The Town Clerk will aim to provide minimally three weeks' notice for any special meetings and will conduct a poll of Council members, when feasible, to schedule special meetings.
- 5.7.6 Subject to the principles set out in the Municipal Conflict of Interest Act, all committee members present including the person presiding shall vote on a question.
- 5.7.7 Any member attending virtually in accordance with Virtual Meeting Policy



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#110-004 is deemed present for quorum and voting purposes.

- 5.7.8 Subject to Section 22 of the Municipal Government Act, committee meetings are open to the public.
- 5.7.9 The committee may receive presentations from the public upon approval of the chair **as per Sections 5.6 of the Town's Council & Committee Proceedings Policy #110-002.**
- 5.7.10 The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.
- 5.7.11 Unless specifically granted the power to do so, no committee has the power to commit the Town to either spend money or take any particular action.
- 5.7.12 No member of a committee shall give specific directions to any staff member at any committee meeting. The responsibility for giving specific directions to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the CAO.
- 5.7.13 A committee may choose to endorse the report of staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached to the agenda.

5.8. Administration

- 5.8.1 The Town Clerk or designate shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee. The personnel delivering these sessions will differ for each committee but will involve some combination of the Town Clerk, Staff Liaison and committee Chair.
- 5.8.2 Meeting agendas shall be prepared by the committee Chair and staff representatives and shall be submitted to the CAO or designate for information.
- 5.8.3 The Town Clerk, or designate, will strive to have all committee, Town Council and Committee of the Whole agendas circulated to committee members, and posted for the public, one week in advance of the scheduled meeting.
- 5.8.4 Agendas may be varied at the beginning of the meeting by an affirmative vote of the members present.
- 5.8.5 The minutes of all committee meetings are to be recorded and shall be



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forwarded to the Town Clerk or designate. The Town Clerk, or designate, shall ensure minutes of all committee meetings are available to Councillors. All approved minutes shall be annotated as such once approved at a subsequent meeting.

- 5.8.6 Information or actions from a committee to be considered by Council will be presented in writing, using the “Committee Update Template” and included in the agenda package for the next regularly scheduled Committee of the Whole meeting. If the timing between meetings does not allow for a written submission to be produced prior to the agenda being circulated, a verbal report may be given at the meeting with the written report circulated and included in the next COW agenda package.
- 5.8.7 The Town Clerk, or designate, is responsible for providing a recording secretary for committee meetings.
- 5.8.8 The CAO is responsible for reviewing minutes of all committee meetings and for highlighting for Council those items in the minutes which require Council's attention.
- 5.8.9 The chair of any committee may request an opportunity to report on the minutes or may request a Council member appointed to that committee to present the information or actions during the Committee Report to Council.
- 5.8.10 The CAO shall appoint a staff member or members as a liaison/resource member to all committees.
- 5.8.11 The Town Clerk, or designate, shall ensure that the minutes of each meeting are forwarded to all members of the committee.

5.9. Task Force Committees

- 5.9.1 Council may appoint special Task Force Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by Council.
- 5.9.2 In appointing a Task Force Committee, Council shall fix clear terms of reference, a time schedule for the Task Force Committee to report, and the procedure to be followed in the selection of a Task Force Chair.

5.10. Working Groups

- 5.10.1 Council authorizes the CAO to structure and utilize Working Groups from time to time to support and inform staff recommendations to Council.
- 5.10.2 Working Groups may include, but not be limited to, areas including



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Design Review, Public Art, Municipal Alcohol Policies and Community Harmony Initiatives.

5.10.3 The CAO, or designate, shall develop terms of reference for each Working Group and inform Council of the creation and terms of reference of any Working Group that has been established.

5.10.4 While Council members are not involved in the creation of a Working Group, they may become a member of a Working Group if appropriate.

5.11. External/Partnership Committees

5.11.1 Council may participate on committees with other municipal partners via request or through Intermunicipal Service Agreements.

- i. These committees include, but are not limited to, Regional Emergency Management, Valley Waste-Resource Management, Kings Transit, Diversity Kings and Valley Regional Fibre Network.
- ii. These committees will be governed by their approved Terms of Reference and /or IMSA and are outside of this Policy.
- iii. While these committees may provide their own orientation sessions, the CAO or designate will provide overview of the purpose of the committee to the appointed Council member(s).

5.11.2 Council will participate in committees with other partners via request or through established contracts or policies.

- i. These committees include, but are not limited to, Kings Point to Point Transit Society, Town and Gown, Annapolis Valley Regional Library, Wolfville Business Development Corporation, and the Annapolis Valley Trails Coalition.
- ii. These committees will be governed by their approved Terms of Reference and are outside of this Policy.

5.11.3 Council will appoint Council representatives including alternates to External/Partnership committees identified under Section 5.11 in accordance with sections 5.2.1, 5.2.2, 5.2.3, and 5.3.1 and 5.3.2 as appropriate.

5.11.4 Council members who have already served on one of these committees may be called upon to mentor/orientate new Councillors.

5.11.5 Alternates for these committees are appointed by Council.

5.11.6 Each Council representative will provide an update from their committee meeting(s) at the Committee of the Whole.

5.12. Council Member Attendance



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It is expected that Council members attend all Council meetings, including Committee of the Whole regular, budget and special meetings; all Public Hearings and all meetings for which they are appointed to under this policy. Attendance of members is recorded on each set of minutes. Virtual attendance is counted as if in person as per section 5.7.7 of this policy and MGA Section 19A.

As per Section 17 (4) (4a), of the Municipal Government Act, any member of council who is absent for more than three consecutive regular meetings of council, without the leave of council, ceases to qualify to serve.

In addition to the meetings specified in Sections 5.1, 5.9, 5.10 and 5.11 of this Policy, Council members are expected to attend and participate in the following:

- Council Orientation Sessions
- Council Strategic Planning Sessions
- Council Retreats
- Meetings with local community groups and constituents as required.
- Meetings with adjacent municipal representatives as required.
- Nova Scotia Federation of Municipalities (NSFM) Regional and Provincial meetings
- Province of Nova Scotia Regional and Provincial meetings
- Official Town of Wolfville events (Mayor or designate is officially expected to represent Council at these functions)
- Training and Conferences as per 110-004 – Conferences and Professional Development Policy

6.0 Policy Review

This Policy including the attached Terms of References will be reviewed every four years from effective/amended date.

7.0 Repeal and Replace

The following policies are repealed and replaced with this policy:

110-009 Accessibility Advisory Committee

120-015 Environmental Sustainability Committee

140-007 Audit Committee

601-001 Design Review Committee

760-002 Public Art

610-002 Planning Advisory Committee

910-001 Source Water Protection Advisory Committee

110-012 Attendance & Participation for Council Members Policy



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	September 24, 20224
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Appendix A

Accessibility Advisory Committee Terms of Reference

1. Purpose

The Accessibility Advisory Committee (AAC) provides advice to council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The committee plays a pivotal role in helping the Town of Wolfville become a barrier-free community and ensuring obligations under “*An Act Respecting Accessibility in Nova Scotia*” Chapter 2 of the Accessibility Act (2017) are met.

2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1** Advise council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must:
 - 2.1.1** Include a report on measures the Town of Wolfville has taken and intends to take to identify, remove and prevent barriers.
 - 2.1.2** Include information on procedures the Town of Wolfville has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services,
 - ii. Any proposed enactments or bylaws it will be administering; and
 - iii. Any other prescribed information.
 - 2.1.3** Advise Council on the impact of Town of Wolfville policies, programs and services on persons with disabilities.
 - 2.1.4** Review and monitor existing and proposed Town of Wolfville bylaws to promote full participation of persons with disabilities, in accordance with the Act.
 - 2.1.5** Identify and advise on the accessibility of existing and proposed municipal services and facilities.
 - 2.1.6** Advise and make recommendations about strategies designed to achieve the objectives of the Town’s Accessibility Plan.
 - 2.1.7** Receive and review information directed to it by council and its committees, and to make recommendations as requested.
 - 2.1.8** Monitor federal and provincial government directives and regulations; and
 - 2.1.9** Host community consultations related to accessibility in the Town of



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Wolfville.

3. References

- 3.1 Policy 110-001, Committees of Council Policy
- 3.2 Bill No. 59 - Accessibility Act, Chapter 2 of the Acts of 2017

4. Definitions

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Council** means the Town Council for the Town of Wolfville.
- 4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5. Membership

- 5.1 The Committee will consist of seven (7) voting members who serve without pay.
- 5.2 Council shall appoint each of the seven (7) voting members as follows:
 - i. To two-year terms – Two (2) members of council to serve as Chair and Vice Chair.
 - ii. To two-year terms – three (3) members at large
 - iii. To three-year terms – two (2) members at large.
- 5.3 At least one half of the members of the Accessibility Advisory Committee must be persons with disabilities or representatives from organizations representing persons with disabilities.

6. Meeting

6.1 Frequency

The committee shall meet at least four times a year, or otherwise as required to fulfill the duties as outlined.

	September 24, 20224
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Appendix B

Audit Committee Terms of Reference

1. Purpose

The purpose of the Audit Committee is to provide advice to Council on all matters relating to audit and finance. The objectives of the committee are to:

- i. Fulfil the requirements outlined in Section 44 of the *Municipal Government Act*.
- ii. Assist council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

2. Mandate & Responsibilities

2.1 Audit

- i. Review the qualifications, independence, quality of service, performance and fees of the External Auditors annually and recommend the appointment of an auditor to council.
- ii. Carry out the responsibilities of an Audit Committee contained in Section 44 of the Municipal Government Act.
- iii. Review with management and the external auditor, the annual audited financial statements and recommend the approval to council.
- iv. Review with management, the internal control management letter received from the auditors and recommend any changes to council, as required.

2.2 Finance and Risk Management

- i. Review with management the quarterly financial package to be presented to council and recommend approval.
- ii. Review with management annually all financial policies including those used in the preparation of the external financial statements.
- iii. Review with management the adequacy of internal controls.
- iv. Review with management, annually, risk management practices including insurance coverage.

3. References

- 3.1 [Nova Scotia Municipal Government Act](#)
- 3.2 [Policy 110-001, Committees Policy](#)
- 3.3 [Nova Scotia Municipal Finance Corporation Core Best Practices – Audit Committee](#)




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4. Membership

- 5.1 The committee shall consist of five (5) voting members who serve without pay.
- 5.2 Council shall appoint each of the five (5) voting members as follows:
 - i. The Mayor
 - ii. To two-year terms – two (2) members of council
 - iii. To two-year terms – two (2) members at large
- 5.3 In the first year, one of the members at large will sit for a one-year term to allow the members at large to rotate off in opposite years to maintain continuity.
- 5.4 Committee members will have an understanding of the auditing procedure and the components associated with auditing in order to resolve the issues brought forth by the external auditor and should possess knowledge in accounting, auditing, financial reporting, and finance expertise.

5. Meeting

- 5.1 **Frequency**
The committee shall meet at least four times a year. Additional meetings may be necessary to review items related to the audit and will be called by the chair.

	September 24, 20224
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Appendix C

Planning Advisory Committee Terms of Reference

1. Purpose

The Planning Advisory Committee is responsible for providing clear and complete advice and policy options to Council on issues related to the development, standards, and planning of our town's spaces, specifically concerning:

- Land Use Planning
- Heritage Planning and Preservation
- Environmental Issues
- Building Standards
- Housing Issues
- Parks, Trails, Playgrounds and Open Space Planning
- Landscaping and Beautification of Municipal Property; and
- Any other related matter referred to this Committee by Council or by the Chief Administrative Officer

2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Upon request of council, provide recommendations on planning and heritage issues.
- 2.2 To consider Municipal Planning Strategy in all recommendations and advice provided by the committee.
- 2.3 To act as and carry out the purposes of a Planning Advisory Committee as prescribed under the Municipal Government Act.
- 2.4 To act as and carry out the duties of the Heritage Advisory Committee as prescribed in Heritage Property Act.
- 2.5 To follow the Town's Public Participation Program.

3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Municipal Planning Strategy \(MPS\)](#)
- 3.3 [Land Use Bylaw \(LUB\)](#)
- 3.4 [Public Participation Policy, 610-006](#)

4. Definitions



POLICY

- 4.1 **HAC** means the Heritage Advisory Committee
- 4.2 **PAC** means the Planning Advisory Committee

5. Membership

Environmental Knowledge - Members at large will be selected based on either a professional expertise or a general background in one or more of the following subjects: Watershed, Urban Forest, Parks/Recreation, Sustainability, Planning/Development, Utilities, Wildlife, Solid Waste and Recycling, Air Quality, Climate Change, or Green Practices. This knowledge could have been acquired through many avenues including professional practice or community involvement activities.

