



Committee of the Whole

December 2, 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, November 4, 2025
- b. Committee of the Whole In Camera Minutes, November 4, 2025
- c. Special Committee of the Whole November 12, 2025

3. Declarations of Conflicts of Interest

4. Presentations

- a. Michael Howell, Executive Director, Devour! the Food Film Festival
- b. Deputy Chief Chad Schrader, Wolfville Fire Dept Year in Review

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.*

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

359 Main Street | Wolfville | NS | B4P 1A1 | t 902-542-5767 | f 902-542-4789

Wolfville.ca



- *Responses will be provided after the meeting either via email or in person and may be included in a future report.*
- *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 033-2025: Wastewater Treatment Plant Update
- RFD 047-2025: Amendments to the Acadia, ASU, Wolfville MOU
- RFD 049-2025: Municipal Asset Naming Policy
- RFD 045-2025: Code of Conduct Policy Revisions
- RFD 044-2025: Routine Access Policy Revisions
- RFD 048-2025: Committee & Council Meeting Schedule for 2026
- RFD 050-2025: Devour Deck Timing Extension
- IR 032-2025: Quarterly Ops Plan Update

7. CAO Report

8. Committee Reports (Internal)

- Planning Advisory Committee (*verbal report*)

9. Committee Reports (External)

- Valley Regional Services (VRS)
- Valley Regional Enterprise Network (VREN)

10. Adjournment to In-Camera Meeting under section 22(2)(c), of the Municipal Government Act, Personnel Matters.

- RFD 051-2025 Citizen Member Applications for Committees of Council
- IR 031-2025: Council Human Resources Update
- RFD 052-2025: Full-Time Compliance Officer Position



11. Adjournment of In-Camera Meeting

12. Regular Meeting Reconvened

13. Motions from In-Camera Meeting

- a. RFD 051-2025: Citizen Member Applications for Committees of Council
- b. RFD 052-2025: Full-Time Compliance Officer Position

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

359 Main Street | Wolfville | NS | B4P 1A1 | t 902-542-5767 | f 902-542-4789

Wolfville.ca

INFORMATION REPORT IR033-2025

Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



SUMMARY

Wastewater Treatment Plant Update

Significant upgrades to the Town's Wastewater treatment facility have been underway as part of the 2025-26 Capital Investment Plan. The Wolfville Wastewater Treatment facility has been in operation for over 49 years. During heavy, wet weather events and because of a 20% population surge between 2016 and 2021, the facility has struggled to achieve effluent operational and environmental compliance. When peak flows, high tides and storm surge coincide, there are areas within the treatment plant that have flooded. After a series of studies and design options, the Town elected to proceed with a phased-in upgrade approach to the existing facility.



2025-26 Upgrades include:

- Re-use of existing headworks,
- Replacement of aeration system within existing aerated lagoon cells,
- Construction of third aerated lagoon cell,
- Rerouting of screened influent wastewater,
- Existing lagoon desludging management,
- Construction of process building to house mechanical/electrical equipment,
- Re-use of existing disinfection system, and
- Re-use of existing outfall.

The contents of this report highlight the remaining project timeline, completions to-date, and what is left to accomplish. The Wastewater Treatment Plant upgrade project is progressing very well, and staff

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

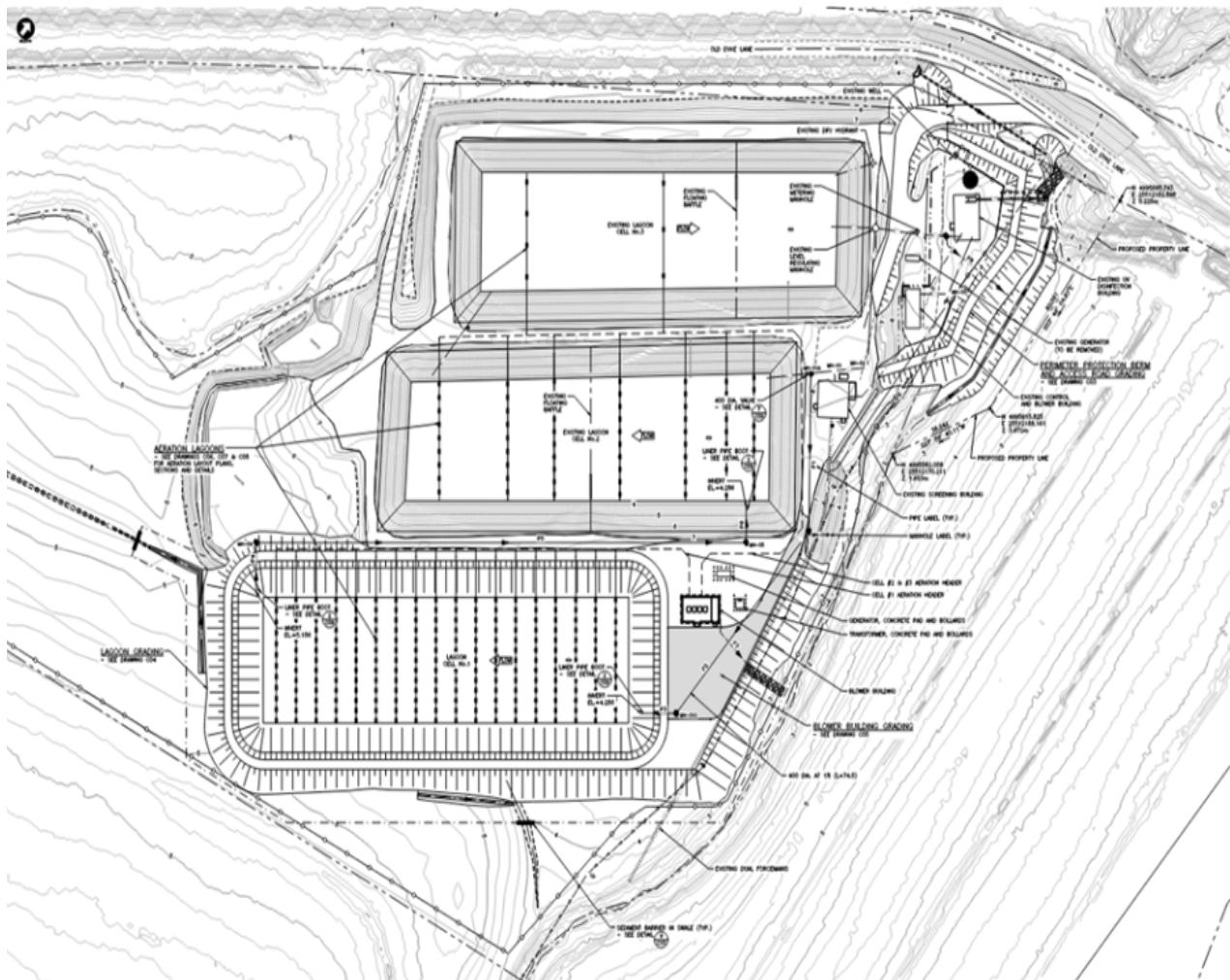
INFORMATION REPORT IR033-2025

Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



have no concerns at this time. The Engineering consultant (Dave Trudell) from CBCL will be at the Committee of the Whole on December 2, 2025 to deliver a fulsome update and answer questions on this project. A PowerPoint will be used to explain the contents of this report.

The image below the design drawing for the project and drone shots featuring the north east corner of the site where our contractor is currently working on a flood control berm along the existing aboiteau and an overall image of the site are also included in the report.



INFORMATION REPORT IR033-2025

Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



1) CAO COMMENTS

This report is for information purposes only. Further updates and discussion with Council will be warranted as we move forward.

2) REFERENCES AND ATTACHMENTS

References:

- RFD 022-2025 – May 2025 Committee of the Whole meeting. See [here](#).

Attachment:

- Wastewater System overview

3) DISCUSSION

General Project Update

The project remains on track for full commissioning in 2026.

- Earthwork associated with construction of third lagoon cell complete.
- Installation of the lagoon liner system approx. 75-80% complete (geotextile, geonet, geomembrane).
- Lagoon liner subcontractor anticipates returning in the coming weeks.



INFORMATION REPORT IR033-2025

Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



- Earthwork associated with construction of flood protection berm still pending (hauling borrow material to site).
- Contractor anticipates hauling materials within the next 2 to 3 weeks (completion of drain line & weather dependent).



- Blower building foundation complete (including electrical conduits and pipe penetrations),
- Blower building interior masonry complete.
- Blower building roof construction complete.
- Blower building face bricks have begun (inc. air/vapour barrier & rigid insulation).
 - Subcontractor pulling out due to hoarding/heating concerns during colder temperatures and this will proceed in Spring.
 - Plans to complete air/vapour barrier & rigid insulation.
- Installation of generator pad complete (including electrical conduits).
- Installation of XFMR pad (electrical transformer) pending.
- Electrical subcontractor anticipates returning to site week of December 1st, 2025.
- Installation of new utility poles complete (NSP).
- Pipework, valves, fittings, and lagoon aeration system delivered to site.
- Installation of sanitary pipework & associated pre-cast structures underway.
- Sludge survey complete (results reviewed with aeration system supplier).
- Contractor anticipates project completion by Spring/Summer of 2026 (late April or early May depending on blower delivery date).
 - Delivery delays could extend date to Fall of 2026.
- Response received from Nova Scotia Environment and Climate Change regarding approval amendment (request for additional information).

INFORMATION REPORT IR033-2025

Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



Sludge Removal

A Sludge Survey was completed in September 2025. Results from the survey indicate that Cells #2 and #3 have 27% to 32% of their volume occupied by sludge, respectively. Significant sludge accumulation is occurring near the discharge outlet of Cell 3. Floating synthetic solids (non-flushable wipes – educational follow-up would be warranted) were observed in both surveyed cells, however mostly in Cell 2.

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

The image below shows the sludge blanket thickness within the lagoon cells.

Staff are working with consultants and contractors on finalizing our sludge removal approach aligned with budget realities and plant functionality.

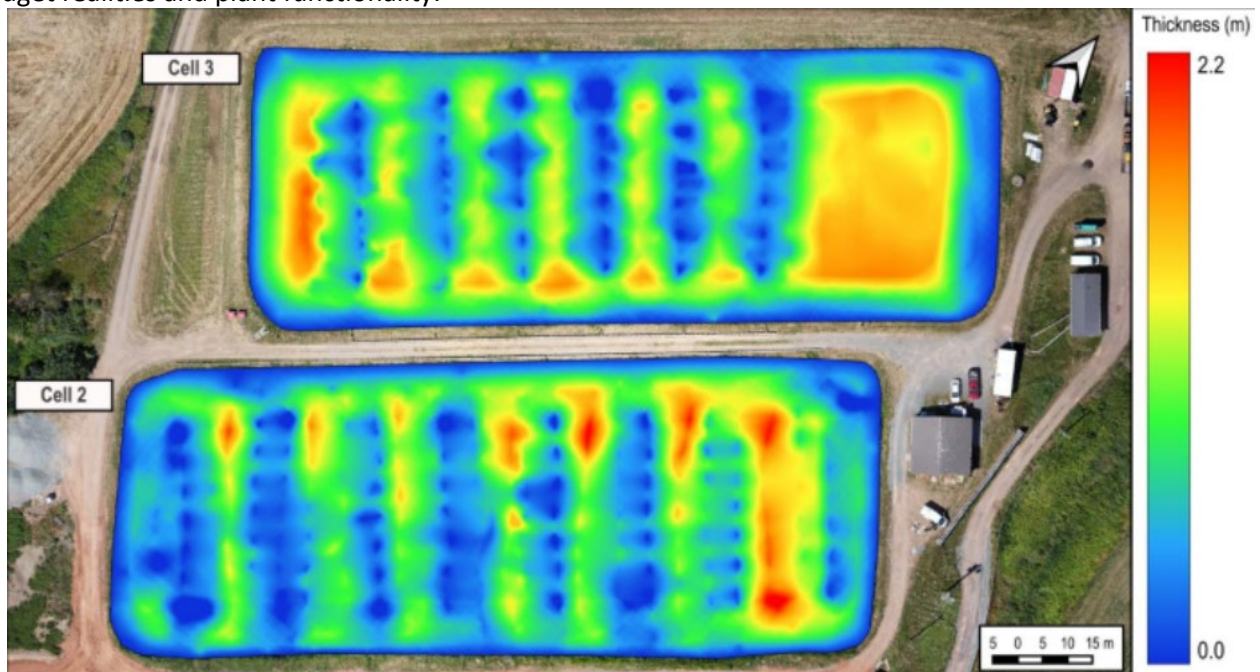


Figure 2 Wolfville, NS Wastewater Lagoon Cells 2 & 3 sludge blanket thickness

INFORMATION REPORT IR033-2025

Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



Access to the dyke and truck traffic

Earth moving at the facility is nearing completion. There will be lighter truck traffic associated with the berm construction on the northeast end of the facility. Weather dependent, the timing of this may be up until colder temperatures and span into spring if necessary.

Regulatory Compliance

The Town's wastewater facility is regulated by both the Federal and Provincial Governments. The Federal Government through Fisheries and Oceans Canada monitors and regulates the overall operation of the treatment facility and effluent water quality that is discharged from the facility into receiving water. The Provincial government through the Nova Scotia Environment and Climate Change monitors and regulates the overall wastewater system from collection system (piping, lift stations, manholes) to the treatment plant operations and effluent discharge quality. The overall wastewater system layout is detailed in Attachment 1 of this report. The Town's operations staff work safely and diligently to maintain Federal and Provincial regulations and requirements while always being environmentally conscious. Town staff and Engineering consultants continue to work with Nova Scotia Environment and Climate Change. The key to this will be the final switchover from the current process to the fully upgraded operating system. Commissioning will be completed as systems are changed and switched over. Replaced treatment processes will be kept in place during the switchover for redundancy purposes. Decommissioning of those processes will take place after the new upgrades are fully integrated and operational. The town has kept Nova Scotia Environment and Climate Change notified and up to date with all the project information, steps and timelines.

Wastewater Educational Opportunity and Bird Viewing

Staff are exploring the option of including an educational trail segment and a bird viewing platform as part of this project. Having information about our wastewater treatment could be educational to passersby and bird viewing is already popular here. An example of this in Edmonton is shown below. The budget approved should be sufficient; however, Staff will engage with local bird watchers and develop concepts on how this could be executed before proceeding to detailed drawings or construction. An update and/or decision point on this will be provided to Council in the future.

INFORMATION REPORT IR033-2025

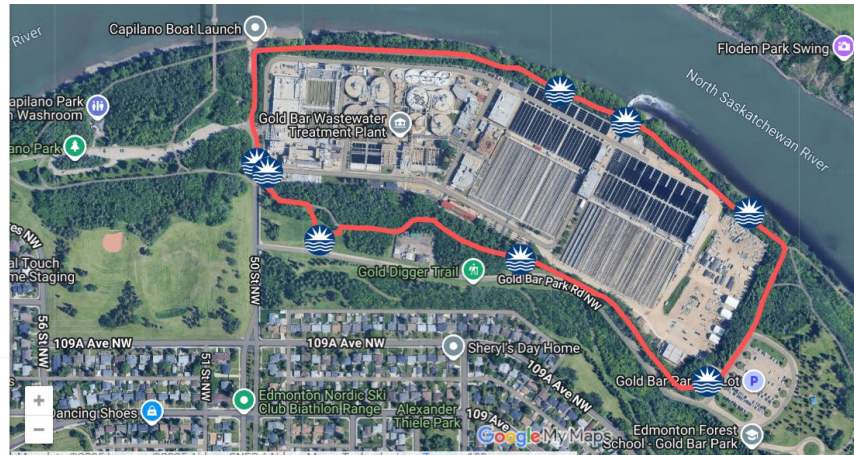
Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



- ✓ Gold Bar Wastewater Treatment Plant
- ☁ Stop #1: What is wastewater?
- ☁ Stop #2: What causes odour at Gold Bar?
- ☁ Stop #3: How do we measure air quality?
- ☁ Stop #4: What is in these basins?
- ☁ Stop #5: What happens to solids in wastewater?
- ☁ Stop #6: Protecting the Watershed
- ☁ Stop #7: What's coming out of this outfall?
- ☁ Stop #8: Adapting to Climate Change
- 🚶 Gold Bar Walking Trail



Made with Google My Maps



4) FINANCIAL IMPLICATIONS

This project is supported by approximately 75% funding from the Provincial and Federal Government. The Budget presented in RFD 022-2025 had the following amounts approved by Council:

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

The project is moving ahead on budget (progress claims approved to date - \$3,793,791.61 (~55%)).
– a financial update on this project will come at a future meeting.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The Wastewater Treatment Plant Upgrade is in line with all Strategic Priorities.

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

INFORMATION REPORT IR033-2025

Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



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*

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 complementary uses of property, and supports a growing population.*

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.*

6) COMMUNICATION REQUIREMENTS

Future updates on this project will come through the budget process and CAO reports.

7) FUTURE COUNCIL INVOLVEMENT

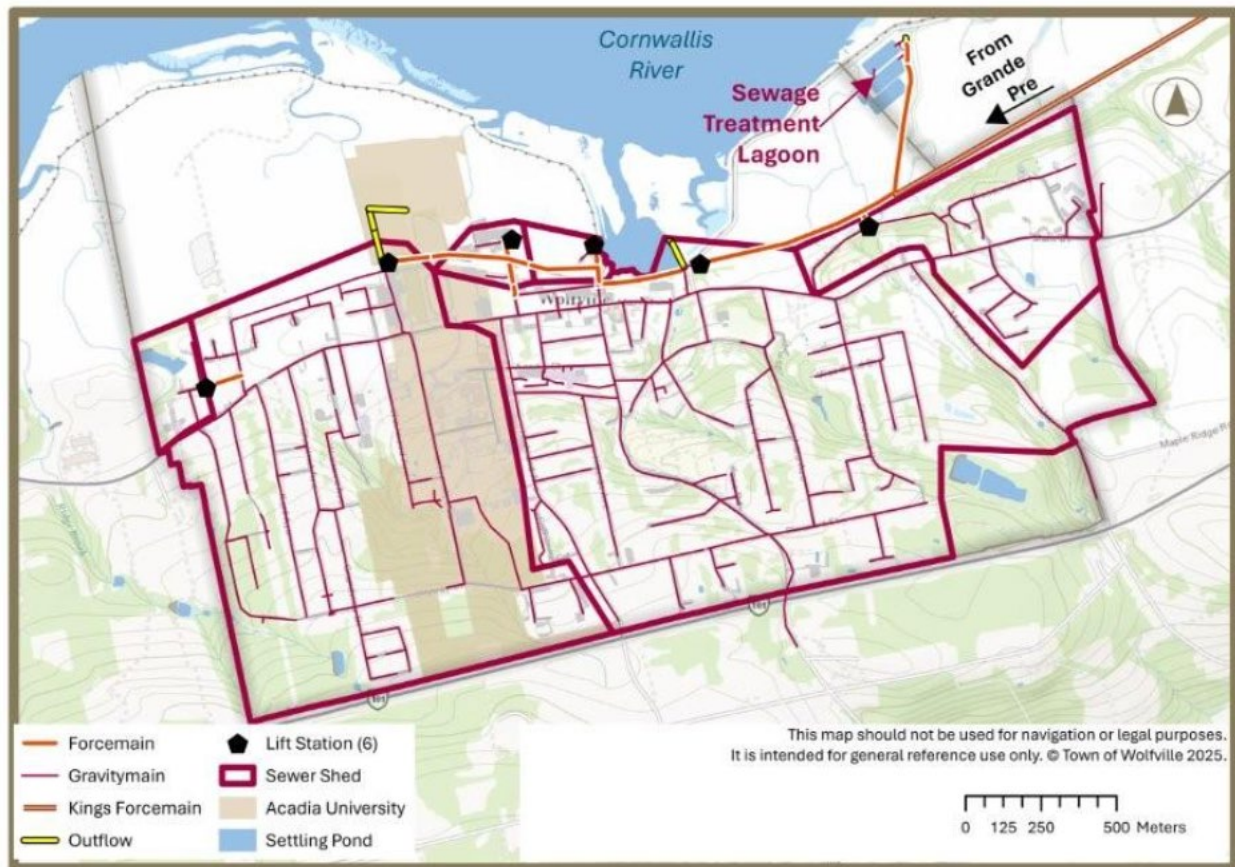
Staff will continue to keep Council informed of progress.

Attachment 1 – Overall Wastewater Management System

The Town manages 52 km of underground gravity wastewater pipe; 4.4km of wastewater force main; 6 liftstations; over 520 manholes, a wastewater treatment plant and associated infrastructure and receives wastewater from Kings County in 5.5km of force main pipe coming from Grand Pre. Approximately 2km of the network was installed pre-1970.

INFORMATION REPORT IR033-2025

Title: Wastewater Treatment Plant Update
Date: 2025-12-02
Prepared by: Martin Kehoe, Manager of Environmental Services
Devin Lake, Director of Planning & Public Works
Contributors: Dave Trudell, P.Eng, Project Manager, CBCL Engineering



REQUEST FOR DECISION 047-2025

Title: Amendments to the Acadia, ASU, Wolfville MOU
Date: 2025-11-24
Prepared by: Glenn Horne, CAO
Contributors: Ian Murray, Executive Advisor, Strategic Initiatives, Acadia University
Alicia Johnson, General Manager, Acadia Students Union
Laura Yaroshevskaya, Administrative Assistant



SUMMARY

The current version of the Memorandum of Understanding (MOU) between Acadia University (Acadia), the Acadia Students Union (ASU) and the Town of Wolfville (the Town; collectively referred to as the Parties) was established in 2023. It contains a clause that, “an informal review of effectiveness of this MOU will be held every two years.” This informal review was completed by the administrative leads for the organizations and focuses on additions to the shared goals related to innovation in community safety and communication, adjustments to the administrative and committee structures to reflect current practice and focus on strategic outcomes, and some housekeeping changes.

At the November 24 Town & Gown Committee meeting, the Committee was presented with the following motion for consideration:

That the Committee recommend the revised Memorandum of Understanding between Acadia University, the Acadia Students Union and the Town of Wolfville be approved as presented.

After discussion, the motion was adjusted to increase the proposed number of committee meetings. The following motion was approved:

That the Committee recommend the revised Memorandum of Understanding between Acadia University, the Acadia Students Union and the Town of Wolfville be approved with an increase in the number of meetings to three per year, taking place in the spring, fall and winter.

The Town & Gown Committee proposed change to the MOU is reflected in the version now in front of the Committee of the Whole.

DRAFT MOTION:

That Council approve the revised Memorandum of Understanding between Acadia University, the Acadia Students Union and the Town of Wolfville as recommended by the Town & Gown Committee.

REQUEST FOR DECISION 047-2025

Title: Amendments to the Acadia, ASU, Wolfville MOU
Date: 2025-11-24
Prepared by: Glenn Horne, CAO
Contributors: Ian Murray, Executive Advisor, Strategic Initiatives, Acadia University
Alicia Johnson, General Manager, Acadia Students Union
Laura Yaroshevskaya, Administrative Assistant



1) CAO COMMENTS

This Request for Decision (RFD) is presented on behalf of the administrative leads for Acadia University, the Acadia Students Union and the Town of Wolfville. It reflects our collective reflections on the application of the MOU for the past two years and areas for improvement.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act (MGA)* described municipalities as a responsible order of government accountable to the people, with the purpose of developing and maintaining safe and viable communities. This MOU broadly pursues those goals, while specific initiatives are enabled through Section 65 of the MGA related to spending of funds.

3) STAFF RECOMMENDATION

Staff recommend the Committee approve the draft motion and refer it to the Parties various decision-making bodies.

4) REFERENCES AND ATTACHMENTS

- Revised MOU, November 2025

5) DISCUSSION

The MOU between the parties was established in 2023; it contains a clause that, “an informal review of effectiveness of this MOU will be held every two years.” A formal review is to be held every four years. This informal review was completed by the administrative leads for the organizations and is reflected in the proposed revisions. Specifically:

- Some minor grammatical changes.
- The addition of a *Community Well-Being* shared goal related to new and innovative opportunities to enhance community safety.
- The addition of a *Communication* shared goal.
- A reduction in Committee meetings to focus on strategic outcomes at key times of the year.

REQUEST FOR DECISION 047-2025

Title: Amendments to the Acadia, ASU, Wolfville MOU

Date: 2025-11-24

Prepared by: Glenn Horne, CAO

Contributors: Ian Murray, Executive Advisor, Strategic Initiatives, Acadia University
Alicia Johnson, General Manager, Acadia Students Union
Laura Yaroshevskaya, Administrative Assistant



Where this is an informal review, the proposed changes are relatively minor and reflect recent discussions among the parties.

6) FINANCIAL IMPLICATIONS

There are no apparent financial implications with the proposed revisions. Specific initiatives developed in fulfillment of this MOU will require the allocation of resources.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Prosperous Economy: Foster a diverse and resilient local economy that supports entrepreneurship, innovation, sustainable development, and contributes to a vibrant community.
- Inclusive Communities: Build a safe and inclusive community and be a leader in meaningful engagement.
- Sustainable Environment: Lead climate action through integrated mobility and environmental protection.

8) COMMUNICATION REQUIREMENTS

There are no apparent communication requirements.

9) ALTERNATIVES

The Committee may approve the draft motion or not.

MEMORANDUM OF UNDERSTANDING

Between

TOWN OF WOLFVILLE

hereinafter referred to

as The Town and

ACADIA UNIVERSITY

hereinafter referred

to as Acadia and

ACADIA STUDENTS' UNION

hereinafter referred to as the ASU

REVISED on **DAY MONTH YEAR**, this Memorandum of Understanding (MOU) is made and entered into by and between The Town, Acadia, and the ASU. The entities listed above may collectively be referred to as the Parties to this MOU.

I. PURPOSE:

Recognizing that we are stronger together than if working in isolation, the Town, Acadia, and the ASU wish to transcend the traditional Town and Gown framework to create the most unified university-town model possible to support our collective goal of becoming an integrated community in which we live, work, and study. This MOU describes a framework that mobilizes our efforts to ensure we best meet the needs of the comprehensive community and our respective institutions.

II. KEY PRINCIPLES:

The Parties are guided by the following key principles:

1. We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We embrace the principles of equity, diversity,



inclusion, accessibility, and sustainability in our collaborative work.

2. Wolfville is only Wolfville with Acadia, and Acadia is only Acadia with Wolfville. The Town, Acadia, and ASU recognize that our organizations are intrinsically intertwined, each living up to its full potential of success only with the support and partnership of the other. The Parties actively invite one another to optimize the academic, research, cultural, athletic, recreational, business, economic, and entertainment opportunities provided through their various offices and departments.
3. We willingly invest in each other through dedicated resources, funding, and collaborative partnerships. The Town, ASU, and Acadia believe that greater benefit will be achieved if each invests in the other's success.
4. We share a joint responsibility to commit to a high standard of community livability for all residents of Wolfville. Residents deserve to live in a town that is attractive, safe, healthy, and affordable where neighbours appreciate, support, and respect one another. Challenges posed by food insecurity, poor or inadequate housing, or behaviours that are incompatible with the objectives of community well-being are addressed promptly, through collaboration and with sensitivity to all parties.
5. We have a duty to ensure the success of all Acadia students. Acadia students gain experience and knowledge not only through Acadia's academic programs and on-campus experiences, but by ~~integrating-participating~~ as proud ~~citizens-residents~~ of the Town of Wolfville. Their involvement as residents ~~of Wolfville~~ should be enriching and contribute to an overall positive experience for ~~visitors and permanent residents alike~~ all.
6. We will proactively consult and collaborate frequently with each other, with students of Acadia, residents of the Town, and other key stakeholders on matters of mutual concern before decisions are made by any one Party that would impact another.

II. SHARED GOALS:



1. Economic Development

The Parties, through engagement with entities including, but not limited to, Events Acadia, Acadia's Office of Industry and Community Engagement, the Wolfville Farmers Market, Valley Regional Enterprise Network, Kentville Research and Development Centre, and Wolfville Business Development Corporation, pursue and leverage joint research and economic development opportunities that provide benefit to the Town, University, and ASU.

2. Facilities, Infrastructure, and Environment

Through consultative and collaborative strategic planning, the Parties manage and promote facilities and infrastructure, including parks and open spaces in addition to physical infrastructure, in an environmentally sustainable manner such as to optimize their mutual benefit to all residents and visitors to Acadia and Wolfville.

3. Community Well-Being

The Parties work together to create and sustain a healthy, safe, supportive, affordable, and respectful community for all residents and visitors by:

- a. encouraging the engagement and interaction of all members of the community
- b. seeking affordable and safe housing options for all residents, including students and future students
- c. developing community-based solutions to enhancing food security
- d. committing to compliance of all federal and provincial statutes and regulations, Town bylaws and policies including but not limited to the Noise Bylaw & Nuisance Party Bylaw, and Acadia's Non-Academic Judicial Student Code of Conduct, and

~~d.e.~~ explore new and innovative opportunities to enhance community safety through cooperation with community partners.

4. Communication

The Parties work together to share successes, opportunities, learning, and initiatives with other Town & Gown relationships and regional, national, and international organizations and the broader community.

IV. IMPLEMENTATION:

1. The Parties will provide representatives to the Wolfville and Acadia Town and Gown Committee as follows:
 - President and Vice-Chancellor of Acadia University
 - 1 member of the Board of Governors ~~or Senate~~ (2-year term)
 - President of the Acadia Student Union
 - One member of the Students' Representative Council (SRC), usually the Community Relations Representative
 - Mayor of the Town of Wolfville
 - 1 member of the Town Council (2-year term)
 - 1 resident of the Wolfville community. Both the Town and Acadia will cause notice of this position and its subsequent vacancy to be advertised publicly. The member so chosen shall be selected by the other 6 Committee members (2-year term, renewable for 1 additional term subject to Committee approval)
2. The Committee will be chaired by the Mayor of the Town of Wolfville and the President and Vice-Chancellor of Acadia University on an alternating annual basis.
3. The mandate of the Committee is to serve as stewards of this Memorandum of Understanding and to promote its shared goals.
4. The Committee meets ~~quarterly throughout the calendar year~~ three times annually, usually in ~~January, April, September, and November~~ the spring, -fall, and winter or as required.

5. Each partner will appoint an administrative lead to support the Committee and champion the deliverables of the shared goals.
6. A joint annual workplan is ~~proposed~~ managed by the administrative leads ~~to the Town and Gown Committee for endorsement, usually at the November meeting.~~
 - a. The workplan is developed by the administrative leads with input from employees and other contributors as required. The administrative leads may from time-to-time establish working groups or ad-hoc committees to inform or execute the annual workplan.
 - ~~b. Once endorsed by the Committee, the joint annual workplan is forwarded to the Parties.~~
 - e.b. The administrative leads will provide workplan progress reports at Committee meetings ~~and a year-in review summary of accomplishments, usually at the June meeting.~~
7. The Committee meetings ~~will~~ may be held in a hybrid format (in-person and virtual)
8. The meetings are open to the public.

V. LENGTH OF AGREEMENT

1. Subject to paragraph 3 below, the Parties anticipate that this MOU will remain in effect indefinitely.
2. An informal review of effectiveness of this MOU will be held every two years. A formal review will be conducted every 4 years to ensure that the shared goals and key principles remain relevant and current. Any changes as a result of these reviews may require an amending agreement by the Parties.
3. Any Party may withdraw from this MOU with ~~one year~~ 90 days written notice. This MOU will cease to be in effect upon the withdrawal of any Party.

In witness whereof, the parties hereto have executed this MOU as of the last date written below:



Jodi MacKay
Mayor, Town of Wolfville

Jeff Hennessy
President, Acadia University

Yas Jawad
President, Acadia Students' Union

Date

Date

Date



REQUEST FOR DECISION 049-2025

Title: Municipal Asset Naming and Renaming Policy

Date: 2025-12-02

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

Contributors: Equity & Anti-Racism Advisory Committee, Council Policy Taskforce, Laura Yaroshevskaya, Administrative Assistant, Laura Morrison, Clerk



SUMMARY

Municipal Asset Naming and Renaming Policy

The naming of municipal assets, including parks, streets and buildings, is a way to showcase history, heroes and community values. Wolfville has policy for naming streets as well as municipal assets, but the process to generate a list of names for Council consideration was not digging deeply into the diversity of our community so these policies were recommended for review in Wolfville's Equity and Anti-Racism Plan.

The Equity and Anti-Racism plan focuses on recognizing, reviewing and rewriting the policy, practices and procedures that appear neutral but have the effect of disadvantaging underrepresented and underserved groups. The current policies were selected because the names presented to Council were limited to suggestions focused on names of former Mayors of the Town, names of families and or individuals of importance to the Town, names of areas or landmarks of significance and former street names.

In consideration of the Town's commitment to equity and anti-racism, the policies have been combined and now have a clear purpose: to provide a consistent and efficient process when naming or renaming municipal assets and for the Town to use asset naming as a means of redress and reconciliation.

DRAFT MOTION:

That Council approve the Policy#110-Municipal Asset Naming and Renaming Policy as attached to RFD 049-2025.

That Council repeal Policy# 610-004 Street Naming Policy.

That Council repeal Policy #120-007 Municipal Lands and Facilities Naming Policy

REQUEST FOR DECISION 049-2025

Title: Municipal Asset Naming and Renaming Policy

Date: 2025-12-02

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

Contributors: Equity & Anti-Racism Advisory Committee, Council Policy Taskforce, Laura Yaroshevskaya, Administrative Assistant, Laura Morrison, Clerk



1) CAO COMMENTS

The CAO supports the recommendation of staff, the Equity & Anti-Racism Committee and the Council Policy Taskforce.

2) LEGISLATIVE AUTHORITY

- [Municipal Government Act](#)

3) STAFF RECOMMENDATION

Staff recommend supporting the motion.

4) REFERENCES AND ATTACHMENTS

1. [Town of Wolfville Equity and Anti-Racism Plan](#)

5) DISCUSSION

Asset naming in communities has historically provided a way to showcase heroes, history and values but in consideration of those who have been underrepresented, and marginalized, a more intentional effort is needed to allow all people to see themselves as part of our Wolfville Community. Asset naming is one way to do this.

This new policy was informed by the Equity and Anti-Racism Advisory Committee through multiple meetings and discussions. The Committee reviewed policy that was working well for other communities, and then intentionally built-in numerous steps to build a more diverse list of potential names for consideration when naming Town assets.

