



Committee of the Whole

November 4, 2025

8:30 a.m.

Council Chambers, Town Hall
359 Main Street

Agenda

Call to Order and Land Acknowledgement

1. Approval of Agenda

2. Approval of Minutes

- a. Committee of the Whole Minutes, October 7, 2025

3. Declarations of Conflicts of Interest

4. Presentations

- a. Landmark School East, Judy Rafuse, Fundraising Coordinator & Karen Fougere, Head of School

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 provide input to be directed to the Chair.*
- *Responses will be provided after the meeting either via email or in person and may be included in a future report.*

Lead with care, creativity and purpose – honour our past, enrich our present, and shape a resilient future.



- *Any input that relates 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 responded to.*

6. Staff Reports for Discussion

- IR 026-2025: Active Transportation Update Mobycon, Narayan Donaldson & Matthew Pinder
- IR 024-2025: Communications Strategy
- IR 027-2025: WBDC Funding Agreement Renewal
- RFD 042-2025: Reservoir Dogs Pilot Evaluation & Recommendations
- RFD 043-2025: Council Appointments to Committees
- RFD 044-2025: Policy #120-010 Routine Access Policy Amendment

7. CAO Report

8. Committee Reports (Internal)

- Equity & Anti-Racism Advisory Committee

9. Committee Reports (External)

- Valley Regional Services (VRS)
- Kings Point-to-Point (KPPT)
- Kings Regional Emergency Management Advisory Committee (REMAC)
- Wolfville Business Development Corporation (WBDC)

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

- Contract Negotiations
- Contract Negotiations
- Personnel Matters

11. Adjournment of In-Camera Meeting

Lead with care, creativity and purpose – honour our past, enrich our present, and shape a resilient future.



12. Regular Meeting Reconvened

13. Motion from In-Camera Meeting

- a. RFD 046-2025 Citizen Appointment to Committee

14. Regular Meeting Adjourned



Strategic Priorities At-A-Glance

Fiscal Responsibility: *Ensure organizational sustainability and deliver public services using sound financial decision-making, through:*

- 1) Asset Management: Collect accurate and timely data to make informed decisions that inspire trust and confidence.
- 2) Community Focus: Make Investments in public services reflective of community need.
- 3) Financial Planning and Management: Collect, administer, and manage funds in a transparent manner.

Prosperous Economy: *Foster a diverse and resilient local economy that supports entrepreneurship, innovation, sustainable development, and contributes to a vibrant community, through:*

- 1) Holistic Planning: Municipal Planning Strategy and development processes that enables investment, foster multiple and complimentary uses of property, and supports a growing population.
- 2) Partnerships: Foster partnerships that promote Wolfville and create value.
- 1) Placemaking for a Vibrant Community: Enhancing public spaces to support community connections.
- 2) Event Attraction: Positioning Wolfville as an inclusive, supportive partner for events

Inclusive Community: *Build a safe and inclusive community and be a leader in meaningful engagement, through:*

- 1) Inclusivity: Nurture a sense of belonging for all.
- 2) Engagement: Listen and provide opportunities for the community to participate.
- 3) Safety: Keep our community safe and supported with our partners.

Sustainable Environment: *Lead climate action through integrated mobility and environmental protection, through:*

- 1) Climate Action: Reduce emissions and prepare for the impacts of climate change.
- 2) Environmental Protection: Protect and sustain our natural assets and biodiversity.
- 3) Mitigating emissions: Lead and influence through programs and education.
- 4) Integrated Mobility: Determine alternative options for moving around the Town for all ages and abilities.

Lead with care, creativity and purpose – honour our past, enrich our present, and shape a resilient future.

INFORMATION REPORT 026-2025

Title: ICIP Active Transportation Implementation
Date: 2025-11-04
Prepared by: Devin Lake



SUMMARY

Investing in Canadian Infrastructure Program (ICIP) - Active Transportation Funding Implementation

Through the Investing in Canadian Infrastructure Program (ICIP) – the Town secured over \$3 million dollars to invest in our Active Transportation Network (walking, biking, rolling).

Staff began working with Mobycon and brought a report to Council (RFD 027-2025) in July for the following direction:

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.

(Note: see July 2025 Committee of the Whole for RFD 027-2025)

Staff then met with the province to discuss the amended direction and Mobycon has been working on the details of 2026 and 2027 implementation since that time. The Active Transportation working group has also been involved.

A workshop is scheduled for the evening of November 3rd, 2025, and this report and presentation from Mobycon will follow. The next step is a full package with budget – to be endorsed by Council in December. This would then go to the province for a formal amendment to our ICIP funding contract.

A presentation from Mobycon and a debrief of the Nov 3rd workshop will accompany this agenda item.

The purpose of this agenda item is to provide Council an update and focus on the proposed 2026 projects. A request for decision package will come to Council in December.

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

REQUEST FOR DECISION 027-2025

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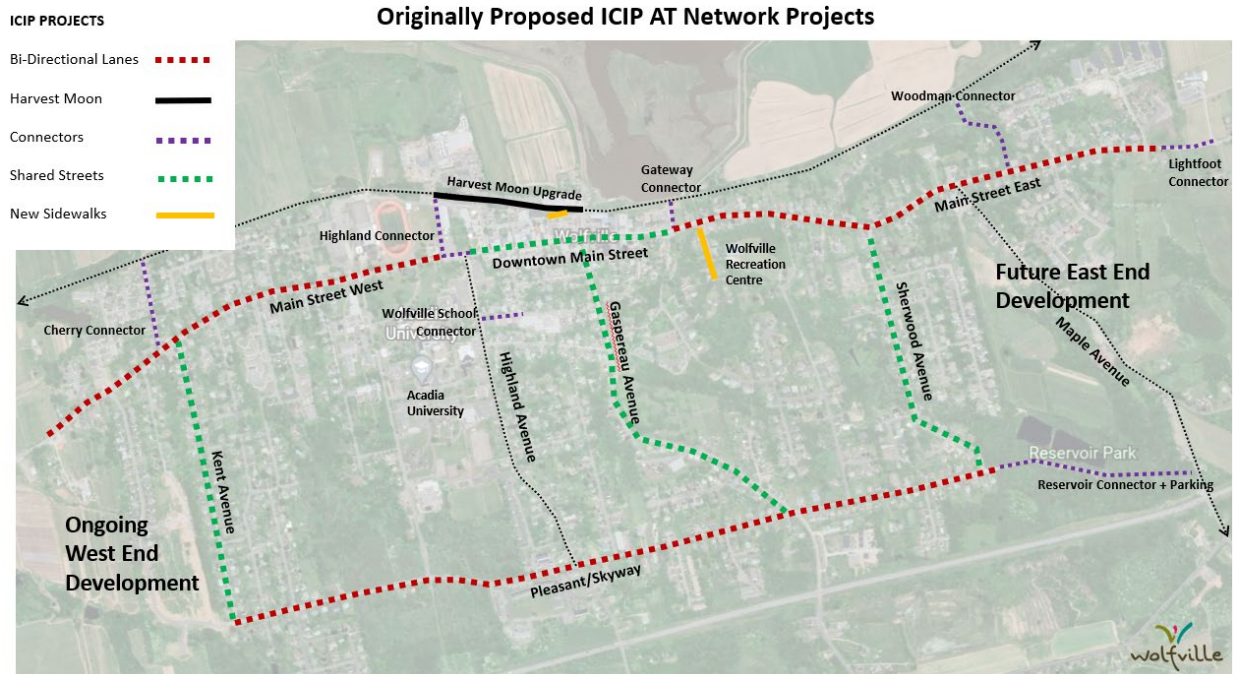
Date: 2025-07-08

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

Contributors: Various Planning and Public Works Staff



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 ----

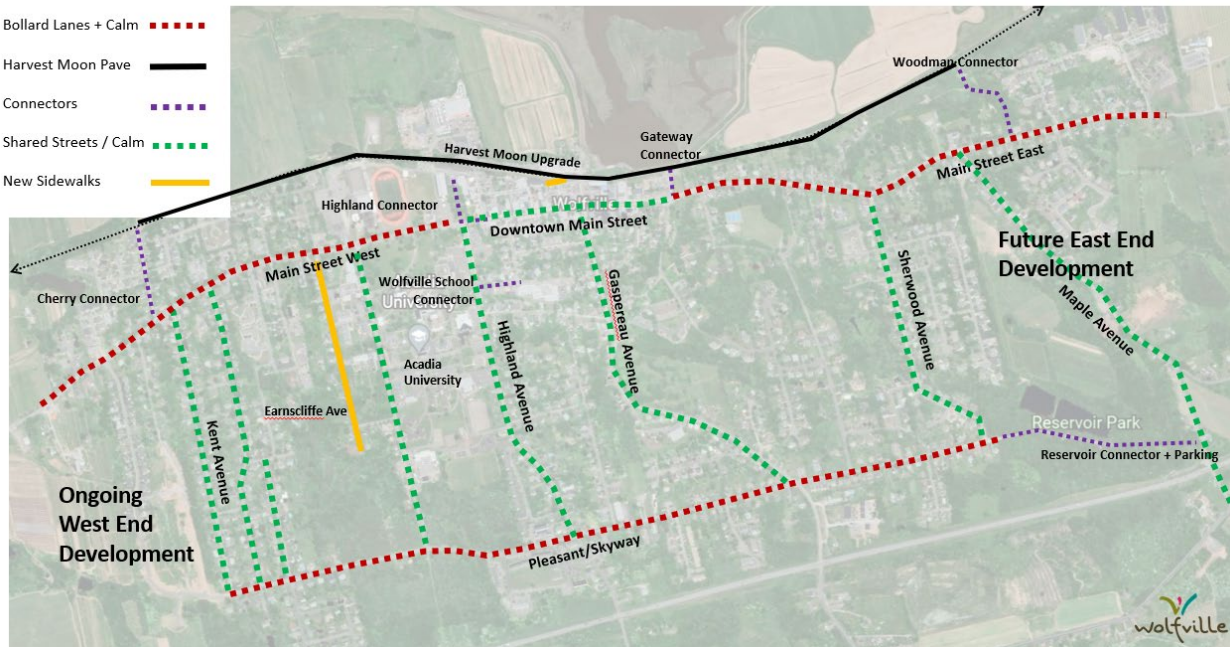
Harvest Moon Pave ----

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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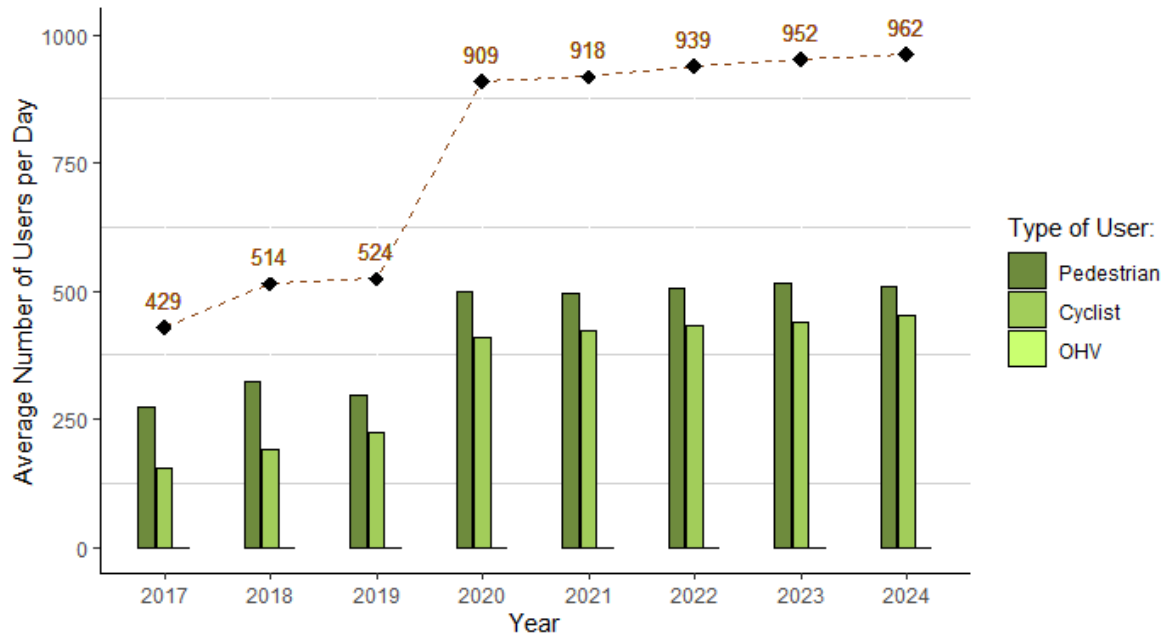
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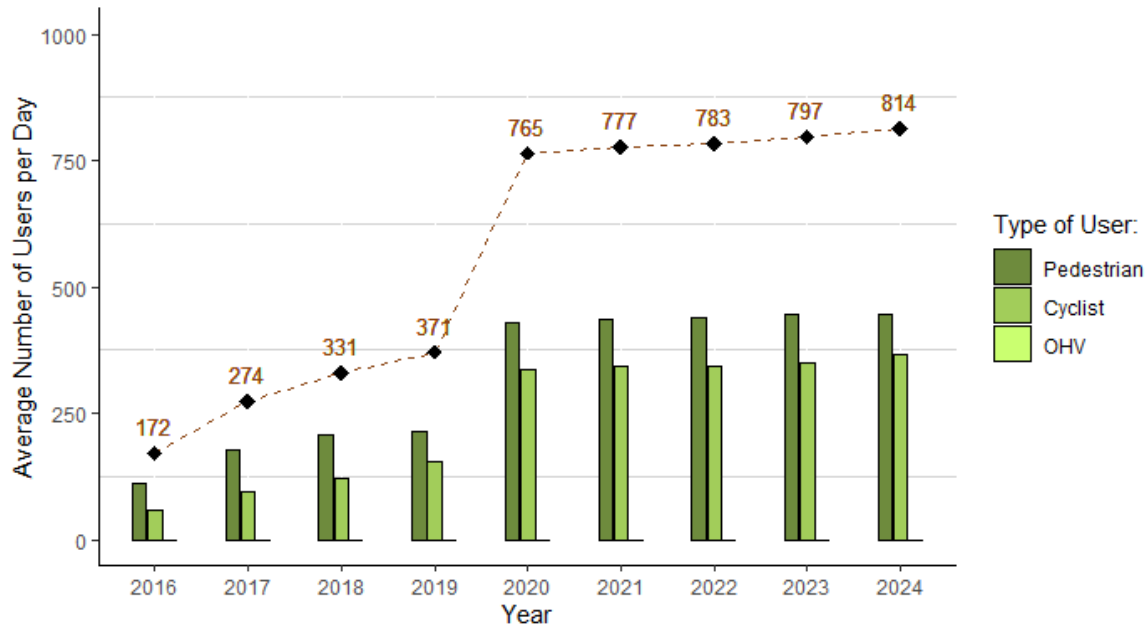
East Town Line - Wolfville

