



Committee of the Whole

May 5, 2026

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, April 7, 2026
- b. Committee of the Whole In Camera Minutes, April 7, 2026

3. Declaration of Conflicts of Interest

4. Presentations

- a. None

5. Public Input

PLEASE NOTE:

- *Reminder to all speakers that the Town conducts its business with the seven sacred teachings in mind, truth, honesty, love, courage, respect, wisdom and humility.*
- *Members of the public participating in public input sessions will conduct themselves in a manner that is respectful to the public, council and staff. Should this not occur, the Chair will advise them to end their questions and/or comments immediately.*
- *You have up to 5 minutes to provide input to be directed to the Chair.*
- *Responses will be provided after the meeting either via email or in person and may be included in a future report.*

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- 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

- RFD 026-2026: Records Management Policy #120-013 Amendments
- RFD 030-2026: Approach to Heritage & Culture
- RFD 034-2026: Potential Reuse and Relocation of Buildings on Main Street
- RFD 021-2026: Dog Control Bylaw Amendments
- RFD 032-2026: Development Agreement - Student House Nova Scotia on Hillside Ave
- RFD 033-2026: Earnscliffe Ave Budget Increase & Tender Award
- RFD 036-2026: Valley Waste Debt Guarantee 2026/27

7. CAO Report

8. Committee Reports (Internal)

- Audit Committee
- Planning Advisory Committee
- RCMP Advisory Board

9. Committee Reports (External)

- Kings Point-to-Point (KPPT)
- Valley Regional Services (VRS)

10. Adjournment to In-Camera Meeting under *section 22(2)(e) of the Municipal Government Act, Contract Negotiations*

- RFD 035-2026: Strategic Partnership Program Grant Review

11. Adjournment of In-Camera Meeting



12. Regular Meeting Reconvened

13. Motions from In-Camera Meeting

- a. RFD 035-2026: Strategic Partnership Program Grant Review

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 complementary 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.

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Land Acknowledgement

The Town of Wolfville acknowledges that we are located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

As a town committed to reconciliation and respectful governance, we ask that all who live, work, and gather here do so with the Seven Sacred Teachings in mind: Truth, Honesty, Love, Courage, Respect, Wisdom, and Humility.

These teachings guide us in building a community rooted in understanding, fairness, care for one another, and for the land.

Please pause for a moment of reflection - How can we be good guests on this land?

Recognition of historic contributions

We also acknowledge the histories, contributions and legacies of the African Nova Scotian people who have shared these lands for over 400 years, and we acknowledge the shared ancestry of all people of African descent in Nova Scotia.

REQUEST FOR DECISION 026-2026

Title: Records Management Policy Amendments #120-013

Date: 2026-05-05

Prepared by: Mitchell Miller, Student Intern

Contributors: Laura Yaroshevskaya, Administrative Assistant

Laura Morrison, Town Clerk and Manager of Administration



SUMMARY

Records Management Policy Amendments #120-013

The purpose of this Request for Decision is to recommend the approval of the amended Records Management Policy #120-013 (see attached). The amendments made to the Records Management Policy are administrative in nature and have been done to modernize and update the changing staff role and responsibility in managing and maintaining Town records.

Amendments include the Association of Municipal Administrators Nova Scotia (AMANS) Records Manual update to its fourth edition, updating the Designated Officer and further clarification of the role.

DRAFT MOTION:

That Council approve the amended Records Management Policy #120-013, as attached to RFD 026-2026.

REQUEST FOR DECISION 026-2026

Title: Records Management Policy Amendments #120-013

Date: 2026-05-05

Prepared by: Mitchell Miller, Student Intern

Contributors: Laura Yaroshevskaya, Administrative Assistant

Laura Morrison, Town Clerk and Manager of Administration



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act
- Freedom of Information and Protection of Privacy Act
- Public Archives Act

3) STAFF RECOMMENDATION

That Council adopts the amended Records Management Policy No. 120-013.

4) REFERENCES AND ATTACHMENTS

- Revised Records Management Policy #120-013 (Attached)

5) DISCUSSION

The Records Management Policy #120-013 is due for review. The changes made clarify and modernize the policy as follows:

- Utilization of the updated Association of Municipal Administrators Nova Scotia Records Manual 4th edition.
- Changing the Designated Officer from the Director of Corporate Services to the Town Clerk.
- Allowing the Designated Officer to delegate work with regard to the policy's scope to other Town staff.

The updated policy is reflective of the standard practices for records management policies around the province of Nova Scotia.

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN

None

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8) COMMUNICATION REQUIREMENTS

The updated policy will be published on the Town website.

9) ALTERNATIVES

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



POLICY

Records Management

Records Management	
Policy No. 120-013	Supersedes Policy Number 1221-24
Effective Date 2015-10-20 Amended:	Approved By Council (Motion Number) 26-10-15

1.0 Purpose

The purpose of this policy is to establish a Records Management Policy for the Town of Wolfville and as outlined in section 34 of the *Municipal Government Act*, to provide guidance with respect to the disposal of the Town of Wolfville municipal documents to ensure:

- Municipal documents/records are, as a minimum, retained for the length of time as outlined in the AMANS Records Management Manual;
- Limited space and/or dollar resources are not unnecessarily utilized for archiving historical records; and
- That records are managed in a way that supports the efficient and effective functioning of the Town of Wolfville.

2.0 Scope

This Policy covers all records created and received by the Town of Wolfville. Its provisions extend to all staff conducting business on behalf of the Town.

3.0 References

- 3.1 [Freedom of Information and Protection of Privacy Act](#)
- ~~3.2 [Government Records Act](#)~~
- 3.3 [Public Archives Act](#)
- 3.4 [Municipal Government Act \(MGA\), Section 34](#)
- 3.5 AMANS Records Management Manual, ~~Second Edition, 2013~~ **Fourth Edition, 2025**

4.0 Definitions

- 4.1 **AMANS** is the Association of Municipal Administrators Nova Scotia
- 4.2 **Council** means the council of the Town of Wolfville.
- 4.3 **Designated Officer** means the person designated and authorized by the Chief Administrative Officer of the Town of Wolfville to act on behalf of the Town of Wolfville to manage and maintain the Records Management System **and all the records therein,**



POLICY

and for providing access to employees. For the Town of Wolfville, the Designated Officer is the ~~Director of Corporate Services~~ **Town Clerk**.

- 4.4 **Manual** means the AMANS Records Management Manual, ~~second edition~~ **fourth edition**, as amended from time to time.
- 4.5 **Record** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.
- 4.6 **Records Management System** means an electronic or paper-based system used by the Town of Wolfville to manage the **Town** records of the Town of Wolfville from record creation ~~through~~ to record disposal.
- 4.7 **Records Retention and Disposition Schedule** refers to the Manual's system for classification of all records which explains how long to retain them from creation or received date, until they are eventually destroyed or archived.
- 4.8 **The Town** refers to the Town of Wolfville.

5.0 Policy

5.1 Records Management System Established

The Records Management System of the Town of Wolfville is established and authorized from the effective date of this Policy.

5.2 Compliance with Records Management System

All records in the custody and control of the employees of the Town of Wolfville are the property of the Town of Wolfville. All records of the Town of Wolfville must comply with the Records Management System and this policy. All employees and management of the Town of Wolfville must comply with this policy.

5.3 Designated Officer

The Designated Officer is responsible for the management and maintenance of the Records Management System and will delegate aspects of their responsibilities to other appropriate Town staff, as deemed necessary.