Heritage Knowledge - Members at large shall have professional experience related to at least one of the following disciplines: urban planning or development, landscape architecture, architecture, civil engineering, a background in heritage and/or built heritage matters and/or heritage research and planning.

As well as Environmental or Heritage Knowledge, other appropriate knowledge or professional skills areas may include public engagement, public-private partnerships, government relations, indigenous affairs.

- 5.1 The Committee consists of nine (9) voting members who serve without pay.
- 5.2 Council shall appoint each of the nine voting members as follows:
 - i. The Mayor
 - ii. To two-year term – three (3) members of Council.
 - iii. To two-year terms – three (3) members at large
 - iv. To three-year terms – two (2) members at large.
 - v. Environmental rep and Heritage rep to be included as part of the members at large group.

6. Meetings

6.1 Frequency

The committee shall meet monthly (except in the month of August), or as otherwise required to fulfill the duties as outlined.

	September 24, 20224
Town Clerk	Date



POLICY

Appendix D

Source Water Protection Advisory Committee Terms of Reference

1. Purpose

The Delivery of safe water to consumers is the top priority for water utilities. The approach to achieve this in Nova Scotia and in many areas throughout the world is the multiple barrier approach. This is a series of steps taken by the water supplier which together provide multiple layers of protection to ensure that safe water is delivered to the consumer.

In Nova Scotia the barriers outlined in the province's Drinking Water Strategy are as follows:

1. Keeping it Clean - by ensuring that the water source is protected from contamination.
2. Making it Safe - by providing the required treatment
3. Proving it Safe - through continuous testing and monitoring

The Town of Wolfville Water Utility (Utility) has a complete program of water treatment, testing and monitoring in full compliance with all regulations to provide a finished product which meets or exceeds the Guidelines for Canadian Drinking Water Quality as published by Health Canada.

To complete the multiple barriers of protection the Utility adopt a Source Water (wellhead) Protection Plan to ensure the source water remains clean.

Guided by the Source Water Protection Plan, the objective of the Source Water Protection Advisory Committee (the Committee) is to provide the Water Utility with advice that will attempt to satisfy the water quality and quantity concerns of all stakeholders; about the sources of contamination in the source water supply area; about the management options available, and about the success of the protection plan.

2. Mandate & Responsibilities

The Committee has the following responsibilities:

- 2.1 Review and make recommendations on activities affecting the SWP area lands.
- 2.2 Review and comment on water quality and quantity monitoring programs and other studies related to the SWP area.
- 2.3 Inform and educate local residents, landowners and other users of the SWP area lands about source water protection.



POLICY

3. References

- 3.1 [Policy 110-001, Committees Policy](#)
- 3.2 [Source Water Protection Plan](#)

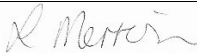
4. Membership

Membership of the Advisory Committee shall reflect the broad spectrum of landowners, interested groups and government officials that have a stake in the monitoring of the Plan. As some of the protection zones will extend into Kings County, representatives from the County will participate on the Committee.

- 4.1 The Committee will consist of eight (8) voting members who serve without pay.
- 4.2 Council shall appoint each of the eight (8) voting members as follows:
 - i. The mayor
 - ii. To two year terms - two (2) members of Council
 - iii. To two year terms - two (2) members at large from the Town of Wolfville
 - iv. One (1) member of the Municipality of the County of Kings
 - v. One (1) member of Acadia University
 - vi. One (1) member at large from the County of Kings
- 4.3 Non-voting members who shall serve on the committee without pay are as follows:
 - i. Director of Engineering and Public Works, Town of Wolfville
 - ii. Manager of Engineering, Town of Wolfville
 - iii. Planning staff, County of Kings
 - iv. Nova Scotia Department of Environment representative
 - v. Consultant
 - vi. Other outside resources as required – i.e., Nova Scotia Department of Transport and Infrastructure Renewal (NSDTIR), NS Agriculture.

5. Meeting

- 5.1 **Frequency**
The committee shall meet quarterly.

	September 24, 20224
Town Clerk	Date



POLICY

Appendix E

Equity and Anti-Racism Advisory Committee

1. Purpose

The Equity and Anti-Racism Advisory Committee shall provide advice to Council to assist in the identification, prevention and elimination of systemic hate, inequity, and racism in the Town of Wolfville.

The Equity and Anti-Racism Committee shall work to deliver this advice through an Equity and Anti-Racism Plan that shall guide how policies and programs are developed, how services are delivered and how budgetary decisions are made.

The Plan shall be reviewed and updated every three years to ensure Council is empowered to disrupt types of racism and discrimination that include ableism, anti-Asian racism, anti-Black racism, anti-Indigenous racism, antisemitism, gender and sexually-based discrimination, Islamophobia and xenophobia, which is dislike of or prejudice against people from other countries.

2. Mandate & Responsibilities

The committee has the following responsibilities:

- 2.1 Advise Council in the preparation, and implementation of its Equity and Anti-Racism Plan. The Plan will:
 - 2.1.1 Include an annual report on measures the Town of Wolfville has taken and intends to take to identify, and prevent systemic hate, inequity and racism in Wolfville.
 - 2.1.2 Support the examination of the way that policies and programs are developed; how services are delivered; and how budgetary decisions are made.
- 2.2 Receive and review information directed to it by Council and its committees, and to make recommendations as requested.
- 2.3 Monitor federal and provincial government directives and regulations; and
- 2.4 Host community consultations related to equity and anti-racism in the Town of Wolfville.
- 2.5 Make recommendations to support internal education and training for Town of Wolfville staff and Council.

3. References

- 3.1 Policy 110-001, Committees Policy



POLICY

3.2 Dismantling Racism and Hate Act

4. Definitions

- 4.1 Equity recognizes that everyone doesn't begin in the same place in society and considers historical and other factors in determining what is fair.
- 4.2 Inequity refers to a state of unfairness or lack of justice. Individuals or groups are treated differently and unequally, often resulting in systematic and patterned disparities in opportunities, resources, rights, or outcomes.
- 4.3 Racism is the unfair treatment, prejudice, or hatred by an individual, community, or institution against a person or people based on their actual or perceived membership in a racial or ethnic group. Racism is also having the power and carrying out that discrimination (unfair treatment), hatred or prejudice through institutional policies and practices.
- 4.4 Anti-racism is the work of actively opposing racism by advocating for changes in political, economic, and social life. Anti-Racism is achieved through the identification and elimination of racism by changing oppressive systems, structures, policies, practices, and attitudes.
- 4.5 Hate means provocation, hostility or intolerance by means of threats, harassment, abuse, incitement or intimidation motivated by the actual or perceived race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability or sexual orientation of any person.
- 4.6 Diversity means having a variety of people from a range of different social, economic and ethnic backgrounds, gender identities, sexual orientations, life experiences, competencies and faiths represented on teams, in workplaces in general and particularly in processes like engagement. Representational diversity is an outcome of proactive measures to correct systemic disadvantage, and to create equitable opportunity structures and pathways for a critical mass of those who are historically underserved and underrepresented.
- 4.7 Inclusion encompasses norms, practices, and intentional actions to promote participation, engagement, empowerment, and a sense of belonging for members of historically underrepresented and underserved groups in all aspects of life. It is about celebrating, valuing, and amplifying perspectives, voices, styles, and identities that have been marginalized by promoting an institutional culture and practices to ensure all can experience a welcoming space of fairness, dignity, and human flourishing.
- 4.8 Underrepresented and Underserved Communities in Nova Scotia are those groups who experience discrimination and exclusion because of unequal power relationships across economic, political, social, and cultural dimensions. This includes but is not limited to:
- Mi'kmaw and Persons of Indigenous descent.



POLICY

- African Nova Scotians and Persons of African descent.
- Persons of Colour.
- Newcomers (immigrants and refugees).
- 2SLGBTQIA+--2 Spirit, Lesbian, Gay, Bisexual/Biromantic, Transgender, Queer and/or Questioning, Intersex, Asexual/Aromantic and others whose identities are not reflected.
- Persons with disabilities (physical and mental).
- Persons who are neurodivergent.
- In some contexts, women.

4.9 Council means the Town Council for the Town of Wolfville.

5. Membership

5.1 The committee will consist of seven (7) voting members who serve without pay.

5.2 Council shall appoint each of the seven (7) voting members as follows:

- To two-year terms – two (2) members of council
- To two-year terms – three (3) members at large
- To three-year terms – two (2) members at large.

5.3 Members at large shall live, work or study in Wolfville and be from underrepresented and underserved communities in Nova Scotia

5.4 If a member vacates the committee for any reason at any time before that member's term would normally expire, Council shall appoint promptly a new member to the committee to hold office for the unexpired term.

5.5 Applications for the appointment to the committee shall be invited by public advertisement.

5.6 The chair and vice chair will be appointed annually by the committee.

6. Meeting

6.1 Frequency

The committee shall meet at least four times a year, or otherwise as required, to fulfill the duties as outlined.

	September 24, 20224
Town Clerk	Date

REQUEST FOR DECISION 002-2025

Title: Code of Conduct for Municipal Elected Officials Investigator

Date: 2025-07-08

Prepared by: Laura Morrison, Town Clerk & Manager of Administration

Contributors: Glenn Horne, CAO



SUMMARY

Code of Conduct for Municipal Election Officials Investigator

In February 2025, the Association of Municipal Administrators of Nova Scotia (AMANS) developed a list of qualified organizations that municipalities and villages may appoint as Code Investigators.

AMANS did not enter into a contract or agreement with any of the qualified investigators. This responsibility falls to each individual municipal unit.

While considering potential internal conflicts of interest, three of these organizations were invited into a Request for Quotation process with the Town. One other organization was invited to submit in accordance with the Town's Procurement Policy of mid-range (\$2,500-\$50,000) service provision.

All four submissions were received and reviewed by the Town Clerk and CAO. After consideration and discussion staff recommend entering a Standing Offer Arrangement with Joanne Brown of KBRS to undertake the work of investigating complaints received under the Code of Conduct for Municipal Elected Officials Policy.

DRAFT MOTION:

That Council direct staff to enter into a Standing Offer Agreement with Joanne Brown and KBRS to be the Town Investigator for alleged Code of Conduct for Municipal Elected Officials violations.

REQUEST FOR DECISION 002-2025

Title: Code of Conduct for Municipal Elected Officials Investigator

Date: 2025-07-08

Prepared by: Laura Morrison, Town Clerk & Manager of Administration

Contributors: Glenn Horne, CAO



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- Policy #110-011 Code of Conduct for Elected Municipal Officials
- Code of Conduct for Municipal Elected Officials Regulations N.S. Reg. 69/2025
- Policy#140-001 Procurement

3) STAFF RECOMMENDATION

The recommendation is that Council give direction to staff to enter a Standing Offer Agreement with Joanne Brown and KBRS, to carry out on an as-needed basis an investigative process, in line with the legislative authority noted above, for any complaints received against elected municipal officials.

4) REFERENCES AND ATTACHMENTS

- Policy #110-011 Code of Conduct for Elected Municipal Officials
- Code of Conduct for Municipal Elected Officials Regulations N.S. Reg. 69/2025
- Policy #140-001 Procurement

5) DISCUSSION

In December 2024 the Code of Conduct for Municipal Elected Officials Regulations were passed (amended 2025) and adopted by each municipal unit. These regulations stipulate that an Investigator must be appointed by the municipality to receive and investigate complaints in breach of the Code.

The Association of Municipal Administrators, Nova Scotia (AMANS) undertook a request for qualification (RFQ) process that closed on January 17, 2025, to invite submissions. AMANS worked with its internal Procurement Committee to evaluate all submissions received. Committee members evaluated each proposal and met to form a consensus on each proponent. A list of ten (10) qualified organizations was circulated to municipal units to assist them in selecting an appropriate organization to carry out the process as detailed in the legislation. AMANS did not enter into either a Contract or an Agreement with any of the

REQUEST FOR DECISION 002-2025

Title: Code of Conduct for Municipal Elected Officials Investigator

Date: 2025-07-08

Prepared by: Laura Morrison, Town Clerk & Manager of Administration

Contributors: Glenn Horne, CAO



qualified investigators. This responsibility falls to each municipal unit. Municipal units can also follow their own procurement process to invite submissions.

While considering potential internal conflicts of interest, three of the ten were invited by the Town to participate in a Request for Quotation process, and, in accordance with the Town's Procurement policy #140-001 (Section 5.3.3 for mid-range (2,500 - \$50,000) provision of service), one other qualified organization, not on the AMANS list, was invited to submit a quotation. All four submitted.

Each submission was reviewed on their understanding of the role required, experience in similar practices, price point and response time. After consideration and discussion by the CAO and Town Clerk, the recommendation is to enter into a Standing Offer Agreement with Joanne Brown of KBRS to investigate complaints received under the Code of Conduct for Elected Municipal Officials.