The policy defines the level of outreach that is required to collect a diverse list of potential asset names and the new policy also describes the steps to be taken when names go from a suggestion to a potential decision point for Council.

The policy also addressed the process for renaming, if a need should arise. Consideration is also given to sponsorship.

The draft policy was referred from the Equity and Anti-Racism Committee to the Council Policy Task force for additional review.

6) FINANCIAL IMPLICATIONS

REQUEST FOR DECISION 049-2025

Title: Municipal Asset Naming and Renaming Policy

Date: 2025-12-02

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

Contributors: Equity & Anti-Racism Advisory Committee, Council Policy Taskforce, Laura Yaroshevskaya, Administrative Assistant, Laura Morrison, Clerk



None at this time.

7) REFERENCES TO COUNCIL STRATEGIC PLAN

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.*

8) COMMUNICATION REQUIREMENTS

When the new policy is approved, this will be communicated back to the Equity and Anti-Racism Advisory Committee and we will also have an opportunity to share our new policy with those whom we are contacting as we work to build a robust list of potential names.

9) ALTERNATIVES

Council may send the policy back to staff for further refinement.



POLICY

Municipal Asset Naming and Renaming	
Policy Number 610-008	Supersedes Policy Number 610-004 Street Naming Policy 120-007 Municipal Lands and Facilities Naming Policy
Effective Date	

1.0 Purpose

The Town of Wolfville is committed to providing a consistent and efficient process when naming or renaming municipal assets. The Town is committed to using asset naming as a means of redress and reconciliation.

2.0 Definitions

2.1 Municipal Assets: Streets, parks, parts of parks, trees, benches, trails, structures, facilities, and parts of facilities, vehicles, development areas, pedestrian and cycling infrastructure belonging to or under the control of the Town of Wolfville.

3.0 Seeking Potential Public Asset Names

To develop a robust list of potential names for use in public asset naming, the Town of Wolfville will:

- 3.1 Engage and consult with Indigenous, African Nova Scotian, and other equity-seeking communities to seek proposed names once each calendar year;
- 3.2 Engage and consult with Randall House and the Wolfville Historical Society to seek proposed names once each calendar year;
- 3.3 Engage and consult with Acadia University to seek proposed names once each calendar year;
- 3.4 Engage and consult with the Wolfville community to seek proposed names once each calendar year.
- 3.5 All submissions must include not only the proposed name but also the relevance of the proposed name to the Town.
- 3.6 Submissions may include supporting documentation.
- 3.7 Staff will review all submissions for accuracy and relevance.
- 3.8 Staff will recommend the classification of the name (person/place/thing).



POLICY

4.0 List of Potential Asset Names

- 4.1 The list of potential asset names will be available on the Town website to allow for ongoing review and comment by community

5.0 Asset Naming

- 5.1 Staff will present the categorized names to Council for review when there is an asset that needs naming
- 5.2 Council shall decide on a short-list of names
- 5.3 Staff shall contact nominators when their submission has been shortlisted
- 5.4 Council may seek public input on the short-list of names for a period of four weeks
- 5.5 Council shall make the final decision

6.0 Words appropriate for the Municipal Asset Names List

- 6.1 Words celebrating the diversity and history of Wolfville.
- 6.2 Words reflecting an event or community contributing significantly to the area, cultural diversity, and historical relevance of the area.
- 6.3 Words recognizing native wildlife, flora, fauna, or natural features.
- 6.4 Family names or person's first and last names.

7.0 Words Not Appropriate for the Municipal Asset Names List

- 7.1 Duplicates of an existing name.
- 7.2 Words that sound similar, even if they have a different suffix (e.g. Orchard Street and Orchard Road).
- 7.3 Cumbersome, corrupted, modified names, or discriminatory names from the point of view of race, sex, colour, creed, political affiliation or other factors.
- 7.4 Words with any sexual overtones, inappropriate humour, parody, slang or double meaning.
- 7.5 Words with a secondary or negative connotation.
- 7.6 Words spelled differently but sounding alike (e.g. Crosby and Crosbie).
- 7.7 Words which advertise a particular business including paid sponsorships. No municipal building shall take the name of a company or person associated with the company, but the building name may be followed by "Sponsored by [company]" or "In Memory of [name]" or "In Celebration of [name]".

8.0 Steps Staff Will Follow to Assess Names for the Names List:

- 8.1 Confirmation that words meet the naming criteria.
- 8.2 Reference checks (if applicable) for people's names.
- 8.3 Discussions with the applicant, applicable departments, and applicable community groups.



POLICY

8.4 Public consultation for a 90-day period which may include a public meeting, newspaper article/post, online survey and/or any other appropriate engagement.

8.5 Recommendation report provided to Council by the appropriate staff member.

9.0 Steps Staff Will follow to Assess Renaming Requests

9.1 Confirmation that existing name does not meet the naming criteria in this policy.

9.2 Discussions with the applicant, applicable departments, and applicable community groups.

9.3 Public consultation for a 90-day period which may include a public meeting, print media, online survey and/or any other appropriate engagement.

9.4 Recommendation report provided to Council by the appropriate staff member.

10.0 Need for Consultation

10.1 Proposed words that portray indigenous significance or are after an Indigenous individual, organization or event will require consultation with the Glooscap First Nation and the Annapolis Valley First Nation.

10.2 Proposed words related to the African Nova Scotia community, or other cultural group, will require consultation with appropriate and representative organizations that group.

11.0 Paid Sponsorship

11.1 While the Town of Wolfville may accept paid sponsorships related to the naming of municipal facilities, sponsors must comply with all criteria outlined in this policy.

11.2 Acceptance of sponsorship does not entitle the sponsor to select or dictate the facility's name. The final naming decision rests solely with the Town of Wolfville in accordance with Section 5.0 (Asset Naming).

11.3 In recognition of sponsorship, the Town may include an acknowledgment such as "Sponsored by [company]", "In Memory of [name]", or "In Celebration of [name]" following the facility's official name, as described in Section 7.7.

11.4 All sponsorship arrangements and acknowledgments shall be reviewed to ensure consistency with the Town's values, naming principles, and public interest.

12.0 Policy Review

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

13.0 Replace

The following policies are repealed and replaced with this policy:

- Policy#610-004 Street Naming Policy
- Policy#120-007 Municipal Lands and Facilities Naming Policy



POLICY

Approved by CAO/Town Clerk

Date

DRAFT

REQUEST FOR DECISION 045-2025

Title: Policy #110-011 Code of Conduct for Elected Municipal Officials Policy
Date: 2025-12-02
Prepared By: Laura Morrison, Town Clerk & Manager of Administration
Contributors: Council Policy Review Task Force



SUMMARY

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

On October 7, 2025, amendments to the Code of Conduct for Municipal Elected Officials regulation were filed.

The original regulation was filed in October 2024, and municipalities were required to adopt it. The Town complied by implementing Policy #110-011, Code of Conduct for Elected Municipal Officials in December 2024.

The October 2025 updates are to both the complaint process and the Investigator's process. These changes are as noted in Sections 5.19.3, 5.19.5, 5.19.6 and 5.19.9, described in more detail under the Discussion section of this report.

DRAFT MOTION:

That Council approve the amendments to Policy#110-011 Code of Conduct Policy for Elected Municipal Officials as attached to RFD 045-2025.

REQUEST FOR DECISION 045-2025

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

Date: 2025-12-02

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

Contributors: Council Policy Review Task Force

1) CAO COMMENTS

The CAO supports staff's recommendation.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (Section 23A)
- [Code of Conduct for Municipal Elected Officials Regulations NS Reg. 212/2025](#)

3) STAFF RECOMMENDATION/RECOMMENDATION OF POLICY WORKING GROUP

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

4) REFERENCES AND ATTACHMENTS

- Draft Amended Code of Conduct for Elected Municipal Officials Policy #110-011 (attached)
- [Code of Conduct for Elected Municipal Officials NS Reg 212/2025](#)

5) DISCUSSION

On October 7, 2025, amendments to the Code of Conduct for Municipal Elected Officials regulation were filed.

The primary amendment concerns who is permitted to file a complaint with the Town appointed Investigator regarding alleged breaches of the Code of Conduct for Elected Municipal Officials. Under these amendments, only elected officials may submit complaints to the Investigator; members of the public do not presently have access to this process.

The specific amendments in the policy are shown in red writing and are:

1. Addition of definition of Elected Official (administrative change)
2. Additional points under section 5.19 comprise of clarification of changes on who can access the services of the Investigator, the consolidation of multiple complaints related to the same subject matter (not the same elected official) and the investigation process

REQUEST FOR DECISION 045-2025

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

Date: 2025-12-02

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

Contributors: Council Policy Review Task Force

relating to the start date of when a complaint is discoverable and that council members can not submit a complaint on behalf of anyone else.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A

8) COMMUNICATION REQUIREMENTS

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

9) ALTERNATIVES

Council are prescribed to adopt the regulations.



POLICY

Code of Conduct for Elected Municipal Officials Policy	
Policy Number: 110-011	Supersedes Policy Number: Not Applicable
Effective Date: March 3, 2020 Amended Date: July 19, 2022 November 21, 2023 June 25, 2024 December 17, 2024	Approval By Council (Motion Number): 17-07-22 26-11-23 20-06-24 25-12-24

1.0 Purpose

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

2.0 Scope & Responsibility

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

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

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

3.0 References

- 3.1** Municipal Elections Act 1989
- 3.2** Municipal Government Act 1998
- 3.3** The Code of Conduct for Municipal Elected Officials Regulations N.S. **212/2025**
- 3.4** Policy 130-818 Respectful Workplace Policy



POLICY

4.0 Definitions

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

5.0 Policy

5.1 Guiding Principles

The below guiding principles are:

- 5.1.1 Collegiality: members of council will work together to further the best interests of the Town in an honest and honourable way.
- 5.1.2 Respect: members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff. **Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality's reputation.**
- 5.1.3 Integrity: members of council are expected to be lawful and adhere to strong ethical principles by giving the Town interests priority over private individual interests.
- 5.1.4 Professionalism: members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, while supporting and encouraging others to participate in council activities.



POLICY

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

5.2 General Conduct

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



POLICY

5.3 Confidential Information

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

5.4 Gifts and Benefits

- 5.4.1 No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 - i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation.
 - ii. a suitable memento of a function honouring the member of Council.
 - iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council.
 - iv. compensation authorized by the Town.
- 5.4.2 A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member



POLICY

is deemed to be a gift to the Member of Council.

5.5 Use of Municipal Property, Equipment and Services

- 5.5.1 No member of Council shall use, or request the use of, any Town property, including surplus material or equipment for personal convenience or profit, unless the property is:
 - i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - ii. made available to the member of Council in the course of carrying out council activities and duties.
- 5.5.2 No Member of Council shall use, or request the use of, for personal purpose any Town property, equipment, services, supplies or other Town-owned materials, other than for purposes connected with the discharge of Town duties.
- 5.5.3 No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of Town-developed intellectual property.
- 5.5.4 No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the public for any purposes other than carrying out their official duties.
- 5.5.5 No Member of Council, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

5.6 Building, Development, Planning or Procurement Proposals before Council

- 5.6.1 No Members of Council shall solicit or accept support in any form from an individual, group or corporation with any planning or procurement proposal before Council.

5.7 Improper Use of Influence

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



POLICY

5.8 Business Relations

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

5.9 Employment of Persons Closely Connected to Members of Council

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

5.10 Fairness

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

5.11 Adherence to Policies, Procedures, Bylaws and Other Laws

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



POLICY

of the Town.

5.11.4 Members of Council will adhere to the expense and hospitality policies of the Town.

5.12 Respect for Council as a decision-making body

5.12.1 A member of council must abide by and act in accordance with any decision made by council, whether or not the member voted in favour of the decision.

5.12.2 Members of Council must not encourage non-compliance with a statute, regulation, bylaw, policy or procedure.

5.13 Communicating on behalf of Council

5.13.1 A member, other than the Mayor, must not claim to speak on behalf of Council unless the member has been authorized to do so.

5.13.2 The Mayor may speak on behalf of Council and must make every effort to convey the intent of councils' decision accurately.

5.14 Interactions of Council with Staff and Service Providers

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

5.14.2 No member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.

5.14.3 Members of Council shall be respectful of the role of CAO and Town employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.

5.14.4 Members of Council must not direct or influence or attempt to direct or influence any Town employees in the exercise of their duties or functions.



POLICY

- 5.14.5 Council cannot direct Town employees except through the CAO.
- 5.14.6 Members of Council are not to issue instructions to any of the contractors, tenderers, consultants, or other service providers to the Town.
- 5.14.7 No member of Council shall require or request that a Town employee undertake personal chores or tasks for the member unrelated to Town business.
- 5.14.8 Members of Council shall refrain from making public statements that are critical of specific and/or identifiable Town employees and/or service providers.

5.15 Respectful Interactions

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

5.16 Reprisal

- 5.16.1 A member of Council must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct, or any person providing relevant information in relation to a matter under this Code of Conduct.

5.17 Sanctions Framework

Council shall consider all of the following criteria prior to imposing a sanction or sanctions.

- 5.17.1 The nature of the code contravention.
- 5.17.2 The length or persistence of the code contravention.



POLICY

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

5.18 Sanctions

- 5.18.1 Member will receive a letter of formal reprimand or warning, as directed by council.
- 5.18.2 Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.
- 5.18.3 Require the member to attend training, appropriate to the incident, as directed by council.
- 5.18.4 Censure the member publicly.
- 5.18.5 Limit the member's access to certain local government facilities, equipment and/or property.
- 5.18.6 Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.
- 5.18.7 Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.
- 5.18.8 Impose a limit on the member's participation on behalf of the municipality.
- 5.18.9 Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.
- 5.18.10 Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.
- 5.18.11 Impose an appropriate reduction in remuneration to the member for no longer than 6 months.



POLICY

- 5.18.12 Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.
- 5.18.13 Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

5.19 Complaint and Investigator Process

- 5.19.1 The Town will appoint a person or entity other than a Council member or an employee of the Town to receive and investigate complaints.
- 5.19.2 The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice. No conflict of interest can exist between the investigator and the parties involved.
- 5.19.3 If an investigator receives multiple complaints about the same subject matter, the investigator must consolidate the complaints and investigate them together, unless doing so would compromise the principles of natural justice or procedural fairness.
- 5.19.4 The Town must include the investigator's contact information on their publicly accessible website.
- 5.19.5 A complaint may only be made by a Council member.
- 5.19.6 A Council member may not submit a complaint on behalf of any other person or entity.
- 5.19.7 A complaint will be submitted to the investigator no later than 6 months from discoverability.
- 5.19.8 For the purposes of this Section, a complaint is discovered on the following applicable date:
 - a. the date that the complainant first knew or ought reasonably to have known that the Council member's conduct or action was potentially in breach of the code of



POLICY

conduct;

- b. for conduct or an action that is continuous, the date that the Council member's action or conduct ceases;
- c. for conduct or a series of actions that is repeated, the date that the Council member's last conduct or action in the series occurs.

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



POLICY

- i. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue.
- ii. Council may grant the investigator an extension on when the report can be brought to Council for extenuating circumstances, including a delay during a municipal election period.
- iii. Council can discuss the investigators report in-camera.
- iv. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.

5.19.16 Council determines if a breach occurred and determines the sanction(s) to impose. If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:

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

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

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

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

6.0 Policy Review

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



POLICY

Appendices:

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

CAO or Town Clerk

Date

DRAFT



POLICY

APPENDIX A

STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

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

Signed:

Declared this _____ day of _____, 20__.

Before me:

Chief Administrative Officer/Town Clerk

REQUEST FOR DECISION 044-2025

Title: Policy#120-010 Routine Access Policy Amendments
Date: 2025-12-02
Prepared by: Laura Morrison, Town Clerk & Manager of Administration
Contributors: Council Policy Review Task Force



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 adopted to allow staff more time to process requests and to provide guidelines to the public and staff on when a request may be disregarded.

Further feedback received caused staff to take another look at the policy and in collaboration with the Town Solicitor and the Council Policy Review Task Force, further amendments have been incorporated as follows:

- i. The role of staff and the Responsible Officer, as that position is described under Part XX of the MGA, in disregarding a request which falls under Section 5.6 of the policy.
- ii. The addition of point 5.9, clarifying that nothing in the Routine Access policy prohibits a member of the public submitting a request under FOIPOP as described in Part XX of the MGA.

The changes are highlighted in red in the attached draft, and the request being made of council is to approve these additional amendments.

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: 2025-12-02
Prepared by: Laura Morrison, Town Clerk & Manager of Administration
Contributors: Council Policy Review Task Force



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

5) DISCUSSION

Recently, amendments were made to Part XX of the MGA under Freedom of Information and Protection of Privacy on when certain requests could be disregarded. These same guidelines were adopted into the Town's Routine Access Policy at the Town Council meeting of October 21, 2025.

Based on feedback received, staff felt that further clarity on staff/Responsible Officer's role in disregarding requests was required.

After consulting with the Town's Solicitor and the Council Policy Review Task Force, amendments have been made as follows:

- i. The role of staff and the Responsible Officer, as that position is described under Part XX of the MGA, in disregarding a request which falls under Section 5.6 of the policy.
- ii. The addition of point 5.9, clarifying that nothing in the Routine Access policy prohibits a member of the public submitting a request under FOIPOP as described in Part XX of the MGA.

These amendments provide clarity for the user and Council are being asked to approve the revised policy.

6) FINANCIAL IMPLICATIONS

- n/a

REQUEST FOR DECISION 044-2025

Title: Policy#120-010 Routine Access Policy Amendments

Date: 2025-12-02

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

Contributors: Council Policy Review Task Force



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- n/a

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 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.
- 5.4 A charge may also apply for the reproduction of any map.
- 5.5 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.
 - 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.



POLICY

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.
- 5.6 Staff having custody of a requested record **shall not release the requested record and shall refer the request to the Responsible Officer under Part XX of the *Municipal Government Act* if any of the following apply:**
- a. The **requested record is not clearly listed or defined in Section 5.5 of this policy.**
 - b. The applicant has not provided sufficient detail to be able to identify the record(s).
 - c. **In the opinion of the staff having custody of the record:**
 - i. the requests are trivial, frivolous or vexatious i.e. made to waste time, harass, or annoy with no serious purpose.
 - ii. The requests are for information already provided to the applicant.
 - iii. The requests amount to an abuse of the right to make a request because they are
 - A. unduly repetitive or systematic i.e. making the same request repeatedly or submitting multiple overlapping requests.
 - B. excessively broad or incomprehensible i.e. vague, confusing or huge in scope that it can't reasonably be answered, or
 - C. responding to the requests would unreasonably interfere with the operations of the public body and the requests are repetitious or systematic in nature.



POLICY

- 5.7 The Responsible Officer may disregard a request for a record that has been referred to the Responsible Officer under Section 5.6 a, b or c of this Policy.
- 5.8 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.
- 5.9 Nothing in this Policy prevents or prohibits any person from applying for any record under the provisions of Part XX of the Municipal Government Act.

CAO

Date

REQUEST FOR DECISION 048-2025

Title: Council & Committees of Council Meeting Schedule 2026

Date: 2025-12-02

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

Contributors: Laura Yaroshevskaya, Administrative Assistant, Office of the CAO



SUMMARY

COUNCIL & COMMITTEES OF COUNCIL MEETING SCHEDULE 2026

The purpose of this RFD is for Council to review the proposed meeting dates for Council meetings and Advisory Committees of Council for 2026, as attached. It is understood that changes may be required throughout the year.

DRAFT MOTION:

That Council adopt the 2026 Council & Advisory Committees of Council Meeting Schedule as attached to RFD 048-2025.

REQUEST FOR DECISION 048-2025

Title: Council & Committees of Council Meeting Schedule 2026

Date: 2025-12-02

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

Contributors: Laura Yaroshevskaya, Administrative Assistant, Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act
- Policy #110-002, Council & Committee Proceedings Policy

3) STAFF RECOMMENDATION

Staff recommends that Council accept the 2026 Council and Advisory Committees of Council meeting schedule as detailed within this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings

4) REFERENCES AND ATTACHMENTS

- [Policy#110-001 Committees of Council Policy](#)
- Council & Advisory Committee Meetings Schedule 2026 (*attached*)

5) DISCUSSION

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

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

Regular Town Council, Committee of the Whole and Committees of Council meeting dates for 2026 are recommended as detailed in the attachment to this RFD.

Frequency of Meetings:

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

REQUEST FOR DECISION 048-2025

Title: Council & Committees of Council Meeting Schedule 2026

Date: 2025-12-02

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

Contributors: Laura Yaroshevskaya, Administrative Assistant, Office of the CAO



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

There are regular annual conferences which are taken into consideration and any adjustments that may need to be made once all the dates are known, will be made.

• May 19-22	ITGA Annual Conference
• June (dates unavailable)	NSFM Spring Workshop
• June 10-12	AMANS Spring Conference
• October 13-16	AMANS Fall Conference
• November (dates unavailable)	NSFM Fall Conference

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

For the last few years, the June COW has also been moved to the second week due to the International Town & Gown conference being held in first week of June, however, for 2026 this conference takes place in May and no adjustments are required.

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

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

REQUEST FOR DECISION 048-2025

Title: Council & Committees of Council Meeting Schedule 2026

Date: 2025-12-02

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

Contributors: Laura Yaroshevskaya, Administrative Assistant, Office of the CAO



Council Policy Review Task Force meetings are not pre-scheduled but on an 'as and when required' basis.

External Committees

External Committees can be added if the dates of the meetings are known. At this time we do not have that information.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN

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.

The meeting schedule is posted on our website in advance to allow members of the public to plan to attend and/or participate.

8) COMMUNICATION REQUIREMENTS

Meetings will be published on the website.

9) ALTERNATIVES

While the purpose of this calendar is to provide plenty of advance notice to council, staff and members of the public, there may be the requirement to adjust based on unforeseen scheduling conflicts that arise. These will be dealt with on a case-by-case basis.

Council Meetings		
Meeting	Time	Frequency
Committee of the Whole (COW)	8:30am - 11:30am <i>(12:30pm if required and agreed)</i>	Monthly (1st Tuesday of the month except January, June & September - 2nd Tuesday of the month)
COW Overflow (if required)	6:00pm - 8:00pm	Monthly as required (Wednesday immediately following COW)
Town Council	6:30pm - 8:30pm	Monthly (3rd Tuesday of the month except January, June & September - 4th Tuesday of the month)
Special Budget COW	8:30am - 1:30pm	At least bi-annually
Committees of Council Meetings		
Accessibility Advisory Committee (AAC)	4:30pm - 5:30pm	At least 4 times per year (Mondays)
Audit Committee	9:00am - 11:00am	At least 4 times a year (Fridays)
Council Policy Review Task Force	12:30pm - 2:30pm	As required (Fridays)
Equity & Anti-Racism Advisory Committee	4:30pm - 5:30pm	At least 4 times a year (Mondays)
Planning Advisory Committee (PAC)	4:00pm - 6:00pm	Monthly (second Thursday of the month)
RCMP Advisory Board	10:00am - 12:00pm	Quarterly (Tuesdays)
Regional Emergency Management Advisory Committee (REMAC)	10:00am - 11:30am	Quarterly (Mondays)
Source Water Protection Advisory Committee	2:30pm - 4:00pm	Quarterly (Wednesdays)
Town and Gown Committee	1:00pm - 3:00pm	Quarterly (Mondays)
Please note: Above are regular timings. Scheduling may be modified by Committee.		

JANUARY 2026

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

FEBRUARY 2026

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

MARCH 2026

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

APRIL 2026

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

MAY 2026

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

JUNE 2026

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

JULY 2026

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

AUGUST 2026

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

SEPTEMBER 2026

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

OCTOBER 2026

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

NOVEMBER 2026

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

DECEMBER 2026

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

REQUEST FOR DECISION 050-2025

Title: Devour! Deck timing extension

Date: 2025-12-02

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

Contributors: Glenn Horne, CAO



SUMMARY

Devour! Deck Timing Extension and Update

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

Although renovations of the Devour! complex are substantially underway and some aspects completed, the deck deliverable has not been able to be completed on schedule, as per the original MOU + extensions, and Devour! is requesting a third extension (original extension granted in March 2024 to extend completion to December 31, 2024 and another extension to December 31, 2025).

A letter from Devour! is attached – explaining the current context and realities of their deck construction.

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

DRAFT MOTION:

That Council approve the attached MOU amendment #3 with the Slow Motion Food Film Fest Society and direct the CAO to sign and execute this amendment to enable an extension to the deck construction on the north side of the Devour! complex on Main Street.

REQUEST FOR DECISION 050-2025

Title: Devour! Deck timing extension

Date: 2025-12-02

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

Contributors: Glenn Horne, CAO



1) CAO COMMENTS

The addition of the agreed upon deck at the Devour! Studio is an important project to showcase Wolfville's waterfront and provide public, accessible viewing and amenity space. The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- *Municipal Government Act*
- Town Policy 710-003 Grants to Organizations

3) STAFF RECOMMENDATION

Staff are recommending approval of the 3rd amendment of the agreement for the deck contribution.

4) REFERENCES AND ATTACHMENTS

1. Latest Letter requesting extension from Devour! (2025) (attached)
2. Updated drawings for Devour! deck / submitted for DP and BP (attached)
3. Memorandum of Understanding (MOU) AMENDMENT #3 (attached)
4. RFD 057-2024 (last extension granted) – see [here](#) (December 2024 Council meeting)
5. RFD 016-2024 – March 2024 Timing Extension #1. See March 5, 2024 Committee of the Whole.
6. Original approvals and MOU: see RFD 035-2021 and RFD 004-2021

5) DISCUSSION

See attached letter from Devour! for context and attached drawings of the proposed construction.

There is no other new information from the previous reports submitted on this topic. Section 2.1 of the original MOU states the following about the 2 key elements of the funding:

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

The universal washroom is open to the public and has been inspected by the Town's Building Official.

REQUEST FOR DECISION 050-2025

Title: Devour! Deck timing extension

Date: 2025-12-02

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

Contributors: Glenn Horne, CAO



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

Deck construction has not yet begun. However, Staff have worked with Devour! and their Architect to finalize details and are now in a position to approve the Development and Building Permits, to be issued for Spring 2026 construction. The attached letter from Devour! provides additional context. An amending agreement with the Rail Line owner was already enabled by Council and executed. Additionally, an agreement will accompany the Development Permit approval and will outline responsibilities and risk pertaining to Town infrastructure adjacent to the deck construction.

The washroom has been completed and the intent is to still construct the deck – it just needs more time to come together. An amending agreement is included for Council's consideration.

6) FINANCIAL IMPLICATIONS

No change - \$50,000 has been provided for accessible washroom. \$50,000 for the deck has not been provided.

7) REFERENCES TO COUNCIL STRATEGIC PLAN

Relevant strategic directions from the 2025-2029 Strategic Priorities:

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

- 1) *Community Focus: Make Investments in public services reflective of community need.*
- 2) *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) *Partnerships: Foster partnerships that promote Wolfville and create value.*
- 2) *Placemaking for a Vibrant Community: Enhancing public spaces to support community connections.*
- 3) *Event Attraction: Positioning Wolfville as an inclusive, supportive partner for events*

8) COMMUNICATION REQUIREMENTS

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

REQUEST FOR DECISION 050-2025

Title: Devour! Deck timing extension

Date: 2025-12-02

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

Contributors: Glenn Horne, CAO



NA

9) ALTERNATIVES

Council does not approve the motion and directs Staff to take other action.



A CENTRE FOR CULINARY & CULTURAL INNOVATION

Devin Lake

November 17, 2025

Town of Wolfville

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

Dear Devin,

Thank you for your continued support of our project between Devour! and the Town of Wolfville. We appreciate your assistance as we work towards the completion of Devour! Studios. We have successfully finished our most extensive renovation phase to date (Phase 3.2), which has nearly completed the main level and made much of the lower level operational.

**Slow Motion Food
Film Fest Society**

Board of Directors

Blair Cook- Chair
Glenn Munro
Nan MacDonald
Martha Reynolds
Janelle Poole
Craig Kennedy
Johanna Eliot
Tyler Cameron
Diana Dibblee
Sebastien Latulippe

- Green Room, Staff Room, Small Theatre, and Washrooms completed on the lower level
- Fully accessible public washroom on main floor completed, meeting CSA B651-18 standards
- Storage areas established for studio operations
- Generator installed and commissioned for EMO warming center use
- Loading bay and walk-in refrigerator completed in the main kitchen
- Lower level gathering room finished
- Deep Roots Office completed and occupied
- One of the main floor retail units finished and rented (Only NS Unique Gifts & Crafts)
- Kitchens and staff washroom on the main level fully commissioned and certified
- Building permit submitted and approved for the DECK PROJECT

Management Team

Michael Howell
Executive Director
Lia Rinaldo
Managing Director

Additionally, we now have sufficient staffing in place to ensure public washrooms are available Monday to Friday from 9 AM to 5 PM.

Regarding the status of the Deck Project:

We would like to inform the Town Council that, due to the passing of a significant family member this year, the proponent has slowed all but necessary projects. We have taken the necessary time to approach this matter sensitively while ensuring progress continues, respecting the family's grief.

Earlier this year, discussions about the deck implementation arose, necessitating an architectural and mechanical evaluation due to underground town infrastructure. The SMFFF board was also consulted regarding the associated risks and long-term implications and agreed upon the terms.

As of today, November 17, our proposed proponent for the deck has requested information on potential materials to be used in the project to assess how many costs can be internalized by their companies. With the Town of Wolfville having approved the building permit, the architect is moving forward with these discussions.

We are requesting an extension to our agreement for the completion of the deck until December 31, 2026.

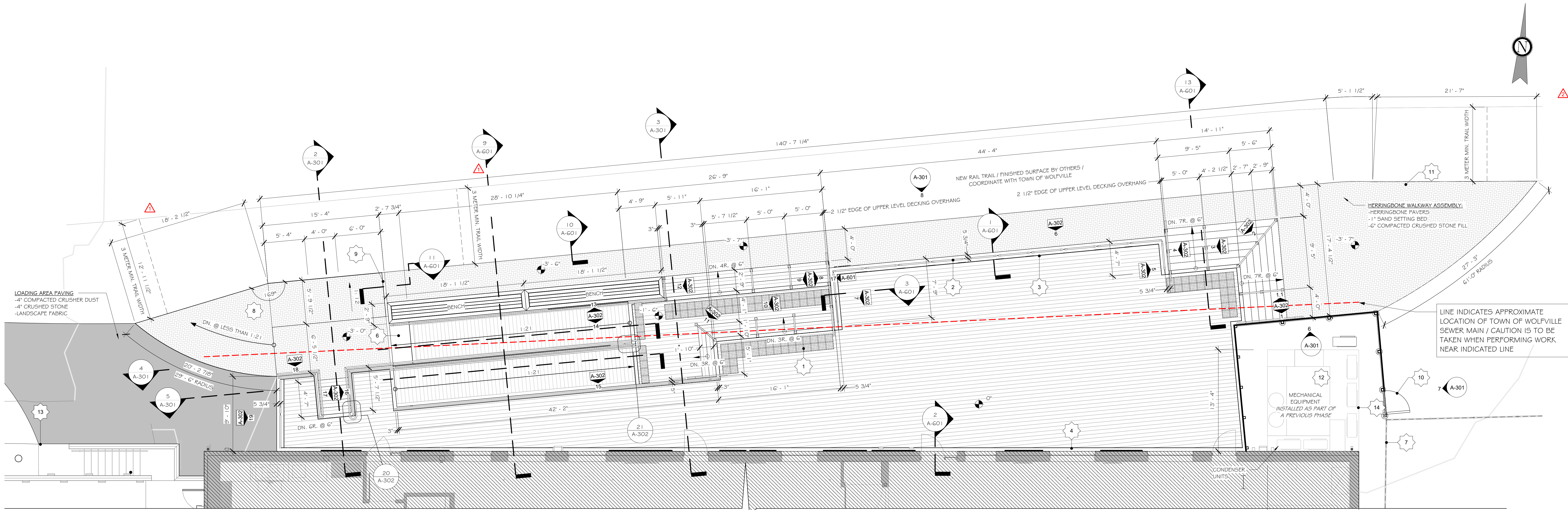
We look forward to addressing any questions during the Committee of the Whole Meeting on December 2.