Harvest Moon Trail



Millenium - Wolfville

Harvest Moon Trail



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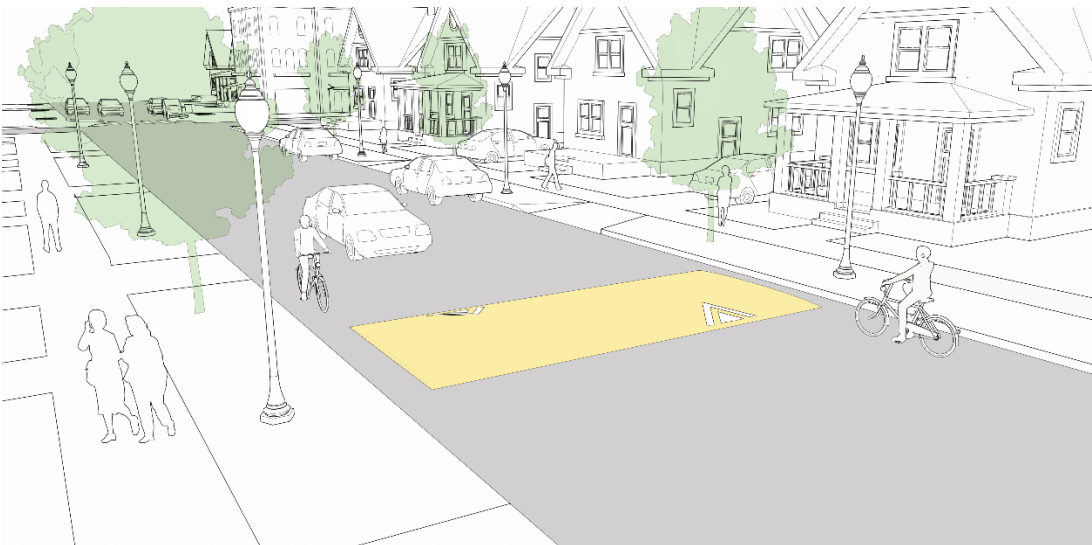
Contributors: Various Planning and Public Works Staff



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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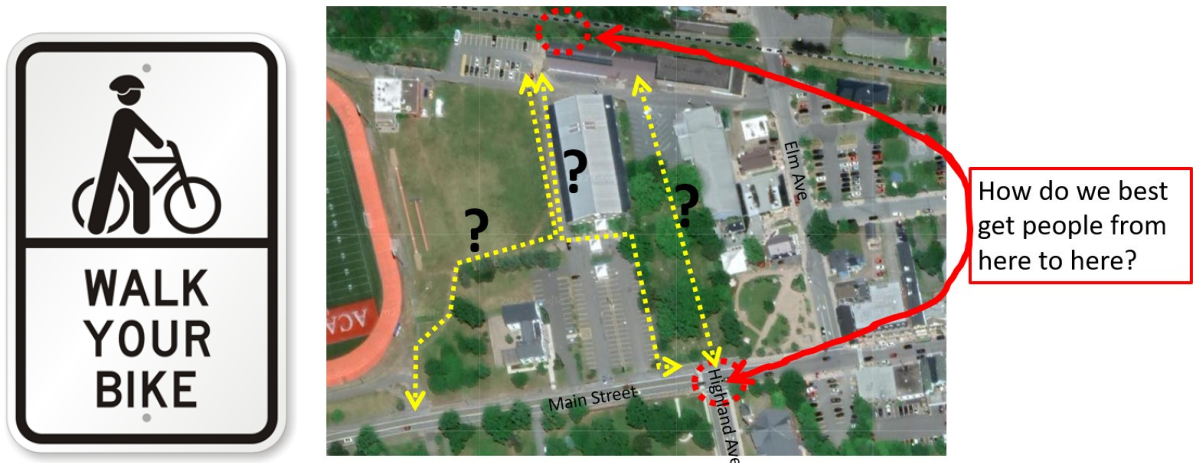
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The connection between Highland and the Harvest Moon trail was discussed when this application was being brought forward. Since that time, more discussion and engagement around the Burying Ground has happened and some type of trail / pathway (perhaps 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.

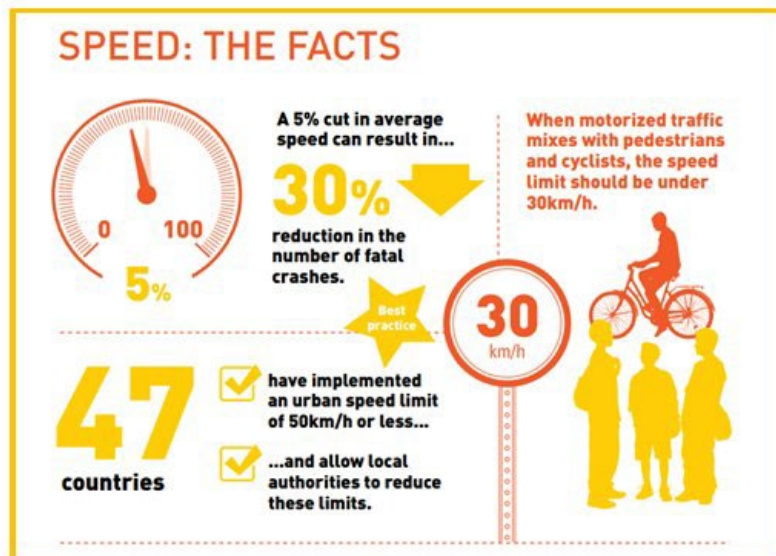
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Summary - Incremental Improvements and Lower Risk Changes

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

INFORMATION REPORT

Title: IR 24-2025 Communications Strategy

Date: 2025-11-04

Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors:



SUMMARY

In the Town's Operational Plan for 25/26, staff committed to organizing existing communications practices into a Communications Strategy to determine how, when, and what is communicated. This was also to include sharing current practices, identifying perceived gaps, opportunities and discussing service levels and desired outcomes.

This Information Report, *the Town of Wolfville Communications Strategy*, presents these pieces and provides an overview of what we do through our communications and how we plan to keep achieving this objective.

The purpose of this IR is to provide this information and facilitate further discussion with Council.

Through that discussion, staff are particularly interested in the following questions:

1. What of the Town's communication activities works particularly well?
2. Where do you think the specific gaps are when it comes to communications?
3. Are you looking for further information? If so, what?

INFORMATION REPORT

Title: IR 24-2025 Communications Strategy

Date: 2025-11-04

Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors:



1) CAO COMMENTS

Early in its term, Council made its emphasis on communication clear. The attached Communications Strategy fairly describes the Town's approach. The Town's communication objective, "proactive, accessible and transparent sharing of information to strengthen community confidence and safety while creating a real sense of connection for all people," is laudable and challenging. To that end, many efforts have been made and will continue to be made to improve.

One view of the Town's communications is as a corporate activity between the Town and community. However, everyday Council members and staff engage with a wide range of audiences on a variety of topics through hundreds of interactions. This availability and responsiveness are both expectations and strengths of our approach. When viewed through that lens, the communication activities of the Town are the responsibility of all and are part of our daily activities. Much of our efforts to coordinate and improve have been directed here.

In terms of resources (people, time & money) dedicated to communication activities, it is a large and growing function. As described above, all staff and council are involved with communication activities to some degree. The Manager of Communications & Strategic Initiatives oversees & coordinates many communications functions and acts as advisor on communication initiatives, but this is one of many responsibilities. In my view, the Town creates significant value and results for the relatively meager resources allocated to "communications".

There are few better examples of the impact of a BANI environment (brittle, anxious, non-linear & incomprehensible) that through communication. As we discuss communications as a topic and function, consider how we navigate external forces and expectations while emphasizing our commitment to our Strategic Plan.

2) REFERENCES AND ATTACHMENTS

- Town of Wolfville Communications Strategy
- [Town of Wolfville Operation Plan 2025/26](#)

INFORMATION REPORT

Title: IR 24-2025 Communications Strategy

Date: 2025-11-04

Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors:



3) DISCUSSION

The Wolfville Communications Strategy document invites you behind the scenes of our communication efforts. It's meant to unpack the standards, the channels, and the tools we use while also helping you develop an understanding of how all of these pieces work together to support our strategic objective.

Our strategic objective – or what we're trying to achieve with communications:

Proactive, accessible and transparent sharing of information to strengthen community confidence and safety while creating a real sense of connection for all people.

How we will achieve this:

With consistent use of communication standards, channels and tools we will:

- Share Town news in a timely manner
- Share information about Town events and meetings
- Provide digital accessibility
- Welcome curiosity
- Provide opportunities for listening
- Foster diverse forms of civic engagement
- Place new emphasis on human supported navigation

Through the evaluation and assessment that was required to develop this strategy, it became clear that while we are doing a somewhat effective job in our communications, there are still gaps that need to be addressed. These gaps can be described as issues related to capacity and navigation.

With Council's clear commitment to **proactive communication, digital accessibility and personal touch**, a suggestion focused on navigation is outlined in the strategy.

This strategy is a welcome-mat to Council. Wander through the document and bring your curiosity, questions and feedback. Then, please consider what has been presented and think about the following questions:

1. What of the Town's communication activities works particularly well?
2. Where do you think the specific gaps are when it comes to communications?
3. Are you looking for further information? If so, what?

4) FINANCIAL IMPLICATIONS

There are no financial implications associated with this information. However, if Council would like to consider increasing the service level and associated capacity financial implications will be developed to support those options.

INFORMATION REPORT

Title: IR 24-2025 Communications Strategy

Date: 2025-11-04

Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors:



5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- 2025-26 Ops Plan:
 - Communications Strategy / Plan - 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, identify perceived gaps / opportunities and discuss service levels and desired outcomes.
- 2025-2029 Strategic Plan:
 - Fiscal Responsibility: Assessment of communication service levels.
 - Inclusive Community: Develop and implement a communications plan that includes proactive communication, digital accessibility and personal touch.

6) COMMUNICATION REQUIREMENTS

This document is presented as an information report and meant to facilitate conversation.

7) FUTURE COUNCIL INVOLVEMENT

Council may wish to provide direction to staff on next steps.



TOWN OF WOLFVILLE COMMUNICATIONS STRATEGY

What do we mean by communication?

The three main types of communication are verbal, nonverbal, and written. Each of these types can be expressive and receptive.

Verbal communication uses spoken words, nonverbal communication uses body language, facial expressions, and tone of voice, while written communication uses text like emails or reports to convey a message.

This strategy provides an overview of the Town's communication process and practice. There's also some information on how we use some of our communication tools and how we do engagement.

Through everything we do, we work to be inclusive and acknowledge the need for accessible communications.

Our strategic objective – or what we're trying to achieve with communications:

Proactive, accessible and transparent sharing of information to strengthen community confidence and safety while creating a real sense of connection for all people.

How we will achieve this:

With consistent use of communication standards, channels and tools we will:

- Share Town news in a timely manner
- Share information about Town events and meetings
- Provide digital accessibility
- Welcome curiosity
- Provide opportunities for listening
- Foster diverse forms of civic engagement
- Place new emphasis on human supported navigation

Our Audience

Our main audience is comprised of people who live, work and play in Wolfville.

These folks seek actionable information through our website, through Facebook, through posters, signage, wayfinding, community kiosks, through community mail-outs, through emails to staff/council, through Wolfville Blooms, through routine access and FOIPOP requests.

These folks represent diverse backgrounds and unique lived experiences. What they have in common is an interest in Wolfville and a genuine desire to action the information the Town shares.

Our favourite tools

Wolfville.ca

One of our most used communication tools is our website, Wolfville.ca. This site, rebuilt three years ago, was built as a site within a site. The first sections of the website you encounter are designed to support tourism and economic development, while a micro-site representing the Municipal side of things can be found by entering through the “Town Menu.”

The website is where we load our reports, plans, agendas, it’s where we share our news, promote events, it offers a fulsome business directory, a digital tide clock and when needed, it has features that can support with urgent or emergency communications.

The site is accessible and works well with screen readers and there are one-click contacts on many of the pages to help site visitors dig deeper and learn more.

This is also where many folks find the towncouncil@wolfville.ca email address.

All Council email

When someone sends an email to the towncouncil@wolfville.ca email address, it gets delivered to all members of Council, as well as the Chief Administrative Officer, the Town Clerk, and the Manager of Communications.

As soon as an email comes in that is operational in nature, staff work to find information needed for a response. The details are shared with the Mayor, and as the Town’s spokesperson, she responds. This is a well-used tool for folks who are seeking information, but the delay can be slowed as staff search for information.