6) FINANCIAL IMPLICATIONS

Costs are incurred when the Investigator's services are required. This will be considered in the budget process.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This action supports governance/accountability requirements.

8) COMMUNICATION REQUIREMENTS

The Investigators' name and contact information will be publicly available on the Town's website and can be requested by any member of the public or staff member.

9) ALTERNATIVES

Council may choose not to approve the recommendation and instruct staff to return with other options.

REQUEST FOR DECISION 029-2025

Title: Uranium Exploration in Annapolis & Hants Counties
Date: 2025-07-08
Prepared by: Glenn Horne, CAO
Contributors: Laura Yaroshevskaya, Administrative Assistant



SUMMARY

Uranium Exploration in Annapolis & Hants Counties

This RFD is being provided to Town Council so that it may consider its position on the recent lifting of the provincial government's ban on uranium exploration and mining and recent request for proposals soliciting interest in exploring uranium deposits in nearby Annapolis and Hants counties. While no proposals were received in response to the RFP, the Department of Natural Resources has announced it will conduct its own geological study of the areas while considering next steps.

The issue has generated public interest; multiple municipalities and the Assembly of Nova Scotia Mi'kmaw Chiefs have expressed reservations about the province's approach to uranium exploration.

The Town of Wolfville has no authority over uranium activities, which fall under provincial and federal jurisdiction. Information is provided in this RFD to assist Town Council as it considers whether to take a formal position on the matter. A draft resolution is also provided for Town Council's consideration.

DRAFT MOTION:

WHEREAS in a letter dated February 11, 2025, Minister of Municipal Affairs, the Honourable John Lohr, asked the province's mayors and wardens to signal their general support for resource development and stated that steps toward resource development needed to be taken carefully and in consultation with communities;

WHEREAS the Province of Nova Scotia repealed its 45-year ban on uranium exploration and mining on March 26, 2025, with limited public consultation;

WHEREAS the Town of Wolfville was declared a nuclear free zone in 1985, reflecting our community's long-standing commitment to nuclear-free policies;

WHEREAS residents of Wolfville have expressed to Town Council anxiety and opposition toward uranium exploration in the local area and the implications on the region's potable water, environment, public health and tourism and agriculture economies are largely unknown;

REQUEST FOR DECISION 029-2025

Title: Uranium Exploration in Annapolis & Hants Counties

Date: 2025-07-08

Prepared by: Glenn Horne, CAO

Contributors: Laura Yaroshevskaya, Administrative Assistant



BE IT RESOLVED that the Town of Wolfville requests the provincial government:

- Engage with municipalities, First Nations, and communities so they may become informed of potential risks and benefits of uranium exploration and provide input.
- Engage an independent study of the environmental and public health effects of uranium exploration and mining at each of the proposed sites in Kings and Hants counties, including the potential effects on private and public water supplies.

REQUEST FOR DECISION 029-2025

Title: Uranium Exploration in Annapolis & Hants Counties
Date: 2025-07-08
Prepared by: Glenn Horne, CAO
Contributors: Laura Yaroshevskaya, Administrative Assistant



1) CAO COMMENTS

Based on recent discussions, there appears to be a desire by Town Council to consider its position on the recent lifting of the provincial government's ban on uranium exploration and mining and recent request for proposals soliciting interest in exploring uranium in East Dalhousie and Millet Brook, specifically.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* described municipalities as a responsible order of government accountable to the people, with the purpose of developing and maintaining safe and viable communities. The Town of Wolfville has no authority over the exploration or mining of uranium.

3) STAFF RECOMMENDATION

There is no staff recommendation; the Town has no experience or technical expertise related to the exploration of uranium. The information provided in this RFD cannot be considered expert opinion. Rather, it is a compilation of publicly available information.

4) REFERENCES AND ATTACHMENTS

- [March 26, 2025, Uranium Exploration Request for Proposals](#)
- [There was zero interest in Nova Scotia's call for uranium exploration, CBC News, June 12, 2025.](#)
- [Nova Scotia to do own study of 3 areas with uranium deposits without drilling or digging, CBC News, June 23, 2025.](#)

5) DISCUSSION

Natural resources, including mining, fall under provincial jurisdiction. The Nova Scotia Department of Natural Resources administers mineral rights and regulates exploration and mining activity. This includes issuing exploration licenses, mine development approvals, and environmental permits (under provincial environmental legislation).

The federal government, through agencies like the Canadian Nuclear Safety Commission (CNSC), regulates radioactive materials, including uranium. If uranium mining took place in Nova Scotia, it would also be subject to the federal Impact Assessment Act and the Nuclear

REQUEST FOR DECISION 029-2025

Title: Uranium Exploration in Annapolis & Hants Counties
Date: 2025-07-08
Prepared by: Glenn Horne, CAO
Contributors: Laura Yaroshevskaya, Administrative Assistant



Safety and Control Act. Therefore, both federal and provincial governments would share responsibility, especially regarding environmental protection and nuclear safety.

Mining exploration is governed by the [Mineral Resources Act](#). In early 2025, Nova Scotia lifted its ban on uranium exploration and mining, allowing companies to apply for exploration licenses. While some companies expressed interest in exploring for uranium, particularly in areas with known deposits like Millet Brook, East Dalhousie, and Louisville, there has been a lack of actual bids for exploration licenses.

Exploration that disturbs the land (e.g. drilling) requires permits, which vary depending on the exact activities. Health and safety requirements are outlined in the permits. The Mineral Exploration License holder is required to remediate any disturbance.

There are three (3) areas of the province where there are known higher levels of uranium and the usual licensing process is not being used for these areas; on May 14, 2025, an RFP was issued for individuals and companies to explore for uranium in these target areas:

- East Dalhousie (Annapolis County)
- Louisville (Pictou County)
- Millet Brook (Hants County)

The deadline for applications was June 11, 2025, and none were received. It has since been reported that Nova Scotia will move ahead with its own geological study of three areas with known uranium deposits. A spokesperson for the Department of Natural Resources told CBC News the province won't grant any mineral exploration licenses for the areas, which were part of a recent request for proposals. Rather, this DNR-led research will take place while the Province considers its next steps.

Since the issuance of the exploration RFP on May 14, the Assembly of Nova Scotia Mi'kmaw Chiefs, and the councils of, the Municipality of the County of Annapolis, the Municipality of the County of Pictou, the Municipality of the District of Lunenburg and the Region of West Hants have each expressed reservations to the provinces' approach to uranium exploration.

Uranium mining is shown to have negative health effects on neighboring communities and negative environmental effects on the surrounding eco-systems. The specific effects of exploration activities in East Dalhousie and Millet Brook on public health and the environment are unknown.

REQUEST FOR DECISION 029-2025

Title: Uranium Exploration in Annapolis & Hants Counties

Date: 2025-07-08

Prepared by: Glenn Horne, CAO

Contributors: Laura Yaroshevskaya, Administrative Assistant



6) FINANCIAL IMPLICATIONS

NA

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

NA

8) COMMUNICATION REQUIREMENTS

If Council adopts the resolution herein, or some other variation, it will be shared with the local MLA, MP, Minister of Municipal Affairs and Minister of Natural Resources. Some media interest is also expected.

9) ALTERNATIVES

Council may approve the draft motion or not.

INFORMATION REPORT 017-2025

Title: Operations Plan Quarterly Update
Date: 2025-07-08
Prepared by: Glenn Horne, CAO
Contributors: Town Staff



1) CAO COMMENTS

The Ops Plan approved on April 1, 2025, commits to reporting on progress via the monthly CAO report at Committee of the Whole (COW), as well as through the various initiative-specific RFDs and IRs. Finally, a more detailed update was committed to twice a year. This is the first update. Another will be provided by the December COW. Finally, a transition from the 2025/26 Ops Plan to the 2026/27 Ops Plan will come in winter 2026.

2) REFERENCES AND ATTACHMENTS

- Ops Plan Update Table, v1

3) DISCUSSION

We have completed three of twelve months in the 2025/26 Ops Plan (62 working days). The Ops Plan consists of 58 operational initiatives and 28 capital initiatives. During that time:

- 69 initiatives (80.2%) are “in progress or ongoing”
- 7 initiatives (8.1%) are “complete”, and
- 10 initiatives (11.6%) have “yet to start”.

Of note:

- A significant amount of the “everyday” core operational work is not captured in the Ops Plan and occupies a significant amount of staff time. These activities range from calls for service, equipment or system failures, responding to ad-hoc questions and inquiries, stakeholder meetings, etc...
- When resource conflicts arise, maintenance of core services is prioritized over non-urgent initiatives.
- Individual staff members are managing and balancing multiple projects simultaneously – only one can be effectively worked on at a time.
- While individual projects are moving forward we are also looking for opportunities to reflect on the efficiency of our work and appropriate service levels.
- Reduced staffing levels due to unexpected departures:
 - Director of Engineering & Public Works
 - Director of Planning & Public Works
 - Manager of Engineering Services (competition suspended).
 - Project Manager
 - Director of Finance & Corporate Services

INFORMATION REPORT 017-2025

Title: Operations Plan Quarterly Update
Date: 2025-07-08
Prepared by: Glenn Horne, CAO
Contributors: Town Staff



- Manager of Finance & Corporate Services
- Unforeseen events
 - SPCA service agreement cancellation
 - Active Transportation tender significantly over budget
 - Difficulty in retaining Manager of Engineering Services
 - Significant time spent on HR
 - Nine staffing competitions have been held since February (not including annual seasonal Parks and Recreation positions).
 - Multiple changes in staff responsibilities have also taken place and vacancies require adjustment to process and reporting relationships
 - Communications and community outreach surrounding the closure of the Acadia Pool.
 - Communications and logistics associated with unhoused members of the community.
- Moving into the summer operations will adjust as staff cycle through well-deserved vacations in anticipation of a busy fall.

Despite challenges, significant progress has been made on multiple fronts:

- Summer camps are fully subscribed and will begin next week.
- Events have been well organized and attended.
- Dog Control has now been brought in-house.
- The Leaf & Yard Waste site was opened on June 5.
- AT investments are continuing to progress.
- Parks maintenance is ongoing.
- Valley Regional Services (KTA and Valley Waste) now has a new IMSA.
- An RFP for a Facilities Assessment has been circulated to organizations on standing offer with the Town.
- A Strategic Planning workshop with Council and SLT took place on June 5.
- Work continues to develop analysis and recommendations for HAF implementation.
- Phase II of the WWTP upgrades as been awarded and work is underway.
- Kent Ave sidewalk construction is underway.
- West End Trail construction is underway.
- Wayfinding signs are being posted.
- GIS system improvements are underway.

INFORMATION REPORT 017-2025

Title: Operations Plan Quarterly Update

Date: 2025-07-08

Prepared by: Glenn Horne, CAO

Contributors: Town Staff



- Rec Hub improvements have been completed and uptake is strong.
- VIC Service Agreement is in place with the WBDC operating for the 2025/26 tourist season.

4) FINANCIAL IMPLICATIONS

- NA

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- NA

6) COMMUNICATION REQUIREMENTS

This update is provided for Council's information. The Ops Plan Update will not be communicated; individual initiatives will be communicated as appropriate.