Sincerely,

Michael Howell
Executive Director

Lia Rinaldo
Managing Director

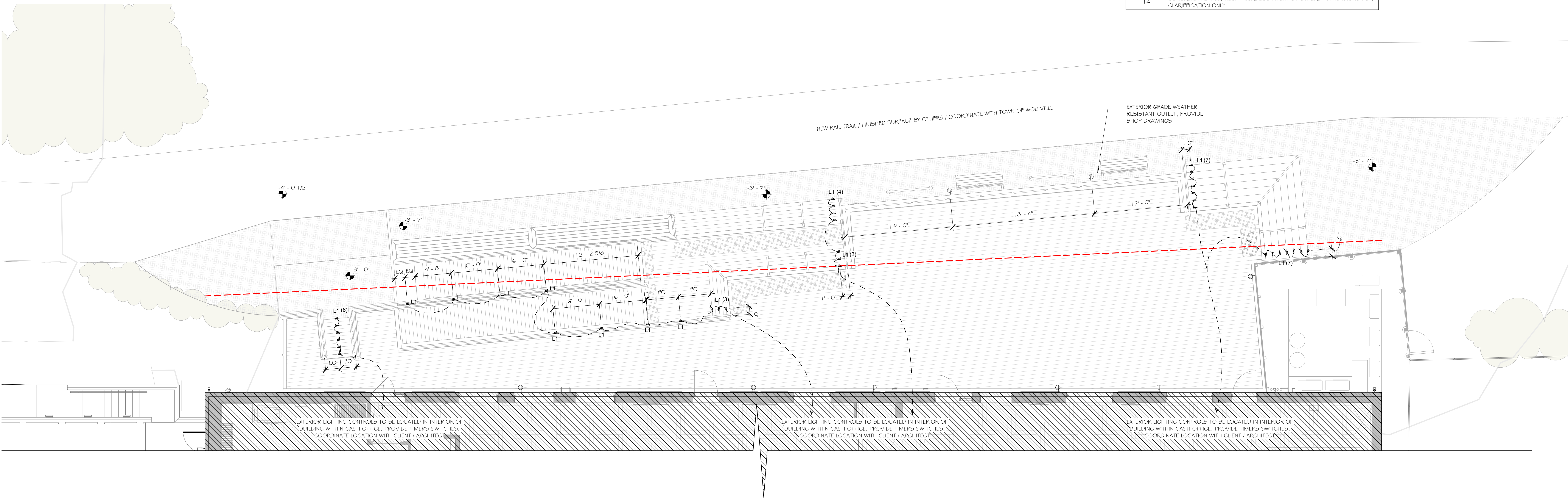
CC: Vincent Den Hartog, Architect

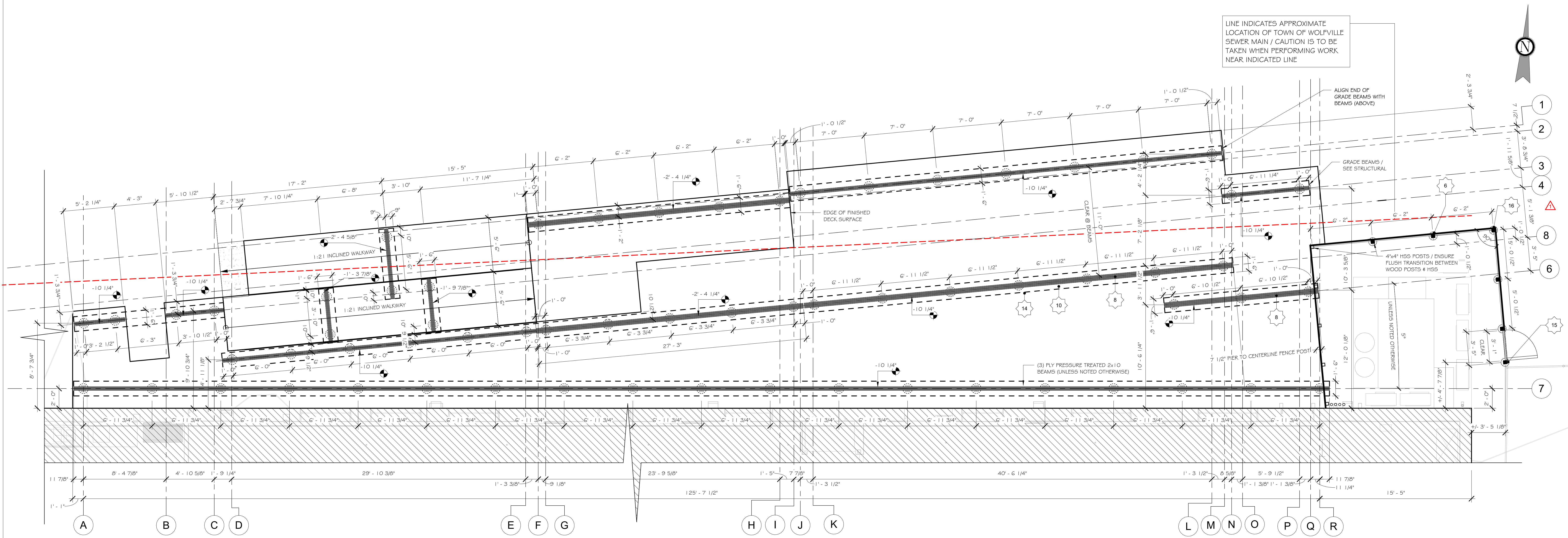


1 Terrace - Plan
A-201/ 3/16" = 1'-0"

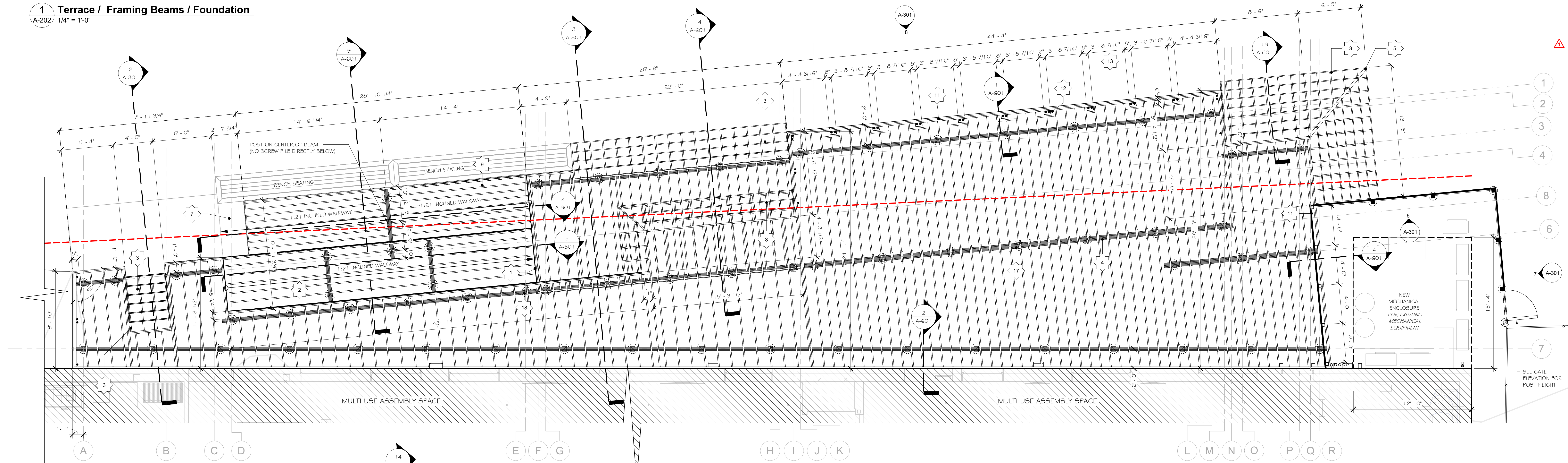
ENLARGED PLAN NOTES	
No.	Contents
1	TACTILE WALKING SURFACE INDICATORS / INSTALLED 1 1/2" FROM EDGE OF STAIR / SEE SPEC.
2	(2) PERIMETER 1x6 COMPOSITE DECKING BOARDS @ DEMOUNTABLE GUARD RAILS
3	DECKING ORIENTATION IN LINE WITH FRONT OF DECK AS INDICATED
4	(1) PERIMETER 1x6 COMPOSITE DECKING BOARD UNLESS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

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

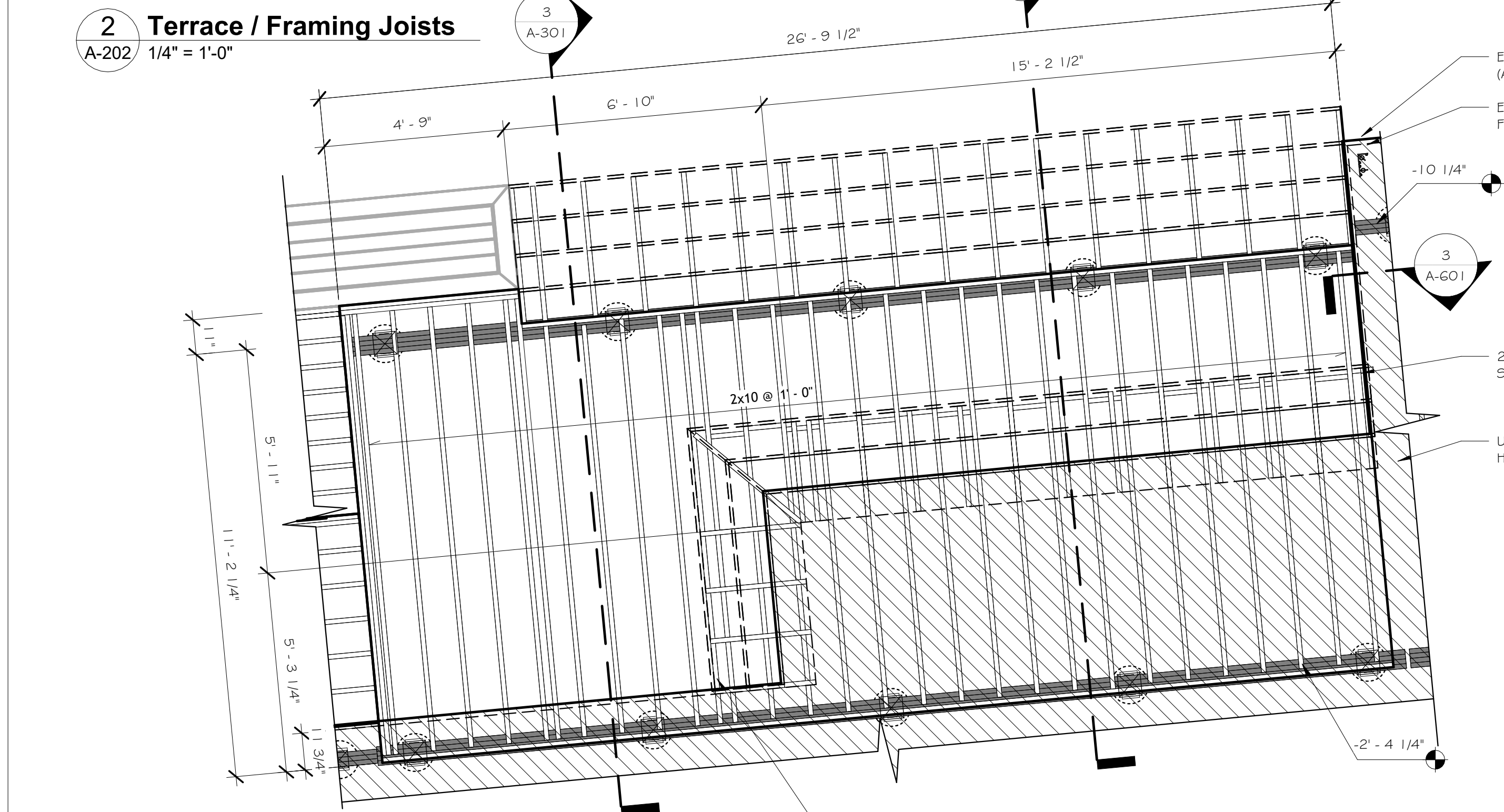




1 Terrace / Framing Beams / Foundation
A-202 1/4" = 1'-0"

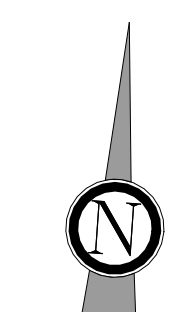


2 Terrace / Framing Joists
A-202 1/4" = 1'-0"



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

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



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

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

OTHER CONSULTANT'S STAMP

ARCHITECT'S STAMP



Devour Public Terrace
360 Main St, Wolfville, NS

DRAWING SET:
Construction Documents

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

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

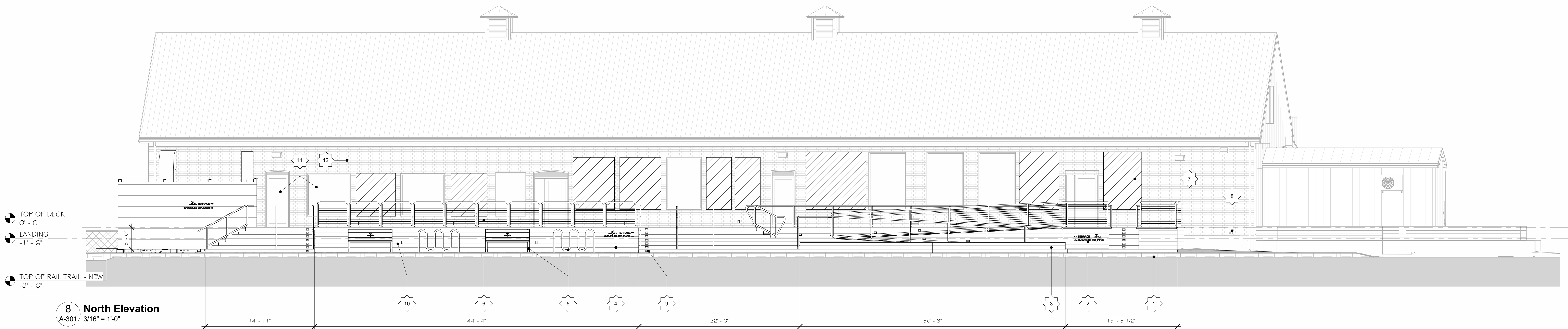
Architecture for rural communities
VINCENT DEN HARTOG
Architect

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

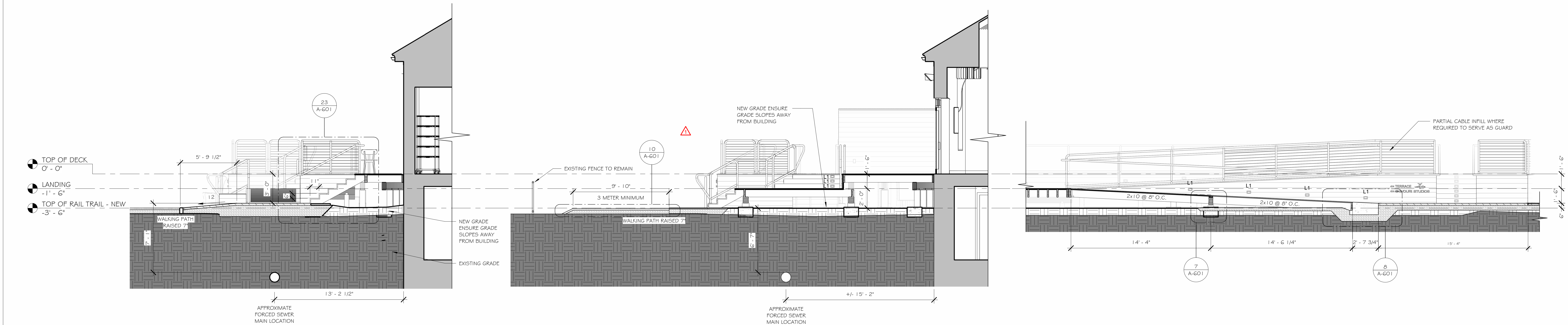
ENLARGED DECK PLANS

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

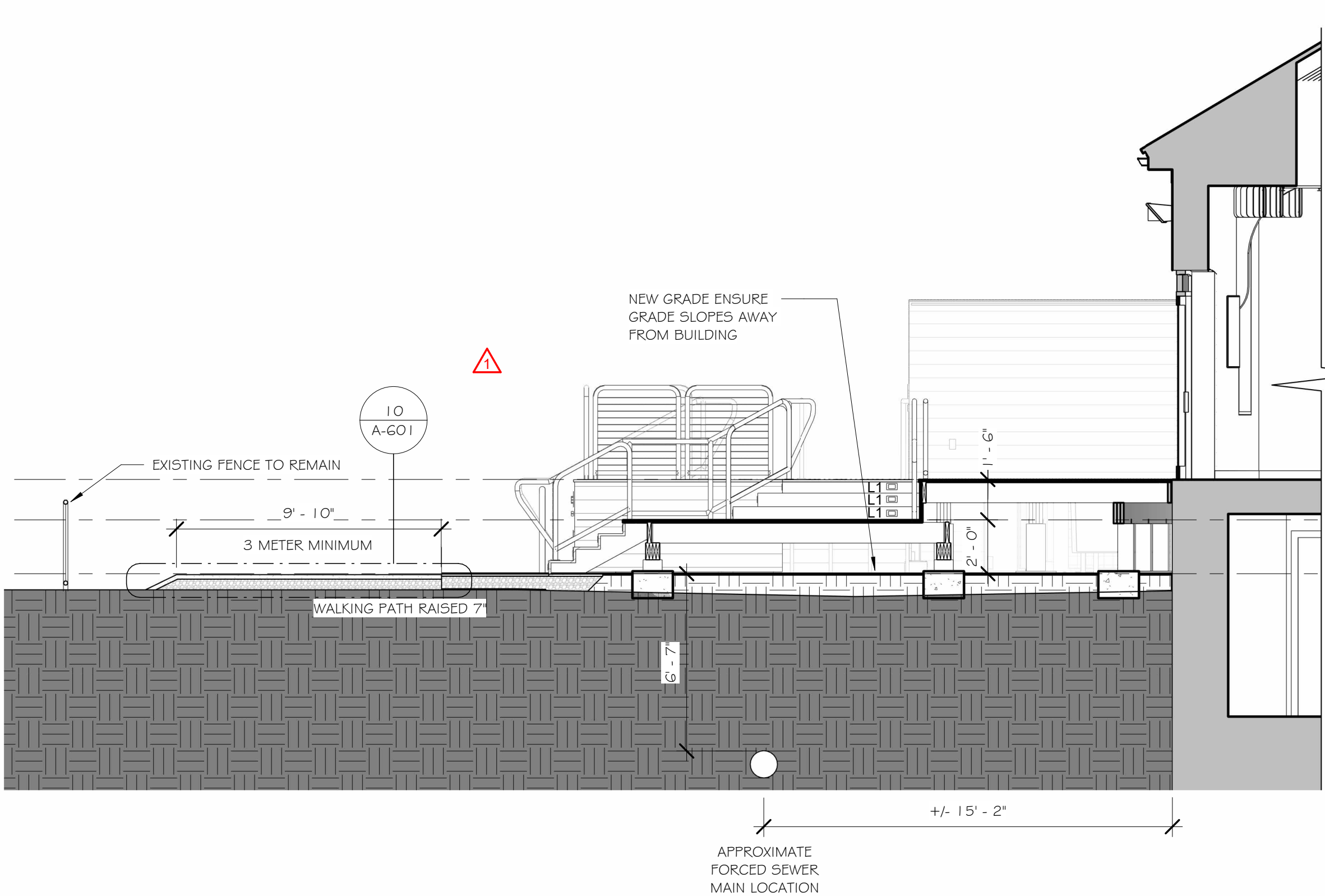
A-202



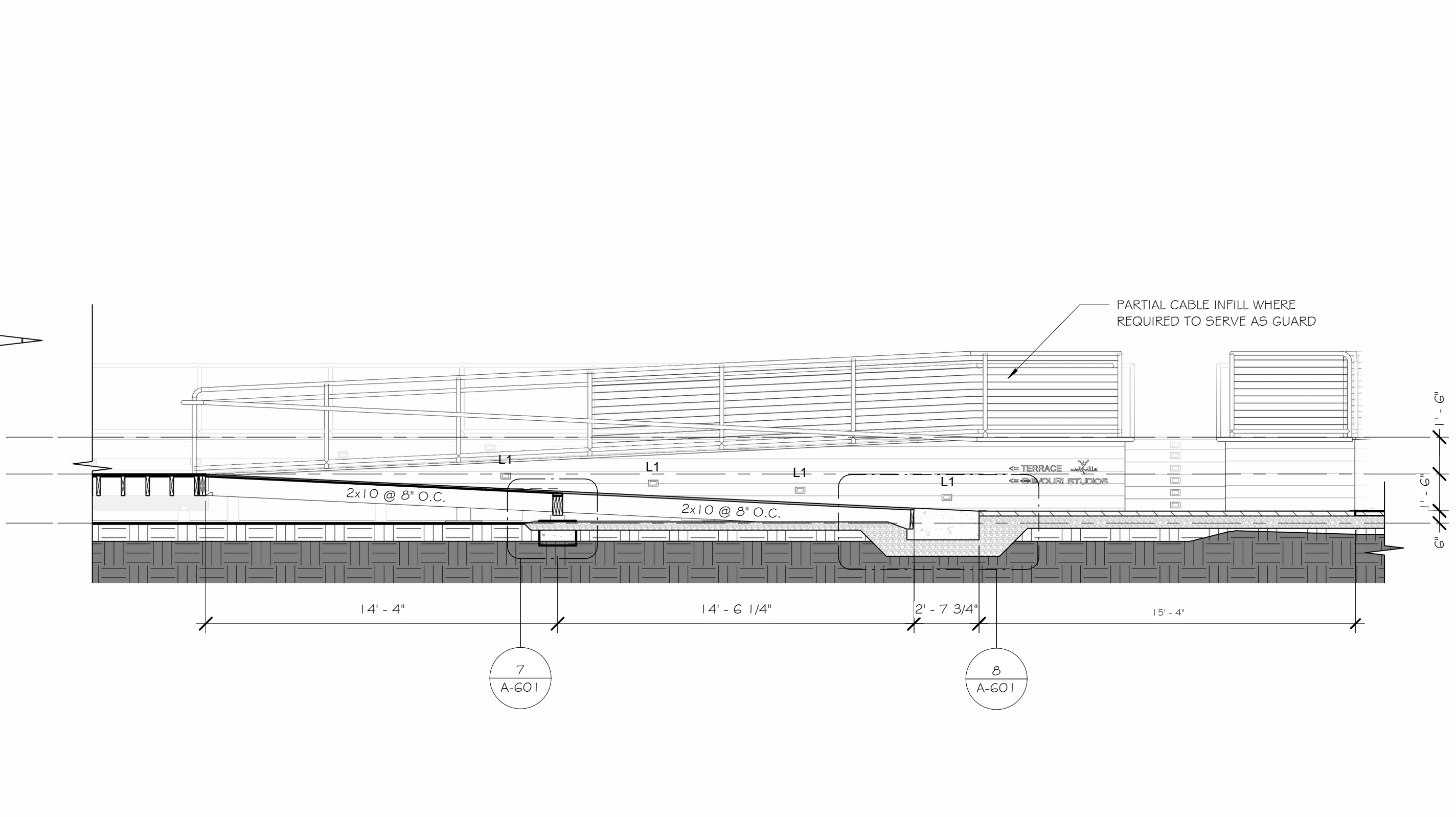
ELEVATION NOTES	
No.	Contents
1	COORDINATE ALTERATIONS TO GRADE WITH TOWN OF WOLFVILLE
2	SIGNAGE (BY OTHERS)
3	BENCH CLAD IN DECKING TO MATCH MAIN DECKING FINISH
4	DECK WALLS CLAD IN DECKING TO MATCH REMAINDER OF DECK
5	BIKE RACKS & BENCHES BY OTHERS
6	DEMOUNTABLE GUARDS @ FRONT EDGE OF DECK
7	INDICATED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



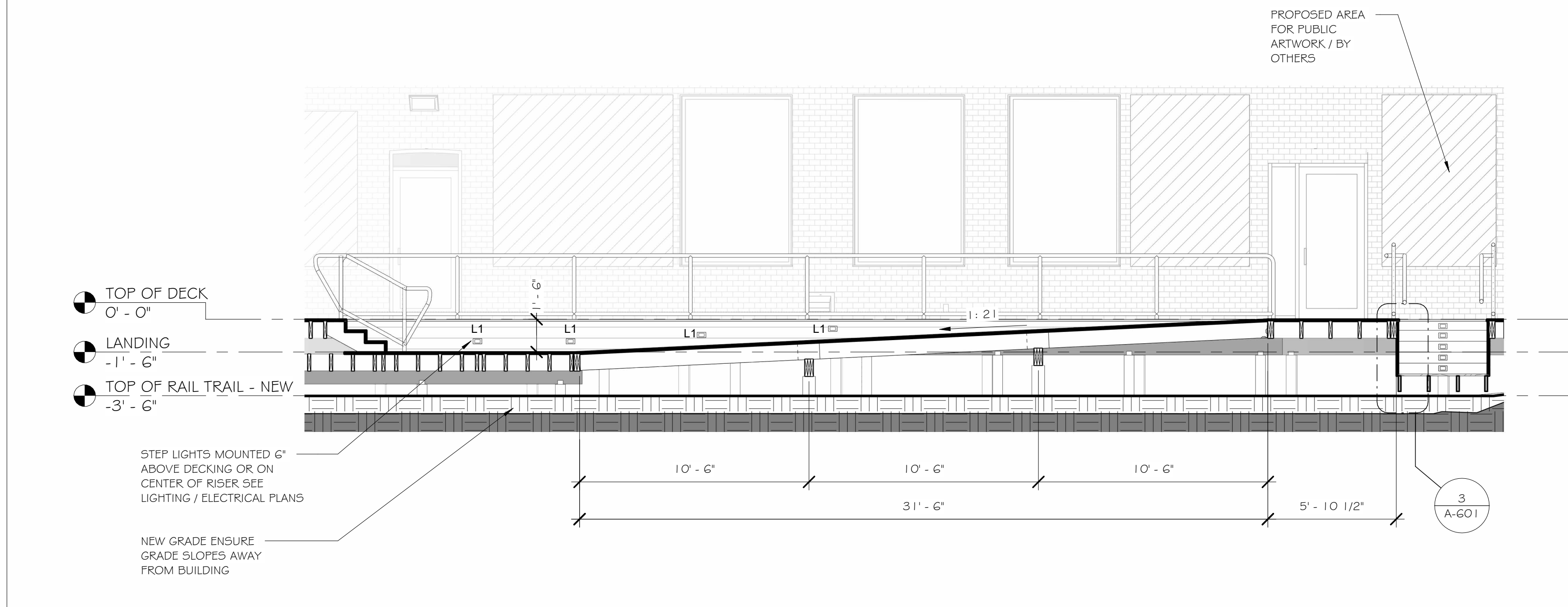
2 Section - 01 (Stair + Hardsurface)
A-301 / 1/4" = 1'-0"



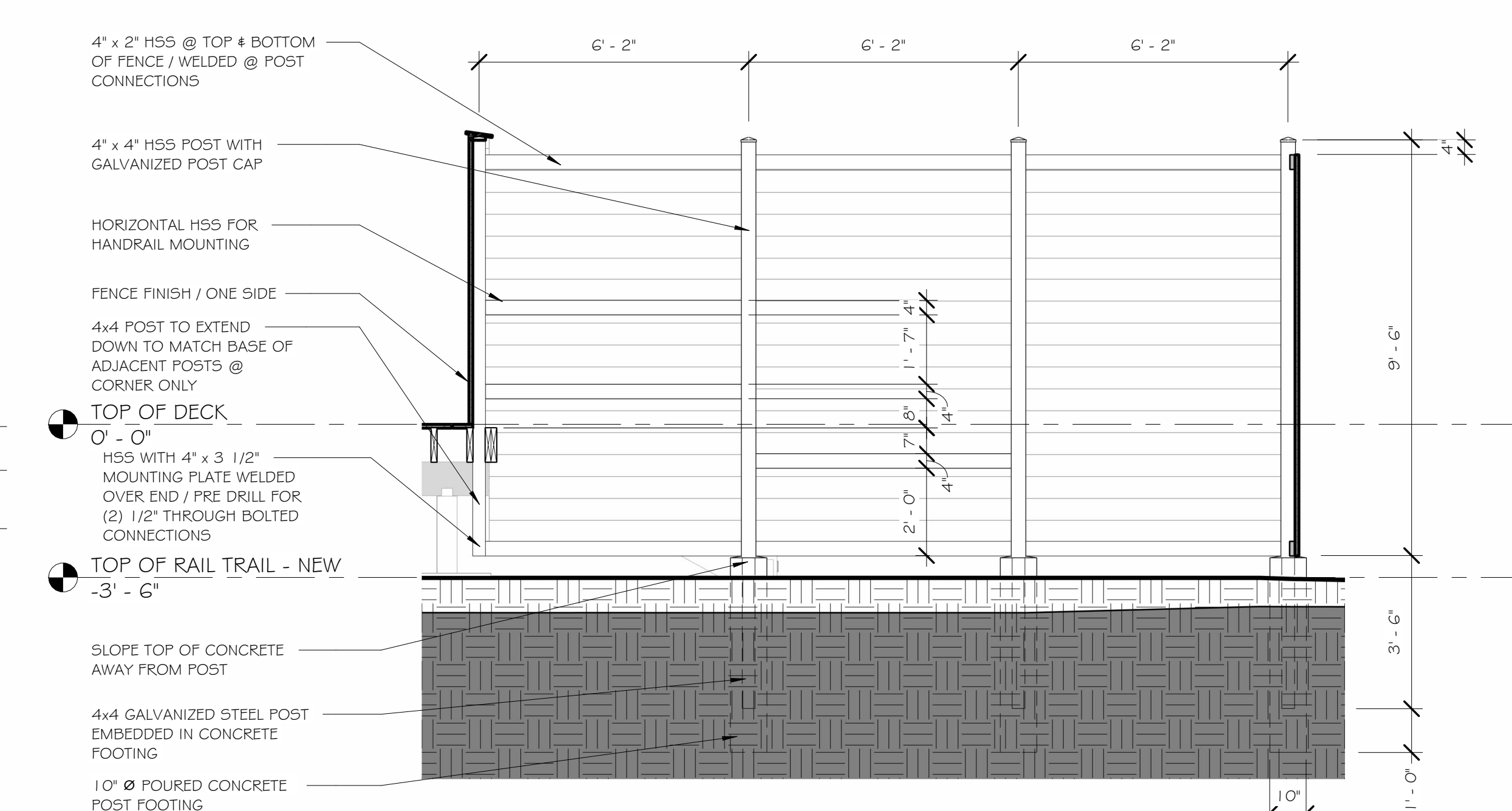
3 Landing Cross Section
A-301 / 1/4" = 1'-0"



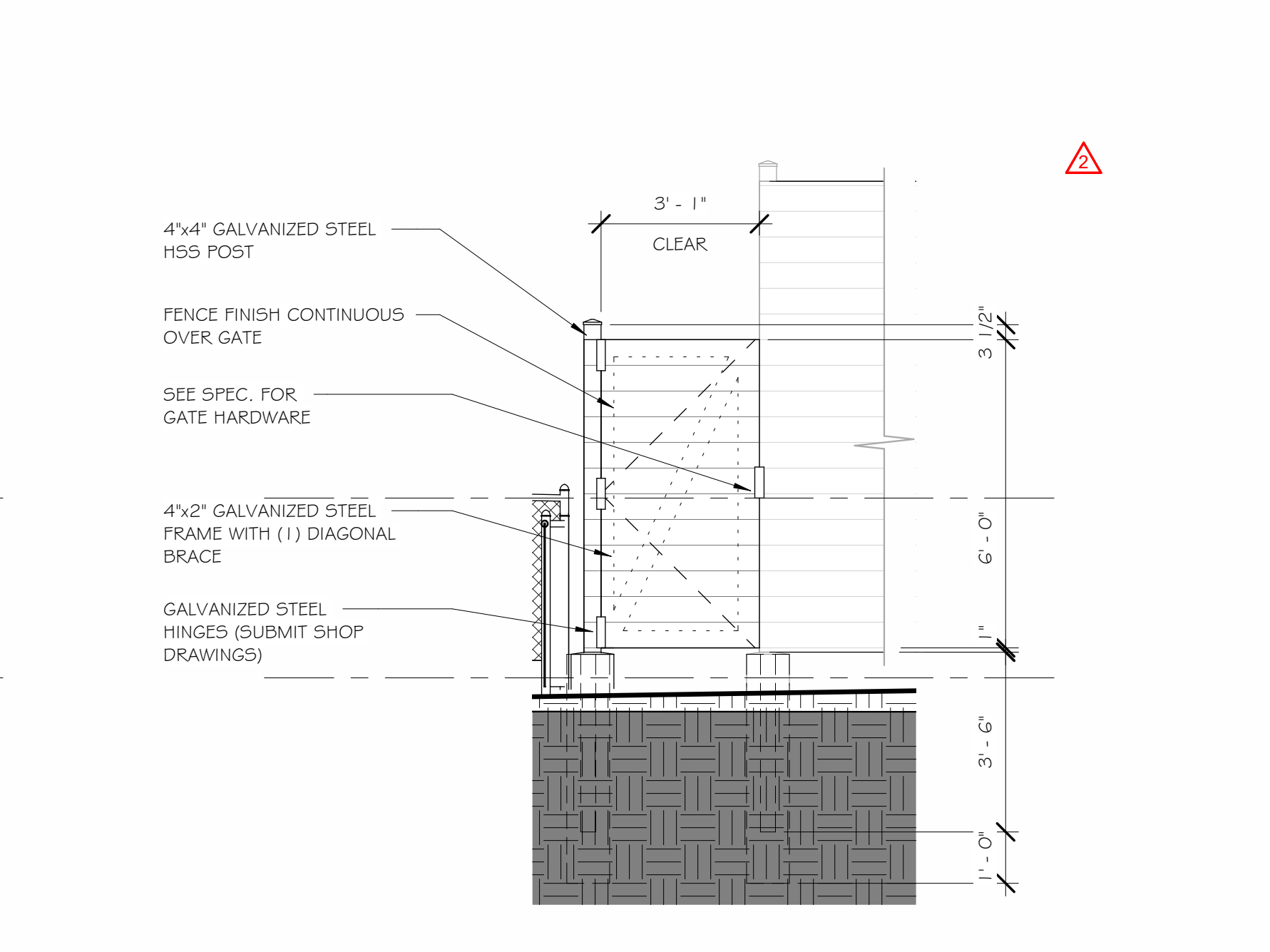
4 Lower Ramp Section
A-301 / 1/4" = 1'-0"