Wolfville Blooms

The Town launched a virtual engagement platform at the same time as the re-development of www.wolfville.ca to allow key projects to be presented in a way that pulls reports,

background documents and other information together in an easier to access location. The site also allows for use of surveys, polls and idea sharing.

Technically, Wolfville Blooms helps staff gather community ideas and insights and then easily translate it into reporting that is used to inform Council recommendations and decisions.

Facebook

Much of Wolfville's population still uses Facebook to access local news and for information sharing. Many of the news stories, announcements, events and important messages from Wolfville.ca are shared by the Town to Facebook with the ability to link back to our website for more information.

While many of the platform users are simply gathering the news that they need or want, staff are often forced to navigate "threads" that become uncivilised and threatening when commenting gets heated.

Sometimes when we want to pull an audience from Facebook to our engagement site, where people provide well-considered, private comments, we turn comments off. Go forward, this may be something to consider for all posts as we do not have the resources to manage comments and questions on the platform seven days a week, as is recommended with social media.

Calls and emails to Town staff.

Calls and emails flow in to staff each day that include inquiries, requests for assistance, suggestions, feedback and more. Staff triage what they can and provide support and navigation in response.

How we craft our outbound communications

When messaging we will consider:

- What is the information we want to share?
- Who does it need to get to?
- How can we reach these folks (which channel)?
- When do they need to know?
- Is the information presented in an accessible way?

We will create clear, consistent messages tailored to the intended audience.

We will provide accessible ways for follow-up with staff or Council.

Outbound communications also take into consideration who needs to know and who would find it nice to know. For example, a road closure is communicated by signage at a

location (need to know) but we also share this on the website and social media so folks may see it before hitting the road (nice to know).

Strategic Communications

The Mayor is the spokesperson for Council.

Staff support Council by providing background and key messages on important issues.

Staff will monitor for effectiveness of messaging.

Staff will support on all media requests by providing background, supporting documents and reports to the spokesperson in advance of media availability.

Communication Channels

Based on the message we need to share and the audience we need to reach; different communication channels will be used or combined. Think of this as different forms of transportation you might need to reach a desired destination.

Our current channels (tools) include:

- Signage/posters
- www.wolfville.ca, our primary digital platform and digital repository
- Social media (Facebook/Instagram)
- www.wolfvilleblooms.ca, our virtual engagement platform
- Flyers, bill inserts, or mail-outs
- Hand delivered invitations
- Council as a direct bridge to community
- Stakeholder events
- Through our partners
- Through our reports, plans and presentations
- Open houses
- Community engagement sessions
- Calls and emails to Council (inbound)
- Calls and emails to staff (inbound)

As an example of how we use these tools and channels together, consider this scenario – an urgent road repair is needed on Pleasant Street that will close one lane to vehicular traffic. As soon as possible, signage is placed at the physical location, a notice is posted to the news section of the website, the message is amplified on social media, and a site-wide banner is activated.

Communication vs. Engagement

Communication is primarily a one-way delivery of information, while engagement is a two-way, interactive process that builds relationships and fosters deeper investment.

Engagement goes beyond simply informing an audience; it actively seeks feedback, solicits opinions, and involves people in the process, creating a deeper connection and commitment.

Engagement Principles

- Everyone who is affected by an issue that impacts their community should have a say in the decision making around it
- Engagement encourages the sharing of insights and ideas based on lived and professional experience
- Public participation should influence decisions that affect the programs, services, future visions and the sustainability of our communities

When planning for engagement, we will consider:

- What information do we need?
- What questions do we need to ask?
- How do we ask the questions?
- Who should we ask? (Stakeholder)
- How do we collect this information?
- How do we validate this information?
- What do we do with this data?

Equity and Inclusion

During engagement, some demographic information may be requested and recorded to confirm that historically under-served communities are represented. This also allows staff and Council to understand if the messaging has reached all stakeholders.

Emergency communications

During an emergency, staff will work to keep Council and community updated. Staff are practiced through work with our Regional Emergency Management Organization to manage communications at the Town level or regionally, with partners during an activation of the Kings Emergency Coordination Centre.

For early reporting of situations that may impact the public, staff now carry wallet cards that include “who to call” instructions to provide timely activation of emergency response and communication protocols.

Future considerations

Navigator role

When our website was re-built, we were working towards a self-serve approach to allow stakeholders to navigate and digest information as independently as possible. This works for some folks but there is growing evidence that suggests a more analogue, personal approach would support more of our community more of the time.

A more personalised approach also speaks to the vibe of Wolfville and personal touch adds to the “pixie dust” charm of our community.

Staff are currently using a triage system to provide timely responses to emails that come through the towncouncil@wolfville.ca channel but the calls and emails that come through other staff, across all departments are not currently shared between departments.

This approach has gaps with how we support the public and it also results in inconsistent response times and with no data-tracking to assess trends, wants and needs in the community may not be fully assessed or actioned.

The Town also does not have a traditional “front desk,” or any designated customer service representatives, although staff who handle billing and general phone inquiries make exceptional efforts to support the community.

Moving forward, it may be worth considering what a navigator role or navigator desk could look like for the Town. In simple terms, a one email/one phone number that would be supported by a real person who would support navigation across the organization. This public-facing role would also support internal communications, provide information and feedback to Council and be able to support during emergency situations.

INFORMATION REPORT 027-2025

Title: Wolfville Business Development Corporation Funding Agreement Renewal
Date: 2025-11-04
Prepared by: Glenn Horne, CAO
Contributors: WBDC officials



SUMMARY

Wolfville Business Development Corporation Funding Agreement Renewal

For more than 40 years, the Wolfville Business Development Corporation (WBDC) has represented the interests of local businesses through a long-standing partnership with the Town, supported by an annual \$100,000 Commercial Area Rate funding agreement. The current three-year agreement (2023–26) expires on March 31, 2026, and a formal review is now required to evaluate WBDC’s performance, accountability, and continued relevance to the business community. This review will assess reporting, collaboration, strategic alignment, financial transparency, and engagement efforts. It will include consultation with WBDC members and commercial ratepayers as required under Policy 710-004. The Town will also examine WBDC’s request to shift from a fixed contribution to a fixed rate that will float with commercial assessments. Concurrently, the Town will review the pilot operating agreement for the Visitor Information Centre (VIC), which concludes at the end of 2025.

INFORMATION REPORT 027-2025

Title: Wolfville Business Development Corporation Funding Agreement Renewal
Date: 2025-11-04
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1) CAO COMMENTS

This memo is provided for information purposes only and to solicit early feedback from Council on the process to review the existing funding agreement with the WBDC as a new funding agreement is considered.

2) REFERENCES AND ATTACHMENTS

- 2023-26 Funding Agreement between the Town of Wolfville & WBDC
- [Policy 710-004 WBDC Funding Policy](#)
- WBDC Purpose, Strategic Objectives & Pillars for Growth
- [WBDC Website](#)

3) DISCUSSION

The WBDC is an independent, not-for-profit corporation that represents the interests of businesses in Wolfville in partnership with the Town for over 40 years. The Town and WBDC have a long history of working together. The relationship with the WBDC is defined through the Commercial Area Rate collected by the Town and disbursed to the WBDC through a funding agreement (see WBDC Funding Policy that defines this). The WBDC is provided with \$100,000 annually through the area rate.

Currently, the Town contains a variety of businesses that pay into the area rate – approximately 150 businesses are operating in the Town at last count. The WBDC is one of the primary avenues the Town uses to provide support to the local business community. In 2023, the Town approve a three-year funding agreement to support the activities of the WBDC as part of a broader strategy to promote the Wolfville as a place to visit, work and live. The 2023-26 funding agreement expires on March 31, 2026.

Prior to considering a new funding agreement, the following responsibilities and expectations of the 2023-26 agreement will be reviewed:

- Frequency and content of updates provided to the Town.
- Effectiveness of social media cross-promotion.
- Development and submission of Strategic Plans, initiatives and budgets complementary to the Town's own plans.
- Review of financial statements

In addition to the information above, the Town will assess the general applicability of all terms of the agreement. Also, the 2023-26 funding agreement states that the Town will, *“Conduct a WBDC review and consult WBDC members during 2025-26, including commercial rate payers, to determine the business community’s continued support for the WBDC to determine if a new Funding Agreement will be entered into.”*

INFORMATION REPORT 027-2025

Title: Wolfville Business Development Corporation Funding Agreement Renewal
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The WBDC Funding Policy 710-004, places the following requirements on this review & consultation:

- In January before the Agreement Year, the WBDC will supply the Town with a Strategic Plan for the term of the Funding Agreement, a funding request to carry out those activities, a budget for the upcoming fiscal year and an associated list of initiatives.
- The Strategic Plan shall be complimentary to that of the Town.
- Consultation with WBDC members and ratepayers shall, at a minimum, consist of a questionnaire and a public meeting with businesses.

The review of the materials above will largely constitute the required review; direct consultation with members will be done in cooperation with the WBDC in the coming months. As a starting point, the questionnaire circulated in 2023 will be assessed to determine what questions remain applicable and if it would be beneficial to ask some of the same questions again to measure the difference over time.

The WBDC has asked that, rather than being provided with a fixed annual contribution of \$100,000, an area rate be set and the annual revenue generated by that rate be permitted to fluctuate with commercial assessments. This request will be further assessed by staff and be part of member consultation.

Outside the funding agreement, the Town also signed an operating agreement for the Visitor Information Centre (VIC) effective May 1, 2025, ending on December 31, 2025. The terms of this agreement were established as a pilot and will be reviewed in parallel to the larger funding agreement process. The WBDC has also asked to maintain its office presence in the VIC, outside the VIC operating season. A separate RFD is forthcoming related to that request.

4) FINANCIAL IMPLICATIONS

There are no immediate financial implications; the financial implications associated with a new funding agreement will be detailed in a forthcoming RFD.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- 2025-29 Town of Wolfville Strategic Plan:
 - Prosperous Economy: Foster a diverse and resilient local economy that supports entrepreneurship, innovation, sustainable development, and contributes to a vibrant community.
 - Partnership: Foster partnerships that promote Wolfville & create value.
 - Assess the Visitor Information Centre pilot with the WBDC.
- 2025-26 Ops Plan:

INFORMATION REPORT 027-2025

Title: Wolfville Business Development Corporation Funding Agreement Renewal
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- 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.

6) COMMUNICATION REQUIREMENTS

The WBDC will provide content for the review and be consulted on engagement activities. WBDC members and the business community will be engaged directly. Additional communication activities will be considered.

7) FUTURE COUNCIL INVOLVEMENT

Following this review, an RFD will be submitted for Council's consideration.

Wolfville Business Development Corporation

Our Purpose:

To foster the growth, development and sustainability of our business community, supporting our people to thrive economically, socially and culturally.

Our strategic objective:

We are recognized as consistently promoting Wolfville as a great place to work, live, study, and visit year-round.

Four Pillars for Growth:

Sustainability

- Engage the right people in the right roles to lead us and hold us accountable to our strategy with defined terms.
- Develop an annual business plan that drives success in the Wolfville business community.
- Bridge the gap between business and community through initiatives that promote, beautify and enhance Wolfville for residents and visitors.
- Leverage our position as a vibrant university town with the high potential to be a four-season destination.
- Engage our people and inspire a sense of pride and success throughout Wolfville.

Communications

- Develop a two-year communications plan with robust internal and external tactics of delivery.
- Share our business community's story through both traditional and digital communications opportunities.
- Create a physical office space to improve accessibility and raise community awareness.
- Build a strong WBDC brand to achieve our strategic objective.
- Produce a dynamic digital presence that creates and encourages ongoing dialogue with our stakeholders.

Relationships

- Encourage engagement of members through sector-targeted initiatives.
- Find ways to bring people together through regular touchpoints, networking opportunities and events.
- Establish and foster strategic partnerships with like-minded organizations.

- Be the voice and the ears of the business community and engage and respond where appropriate.
- Maintain an open and frequent relationship with the town and the university, bringing the business community's perspective to these conversations.

Measurement

- Determine our vision of success and create metrics for measuring our success and progress
- Maintain an accurate database of WBDC membership and engage regularly. Set clear, consistent criteria for delivering initiatives to the business community.
- Track and review overall brand engagement and re-evaluate as needed.
- Determine the number of strategic initiatives to invest in, increasing impact and member satisfaction.
- Review communications plan every two years and update accordingly.



2023-26 FUNDING AGREEMENT

Between

TOWN OF WOLFVILLE
(hereinafter referred to as "the Town")

And

Wolfville Business Development Corporation (WBDC)
(hereinafter referred to as "WBDC")

Whereas the WBDC is a not-for-profit limited company that supports and promotes Wolfville businesses;

And whereas the Town of Wolfville wants to support the activities of the WBDC as part of a broader strategy to promote the Town of Wolfville as a place to visit, work and reside;

And whereas the Town of Wolfville and the WBDC desire to better define their responsibilities and expectations to each other, and so are entering into this Agreement;

And whereas the support of the Town is limited to those items set out herein;

And whereas Town Council Approved Policy 710-004 on May 16, 2017 establishes guidelines for the distribution of any grant funding to the WBDC that is raised through a Commercial Area Rate;

Now therefore in consideration of the mutual promises herein contained and other good and valuable consideration the receipt and sufficiency of which is acknowledged by the execution of this Agreement, the parties agree as follows:

1.0 RESPONSIBILITIES AND EXPECTATIONS OF WBDC

1.1 WBDC shall:

- a. Focus on Marketing and Member Support, which may include but not be limited to those items listed in the WBDC Strategic Plan (2023 - attached) and subsequent strategic plans to cover the duration of this agreement.
- b. Provide quarterly updates to the Town on progress through the year.