5.4 Adoption of the Manual

The Designated Officer is authorized to adopt and maintain the Manual as part of the Records Management System. All records of the Town of Wolfville must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention and Disposition Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Town of Wolfville. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of the record.



POLICY

5.5 Integrity and Authenticity Maintained

The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

5.6 Authorization to Amend the Manual that is in use

The Town Clerk of Wolfville is authorized to amend this policy to update the Manual edition that is being utilized to the most recent version of the Manual.

5.7 Disposal ~~by Designated Officer~~

The Designated Officer, determines that the retention period for a given record allows the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention and Disposition Schedule and in consultation with stakeholders within the organization as detailed below:

5.7.1 Annually, the Town will dispose of records no longer required to be maintained by policy and/or law. Disposal will be carried out by way of shredding paper documents and effective deletion/destruction of electronic records;

5.7.2 The following documents shall not be disposed/destroyed:

- Minutes of Council, Committee of Council, Advisory Committees of Council, any committee/commission appointed by Council, and any resolution of Council;
- Town By-laws and policies;
- Assessment rolls

5.7.3 The destruction actions must always be authorized, allowing for staff to intercede if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require that destruction must be halted.

5.7.4 Where records are subject to an actual or pending investigation, audit, access request, litigation, or legal claim, destruction shall be suspended and a legal hold process shall be implemented in accordance with established procedures.

5.7.5 Records destruction should be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;

5.7.6 All copies of records that are authorized for destruction, including security, preservation and backup copies, should be destroyed as soon as reasonably possible.

5.7.7 Records will be maintained electronically to document the destruction actions.

5.7.8 Records that are required by an enactment to be kept, and all minutes, by-laws, policies and resolution of Council shall not be destroyed.

5.8 Policy Review

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



POLICY

CAO or Town Clerk

Date

DRAFT

REQUEST FOR DECISION 030-2026

Title: Approach to Culture and Heritage
Date: 2026-04-21
Prepared by: Lindsay Slade, Community Planner
Devin Lake, Director of Planning + Public Works
Contributors: Katherine Ryan, Randall House Museum



SUMMARY

Approach to Culture and Heritage Discussion

Through the Municipal Planning Document Review process, Council provided direction to Staff to bring back more information on our approach to Culture and Heritage. This action was placed in the 2026-27 Operations Plan. Staff are now seeking further direction from Council to define the Town's approach and initiate meaningful actions. The purpose of this report is to get initial feedback and direction while presenting an overview of where we are today and a menu of potential projects, partnerships, and tools that could inform the Town's approach moving forward.

Staff are not looking for final decisions today. Instead, we are seeking Council's feedback on which of these areas are worth exploring further, or other directions Council would like to take this work. Council's input will help staff understand where we should focus and ensure the future work is aligned with the priorities that matter most to this Council and the community.

As described in the Town's 2026-27 Operations Plan, this work will begin with Staff engaging with the Randall House Museum (and others – Heritage Advisory Committee review will be forthcoming) to bring recommendations to Council on an approach to foster the Town's history through built and environmental heritage, and culture.

Key questions for Council's consideration as you read this report and reflect on this topic:

- How do you define culture and heritage in Wolfville? How does it contribute to our collective sense of place?
- Consider what the Town does now to support culture and heritage as outlined in this report. What resonates with you and would best support culture and heritage in Wolfville?
- Culture and heritage work requires investment. How does it stack up against other priorities in the budget?

DRAFT MOTION:

No Motion is recommended. Rather, staff are seeking direction (go or no-go) on the following:

- That staff work with local experts and stakeholders to better define parameters that will guide the Town's approach to supporting culture and heritage based on current programs, services and regulations, and Council's feedback.

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Title: Approach to Culture and Heritage
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- That staff work within existing structures and resources (ie: existing Planning / Heritage Advisory Committee, current staffing levels, existing partners, etc...) to initiate this work.
- That this report be referred to the Planning / Heritage Advisory Committee for further feedback.
- That staff work with the Randall House Museum as well as provincial and federal partners to promote additional properties in Wolfville being inventoried, celebrated, and potentially registered Heritage Properties.
- That staff engage with the Randall House museum on a contract to support actions outlined in this report and other program or event activations.
- That staff, in consultation with the Wolfville Historical Society, bring a draft report to explore a spectrum of options for long-term support for the Randall House Museum from current grant funding to ownership.
- That staff assess the opportunities and risks associated with acquiring and operating the Willowbank Cemetery from the Willowbank Cemetery Corporation and bring forward an RFD for Council's consideration.

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1) CAO COMMENTS

During both consideration of amendments to the Municipal Planning Strategy, and consideration of the 2026/27 Ops Plan, Council requested that the Town frame an approach related to culture and heritage. In response, the following initiative was drafted and approved in the Ops Plan: *Approach to Culture & Heritage - Work with the Randall House Museum and local experts to bring recommendations to Council on an approach to foster the Town's history through built heritage, and culture.*

This RFD is intended to serve the following purposes:

- Provide Council with an overview of existing Town initiatives, programs and services that support local culture and heritage;
- Facilitate discussion to further clarify the parameters of an “Approach to Culture & Heritage”;
- Seek consent to begin working with the Randall House Museum in a more formal way to support this work; and,
- Get feedback on a series of next steps and timely opportunities.

Staff are seeking open discussion on the content of this report so that we can better understand Council’s and the community’s desired outcomes as we assess options to forward this work.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act*, Sections 65 & 67 enable municipalities to fund or partner with museums.

The *Heritage Property Act* provides the legislative framework for the identification, preservation and protection of heritage property in Nova Scotia.

3) STAFF RECOMMENDATION

Staff are recommending a series of actions to kick start our Heritage and Culture efforts. Actions 1-5 in the discussion outline the recommendations of Staff and we welcome feedback and adjustment to these as we work to define our approach and work ahead.

4) REFERENCES AND ATTACHMENTS

- [Wolfville Municipal Planning Strategy](#)
- [Council’s Strategic Plan](#)
- [Wolfville Heritage Property Bylaw](#)
- [Provincial Heritage Act](#) and Resources <https://cch.novascotia.ca/exploring-our-past/heritage-property>
- [Standards and Guidelines for Historic Places in Canada](#)

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5) DISCUSSION

ACTION 1: Introduction + Defining our Approach

What is Culture and Heritage in the Municipal context?

Heritage in the Municipal context refers largely to built (tangible) heritage (ex. Wolfville Memorial Library, Old Burying Ground), and cultural landscapes or natural heritage (ex. Dykelands, Minas Basin). There is also “intangible” heritage; the people, events, stories and traditions that have shaped the Town over centuries. Together, these aspects contribute to sense of place and lend to Wolfville’s distinguishing characteristics.

There has been discussion through our Municipal Planning document review of the magic or ‘pixie dust’ that Wolfville has – our collective culture and heritage is a big part of this. Wolfville is also viewed by many as the cultural centre of the Valley region with festivals, events, theatre, music and Acadia University (and more) contributing to our vibrant community.