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



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



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

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

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

REVISION	Description	Date Issued
----------	-------------	-------------

OTHER CONSULTANT'S STAMP

ARCHITECT'S STAMP



Devour Public Terrace
360 Main St, Wolfville, NS

DRAWING SET:
Construction Documents

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

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

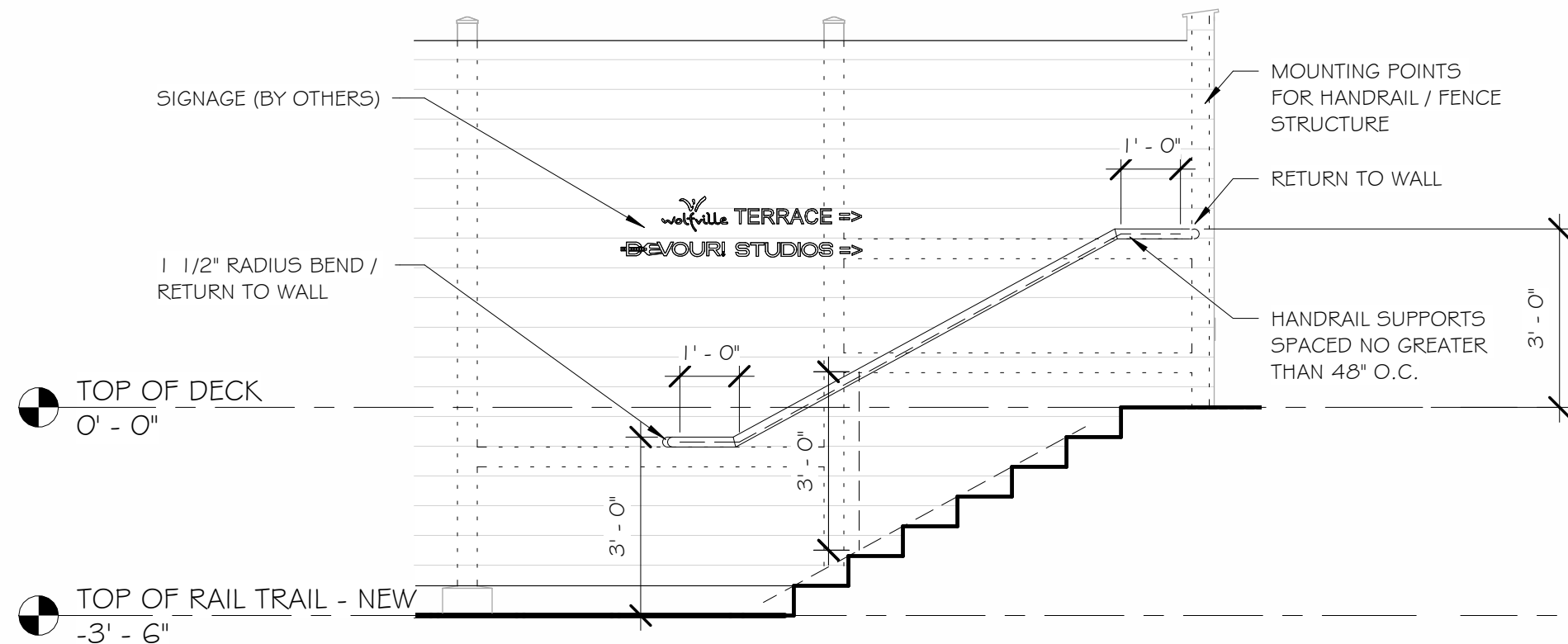


176 Main Street, Wolfville, Nova Scotia, B4P 1C1 Tel: 902.542.4194
Email: info@denhartogarchitect.com Website: www.denhartogarchitect.com

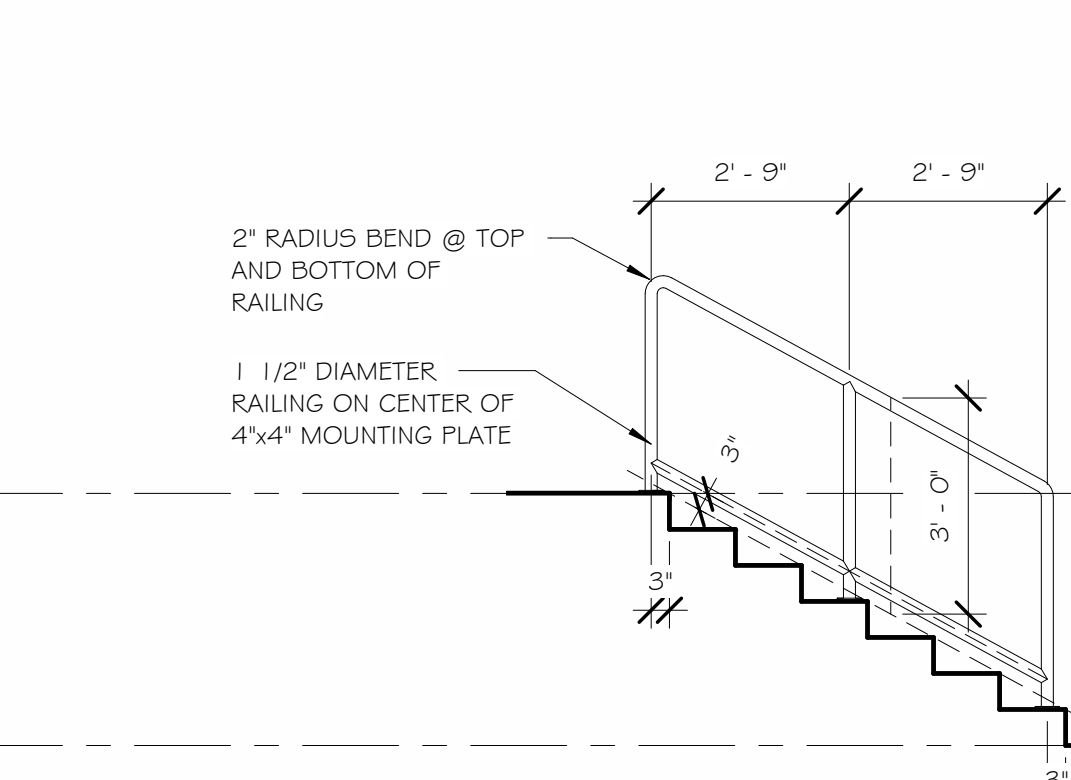
TERRACE ELEVATIONS & SECTIONS

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

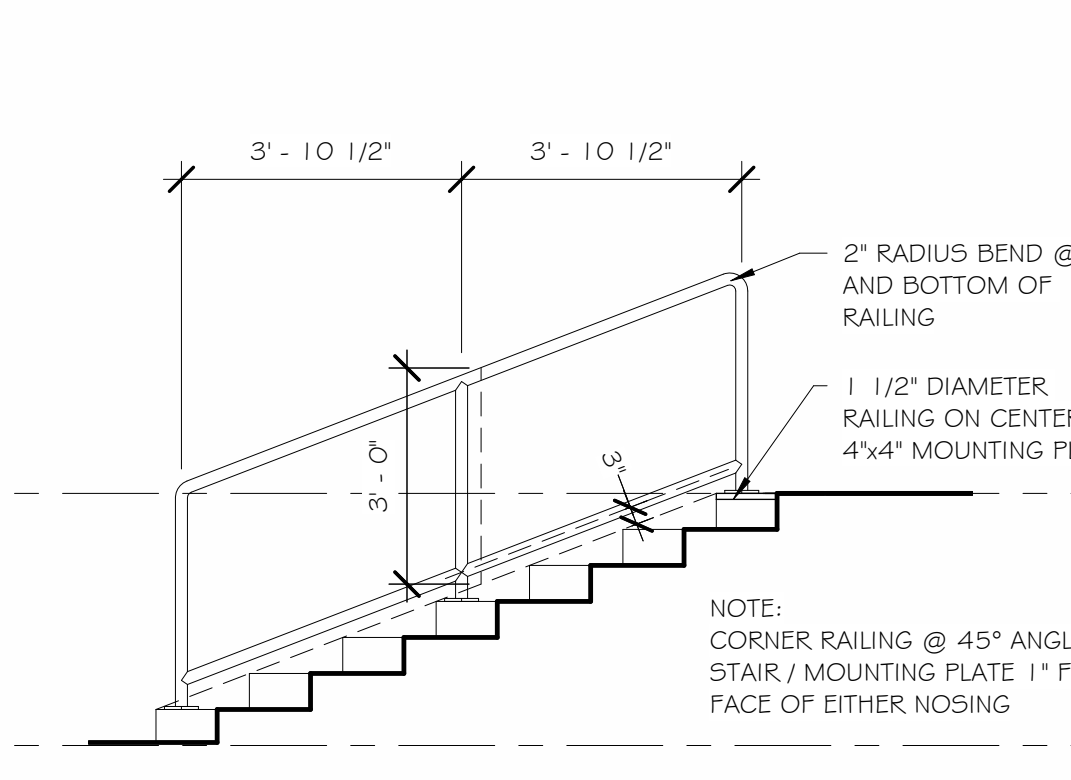
A-301



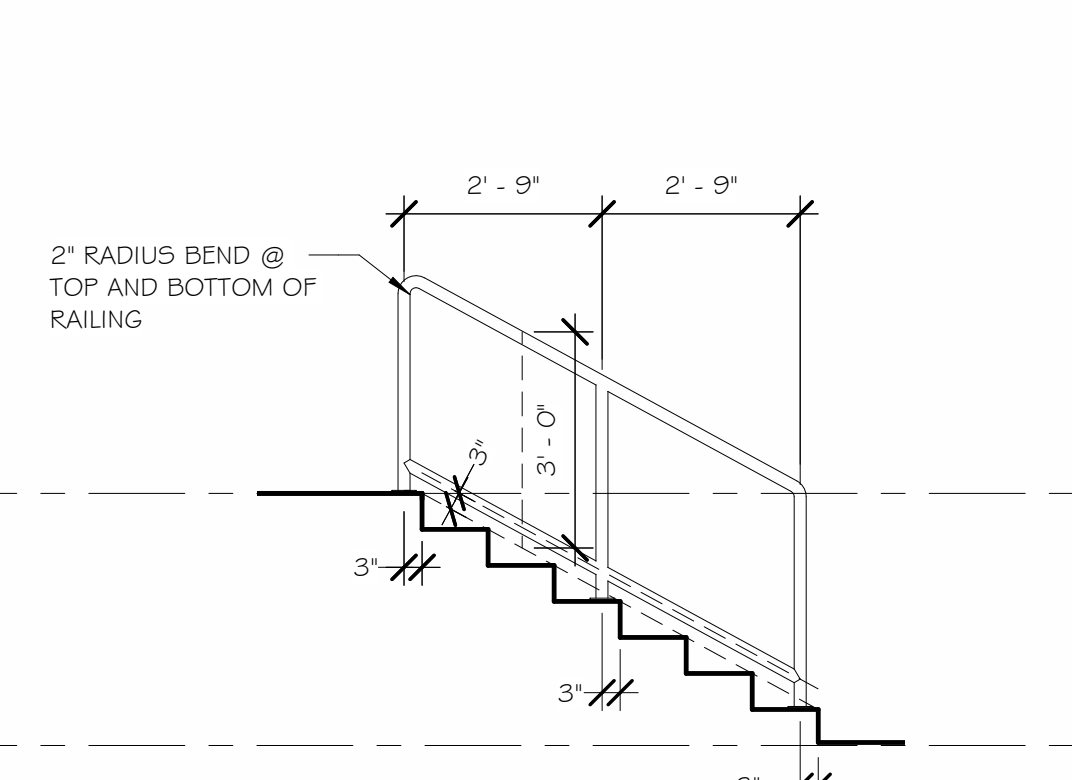
1 Handrail Elevation (1) - Wall Mounted
A-302 3/8" = 1'-0"



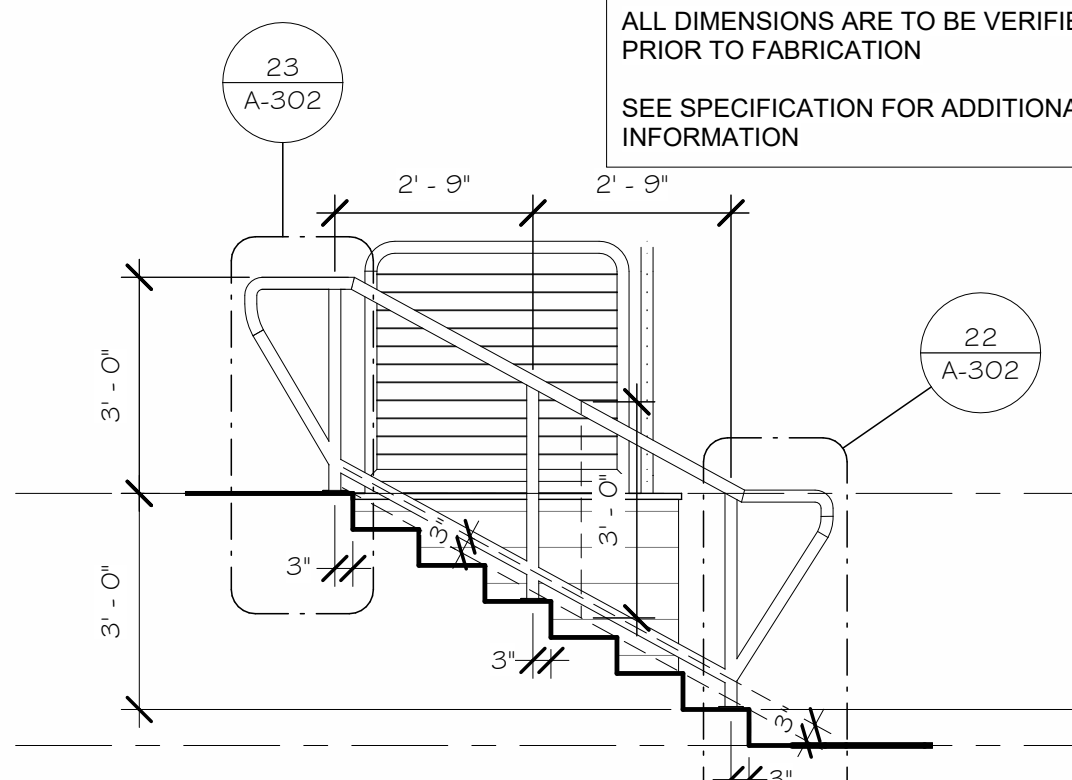
1.1 Handrail Elevation (1.1) - Stair Mounted
A-302 3/8" = 1'-0"



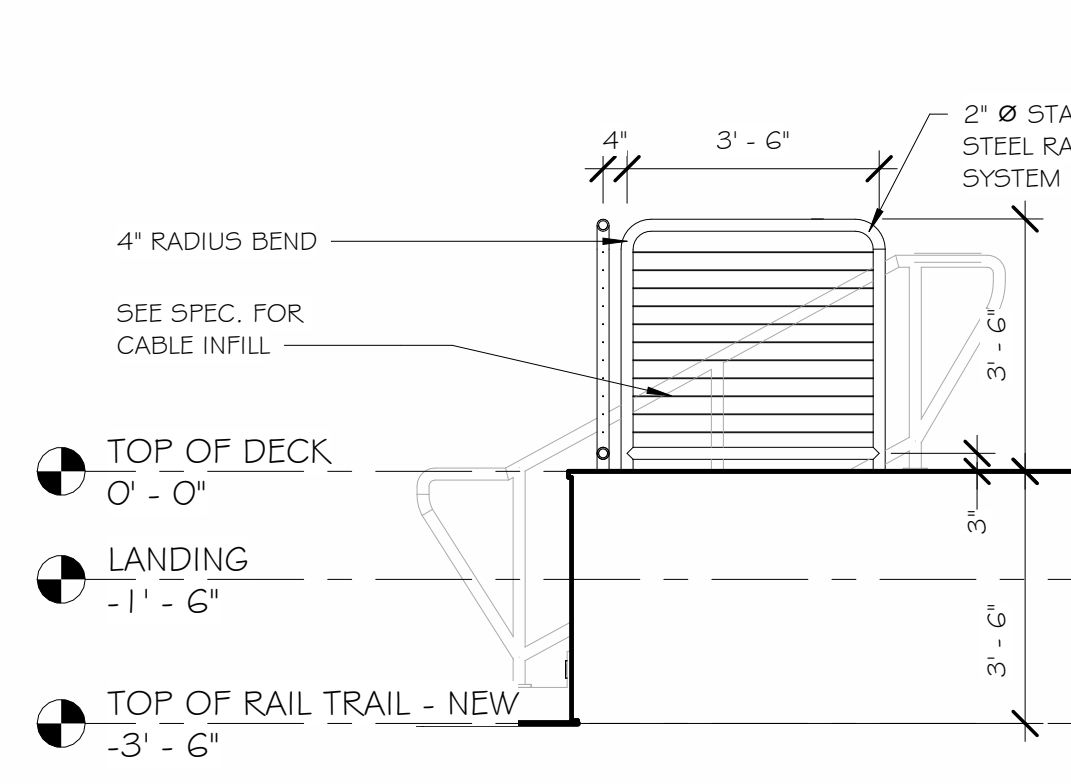
2 Handrail Elevation (2) - Corner / Stair Mounted
A-302 3/8" = 1'-0"



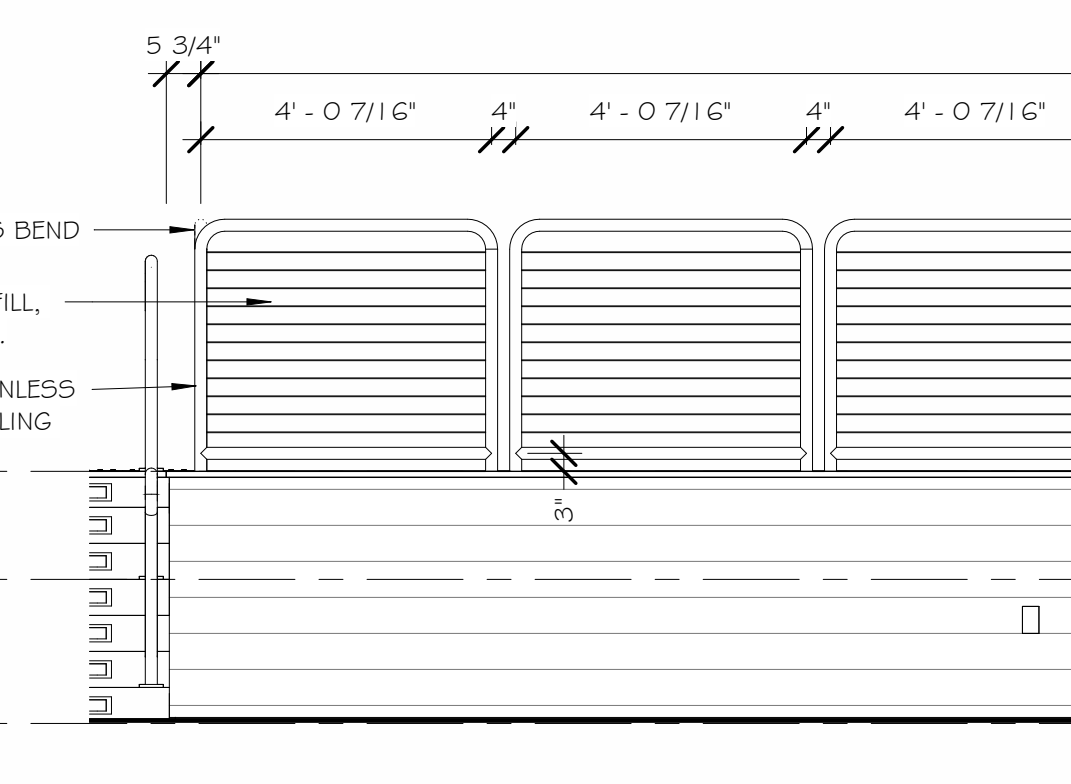
3 Handrail Elevation (3) - Stair Mounted
A-302 3/8" = 1'-0"



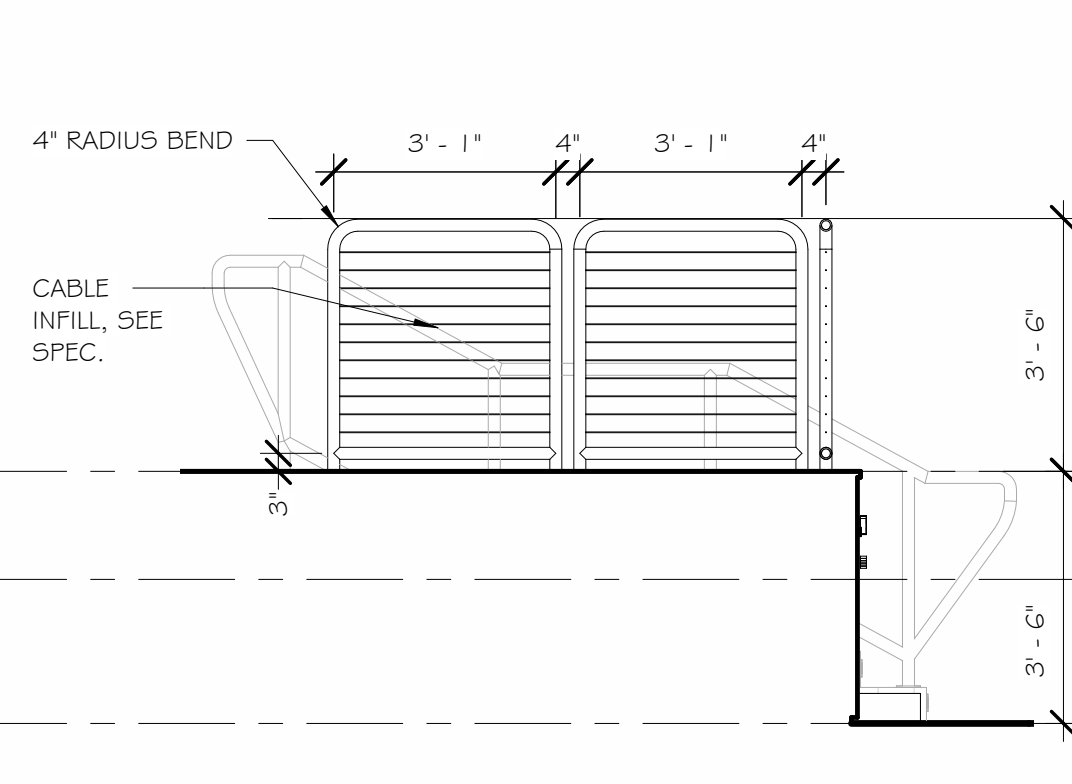
4 Handrail Elevation (4) - Stair Mounted
A-302 3/8" = 1'-0"



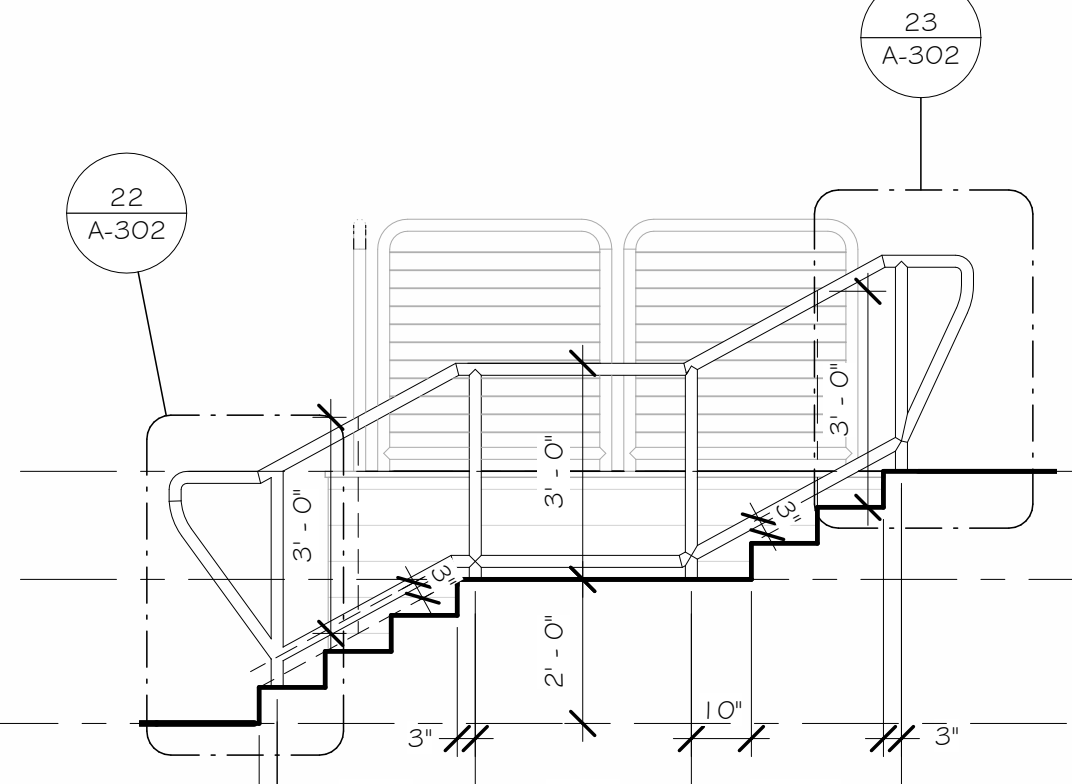
5 Guard Rail Elevation (5) - Demountable
A-302 3/8" = 1'-0"



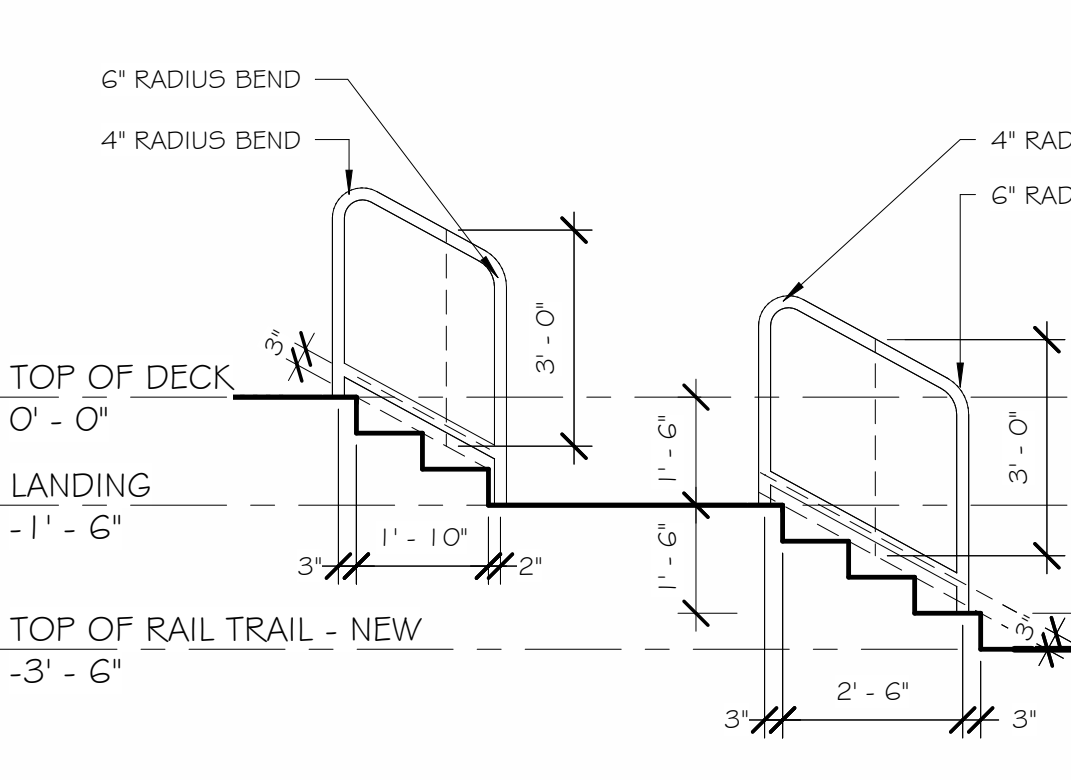
6 Guard Rail Elevation (6) - Demountable
A-302 3/8" = 1'-0"



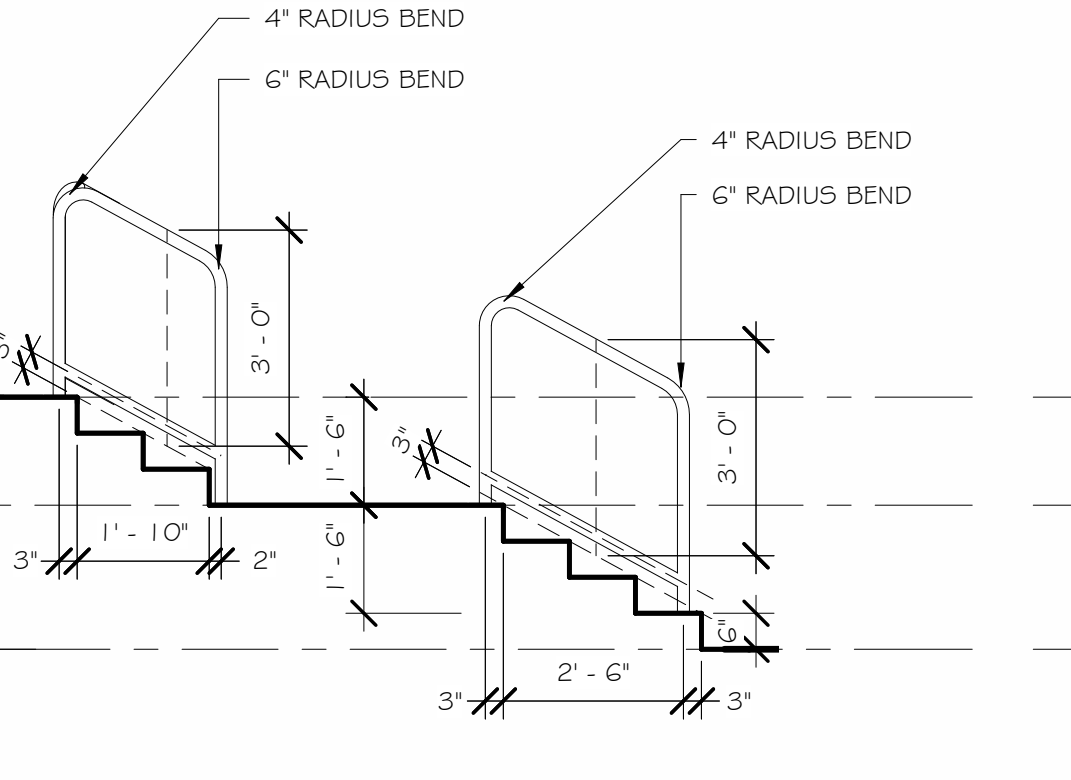
7 Guard Rail Elevation (7) - Demountable
A-302 3/8" = 1'-0"



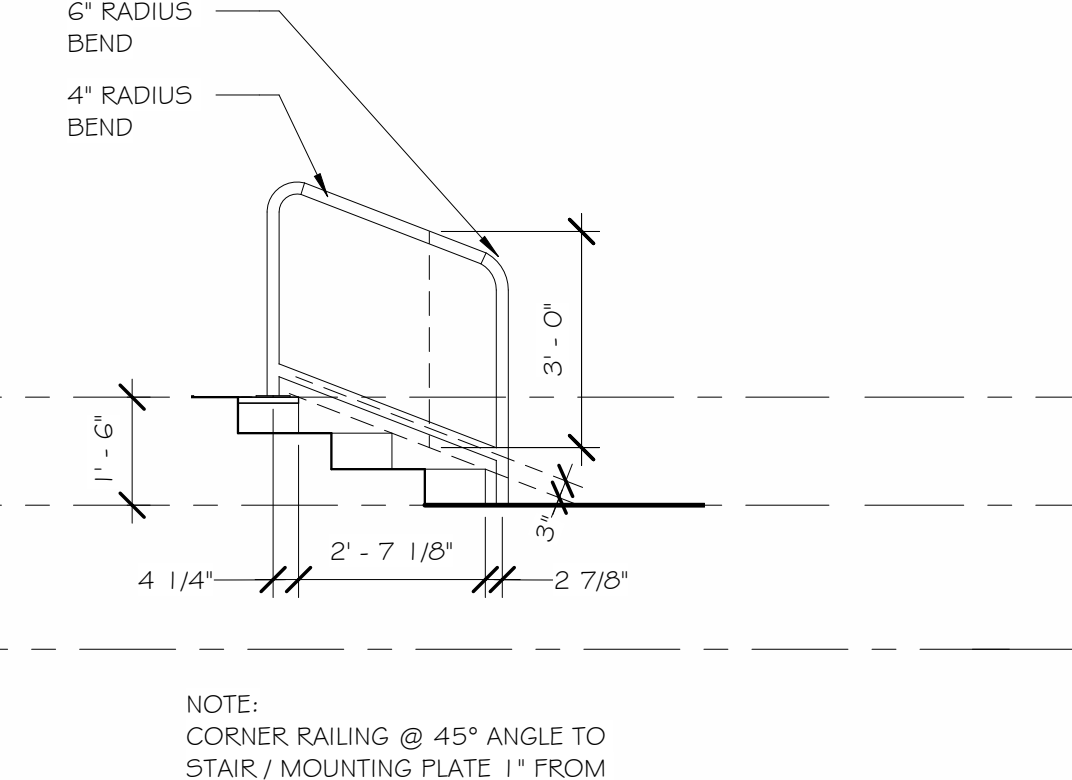
8 Handrail Elevation (8) - Stair Mounted
A-302 3/8" = 1'-0"



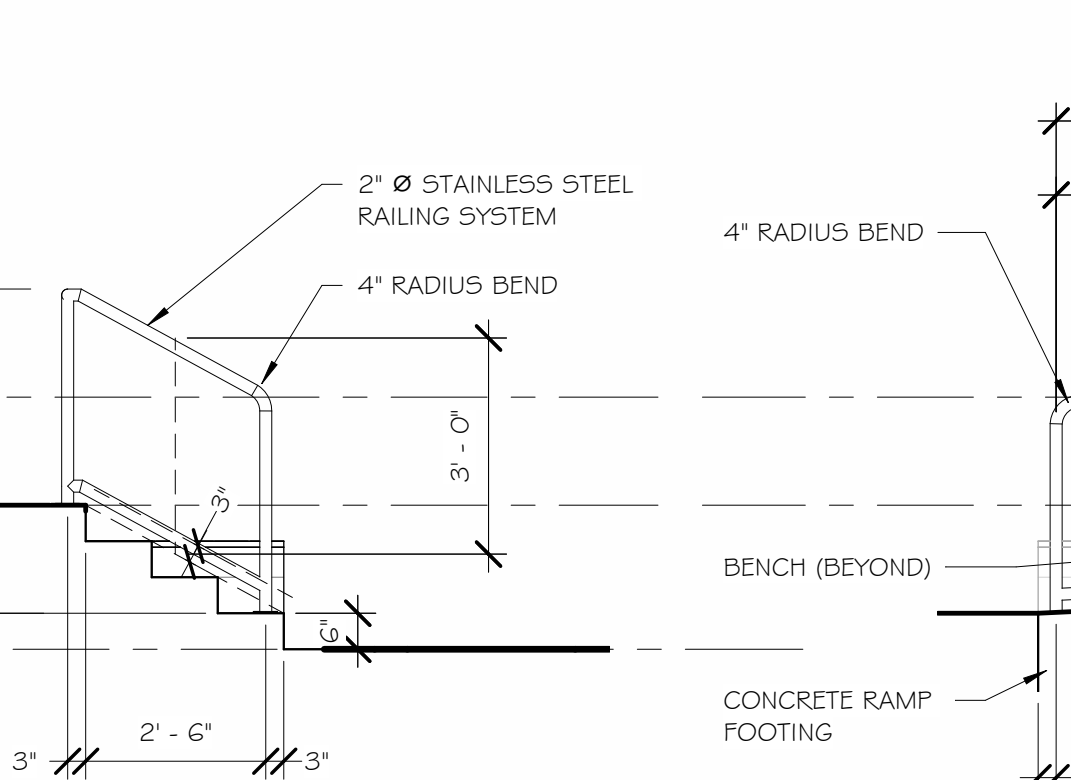
9 Handrail Elevation (9) - Stair Mounted
A-302 3/8" = 1'-0"