7) FUTURE COUNCIL INVOLVEMENT

- NA

SYMBOL LEGEND



In Progress



Not yet started













Ongoing







Complete

Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status	Status Symbol
Office of the CAO					
Programs & Services					
Bylaw Review	<p>The recent introduction of e-Scooters in Wolfville will be assessed for impacts on accessibility, mobility, and safety throughout Town. Regulatory options will be considered based on that assessment and discussions with the business operator.</p> <p>Based on public feedback, the Designated Off Leash Areas contained in the Dog Control Bylaw, specifically Reservoir Park, will be reviewed and amendments proposed</p>		Spring – Summer, Staff led 2025	<p>The E-scooter program continues to operate smoothly this season. Changes made before the launch in May require scooters to be returned to dedicated corrals. Complaints recieved since launch have only related to helmet use.</p> <p>The approach to off leash dogs at Reservoir Park is now in the pilot/testing phase with dogs required to be on leash from 10am to 7pm. Staff are monitoring feedback and observing behaviours. Dog control and sheltering is also now being done in-house and the dog control bylaw will be updates in the months ahead with learning from the Reservoir pilot project.</p>	
Communications Strategy / Plan	<p>The Town will organize its existing communications practices into a Communications Strategy to determine how, when, and what is communicated. This will include sharing current practices, identifying perceived gaps / opportunities and discussing service levels and desired outcomes.</p>		Spring 2025 – Winter 2026 Staff led	<p>A workshop will be booked to start the communications practice review with Council.</p>	
Implementation of MOU with Acadia & Associated Workplan	<p>Carry out the objectives identified in the Acadia MOU related to events attraction, recreation services, housing, community safety, food security, and building relationships with international students. Hold regular Town & Gown Meetings and meetings of key officials.</p>		Staff led Ongoing	<p>T&G Meeting was held on April 28.</p> <p>The MOU between Wolfville & Acadia is being reviewed through the summer to be presented to the T&G Committee in the fall.</p>	

Interim Intermunicipal Services Agreement	A CAOs Committee has been established to support and make recommendations to the Interim IMSA Board (Kings Transit and Valley Waste Resource Management).	Staff led Ongoing	The Interim Board recommended a set of new and revised IMSAs that were approved by Councils on June 23. The CAOs Committee will continue to meet on a regular basis to support the workings of the new Valley Regional Services Board, KTA and Valley Waste leadership.	
Fire Services Agreement	Engage with Kings County to update and renew the existing Inter-Municipal Fire Services Agreement.	Winter – Staff led Fall 2025	Initial discussions with Kings County have taken place and revisions to the agreement are being drafted for consideration.	
Regional Emergency Management	Kings REMO will continue to carry out its mandate of emergency management planning, coordination among partners, training and exercising based on plans, and community communication & outreach. Kings REMO will also liaise with the province as the new Department of Emergency Management and NS Guard is formed.	Staff led Ongoing	Kings REMO Annual workplan as approved by Kings REMO REMAC (2025-01-22) guides the ongoing work for Kings REMO REMC with a semi-annual report due to CAOs 2025-07-31.	
Community Safety	Staff will work with partners at Acadia as part of a restorative community project and also continue efforts with the RCMP to ensure safe celebrations on event weekends. Staff will also continue to work as navigators and advocates for vulnerable persons in the community. Work continues with bylaw compliance and enforcement, with a focus on parking in the Town.	Staff led Ongoing	Staff met to discuss on campus entertainment options during large community events. A working group is being struck to further consider options. Staff are working through Dalhousie on a living lab focused on building restorative approaches at the community level. The project has just launched and initial work involves assessing community needs.	
Video Surveillance Camera Pilot Assessment	In 2023/24, the Town launched a pilot program to enhance community safety. That pilot project was subsequently extended to provide additional time and gather additional data prior to evaluation. The pilot term ends in April 2025 and will be reviewed.	Staff led Spring 2025	Staff were not able to establish a firm link between the cameras and decreases in nuisance behaviours so with a decision of Council, the cameras have been deactivated and will be removed in the weeks ahead.	

Freedom of Information & Protection of Privacy	<p>The Town will continue to manage its legislative responsibilities to provide public information under Nova Scotia's information access legislation (the N.S. FOIPOP Act and Part XX of the Municipal Government Act). All requests are reviewed and managed by the Town Clerk, but the work involved in searching for and gathering records and information typically extends to all senior staff and their departments and can be very labour intensive.</p>	Staff led	Ongoing	<p>* March FOIPOP file required over 60 hours of staff time to complete. *No current open cases.</p>	
Soups & Sides	<p>Continue Weekly Soups & Sides program, creating a welcoming, inclusive and equitable community. Assess opportunities for sustainable partnerships.</p>		<p>Fall 2025 – \$30,000 Winter 2026.</p>	<p>Planning has just started for our Fall launch.</p>	
Prep & Planning					
Regional Recreation Centre	<p>The Town will continue to work with its partners (Kentville, Kings County, Province of Nova Scotia, etc...) to assess the feasibility of a Regional Recreation Centre. A financial model, inter-municipal agreement and community input will be considered in making a decision.</p>	Staff Led	<p>Spring 2025 – Winter 2026</p>	<p>Discussions among the partnering municipalities continue.</p>	
Public Washroom Review	<p>An Accessibility Assessment of the Town's public washrooms will be carried out and a plan created to address barriers. This work will also produce a map identifying public washrooms and accessibility through the community.</p>	Staff led	<p>Winter – Summer, 2025</p>	<p>The final report has been recieved and our washrooms are not meeting standards, This will be included as part of the facilities review that is set to begin.</p>	
HR Needs & Service Assessment	<p>In partnership with the Towns of Kentville & Berwick, the Town's HR policies, procedures and services will be assessed and recommendations provided for improvements.</p>		<p>Winter – Summer, 2025 \$15,000</p>	<p>Contract has been awarded to Doane, Grant, Thorton. MIP funding has yet to be confirmed. Work beginning in July.</p>	

Strategic Planning	<p>Council will develop a Strategic Plan that will identify priorities for the 2024-2028 Council term.</p> <p>Jacques Dube retained to facilitate session held on June 5 & 6.</p> <p>Drafting by staff based on discussions is underway.</p> <p>Draft Strategic Plan to be presented to Council in September</p> <p>\$15,000 Spring 2025– Fa</p>	
Operational Planning	<p>Staff will review the operational planning and budget development process to identify areas for improvement to facilitate timely and informed decision-making.</p> <p>SLT debriefed Ops Planning process in May.</p> <p>Updates to the Budget Planning SOP forthcoming to harmonize those processes.</p> <p>1st quarterly update presented to Council in July</p> <p>Staff led Spring 2025</p>	
Organizational Training & Development	<p>Improve organizational communication, collaboration, planning and problem-solving through:</p> <ul style="list-style-type: none"> • Holding regular staff meetings. • Holding three All-Staff training sessions on topics of organizational interest. • Completing a Senior Leadership Team Development program. • Identify specific opportunities to improve communication, collaboration, planning and problem-solving. <p>All-Staff Meeting held on May 13.</p> <p>Staff & Council Blanket Exercise scheduled for Monday, Sept 29.</p> <p>Various staff received ICS and First Aid Training in June.</p> <p>Labour-Management Committee Training on June 26.</p> <p>SLT Development Program ongoing; two full-day and three half-day sessions complete. Three half-day sessions remaining on engagement.</p> <p>\$42,000 Ongoing</p>	
Policy Review	<p>Development of a Council & Committee Proceedings Policy and review of the Routine Access & Procurement Policies.</p> <p>As described in the Town's Accessibility Plan and Equity and Anti-Racism Plan, the following policies will be reviewed and amendments proposed to Council:</p> <ul style="list-style-type: none"> - Street Naming Policy, - Municipal Lands and Facilities Naming, - Grants to Organizations <p>Winter 2025</p> <p>Staff led – Winter 2026.</p>	<p>*Council Proceedings Policy draft to Council for review in May and June.</p> <p>*Equity & Anti-Racism Plan providing feedback on 3 policies as noted.</p> <p>Feedback to Council Policy Review Taskforce in July/August</p> 

SYMBOL LEGEND



In Progress



Not yet started






Ongoing



Complete

Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status
Finance & Corporate Services				
Programs & Service				
Accounting & Financial Reporting	The Department creates and provides financial reports to meet legislative requirements and support decision making. Quarterly variance reports will be provided to senior staff, and Council through its Audit Committee. The Department will also create a multi-year cash flow forecast to better support financial planning.	Staff led	Ongoing	Ongoing
Audit	The Town's audit services must be tendered at regular intervals. The current audit service agreement has been extended to accommodate staff turnover. This service will be tendered in 2025/26	Staff led	Fall 2025	Anticipating a start to this work in mid July.
Information Technology Management	An IT governance framework and strategy aligning IT with organizational priorities will be created to improve decision-making and use of resources. Work will also be undertaken to improve user experience of IT services and tools.	Staff led.	Fall 2025	David-Working on IT Policies - Acceptable Use Policy, Security Policy, Privacy and Data protection policy. All 3 are under review with the CAO's office
Community Engagement	Engagement and information sharing improves understanding of financial plans and budgets. An added emphasis will be placed on sharing financial trends and information with the public through the publishing of accessible budgets and detailed financial reports.	Staff led	Ongoing	Ongoing
Prep & Planning				






Policy Review	To continuously improve financial planning and processes, the Town's Budget Policy and SOP will be reviewed. The Credit Card policy will also be reviewed.	Staff led	Fall 2025	Budget SOP is being reviewed in alignment with Ops Planning. Credit Card Policy review has not yet begun.	
Enhance Financial Planning & Budget Systems	The Current budget processes are time-consuming and lack real-time integration. Aligning with the review of budget policy and SOP, the Department will undertake a project to modernize financial planning by adopting advanced tools and automating processes. New tools will be identified and considered throughout this fiscal year.	Staff led	Fall 2025	Not yet begun	
Revenue Management	Existing revenue generating processes (ie: tax / utility billing, grants, fees) will be reviewed in an attempt to improve efficiency while exploring new opportunities to generate revenue.	Staff led	Winter 2026	Not yet begun	





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In Progress

Not yet started

Ongoing

Complete




Project Title	Description & Anticipated Output(s)	Budget	Timelines	Status	Status
PUBLIC WORKS					
Programs & Services					
Al Whittle Storm Draining and Sidewalk Improvement	The storm drains in front of the Al Whittle Theatre will be repaired as well as broken concrete sidewalk panels.	\$12,500	Summer 2025	Scheduling with contractor on a date for construction	
Asphalt Repairs & Paving	Maintenance paving and patching. Specific locations and extents are determined annually beginning each spring.	\$200,000	Spring - Fall 2025	Grandview (Beckwith to Skyway), Hillside (Fairfield to Skyway) are being surfaced and a number of larger patches needed will be completed throughout Town (10-15 spots)	
Assessment of Development Applications	The Town Engineer assumes a pivotal role in ensuring new developments adhere to acceptable municipal standards, necessitating timely review, careful attention to detail and lengthy collaboration with developers to uphold safety requirements and consistency with the Town's built environment.	Staff led with consultant support	Ongoing	Work in progress.	
Concrete Maintenance & Replacement	Concrete sidewalk, curb, and gutter repairs & maintenance throughout Town. Specific locations and extents are determined annually each spring.	\$200,000	Spring - Fall 2025	Front Street, Main Street side of Old Burying Ground, Missing pieces on Elm, extending the area in front of Al Whittle on Main St and other fixes and repairs needed	
Disposal of Leaf & Yard Waste	Staff are assessing options for Council to consider for in-town disposal of leaf and yard waste. Council will receive an RFD assessing the various options for in-town disposal of leaf & yard waste.	\$35,000	Spring – Summer 2025	Opened on June 5. Accessible Saturday service added after first week.	

Parks Maintenance	<p>In addition to regularly scheduled annual parks maintenance activities:</p> <ul style="list-style-type: none"> • Tree Planting - Basinview, West End Park on property lines + other potential tree policy output • Basic park amenities (Basinview and West End) • Trail signage installation • The rock wall at Clock Park will be repaired • The electrical panel at Waterfront Park will be upgraded, including the tide time information. Two broken interpretive panels will be replaced and the Park sign will be replaced. • The fence at waterfront park will be removed and landscape remediated. 	Staff led	Spring - Fall 2025	In progress	
Sewer Treatment Plant Disinfection System Upgrades	A crucial component of the Town's sewer treatment process is the disinfection of wastewater prior to its discharge. This is done by 144 UV bulbs held in two banks of nine racks each holding eight bulbs. These bulbs will be replaced based on their anticipated lifecycle. The racking system that holds the bulbs will also be upgraded to enhance safety and efficiency.	\$50,000 in 2025/26 \$50,000 in 2025/27	Fall 2025	Complete	
Crosswalk Evaluations	<p>A Mio Vision camera will be purchased to facilitate crosswalk evaluations throughout the Town. This camera collects usage statistics in crosswalks so the Town's evaluation framework can be used and decisions made based on the best information available.</p> <p>A pilot project to address concerns with the impact of continuous crosswalk use at the intersections of Gaspereau Ave, Highland Ave, and University Ave, causing undue congestion on Main Street will be explored. Staff will bring information to Council for further consideration.</p>	\$14,000	Spring 2025	This project overlaps with the AT work and is being paused for now.	
Prep & Planning					
Sidewalk Condition Index Tool	In alignment with the Asset Management and Accessibility Plans, the Town will develop a sidewalk condition assessment tool that considers accessibility and identified priorities for repair & upgrade.	Staff led	Winter 2025	Focus has been on what we are going to repair or replace this construction season	

Asset Management	The Town completed an initial Asset Management Plan in 2018. Since that time, some work has been completed to formalize the program. A qualified consultant will assist to further develop the Town's Asset Management Plan and database into usable systems. An integrated Asset Management	\$50,000	Spring 2025 – Winter 2026	Staff have enegaged AIM network and we are working toward bringing information to the Management Team and Council in the fall.	
Capital Planning	Staff will assess existing plans for infrastructure and facility improvements and consider them against known gaps, anticipated growth, and the Town's financial capacity, and	Staff led	Spring – Fall 2025	Initial meetings have been held and will continue with Finance Staff.	
Development of Standards & Specifications for Town	The Town does not have a standard set of municipal service specifications. Service specifications will clearly outline the	\$15,000	Winter 2026	In initial progress with consultant support. Not our highest priority during the	
Project Management	Management and contractor oversight of approved capital projects; conceptual design and liaising with consulting engineers on development of new capital projects.	Staff led	Ongoing	Work in progress.	