- c. Comply with the Town's WBDC Funding Policy, Policy 710-004.
- d. Use any WBDC funds (including reserves) on mutually beneficial project(s) that may involve cost sharing with the Town;
- e. Place Wolfville Town logo on promotional materials, adhering to the guidelines in the Town's *Brand Manual*;
- f. Cross-promote the Town on social media, as appropriate;
- g. Provide the Town with social media information for cross-promotion purposes, as appropriate;
- h. Provide videos for inclusion on the Town of Wolfville's social media;
- i. Work with the Town to update the WBDC section on Wolfville's new website and an updated welcome package;
- j. Provide information on new businesses or potential businesses to the Town as the WBDC becomes aware of this information; unless the WBDC is respecting potential business' request for confidentiality.
- k. As requested in writing by the Town, provide feedback to the Town on policies or initiatives that impact the business community;
- l. Invite the Town to attend the WBDC Board meetings and/or sub-committees if discussions are required on issues or initiatives;
- m. Submit an updated Strategic Plan for the upcoming fiscal year covered by this agreement (fiscal years 2024-25 and 2025-26) by January 30th of each year and present a year-in-review and year-ahead overview to Council before March 31st of each year (fiscal years 2024-25 and 2025-26) to inform budget.
- n. By January 30, 2026, supply the Town with a strategic plan for the term of the next Funding Agreement (multi-year), a funding request to carry out the strategic plan and a budget for the upcoming fiscal year.
- o. Show how strategic plans are complimentary to the Town's approved Strategic Plan and Operational Plan.



- p. Supply annual financial statements that have been subject to a Review Engagement and a President's Year in Review Report to the Town no later than June 30 of each year;
- q. Obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Nova Scotia. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
 - i. A limit of liability of not less than one million dollars (\$1,000,000)/occurrence with an aggregate of not less than five million dollars (\$5,000,000);
 - ii. Add Town of Wolfville as an additional insured with respect to the operations of the Named Insured;
 - iii. The policy shall contain a provision for cross liability & severability of interest in respect of the Named Insured;
 - iv. Non-owned automobile coverage with a limit not less than one million dollars (\$1,000,000) and shall include contractual non-owned coverage (SEF 96);
 - v. Products and completed operations coverage;
 - vi. Broad Form Property Damage;
 - vii. Contractual Liability;
 - viii. Hostile fire;
 - ix. The policy shall provide 30 days prior notice of cancellation;
- r. Defend, indemnify and save harmless the Town of Wolfville, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of WBDC, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by WBDC in accordance with this Agreement, and shall survive this Agreement;



- s. Inform the Town within 48 hours of receipt of a claim or notice of claim or possible claim, including but not limited to the actual claim or notice thereof, irrespective of the possibility, real or perceived, of any risk to the Town or claim being made against the Town;
 - t. Comply with all applicable laws of the Province of Nova Scotia and the Dominion of Canada and all by-laws and policies of the Town of Wolfville and any other municipal jurisdiction in which WBDC provides Deliverables in accordance with the terms of this Agreement;
 - u. Provide the Town with the names, email addresses, civic addresses and telephone numbers (including but not limited to cell phone numbers) of WBDC President, board members and other key contacts following the AGM in June of each year of the agreement.
- 1.2 The WBDC President, or designate, will be the main contact with the Town's Direction of Economic Development, or designate. Contact information for this position must be provided no later than June 30 of each year of the agreement.
- 1.3 A member of the Wolfville Town Council as well as a Town appointed citizen representative will be appointed voting members of the WBDC Board of Directors.
- 1.4 WBDC will not:
- a. Represent that WBDC and the Town are legal partners or joint venturers.
 - b. Represent that the Town guarantees the performance of the Deliverables or provides any control over or oversight of the activities of WBDC.
- 2.0 RESPONSIBILITIES AND EXPECTATIONS OF THE TOWN**
- 2.1 The Town will:
- a. Levy an Area Rate to Taxable Commercial Rate Payers each year (fiscal years 2023-24, 2024-25, and 2025-26) based on \$100,000 total contribution to WBDC. The total of the Commercial Area Rate collected will be remitted to the WBDC upon compliance with the terms in Policy 710-004;



- b. Charge no administrative fees for the collection and remittance of the Area Rate to the WBDC;
- c. Host a WBDC section on the Town of Wolfville website;
- d. Create a business registry and way to keep an ongoing database of businesses in town (through a licensing by-law);
- e. Contribute Staff time and/or material to the WBDC office space, on a mutually agreed upon schedule (keeping in mind the office should be used by members as a member support initiative);
- f. Work with the WBDC on certain initiatives, including potential grant funding opportunities; and
- g. Cross-promote the WBDC on social media, as appropriate.
- h. Conduct a WBDC review and consult WBDC members during 2025-26, including commercial rate payers, to determine the business community's continued support of the WBDC to determine if a new Funding Agreement will be entered into. The WBDC will be consulted and be directly involved with this engagement of the business community, and the town will share the results of this consultation with the WBDC.

2.2 The Town will not:

- a. Direct the manner in which the WBDC fulfills its obligation to provide the Deliverables set out in the Agreement;
- b. Provide any control over or oversight of the WBDC in the fulfillment of its obligations to perform the Deliverables set out in this Agreement; and
- c. Provide any guarantee of the performance of the Deliverables by WBDC.

2.3 Additional support provided by the Town shall be agreed upon by the Town and WBDC and may be at a cost to WBDC.

3.0 RELATIONSHIP BETWEEN THE TOWN AND WBDC



- 3.1 The Town and WBDC are not partners or co-venturers and nothing in this Agreement or otherwise constitutes either party as a partner or co-venturer of the other party to this Agreement.

4.0 GENERAL

- 4.1 Any notice under this Agreement shall be properly served if provided to:

To the Town:

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

To WBDC

WBDC
360 Main Street
Wolfville, NS B4P 1A1
Attention: President

- 4.2 This Agreement enures to the benefit of and is binding upon the parties, their administrators, successors and assigns.
- 4.3 This Agreement and any documents expressly contemplated by this Agreement constitute the entire agreement between the parties. No representations, warranties, covenants or agreements, whether oral or written, between the parties with respect to the subject matter hereof are binding upon the parties after the date of execution of this Agreement.
- 4.4 The parties agree that this Agreement shall be interpreted in accordance with the laws of the Province of Nova Scotia and the Dominion of Canada.
- 4.5 The parties and the signatories to this Agreement confirm that each party has signed this Agreement by its proper signing authority and that the signatories have the authority to bind each party to the Agreement.
- 4.6 In the event of a dispute arising out of or relating to this Agreement, including any question regarding its existence, validity or termination, the parties shall first seek settlement of that dispute by mediation. The mediation shall be conducted under the then current mediation procedures of ADR Atlantic Institute, or any other procedure upon which the parties may agree. The parties further agree that their respective good



faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, including litigation, arbitration or other dispute resolution procedures. Either party may commence the mediation process by providing to the other party written notice, setting forth the subject of the dispute, claim or controversy and the relief requested. Within ten (10) days after the receipt of the foregoing notice, the other party shall deliver a written response to the initiating party's notice. The initial mediation session shall be held within thirty (30) days after the initial notice. The parties agree to share equally the costs and expenses of the mediation (which shall not include the expenses incurred by each party for its own legal representation in connection with the mediation).

5.0 TERMINATION

5.1 This Agreement may be terminated as outlined in Policy 710-004, clauses 5.8 and 5.9.

6.0 TERM

6.1 This Agreement takes effect as of April 1, 2023 and unless renewed in writing, shall expire on March 31, 2026; and

6.2 Subject to review of the WBDC Policy, a new Agreement may be negotiated to begin April 1, 2026 and thereafter in accordance with the Policy.

7.0 PAYMENT SCHEDULE

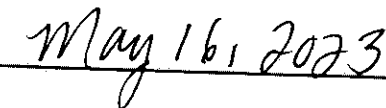
7.1 The Area Rate shall be disbursed to the WBDC each year in the following increments, provided all conditions of the WBDC Policy and this Agreement are met:

- April 15: 50% of annual amount based on the WBDC's submission of all documentation as required in this Agreement.
- Oct 15: Remaining 50% of annual amount.

8.0 Signed:

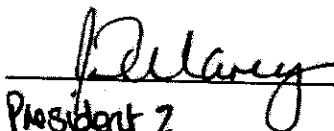


Chief Administrative Officer
Town of Wolfville





President 1
WBDC



President 2

Date: 05/09/23

Date: 05/09/23

REQUEST FOR DECISION 042-2025

Title: Reservoir Dogs – Pilot Evaluation and Recommendations
Date: 2025-11-04
Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives
Contributors: Kaden Thibault, Community Compliance Coordinator
Maren Schmidt, Community Compliance Officer



SUMMARY

Reservoir Dogs – Pilot Evaluation and Recommendations

Over recent years, the Town of Wolfville has seen a rise in complaints about off-leash dogs in Reservoir Park. While the Dog Control Bylaw permits dogs off-leash if they remain under voice control—a term clearly defined to mean the dog must respond reliably to verbal or sign commands—several concerning incidents have drawn attention to shortcomings in this approach.

In the summer of 2024, an emergency room physician reported treating three dog bite cases from the park, prompting Town staff to assess the situation more closely. Observations, consultation, and community engagement were launched to assess the issue in the context of this popular and diverse public space.

After initial engagement, in April and May, the Town gathered over 250 responses from community members through various engagement channels. The feedback revealed that while dogs displaying aggressive behavior were not the norm, many negative interactions stemmed from dogs that were not under voice control. Issues like dogs jumping on people, chasing joggers, swimming near others, or knocking down individuals with mobility challenges contributed to a sense of unpredictability and, in some cases, injury.

The Town emphasizes a community-led approach, aiming to maintain Reservoir Park as an inclusive and enjoyable space for everyone so in June of 2025, Council approved a time-of-day pilot that was developed to prioritize both safety and shared use of Reservoir Park.

The pilot launched at the end of June and dogs were only allowed off leash before 10am and after 7pm. All off leash dogs were still required to be under the voice control of their person.

A new round of engagement was launched at the same time; to collect feedback on the changes, communications rolled out on Town channels and our compliance staff increased their presence in the park.

Feedback to the pilot has been swift and consistent. With 158 responses from Park users through Wolfville Blooms, plus emails, phone calls, and conversations in the park with our team. Based on this, staff now feel there is adequate data to evaluate the pilot and request a decision from Council to help keep Reservoir Park as a safe space that creates a sense of belonging for all.

REQUEST FOR DECISION 042-2025

Title: Reservoir Dogs – Pilot Evaluation and Recommendations
Date: 2025-11-04
Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives
Contributors: Kaden Thibault, Community Compliance Coordinator
Maren Schmidt, Community Compliance Officer



DRAFT MOTIONS:

- i. THAT COUNCIL APPROVE A TIME OF USE RESTRICTION, AS PERMITTED BY THE DOG CONTROL BYLAW, WHICH WOULD REQUIRE ALL DOGS IN RESERVOIR PARK TO REMAIN ON LEASH BETWEEN THE HOURS OF 10AM AND 4PM FROM **OCTOBER 1 TO APRIL 30 (September 1 – March 31?)**
- ii. THAT COUNCIL APPROVE A TIME OF USE RESTRICTION, AS PERMITTED BY THE DOG CONTROL BYLAW, WHICH WOULD REQUIRE ALL DOGS IN RESERVOIR PARK TO REMAIN ON LEASH BETWEEN 10AM AND 7PM FROM **MAY 1 – SETPEMBER 30.**

REQUEST FOR DECISION 042-2025

Title: Reservoir Dogs – Pilot Evaluation and Recommendations
Date: 2025-11-04
Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives
Contributors: Kaden Thibault, Community Compliance Coordinator
Maren Schmidt, Community Compliance Officer



1) CAO COMMENTS

The depth and breadth of thoughtful feedback and discussion on this matter, as well as the relatively widespread acceptance of the changes piloted since June, is a testament to Wolfville residents. Council and staff are also thanked for their considered and responsive approach to this important topic.

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- [Wolfville Dog Control By-law](#).

3) STAFF RECOMMENDATION

Staff recommend Council move the draft motion.

4) REFERENCES AND ATTACHMENTS

1. RFD 023-2025 Off leash approach for Reservoir Park

5) DISCUSSION

When Council approved the pilot and it launched at the end of June, feedback started. Three main themes emerged:

1. This is punitive for the dog community that has enjoyed Reservoir Park for years.
2. This is a great move to improve safety and feelings of belonging for all park users.
3. This is an acceptable ask of dog owners, but the evening hours need to change with the seasons.

This feedback was helpful for staff, and we considered all feedback along with our evaluation of five key points. These five points are described below along with staff and community feedback.

Did the pilot improve awareness of Wolfville's Dog Control By-law?

Staff noted that during patrols and conversations with park visitors, many were unfamiliar with the Wolfville Dog Control Bylaw. Staff spread the word and encouraged visitors to read it. As further evidence of this, during many conversations, it was not widely known that there are other off-leash parks available in Wolfville, which is clearly outlined in the by-law.