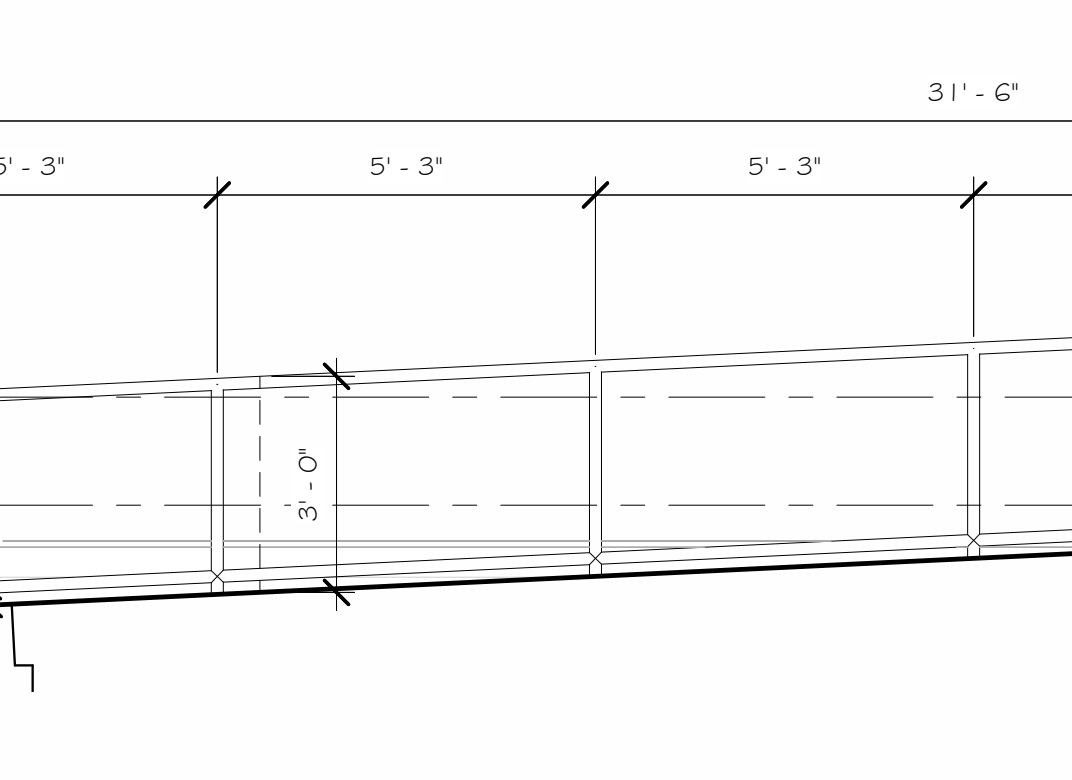
10 Handrail Elevation (10) - Stair Mounted
A-302 3/8" = 1'-0"



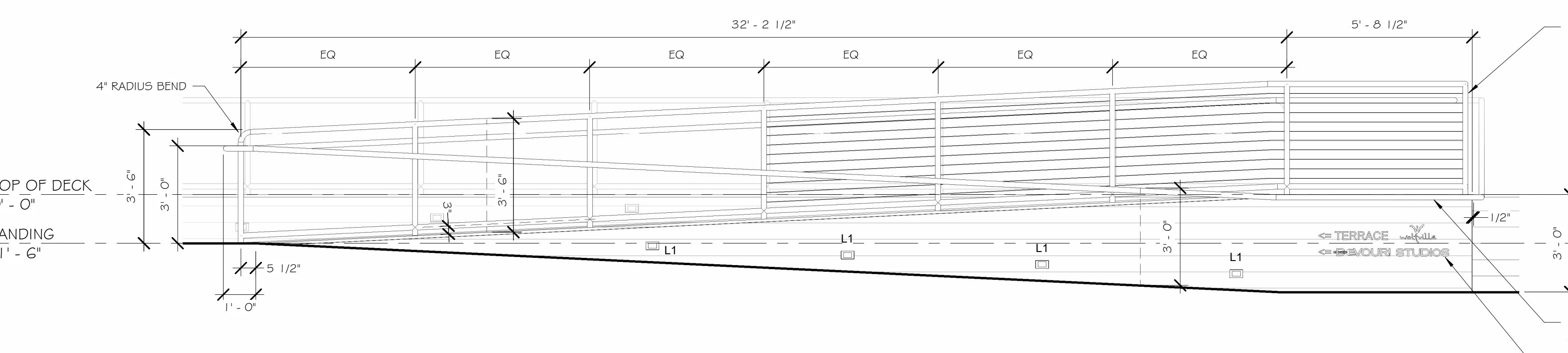
11 Handrail Elevation (11) - Stair Mounted
A-302 3/8" = 1'-0"



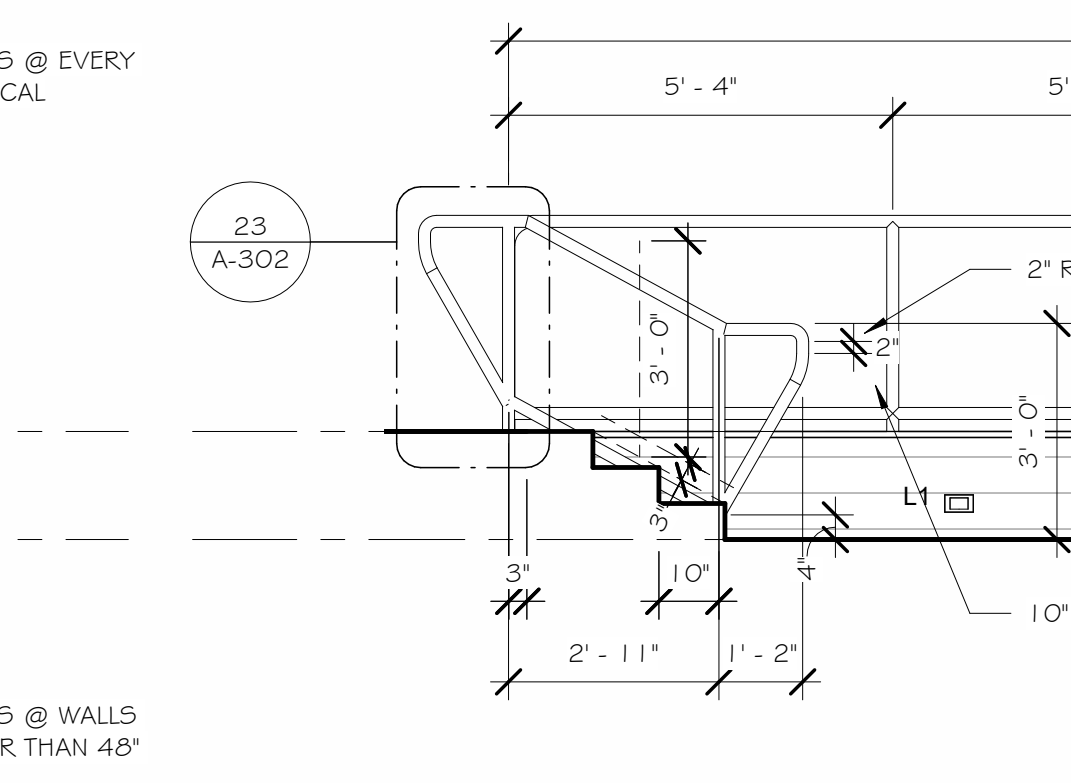
12 Handrail Elevation (12) - Stair Mounted
A-302 3/8" = 1'-0"



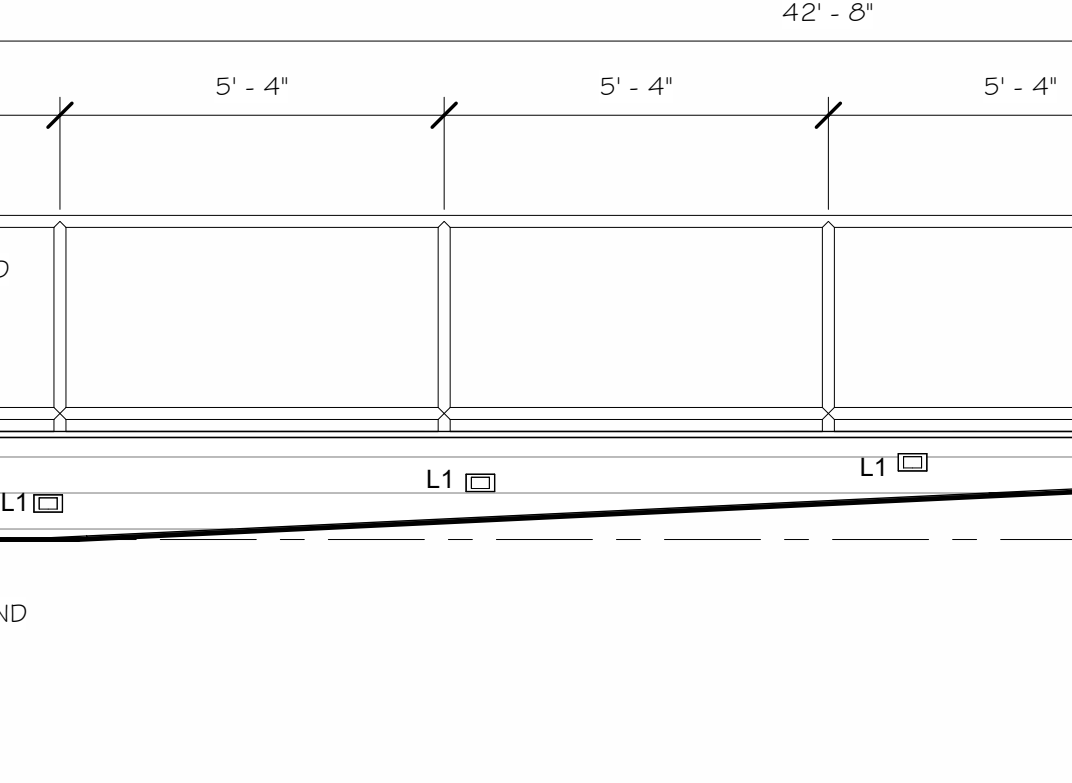
13 Handrail Elevation (13) - Ramp
A-302 3/8" = 1'-0"



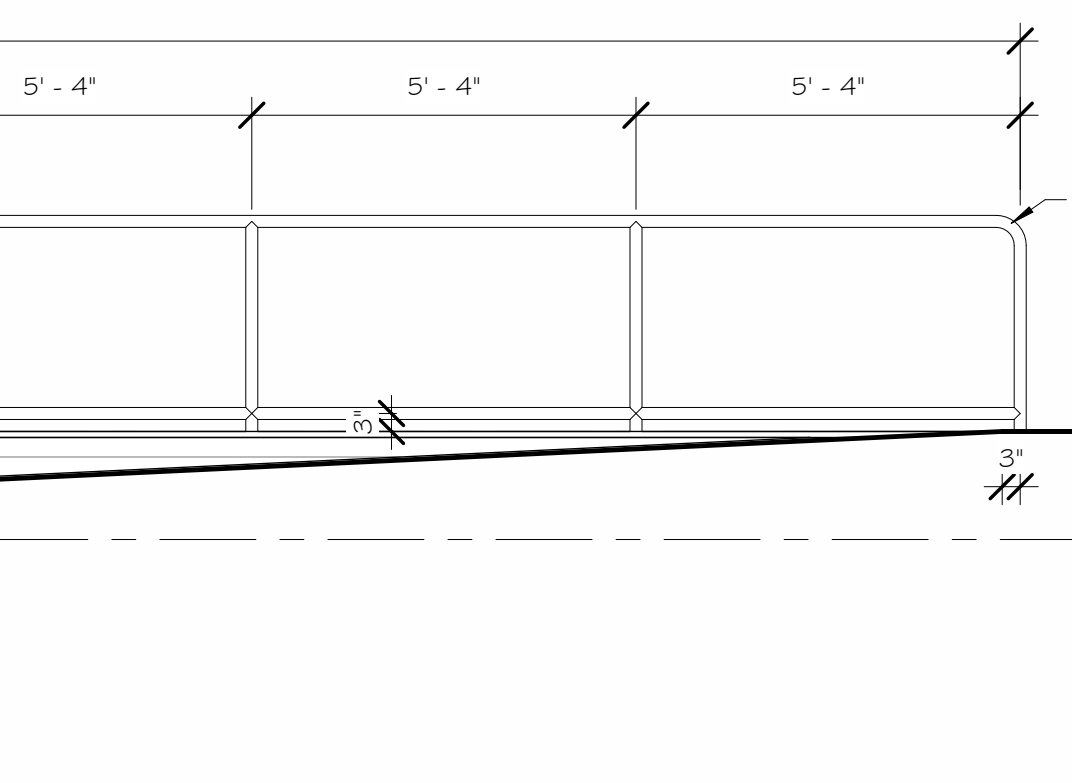
14 Guardrail Elevation (14) - Ramp
A-302 3/8" = 1'-0"



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



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



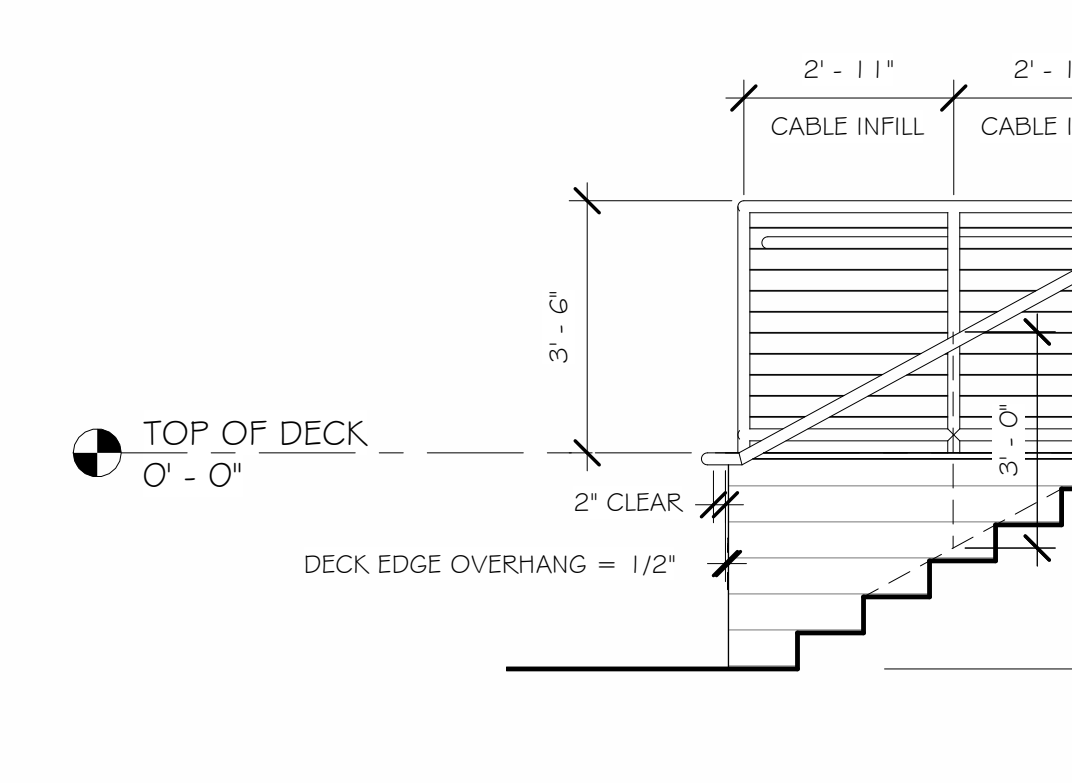
17 Handrail Elevation (17) - Wall Mounted
A-302 3/8" = 1'-0"



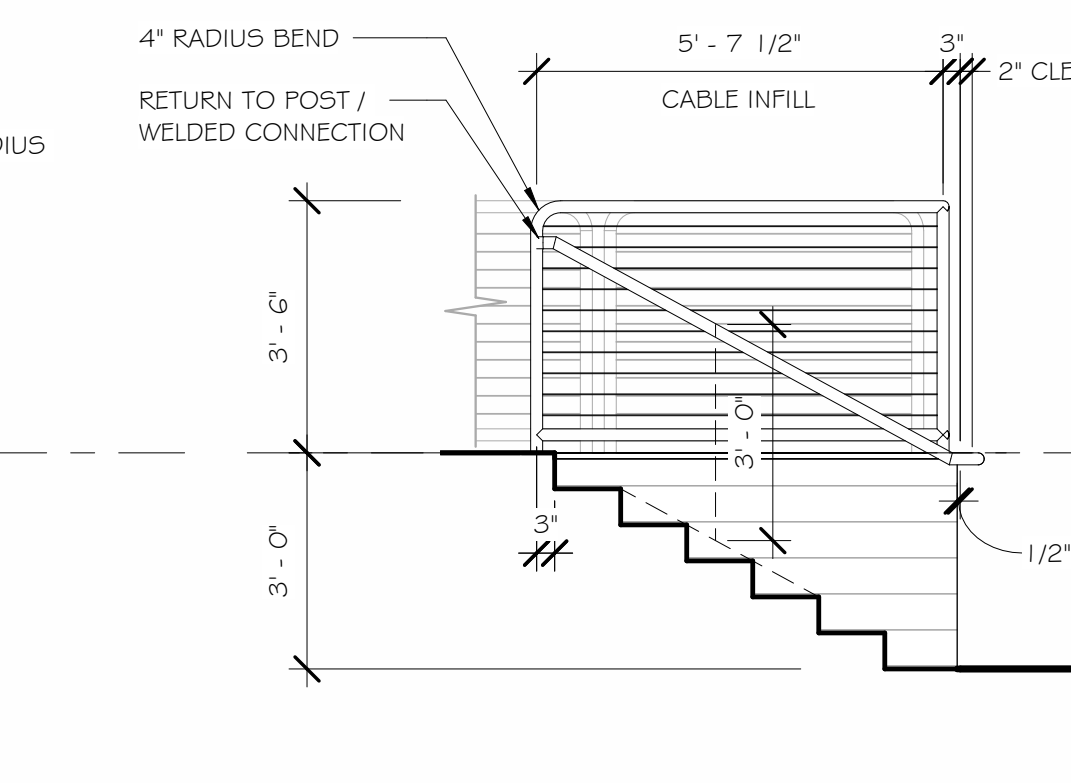
18 Handrail Elevation (18) - Demountable
A-302 3/8" = 1'-0"



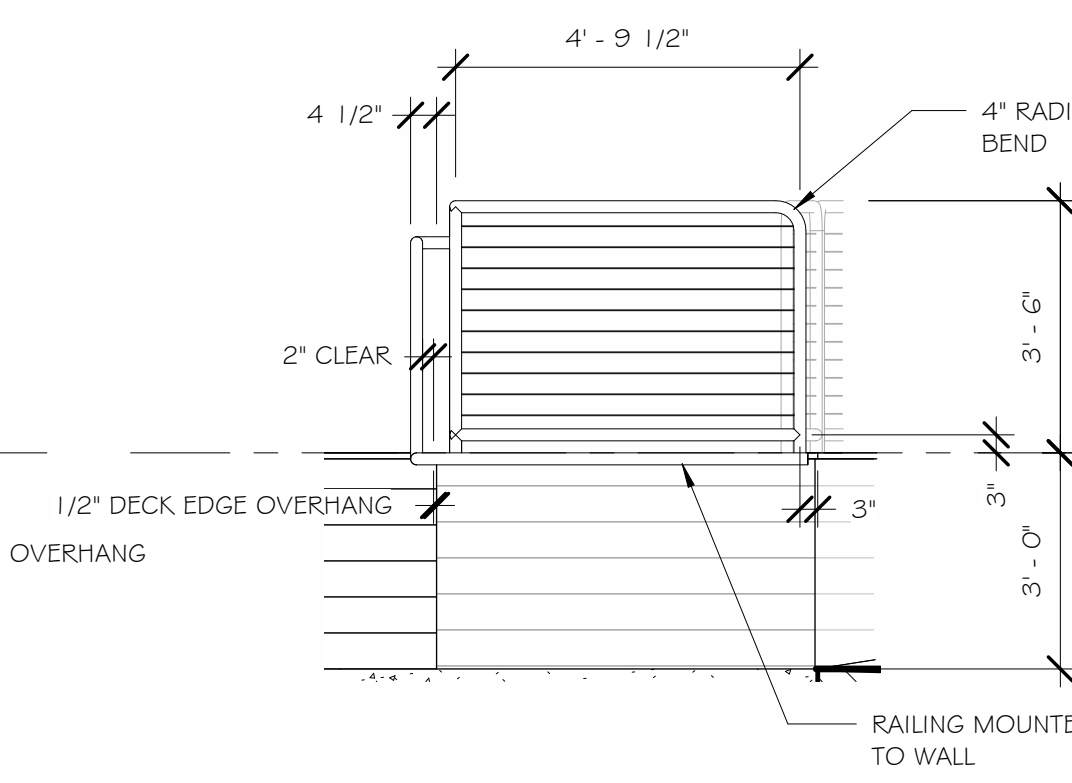
19 Handrail Elevation (19) - Demountable
A-302 3/8" = 1'-0"



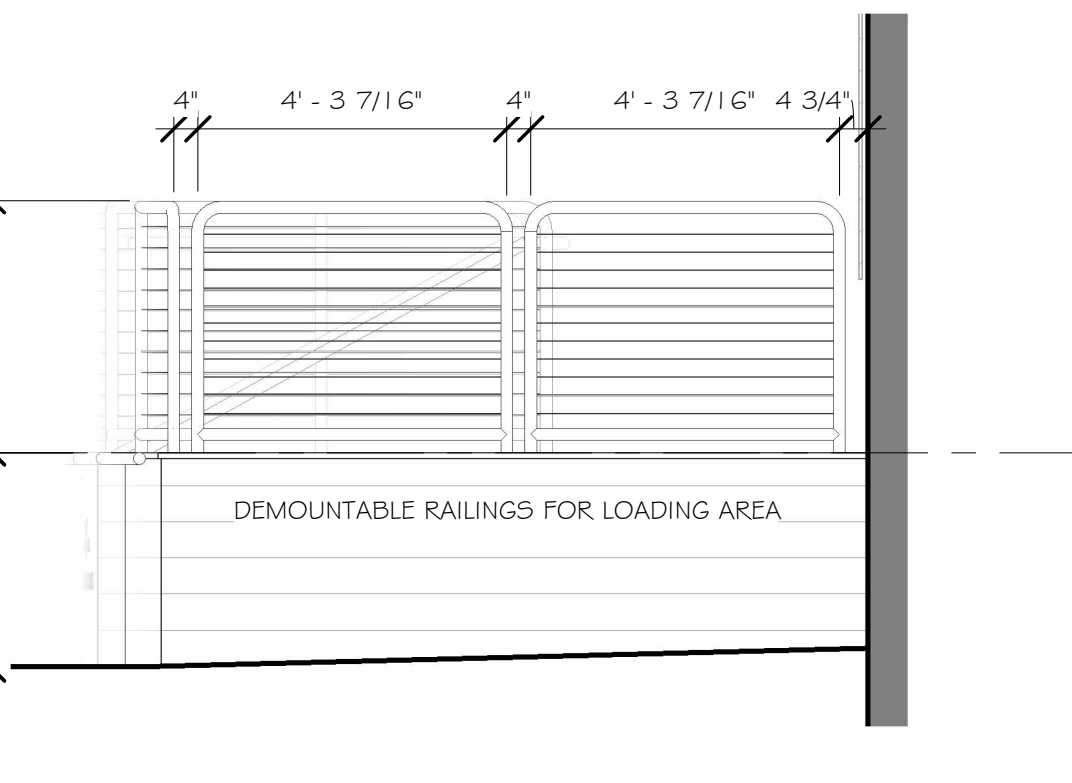
20 Handrail Elevation (20) - Wall Mounted
A-302 3/8" = 1'-0"



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



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



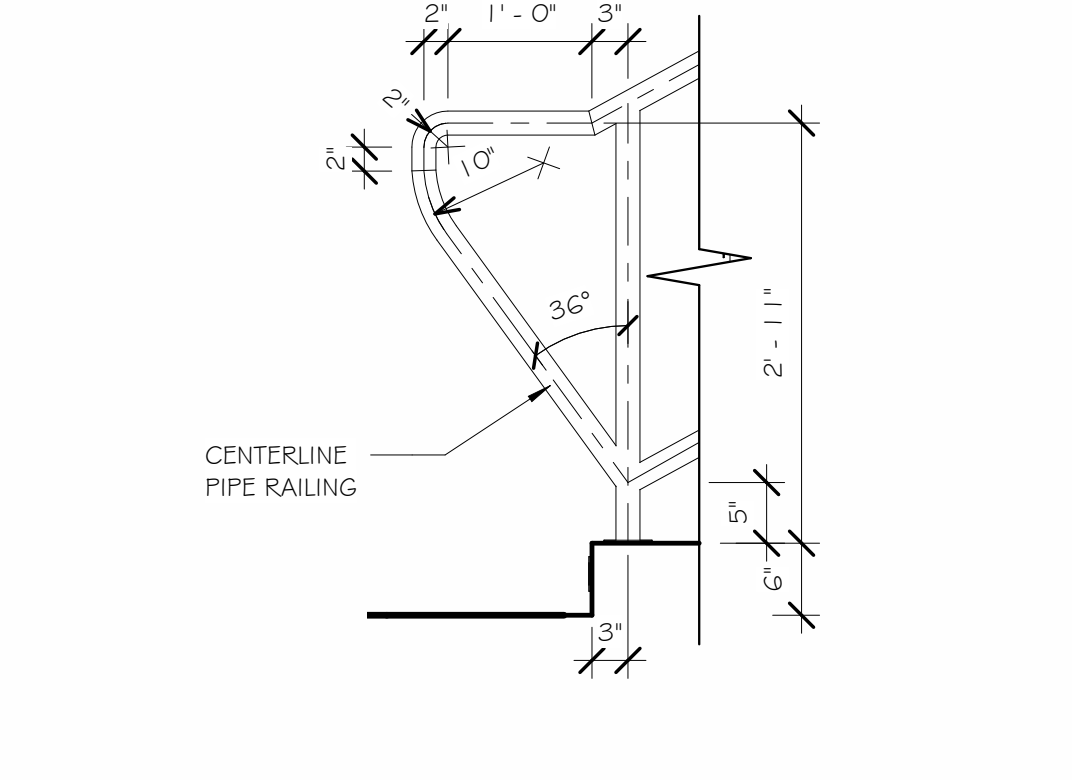
23 Typical Handrail Extension - Top
A-302 3/4" = 1'-0"



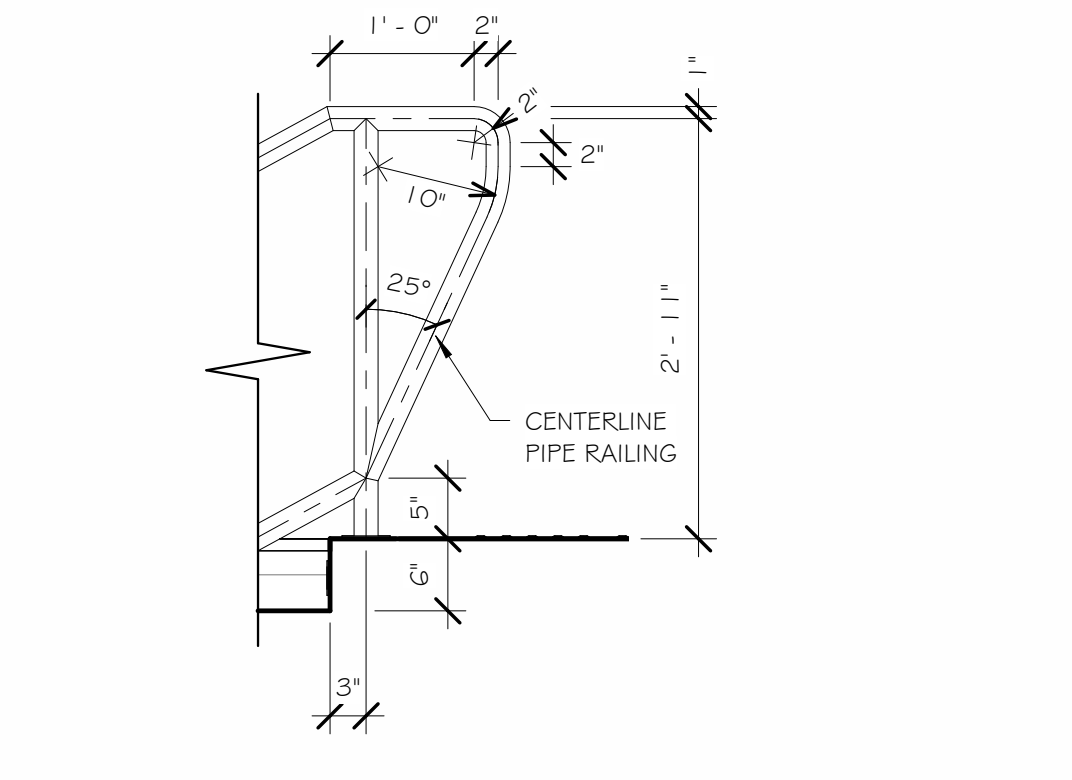
20 Railing System @ stair - Plan Detail
A-302 3/4" = 1'-0"



21 Railing System @ Ramp - Plan Detail
A-302 3/4" = 1'-0"



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



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

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

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

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

OTHER CONSULTANT'S STAMP

ARCHITECT'S STAMP



Devour Public Terrace
360 Main St, Wolfville, NS

DRAWING SET:
Construction Documents

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

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

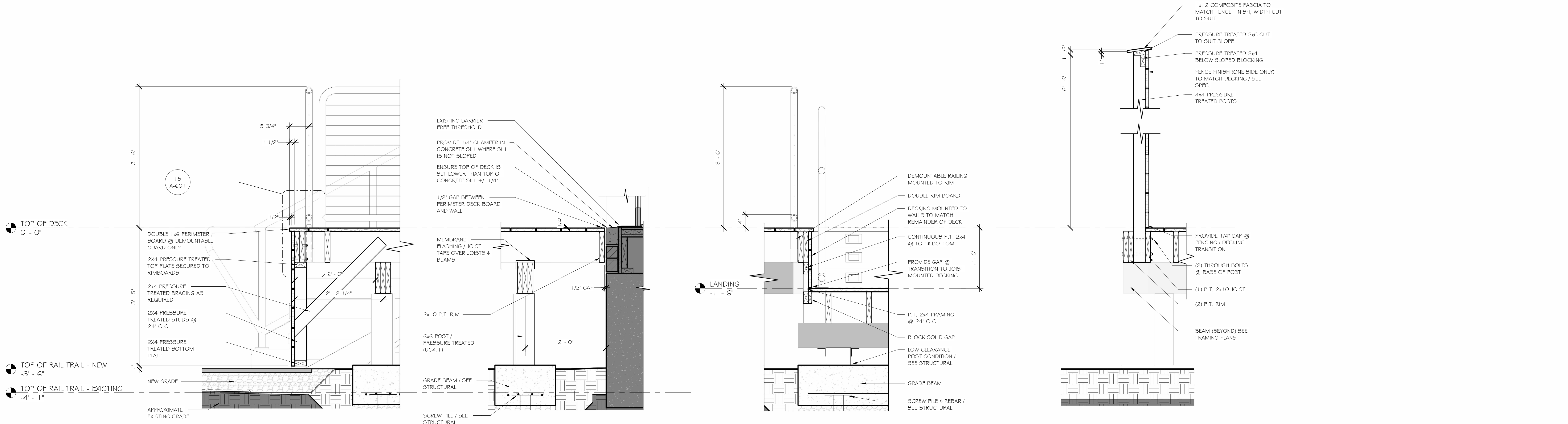
Architecture for rural communities
VINCENT DEN HARTOG
Architect