PLANNING

Programs & Service

Development Control	Carrying out regulatory roles for Building and Development Permitting, Fire Inspections, Subdivision control and Planning services and day-to-day customer services & inquiries.	Staff led	Ongoing	Work in progress.	
Urban Forest Management	Building on the Tree Inventory Work, Council will be presented with a Tree Policy in Winter 2025 and actions decided. This may include additional work at Reservoir park on native species	To be updated once Draft Tree Policy presented	Spring – Fall 2025	Coming in the Fall to Council.	

Prep & Planning

Housing Accelerator Fund and Planning Document Review	<p>1. Reviewing our Planning documents (MPS and Land Use By-law). The major focus is parking requirements and what can be done where in the Town (zoning)</p> <p>2. Creating a Growth Management Framework to educate and inform people about where we are with infrastructure management, Parks and Recreation, Fiscal Sustainability, Traffic, and other aspects that support housing and the growth of the town to ensure our quality of-life increases</p> <p>3. Creating a non-market housing strategy to highlight ways the Town can impact more permanent affordable housing gets built</p> <p>4. Working with Acadia on a Secondary Plan for their South-East Campus to enable development opportunities (around Tower) and have them participate and ensure students are reflected in #1 (Plan Review changes). HAF funding will also support other initiatives in this plan related to housing and growth (eg micro transit, engineering standards, asset management, and offsetting other 'community infrastructure' investments).</p>	Annual budget of \$456,000 over 4 years (\$~1.8 million total)	HAF is a 3 year program Draft Planning Documents anticipate Fall of 2025.	Draft municipal planning documents - ongoing. Draft on Non-Market Housing Strategy to be presented in July. Working with Acadia to explore new land for housing development
Micro Transit	Review and updating the existing feasibility study for consideration in the 2026-27 budget for pilot service.	\$10,000	Summer – Fall 2025	Staff went to Yarmouth and Bridgewater for further information gathering and information will come to Council on this in the fall
Public Art	Clarify the Town's Public Art role and assess the interest in the community to contribute. This includes establishing working group, defining roles and toward next project(s).	\$5,000/year in a reserve + contribution from 292 Main Street	Summer 2025	Will begin soon.
Dyke-Top Trail	Staff are working with stakeholders in the region to ensure a trail is built on the top of the Dykes going from downtown to Port Williams and to West Long Island Road (North Grand Pre).	Staff led	Ongoing	Upcoming meeting with Farmers and renderings and MOU have been developed to have parties agree on direction



SYMBOL LEGEND

In Progress








Not yet started

Ongoing

Complete



Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status	Status Sy
COMMUNITY DEVELOPMENT					
Programs & Service					
Afterschool Programming	Regular P-5 afterschool programming. 2:30-5pm on school days. 16 spots available, which are fully subscribed. Assessment of program offerings in cooperation with community partners.	49000	Ongoing	Ongoing	∞
Bike & Equipment Loan Program	Providing bike & equipment loan program from the new RecHub	\$27,000	Ongoing	Ongoing	∞
Environmental Leadership Camps	Educational, experiential summer camps for youth 8 weeks in July-August with community partners. 15-18 spots available, complimenting Acadia's summer camp offerings (sports/activity-based)	\$30,000	Summer 2025	In Progress	
Equipment and Supplies to Support Recreation Programming	Facilitate rental/loan programs (snow shoes, bikes, etc.), musical instrument rentals, outdoor equipment for camps/afterschool, pickleball nets/balls/paddles, cross-country ski rentals, exercise equipment, etc. Inventory to support loan programs, summer camps, afterschool program and other recreational programming is continuing to be built	\$25,000	Ongoing	Ongoing	∞
Events and Partner support	Host a full slate of events and support groups that offer complimentary events in town. Town-run Events include: • Heritage Day • Apple Blossom Event(s) • Canada Day • Mud Creek Days • Welcome to Wolfville Street Party • Night of Lights / Wolfville Glows • Summer Concert Series • EDIA components at events or stand-alone events	\$120,000(program	Summer 2025 – Winter 2026	Apple Blossom & Canada Day Complete. Planning for Mud Creek Days and Welcome to Wolfville underway.	∞
Equipment and supplies to support event programming	Build inventory of equipment that supports event offerings & work with partners, including Acadia, to attract larger-scale events to Wolfville (banners, signage, tents, lighting, large scale event or holiday installations).	\$45,000	Ongoing	Ongoing	∞
Grants to Organizations	Strategic Partnership Program (SPP), Community Partnership Program (CPP), Capital and Operating Grants are provided to support the Town's goals and priorities.	SPP -\$42,000 CPP -\$12,000	Spring 2025	2025/26 Grants largely provided.	
Memory Cafe	Recreational/social program for older adults with dementia as well as their care partners/family members.	100%grant-funded	Ongoing	Ongoing	∞

Rec Hub Improvements	The Rec Hub will be improved with the additions of a deck, shade structure, mural/paint, cladding, tables and other improvements. Delivery of the bike loan program and an improved public space / placemaking initiative.	\$42,000	Summer 2025	Complete	
Other Rec Programming	Offer a range of recreational programming options that complement activities that are already offered in the community, such as Older Adult Fitness Dance, Music (Ukulele, Guitar), Nature/Outdoor, and Art/Painting. Emerging opportunities will also be explored.	\$45,000	Ongoing	Ongoing	
'Try it' Recreation Programming	Series of free recreational offerings to encourage people to "try" new/different activities. Mostly one-time events of non-traditional activities that allow people to sample an activity and decide if they would like to pursue further involvement (e.g. archery, watercolour painting, bird watching, animation). Delivery of 6-12 'Try-it' activities throughout 2025-26 with focus on summer months (student staff).	\$5,000	Summer 2025	Ongoing	
Tourism Operations Prep & Planning	General operation of Visitor Information Centre, support of Wine Bus, alignment with new Rec Hub/loan program, partnerships with Randall House Museum and WBDC.	\$75,000	Spring – Fall 2025	VIC Contracted to WBDC.	
Parks & Recreation Review and Planning	Working with Rachel Bedingfield (former Kentville Rec Director) on reviewing and making recommendations around our parks and recreation approaches, spaces and program offerings. Deliverables would include a Green Space Stewardship and anagement/Operations Plan along with Recreational Programming Review and Framework to move us forward. Work planning includes Engagement (including direct with Council), Reviews, Staff interviews and assessment, parks and recreation delivery assessment, etc. Areas of focus would be existing parks, rec programs, volunteerism, recreation centre, other facilities like the oven, community development approaches, strategic parks investments and related initiatives.	\$50,000(HAF)	Spring – Fall – Winter 2025-26	In Progress Community park engagement t occurring throughout the summer.	
WBDC Agreement Review	As per the current agreement with the WBDC, 2025-26 is slated for review. Engagement and updated agreement and renewed relationship with our business community.	Staff led.	Spring – Fall 2025		
Recreation Centre Upgrade Assessment	The Wolfville Recreation Centre has shortfalls as a workspace, community space and in delivering high quality programs. Upgrades will be assessed through the Parks/Rec review.	Staff led with consultant	Spring – Fall 2025		

SYMBOL LEGEND
In Progress




Not yet started

Ongoing
Complete








Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status
Projects Planned For Partial or Complete Delivery in 2025/26				
AT Network Construction and Upgrades	<p>A multi-year initiative improving active transportation infrastructure through drainage improvements, trail paving, new crosswalks, and shared streets signage. The original tender exceeded the budget, requiring a re-tendering for the 2025/26 fiscal year. This project is partially funded by the Investing in Canada Infrastructure Program.</p> <p>Projects to be completed in 2025/26:</p> <ul style="list-style-type: none"> • Paving the Harvest Moon Trail from Harbourside to the Farmers' Market • Connecting Highland Avenue to the Harvest Moon trail around Festival Theatre • Raised Crossings of Main Street at Highland, Elm, and Harbourside • Enhanced Crosswalk at Cherry Lane • Painting and Signing Highland Avenue AT lanes • Traffic calming (speed cushions like Stirling Avenue) on Cherry Lane and Kent Avenue ("shared streets") 	\$513,600	Construction this summer.	<p>Working with contractor on final pricing schedule. Some value engineering was required on the tender results and we are focusing on paving the portion of Harvest Moon Trail, Sidewalk along Front St and safe crossings at Harbourside and Elm.</p> <p>Options for other components are being reviewed. Refer to RFD 027-2025.</p>
Burial Ground Enhancements	Pathway through the Old Burying Ground and other minor upgrades (fence).	\$50,000	Underway	More discussion required on trail - type, restrictions, etc
Crosswalk Evaluations & Improvements	Equipment is being purchased to facilitate crosswalk evaluations so the Town's evaluation framework can be used, and decisions made based on accurate information. Crosswalk improvements will be made based on assessments.	\$25,000	Underway. Improvements to be aligned with AT & accessibility.	Ongoing













IT – Network & Hardware Upgrades	Required upgrades for the Town’s IT systems and infrastructure	\$56,800	Underway. The New Host server is installed. We are awaiting the vendor to resolve a backup issue before we migrate the virtual servers to the new Host. The new switches will start to be configured the week of 16-Jul-2025. By Mid August the new access points (WiFi) should be installed.	In Progress	
Kent Avenue Sidewalk Replacement	Replacement of 500m of deteriorating asphalt sidewalk with concrete sidewalk. Additional improvements include new curb ramps and accessibility upgrades. Design and tendering will be completed before construction begins in 2025/26.	\$250,000	Tender awarded.	Construction almost complete.	
Public Works / Parks Fleet and Equipment	Scheduled vehicle and equipment replacements for Public Works, Parks, and the Water Utility. Planned purchases include a new sidewalk plow, mower, inspections vehicle, and replacement shop tire equipment. Evaluations are ongoing to determine battery-electric alternatives where feasible.	\$310,700	Approved purchases underway.	Completed.	
Reservoir Park Washrooms /Change Room & Shading	The project includes the design and construction of an accessible washroom and change room at Reservoir Park. Site improvements will include grading, servicing, and pathway enhancements. Shading & upgrades around the pond area will also be assessed.	\$205,000	Tender being finalized.	Working on final details and construction schedule.	
West End Park Improvements	This project includes park improvements and site work will address drainage concerns, install signage, enhance landscaping and recreational equipment.	\$125,000	Under Development	Working on final details and construction schedule. Sharing conceptual design with community during July 9 session.	
West End Trail	A new trail built south of Stirling Ave, adjacent to Hwy 101.	\$115,000	Underway	Construction has begun	

WWTP Phase 2 Expansion & Flood Risk Mitigation	This multi-year project is the second phase of the WWTP upgrade work, and it will increase capacity, improve aeration efficiency, and enhance process monitoring. Flood risk mitigation measures will also be implemented as part of the project. The initiative is partially funded through the ICIP program.	\$4,771,560	Tender awarded.	Construction will be ongoing for ~18 months	
Waterfront Park Floating Dock	Residents and visitors are currently accessing the harbour through makeshift/DIY solution on the west side of the harbour. Implementation of a small craft (kayak) floating dock and ramp attached to existing wharf. Will act as positive placemaking and recreation opportunity next to our world class asset (the tides).	\$50,000	Finalizing project details.	Difficulty with suppliers but still working on finalizing a revised design and fabrication	
Wayfinding	Updating Wayfinding signage through the town (Parks, Trails, Streets, etc).	\$50,000	Signage Delivery Imminent	Installation being scheduled	

Projects Under Planning for Delivery in a Future Year

Facility Needs Assessment	In partnership with other municipalities and organizations, the Town has initiated processes to assess needs for a new Fire Hall, Town Hall, Library and Recreation Centre. A status update and confirmation or reassessment of options will be completed. Council will discuss facility priorities and provide further direction.	\$200,000	Assessment of Existing Work & Gap Analysis Underway	IR 013-2025 Reviewed with Council Proposals being solicited via standing offer; closes July 21.	
Fire Pumper Truck	Previously approved by Council with anticipated delivery in 2025/26	\$1,807,525	Delivery expected in Spring 2027		
Fire Equipment	Required purchase of bunker gear and other equipment	\$73,400	Procurement Underway	Bunker Gear and Radios have been order. Anticipate delivery by August.	
Earnscliffe Ave Reconstruction	This project includes full street reconstruction (340 m) of Earnscliffe Ave, including new sidewalks and a designated parking area. Design is scheduled to begin in 2025, with construction planned for 2026.	\$89,500	Underway	Consultations with stakeholders has taken place; design is ongoing. On track for a tender in January and construction in 2026.	
Waterfront Park Flood Risk Mitigation	This project involves planning flood mitigation work to align with provincial dyke upgrades. The scope is still being developed, but planning efforts will continue through 2025/26.	\$150,000	Underway	Consultant coming back with options in the fall. Work ongoing.	
Mud Dam Safety Upgrades	This initiative will detail the option for decommissioning the Mud Dam to mitigate long-term safety risks. The project includes consultant-led analysis and costing for viable decommissioning methods.	\$40,000	Program being initiated.	Ongoing.	