REQUEST FOR DECISION 042-2025

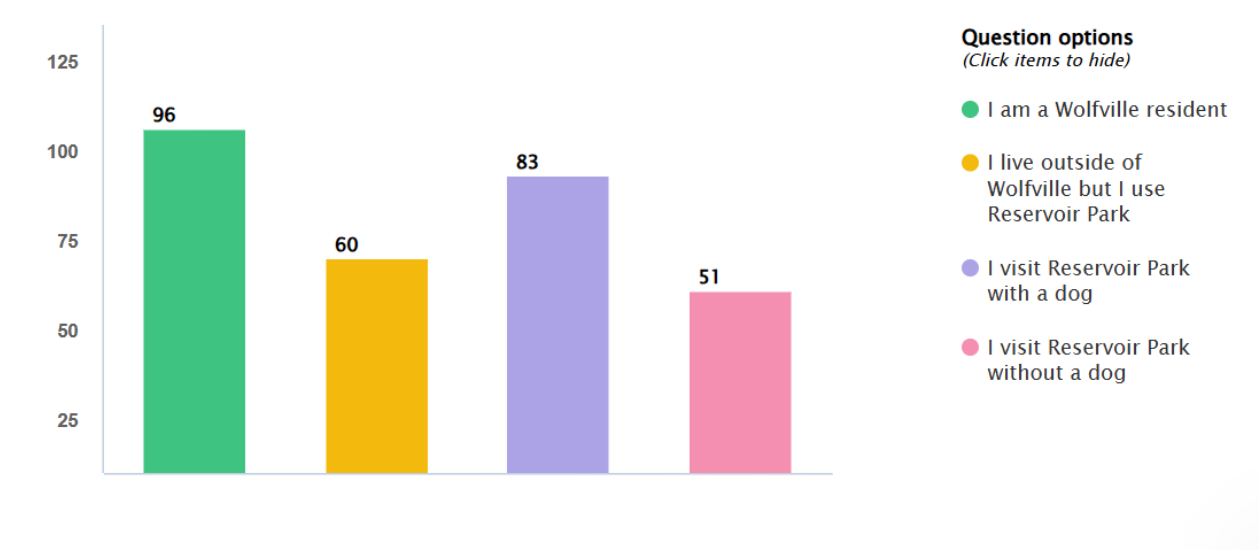
Title: Reservoir Dogs – Pilot Evaluation and Recommendations
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Surveying through Wolfville Blooms suggested that only 19% of respondents who visited Reservoir Park with a dog had not reviewed the Dog Control By-Law.

Unfortunately, comments made through that pilot survey suggest numerous park users still believe this is the only park to allow dogs to be off leash and also, that this was a dog park, rather than one of the parks listed in the dog control by-law that allows dogs to be off leash while under voice control of their owner.

To continue to raise awareness on the requirements of our dog by-law, Wolfville, dog owners will now be presented with a copy of the dog control by-law when they renew or register for their dog tags. For folks who use the park but are not Wolfville residents, additional efforts will be required to improve knowledge and understanding.



Did the pilot improve dog owner awareness and compliance with requirements of off leash privilege?

During staff patrols, when dogs were off leash outside of permitted times, verbal warnings were sufficient to achieve compliance without formal tickets. Staff are aware that some non-compliance occurred when staff were absent. When staff arrived on-site for patrols, dogs were quickly put on leash, suggesting a disregard of the rules.

Dogs who were off leash were somewhat under voice control, but behaviour could have been problematic for other park users, especially in the pond, where dogs bounding after sticks is not a complimentary activity when young children are in the water.

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Dogs who were off leash during the on-leash times were still bounding up to staff for a sniff or a nudge. Overall, the pilot did not seem to increase awareness that off-leash dogs need to be under voice control of their owners.

Did the pilot reduce the negative interactions between dogs and persons, as reported by park users?

Staff report that **no negative incidents were reported during the pilot**, inclusive of off-leash and on-leash times – and that’s not pup fiction!

This was the big test of the theory that designating specific times for off leash activity would allow more people to use the park in a safer, more inclusive way. When launched at the end of June, staff were still fielding calls about issues on an almost weekly basis. Once the pilot launched and different Park uses were linked to specific times, the reports stopped.

Staff are happy to report that since the end of June, no calls or reports of dog-on-dog or dog-on-human incidents were received. Some visitors described the park atmosphere as calmer and more comfortable and during patrols, families with children expressed appreciation for enjoying the park without concern about off-leash dogs. Numerous older adults also shared similar comments with staff.

Did the pilot improve feeling of safety and belonging in the park?

During Park patrols, park users told staff they were feeling safer and that the park was more inclusive during peak hours. There was also mixed, but largely positive feedback suggesting both dog owners and non-dog park users can enjoy the park together if dogs are kept safely under control.

Visitors without dogs also shared with staff that they were excited to visit the park without worrying about off-leash dogs running up to them, and potentially jumping on them, taking their belongings, or disrupting their use of the park.

From Wolfville Blooms:

Yes, I feel a greater sense of safety and belonging when dogs are on leash

■ Yes, I feel a greater sense of safety and belonging when dogs are on leash: 68 (43.6%)

■ It does not make any difference to me: 16 (10.3%)

■ I feel the pilot has reduced my feelings of safety and belonging when dogs are required to be on leash: 53 (34.0%)

■ Please click to add any comments that may help the Town understand your feelings:: 47 (30.1%)

For folks who responded saying the pilot has reduced feelings of safety and belonging when dogs are required to be on a leash, some comments provided were:

REQUEST FOR DECISION 042-2025

Title: Reservoir Dogs – Pilot Evaluation and Recommendations
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“Allow dogs to be off leash and owners discretion. Have a lifeguard or security person to monitor behaviors of dogs and visitors.”

“Advise users that the park is an off-leash dog park and that if they have problems with dogs, they should go to any of the number of other parks that have dog restrictions.”

“You've already ruined the best part about this park - off leash dog park. It's not inclusive and it's no longer enjoyable. I DON'T FEEL SAFE GOING TO A PARK WHERE PEOPLE ARE COMPLAINING ABOUT INNOCENT DOGS BEING OFF LEASH.”

“Having a safe park to walk in is letting my dog off leash where everyone feels comfortable. I have even had a negative interaction with a dog at the park, but it was handled and under control. That's the life of having a dog if someone's not comfortable walking there then they just shouldn't. I feel like you should've just enforced the rules more going and making sure that people have voice control over their dogs not just completely ripping away a piece of heaven away from dogs.”

“My dog is not just an animal to me. Dogs deserve to have a space where THEY feel safety to play, swim, and meet other dogs. It gave me an opportunity to meet other dog parents! Your new bylaw effectively reduces the sense of community in the park because it seeks to coddle the handful that have nothing better to do than to complain about dogs being unsafe. HUMANS are UNSAFE, NOT DOGS!”

Many park users understand that the time-of-day use of the park is designed to help more people feel welcome in the park, and staff feel the pilot has achieved this.

Did the pilot increase awareness that Reservoir Park is an inclusive and enjoyable space for everyone?

Many comments received during the pilot suggest that when dogs are required to be on-leash their humans felt excluded but feedback to staff on patrol from a wide range of users (dog owners, cyclists, families, seniors, people using mobility devices) confirmed appreciation for the increased control of dogs.

Although some park users viewed the request to control of their dogs as exclusionary, staff believe that by managing their dogs, and respecting the rules posted during the pilot, that the dog community made a tremendous impact and did make the park more inclusive and enjoyable.

Additional pilot feedback

There were numerous responses that suggested more patrols are needed in the park, at all hours of the day and evening, which staff will try to satisfy.

REQUEST FOR DECISION 042-2025

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There were also a significant number of complaints about fishing in the ponds and the impact this makes when hooks are discarded on the ground. This is something staff will dig into further.

There is also an increase in the number of requests for a designated off-leash dog park somewhere else in the Town. Suggestions for this space include water features, secure fencing and seating for dog owners.

A note of thanks

Staff wish to acknowledge the dog community who cherish the experiences they have in the park. The willingness of this community to change their schedules, and to do their part in this pilot is commendable and greatly appreciated.

Staff also appreciate the very real, and clear feedback that 7pm does not work all year for folks who want off-leash experiences. This feedback, along with the commitment of most park users to navigate the changes presented by this pilot, were part of our inspiration to bring this evaluation back sooner than required.

The dog community has something very special in Reservoir Park and staff hope that through these recommendations, that continued off-leash use of the park can continue, in a way that promotes the safe, and enjoyable use of the park for all people.

6) FINANCIAL IMPLICATIONS

- n/a

7) REFERENCES TO COUNCIL STRATEGIC PLAN

- Inclusive Community: Inclusivity, Engagement, Safety.

8) COMMUNICATION REQUIREMENTS

Any changes to times will be posted on the Town's website, Wolfville Blooms, social media and at Reservoir Park.

9) ALTERNATIVES

Council is welcome to propose alternatives.

REQUEST FOR DECISION 043-2025

Title: Councillor Appointments to Committees

Date: 2025-11-04

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

Contributors:



SUMMARY

COUNCILLOR APPOINTMENTS TO COMMITTEES

The purpose of this RFD is for Council to consider committee appointments for the RCMP Advisory Board. In 2024, council appointments were made for two-year terms, however, the RCMP Advisory Board, which is governed by the Nova Scotia Police Act, requires that appointments be made annually.

The recommendation is for council appointments to the RCMP Advisory Board to remain as they were with the addition of Councillor Howard Williams as an alternate.

DRAFT MOTION:

That Council approves the Council Committee appointments as outlined in RFD 043-2025.

REQUEST FOR DECISION 043-2025

Title: Councillor Appointments to Committees

Date: 2025-11-04

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

Contributors:



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- [Nova Scotia Municipal Government Act](#)
- [Police Act NS 2004](#)
- [Town of Wolfville Bylaw 87 RCMP Advisory Board](#)

3) STAFF RECOMMENDATION

Staff recommend Council support the appointments as contained within this RFD.

4) REFERENCES AND ATTACHMENTS

- n/a

5) DISCUSSION

The Mayor, Deputy Mayor, CAO and Town Clerk met to discuss requirements for Council Committee appointments to bring to Council in November for approval. Appointments are made based on equal representation/workload, interest, and skill sets.

In 2024 most appointments were made for a two-year term to allow councillors time to become comfortable and knowledgeable in the committees. The exception to this is the RCMP Advisory Board which as per the Police Act requires appointments to be made annually.

Therefore, the following appointments are recommended for Council's consideration for the RCMP Advisory Board.

RCMP Advisory Board

Name	Appointed	Expiry
Mayor Jodi MacKay	2025 - 11	2026 - 11
Councillor Mike Butler (Chair)	2025 - 11	2026 - 11
Councillor Kelly van Niekerk (Vice Chair)	2025 - 11	2026 - 11
<i>Councillor Howard Williams (alternate)</i>	2025 - 11	2026 - 11

REQUEST FOR DECISION 043-2025

Title: Councillor Appointments to Committees

Date: 2025-11-04

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

Contributors:



6) FINANCIAL IMPLICIATIONS

- n/a

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- n/a

8) COMMUNICATION REQUIREMENTS

Committee members are currently posted on website and will be updated with the changes as approved.

9) ALTERNATIVES

Council can choose to make further changes to these committee appointments.

REQUEST FOR DECISION 044-2025

Title: Policy#120-010 Routine Access Policy Amendments
Date: 2025-11-04
Prepared by: Laura Morrison, Town Clerk & Manager of Administration
Contributors:



SUMMARY

POLICY #120-010 ROUTINE ACCESS POLICY AMENDMENTS

At the regular Town Council meeting on October 21, amendments to the Routine Access Policy #120-010 were accepted in line with the legislative changes made in the Municipal Government Act Part XX.

Upon preparing the final version of the policy, an error was noted. In section 466A (2) the ability of the Responsible Officer to disregard requests, should they fall into the categories thereby mentioned, requires approval from the Review Officer. While this process was included in the report to Council (RFD 040-2025) and discussed at the October 7 Committee of the Whole meeting, it was inadvertently missed from the policy.

This has been corrected in the attached draft, and the request is being made of council to approve this further amendment.

DRAFT MOTION:

That Council approve the amendments to Routine Access Policy #120-010 as reflected in RFD 044-2025.

REQUEST FOR DECISION 044-2025

Title: Policy#120-010 Routine Access Policy Amendments
Date: 2025-11-04
Prepared by: Laura Morrison, Town Clerk & Manager of Administration
Contributors:



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act

3) STAFF RECOMMENDATION

Staff recommend amending the Routine Access Policy as noted below.

4) REFERENCES AND ATTACHMENTS

1. Municipal Government Act, Part XX, Section 466

5) DISCUSSION

Policy amendments to Policy #120-010 Routine Access Policy were brought to Council and approved by motion at the October 21 Town Council meeting. These amendments included a new section to the Municipal Government Act, Part XX.

While preparing the final copy, an error was discovered.

In section 466A (2) the ability of the Responsible Officer to disregard requests, should they fall into the categories thereby mentioned, requires approval from the Review Officer.

While this process was included in the report to Council (RFD 040-2025) and discussed at the October 7 Committee of the Whole meeting, it was inadvertently missed from the policy.

As you can see in the attached draft, that section is now included and the request is being made of council to approve this further amendment.

6) FINANCIAL IMPLICATIONS

- n/a

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- n/a

REQUEST FOR DECISION 044-2025

Title: Policy#120-010 Routine Access Policy Amendments
Date: 2025-11-04
Prepared by: Laura Morrison, Town Clerk & Manager of Administration
Contributors:



8) COMMUNICATION REQUIREMENTS

Revised policy will be posted on the website.

9) ALTERNATIVES

Council may not approve the proposed changes and/or offer alternatives.



POLICY

Routine Access Policy	
Policy Number: 120-010	Supersedes Policy Number: Not applicable
Effective Date: 2015-02-17 2024-02-27	Approval By Council Motion Number: 18-01-15 42-02-24

1.0 Purpose

The purpose of this policy is to clarify which records of the Municipality are available routinely upon request, without having to go through the Freedom of Information and Protection of Privacy (FOIPOP) process under Part XX of the *Municipal Government Act*.

2.0 Scope

- 2.1 This Policy will improve public access to records of the Town which are not released through active publication, without having to submit a request under Part XX of the Municipal Government Act.
- 2.2 This Policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer under Part XX of the Municipal Government Act.