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

RAILING ELEVATIONS &
DETAILS

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

A-302

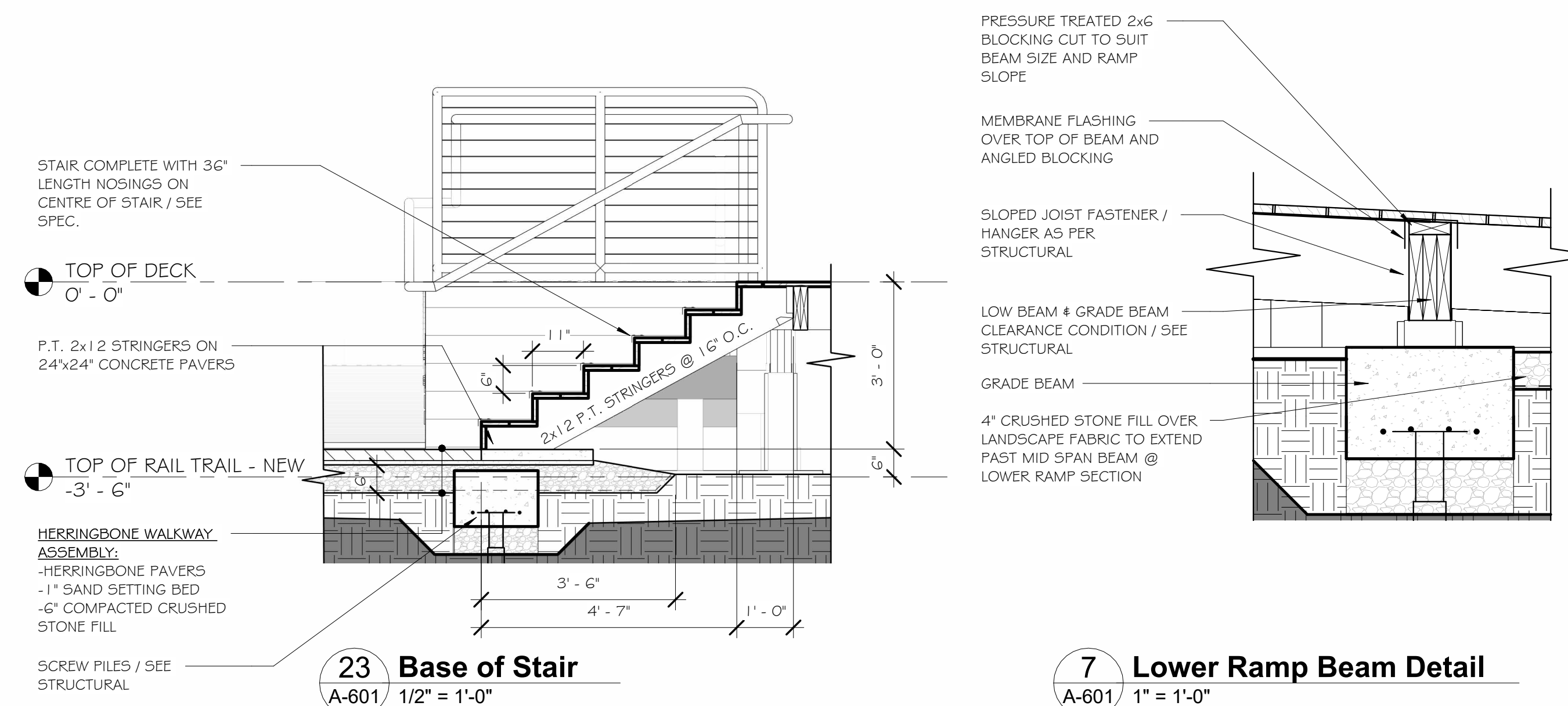


1 Deck Edge Detail / Demountable Guard
A-601 1" = 1'-0"

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

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

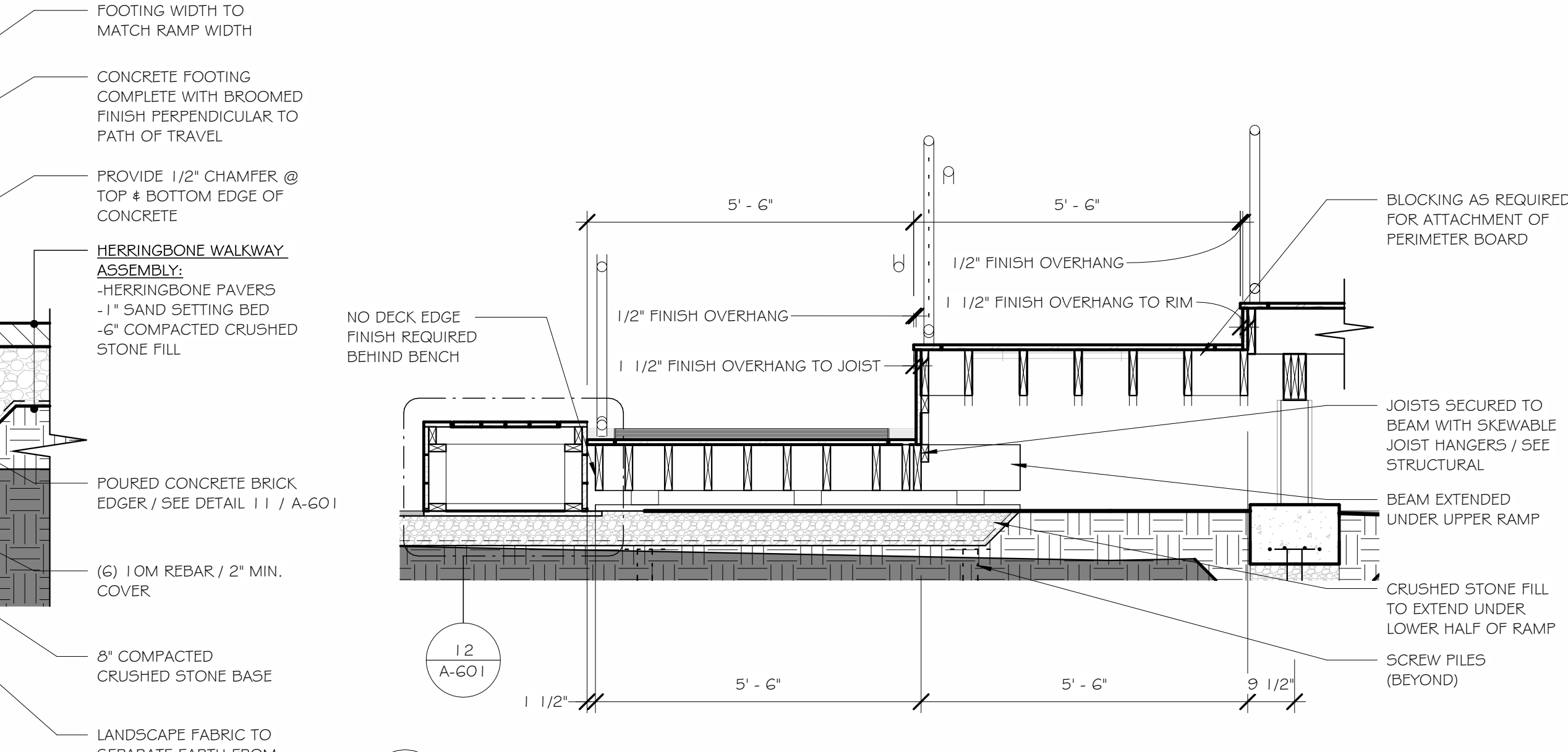
4 Mechanical Area Fence Detail
A-601 1" = 1'-0"



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

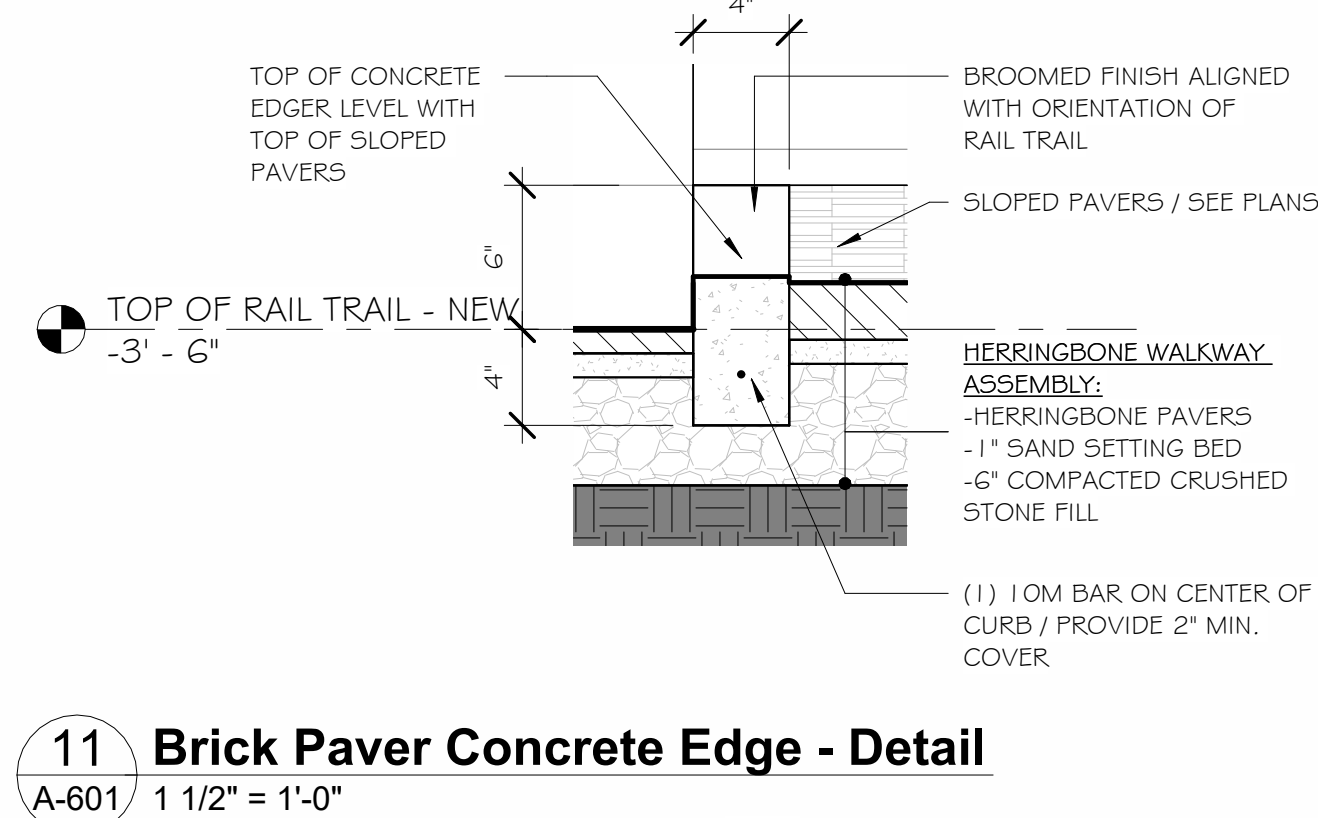
7 Lower Ramp Beam Detail
A-601 1" = 1'-0"

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



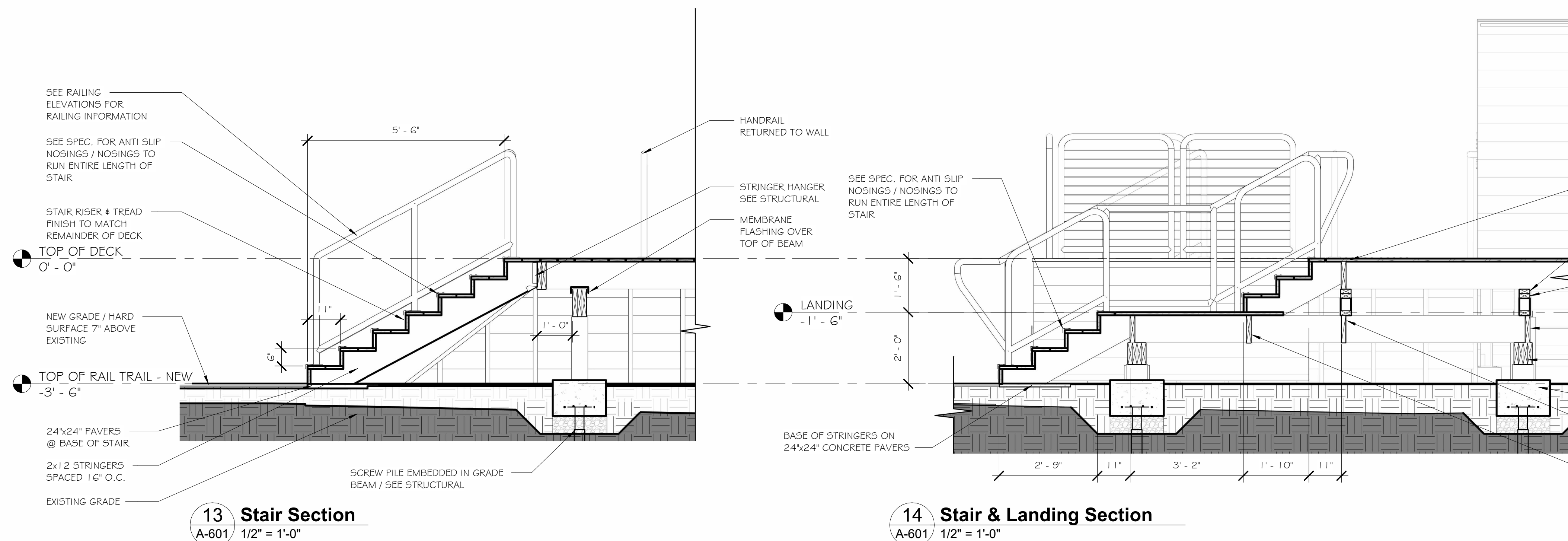
9 Ramp Cross Section
A-601 1/2" = 1'-0"

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



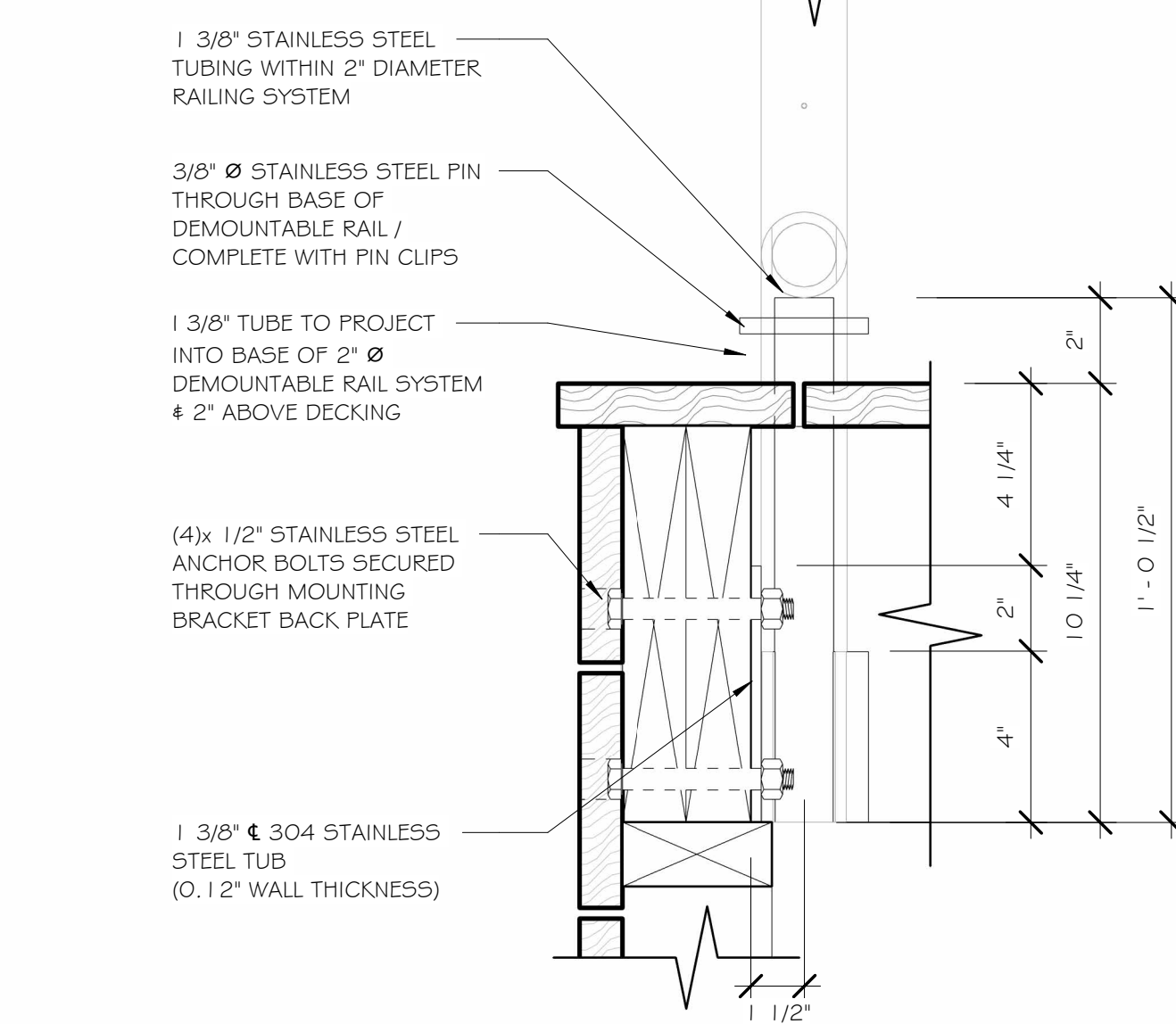
11 Brick Paver Concrete Edge - Detail
A-601 1 1/2" = 1'-0"

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

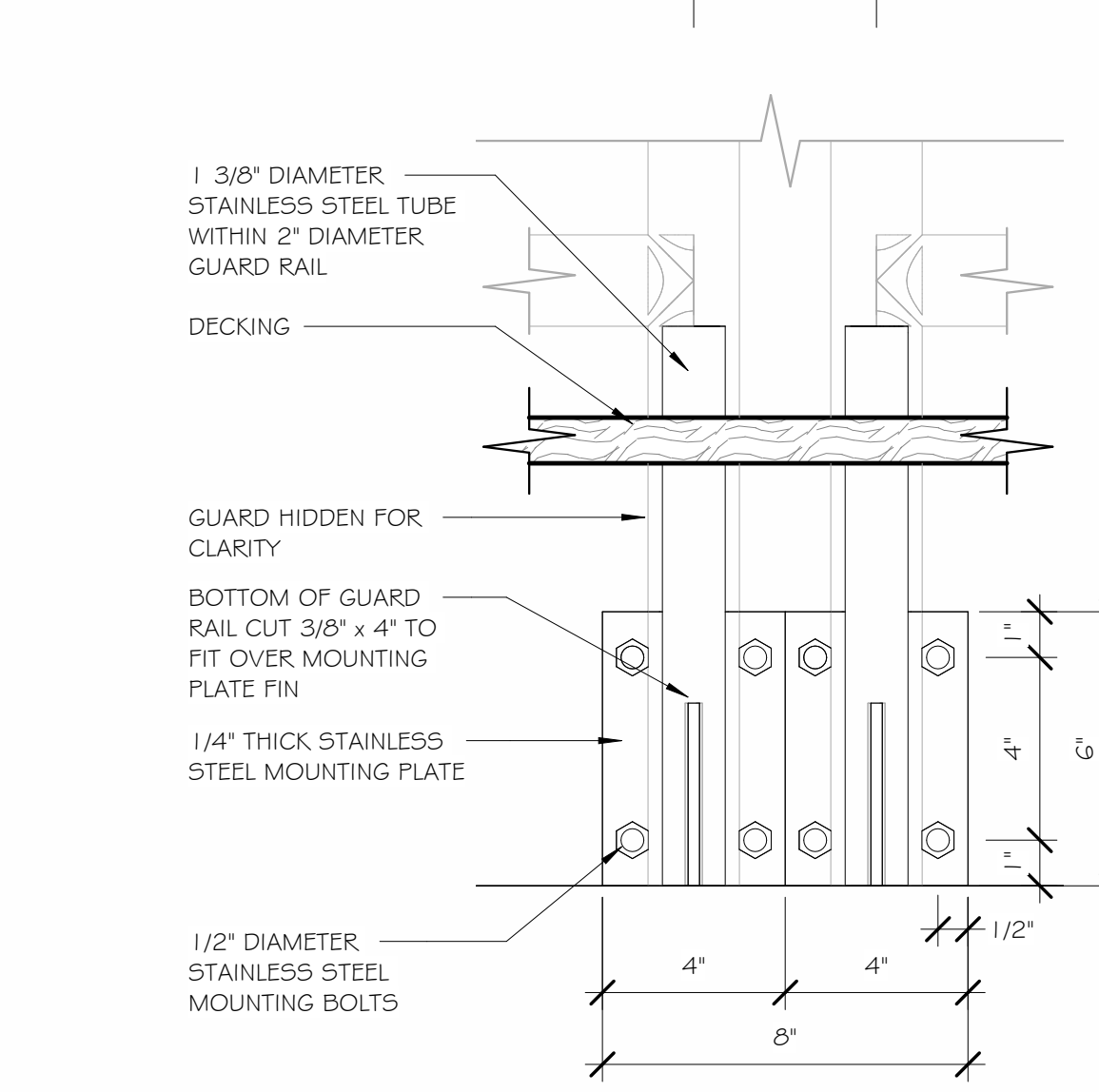


13 Stair Section
A-601 1/2" = 1'-0"

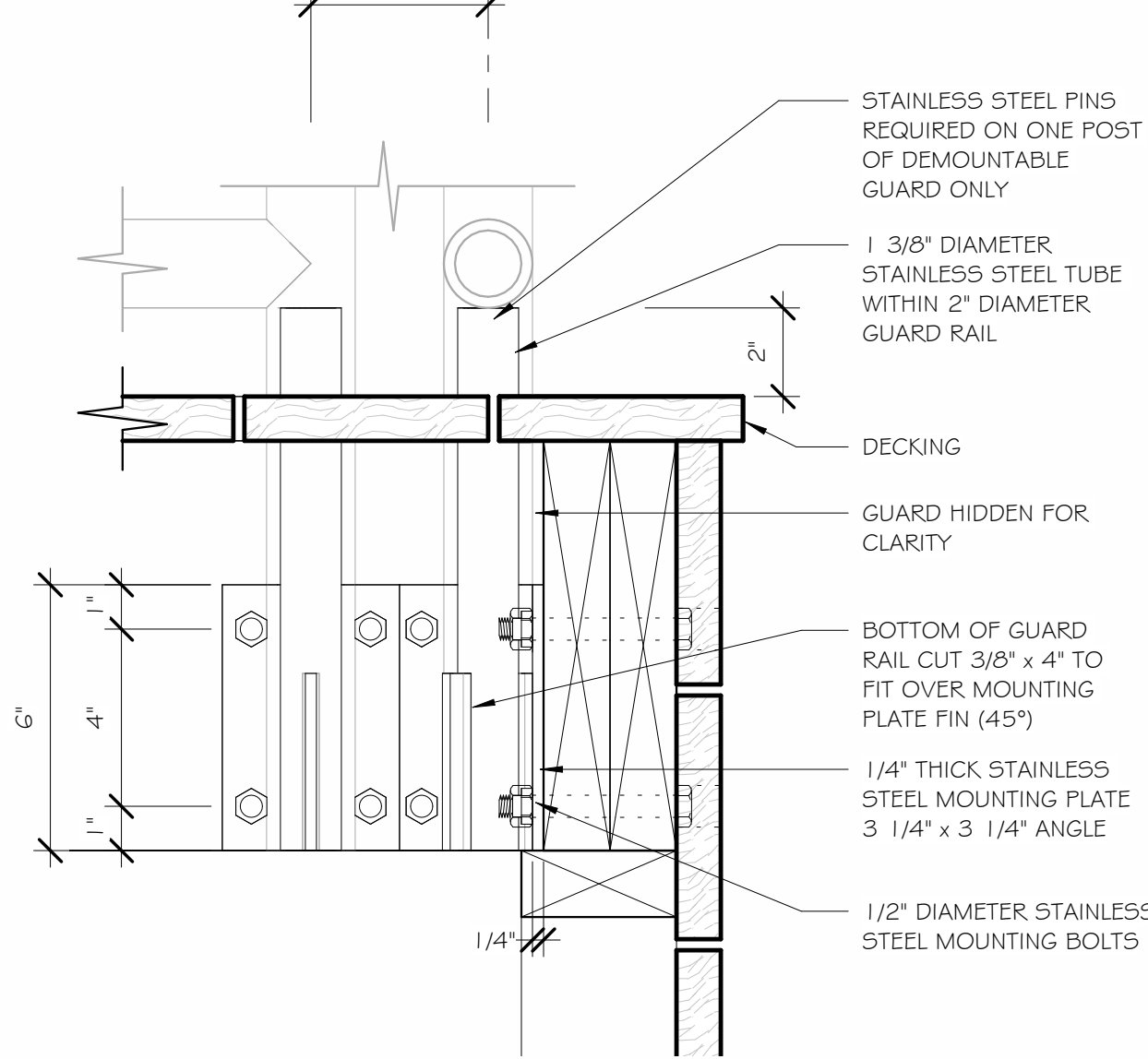
14 Stair & Landing Section
A-601 1/2" = 1'-0"



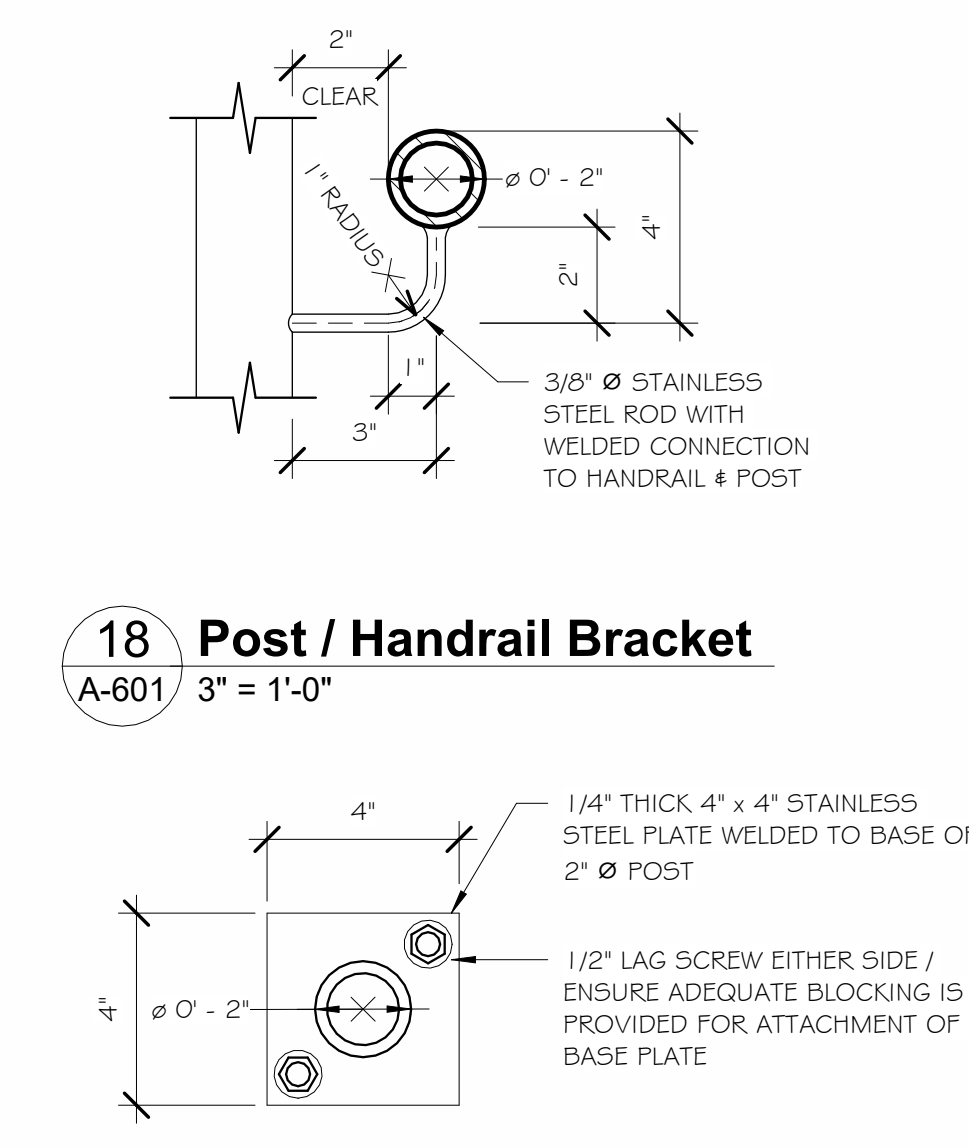
15 Demountable Railing - Base Connection
A-601 3" = 1'-0"



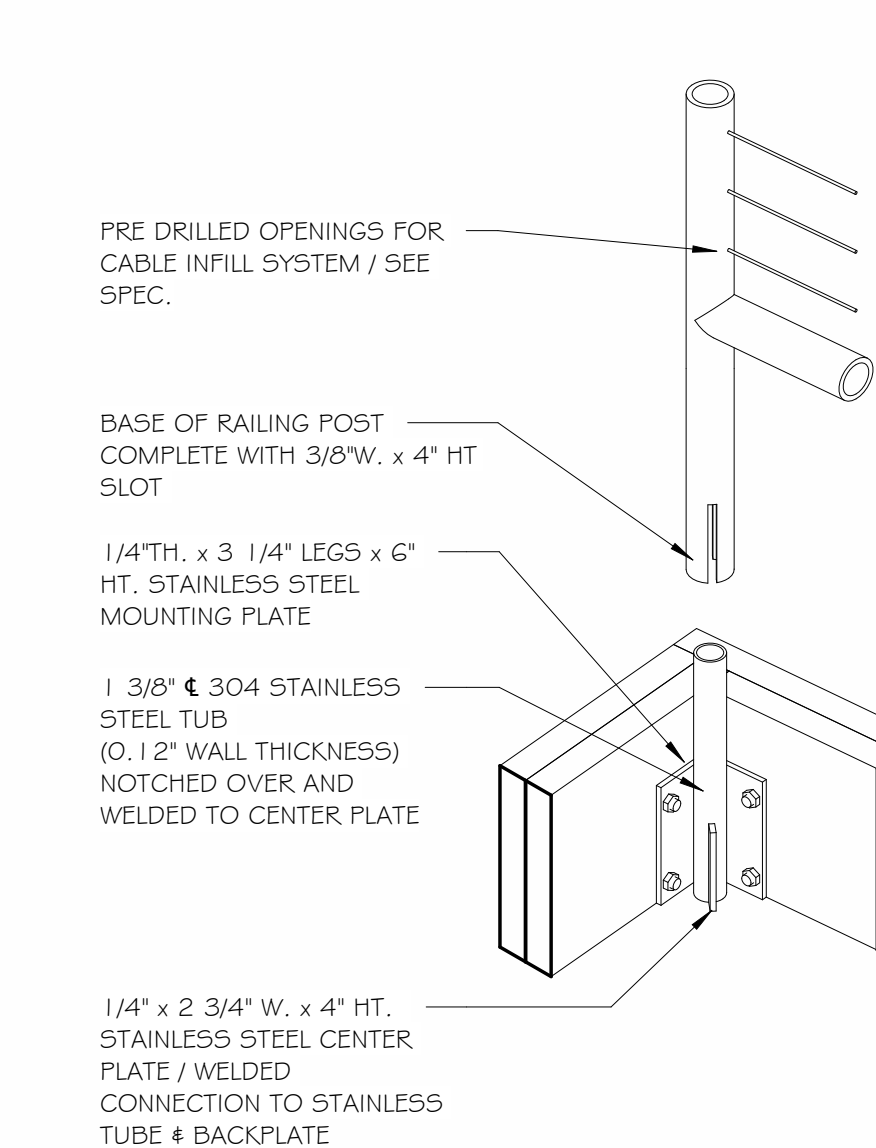
16 Demountable Railing - Base - Elevation
A-601 3" = 1'-0"



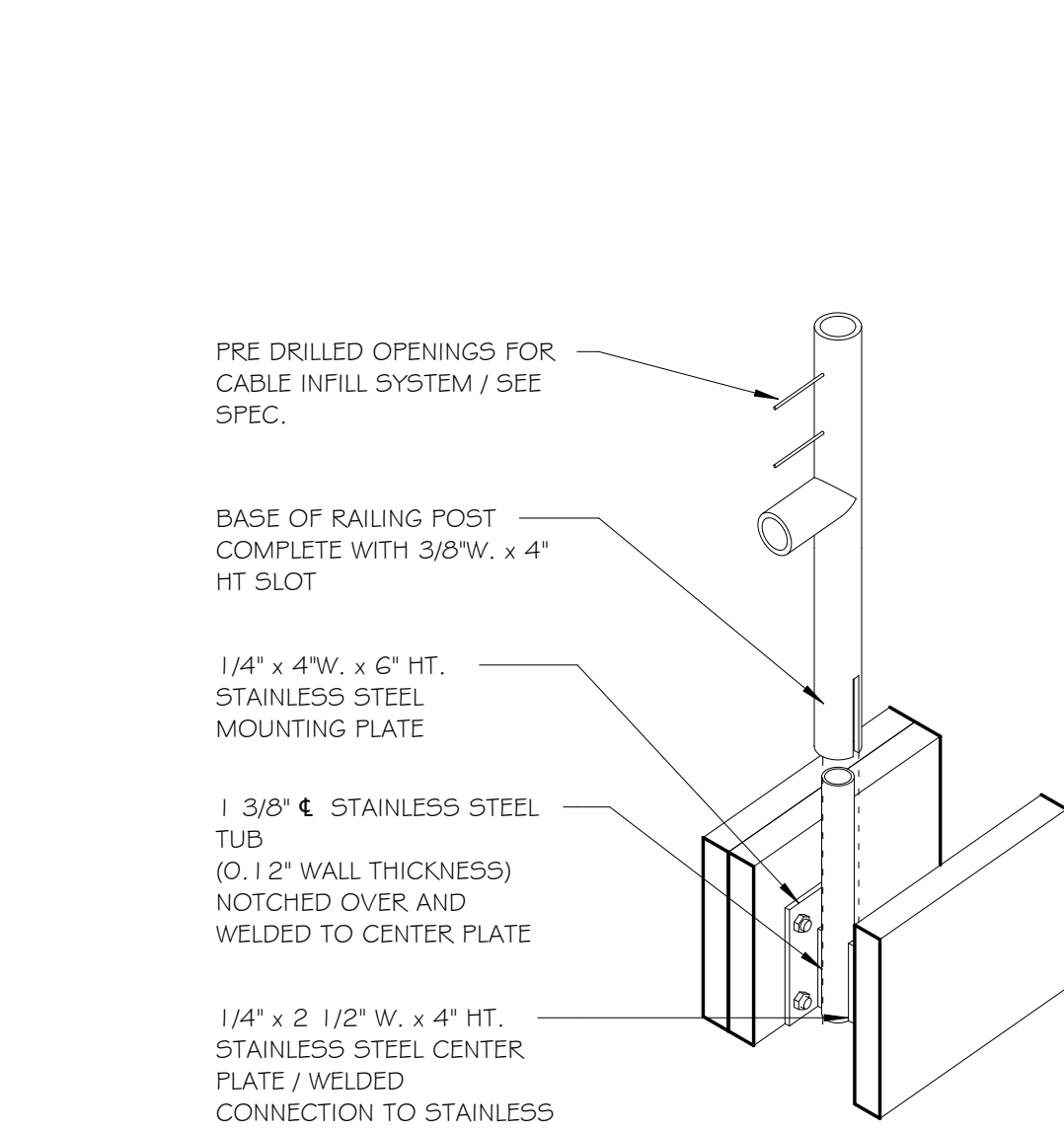
17 Demountable Railing - Interior Corners - Elevation
A-601 3" = 1'-0"