Local Government As:	Authority	Sample Actions	Potential Outcomes
Influencers	Indirect Control	Promoting the Heritage Registration process. Municipal grants and/or tax adjustments for registered heritage properties. Celebrating or awarding culturally and historically significant sites or initiatives. Enforcing Design Guidelines through the Land Use Bylaw	Greater community understanding of heritage registration, pride of place, more registered heritage properties, retention of heritage properties, continued consistency in the Design Guidelines Areas.
Partners	Indirect Control	Strengthen partnership with Randall House Museum, provide funding to access local expertise	Long-term or perpetual retention of valued or historic sites
Investors	Direct Control	Owning and maintaining heritage properties (Ex. Wolfville Library) allows the Town to actively manage and retain a physical heritage site. Acquisition of land or buildings at risk of private sale or demolition (ex. Willow Bank Cemetery). Capital investments to improve historic sites (ex. Old Burying Ground).	Greater inventory of registered heritage properties, Town ownership of heritage properties, improved facades and retention of heritage sites, improved public realms that may enhance community appreciation of significant sites

Figure 1. Roles of municipal government in culture and heritage

The Town can support heritage in each of these contexts (tangible and intangible), however our ability to do so is limited and often indirect. Understanding where the Town can have direct control may help

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us in defining our role in culture and heritage and how to allocate our limited budget and resources to make an impact.

Natural Environment and Sustainability

Wolfville's heritage is inseparable from the natural environment. Cape Blomidon, the Minas Basin and the dykelands are all part of the fabric that draws people to and sustains people in Wolfville and surrounding area. Staff believe a culture and heritage approach must acknowledge opportunities for the preservation and enhancement of natural assets. Distinct from built heritage, the Town has placed great value in protecting or highlighting these assets so they continue to provide the backdrop to Wolfville for centuries to come and create opportunities for enjoyment of these areas.

Examples of current projects that support the continued enjoyment of these natural sites include the topping of the dykes to include a walking trail along the Bishop Beckwith and Grand Pre dykes, the upcoming addition of a floating dock in Waterfront Park to encourage interaction with the Minas Basin, and the long-term investment in the Waterfront Park and Wharf area. The construction of a look-off platform in Reservoir Park, overlooking the view plane to Cape Blomidon, and the continued protection with the Nature Trust of lands on the south mountain to provide recreation and nature appreciation are important, ongoing actions.

Culture & Storytelling (Wayfinding & Signage)

Tools to continue sharing the stories of the people and events that have shaped Wolfville should be considered. Examples may include an events program to share stories, guided walking tours that highlight people and events, or interpretive signage focusing on these aspects. Wayfinding is a tool to support how people navigate a particular place. It can also serve as a tool to connect people to the place they are in. A heritage-specific signage program could be developed to tell the stories that have shaped Wolfville over time. Partnering with the Randall House Museum on a wayfinding project would allow for a greater depth of stories beyond registered heritage properties.

An example of how wayfinding can support culture and heritage education would be through refreshed interpretive panels at Waterfront Park, where Randall House staff can advise on important historic information related to the landscape and how humans have used and lived in this area over time.

Scope and scale of this work

Staff can point at pieces of work from other municipalities where significant resources have been channeled into this area (particularly Annapolis Royal, HRM and Victoria, BC). This report suggests an approach and subsequent actions that align with our size, capacity and in the short-term, focusing on making an impact while continuing to support our partners. Further actions and focus can also be built

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into future Operational Plans. Staff do not feel that there is capacity right now to manage an external consultant to complete a study.

Direction 1 from Council:

Reflecting on the role of the Town in Culture and Heritage - is the scope and scale of our efforts outlined in this report appropriate? What are we missing?

Council directs staff to work with local experts and stakeholders to better define the parameters that will guide the Town's approach to supporting culture and heritage based on current programs, services and regulations and Council's feedback.

If Council would like to take a different approach (eg hire an external consultant to do a study) then Staff would benefit from getting this direction and having a clear sense of what the outcomes that would be expected from that work are.

ACTION 2: Existing Heritage Context for the Town (what do we do now?)

The Planning Advisory Committee (PAC) also acts as the Heritage Advisory Committee. Its role is outlined in the Terms of Reference (Policy 110-001 Committees of Council) and includes the requirement for the appointment of a Heritage Representative on the Committee. When the PAC acts as the Heritage Advisory Committee its role is to act as and carry out the duties of the Heritage Advisory Committee as prescribed in *Heritage Property Act* and defined in our Heritage Property By-law. The current PAC has had limited opportunities to act in its role as Heritage Advisory Committee as this involves reviewing files where changes to registered heritage properties are proposed through the Land Use By-law. There is a heritage property matter being prepared currently for their review. Another recent file was the changes to the Tattingstone Inn property.

As Planning Advisory Committee is reviewing other planning matters (like the recent plan review) the expectation of the Heritage member is to bring a heritage lens to issues. The Town benefited significantly from the contributions of Beverly Boyd, our previous Heritage rep on PAC and looks forward to the contributions that the newest heritage rep, Tracey Read will offer.

The Design Review Working Group also has a view of Heritage: built heritage and 'character' specifically through its role in assisting Staff and Council with application reviews. John Whidden, a local historian, is on the Town's Design Review Working Group, and brings a strong heritage voice to its work.

The Town also has a long relationship with the Randall House Museum and continues this tradition. The Town supports the Randall House with operating (\$11,500 annually for operational costs against

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\$66,000 in expenses) and capital grants (recent one-time capital grant of \$50,000 to help with \$350,000 repair the exterior envelope). The Randall House supports the Town through events, programming, tourism, lending expertise to Staff when reviewing files, and most importantly, standing tall on a prominent site, representing a period home and an era when the Town was first incorporated. Further discussion and suggested direction on Randall House is included below.

The Town's Community Development and Recreation programming – events, grant programs, Try it in Wolfville, etc also have and will continue to involve heritage themes or partnerships.

Direction 2 from Council:

While changes to structures may be warranted in the future, Council directs staff to work within existing structures and resources (ie: existing Planning / Heritage Advisory Committee, current staffing levels, existing partners, etc...) to initiate this work.

Council also directs that this report be referred to the Planning / Heritage Advisory Committee for further feedback.

ACTION 3: Built Heritage

Through the Plan Review process, culture and heritage were common threads throughout discussion, particularly around the Design Guidelines and downtown changes. Some key areas of discussion include building height, view corridors, scale, and tools to protect existing valuable properties as well as encouraging development that compliments the existing scale and architectural styles along Main Street.

Council has direct control over Land Use Planning. There are limitations with what we can achieve on private lands that are not registered, but the impacts on Town-owned property are fully in the Town's control and where most of the actions outlined here focus.

Protection of Heritage Properties

Wolfville has several properties registered under municipal, provincial, and federal heritage registration programs. Many additional older properties with significant cultural value, however, are not registered, and therefore not protected. While registration is up to the discretion of the property owner, the Town could promote the registration process or explore incentives for registered heritage properties to encourage more property owners to register.

The Town's existing heritage properties are shown below outlined in white – mostly along Main Street with a few on Acadia University lands and elsewhere.

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A Municipal Registry of Heritage Properties is a list of properties and structures that have been deemed to have a local or community-level heritage value. Town Council may recommend a property apply for registration by identifying historic significance of a property and submitting a letter to the property owner. Should the property owner wish to pursue registration, a study to verify the heritage value of a specific site is undertaken. The most recent registration completed by the Town was the Al Whittle Theatre Marquee Sign.

The Randall House Museum staff could support the Town in identifying sites with heritage value. According to the Standards and Guidelines for the [Conservation of Historic Places in Canada](#), heritage value can be attributed to any of the following: aesthetic value, historic significance, scientific significance, cultural significance, social significance, or spiritual significance.

Discussion around updating the Town's website to house information on all registered heritage properties has been ongoing for several years. Capacity to do so may be possible through working with the Randall House. Considering the federal heritage registry, [HistoricPlaces.ca](#), soon being decommissioned, a dedicated section on the Town's website is a tool to have greater control over what is available for public consumption.