3.0 References

- 3.1 Nova Scotia Municipal Government Act Part XX
- 3.2 Freedom of Information and Protection of Privacy Act 1993

4.0 Definitions

- 4.1 **Council** means the Town Council of the Town of Wolfville
- 4.2 **Town** means the Town of Wolfville.
- 4.3 **Town Clerk** means the Town Clerk for the Town of Wolfville.

5.0 Policy



POLICY

- 5.1 Applications for routine release of information may be made in person, or in writing, to the staff person having custody of the record.
- 5.2 Applicants are required to specify the subject matter of the records requested with sufficient particulars to enable an individual familiar with the subject matter to identify the records.
- 5.3 As per Section 466A of the MGA, the Responsible Officer may disregard certain requests if:
 - a. The applicant does not provide sufficient detail to be able to identify the record(s).
- 5.4 The responsible officer may apply to the review officer for approval to disregard one or more requests for access if the responsible officer is of the opinion that:
 - a. The requests are trivial, frivolous or vexatious i.e. made to waste time, harass, or annoy with no serious purpose.
 - b. The requests are for information already provided to the applicant.
 - c. The requests amount to an abuse of the right to make a request because they are
 - i. unduly repetitive or systematic i.e. making the same request repeatedly or submitting multiple overlapping requests.
 - ii. excessively broad or incomprehensible i.e. vague, confusing or huge in scope that it can't reasonably be answered, or
 - iii. responding to the requests would unreasonably interfere with the operations of the public body and the requests are repetitious or systematic in nature.
- 5.5 Any applications for records exceeding one copy of a single record must be made in writing to the Town Clerk and such applicants may be expected to pay for the staff time and costs required to process the application.
- 5.6 A charge may also apply for the reproduction of any map.
- 5.7 Staff having custody of the requested record will release one copy, at no charge (unless otherwise noted), of any of the following records within thirty days of a request.
 - a. All Policies and Bylaws approved by Council.
 - b. Any document received by Council or any Committee of Council at a meeting which is not a "closed session" under Sections 22 or 203 of the Municipal Government Act. For greater certainty, this includes all financial statements and reports, as well as all Council approved and/or received studies and reports.
 - c. All approved minutes of any meeting of Council or any Committee of Council which are not associated with a "closed session" under Sections 22 or 203 of the Municipal Government Act. For greater clarity, draft minutes that have not yet been approved by Council or any Committee of Council are not considered to be routine access.



POLICY

- d. All agendas of any meeting of Council or any Committee of Council which is not a “closed session” under Sections 22 or 203 of the Municipal Government Act.
- e. Any permit or approval issued by any employee of the Town except that the mailing address of the permit holder shall be excised. This specifically does not include the application for such permit or approval, nor any document which is not directly referenced by the permit or approval. Copies of any document directly referenced by the permit or approval will not be routinely copied, however can be reviewed at the Town upon request.
- f. Any finished map created and published by the Town. This specifically does not include
 - i. raw data such as shape files or data tables required to produce the map; and
 - ii. printed copies of map images or other information pages produced by Property Online.

Raw data may be shared upon approval through the execution of a data sharing agreement. There may be a charge incurred by the applicant associated with the reproduction of any maps.

- g. Any newsletter, advertisement or other document publicly distributed by the Town.
- h. Any document published by the Town on its website.
- i. Civic address, Property Identification Number, Assessment Account Number, and assessed value of any property within the Town. This specifically does not include the capped assessment figure or the owner mailing address.
- j. The amount of taxes or other debts owed to the Town.
- k. The job description and salary band of any employee or Council member of the Town.
- l. The expense claims of any employee or Council member of the Town, including all associated receipts and documentation, in accordance with Town Policy 120-008.
- m. Correspondence addressed to all Town Council whether received via email or mail or hand delivered to the Town.
- n. Organizational charts and contact information for departments.

5.8 Staff having custody of a requested record which is not clearly listed or defined in Section 5.7 of this Policy shall not release the requested record and shall refer the matter to the Responsible Officer under Part XX of the *Municipal Government Act*.



POLICY

- 5.9 Staff shall protect the privacy of individuals' personal information contained in public correspondence before any disclosure to the public if it is deemed to be an unreasonable invasion of their personal privacy.

CAO

Date

Innovation Challenge on Micro Transit with Launchbox

Launchbox is excited to partner with the Town of Wolfville to present an **Innovation Challenge on Micro-transit**. This challenge invites Acadia students from across disciplines to help shape the future of public transportation in Wolfville.

Participants will form teams, explore key questions, and develop creative solutions for how micro-transit can serve our community effectively. This challenge will happen over two evenings: November 13 and November 20. Both events start at 5pm and will be done by 7:30.

If any members of Council are interested in participating as judges or as observers, please reach out to Barb. The winning team will be invited to present to all of Council at a later date.

Sampling of the Ponds at Reservoir Park

The spring and summer sampling program at Reservoir Park has wrapped-up for the year and staff wish to thank Dr. Jennie Rand, who supported students, Eliza Stokesbury-Price and James Dixon with their weekly sampling and reporting. This reporting, especially in relation to blue green algae, contributed to the health and safety of our community.

Fire Services Update

- September – 21 calls
- October (To Date) – 15 Calls
- Incident Hours Logged (During Reporting Period) – 260 Hours

From August 20 until September 19, our volunteers have logged a total of 735 hours of service to our communities.

Members were deployed to Lake George Wildfires for structural protection, and Wildland Firefighting.

Tower 41 replacement: Pre-build meeting scheduled in Ocala, FL was successful. We made some changes, but it's expected that the price will not be impacted.

The Department applied to Emergency Providers Fund and was awarded \$26,000 to support the purchase of new Wildland Coveralls, and additional \$10,000 will be added to the total from the Firefighter 50-50 to support the purchase so there will be no impact on the operation or capital budget.

CAO REPORT

November 4, 2025

Office of the CAO



Fiscal Responsibility * Prosperous Economy Inclusive Community * Sustainable Environment

WFD officials met with Fathom Studio to review the fire department needs for the Facilities Assessment that is underway. They toured the fire station and training ground to ensure they saw the full scope of the operation.

Apparatus

- Tower 41: Was sent to have some hydraulic lines repaired as they did not pass the annual inspection.

Training and Meetings

- 234 Regular Training Hours
- 35 Special Training
- 103 Meeting Hours

Fire Prevention / Community Engagement

- School Engagement took place during Fire Prevention Week.
- The Annual Ladder sit happened on October 17/18 with support from the Wolfville Lions Club. All monies will be split between our two groups.

Soups and Sides

This program continues to be a great success serving members of our community delicious soups and offering activities on the side.

On Monday October 27 we had our biggest crowd yet, with 189 people in attendance. Community Development students from Acadia provided cake decorating opportunities complete with some Halloween themed googly eyeball sprinkles, which was almost as big a hit as the delicious soups on offer.

Huge thanks to all the volunteers who turn up every week to enable our community this opportunity to gather and get to know one another.

Homecoming 2025

Staff were on patrol during the Saturday of Homecoming from morning through to early Sunday morning, dealing with unsanctioned parties. The number of individuals on Summer Street appeared to be lower than in previous years but staff were still kept busy for the duration.

Interactions with individuals were mainly positive and respectful throughout the day. With assistance from the RCMP, we were able to discontinue multiple disruptive gatherings, which in

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turn caused the crowd to move to another location on Summer Street, eventually causing blockage of the street.

Efforts were made to shut down the use of speakers to help prevent the crowd from growing or attracting more people from elsewhere in Town. Summer Street was finally cleared by midnight. We will continue to debrief this event with the RCMP and Acadia and identify what worked well and where improvements can be made for future unsanctioned events.

Information Technology

The Network Infrastructure and Design was completed with very little disruption to staff and Council. Staff are now rolling out new computers, replacing any device 2021 or older.

Capital Budget Development

Staff are preparing for a capital budget discussion with Council on November 12 to ensure projects are delivered effectively in 2026 and planned appropriately for future years.

Planning & Development

- **Reservoir Park washrooms** - 99% finished and operational. Creating landscape plans with Blomidon Naturalists and a local landscape designer.
- **Earnscliffe Ave** - Working with 3 landowners on right-of-way acquisition and finalizing capital project/street renewal scheduled for 2026.
- **Dyke Wall / Multi-Use Path** - Variances to be addressed and continued discussion with Kings County on long term maintenance.
- **Tree policy and work plan** - To be released ASAP for consultation.
- **Public Art** - Grocery Store mural Expression-Of-Interest has closed, and artist selection process is underway. Next projects are being discussed and brought to working group.

Housing Accelerator Fund

The Draft planning documents and latest project updates can be viewed on the Town's Wolfville Blooms page – [here](#).

Site Plan Approvals granted:

- Highland Avenue – Multi-unit Development (28 Units)

Site Plan Approvals under review:

- 250 Main Street – Additional 5 Dwelling Units

All recently approved Planning applications are available here: <https://wolfville.ca/current-planning-applications>

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Waterfront Flood Control and Park Planning

Staff are working with WSP Engineering and with other support provided through the Climate Ready Infrastructure Service to develop options for the Waterfront to address future flood risk. More information will be brought to Council in 2026.

Active Transportation

The Active Transportation working group, Council and members of staff are participating in a workshop to further explore and finalize the 2026 and 2027 Active Transportation investments funded through the Investing in Canadian Infrastructure Program (ICIP).

Wayfinding signage

Various signs have been delivered and installation happening as time and conditions permit throughout the fall, winter and spring 2026.

Building and Fire

- Building Inspections are ongoing
- Re-inspections of properties that had deficiencies and completing process.
- Working with owners regarding fire safety plans if their properties have a fire alarm system installed.
- Acadia is near complete and should have the remainder completed by the end of October and a final inspection will be completed.

Wastewater Treatment Plant Upgrade

- Earthwork associated with construction of third lagoon cell complete.
- Earthwork associated with construction of flood protection berm anticipated to begin in late October; to be completed in November.
- Installation of the lagoon liner system underway (geotextile, geonet, geomembrane).
- Blower building foundation complete (including electrical conduits and pipe penetrations)
- Blower building interior masonry complete.
- Blower building roof construction anticipated to begin soon.
- Installation of generator pad complete (including electrical conduits).
- Installation of new utility poles complete (NSP).
- Sanitary pipework, valves, fittings, pre-cast structures, and lagoon aeration system delivered to site.
- Installation of sanitary sewer lines and associated manholes underway.
- Sludge survey complete (coordinating review of results with aeration system supplier).
- Approach to sludge removal and scheduled for completion to be confirmed.

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-
- Contractor anticipates project completion by Spring of 2026 (late April or early May depending on blower delivery date). Delivery delays could extend date to Fall of 2026.
 - Working with NSECC regarding status of approval amendment and requirements for switchover (taking one lagoon offline).

Public Works Operations (Water, Storm and Wastewater)

- Fall street sweeping has started
- Reservoir Park washroom water and sewer installation is complete
- Flail mowing the trails and roads cutbacks (Cross town)
- Four new water and sewer installations for new builds
- A Manager of Environmental Services has been hired – Martin Kehoe – and he begins in the role on November 17, 2025.
- Design work on Gaspereau Avenue has begun with HATCH Engineering – this project is anticipated to be multi-phased, preparing to be ready for construction in 2027.
- Public Works crew will be carrying out asphalt patching beginning the week of October 27th on Kent, Skyway, Main Street, Hillcrest and Westwood
- Storm line repair on Skyway completed
- [Harvest Moon trail survey layout for construction of 3m concrete trail completed](#) – construction to begin any day
- North side of Wolfville Farmers' market cleared, along with fence
- Reshaping and rock on Wickwire drainage ditch completed
- Speed humps and signage removed on Willow Avenue
- Perimeter fencing for the wastewater treatment plant scheduled for second week in November with Eastern fence
- Fenceline and tree removal scheduled for week of October 27 at Old Burying Ground – new fence installation scheduled for early November
 - Archeology work to progress over the winter with Jonathan Fowler
 - Stone cleaning and repair options being explored
- Heat Recovery Ventilators have been installed at Town Hall and Library
- Sodding on Kent Avenue between curb and sidewalk completed
- Oak Avenue trail 30" culvert and headwall upgrade scheduled for November 3
- Rec Hub bike repair and wash station design completed and scheduled for construction early November (to be sited on north side of Rec Hub - concrete pad, water service)
- Misc. concrete repair (curb, sidewalk) scheduled for early-mid November
- 250' trench and conduit installed at Water Treatment plant in preparation of new reservoir level sensors to be installed.
- Repaired/ replaced all leaking air lines in Sewer Lagoons.
- Found and repaired water main leak on Wickwire.
- Started Quarterly UV light teardown and cleaning at wastewater treatment plant.

Lead with care, creativity and purpose – honour our past, enrich our present, and shape a resilient future.

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-
- Quarterly Samples and Reports sent to NS Department of Environment.
 - Yearly winterization of Fire Hydrants started

Parks Operations

Urban Forest:

- Planning for fall tree plantings (Kent Ave, Basinview Park and others)
- Hemlock Inventory work (size, location, numbers etc.) to be conducted in late 2025 to explore possible treatment options in 2026.
- Partnering with Plank Industries and Horton High Tech class to build habitat boxes to support owl nesting in Wolfville's forested parks.