Intersection Safety Review	A comprehensive study will evaluate improvements at the Gaspereau, Highland, and University intersections with Main St., considering pedestrian safety, active transportation, and traffic flow. The study will also assess alternative solutions, such as lights and roundabouts.	\$100,000	Existing information is being collated for further assessment. Interim actions being developed.	Scope of work from consultants received and working on a schedule. Council consultation being scheduled as part of scope.	
Lift Station Assessment and Upgrade Program	This multi-year initiative aims to assess and upgrade six sanitary sewer lift stations, including electrical safety assessments, capacity reviews, and SCADA integration planning. Initial analysis and safety upgrades are planned for 2025/26, with further rehabilitation work in future years.	\$115,000	Ongoing	Working with CBCL on assessment	
SCADA Assessment and Planning Study	Assessment of aging SCADA control equipment and develop a modernization plan for improved system security, efficiency, and continuity. The study will inform future water and wastewater system upgrades, and the findings will guide a separate fibre-optic service expansion for Town facilities and infrastructure.	\$25,000	Ongoing	Working with CBCL on assessment	
Stormwater System Assessment and Improvements	A town-wide assessment of stormwater infrastructure has begun, the purpose of which is to identify deficiencies and prioritize repairs. The initiative responds to increased flooding caused by heavy rainfall events. Findings will inform short-term repairs, and long-term infrastructure planning and capital street reconstruction priorities.	\$275,000	Underway. Improvements to be aligned with AT & accessibility.	Assessment is ongoing (more data collection and modeling is required); however, moving toward identifying highest priorities. Focusing on Gaspereau/Fowler, Orchard and Alline, Minas View to Orchard, Various catch basin upgrades.	
Wolfville Water Utility					
Hydrant Pressure Monitors	The installation of six Hydrant pressure monitors will provide real-time data for system monitoring. The project aims to enhance operational response to pressure fluctuations, leaks, and main breaks. These devices will support long-term infrastructure planning and hydraulic modeling efforts by logging continuous data for analyses.	\$36,000 (Water Utility)	Moving to next fiscal and beyond	Moving to future year - offsetting the drop pipe replacement that occurred during the well cleaning at Wickwire well	
Production Well #3	This project is a multi-year effort to develop a third municipal production well to enhance water supply reliability. Existing wells operate near maximum capacity, creating risks during high demand periods. The project includes well drilling, equipment procurement, and site development.	\$586,100 (Water Utility)	Underway	Negotiating land. Likely construction will be moved to early 2026 TBD	

Remote RF Meter Replacement Program	The final phase of a multi-year program to replace the remaining 410 conventional water meters that are read manually with RF-enabled meters. This effort supports operational efficiency and regulatory commitments. The replacement schedule is planned over the next three years, concluding in 2027/28.	\$28,000 (Water Utility)	Underway	Replacements are ongoing	
Reservoir Security Upgrades	Security improvements at the water treatment reservoir to mitigate risks of vandalism and contamination. Planned work includes reconstructing the entrance shed and installing a site-wide security fence in a future fiscal year.	\$35,000 (Water Utility)	Ongoing	Hoping to limit access points and reconstruct shed this season	
Water Transmission Main Replacement	Multi-phase replacement of the Town's aging asbestos-cement transmission main. The next phase includes constructing a PVC main from Skyway to the water treatment plant, and a separate project to connect the existing wellfield to the new line.	\$1,029,000 (Water Utility)	Scope being finalized. Provincial engagement ongoing.	Hope to tender soon - want to complete Westwood to Wickwire well. Section by 101 is complicated.	
Water Treatment Process & Monitoring Equipment	Replacement of aging treatment process and monitoring equipment to improve system reliability. New components will enhance chlorine and turbidity monitoring, ensuring regulatory compliance.	\$20,000 (Water Utility)	Underway	Completed but multi-year to complete	

Kings REMO - Update

This report provides an update on the Kings Regional Emergency Management Organization (REMO).

1. Provincial Emergency Management Priorities

a. Nova Scotia Emergency Management Modernization

- Nova Scotia continues to modernize emergency management legislation and frameworks, focusing on risk reduction, climate adaptation, and community resilience.
- NS [Department of Emergency Management](#) (NS DEM) has introduced **Capacity-Building Grants** to support regional initiatives—Kings REMO will investigate the submission of Grant requests to support ongoing programs (e.g., training programs, ECC modernization, vulnerable persons registry).
- The [Nova Scotia Guard](#) is growing with increasing awareness across Nova Scotia – over 2,000 volunteers registered as of 2025-06-10.

b. Climate-Driven Hazard Trends

- Increasing frequency of **extreme weather events** (e.g., post-tropical storms, wildfires, flash flooding) is shaping emergency planning across the province.
- Emphasis on **all-hazards preparedness**, with regional alignment to provincial Hazard Risk Vulnerability Assessments (HRVA).

2. Regional Emergency Preparedness in Kings County

a. Kings REMO Initiatives and Plans

- Recent updates to **Regional Emergency Management Plan (Change 4)**, **Winter Storm Preparedness and Response Plan (Change 1)**, and a Draft **Debris Management Plan** has been developed to ensure readiness for seasonal and cascading events.
- Development of **Change 2 to the Regional Emergency Evacuation Plan**, a Standard Operating Procedure (SOP) for **Comfort Centre Reimbursement**, and an **Emergency Coordination Centre (ECC) Activation SOP** to support rapid, coordinated response.



b. Emergency Coordination Centre (ECC) Readiness

- The County's ECC (Municipality of the County of Kings Council Chambers, 181 Coldbrook Village Park Drive) is operational and supported by a trained cadre of municipal and agency staff, with ongoing quarterly training.
- Regular ECC exercises, including **Exercise Nova Charlie** (spring 2025), have improved inter-municipal coordination and agency engagement.

c. Public Education and Community Engagement

- This program is identified as one of the key programs for Kings REMO and since the activation of Kings REMO on April 1, 2018, REMC has conducted 138 outreach sessions across Kings County. Ongoing outreach and public education efforts, including:
 - **Emergency Preparedness Week** (first full week of May 2025) campaigns.
 - Development of a **public communication toolkit** for municipal use during emergencies.
 - Rollout of the **Vulnerable Persons Registry (VPR)** to identify residents needing extra support during emergencies.

3. Wolfville-Specific Considerations

a. Support for Vulnerable Populations

- Wolfville's large student and senior populations increase the need for inclusive emergency messaging and access to services.
- **Council support for promoting the VPR and community resilience programming is key.** Kings REMO has developed strategic partnerships and is continuing to build a Community of Champions to highlight the importance of the Kings County VPR Program.

b. Partnership Opportunities

- Potential for joint projects between Wolfville, Acadia University, and Kings REMO—e.g., student emergency ambassador program, shelter-in-place protocols for campus.

c. Hazards of Note

INFORMATION REPORT 016-2025

Title: Kings REMO Update

Date: 2025-07-03

Prepared by: Dan Stovel, Kings REMO REMC



- Localized hazards such as **flooding (Gaspereau River basin)**, **urban interface wildfire risk**, and **transportation-related incidents** require tailored planning and mitigation.

4. What's Ahead

- **Summer/Fall 2025:** Kings REMO hosted a regional **Hurricane Preparedness Tabletop Exercise (July 3, 2025)**, and will host a **Winter Storm/Power Outage Preparedness Exercise** in November 2025, engaging all municipalities and stakeholders.
- **Continuous Training:** Ongoing Incident Command System (ICS), Basic Emergency Management (BEM) and Emergency Coordination Centre (ECC) training sessions to expand municipal staff capacity.
- **Grants and Projects:** Exploring additional NS DEM funding streams for infrastructure hardening, communications upgrades, and preparedness campaigns.

Closing Message to Council

Kings REMO continues to strengthen emergency preparedness and community resilience through collaboration, planning, and public engagement. Your continued support—particularly in promoting local preparedness, community registries, and cross-sector partnerships—is vital to ensuring Wolfville is ready to respond and recover from emergencies.

For members of Council yet to take the Basic Emergency Management (BEM) Course, there are seats available on the September 25, 2025, course.

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Testing for cyanobacteria (blue-green algae)

During the warmer weather, engineering students from Acadia University sample water from both ponds at Reservoir Park to test for cyanobacteria. The students also complete a visual inspection of the ponds. Testing has started and will continue through to the end of September.

If cyanobacteria levels are of concern, signs will be posted in the park, and notification will be provided on our website and Facebook. Tests will be repeated until results come back at an acceptable level.

Please note - the grab sample represents a moment in time and all users of the Reservoir Park Ponds are [encouraged to be aware of what blue-green algae looks like.](#)

Micro-Transit Road Trip

Staff (Community Planner, Lindsay Slade and Manager of Communications & Strategic Initiatives, Barb Shaw) travelled to Bridgewater and Yarmouth to do a deep dive into micro-transit. The tour included time with staff for information sharing and riding the bus in both communities. The experience solidified understanding of how a small scale, in-Town transit solution could work in Wolfville. Conversations are also continuing with Acadia University, ensuring this new system will work for all residents. Staff will now work with consultants to update [the 2022 feasibility report](#) and an update will come back to Council in September.

Wolfville WWTP Phase 2 Upgrades

The Wolfville Wastewater Treatment Plant (WWTP) was originally constructed in 1979 to provide secondary treatment to the community. A series of aeration upgrades were completed 1991, 2013 (lagoon cell #1), and 2019 (lagoon cell #2). The most recent upgrades were completed in 2021 (Phase 1) which included new influent screens and replacement of the disinfection system. Flow is delivered to the WWTP by two pumping stations; one from Grand Pre and the other from Wolfville. The facility currently includes influent screening, two-cell aerated lagoons, and Ultraviolet (UV) disinfection. Treated effluent is discharged to the Minas Basin.

With population growth, the facility has struggled with compliance issues and experiences flows above its rated capacity during peak wet weather events so the Town undertook a series of studies to understand the issues. Work is now underway with a combination of aeration upgrades coupled with the construction of a third aerated lagoon cell to improve performance.

Mass excavation and embankment is expected to start in July and last for approximately eight to ten weeks. This includes the removal of soil, fill, rock or other material to prepare the site for construction

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followed by the importing of earthen/granular materials to prepare the lagoon berms and foundation for the blower building. Importing of material to site will result in an increase in truck traffic on Old Dyke Lane.

Construction of the cast-in-place concrete foundation for the blower building is anticipated to start mid to late July and last for approximately four to six weeks. This includes formwork and reinforcing (rebar) for the footings, frost walls, and building slab. Once complete, work on the building superstructure will commence. Interior/exterior masonry work is expected to start in mid to late August and last for approximately four to six weeks. The blower building should be 'roof tight' by mid to late September.

Dog control now in-house

With three months' notice, the SPCA ended their contract with the Town resulting in dog control being moved in-house. Staff are now prepared to respond to matters outlined in the dog control bylaw and after-hours support will be provided by the RCMP.

Rec Centre Break-in and Vandalism

The Rec Centre experienced a break-in; we believe during the night of June 12. Three doors were damaged, a fire extinguisher was partially discharged and removed from the building, and there was evidence of drug use inside one of the washrooms. The washrooms were out of order for several days due to damaged doors. The damage has now been repaired, with new locks and a sturdier interior door installed to help prevent further unauthorized entry into the building. RCMP has been notified, and further steps are being taken to increase the security of the Rec Centre building.

Adapted Programming

Our recreation team has been exploring some Adapted Programming initiatives and have engaged with the SHIFT (Super Happy Interactive Fun Time) Partnership along with other local municipalities. This focuses on structured and unstructured recreational activities for individuals with neurodiversity. We ran our first program – Play in the Park – with L'arche who had four members join us and we showed off the new Triobike from the Rec Hub. We will have Play in the Park on the first Friday of every month, Sitting Volleyball every Wednesday in July, and Challenger Baseball every Monday in August.

The Adaptive Sports After School program had two Sitting Volleyball sessions, Boccia, and Goalball offered.