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Randall House Museum has direct experience with heritage property registration as both a municipally and provincially registered property and understands the process from a property owner's perspective. While designation remains an important tool, participation can be limited where property owners do not see clear value. There may be an opportunity to strengthen this approach by pairing registration with more visible and engaging ways of sharing the stories of these properties.

Randall House could support the Town in identifying properties of interest and exploring approaches that connect heritage designation with public awareness and community engagement. The Town could then increase outreach to owners of older and culturally valuable properties, highlighting the benefits of registration:

- **Pride of Place and Recognition:** Registered Heritage Properties receive a plaque recognizing the property as an important asset to the community.
- **Funding and Expertise:** Provincial Staff are available to provide advice and guidance for heritage property maintenance and management, including access to grant funding.
- **Protection:** Added requirements for the protection of the exterior of registered heritage properties ensures the long-term enjoyment of the public and is transferred through ownership.

Direction 3 from Council:

That staff work with the Randall House Museum as well as provincial and federal partners to promote additional properties in Wolfville being inventoried, celebrated, and potentially registered Heritage Properties.

Acquisition of Valuable Properties

The Town is often closely associated with development outcomes, even where its authority is limited. Strengthening public awareness of the Town's role in these specific cases may help support more informed community dialogue and reinforce the Town's commitment to preserving local history.

Beyond registered heritage properties, other tools to protect existing buildings of importance can be explored. One potential tool for consideration would be for the Town to acquire select heritage/valuable properties that are at risk of demolition. A separate report on this topic is being prepared and considered by Council as a potential heritage action / avoid demolition.

Registered heritage properties under ownership of the Town include Old Burying Ground and the Wolfville Memorial Library. These are two examples where the Town has direct control over the heritage value of these sites. Improvements to Old Burying Ground to improve public access and beautification are ongoing, and the Town has recently invested in a new roof for the Library.

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Beyond registered heritage properties, other tools to protect existing buildings or properties of importance can be explored if Council desires.

ACTION 4: Randall House Museum

Randall House Museum is the centre for Wolfville’s heritage community. It is currently focused on fundraising for repairs: [Randall House Fundraiser for repairs](#). The Town has a long and healthy relationship with the Museum, and there is opportunity to explore how this partnership could evolve to add capacity and also make the site and building more part of the municipal operation.

Here is a list of partnerships and services that Randall House currently delivers:

- Town summer camp programming since 2021
- Heritage Day events at the Legion in Partnership with the Town (past two years), planning toward Clara Best 2027
- Heritage workshops through “Try It in Wolfville” partnership (e.g., bookbinding, weaving)
- Community engagement for the Essence of Wolfville panel, collecting 200+ community responses
- Historical research for Town planning and development projects, including street naming
- Research and expertise for interpretive signage in Town
- Town event support (e.g., Canada Day, Mud Creek Days BBQs)
- Walking tour development and delivery (Main Street, Inner Harbour, African Nova Scotians, Women in Wolfville, cemeteries)
- Free monthly talks and presentations on heritage topics
- Free private tours to school groups highlighting Wolfville history
- Maintenance of archives and research collections focused on Wolfville
- Private property-related heritage inquiries from residents
- Active research on the inner harbour history (Natural, maritime and Acadian histories)
- Town-focused themes into Museum programming and the collection of oral histories (e.g., KIPAWO 100 in summer of 2026).
- 2,000+ visitors annually, supporting tourism and newcomer orientation
- Maintenance of Town’s oldest public heritage building (75+ years)
- Partnering with local organizations/businesses (Legion, Valley Ghost Walks, Valley Waste Management, Valley Pride, WBDC).
- Annual awarding of the Watson Kirkconnell History Scholarship to Horton High student
- Free introductory memberships and public holiday programming

REQUEST FOR DECISION 030-2026

Title: Approach to Culture and Heritage
Date: 2026-04-21
Prepared by: Lindsay Slade, Community Planner
Devin Lake, Director of Planning + Public Works
Contributors: Katherine Ryan, Randall House Museum



When the Museum put on their 2024 exhibit “Museum for Sale?” - the Town was reminded of a 1988 motion passed by a previous Council that states: “...COUNCIL ACCEPT RESPONSIBILITY FOR THE CONTENTS ONLY OF RANDALL HOUSE SHOULD THE HISTORICAL SOCIETY CEASE TO EXIST.”

The collection currently consists of 5000 artifacts in the museum and about 2000 archival items held at Acadia. For the past two years, the museum has been actively deaccessioning (the formal, documented process of permanently removing an object from a museum’s collection) artifacts that don’t pertain directly to the Wolfville and area story. The process is very involved, guided by legal requirements and professional standards common to the museum sector. Over two years of summer work, they have identified about 1000 items that can be removed so that they can make room for more inclusive stories beyond their current 1800-1950 scope.

Staff have met with Randall House staff to understand the current state and sustainability of the museum. Through this meeting, it became clear that the Randall House faces financial challenges in both the present and long-term, impacting the viability of the museum. If the Town wishes to see the museum be sustainable, enhanced partnership or acquisition of the museum and staff should be considered.

Currently Staff capacity is limited, and a partnership would allow for work of this nature to occur. While doing this, it is suggested that a better understanding of the Museum’s challenges and whether ownership by the Town makes sense – should be explored. A separate report could be brought on this issue to Council, if desired.

Direction 4 from Council:

That staff engage with the Randall House museum on a contract to support actions outlined in this report and other program or event activations.

AND

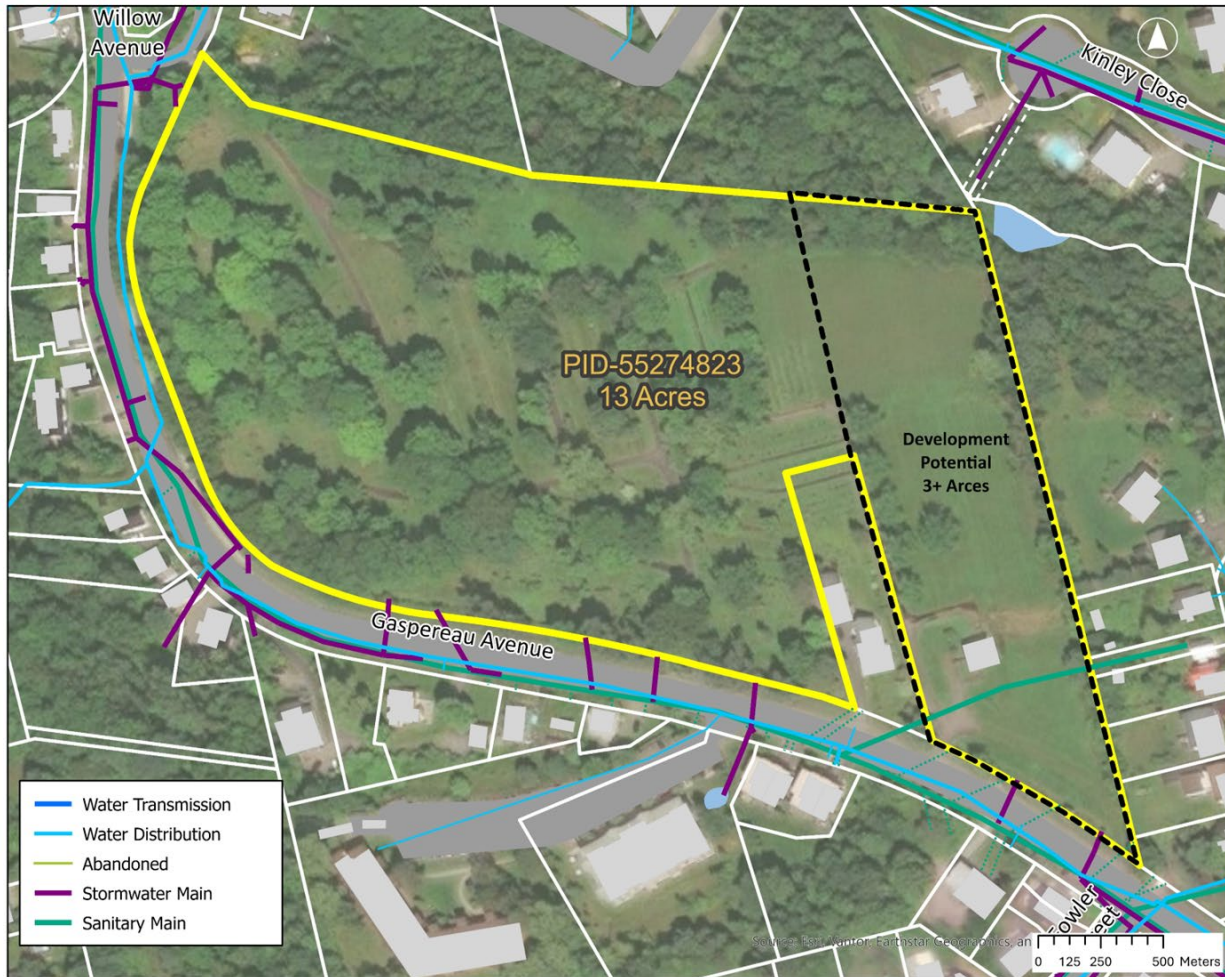
That staff, in consultation with the Wolfville Historical Society, draft a report to explore a spectrum of options for long-term support for the Randall House Museum from current grant funding to ownership.