Town Parks:

- Invasive species work continues with volunteers
- The working design for a viewing platform deck is in progress with Arlington Timber Frames
- Water monitoring and source information gathering with CBCL.
- Owl boxes to be installed soon.
- West End Park drainage and ditching along with playground installation – mid November
- Parks Staff planted the Post Office lawn along the Alex Colville wall with crocus bulbs. They will bloom next spring.
- Seasonal maintenance on lawns is being carried out. Aeration, overseeding, and liming are being done for lawn health.
- Millenium trail bridge repairs have resumed now that the trails are opened.
- Pumpkins were painted and placed at town facilities for the Halloween season
- “Run for the Cure” event was carried out at Willow Park.
- Millenium trail was whipped with overhang debris for safer passage along the trail.
- The compost site at Maple Ave is still ongoing and staff each Saturday from 12pm-2pm for residents who require assistance with any heavy items. The last day of operation until the spring is Saturday, November 22, 2025.
- Mowing is still ongoing and should wrap up soon as the growing season winds down.
- Downtown core leaf and debris blowing of sidewalks was carried out.
- “Night of Lights” event setup work has begun. The event has grown in scope and size, so a large amount of time is spent on being ready for the event.
- 32 pole banners were installed for Devour! The Food Film Festival and the 2025 Canadian Olympic Curling Pre-Trials
- Leaf removal (bagger) is being carried out throughout the month at town buildings.
- Rain gutters at town buildings are being cleaned of fallen leaves.

Fiscal Responsibility * Prosperous Economy Inclusive Community * Sustainable Environment

-
- Bike pumps were repaired at Clock Park (a new one was installed) and Tower Park (repairs were carried out)

Corporate GIS & Asset Management

- The Vehicle Inspection Tracking System launched in August has been expanded with new fields for equipment greasing and maintenance intervals.
- The Work Order Form (Version 1) is in final workflow refinement with Public Works management, building on the design milestones from the previous reporting cycle.
- Infrastructure Locate Workflow remains on track for testing and deployment by November 2025.
- First Version of the Confined Spaces Hazard Form.

Recreation & Community Development

- Recreation Hub finished up with nearly 1200 bikes borrowed and many positive testimonials. A full report will be made to Council in the coming months.
- Climbing wall has welcomed over 100 climbers since opening October 7th. Also have full classes in several afterschool youth climbing clubs and evening women's-only climbing so far.
- Staff attended Recreation Nova Scotia Conference with recreation professionals from across the province. Our very own Kevin Waters was a presenter on the "SHIFT Partnership – Advancing Inclusive Recreation", a collaborative project with the Town of Kentville and other local recreation departments designed to reduce barriers and foster belonging for people with disabilities.
- Working with WBDC and other partners to ensure that holiday programming is in place and Wolfville Glows will see the town decorated nicely.
- Wolfville's Night of Lights celebration will be Saturday, November 29th from 3:30-6:30pm at Clock Park with tree lighting at 6pm.
- West End playground capital project equipment delivery was slightly delayed by a few weeks, but the project is still on-schedule to be completed in late fall.

Public Input Reports

October 21, 2025, Town Council meeting:

Q - Thirty days were suggested because of time taken to do correspondence, could the request be changed to 30 days for correspondence and 5 days for everything else?

A - The timeline as stated in the policy is within 30 days. As discussed during the Committee of the Whole meeting on October 7, this does not imply that every file will require the full 30 days to process.

Lead with care, creativity and purpose – honour our past, enrich our present, and shape a resilient future.

COMMITTEE UPDATE

Title: Equity & Anti-Racism Committee
Date: October 6th, 2025
Department: Committee of the Whole



Equity & Anti-Racism Committee

- Meeting was called to order at 4:31
- Regrets from Duncan, Marjorie joined virtually
- No Public Input
- The committee continued the discussion around the Municipal Asset Naming and Renaming Policy. This policy was originally discussed at length a few meetings back and our committee raised a few points for final clarification before moving the policy to next step of taking it to the Council Policy Review Task Force.
- Two points were raised about the actual gathering and analysis of the information for naming and renaming of assets. It was explained that our committee recommends the components of the policy but ultimately staff and council create and approve the 'meat & potatoes' of the policy.

Second point was clarifying having "prominent family names" still in the policy, as other regions have experienced great controversy with using names for naming of assets. We chose to keep this in our policy, realizing we've provided so many other options for name suggestions. Including NAMES makes it more inclusive of ALL, especially if the criteria laid out in the policy will determine a better system of selection.

- Our next discussion was a brief beginning to the next fulsome topic of Land Acknowledgements. Members of the committee expressed their thoughts as part of the preliminary discussion, and a few Land Acknowledgments were circulated for folks to review and bring back their feedback to our next meeting.

- Our next meeting is scheduled for December 1st, 2025, but that is not 100% confirmed.

Respectfully Submitted
Councillor Mike Butler (He/Him)

“Meeting Minute” based on the October 15, 2025, Valley Regional Services Board Meeting at 10:00am in the Valley Waste-Resource Management Board room with virtual attendance option

KINGS TRANSIT AUTHORITY



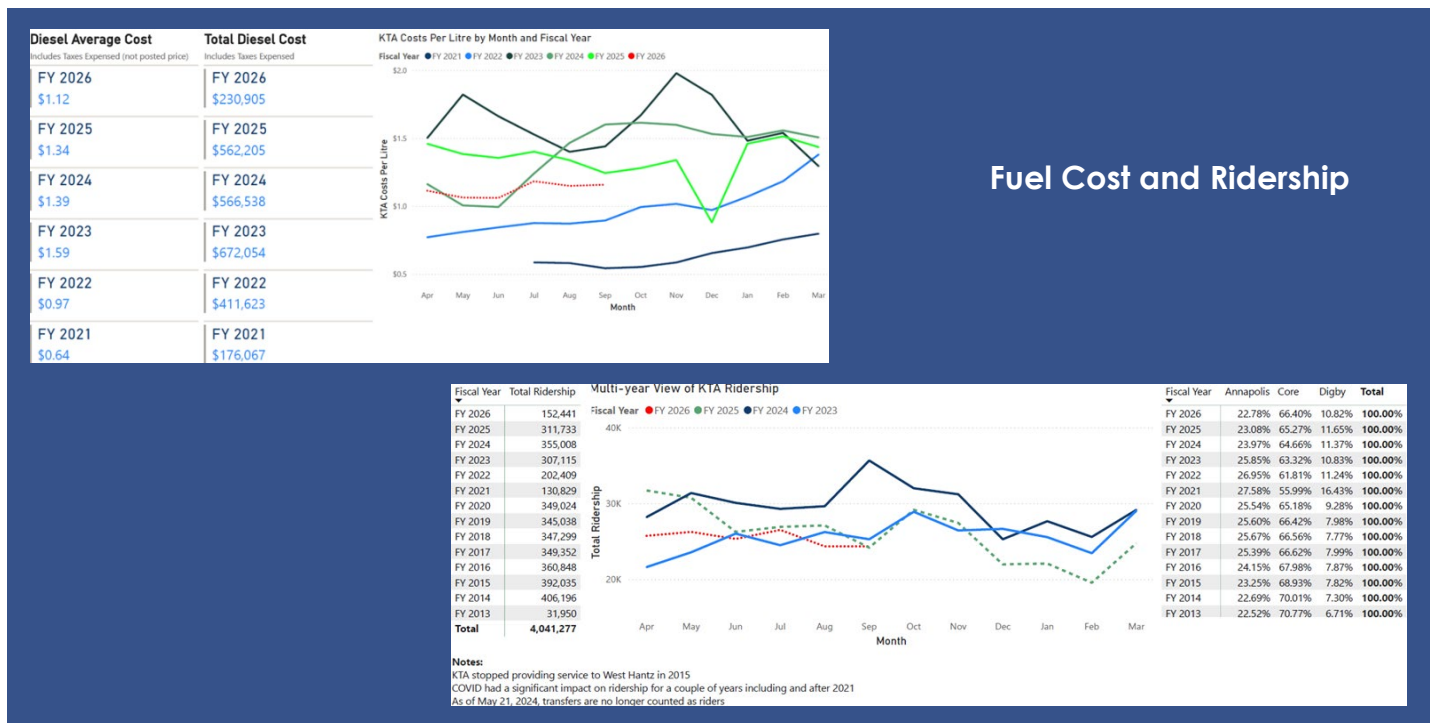
Under the leadership of General Manager Hodges, the following items of interest are underway:

General Manager Updates:

- Bus 64 has been officially retired, slightly ahead of schedule. Bus 63 is scheduled for retirement in November. Bus 61 remains at a local welding shop undergoing structural repairs.
- The first Grand River Transit Nova LF bus is scheduled for inspection, with additional buses preparing to enter service.
- Live-feed camera systems are currently being installed on buses to enhance safety and operational efficiency.
- October ridership may be significantly affected due to ongoing service disruptions that began last month.
- Due to a shortage of operators and buses, half of Route 2 service is suspended until further notice. This has most impacted service frequency in Port Williams and Grand Pre. A long-term solution involves purchasing new buses and implementing a capital asset plan to prevent future disruptions.
- The registration process for the new Tidal Transit Authority name is underway. The legal team requires a copy of the approved minutes from the September Board meeting.
- KTA is partnering with AVCC and Valley REN for the Immigration Fair on November 1st in Wolfville. Overhead advertising space has been provided on buses, and KTA will host an employer booth at the event.
- Acadia University’s Economics and Environmental Science departments are collaborating with KTA staff on term projects. Topics include the potential for an Acadia U-Pass, route expansion, and decarbonization strategies.
- KTA staff recently held a meeting in Cornwallis Park, followed by a tour of the proposed transfer station site. The visit was a valuable team-building experience and an opportunity to explore the western end of the transit system.

Board Decisions:

- The Valley Regional Services Board of Directors approved the scope change for KTA’s ICIP Phase 2 funding application, shifting the strategy from purchasing fully electric buses to hybrid electric models.



VALLEY WASTE - RESOURCE MANAGEMENT



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

General Manager Updates:

EPR for PPP

- The Curbside Recycling Contract agreement with Circular Materials is pending receipt of insurance certificates from our collection contractor. Once received, the contract will be signed.
- Negotiations for Post-Collection Services are ongoing, including discussions around utilizing both the Eastern and Western Management Centres.
- A province-wide contractor for residential recycling processing has been announced.

Operations

- Wood processing continues with Port Hawkesbury Paper and Scott Farms actively purchasing ground wood.
- Staff met with Scotia Recycling to discuss processing the commercial sector recycling starting December 1. Scotia Recycling is preparing a pricing proposal.

Education Initiatives

- Staff delivered presentations to fire departments in Kingston and Greenwich as part of fire prevention week focusing on lithium battery hazards and proper disposal to prevent fires at solid waste facilities.
- Information booths on battery recycling are being held at malls and grocery stores.
- A screening of the film "This is Garbage" held at the Wolfville Legion on October 16 as part of Waste Reduction Week.
- Staff will participate in the Community & Immigration Fair at Acadia University on November 1, in partnership with the Immigrant Services Association and Valley REN.

Tonnage Report (April 1 – September 30, FY 2025–2026 vs. FY 2024–2025)

Key variances in incoming and outgoing tonnage at the Management Centres:

- **Fall Clean-Up:** Down due to schedule change start date in October instead of September.
- **Commercial Recycling:** Incoming volumes are down but consistent with F2024.
- **Asphalt Shingles:** Down by 45% (450 tonnes).
- **Brush:** Up by 95 tonnes, likely due to burn restrictions.
- **Organics:** Outgoing tonnage reduced, likely due to dry summer conditions.
- **Processed Materials:** Lower volumes of outgoing construction/demolition debris, metals, and yard waste due to timing and reduced stockpiles from previous years.

2025-2026 CAPITAL PROJECTS

- **Western Management Centre Compaction Equipment:** Nova Millwrights was awarded the contract to supply a new hydraulic compactor. The total project cost came in under budget.
- The Request for Proposals deadline for the **Expansion of Eastern Management Centre** has been extended to October 23 at the request of proponents. A mandatory site visit was held and saw strong attendance.

COMMITTEE UPDATE

Title: Kings Point to Point

Date: November 4, 2025 COW

Department: Committee of the Whole



Kings Point to Point Transit

The regular board meeting on Oct. 15 was chaired by Berwick's Chris Goddard. Both the chair and executive director Kathleen Hull reported general positivity a year after last fall's debilitating office fire. Goddard said morale is better now than it has been in the last two years.

KPPT's on-going shortage of drivers has eased up to a degree, but additional drivers are certainly still needed, Hull said.

A new office staff member and a new computer program, she added, are both helping fill up the vans and increase efficiencies.

KPPT has between eight and ten vans on the road daily, so 18 new winter tires are in the forecast.

Board member Coby Milne is working on a bad debt policy regarding fares.

Date of next meeting will be Wednesday, Jan. 21, 2026.

Respectfully submitted
Councillor Wendy Elliott

COMMITTEE UPDATE

Title: Special Regional EM Advisory Committee (REMAC)
Date: November 4, 2025
Department: CAO



UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, October 20, 2025.

Key issues of discussion included:

Presentation: [Nova Scotia Department of Public Works](#) (NS DPW), Sergey Averin

Overview of July 11, 2024, Flood Event in Kings County:

- Initial calls started at 17:00 on Thursday, July 11, 2024
- Sergey Averin was on-call supervisor for Kings County (deployed to investigate)
- Widespread damage to road infrastructure found, more calls coming in, called other internal resources for help.
- Closing roads, communicating with staff and superiors (notified Operations Contact Centre, AM, Kings REMO, Public Works EMO Support Group)
- Emergency work went on for 2.5 months; all regular maintenance work was delayed.
- Total highway infrastructure and bridge damage in Kings County:
 - 41 Roads damaged
 - 22 Bridges damaged
 - 31 Environmental culverts need to be replaced.
 - 17 replaced in 2024
 - 7 replaced or will be replaced in 2025
 - 7 will be replaced in the future.
- Total cost of damage to-date: \$7,683,500

Kings REMO Hurricane Preparedness & Response Plan (HPRP), Change 2

REMC summarized the changes being put forward in Change 2 to the Kings REMO Hurricane Preparedness & Response Plan (HPRP)

- Cover Page – date updated for Change 2: September 2025
- Foreword – amended signature block to chair of Kings REMO REMAC
- Section 1.1 Background: additional paragraph highlighting climate change contribution to shifts in hurricane behaviour.
- Section 1.3 References: updates to references and footnotes added for URL web addresses.
- Section 1.5 Aim & Scope: additional detail on a coordinated, inclusive, and effective approach to preparedness, response and recovery from hurricanes
- Section 2.1 Planning Assumptions: additions
 - Climate change will increase storm unpredictability, intensity, and overlapping hazards.
 - Communication infrastructure may be compromised for up to 72 hours post-storm.
- Section 2.7 ECC Activation Triggers: Matrix specific to Hurricane hazard as referenced to the Kings REMO Regional Emergency Management Plan (Change 4)
- Section 2.12 Rapid Damage Assessment and Insurance Coordination: new section to ensure a structured and timely approach to conducting initial damage assessments following a hurricane and

COMMITTEE UPDATE

Title: Special Regional EM Advisory Committee (REMAC)
Date: November 4, 2025
Department: CAO



to facilitate coordination with insurance representatives to support recovery, claims processing, and disaster assistance applications.