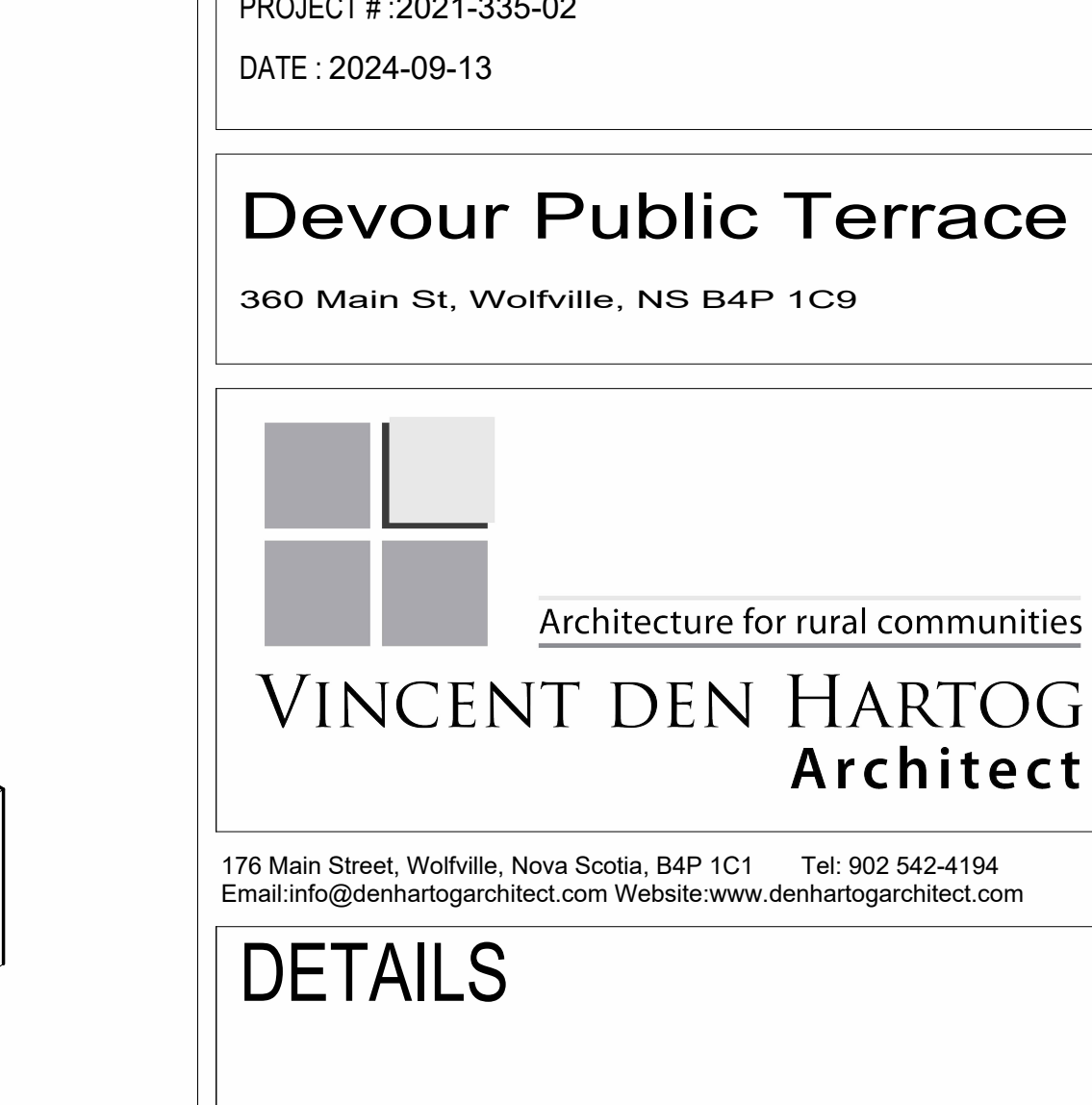
18 Post / Handrail Bracket
A-601 3" = 1'-0"



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



20 Mounting Bracket - Corners - 3D
A-601



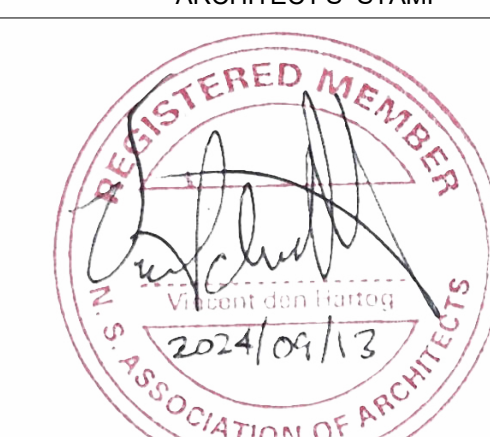
21 Mounting Bracket - 3D
A-601

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

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

OTHER CONSULTANT'S STAMP

ARCHITECT'S STAMP



Devour Public Terrace

360 Main St, Wolfville, NS

DRAWING SET:

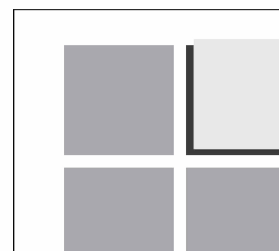
Construction Documents

PROJECT # : 2021-335-02

DATE : 2024-09-13

Devour Public Terrace

360 Main St, Wolfville, NS B4P 1C9



Architecture for rural communities
VINCENT DEN HARTOG
Architect

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

DETAILS

SCALE: As Indicated

Drawn By: J.S.

Checked By: VDH

A-601

This MOU Amendment Agreement #3 is dated the ____ day of _____, 202__

BETWEEN:

Town of Wolfville (“Wolfville”)

- and -

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

WHEREAS:

- A. The parties entered into a Memorandum of Understanding dated July 8, 2021 (the “MOU”) under which Wolfville agreed to provide \$100,000 to Devour! towards the costs of renovations and constructing a large deck on the north side of the building at 360 Main Street, Wolfville, for the use of the patrons of Devour! and for use of the general public;
- B. In March 2024, a timing extension was granted by Council to complete the deck and washroom by December 31, 2024.
- C. In December 2024, a timing extension was granted by Council to complete the deck and washroom by December 31, 2025.
- D. The parties wish to amend the MOU a second time as set out in this MOU Amendment Agreement.

The parties agree as follows:

- 1. Unless stated otherwise, capitalized terms in this MOU Amendment Agreement have the same meaning as in the MOU.
- 2. ~~Devour! shall complete the construction of the universal washroom on the main floor required by paragraph 2.1(h) of the MOU by no later than December 31, 2025.~~
(COMPLETED)
- 3. Devour! shall complete the construction of the Deck by no later than December 31, 2026.
- 4. Except as amended by this MOU Amendment Agreement, the MOU remains in full force and effect.

Signed this ____ day of _____, 202__.

Town of Wolfville

Witness

Per: _____

Slow Motion Food Film Fest Society

Witness

Per: _____

INFORMATION REPORT 032-2025

Title: Operations Plan Quarterly Update
Date: 2025-12-02
Prepared by: Glenn Horne, CAO
Contributors: Town Staff



1) CAO COMMENTS

The Ops Plan approved on April 1, 2025, commits to reporting on progress via the monthly CAO report at Committee of the Whole (COW), as well as through the various initiative-specific RFDs and IRs. Finally, a more detailed update was committed to twice a year. This is the second update; the first being provided on July 8, 2025. A transition from the 2025/26 Ops Plan to the 2026/27 Ops Plan will come in winter 2026.

2) REFERENCES AND ATTACHMENTS

- [2025/26 Op Plan](#)
- 2025/26 Ops Plan Update Table, v2

3) DISCUSSION

We are nearing completion of month eight in the 2025/26 Ops Plan. The Ops Plan consists of 58 operational initiatives and 28 capital initiatives (86 initiatives in total; many with multiple components and a .

In July:

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

As of today:

- 59 initiatives (68.6%) are “in progress or ongoing”.
- 24 initiatives (28%) are “complete”, and
- 3 initiatives (3.4%) have “yet to start”.

Of note:

- Substantial work has gone into many of the “in progress or ongoing” initiatives and progress has been made. Most are expected to be completed before the end of the fiscal year. Those that are not will create the starting point for the 2026/27 Ops Plan.
- The scale and resource requirement of initiatives vary significantly. While some make require a single decision point, others require extensive analysis, discussion, engagement and multiple decision points over time.
- A significant amount of the “everyday” core operational work is not captured in the Ops Plan and occupies a significant amount of staff time. These activities range from calls for service,

INFORMATION REPORT 032-2025

Title: Operations Plan Quarterly Update
Date: 2025-12-02
Prepared by: Glenn Horne, CAO
Contributors: Town Staff



equipment or system failures, responding to ad-hoc questions and inquiries, stakeholder meetings, etc...

- When resource conflicts arise, maintenance of core services is prioritized over non-urgent initiatives.
- Individual staff members are managing and balancing multiple projects simultaneously – only one can be effectively worked on at a time.
- While individual projects are moving forward, we are also looking for opportunities to reflect on the effectiveness of our work and appropriate service levels.
- We have encountered multiple unforeseen events so far this year, including:
 - SPCA service agreement cancellation
 - Active Transportation tender significantly over budget & a pivoting of approach.
 - Significant time spent on HR
 - 14 staffing competitions have been held since February (not including annual seasonal Parks and Recreation positions).
 - Multiple changes in staff responsibilities have also taken place, requiring adjustment to process and reporting relationships.
 - In 165 working days since April 1, the Town of Wolfville has not been fully staffed for a single day.
 - Communications and community outreach surrounding the closure of the Acadia Pool.
 - Communications and logistics associated with unhoused members of the community.
 - Activation of the Kings Regional Emergency Coordination Centre in response to the Lake George Wildfire from Sept. 29-Oct. 8.
 - Prolonged drought conditions through the summer months affecting water utility regulation and operations.
 - Proposed policy and program changes from inter-municipal organizations, NSFM and the provincial government that required analysis and response (ex: Fire Services Review, Police Services Review, Marketing levy / DMMO, Strong Mayors, NSFM By-laws, legislation changes, response to uranium exploration, etc...).

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

- Key positions such as Director of Corporate Services, Manager of Finance and Manager of Environmental Services are now filled.
- A full schedule of Town and community events have been well organized and attended.
- Dog Control has now been brought in-house and off-lease provisions of the Dog By-law in Reservoir Park have been reviewed and changes implemented.
- The Leaf & Yard Waste site was opened and ran for a full season, closing of for the season o
- AT investments have been reviewed, revised and are now taking place.

INFORMATION REPORT 032-2025

Title: Operations Plan Quarterly Update
Date: 2025-12-02
Prepared by: Glenn Horne, CAO
Contributors: Town Staff



- The Town of Wolfville Strategic Plan, 2025-2029 has been approved.
- Creative and engagement opportunities like Soups & Sides, Community Cook-Outs and Open Houses continue to connect the Town with residents, communities and neighborhoods.
- Assessments of the Town's facilities and Main Street are underway, with options forthcoming.
- Substantial work has been completed to develop recommendations for the implementation of the Housing Accelerator Fund implementation framework, and updates to the Town's Municipal Planning Strategy and Land Use By-law, which have now move from the Planning Advisory Committee to Committee of the Whole.
- GIS systems continue to improve and become better utilized, improving Asset Management.
- Phase II of the WWTP upgrades are underway.
- Most of the approved capital projects have been completed, with more to come.
- Rec Hub improvements have been completed, and the equipment loan program was popular beyond anyone's expectations.
- Road repaving, patch-paving and improvements to concrete curbs and sidewalks have been made throughout Town.
- Parks and greenspace improvements have been made throughout Town.
- The whimsical beauty that makes Wolfville stand apparent, seen in its hanging baskets, street-side gardens, manicured parks and seasonal lights, has been on full display throughout the year.

4) FINANCIAL IMPLICATIONS

- NA

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- NA

6) COMMUNICATION REQUIREMENTS

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

7) FUTURE COUNCIL INVOLVEMENT

The final update on the 2025/26 Ops Plan will be the transition to the 2026/27 fiscal year, where Council will be able to provide direction on initiatives that will continue and those that will cease.

SYMBOL LEGEND		In Progress	Not yet started	Ongoing
				
Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status
Office of the CAO				
Programs & Services				
Bylaw Review	The recent introduction of e-Scooters in Wolfville will be assessed for impacts on accessibility, mobility, and safety throughout Town. Regulatory options will be considered based on that assessment and discussions with the business operator. Based on public feedback, the Designated Off Leash Areas contained in the Dog Control Bylaw, specifically Reservoir Park, will be reviewed and amendments proposed	Staff led	Spring – Summer, 2025	The E-scooter program continues to operate smoothly this season. Changes made before the launch in May require scooters to be returned to dedicated corrals. Complaints recieved since launch have only related to helmet use. The approach to off leash dogs at Reservoir Park is now in the pilot/testing phase with dogs required to be on leash from 10am to 7pm. Staff are monitoring feedback and observing behaviours. Dog control and sheltering is also now being done in-house and the dog control bylaw will be updates in the months ahead with learning from the Reservoir pilot project.
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, identifying perceived gaps / opportunities and discussing service levels and desired outcomes.	Staff led	Spring 2025 – Winter 2026	A workshop will be booked to start the communications practice review with Council.

Implementation of MOU with Acadia & Associated Workplan	Carry out the objectives identified in the Acadia MOU related to events attraction, recreation services, housing, community safety, food security, and building relationships with international students. Hold regular Town & Gown Meetings and meetings of key officials.	Staff led	Ongoing	T&G Meeting was held on April 28. The MOU between Wolfville & Acadia is being reviewed through the summer to be presented to the T&G Committee in the fall.
Interim Intermunicipal Services Agreement	A CAOs Committee has been established to support and make recommendations to the Interim IMSA Board (Kings Transit and Valley Waste Resource Management).	Staff led	Ongoing	The Interim Board recommended a set of new and revised IMSAs that were approved by Councils on June 23. The CAOs Committee will continue to meet on a regular basis to support the workings of the new Valley Regional Services Board, KTA and Valley Waste leadership.
Fire Services Agreement	Engage with Kings County to update and renew the existing Inter-Municipal Fire Services Agreement.	Staff led	Winter – Fall 2025	Initial discussions with Kings County have taken place and revisions to the agreement are being drafted for consideration.
Regional Emergency Management	Kings REMO will continue to carry out its mandate of emergency management planning, coordination among partners, training and exercising based on plans, and community communication & outreach. Kings REMO will also liaise with the province as the new Department of Emergency Management and NS Guard is formed.	Staff led	Ongoing	Kings REMO Annual workplan as approved by Kings REMO REMAC (2025-01-22) guides the ongoing work for Kings REMO REMC with a semi-annual report due to CAOs 2025-07-31.

Community Safety	Staff will work with partners at Acadia as part of a restorative community project and also continue efforts with the RCMP to ensure safe celebrations on event weekends. Staff will also continue to work as navigators and advocates for vulnerable persons in the community. Work continues with bylaw compliance and enforcement, with a focus on parking in the Town.	Staff led	Ongoing	Staff met to discuss on campus entertainment options during large community events. A working group is being struck to further consider options. Staff are working through Dalhousie on a living lab focused on building restorative approaches at the community level. The project has just launched and initial work involves assessing community needs.
Video Surveillance Camera Pilot Assessment	In 2023/24, the Town launched a pilot program to enhance community safety. That pilot project was subsequently extended to provide additional time and gather additional data prior to evaluation. The pilot term ends in April 2025 and will be reviewed.	Staff led	Spring 2025	Staff were not able to establish a firm link between the cameras and decreases in nuisance behaviours so with a decision of Council, the cameras have been de-activated and will be removed in the weeks ahead.
Freedom of Information & Protection of Privacy	The Town will continue to manage its legislative responsibilities to provide public information under Nova Scotia's information access legislation (the N.S. FOIPOP Act and Part XX of the Municipal Government Act). All requests are reviewed and managed by the Town Clerk, but the work involved in searching for and gathering records and information typically extends to all senior staff and their departments and can be very labour intensive.	Staff led	Ongoing	* March FOIPOP file required over 60 hours of staff time to complete. *No current open cases.
Soups & Sides	Continue Weekly Soups & Sides program, creating a welcoming, inclusive and equitable community. Assess opportunities for sustainable partnerships.	\$30,000	Fall 2025 – Winter 2026.	Planning has just started for our Fall launch.

Prep & Planning				
Regional Recreation Centre	The Town will continue to work with its partners (Kentville, Kings County, Province of Nova Scotia, etc...) to assess the feasibility of a Regional Recreation Centre. A financial model, inter-municipal agreement and community input will be considered in making a decision.	Staff Led	Spring 2025 – Winter 2026	Discussions among the partnering municipalities continue.
Public Washroom Review	An Accessibility Assessment of the Town's public washrooms will be carried out and a plan created to address barriers. This work will also produce a map identifying public washrooms and accessibility through the community.	Staff led	Winter – Summer, 2025	The final report has been recieved and our washrooms are not meeting standards, This will be included as part of the facilities review that is set to begin.
HR Needs & Service Assessment	In partnership with the Towns of Kentville & Berwick, the Town's HR policies, procedures and services will be assessed and recommendations provided for improvements.	\$15,000	Winter – Summer, 2025	Contract has been awarded to Doane, Grant, Thorton. MIP funding has yet to be confirmed. Work beginning in July.
Strategic Planning	Council will develop a Strategic Plan that will identify priorities for the 2024-2028 Council term.	\$15,000	Spring 2025– Fa	Jacques Dube retained to facilitate session held on June 5 & 6. Drafting by staff based on discussions is underway. Draft Strategic Plan to be presented to Council in September

Operational Planning	Staff will review the operational planning and budget development process to identify areas for improvement to facilitate timely and informed decision-making.	Staff led	Spring 2025	SLT debriefed Ops Planning process in May. Updates to the Budget Planning SOP forthcoming to harmonize those processes. 1st quarterly update presented to Council in July
Organizational Training & Development	Improve organizational communication, collaboration, planning and problem-solving through: • Holding regular staff meetings. • Holding three All-Staff training sessions on topics of organizational interest. • Completing a Senior Leadership Team Development program. • Identify specific opportunities to improve communication, collaboration, planning and problem-solving.	\$42,000	Ongoing	All-Staff Meeting held on May 13. Staff & Council Blanket Exercise scheduled for Monday, Sept 29. Various staff received ICS and First Aid Training in June. Labour-Management Committee Training on June 26. SLT Development Program ongoing; two full-day and three half-day sessions complete. Three half-day sessions remaining on engagement.
Policy Review	Development of a Council & Committee Proceedings Policy and review of the Routine Access & Procurement Policies. As described in the Town's Accessibility Plan and Equity and Anti-Racism Plan, the following policies will be reviewed and amendments proposed to Council: - Street Naming Policy, - Municipal Lands and Facilities Naming, - Grants to Organizations	Staff led	Winter 2025 – Winter 2026.	*Council Proceedings Policy draft to Council for review in May and June. *Equity & Anti-Racism Plan providing feedback on 3 policies as noted. Feedback to Council Policy Review Taskforce in July/August

SYMBOL LEGEND		In Progress 	Not yet started 	Ongoing 	Complete 	
Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status	Q2 Status	
Corporate Services						
Programs & Service						
Accounting & Financial Reporting	The Department creates and provides financial reports to meet legislative requirements and support decision making. Quarterly variance reports will be provided to senior staff, and Council through its Audit Committee. The Department will also create a multi-year cash flow forecast to better support financial planning.	Staff led	Ongoing	Ongoing	Audited Statements for 2024/25 have been approved and all reports submitted to the Province. However, due to staff turnover, variance reports have been delayed. A variance report for Q1 & Q2 is anticipated for Dec. 16.	
Audit	The Town's audit services must be tendered at regular intervals. The current audit service agreement has been extended to accommodate staff turnover. This service will be tendered in 2025/26	Staff led	Fall 2025	Anticipating a start to this work in mid July.	An RFP has been issued and will be evaluated in January 2026.	
Information Technology Management	An IT governance framework and strategy aligning IT with organizational priorities will be created to improve decision-making and use of resources. Work will also be undertaken to improve user experience of IT services and tools.	Staff led.	Fall 2025	David-Working on IT Policies - Acceptable Use Policy, Security Policy, Privacy and Data protection policy. All 3 are under review with the CAO's office	3 IT Policies - Acceptable Use Policy, Security Policy, Privacy and Data protection policy, have been submitted to SLT for review.	
Community Engagement	Engagement and information sharing improves understanding of financial plans and budgets. An added emphasis will be placed on sharing financial trends and information with the public through the publishing of accessible budgets and detailed financial reports.	Staff led	Ongoing	Ongoing		
Prep & Planning						
Policy Review	To continuously improve financial planning and processes, the Town's Budget Policy and SOP will be reviewed. The Credit Card policy will also be reviewed.	Staff led	Fall 2025	Budget SOP is being reviewed in alignment with Ops Planning. Credit Card Policy review has not yet begun.	The Budget SOP is being updated to reflect current timelines and approach to budget development and incorporate the concurrent development of the Town's Ops Plan. Review of the Credit Card Policy will be deferred to 2026/27.	

Enhance Financial Planning & Budget Systems	The Current budget processes are time-consuming and lack real-time integration. Aligning with the review of budget policy and SOP, the Department will undertake a project to modernize financial planning by adopting advanced tools and automating processes. New tools will be identified and considered throughout this fiscal year.	Staff led	Fall 2025	Not yet begun	Due to staffing changes, this project has not yet begun. It will be reviewed for inclusion in the 2026/27 Ops Plan.	
Revenue Management	Existing revenue generating processes (ie: tax / utility billing, grants, fees) will be reviewed in an attempt to improve efficiency while exploring new opportunities to generate revenue.	Staff led	Winter 2026	Not yet begun	Due to staffing changes, this project has not yet begun. It will be reviewed for inclusion in the 2026/27 Ops Plan.	

SYMBOL LEGEND		In Progress	Not yet started	Ongoing	Complete	
						
Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status	Q2 Status	Status Symbol
PUBLIC WORKS						
Programs & Services						
Al Whittle Storm Draining and Sidewalk Improvement	The storm drains in front of the Al Whittle Theatre will be repaired as well as broken concrete sidewalk panels.	\$12,500	Summer 2025	Scheduling with contractor on a date for construction	Complete	
Asphalt Repairs & Paving	Maintenance paving and patching. Specific locations and extents are determined annually beginning each spring.	\$200,000	Spring - Fall 2025	Grandview (Beckwith to Skyway), Hillside (Fairfield to Skyway) are being surfaced and a number of larger patches needed will be completed throughout Town (10-15 spots)	Final patching of asphalt was completed at the end of November on Highland, Skyway x3, Gaspereau, Kent x2, and Reservoir Parking lot. Additional temporary asphalt sidewalk repairs taking place on Skyway & Pleasant.	
Assessment of Development Applications	The Town Engineer assumes a pivotal role in ensuring new developments adhere to acceptable municipal standards, necessitating timely review, careful attention to detail and lengthy collaboration with developers to uphold safety requirements and consistency with the Town's built environment.	Staff led with consultant support	Ongoing	Work in progress. Consultant engaged in the work, when required.	Work in progress. Consultant engaged in the work, when required.	
Concrete Maintenance & Replacement	Concrete sidewalk, curb, and gutter repairs & maintenance throughout Town. Specific locations and extents are determined annually each spring.	\$200,000	Spring - Fall 2025	Front Street, Main Street side of Old Burying Ground, Missing pieces on Elm, extending the area in front of Al Whittle on Main St and other fixes and repairs needed	Safe sidewalk work was completed in the summer. Curb & sidewalk repairs carried out at the end of November at Westwood, Cherry Lane, Woodman, Orchard, Woodland, Troy / Elm, Pleasant, and Acadia Street.	
Disposal of Leaf & Yard Waste	Staff are assessing options for Council to consider for in-town disposal of leaf and yard waste. Council will receive an RFD assessing the various options for in-town disposal of leaf & yard waste.	\$35,000	Spring – Summer 2025	Opened on June 5. Accessible Saturday service added after first week.	Closed for the season on November 22nd. Will re-open in the Spring.	
Parks Maintenance	In addition to regularly scheduled annual parks maintenance activities: • Tree Planting - Basinview, West End Park on property lines + other potential tree policy output • Basic park amenities (Basinview and West End) • Trail signage installation • The rock wall at Clock Park will be repaired • The electrical panel at Waterfront Park will be upgraded, including the tide time information. Two broken interpretive panels will be replaced and the Park sign will be replaced. • The fence at waterfront park will be removed and landscape remediated.	Staff led	Spring - Fall 2025	In progress	Fence at waterfront removed; Trees planted on University Avenue, Main Street and parking lot at East End; Signage aquired and to be installed when capacity allows; Other misc. park improvements were carried out (eg Oak Ave trail, Evangeline Park, Wharf repairs, Trail bridges, Old Burying ground trees and fence removal).	

Sewer Treatment Plant Disinfection System Upgrades	A crucial component of the Town's sewer treatment process is the disinfection of wastewater prior to its discharge. This is done by 144 UV bulbs held in two banks of nine racks each holding eight bulbs. These bulbs will be replaced based on their anticipated lifecycle. The racking system that holds the bulbs will also be upgraded to enhance safety and efficiency.	\$50,000 in 2025/26	Fall 2025	Complete	Complete	
Crosswalk Evaluations	A Mio Vision camera will be purchased to facilitate crosswalk evaluations throughout the Town. This camera collects usage statistics in crosswalks so the Town's evaluation framework can be used and decisions made based on the best information available. A pilot project to address concerns with the impact of continuous crosswalk use at the intersections of Gaspereau Ave, Highland Ave, and University Ave, causing undue congestion on Main Street will be explored. Staff will bring information to Council for further consideration.	\$14,000	Spring 2025	The miovision purchase overlaps with the AT work and is being paused for now.	Miovision purchase is not proceeding. Work to determine improvements along Main Street has been awarded to Happy Cities and RV Anderson. IR 022-2025 was presented to COW on September 9, which facilitated a discussion on intersection safety and the functionality challenges on Main Street. There was no urgent need to deploy a pilot project during the year. However, various concepts for a pilot project have been shared as part of the work described above.	
Prep & Planning						
Sidewalk Condition Index Tool	In alignment with the Asset Management and Accessibility Plans, the Town will develop a sidewalk condition assessment tool that considers accessibility and identified priorities for repair & upgrade.	Staff led	Winter 2025	Focus has been on what we are going to repair or replace this construction season	Safe sidewalk work and assessment complete and other repairs (noted above). AT work with Mobicon and Council Capital Discussion have steered sidewalk investment priorities to Main Street. Assessment of Sidewalks throughout Town will continue.	
Asset Management	The Town completed an initial Asset Management Plan in 2018. Since that time, some work has been completed to formalize the program. A qualified consultant will assist to further develop the Town's Asset Management Plan and database into usable systems. An integrated Asset Management system with accurate and timely data will enable staff and Council to make better decisions about maintaining, replacing and repairing municipal infrastructure and weigh financial capacity against competing priorities. This work will include a review and assessment of 2018 Asset Management plan, assessment of workflows, improvement of operational input tools, consideration of software requirements and evaluations of organizational needs for FY 2026/27.	\$50,000	Spring 2025 – Winter 2026	Staff have engaged AIM network and we are working toward bringing information to the Management Team and Council in the fall.	Staff are preparing a presentation on GIS and Asset Management and investing in GIS upgrades to support our work on data collection and asset management.	

Capital Planning	Staff will assess existing plans for infrastructure and facility improvements and consider them against known gaps, anticipated growth, and the Town's financial capacity, and bring information to Council to refine the Town's capital plan and priorities. Part of Growth Management work with the HAF program.	Staff led	Spring – Fall 2025	Initial meetings have been held and will continue with Finance Staff.	Presentation was delivered to Council (November) on 2026 Priorities and will continue as part of '26-'27 budget	
Development of Standards & Specifications for Town Infrastructure	The Town does not have a standard set of municipal service specifications. Service specifications will clearly outline the minimum engineering standards required for developers to design and build infrastructure that the Town will take over (i.e. streets, sidewalks, curbs, stormwater, etc.). Because the Town has no standard service specification, the Town Engineer must review each application and assess it against current best practices and jurisdictional norms. This can create ambiguity and higher costs for the developer, a greater time burden for Town staff, and variations in the built environment throughout Town. Town of Wolfville Municipal Standards and Specifications will be created.	\$15,000	Winter 2026	In initial progress with consultant support. Not our highest priority during the construction season.	Draft being prepared by CBCL and expected by end of 2025 for Staff review. Will be completed by end of fiscal year.	
Project Management	Management and contractor oversight of approved capital projects; conceptual design and liaising with consulting engineers on development of new capital projects.	Staff led	Ongoing	Work in progress.	Work in progress.	
PLANNING						
Programs & Service						
Development Control	Carrying out regulatory roles for Building and Development Permitting, Fire Inspections, Subdivision control and Planning services and day-to-day customer services & inquiries.	Staff led	Ongoing	Work in progress.	Work in progress.	
Urban Forest Management	Building on the Tree Inventory Work, Council will be presented with a Tree Policy in Winter 2025 and actions decided. This may include additional work at Reservoir park on native species	To be updated once Draft Tree Policy presented	Spring – Fall 2025	Coming in the Fall to Council.	Staff workshop being planned for December and a discussion with Council in January. Inclusions on this topic are being worked into the MPS review and a workplan and budget discussion will be part of Council decision making.	
Prep & Planning						

Housing Accelerator Fund and Planning Document Review	1. Reviewing our Planning documents (MPS and Land Use By-law). The major focus is parking requirements and what can be done where in the Town (zoning) 2. Creating a Growth Management Framework to educate and inform people about where we are with infrastructure management, Parks and Recreation, Fiscal Sustainability, Traffic, and other aspects that support housing and the growth of the town to ensure our quality of-life increases 3. Creating a non-market housing strategy to highlight ways the Town can impact more permanent affordable housing gets built 4. Working with Acadia on a Secondary Plan for their South-East Campus to enable development opportunities (around Tower) and have them participate and ensure students are reflected in #1 (Plan Review changes). HAF funding will also support other initiatives in this plan related to housing and growth (eg micro transit, engineering standards, asset management, and offsetting other 'community infrastructure' investments).	Annual budget of \$456,000 over 4 years (\$~1.8 million total)	HAF is a 3 year program Draft Planning Documents anticipated Fall of 2025.	Draft municipal planning documents - ongoing. Draft on Non-Market Housing Strategy to be presented in July. Working with Acadia to explore new land for housing development	PAC motion has been provided. Council will now direct Staff on changes desired and updated documents will be presented for 1st reading in early 2026.	
Micro Transit	Review and updating the existing feasibility study for consideration in the 2026-27 budget for pilot service.	\$10,000	Summer – Fall 2025	Staff went to Yarmouth and Bridgewater for further information gathering and information will come to Council on this in the fall	Presentation to COW on September 9. LaunchBox Innovation Challenge that focused on Micro-Transit held in November. Expecting delivery of a revised feasibility and costing report by Fathom in early 2026.	
Public Art	Clarify the Town's Public Art role and assess the interest in the community to contribute. This includes establishing working group, defining roles and toward next project(s).	\$5,000/year in a reserve + contribution from 292 Main Street	Summer 2025	Will begin soon.	Group has met and discussing various initiatives including murals, grocery store, 292 and other potential projects. RFP for Grocery store was issued.	
Dyke-Top Trail	Staff are working with stakeholders in the region to ensure a trail is built on the top of the Dykes going from downtown to Port Williams and to West Long Island Road (North Grand Pre).	Staff led	Ongoing	Upcoming meeting with Farmers and renderings and MOU have been developed to have parties agree on direction	Commitment to put a trail on top of dyke and work and coordination to continue	

SYMBOL LEGEND	In Progress	Not yet started	Ongoing	Complete		
						
Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status	Q2 Status	Status Symbol
COMMUNITY DEVELOPMENT						
Programs & Service						
Afterschool Programming	Regular P-5 afterschool programming. 2:30-5pm on school days. 16 spots available, which are fully subscribed. Assessment of program offerings in cooperation with community partners.	\$49,000	Ongoing	Ongoing	Ongoing	
Bike & Equipment Loan Program	Providing bike & equipment loan program from the new RecHub	\$27,000	Ongoing	Ongoing	Complete. Season ended on Oct 30 with nearly 1200 bikes borrowed and many positive testimonials.	
Environmental Leadership Camps	Educational, experiential summer camps for youth 8 weeks in July-August with community partners. 15-18 spots available, complimenting Acadia’s summer camp offerings (sports/activity-based)	\$30,000	Summer 2025	In Progress	Complete	
Equipment and Supplies to Support Recreation Programming	Facilitate rental/loan programs (snow shoes, bikes, etc.), musical instrument rentals, outdoor equipment for camps/afterschool, pickleball nets/balls/paddles, cross-country ski rentals, exercise equipment, etc. Inventory to support loan programs, summer camps, afterschool program and other recreational programming is continuing to be built	\$25,000	Ongoing	Ongoing	Ongoing	
Events and Partner support	Host a full slate of events and support groups that offer complimentary events in town. Town-run Events include: • Heritage Day • Apple Blossom Event(s) • Canada Day • Mud Creek Days • Welcome to Wolfville Street Party • Night of Lights / Wolfville Glows • Summer Concert Series • EDIA components at events or stand-alone events	\$120,000 (program ming budget for events)	Summer 2025 – Winter 2026	Apple Blossom & Canada Day Complete. Planning for Mud Creek Days and Welcome to Wolfville underway.	Apple Blossom,Canada Day, Mud Creek Days, Summer Concert Series and Welcome to Wolfville complete. Night of Lights scheduled for Nov 29.	
Equipment and supplies to support event programming	Build inventory of equipment that supports event offerings & work with partners, including Acadia, to attract larger-scale events to Wolfville (banners, signage, tents, lighting, large scale event or holiday installations).	\$45,000	Ongoing	Ongoing	Ongoing	
Grants to Organizations	Strategic Partnership Program (SPP), Community Partnership Program (CPP), Capital and Operating Grants are provided to support the Town’s goals and priorities.	SPP -\$42,000 CPP -\$12,000	Spring 2025	2025/26 Grants largley provided.	2025/26 Grants largley provided.	
Memory Cafe	Recreational/social program for older adults with dementia as well as their care partners/family members.	100% grant-funded	Ongoing	Ongoing	Ongoing	

Rec Hub Improvements	The Rec Hub will be improved with the additions of a deck, shade structure, mural/paint, cladding, tables and other improvements. Delivery of the bike loan program and an improved public space / placemaking initiative.	\$42,000	Summer 2025	Complete	Complete	
Other Rec Programming	Offer a range of recreational programming options that complement activities that are already offered in the community, such as Older Adult Fitness Dance, Music (Ukulele, Guitar), Nature/Outdoor, and Art/Painting. Emerging opportunities will also be explored.	\$45,000	Ongoing	Ongoing	Ongoing	
'Try it' Recreation Programming	Series of free recreational offerings to encourage people to "try" new/different activities. Mostly one-time events of non-traditional activities that allow people to sample an activity and decide if they would like to pursue further involvement (e.g. archery, watercolour painting, bird watching, animation). Delivery of 6-12 'Try-it' activities throughout 2025-26 with focus on summer months (student staff).	\$5,000	Summer 2025	Ongoing	Ongoing	
Tourism Operations	General operation of Visitor Information Centre, support of Wine Bus, alignment with new Rec Hub/loan program, partnerships with Randall House Museum and WBDC.	\$75,000	Spring – Fall 2025	VIC Contracted to WBDC.	VIC Contracted to WBDC.	
Prep & Planning						
Parks & Recreation Review and Planning	Working with Rachel Bedingfield (former Kentville Rec Director) on reviewing and making recommendations around our parks and recreation approaches, spaces and program offerings. Deliverables would include a Green Space Stewardship and anagement/Operations Plan along with Recreational Programming Review and Framework to move us forward. Work planning includes Engagement (including direct with Council), Reviews, Staff interviews and assessment, parks and recreation delivery assessment, etc. Areas of focus would be existing parks, rec programs, volunteerism, recreation centre, other facilities like the oven, community development approaches, strategic parks investments and related initiatives.	\$50,000 (HAF)	Spring – Fall – Winter 2025-26	In Progress Community park engagement occurring throughout the summer.	In Progress Community park engagement completed in summer. Draft report received and under review/revision	
WBDC Agreement Review	As per the current agreement with the WBDC, 2025-26 is slated for review. Engagement and updated agreement and renewed relationship with our business community.	Staff led.	Spring – Fall 2025	Not yet started	COW received an Information Report on Nov 4. Work is underway to plan engagement and review activities, to be launched in the coming weeks.	