ACTION 5: Willowbank Cemetery

Willowbank Cemetery is owned and operated by the Willowbank Cemetery Corporation, a non-profit volunteer organization. The volunteers are aging and struggle to recruit new membership. The cemetery is a large area centrally located in the Town. While most of the land is an active cemetery, there is a 3-acre property included, which could be used for future Town needs (housing, recreation, park, etc).

REQUEST FOR DECISION 030-2026

Title: Approach to Culture and Heritage
Date: 2026-04-21
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Devin Lake, Director of Planning + Public Works
Contributors: Katherine Ryan, Randall House Museum



Discussion around Town takeover of this land has been held with the Corporation multiple times over the years and considered by previous Councils (most recently in 2021). A renewed call for the Town to take on Willowbank is included as Attachment 1. As described in the attachment, Willowbank Cemetery is a 13-acre site that was established in 1882, more than a decade before Wolfville was officially incorporated in 1894. Today, this land serves as a physical archive of Wolfville's history, and those who shaped Wolfville over the years, and as a beloved greenspace for passive recreation.

In the past, the Wolfville Historical Society and Willowbank Cemetery have led guided walking tours to share information on the site and some of the people who have been buried here.


REQUEST FOR DECISION 030-2026

Title: Approach to Culture and Heritage
Date: 2026-04-21
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Devin Lake, Director of Planning + Public Works
Contributors: Katherine Ryan, Randall House Museum




The Wolfville Historical Society and Willowbank Cemetery Corporation present:

A Guided Walking Tour of Willowbank Cemetery



Led by Evan Jennex and Wendy Elliott
Saturday, October 1 at 3:00 pm
(Rain date Sunday, October 2)
Meet at the lower gate off Gaspereau Avenue, where parking is available.
Donations gratefully accepted.
More info: wolfvillehs.ednet.ns.ca / 902-599-1675



Council should indicate whether such a takeover is desired. A detailed Request for Decision, including previous work (2021) and current financial realities could be provided – if there is desire to take this on. Current Staff feel the takeover of the cemetery operations could be feasible. Their existing maintenance contractor could continue and Staff could take on the administration of burials. The vacant land on the site creates opportunities – including for revenue/sale if that was a desire of Council.

Direction 5 from Council:

That staff assess the opportunities and risks associated with acquiring and operating the Willowbank Cemetery from the Willowbank Cemetery Corporation and bring forward an RFD for Council's consideration.

6) FINANCIAL IMPLICATIONS

The 2026-27 operations plan have allocated \$60,000 toward developing this approach and taking actions outlined. Any specific or long-term actions with financial implications beyond this amount will be bought in a separate report based on Council's direction.

REQUEST FOR DECISION 030-2026

Title: Approach to Culture and Heritage
Date: 2026-04-21
Prepared by: Lindsay Slade, Community Planner
Devin Lake, Director of Planning + Public Works
Contributors: Katherine Ryan, Randall House Museum



7) REFERENCES TO COUNCIL STRATEGIC PLAN

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

- *Partnerships: Foster partnerships that promote Wolfville and create value.*
- *Placemaking for a Vibrant Community: Enhancing public spaces to support community connections.*

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

- *Environmental Protection: Protect and sustain our natural assets and biodiversity.*

8) COMMUNICATION REQUIREMENTS

Council will continue to consider these actions through future decisions.

9) ALTERNATIVES

Council may wish to alter, add to or delete actions outlined here.

ATTACHMENT 1

Request from Willow Bank Cemetery

Wolfville's Willow Bank Cemetery is feeling the impact of a serious decline in volunteers. Currently the two individuals who've carried the organization for a number of years are aging out. The people willing to step up to sell burial plots and handle finances just aren't there.

Peaceful and serene, the town web site indicates the Willow Bank Cemetery contains the remains of many of the oldest inhabitants from this area. The 13-acre cemetery on Gaspereau Avenue

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Prepared by: Lindsay Slade, Community Planner
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was started in 1880. It was begun over a decade before the town was even incorporated. Set up by a number of the town fathers on nine acres of land donated by J.W. Barss, it later increased in size.

The cemetery was incorporated in 1916 and then again in 1923 due to changes in the provincial act. From Wolfville's civic history 'Mud Creek,' the citizens of Wolfville believe: A cemetery is made up of people and their relationships to one another, and each gravestone in a cemetery has a story.

Many local residents and increasingly American descendants seek out family genealogy and look for the headstones of their ancestors in the cemetery. The site also provides a much-beloved passive recreation spot or greenspace. Interest has been growing in green burials, which are a kind of return to age-old practices, but Willow Bank is recording 90 per cent cremation burials these days. That mode of burial requires much less staff involvement. The cemetery's only paid staff member carries out maintenance on a seasonal basis.

We write in hope that the Town of Wolfville will consider taking on cemetery management and ownership. There is a three-acre portion of the site that could be used for public good: park space, housing or future facility needs.

Signed,

Diana Morine, Roy Duncan, Rob Hankinson and Wendy Elliott

REQUEST FOR DECISION 030-2026

Title: Approach to Culture and Heritage
Date: 2026-04-21
Prepared by: Lindsay Slade, Community Planner
Devin Lake, Director of Planning + Public Works
Contributors: Katherine Ryan, Randall House Museum



OFFICE OF THE TOWN ADMINISTRATOR
P.O. BOX 418
BOP 1X0

May 25, 1988

James D. Davison
President
Wolfville Historical Society
P. O. Box 38
Wolfville, Nova Scotia
BOP 1X0

Dear Mr. Davison:

At the last regular meeting of Town Council held on May 16 the following motion was passed:

IT WAS MOVED BY COUNCILLOR DEMONT,
SECONDED BY COUNCILLOR ROSS THAT COUNCIL ACCEPT RESPONSIBILITY
FOR THE CONTENTS ONLY OF RANDALL HOUSE SHOULD THE HISTORICAL
SOCIETY CEASE TO EXIST.