- Section 2.13 Mental Health and Wellness Supports: new section to ensure coordinated mental health and psychosocial support (MHPSS) services are available to residents, responders, and vulnerable groups during the recovery phase of a hurricane-related event.
- Section 3.2.2 NS Department of Emergency Management: new name for department, replacing NS EMO
- Section 5.2 Plan Review & Maintenance: updates with dates of review and change
- Section 6.0 Distribution List: updates to organization names
- Annexes:
 - E – Resource Distribution Management Plan – new Annex
 - L – Abbreviations and Acronyms – updated

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 2 TO THE KINGS REMO HURRICANE PREPAREDNESS AND RESPONSE PLAN (HPRP), DATED SEPTEMBER 2025

Kings REMO Debris Management Plan (DMP)

EMC presented the Draft Kings REMO Debris Management Plan

- Purpose: The Debris Management Plan (DMP) outlines a coordinated strategy to manage debris resulting from a severe weather event within the Kings County Regional Emergency Management Organization (REMO) jurisdiction. It supports the timely removal, collection, segregation, recycling, and disposal of debris to restore public safety, mobility, and critical services.
- The Kings REMO is structured in the same format as the other Kings REMO Hazard-specific Contingency Plans:
 - 1.0 Introduction
 - 2.0 Concept of Operations (CONOPS)
 - 3.0 Responsibilities
 - 4.0 Public Education & Awareness of Debris Management
 - 5.0 Mental Health & Community Stress
 - 6.0 After Action Review & Improvement Planning
 - 7.0 Plan Testing, Review & Maintenance
 - 8.0 Distribution List
- Annexes Include:
 - A. Declaring a State of Local Emergency (SOLE)
 - B. DMP Phases & Action Required
 - C. Debris Management – Variance Request Example
 - D. Expected Debris by Hazard for Kings County
 - E. Critical Infrastructure Impact and Debris Management Considerations
 - F. Debris Volume Estimates by Area (Kings County)
 - G. Debris Visual Estimation References
 - H. Priority Road Clearance Routes
 - I. Public Communication Samples

COMMITTEE UPDATE

Title: Special Regional EM Advisory Committee (REMAC)
Date: November 4, 2025
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- J. Sample AAR/IP Survey Questions
- K. Abbreviations & Acronyms

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO DEBRIS MANAGEMENT PLAN (DMP), DATED SEPTEMBER 2025

Kings REMO SOP004 – ECC Activation

Purpose:

- To provide a standardized procedure for activating and operating the Kings REMO Emergency Coordination Centre (ECC) to support coordinated response efforts for emergencies and disasters affecting Kings County. It ensures clarity in activation triggers, levels, and roles, and promotes consistent decision-making across all partners. This SOP aligns with the Nova Scotia Emergency Management Act and ICS Canada principles.
- Annexes Include:
 - A. ECC Activation Flowchart
 - B. ECC Activation Decision Matrix
 - C. ECC Activation Checklist
 - D. ECC ICS Management Functions
 - E. ECC Layout (181 Coldbrook Village Park Dr)
 - F. ECC General Staff Responsibilities
 - G. Notification Templates
 - H. Situation Report (SitRep) Template

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO STANDARD OPERATING PROCEDURE (SOP004) FOR KINGS COUNTY ECC ACTIVATION

2025 Wildfire Season

Reference: [NS Wildfire Viewer](#)

- Nova Scotia Wildfire Season March 15 to October 15
- Kings County has seen an average of 20 wildfires per year over the last 19 years.
- To-date, there have been 21 DNR reported wildfires in Kings County
- The NS Burn Safe Map is updated daily at 2:00 pm

Lake George Wildfire (2025-09-29 to 2025-10-11)

2025-09-29

- 1630 Kings Emergency Coordination Centre activated.
- 1645 Contact Red Cross Arrange for Reception Centre/Shelter
- 1700 Evacuation Alert – Lake George
- 1755 State of Local Emergency
- 1800 Evacuation Order
- 2030 VSAR mobilized

COMMITTEE UPDATE

Title: Special Regional EM Advisory Committee (REMAC)
Date: November 4, 2025
Department: CAO



- 2059 Evacuation Order Update
- 2133 Evacuation Order Update
- 2007 Evacuation Alert
- 2215 Evacuation Order Update

2025-10-06 State of Local Emergency Renewed
2025-10-09 Evacuation Rescind No Structures Lost
No Power outage to evacuated residences.
2025-10-10 De-activation of Kings ECC (1900)
2025-10-11 DNR Reported Lake George Wildfire
"Under Control" (1901) 288 hectares.
2025-10-13 State of Local Emergency Expired

Full details of the After-Action Review/Improvement Plan will be brought forward when completed.

2025 Atlantic Hurricane Season

- 2025 forecast to be an 'Above-Normal' Hurricane Season
 - 13-19 named storms average 14
 - 6-10 Hurricane Strength average 7
 - 3-5 Major Hurricanes (Category 3 to 5) average 3
- Peak Atlantic Hurricane Season: Aug-Sep-Oct
- 12 named storms in the Atlantic, as of 2025-10-20
- Detailed information from the Canadian Hurricane Centre (CHC) starts about 72 hours before the storm crosses into the Canadian Hurricane Response Zone.
- The Kings REMO Annual Hurricane Workshop occurred Thursday, July 3, 2025, at the Emergency Coordination Centre (ECC)

Comfort Centres

www.kingsremo.ca/Comfort-Centres

- 30 Comfort Centres (as of 2025-10-20)

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Aylesford Lions Club
- Berwick Lions Club
- Salvation Army Church (Kentville)
- Hants Border Community Hall
- Bethany Memorial Baptist Church (Aldershot)

Community Outreach

2025 presentations as of 2025-10-20: 17

2025 Presentations scheduled:

- 2025-10-24 Kings County Seniors Safety Program (Canning)
- 2025-12-10 Acadia University Admin Assistants PD Day
- 2025-12-17 Kingston Legion – Veterans & First Responders

COMMITTEE UPDATE

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Presentations to be confirmed:

- Acadia University Lifelong Learners (Fall / 2026 program)
- Filipino Community Group (Kentville)
- Aylesford Lions Club
- Blomidon Court Staff (Greenwich)

Kings REMO Social Media

- Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages
- Kings REMO actively uses Social Media to increase community awareness:
 - Facebook followers – annual increase:
 - 10,212 2024-09-19 + 2,982
 - 16,257 2025-10-20 + 6,045

Vulnerable Persons Registry (VPR) Program

<https://www.kingsremo.ca/VPR/>

Registrations:

- 2023-01-16 32 registrations
- 2024-01-15 47 registrations
- 2025-01-22 55 registrations
- 2025-04-22 56 registrations
- 2025-07-21 58 registrations
- 2025-10-20 64 registrations

Kings REMO continuing to develop a 'Community of Champions' to increase awareness of the VPR Program

Training & Exercises

i. 2025-07-03 Hurricane Workshop After-Action Review/Improvement Plan (AAR/IP):

- 35 participants from Municipal staff & Agency Representatives
- What went well:
 - Relevant use of Lessons Learned from Upper Tantallon 2023 Wildfire
 - Very well structured, presented & relevant
 - A lot of relevant agencies present at the Workshop – useful to have a lot of stakeholders in the same room
- Areas for Improvement
 - More engagement, time and opportunity for discussion with participants
 - Increased number of exercises with participation from Municipal units and Agency Reps
 - More maps and relevance to area in Kings County

IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE JULY 11th HURRICANE-ECC ACTIVATION WORKSHOP AFTER ACTION REVIEW

COMMITTEE UPDATE

Title: Special Regional EM Advisory Committee (REMAC)
Date: November 4, 2025
Department: CAO



ii. 2025 Training Schedule:

- BEM
 - 2025-03-13 (Thu)
 - 2025-06-26 (Thu) Cancelled – insufficient registrations
 - 2025-09-25 (Thu) Cancelled – insufficient registrations
 - 2025-12-11 (Thu)
- ECC
 - 2025-02-20 (Thu)
- I100
 - 2025-03-12 (Wed)
 - 2025-06-05 (Thu) – 23 registered New
- I200
 - 2025-04-23/24 (Wed/Thu)
 - 2025-09-23/24 (Tue/Wed) New
- I300
 - 2025-10-15/16/17 Cancelled – Lake George Wildfire

2026 Training program for Kings REMO

- BEM (Quarterly)
 - 2025-03-19 (Thu)
 - 2025-06-25 (Thu)
 - 2025-09-24 (Thu)
 - 2025-12-10 (Thu)
- I200
 - 2026-04-22/23
- I300
 - 2026-10-21/22/23
- I400
 - 2026-11-to be confirmed

iii. 2025 Exercise program for Kings REMO:

- 2025-11-20 (Thu) Winterstorm – Shelter TTX
- This timeframe forecast to be used for the Lake George Wildfire After-Action Review/Improvement Plan discussion

2026 Exercise program for Kings REMO

- 2026-02-19 Evacuation Workshop
- 2026-04-09 Flood Tabletop Exercise/Discussion
- 2026-05-tbc NS DEM Exercise Nova Delta
- 2026-07-09 Hurricane Tabletop Exercise/Discussion
- 2026-11-19 Winter Storm-Shelter Tabletop Exercise

Roundtable Discussion

Mayor Mike Trinacty, Town of Berwick

- The Berwick Lions Club is very interested in becoming a Comfort Centre to support Kings REMO and is further investigating the installation of a generator to support their operations.

COMMITTEE UPDATE

Title: Special Regional EM Advisory Committee (REMAC)
Date: November 4, 2025
Department: CAO



Councillor Howard Williams, Town of Wolfville

- If, as in the case of the Floods of 2024, staff can't get to the regional Emergency Coordination Centre (ECC), how are operations planned on being supported.
Kings REMO REMC: Staff are being cross trained in various positions to enable support across all 4 municipal units
Glenn Horne, CAO Town of Wolfville: With 4 municipal units available within REMO, available staff can be pulled from any of the 4 municipal units, giving Kings REMO a huge advantage
- How could residents who were evacuated get back to their properties once the Evacuation Order was in place?
Kings REMO REMC: With the benefit of having a municipal EMO liaison embedded within the Incident Command Post, any queries regarding re-entry were first reviewed at the ECC level, before being forwarded to the EMO Liaison to coordinate with DNR for escorted re-entry for any priority items, such as medications

Chris McNeill, CAO Town of Kentville

- In addition to the scheduled ICS training and Tabletop Exercises, is there an opportunity for additional training for an ECC Course, PIO training and Evacuations
Kings REMO REMC: For any PIO specific training that used to be provided by Communications Nova Scotia (CNS), this would not have to be separate training that is contracted out. Outside of ICS training, additional sessions for ECC courses and Evacuation Workshop (recommended for February 2026) can be scheduled at any time.
- Further to the Kings REMO Evacuation Plan and other detailed EM Hazard-Specific Plans, are there any prepared details for one-way in/one-way out communities?
Kings REMO REMC: Beyond the continued Kings REMO Emergency Preparedness Community outreach program, there is nothing as of today, for specific community planning to address those areas of Kings County that face one-way in/one-way out travel.

Councillor Wendy Elliott, Town of Wolfville

- There is a huge amount of gratitude from evacuees to First Responders & Kings REMO for keeping their properties safe during the Lake George Wildfire

Councillor Samantha Hamilton, Town of Kentville

- Reported hearing comments that the Lake George Wildfire was one of the best managed incidents. There is a common misconception amongst residents that structural Firefighters with Municipal Fire Departments were not adequately called upon to support DNR during the Wildfire – recognized as an education piece to ensure that residents are aware that structural Firefighters from Departments will be called upon for support, but not for internal Wildland firefighting

COMMITTEE UPDATE

Title: Special Regional EM Advisory Committee (REMAC)
Date: November 4, 2025
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Craig Gibson, Municipality of the County of Kings Alt EMC

- Inquired about briefing EM Advisory Committee on NS Alert App
Kings REMO REMAC: Highlighted that the NS Alert App is available to all residents of Nova Scotia and they are encouraged to download the app as it bridges the Wi-Fi deficiencies with the National Alert Ready System.

Councillor Robbie Hiltz, Municipality of the County of Kings Kings REMO REMAC Chair

- Thanks to the province for support during the Lake George Wildfire and gratitude to Kings REMO as an organization.

Next Meeting: Monday, January 19, 2026

COMMITTEE UPDATE

Title: WBDC

Date: November 4, 2025

Department: Committee of the Whole



Meeting was held on October 10, virtually.

One item meeting.

Motion put forward on ceasing the existing WBDC lease with Eastport Properties. Notice to be given to landlord immediately.

Next meeting November 18, 2025

Respectfully Submitted

Ian Palmeter