Recreation Centre Upgrade Assessment	The Wolfville Recreation Centre has shortfalls as a workspace, community space and in delivering high quality programs. Upgrades will be assessed through the Parks/Rec review.	Staff led with consultant	Spring – Fall 2025		Workplace considerations have been rolled into the Facilities Review.	
--------------------------------------	---	---------------------------	--------------------	--	---	---

SYMBOL LEGEND	In Progress 	Not yet started 	Ongoing 	Complete 		
Project Title	Description & Anticipated Output(s)	Budget	Timelines	Q1 Status	Q2 Status	
Projects Planned For Partial or Complete Delivery in 2025/26						
AT Network Construction and Upgrades	A multi-year initiative improving active transportation infrastructure through drainage improvements, trail paving, new crosswalks, and shared streets signage. The original tender exceeded the budget, requiring a re-tendering for the 2025/26 fiscal year. This project is partially funded by the Investing in Canada Infrastructure Program. Projects to be completed in 2025/26: • Paving the Harvest Moon Trail from Harbourside to the Farmers’ Market • Connecting Highland Avenue to the Harvest Moon trail around Festival Theatre • Raised Crossings of Main Street at Highland, Elm, and Harbourside • Enhanced Crosswalk at Cherry Lane • Painting and Signing Highland Avenue AT lanes • Traffic calming (speed cushions like Stirling Avenue) on Cherry Lane and Kent Avenue (“shared streets”)	\$513,600	Construction this summer.	Working with contractor on final pricing schedule. Some value engineering was required on the tender results and we are focusing on paving the portion of Harvest Moon Trail, Sidewalk along Front St and safe crossings at Harbourside and Elm. Options for other components are being reviewed. Refer to RFD 027-2025.	3m concrete trail on Harvest Moon being constructed. Design work and workshops were carried out to scope 2026 investments. Budget and implementation being finalized and worked into CIP and approval with Province on funding agreement. Main Street Bollards were installed and then removed for the season. Council workshop was completed.	
Burial Ground Enhancements	Pathway through the Old Burying Ground and other minor upgrades (fence).	\$50,000	Underway	More discussion required on trail - type, restrictions, etc	Pathway being further evaluated with Archeologist. Report was taken to Council on fence replacement that will be completed by December 2025	
Crosswalk Evaluations & Improvements	Equipment is a being purchased to facilitate crosswalk evaluations so the Town’s evaluation framework can be used, and decisions made based on accurate information. Crosswalk improvements will be made based on assessments.	\$25,000	Underway. Improvements to be aligned with AT & accessibility.	Ongoing	Underway. Improvements to be aligned with AT & accessibility.	
IT – Network & Hardware Upgrades	Required upgrades for the Town’s IT systems and infrastructure	\$56,800	Underway. The New Host server is installed. We are awaiting the vendor to resolve a backup issue before we migrate the virtual servers to the new Host. The new switches will start to be configured the week of 16-Jul-2025. By Mid August the new access points (WiFi) should be installed.	In Progress	All Projects are completed, tested and working well	
Kent Avenue Sidewalk Replacement	Replacement of 500m of deteriorating asphalt sidewalk with concrete sidewalk. Additional improvements include new curb ramps and accessibility upgrades. Design and tendering will be completed before construction begins in 2025/26.	\$250,000	Tender awarded.	Construction almost complete.	Complete	

Public Works / Parks Fleet and Equipment	Scheduled vehicle and equipment replacements for Public Works, Parks, and the Water Utility. Planned purchases include a new sidewalk plow, mower, inspections vehicle, and replacement shop tire equipment. Evaluations are ongoing to determine battery-electric alternatives where feasible.	\$310,700	Approved purchases underway.	Completed.	Completed	
Reservoir Park Washrooms /Change Room & Shading	The project includes the design and construction of an accessible washroom and change room at Reservoir Park. Site improvements will include grading, servicing, and pathway enhancements. Shading & upgrades around the pond area will also be assessed.	\$205,000	Tender being finalized.	Working on final details and construction schedule.	Complete - final details (security and timed door locks) being implemented	
West End Park Improvements	This project includes park improvements and site work will address drainage concerns, install signage, enhance landscaping and recreational equipment.	\$125,000	Under Development	Working on final details and construction schedule. Sharing conceptual design with community during July 9 session.	Scheduled for December	
West End Trail	A new trail built south of Stirling Ave, adjacent to Hwy 101.	\$115,000	Underway	Construction has begun	Complete	
WWTP Phase 2 Expansion & Flood Risk Mitigation	This multi-year project is the second phase of the WWTP upgrade work, and it will increase capacity, improve aeration efficiency, and enhance process monitoring. Flood risk mitigation measures will also be implemented as part of the project. The initiative is partially funded through the ICIP program.	\$4,771,560	Tender awarded.	Construction will be ongoing for ~18 months	Ongoing. CBCL is presenting an update in December to Council. Expected completion Spring/Summer 2026.	
Waterfront Park Floating Dock	Residents and visitors are currently accessing the harbour through makeshift/DIY solution on the west side of the harbour. Implementation of a small craft (kayak) floating dock and ramp attached to existing wharf. Will act as positive placemaking and recreation opportunity next to our world class asset (the tides).	\$50,000	Finalizing project details.	Difficulty with suppliers but still working on finalizing a revised design and fabrication	Dock has been ordered, installation Spring 2026.	
Wayfinding	Updating Wayfinding signage through the town (Parks, Trails, Streets, etc).	\$50,000	Signage Delivery Imminent	Installation being scheduled	Installation being scheduled	
Projects Under Planning for Delivery in a Future Year						
Facility Needs Assessment	In partnership with other municipalities and organizations, the Town has initiated processes to assess needs for a new Fire Hall, Town Hall, Library and Recreation Centre. A status update and confirmation or reassessment of options will be completed. Council will discuss facility priorities and provide further direction.	\$200,000	Assessment of Existing Work & Gap Analysis Underway	IR 013-2025 Reviewed with Council Proposals being solicited via standing offer; closes July 21.	Facilitation of the Facilities Review was awarded to Fathom Studio. IR 19-2025 reviewed at COW on October 7. Document review, key stakeholder interviews and site visits have taken place. Next steps include verifying what was documented and heard in the interviews, completing facility briefs and a summary of operational needs.	
Fire Pumper Truck	Previously approved by Council with anticipated delivery in 2025/26	\$1,807,525	Delivery expected in Spring 2027			

Fire Equipment	Required purchase of bunker gear and other equipment	\$73,400	Procurement Underway	Bunker Gear and Radios have been order. Anticipate delivery by August.	Received and in use.	
Earnscliffe Ave Reconstruction	This project includes full street reconstruction (340 m) of Earnscliffe Ave, including new sidewalks and a designated parking area. Design is scheduled to begin in 2025, with construction planned for 2026.	\$89,500	Underway	Consultations with stakeholders has taken place; design is ongoing. On track for a tender in January and construction in 2026.	Design and land issues wrapping up and Tender expected to be issued in January for construction in 2026.	
Waterfront Park Flood Risk Mitigation	This project involves planning flood mitigation work to align with provincial dyke upgrades. The scope is still being developed, but planning efforts will continue through 2025/26.	\$150,000	Underway	Consultant coming back with options in the fall. Work ongoing.	Options being developed for Council and public discussions in early 2026	
Mud Dam Safety Upgrades	This initiative will detail the option for decommissioning the Mud Dam to mitigate long-term safety risks. The project includes consultant-led analysis and costing for viable decommissioning methods.	\$40,000	Program being initiated.	Ongoing.	Consultant provided safety audit and report and medium and long-term investments will be brought into the capital budget for consideration as they are developed.	
Intersection Safety Review	A comprehensive study will evaluate improvements at the Gaspereau, Highland, and University intersections with Main St., considering pedestrian safety, active transportation, and traffic flow. The study will also assess alternative solutions, such as lights and roundabouts.	\$100,000	Existing information is being collated for further assessment. Interim actions being developed.	Scope of work from consultants received and working on a schedule. Council consultation being scheduled as part of scope.	Work to determine improvements along Main Street has been awarded to Happy Cities and RV Anderson. IR 022-2025 was presented to COW on September 9, which facilitated a discussion on intersection safety and the functionality challenges on Main Street. Interviews have taken place and option development is underway; work is expected to be complete by the end of fiscal year.	
Lift Station Assessment and Upgrade Program	This multi-year initiative aims to assess and upgrade six sanitary sewer lift stations, including electrical safety assessments, capacity reviews, and SCADA integration planning. Initial analysis and safety upgrades are planned for 2025/26, with further rehabilitation work in future years.	\$115,000	Ongoing	Working with CBCL on assessment	Working with CBCL on assessment	
SCADA Assessment and Planning Study	Assessment of aging SCADA control equipment and develop a modernization plan for improved system security, efficiency, and continuity. The study will inform future water and wastewater system upgrades, and the findings will guide a separate fibre-optic service expansion for Town facilities and infrastructure.	\$25,000	Ongoing	Working with CBCL on assessment	Working with CBCL on assessment	

Stormwater System Assessment and Improvements	A town-wide assessment of stormwater infrastructure has begun, the purpose of which is to identify deficiencies and prioritize repairs. The initiative responds to increased flooding caused by heavy rainfall events. Findings will inform short-term repairs, and long-term infrastructure planning and capital street reconstruction priorities.	\$275,000	Underway. Improvements to be aligned with AT & accessibility.	Assessment is ongoing (more data collection and modeling is required); however, moving toward identifying highest priorities. Focusing on Gaspereau/Fowler, Orchard and Alline, Minas View to Orchard, Various catch basin upgrades.	Ongoing and 2026 projects being costed for implementation	
Wolfville Water Utility						
Hydrant Pressure Monitors	The installation of six Hydrant pressure monitors will provide real-time data for system monitoring. The project aims to enhance operational response to pressure fluctuations, leaks, and main breaks. These devices will support long-term infrastructure planning and hydraulic modeling efforts by logging continuous data for analyses.	\$36,000 (Water Utility)	Moving to next fiscal and beyond	Moving to future year - offsetting the drop pipe replacement that occurred during the well cleaning at Wickwire well	Moving to next fiscal and beyond	
Production Well #3	This project is a multi-year effort to develop a third municipal production well to enhance water supply reliability. Existing wells operate near maximum capacity, creating risks during high demand periods. The project includes well drilling, equipment procurement, and site development.	\$586,100 (Water Utility)	Underway	Negotiating land. Likely construction will be moved to early 2026 TBD	Negotiating land. Likely construction will be moved to early 2026 TBD	
Remote RF Meter Replacement Program	The final phase of a multi-year program to replace the remaining 410 conventional water meters that are read manually with RF-enabled meters. This effort supports operational efficiency and regulatory commitments. The replacement schedule is planned over the next three years, concluding in 2027/28.	\$28,000 (Water Utility)	Underway	Replacements are ongoing	Replacements are ongoing	
Reservoir Security Upgrades	Security improvements at the water treatment reservoir to mitigate risks of vandalism and contamination. Planned work includes reconstructing the entrance shed and installing a site-wide security fence in a future fiscal year.	\$35,000 (Water Utility)	Ongoing	Hoping to limit access points and reconstruct shed this season	Fencing has been contracted - installation imminent. New, secure hatch access lids have also been contracted and to be installed.	
Water Transmission Main Replacement	Multi-phase replacement of the Town's aging asbestos-cement transmission main. The next phase includes constructing a PVC main from Skyway to the water treatment plant, and a separate project to connect the existing wellfield to the new line.	\$1,029,000 (Water Utility)	Scope being finalized. Provincial engagement ongoing.	Hope to tender soon - want to complete Westwood to Wickwire well. Section by 101 is complicated.	Tender package being finalized by new Manager of Environmental Services and to be issued in January/February	
Water Treatment Process & Monitoring Equipment	Replacement of aging treatment process and monitoring equipment to improve system reliability. New components will enhance chlorine and turbidity monitoring, ensuring regulatory compliance.	\$20,000 (Water Utility)	Underway	Completed but multi-year to complete	Completed but multi-year to complete	

CAO REPORT

December 2, 2025

Office of the CAO



Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

Innovation Challenge

Staff, along with members of Council and our Accessibility Advisory Committee were excited to work with students through a Launch Box Innovation Challenge that focused on Micro-Transit.

Five student teams presented their micro-transit ideas on Nov. 20, and the quality of presentations exceeded expectations. Students focused on routes, ridership and accessibility. Many provided schedules, financial modelling, digital apps and websites.

The top two teams have been invited to present to Council in the new year, and their work will be shared with our consultants who are currently updating our micro-transit feasibility study.

Future challenges will be considered after this rewarding experience.

Letters to Santa

The Wolfville Fire Department is excited to announce that they've been recruited once again to help Santa collect his letters From Wolfville kiddos during this holiday season. Kids can drop off their letters to Santa at the Wolfville Fire Hall — no stamps needed. Our special Santa Mailbox will send wishes direct to the North Pole.

Once Santa has written his responses, fire volunteers will personally deliver Santa's letters around Town so please be sure to include your name and civic address.

Deadline to drop off letters: Friday, December 6

Location: Wolfville Fire Hall

Homecoming Weekend Debrief

Staff met with RCMP to review operations during the Homecoming weekend. RCMP report 30 calls for service during the busy weekend including:

- 2 Assaults
- 1 Assault with a weapon (beer bottle)
- 3 Liquor Control Act offences
- 7 Traffic Offences
- 2 Impaired Drivers
- 2 Mischief
- 2 Theft
- 4 Lost Wallets
- 7 Others (Assist to EHS, false 911 calls, etc)



Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

Acadia students building on Town's Equity and Anti-Racism Plan

This semester, students studying with Dr. Cynthia Alexander, have spent time with the Town's first Equity and Anti-Racism Plan. In response to the work the Town is doing, and in support of it, students from disciplines and programs across campus will be presenting work they have developed with a focus on advancing cultural competency which promotes public safety and civic literacy through self-awareness, knowledge, and skills to bridge cultural divides, understand diverse perspectives, and foster more equitable, respectful community relationships. Council is invited to attend any of the three classes on December 4 to be present for the student presentations.

Luke Moffatt Honoured by Recreation Nova Scotia

Valley Recreation launched a dynamic regional initiative for "June is Recreation Month" that spanned from Clare to West Hants, Nova Scotia. The program was built on the foundation of regional collaboration, bringing together multiple municipalities, towns, and community groups to co-promote recreation opportunities and build stronger, healthier communities.

A Recreation Passport highlighted events across the region and encouraged residents and visitors to explore new communities by attending events ranging from guided hikes and waterfront yoga to community dances and family fun days and earning badges for each stop along the way.

The core planning team consisted of the Town of Kentville, Village of New Minas, and the Town of Wolfville, represented by Luke Moffatt. Luke was presented with the Mayflower Community Cooperation Award on October 22nd, 2025, at the Recreation Nova Scotia Awards Banquet. Congratulations and thank you, Luke!

Wolfville Glows

Beginning with the Night of Lights, held on November 29, Wolfville Glows includes programming in town throughout December as well as the decoration of Wolfville with festive greenery and lights. Our Parks crew has been hard at work creating a welcoming atmosphere that includes a lighted walk between Willow Park and Waterfront Park for residents and visitors to enjoy.

Holiday programming includes: a free Holiday Film Series at Al Whittle Theatre, and a live "Family Christmas Bingo and Sing-Along" concert with the Sparkles on December 20 (also at Al Whittle). The Town also supported a production of "It's A Wonderful Life" through a Community Partnership Program grant. This is running at the Al Whittle December 5 – 13. More information about holiday events and programming can be found on the Town's website and ValleyEvents.ca

Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

Still Climbing

The climbing wall continues to be a strong success with both public and school usage. After six sessions of family climbing and adult climbing, we average 91% (13.67 users of 15 spots) and 80% (12 users of 15 spots) attendance capacity respectively.

The Wolfville School has agreed to keep the climbing wall until March 31st, 2026, so at the end of November, the climbing wall was reconstructed with new courses to keep interest and will be moved to create a greater capacity.

The Wolfville School reports positive behaviours from utilizing the wall during daily physical activity sessions. Public users continuously report the excitement of a climbing wall being present in Wolfville from a local and regional perspective. Winter programming will continue with family, adults, and women's only climbing - with after-school climbing sessions continuing for grades 3-5, 6-8 and a brand-new session for P-2.

Wolfville supports Period Positivity

Wolfville is offering another "Period Positivity" Workshop on December 7, with some spots still available. This is a fun, educational body literacy workshop that "re-stories" menstruation and the female body for pre-teens, empowering youth ages 8-12 and their parent or caregiver with the knowledge they need to have a positive relationship with their period and cycle. [More information is available on our website.](#)

West End Playground

The West End playground installation is on track to be completed in early December.

Housing Accelerator Fund

The Planning Advisory Committee provided a recommendation to Council, and a special meeting is scheduled for Dec. 3 to consider their recommendation and look to create finalized planning documents with Council direction. See [Wolfville Blooms](#) for full information and background.

Water Transmission Line

A tender package and UARB approval/notification is being finalized. Some detailed data collection was required from our Engineering Technician. The intent is to have the next phase of new water transmission line connected from the end of Westwood Ave to the Wickwire well and this would allow us to 'turn on' this new line in 2026. Future phases of this project will be budgeted and included in the upcoming rate study.

Active Transportation Implementation

Council, the AT working group, staff and consultants held a workshop focused on the 2026 projects that would be funded through the ICIP AT funding. These projects are being costed and final details will be brought into the budget process. A meeting has been scheduled with the Province to provide an update

CAO REPORT

December 2, 2025

Office of the CAO



Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

and approve amendments to our funding agreement to reflect the amended scope of work Mobycon has coached us through.

The Harvest Moon Trail upgrades (3.0m concrete from the Farmers' Market to Harbourside) will be completed in the next few weeks and is well underway now.

Earnscliffe Avenue

The re-build of Earnscliffe is scheduled for 2026 – a tender package is being prepared and will be issued in early 2026 for Spring construction and favourable pricing. This project was presented to Council at the recent Capital Budget special Committee of the Whole.

Parks Operations

- Night of lights build and set-up is taking a large amount of the Parks crew's time. The event has expanded in location and scope. All hands on-deck!
- Millenium trail bridge repairs will be completed once Night of Lights is setup.
- Old burial ground fence area was cleared of debris and trees to allow for the new fence installation.
- Splash pad was winterized for the season.
- Irrigation systems are being winterized.
- Street banners for Devour!, Olympic Curling Pre-Trials and Remembrance Day were hung in quick succession in late October / early November, followed by garland and wreaths immediately after.
- Gear is being switched over for winter works. Tires changed on tractors, snow blower installed and supplies ordered (Ice melt etc.)

Public Works Operations

- Oak Trail Culvert and trail raised approx. 16" in elevation - leaving type 2 gravel before putting in crusher dust
- Highland stormwater repair completed
- Crosswalk flags marked and replaced
- RCMP door replaced
- Snow removal letters sent to businesses re: front street parking
- Asphalt patching completed at the end of November
- Lumer's street sweeping scheduled for Nov. 24
- 36 Acadia sidewalk paving patch complete
- Snow removal contract finalized for Front Street parking lot letters sent out to businesses
- New manhole installed at 22 Westwood
- Chestnut sidewalk repair done (asphalt)
- Harvest Moon Trail construction ongoing
- Concrete curb and sidewalk complete at intersection of Harborside and Front Street
- Bike bollards and speed cushions removed for season
- Culvert replaced on Fowler
- Ditch dredged at Pondview Park

CAO REPORT

December 2, 2025

Office of the CAO



Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

- Ditch redone on Wickwire Ave
- Harvest Moon Trail flail mowing complete
- Equipment converted for snow removal ongoing
- Manhole adaptors trimmed and grouted on Highland Ave
- Rock embankment safety fenced between Minas View Drive and Orchard Ave
- Concrete curb and sidewalk repairs scheduled between Nov 26- Dec 5

Water Utility

- 3 New Scada radios were installed at the well houses and Water Treatment Plant to upgrade failing radios.
- Fire Hydrant winterizations across town are now 50% complete
- Monthly cleaning and maintenance of all Pressure Reducing Valves across town was completed
- Quarterly UV light disassembly and cleaning was completed
- Eastern Fence was in to measure for new fence at the Water Treatment Plant Reservoir
- New Security hatches are being made to cover reservoir access holes
- Leak Detection training booked for Water operators (with new equipment).

Fire Official

- Currently completing numerous inspections for properties that have deficiencies.
- Working with owners regarding fire safety plans if their properties have a fire alarm system installed.
- Acadia's inspections are completed, and final report has been provided, now good for 4 years.

Building Official

- Permits issued for new Dr. Bremer Lab addition to the Acadia Sport Complex.
- Acadia continuing to improve the accessibility of their campus with an application to create more barrier-free washrooms at the Acadia Divinity College.

Development Officer Updates

Site Plan Approvals granted: 250 Main Street – Additional 5 Dwelling Units

Site Plan Approvals under review: 90 Highland Avenue – 8 Dwelling Units

Recently approved <https://wolfville.ca/current-planning-applications>

- 5 units at 250 Main
- 28 units between 65 and 73 Highland Ave

Open planning applications: 8-unit at 90 Highland Ave

Grocery store public art

- Interviews were held with top candidates on Nov 20
- Refining concept and approval process with Loblaw's
- Installation expected April/May 2025 (weather dependent)

CAO REPORT

December 2, 2025

Office of the CAO



Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

Old Burying Ground

- Fencing to be replaced beginning on **December 1**.
- Archeology work progressing with Jonathan Fowler over winter and into early 2026

Urban Forest

- Presentation to Canadian Urban Forest Network in January - highlighting Wolfville's work to date
- Hemlock Inventory (size, location, numbers etc.) to be conducted in late 2025 to inform treatment options in 2026.
- Mounting new owl habitat boxes. Built by Plank Industries and Horton High Tech class

Corporate Services

Our new Manager of Finance, Pamela Northup started with the Town on October 27. Pam comes from the West Hants Regional Municipality, where she was the Payroll Specialist for the last 5 years, and prior to that had been with the Town of Windsor for 30 years.

A Request for Proposal for a new 5-year audit contract has been released on the Nova Scotia Procurement Portal, closing just before Christmas.

All staff have been working on getting the financials caught up after unexpected staff leaves, so that a 2nd Quarter Variance Report can be presented at the next Council meeting.

Information Technology has been working on getting new visual aids in place in the Council Chambers to replace the broken television.



VALLEY REGIONAL SERVICES BOARD OF DIRECTORS



Summary of Meeting based on November 19, 2025, Valley Regional Services Board Meeting at 10:00am in the Valley Waste-Resource Management Board room with virtual attendance option

BOARD DECISIONS

Kings Transit and Valley Waste Resource Management Authorities, jointly

- The Valley Regional Services Board of Directors approved contracting BMO as the banking institution for both the Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority for a five-year term
- The Valley Regional Services Board of Directors approved contracting BDO as the auditor for both Kings Transit Authority and the Valley Region Solid Waste-Resource Management Authority for a five-year term

Kings Transit Authority

- The Valley Regional Services Board of Directors approved the creation of one additional full-time Heavy-Duty Mechanic position, acknowledging this action will result in a current-year budget overrun.

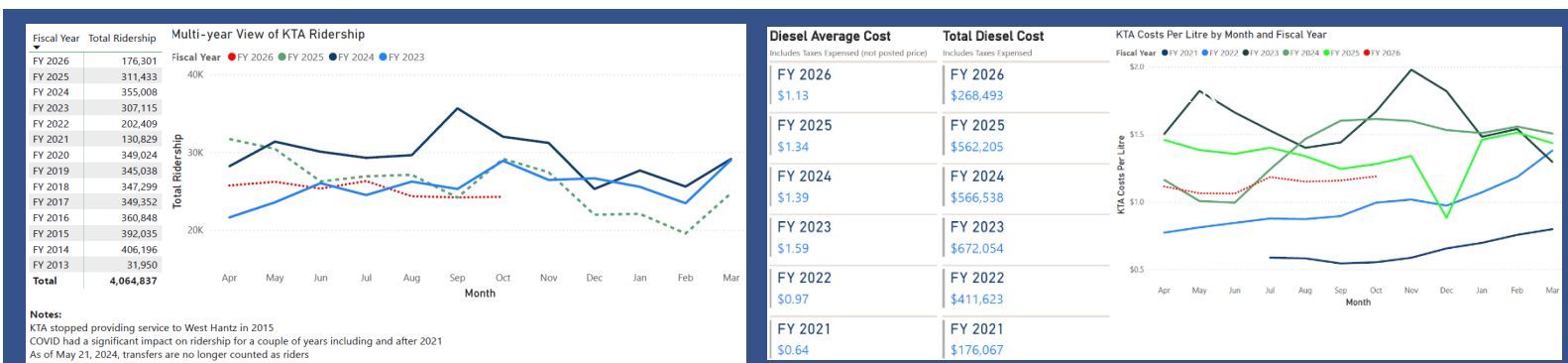
KINGS TRANSIT AUTHORITY



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

General Manager Updates:

- The Greenwood 2 (G2) Route will remain suspended until at least early December due to mechanical issues. A spare bus has been of temporary assistance to mitigate disruptions.
- Priority has been given to stabilizing the fleet and commissioning the new Nova Buses so that the G2 route can be reinstated.
- The maintenance team continues to balance daily triage of the active fleet with efforts to bring the newly purchased buses online. Hiring an additional mechanic will provide immediate relief to the workload pressures.
- Decrease in Ridership, displayed in the graph below, is much in part to the continued cancellation of the G2 Route.
- The operations team continues to recruit and train new drivers. One new full time Operator has joined the team.
- The KTA ICIP Phase 2 scope change was submitted to the Nova Scotia Department of Municipal Affairs and awaits approval.
- The *Tidal Transit Authority* name was submitted to the Registry of Joint Stocks and awaits approval.
- KTA GM and Fleet Manager attended the Canadian Urban Transit Association (CUTA) Fall Conference in Montreal.
- Kings Transit entered a float in the New Minas Parade of Lights on November 15th
- Budget preparation is well underway, a big thank you to Dan for his dedication and tenacity.
- Brandy Stirling has been welcomed as the new KTA Customer Service Administrator.



VALLEY WASTE - RESOURCE MANAGEMENT



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

General Manager Updates:

Extended Producer Responsibility (EPR) for Packaging & Printed Paper

- Circular Materials hosted a successful media event on November 5. The new program launches in two weeks, and several agreements are in the final stages. This includes collection agreements and post-collection agreements.
- Effective December 1, residential recycling tipping fees at Management Centres will be removed. Revenue will come from Circular Materials.
- ReGroup has been awarded the contract to process all residential recyclables in Nova Scotia and New Brunswick. Their Dartmouth facility is expected to open in early 2027. Scotia Recycling is pursuing an interim contract with Circular Materials.
- Depots: Certain hard-to-recycle items may be taken to depots. Registered depots include:
 - CN Orde & Sons, Lequille
 - Greenwood Recycling Centre
 - New Minas Recycling
 - L.W. Layton Salvage, Canning
- Communications: Staff are sharing Circular Materials' content on social media and other advertising is planned.
- New Recyclable Items (Effective December 1):
 - Curbside: Paper cups, pet food bags, tubes (cream, toothpaste), ice cream containers, cardboard cans
 - Depot Program: Foam polystyrene, chip bags, coffee bags, empty non-hazardous aerosol cans
- Regulatory Updates: The solid waste bylaw and directives will need to be updated to reflect new EPR requirements and service changes. Staff are tracking all necessary updates.
- The 2026 Waste Management Calendar will be distributed to municipal offices, grocery stores, Enviro-Depots, and community halls during the first week of December. The calendar contains information for the new recycling program as well as changes to bulky waste collection.

Operations

- A Request for Proposals for the transportation of ground wood (5-year term) has been released with a closing date of December 4th.
- Fall cleanup is nearly complete with higher than usual tonnage. Clean-up will be replaced with bi-weekly bulky collection beginning April 1, 2026.
- Staff met with procurement staff at the Municipality of East Hants regarding procurement software they developed. The software allows digital submissions in a safe and secure manner.

2025-2026 CAPITAL PROJECTS

The Request for Proposals deadline for the **Expansion of Eastern Management Centre** closed on October 23 with one bid under review. An application to the Canadian Housing Infrastructure Fund (CHIF) was submitted last winter and the results of that proposal are yet to be announced. If unsuccessful, the project qualifies for Provincial Territorial CHIF funding which opens in January.

Extended Producer Responsibility (EPR) Program for Packaging and Paper

EXTENDED PRODUCER RESPONSIBILITY (EPR)

“Companies take care of their packaging—even after you’re done with it.”

- ✔ Less waste
- ✔ Better recycling
- ✔ Materials reused in new products



Think: Old bottles→New bottles!



Nova Scotia is transitioning to a new recycling model that shifts responsibility from municipalities to the producers of packaging and paper products. This change is part of the province’s extended producer responsibility (EPR) initiative, starting on December 1, 2025.

Circular Materials is a national not-for-profit producer responsibility organization (PRO) that manages where materials are collected, recycled and returned to producers for use as recycled content in new products and packaging. For more information, visit [Circular Materials](https://www.circularmaterials.ca/resident-provinces/nova-scotia/) at <https://www.circularmaterials.ca/resident-provinces/nova-scotia/>

What is EPR?

Extended Producer Responsibility (EPR) means that companies who make things like packaging and paper are also in charge of what happens to these items after we’re done using them. Instead of just throwing things away, this system encourages businesses to find better ways to recycle and reuse materials. For example, a soda company might design bottles that are easier to recycle. This helps create a “circular economy,” where old products become new ones instead of ending up in the trash.

What’s Changing in the Annapolis Valley region?

Valley Region Solid Waste Resource Management has joined the EPR program. This means we can keep collecting recycling from homes while saving money and helping the environment. The goal is to send less waste to landfills and cut down on garbage right from the start.

How does this affect residents in Kings and Annapolis Counties?

For residents in Kings and Annapolis Counties, this change brings more recycling options. You’ll still use your blue bags and follow sorting rules, but you’ll be able to recycle more items like disposable cups, pet food bags, toothpaste tubes, and frozen juice containers. Sorting guides are available in several different languages on the Circular Materials website.

Are My Taxes Paying for This?

The cost of recycling will now be covered by the companies that produce packaging and paper. This shift encourages businesses to design packaging that’s easier to recycle and helps reduce waste. Your taxes, which are on average \$200 annually per unit, cover the cost of curbside collection, bulky waste clean-up, and solid waste operations.

Unlimited Blue Bags and Cardboard for Residential Collection

Valley Waste Resource Management will continue to collect your recyclables curbside on behalf of Circular Materials, and there’s no limit to the number of blue bags you can put out or cardboard bundles. Just make sure everything is sorted properly – unsorted bags may be left behind.

Recycling Limits for the ICI/Business Sectors

Small business units who receive curbside collection will be allowed a maximum of 6 bags of recyclables (which includes bundled cardboard).

Same Sorting Rules Across Nova Scotia

One of the biggest benefits of this new system is consistency. No matter where you live in the province, the recycling rules will be the same. This makes it easier for everyone to recycle correctly.

How will collection work?

As of April 1st you will see two trucks traveling your road on collection day. One will pick up garbage and compost, and the other will collect recycling and cardboard. This helps keep materials separate and ensures better recycling.

What is recyclable?

To find out what else has been added to our recycling bags, see our sorting page or download the Recycle Coach app for free from Apple or Google Stores and access their What Goes Where section.

Moving Forward

Let’s work together to make recycling easier and better for everyone!

For more information, call 902 679 1325 or visit www.vwrm.com



COMMITTEE UPDATE

Title: REN
Date: October 2025
Department: Committee of the Whole



Meeting was held at the County of Kings building.

We had quorum to vote on having a Co - Vice Chair and the rest of the meeting was for information purposes.

Discussion on an e-vote policy – feedback to put parameters on what this would like and bring it back.

Discussion on should the REN do a population growth strategy, a workforce strategy has always been done.

Discussion on Immigration Strategy by the Federal government.

Feedback on the open houses was given (email from REN was sent and everyone should have received that)

Feedback given regarding their communication to Council – they will be working on a Council Communication Strategy.

Driver shortages remain an issue – more part time are being sought out to hire

Weather was a bit tricky this month

Respectfully Submitted,

Mayor MacKay