This is in response to your
correspondence of January 26, 1988 addressed to Town Council.

Yours very truly,

A handwritten signature in blue ink that reads 'Roy Thomson'.

ROY THOMSON
Town Administrator

/j

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning and Public Works



SUMMARY

Potential Relocation & Reuse of Buildings on Main Street

This report has been brought to Council to proactively share an opportunity for relocation and adaptive reuse of one or two existing buildings currently offered to the Town, in advance of imminent redevelopment projects on Main Street. The opportunity arises at 260 Main Street and 295 Main Street, where redevelopment proposals require removal of the existing structures.

Neither building is designated as a heritage property, and demolition is the most likely outcome if relocation is not pursued. Relocation would require prompt action and would involve significant upfront costs related to specialized contractors, new foundations, and subsequent repairs and renovations to meet current building code and accessibility requirements.

While the building at 260 Main Street presents a feasible and historically interesting opportunity—particularly given its proximity to Town-owned land near the Recreation Hub—this report does not recommend proceeding with relocation of either building at this time. When considered alongside current financial pressures, capacity constraints, and the Town’s broader capital and facilities priorities, staff believe relocation introduces too many unknown costs and risks.

This report raises a broader question for Council regarding the Town’s long-term role in balancing redevelopment with stewardship of built heritage.



Figure 1 - 260 Main Street, Wolfville NS



Figure 2 - 295 Main Street, Wolfville NS

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning and Public Works



DRAFT MOTION:

A motion is NOT recommended. However, if Council would like to pursue this opportunity, the following motion would be in order.

COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL NOT RELOCATE 295 MAIN OR 260 MAIN STREET ON TO TOWN OWNED LAND.

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

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1) CAO COMMENTS

260 Main Street represents a unique opportunity, given its proximity to Town-owned land and the feasibility of relocation. However, the costs associated with relocation and reuse remain uncertain, and the Town faces significant existing and emerging capital needs, including investments in current facilities and networks of aging infrastructure. While there is merit and a strong narrative associated with this building, staff and financial capacity should take precedence at this time.

295 Main Street would require much more public money and carries greater risk and uncertainty. This building is not recommended to relocate. These opportunities have been brought to Council proactively, due to their likely demolition due to expected development. There is no expectation that Council act. However, the opportunity is presented for Council's awareness and direction. Further, this report represents an initial exploration of how such decisions may be approached in the future.

Should Council wish to tour these buildings – a site visit could be coordinated as a next step.

2) LEGISLATIVE AUTHORITY

Council derives authority for this initiative through the Municipal Government Act (MGA), which enables municipalities to acquire and dispose of real property, provide facilities and services for the benefit of residents, and undertake initiatives related to heritage conservation, and environmental stewardship.

3) STAFF RECOMMENDATION

Staff are not recommending relocation or reuse of either building due to the current financial pressure, increasing costs across all municipal projects and the need to prioritize investment in the Town's existing facilities and infrastructure systems.

4) REFERENCES AND ATTACHMENTS

ATTACHMENT 1 – Possible siting locations for relocated buildings

ATTACHMENT 2 – Structural Engineer – initial assessment

ATTACHMENT 3 – Heritage Background – Katherine Ryan

ATTACHMENT 4 – Heritage Background – John Whidden

5) DISCUSSION

Wolfville's Main Street is a defining corridor, lined with a variety of building forms that contribute to an ever-evolving streetscape. Many of Wolfville's older structures influence the scale, texture, and architectural rhythm that residents and visitors appreciate. Relocation and reuse of buildings along Main Street, that will otherwise be lost, can help retain familiar built forms and act as a reminder of our shared past. This type of preservation may be valued most during periods of community growth, like Wolfville is experiencing in the 2020's. Current day architecture will continue to change Wolfville's Main

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Street. Over time this will include new building heights, shapes and materials. Choosing to preserve old buildings, where its feasible, can demonstrate how modern buildings and new development can occur alongside heritage conservation. Heritage conservation and development are often seen as opposing forces, but both stem from a shared desire to build a better community, one thoughtful design choice at a time.

Community Values

Wolfville residents expect a responsible balance of new growth and old town character and charm. This report intends to consider the broader public good and the values expressed by the community, including stewardship of existing assets, conservation of embodied carbon, and reduction of demolition waste. At the same time, these values must be balanced against financial capacity, risk, and other pressing municipal priorities. The question before Council is not only whether these buildings can be moved, but whether doing so advances the community values that Council is entrusted to represent.

Heritage 'Protections'

Neither 260 Main Street nor 295 Main Street is designated under a municipal, provincial, or federal heritage designation. Neither building has protections that would prevent demolition. Even when these designations exist, demolition can still be achieved in many cases. While the Heritage Property Bylaw does not apply, advisory bodies such as the Heritage Advisory Committee and Design Review Working Group could provide input on future relocation or reuse projects, should Council wish to explore similar initiatives now or in the future.

Heritage and culture

Even without formal designation, buildings such as 260 and 295 Main Street reflect an identifiable period of Wolfville's development. A broader Heritage and Culture approach is expected to be brought forward to Council in 2026, which will help frame future decisions regarding identification of heritage assets and how to plan for future conservation opportunities.

Re-development context

Redevelopment along Main Street is increasingly common as Wolfville grows. In many cases, demolition of existing structures is reasonable and expected; however, where feasible opportunities arise, staff believe it is appropriate to bring them forward for Council consideration. This report represents an initial exploration of how such decisions may be approached in the future.

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

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Supporting documents – ATTACHMENTS 1-4

The attachments describe the heritage value of these buildings and provide an initial engineering assessment of the capability of these structures to be moved. The attachments also include site plan illustrations showing where these structures might be relocated onto adjacent land owned by the Town.

Building Overviews

Building A: 260 Main Street

Historical Significance: A 1.5-storey wood-frame building dating to the mid-1800s with a long history of mixed residential and commercial use.

Structural Assessment: Approximately 28ft by 36ft. Generally robust, with balloon-framed walls and minimal racking. Sitting on stone/rubble foundation.

Relocation Plan: Conceptually feasible to relocate approximately 120 feet west onto Town-owned land near the Recreation Hub, with public or community-oriented use.

Complexity: Low-Medium. No major pre-lift alterations anticipated, and no significant overhead infrastructure conflicts identified.



Building B: 295 Main Street

Historical Significance: A 2-storey wood-frame building dating to 1840. The structure and site are deeply connected to Wolfville's shipbuilding history.

Structural Assessment: Approximately 34ft by 42ft. Generally, in fair condition with significant maintenance / repairs needed.

Relocation Plan: not recommended to move.

Complexity: High. Any move of this building would require transportation and overhead wire coordination with NS Power.



REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

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Shared Considerations

Foundations: New foundations required in compliance with the National Building Code of Canada.

Soil Conditions: Soft and compressible soils in the former harbour area may require geotechnical investigation.

Code Compliance and Accessibility: Significant upgrades would be required to meet modern accessibility and building code standards.

Re-use risks and recommendation

Building relocation carries inherent risks, including unknown structural conditions, transportation challenges, code compliance requirements, and long-term operating costs. While relocation supports sustainability objectives, the opportunity cost is high and exceeds the Town's current financial and staffing capacity. Staff recommend not proceeding with relocation of either building.

Capacity and Contractor Availability

Relocation would require specialized contractors and project management within a compressed timeline. Staff capacity in 2026 is already committed to approved priorities, limiting the Town's ability to take on additional complex projects.