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Try-It in Wolfville

Try-It Skateboarding was popular and led to a separate multi-week program (12 kids registered for session 1 and 12 kids registered for session 2 - session 2 was cancelled due to rain). Try-It Karate saw 8 registered, and upcoming Movement and Strength workshop for women, trans, and non-binary and Plant Potting Party have 6 and 14 registrants respectively.

The “June is Recreation Month” Initiative

In partnership with Valley Recreation, Wolfville hosted two unique events: Community Ride and Information Session for the Recreation Hub (5 attendees) and Forest Bathing (5 registered). June is Recreation Month also featured a Town of Wolfville Scavenger Hunt. There is a summer recreation draw prize and completion of any of the three activities receives a draw prize entry. There have been 50+ submissions to date. Prize packs, photography of the Recreation Hub Community Ride, and promotional items were also purchased by Valley Recreation as a form of the partnership.

Summer Camp

Our Summer Coordinator and Coop student have planned summer camp and try-it events respectively. Two more summer camp leaders started on June 23 and will complete training ahead of the start of an 8-week summer camp season. All 8 weeks are filled with 16 resident spots and two Wolfville School supported spots (18 total). Camps begin on July 7 and will operate until Aug 29. For the first time, Try-It Camps will be offered for individuals who signed up for summer camp to help with the comfortability of the children. Three Try-It Camps (3-hour free sessions) will be offered on July 2, July 3, and July 4 via registration.

Recreation Hub

We had a successful Recreation Hub launch on June 3. In our first 11 days bikes were loaned out 207 times. 57% of loans have been people from Wolfville, 22% are locals from NS and 19% have been tourists from outside the province, and 3% unrecorded. Due to the popularity of the Recreation Hub already we are planning to launch our online booking system website and extend hours to the following: Tuesday, Thursday, Friday, Saturday and Sunday from 9:00-5:00pm.

Work continues to create a more appealing park space for users with additions being planned like shade, more seating, lights, water/bike repair station and a map to showcase the local areas trails. We are also running a trial with some programming on the deck space to open even more opportunities for the Rec Hub like an Indian music vocal workshop with Music in Communities. The feedback has been overwhelmingly positive, and we are excited to see what the rest of the summer brings.

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Labour-Management Meetings

Regular meetings of the Labour-Management Committee continue. On Thursday, June 26 the committee received training on its purpose and best practice from the province's Conciliation and Mediation Services.

Public Works Operations

- Incident Command System Training for PW Crew (All Crew)
- Confined space training (All Crew)
- Crew has completed all the water repairs on Kent Ave. before new sidewalk replacement
- Crew has started tree cut backs and brush cut backs around intersections and signs
- Install the new Ev charger at Pw Shop
- Paving repair continue across town
- Install new pad for generators (Cherry Lane/Bigelow St.)
- Crew has started flail mowing across town (trails/road ways)
- Continue with Maple Ave. Leaf and Yard Waste and trouble shooting any issues that arise
- Crews were trained by the installer of the bollards for the Bike Lanes on Main Street – this includes install and seasonal maintenance and storage

Active Transportation

- Highland Ave multi-use pathway symbol painting to occur in July to clearly indicate the travel direction and encourage multi-modal transportation and accessibility. Signage has also been received and will be installed along existing posts to increase awareness.
- Bollards delineating bike lanes are scheduled to be installed in July along Main St.

Parks & Trails

- Old Burying Ground - decorative fencing and a potential path have been scoped but given heritage designation – will go through PAC/Heritage Advisory before anything is awarded. Hoping for some level of improvements to proceed in 2025.
- Pricing and options being explored for dog poop bag dispensers on more of the Town's waste stations.
- West End Trail construction underway – 2 phase project with the trail head to the pond being phase 1 moving forward.
- Reservoir Park:
 - Invasive species removal is underway for 2025 season

CAO REPORT

July 8, 2025

Office of the CAO



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- Washroom/change room facility - *working with COG Development on design options and a construction schedule for summer 2025*
 - Viewing platform deck - *nearing final design*
 - Path network into Bishop Ave and Kenny Crescent are advancing (trees/landscape plantings and gravel paths improved)
- **Waterfront Park flood protection work** - currently being surveyed, WSP to return with design options. Staff are also working with Mantel Developments, Evergreen and the Climate Ready Infrastructure Service on the public space and re-naturalization aspects of this project.
- **Dyke wall / Multi-use path** on the Bishop Beckwith and Grand Pre dyke walls - upcoming meetings in July to engage farmers.

Urban Forest

- Tree policy and work plan - Draft version to be distributed for consultation and feedback
- First street trees planted recently on Main Street. More street trees to come including lower University Ave and near the new Rec Hub.
- Planning for Hemlock Inventory work (size, location, numbers etc.) in late 2025 to explore possible treatment options in 2026.
- Exploring habitat boxes to support owl nesting in forested parks

Planning & Development Updates

- A summary of what we heard during HAF engagement and other updates are available on www.wolfvilleblossoms.ca/hafimplementation

Recent demolitions

- 11 Westwood Ave (Acadia)
- 17 Westwood Ave (Acadia)
- 60 Pleasant Street

Active construction projects

- 396 Main St - Grocery store expansion
- 292 Main St - 60 unit residential + commercial
- 250 Main St - 3 unit residential
- Maple Ave - 48 unit residential
- Pleasant St - 6 unit residential
- Westwood Ave - 1 unit residential
- 11 Summer St - 8 unit residential

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Planning applications In Progress

- Site Plan - 123 Highland Ave - multi unit building (120 units) s2e Developments - 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 - Front Street - mixed use building 5 units
- Site Plan - Gaspereau Ave - 3 unit residential

Parks Operations

- Seasonal garden maintenance continues through this month
- RCMP bed was replanted to “pollinator bed”
- Millenium trail and Rec trails were whipped and cleaned off
- The Rec hub picnic tables were set up and the waste station was installed. There are still more to be set out once painted
- Willow Fountain was turned on for the season
- 8 Trees were planted along Main St. (More for July) Watered 2x weekly
- Irrigation systems were tested and repairs noted for upcoming season
- Evangeline playground repairs and renovations are done. Drainage issues are being dealt with, and a new entrance path is being installed
- Waste stations were washed, outside and in town core and elsewhere (ongoing). New waste stations were installed at the Rec Hub and Firefighters square.
- Bike rack was installed at the Hotel Wolfville (Parking spot on Main St.)
- Playground cleanup and repairs were carried out
- NTL (Nature Trust) Dam is being cut on later this week (weather) and brush is being removed from dam area (This has to be done manually)
- Seasonal Mowing and whipping continue as per the weather.
- Staff were trained on ICS.
- Staff were trained on Confined spaces entry.
- The museum compost bin was cleaned up and taken to WTP compost site.
- Splash pad was set up and started for the upcoming season.
- Clock, Waterfront, Robie Tufts, Tower skate park and Post Office Park paths were scraped and weeded, crusher dust added where needed.



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GIS

- Privacy Impact Assessments were completed to support drone use for infrastructure inspections and to prepare for our move from the internal GIS system to a cloud-based platform (ArcGIS Online).
- Continued collaboration with CBCL on several infrastructure projects, including lift stations, SCADA systems, stormwater planning, and regulatory compliance for the Water Utility.
- A new Samsung WAD display was installed in the meeting room to support improved visualization and collaboration during presentations and planning sessions.
- Provided updated property and permit data to other departments and agencies (LF and PVSC).
- Developed a new Water Department GIS toolset, which is ready to launch on ArcGIS Online.
- Continued supporting civic address assignments and began a review of asset data classifications for better asset management.

Building and Fire

- Continue to provide building and fire inspections and attend required training

Corporate Services

Our new Part-time Administrative Assistant, Mandy Flynn joined Wolfville on June 23. Mandy comes with several years of experience as the head of the administrative team at a private medical clinic.

Brittany Cleveland has moved fully into her new position as Finance Administrator, where she will be responsible for administering all payroll functions, as well as supporting the Finance team with a number of daily tasks, such as managing online payments, reconciling bank deposits, preparing invoices, etc. Additionally, Brittany has completed two of four course to receive her Canada Payroll Certification.

Finance has been focused on finishing our year-end close and audit requirements. Due to the change in staffing in the department, we have had additional accounting support from Grant Thornton to ensure we are able to get the file completed before our auditors are scheduled to join us in the first weeks of August.

Quarterly water bills have been sent in the mail.

Once the year-end file is completed, Finance will be working toward creating automated variance reporting to share with departments each month, which will help with the creation of the quarterly variance reports to the Audit Committee.



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Upcoming events

July 24 – 27: [Mud Creek Days](#)

Summer events and programming can be found at www.wolfville.ca/events

COMMITTEE UPDATE

Title: Planning Advisory
Date: June 2025
Department: Planning Advisory Committee



UPDATE

Director's Presentation – HAF Action Plan

Director Lake outlined timelines and next steps for the Housing Accelerator Fund (HAF) Action Plan. Key areas under consideration:

- **Low-Density Zones (R1/R2):** Allow additional residential units.
- **Main Street & C1:** Expand commercial zones, increase height allowances.
- **Parking:** Reduce requirements to improve housing viability; explore new lots and paid parking options.
- **Non-Market Housing:** Develop policies and incentives for co-op, non-profit, and public housing.

Public Engagement Summary (by Tristan Cleveland, Happy Cities):

- 163 survey responses; strong input from renters, students, and those facing affordability challenges.
- 4 open houses (~100 attendees), 13 stakeholder interviews.

Heritage Preservation

- Broad support for protecting specific heritage properties.
- Desire to maintain character through lot width limits and view plane controls.
- Committee emphasized the importance of the Design Review Committee and openness to modern materials within design guidelines.

Downtown Commercial Zone & Height

- Mixed public opinion on 4 vs. 6 storeys.
- Committee supports 3–6 storey height mix; view planes and character remain key concerns.
- Density bonusing should focus on delivering non-market housing.

General Commercial Zones (C1/C2)

- Interest in simplifying zones or using overlays to maintain character.
- Committee requested mapping of C1/C2 areas.

Parking

- Public cautious about reduced parking without alternatives.
- Majority support for a central parking hub and variable pricing.

COMMITTEE UPDATE

Title: Planning Advisory
Date: June 2025
Department: Planning Advisory Committee



- Committee had mixed views: support for dykeland parking and peripheral lots to support active transit.

Non-Market & Cluster Housing

- Strong public support for cluster housing and gentle density, with emphasis on character preservation.

Student Housing

- Support for purpose-built housing and co-op/non-profit models for students, young families, and seniors.

Design Review Committee

- Expected to have a greater role under new planning framework.
- Committee discussed incorporating view planes and character overlays into policy.

Next Steps

- Refined package to be presented in July.
- Council check-in after July PAC.
- September: Updates on Student and Non-Market Housing strategies.
- Draft MPS/LUB amendments expected Oct–Nov 2025.
- Ongoing public engagement.
- Final adoption targeted for winter 2025/26.

Next Meeting: July 10, 2025, 6:30–8:30 p.m.

Respectfully Submitted,

Mayor Jodi MacKay

“Meeting Minute” based on the June 18, 2025, Board Meeting

The June regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on June 18, 2025, at 10:00am in the Valley Waste-Resource Management Board room with a virtual attendance option.