Land Use Bylaw process

Any future relocation would require site plan approval and design review to address servicing, access, grading, stormwater management, landscaping, and integration with surrounding public spaces.

6) FINANCIAL IMPLICATIONS

Estimated relocation and rehabilitation costs for these buildings are approximately:

- 260 Main Street: **\$237,500**
- 295 Main Street: **\$437,000**

These figures do not include ongoing operating and maintenance costs. No funding for building relocation is included in the approved 2026–27 budget. While the Operating Reserve could theoretically fund relocation of 260 Main Street, doing so would reduce reserve balances and limit flexibility for other priorities, and known/anticipated price increases across all municipal work.

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning and Public Works



Below is an estimate of costs associated with moving and repairing each structure.

Current address	260 Main	295 Main
Foundation	\$25,000	\$25,000
Building move	\$50,000	\$60,000
Renovations (general)		
Roof	\$5,000	\$25,000
Siding	\$10,000	\$35,000
Windows	\$20,000	\$50,000
Interior	\$25,000	\$50,000
Exterior	\$25,000	\$50,000
Project Management costs	\$25,000	\$50,000
Insurance	\$5,000	\$5,000
Sub-total	\$190,000	\$350,000
<i>Contingency (25%)</i>	<i>\$47,500</i>	<i>\$87,500</i>
Total (with contingency)	\$237,500	\$437,000
	NOT RECOMMENDED	NOT RECOMMENDED

Some of these estimates will depend on the complexity of renovations and long term use. These numbers attempt to reflect the current condition of both buildings, and the realities of repair after moving a structure.

Our 2026-27 approved budget does not include an expense for the moving of either building; however, the Town expects to have an Operating Reserve balance of at least \$1.51 million at the end of 2026-27 and this could be used to fund the cost of moving 260 Main Street to its new location. By using the Operating Reserve for this project, our expected ending balance of the reserve for 2026-27 would decrease to \$1.27 million.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This initiative aligns with Council priorities related to sustainability, inclusive community spaces, and a prosperous economy. However, staff note that these objectives are also advanced through investment in the Town's existing facilities, streets and public spaces. Wolfville's current facilities and infrastructure require careful management of financial resources which is also a core priority of Council's Strategic Plan.

8) COMMUNICATION REQUIREMENTS

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning and Public Works



Communication is limited to standard Council agenda publication at this time. Further communication would be considered depending on Council's decision, including notification to the current building owners.

ALTERNATIVES

Options exist to preserve one or both, or neither of these buildings. Staff are recommending that Council pursue neither of these buildings, and the following alternatives are also available to Council:

- Council may choose to prioritize the relocation of 260 Main Street onto Town owned land
- Council may choose to prioritize the relocation of 295 Main Street onto Town owned land

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning and Public Works



ATTACHMENT 1 – Possible siting locations for relocated buildings



Figure 1 – possible relocation site for 260 Main St. (NOT RECOMMENDED)

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning and Public Works

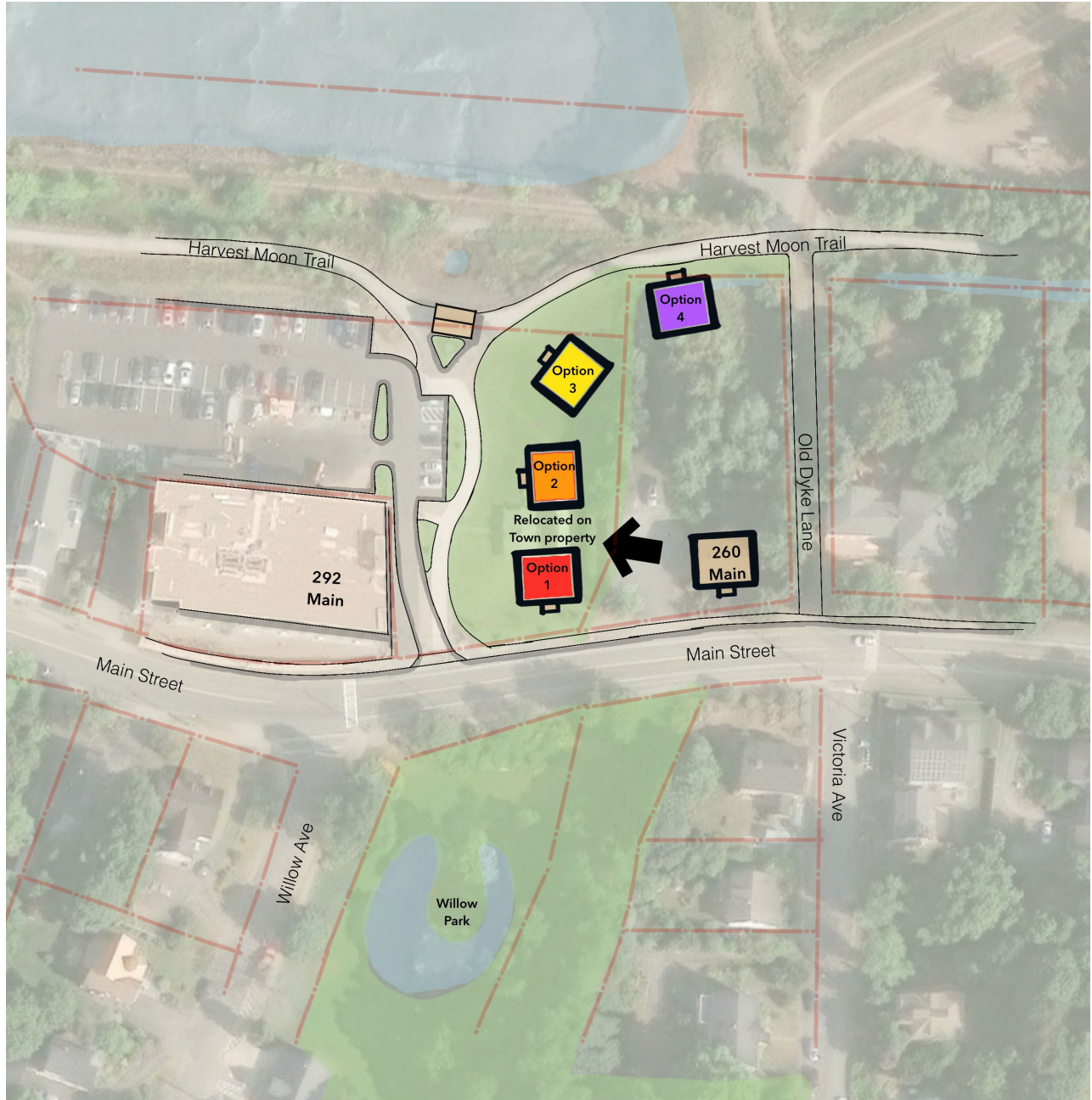


Figure 2 - Alternative locations for 260 Main Street (NOT RECOMMENDED)

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

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Contributors: Devin Lake, Director of Planning and Public Works