KINGS TRANSIT AUTHORITY



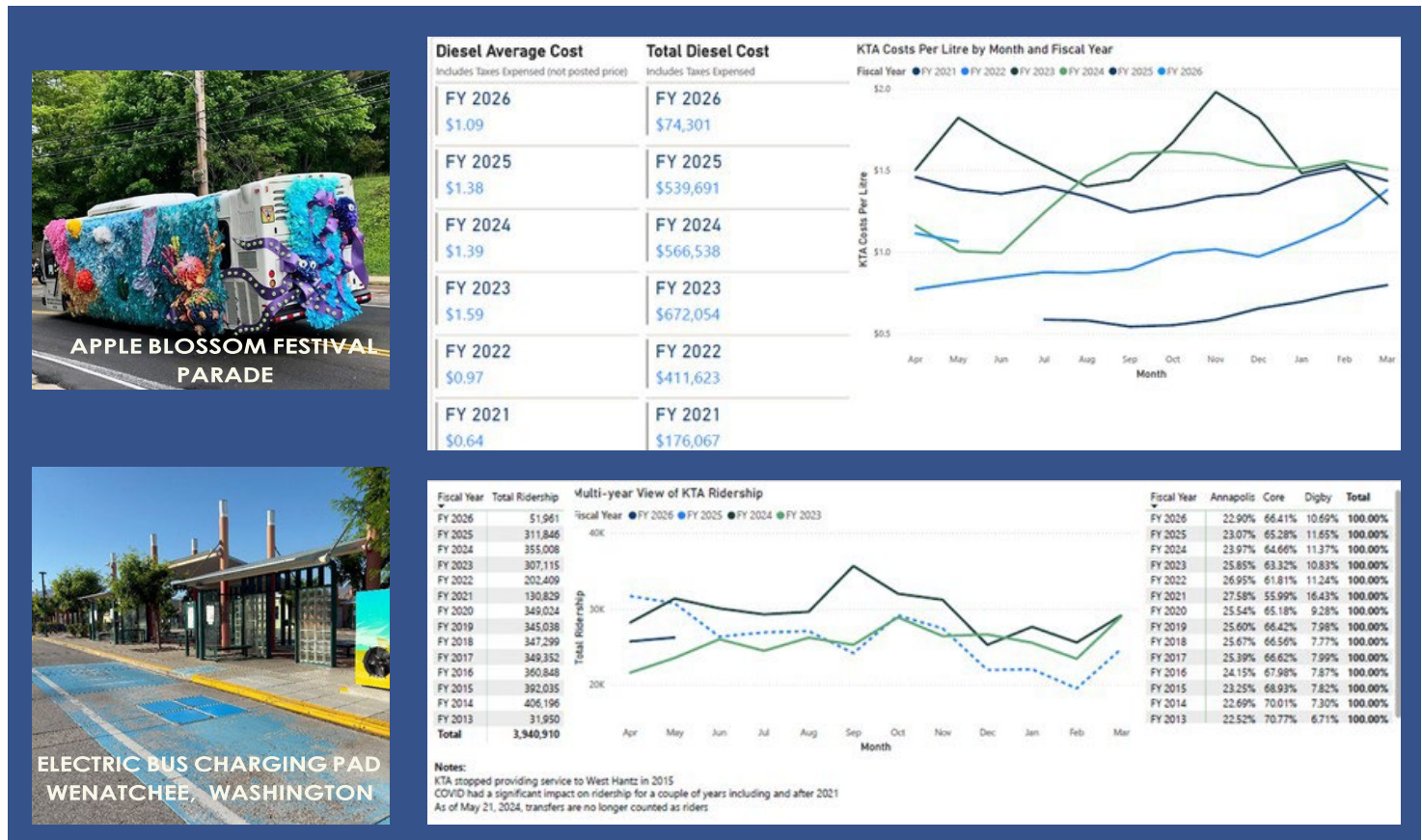
Under the leadership of General Manager Hodges, the following items of interest are underway:

General Manager Updates:

- An improved Kings Transit brand guide has been developed internally for staff to effectively communicate with the public regarding KTA operations focused on safety, inclusion, reliability and friendliness.
- Staff continue to explore zero-emission/next generation buses for the fleet
- A presentation was shared of a research trip to Wenatchee, Washington, to observe the InductEV and Link Transit wireless battery charging system.
- KTA won first-place Commercial Float in the Apple Blossom parade.

Board Decisions:

- The Board of Directors approved the purchase five used 2008 Low Floor Nova Buses from Grant River Transit in Ontario, which will help to alleviate the mechanical issues with the current fleet of buses.



VALLEY WASTE - RESOURCE MANAGEMENT



Under the leadership of General Manager Andrew Garrett, the following items of interest are underway:

Circular Materials met with municipalities on June 10th and announced their willingness to collect from small Industrial Commercial & Institutional properties provided municipalities meet a number of conditions. They will provide a detailed Summary of Work, specific to these properties, by the end of June. Circular Materials has also made changes to the Master Services Contract and the original Summary of Work for residential collection which require legal review.

Private road transition to end-of-driveway collection is underway in Annapolis County. Staff have been distributing educational material to affected properties and developing a collection schedule with the collection contractor, EFR Environmental. Most areas will receive the new service in July.

Brush at the Eastern Management Centre has been ground and is available as mulch to municipalities. It will also be made available to the public for free. Any remaining mulch will be added to ground lumber and shipped as fuel to Port Hawkesbury Paper.

Scrap metal is being processed at both Management Centres by Dartmouth Metals.

Commercial cardboard received at the Management Centres is being baled by VW staff and marketed in both Quebec and overseas. Approximately 80 tonnes have been shipped since March saving the Authority approximately \$20,000.

2025-2026 CAPITAL PROJECTS

- The engineering of the Eastern Management Centre building expansion by Palmer and Doherty Consulting Inc. is completed. The draft cost estimate for the construction is between \$2,500,000 and \$3,000,000.
- The Request for Proposals for a replacement household hazardous waste building at the Western Management Centre was awarded to CTS Containers and Trailer Services for a total cost of \$53,668.10.
- The Request for Proposals for the expansion of the construction and demolition debris yard at the Eastern Management Centre closed on June 12th and bids are being evaluated.
- The Request for Proposals for the shelter for the hazardous waste building and for the warehouse at the Western Management Centre both close on June 19th.



INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD

PAGE 1 OF 2

“MEETING MINUTE” BASED ON BOARD MEETING HELD ON MAY 21, 2025

The May regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on May 21, 2025, beginning at 10:00 a.m., in keeping with the normal meeting schedule. The meeting was based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

KINGS TRANSIT AUTHORITY

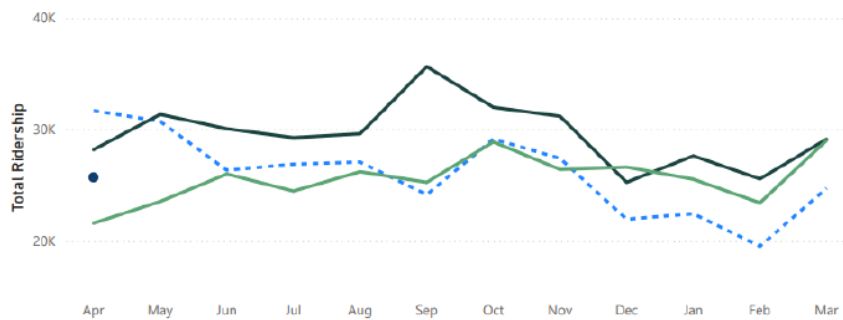
Activity levels at the Kings Transit Authority under the leadership of General Manager Hodges continue at a brisk pace. Key items of interest include:

- Challenges continue to be experienced with the bus tracking software with work underway to resolve issues.
- Full staffing levels are in place; however, active recruitment for drivers continues to ensure that an acceptable driver spare pool is in place.
- A review of routes and stops is in progress to identify immediate changes that could improve service reliability and schedule adherence.
- Staff continue to investigate future fleet requirements while considering all available technologies and future routing finalization. While more information will be brought before the Board as it becomes available, technologies under consideration include hybrid, electric, hydrogen and diesel fueled buses and the consideration of micro-transit with smaller buses in more urban areas. The overarching goal is to ensure that public funds are invested wisely to enhance efficiency and deliver effective services in the long term.

Fiscal Year Total Ridership Multi-year View of KTA Ridership

Fiscal Year	Total Ridership
FY 2026	25,722
FY 2025	312,234
FY 2024	355,008
FY 2023	307,115
FY 2022	202,409
FY 2021	130,829
FY 2020	349,024
FY 2019	345,038
FY 2018	347,299
FY 2017	349,352
FY 2016	360,848
FY 2015	392,035
FY 2014	406,196
FY 2013	31,950
Total	3,915,059

Fiscal Year ● FY 2026 ● FY 2025 ● FY 2024 ● FY 2023



Fuel:

Diesel Average Cost

Includes Taxes Expensed (not posted price)

FY 2026
\$1.11
FY 2025
\$1.38
FY 2024
\$1.39
FY 2023
\$1.59
FY 2022
\$0.97
FY 2021
\$0.64

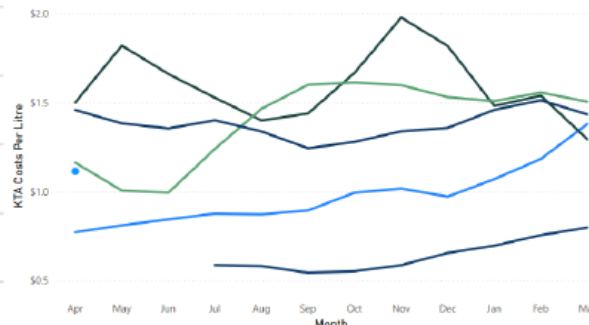
Total Diesel Cost

Includes Taxes Expensed

FY 2026
\$37,807
FY 2025
\$539,691
FY 2024
\$566,538
FY 2023
\$672,054
FY 2022
\$411,623
FY 2021
\$176,067

KTA Costs Per Litre by Month and Fiscal Year

Fiscal Year ● FY 2021 ● FY 2022 ● FY 2023 ● FY 2024 ● FY 2025 ● FY 2026



VALLEY WASTE-RESOURCE MANAGEMENT

Under the leadership of General Manager, Andrew Garrett, the following items of interest are underway:

- **Circular Materials:** In response to the request by municipalities, Circular Materials has further considered and submitted a proposal to Divert NS to address concerns with small industrial, commercial and institutional (IC&I) curbside recycling. If approved, then a separate Statement of Work will be shared with participating municipalities for review.
- **Regional Chairs Committee:** Mayor Corkum has been selected to serve as Vice-Chair of the Regional Chairs Committee. Andrea Garrett was re-elected to serve as Secretary to the Committee. The Committee has requested a meeting with the Honourable Minister Halman, NSECC, to be scheduled with the Executive to discuss municipal concerns on sharps (needles), access to efficient recycling for small IC&I properties and litter.
- **Private Road Collection:** Staff have been attending public meetings with property owners in Annapolis County regarding transitioning to end-of-driveway service. Feedback has been mixed with some areas resisting the change and other areas looking forward to the removal of the bins. The project will continue throughout spring/summer with some areas receiving the new service in June.
- **Roscoe Construction** is finishing up the replacement of the hazardous waste facility at the East Management Centre and **Howard Little Excavating** will be finishing up the construction of the roadway widening at the East Management Centre soon.

2025-2026 CAPITAL PROJECTS UNDER WAY

- A purchase order for the acquisition of a new 924 wheel loader was issued to Toromont Cat through the CANOE Procurement Group.
- Pricing for the trailer-mounted generator is being pursued through CANOE.
- Pricing for a smaller 906 wheel loader is also underway through CANOE Procurement Group.
- Request for Proposal documents have been released for: Expansion of the construction and demolition debris yard at the East Management Centre, Hazardous Waste building at the West Management Centre, a shelter for the hazardous waste building at the West Management Centre and a warehouse at the West Management Centre.

EDUCATION INITIATIVES



Staff have been busy with events and initiatives this spring including the Kentville Home Show, Compost Giveaways (2) and our popular Planet Protectors programming.

NEXT MEETING

The June regular monthly meeting of the Interim Intermunicipal Services Agreement Board will be held on **June 18, 2025** beginning at **10:00 a.m.** based in the Valley Waste Boardroom with the virtual attendance option, in keeping with the normal meeting schedule

COMMITTEE UPDATE

Title: Kings Point to Point Transit

Date: July 8, 2025

Department: Committee of the Whole



Kings Point to Point Transit

A special meeting, June 18, was chaired by Berwick's Chris Goddard. Meg Hodges, who is the new general manager of Kings Transit, attended. She gave an overview of the transit system currently and detailed a recent educational trip to Oregon.

Board members expressed a willingness to engage further with Hodges and look for potential cooperation between Kings Transit and Kings Point to Point.

Executive director Kathleen Hull informed board members of two new drivers who failed to meet the standard. KPPT's on-going shortage of drivers is a continuing topic of discussion.

There is a need for three full time drivers and two casual drivers. Better recruitment is a constant focus, Hull noted, because KPPT has between eight and ten vans on the road daily.

She also updated the board about an HR issue related to a Worker's Compensation claim.

Date of next meeting will be Wednesday, July 16.

Respectfully submitted
Councillor Wendy Elliott

COMMITTEE UPDATE

Title: WBDC

Date: July 8, 2025

Department: Committee of the Whole



Annual AGM held June 10, 2025, at Troy Restaurant, 12D Elm St Wolfville.

Welcome words from Mayor MacKay, Town of Wolfville

Operations update from Executive Director, Jeremy Strong. Wolfville sign and hammocks on Waterfront, VIC operation, Wolfopoly.

Financial statements presented by Corey Cadeau. Accepted as presented.

By-law change: Removed requirement of citizen member on the board.

Welcomed Stephanie Perrault of Engel and Vokers and Angela Cantwell of MacKay Realty as new board members.

2025-2026 Board Members:

Kelly van Niekerk, co-chair

Sarah Andreson, co-chair

Phil Feely, treasurer

Corey Cadeau

Darin Roche

Erin Haysom

Nicholas Sharpe, Acadia

Beatice Stutz

Angela Cantwell

Stephanie Perrault

Ian Palmeter, Town of Wolfville

Next meeting: TBA.

Respectfully Submitted

Ian Palmeter