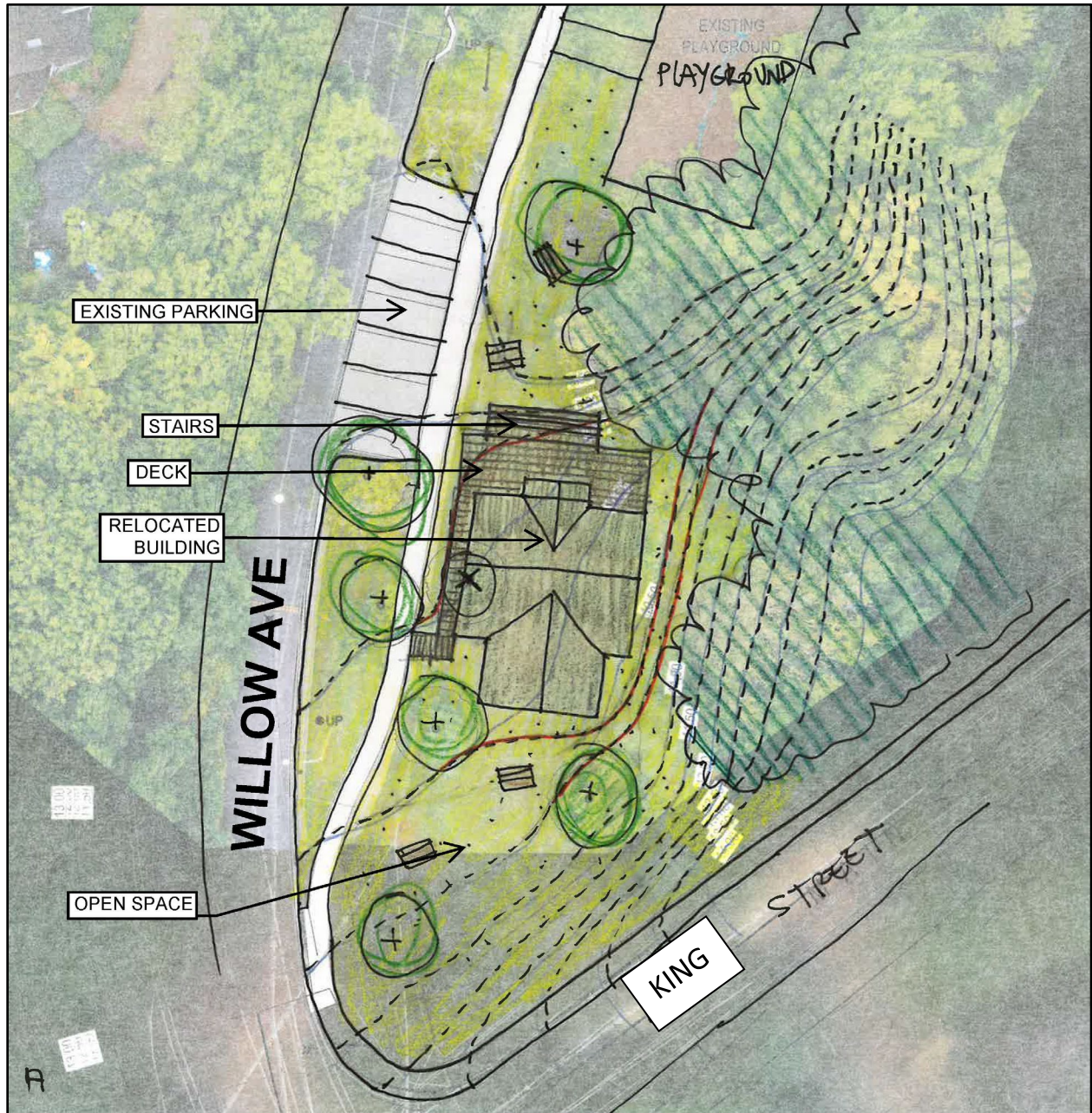


Figure 3 – possible relocation site for 295 Main St (NOT RECOMMENDED)

Mark Fredericks

Senior Planner

200 Dykeland Street

Wolfville, NS B4P 1A1

(902) 599-7252

mfredericks@wolfville.ca

Re: Feasibility Assessment - Proposed Relocation of Two Historic Buildings

Dear Mr. Fredericks,

This letter provides a structural engineering opinion regarding the feasibility of relocating two (2) existing historic wood-framed buildings within the Town of Wolfville:

- **Building A:** 260 Main Street
Proposed relocation approximately 120 ft westward to 282 Main Street
- **Building B:** 295 Main Street
Proposed relocation approximately 230 ft eastward to Willow Park, 11 Willow Avenue

Both buildings are estimated to be approximately 150 - 180 years old and represent an important component of Wolfville's built heritage.

A site review was conducted on Tuesday, March 10: 260 Main Street was available for full visual assessment; whereas 295 Main Street was limited to an exterior review only (access to the interior was not permissible at the time of review) and was supplemented by a discussion with the project developer.

The preservation of these buildings is strongly supported, from both a structural and community perspective, as structures of this age contribute significantly to the architectural character of Main Street and the historical fabric of the Town of Wolfville. Relocation, rather than demolition, is a practical and responsible approach that retains original craftsmanship and reduces environmental impact.

From a structural engineering standpoint, these wood-framed buildings are generally robust and well-suited to relocation, and their continued use, following appropriate upgrades, is both feasible and consistent with established best practices in heritage conservation.

Site Observations

Building A: 260 Main Street (on-site inspection)

Two-story rectangular wood-frame structure, approximately 28 ft. x 36 ft. with balloon-framed walls and wood shingle siding; pitched gable roof with shed dormer & original timber rafters; minor sagging at midspan; windows and doors intact; exposed stone / rubble foundation with localized repairs observed. Solid sawn timber floor joists spanning load-bearing girders / walls with midspan sagging; balloon studs continuous from sill to roof; roof framed with timber rafters.

Overall integrity adequate for relocation with temporary bracing; minor deterioration in sill plates; building straight with minimal racking. Street-side access feasible; coordination with Nova Scotia Power required for overhead lines.

Building B: 295 Main Street (exterior assessment & developer input)

Two-story rectangular wood-frame building, approximately 34 ft. x 42 ft. with balloon-framed walls, siding satisfactory; pitched gable roof with gable dormers & worn shingles; midspan sagging; windows and doors in fair condition; rear section approximately 18 ft. x 22 ft. and contains a visible hole in wall from fallen tree; foundation appears aged but sound.

Developer confirms building is in reasonably good condition overall, relocation feasible pending rear section removal and standard preparations. Rear section removal will require temporary stabilization; full interior inspection pending prior to relocation. Coordination with Nova Scotia Power required for overhead lines.

Structural Feasibility of Relocation

The relocation of both buildings is structurally feasible, provided that:

1. A qualified house moving contractor is engaged
2. Temporary steel lifting beams and cribbing systems are properly designed and installed
3. Buildings are adequately braced to prevent racking
4. Pre-move reinforcement addresses any localized deficiencies

Building A: 260 Main Street > 282 Main Street

There is a short relocation distance (130 ft. westward), with no major pre-move structural alterations anticipated, and standard lifting & transport procedures expected.

Building B: 295 Main Street > Willow Park

There is a longer relocation distance (230 ft eastward), with increased handling demands, requiring the removal of the rear-section prior to relocation (which involves temporary stabilization & reinforcement at the rear wall line), and careful sequencing to maintain structural integrity during lifting and transport.

New Foundations & Soil Considerations

Both buildings will require new foundation systems at their destination sites. A slab-on-grade foundation system is anticipated in both cases, where considerations must be given to the known sub-surface conditions in the Mud Creek / former harbour area of Wolfville, which is typically characterized by soft / compressible, moisture-sensitive soils.

The following should be incorporated into the foundation design:

- Geotechnical investigation to confirm bearing capacity, settlement characteristics, and any existing groundwater conditions
- Capillary-break layer beneath the slab (free-draining granular material) to limit moisture migration
- Engineered granular sub-base and base layers to improve load distribution and to reduce differential settlement risk
- Consideration of sub-surface drainage / perimeter drainage systems
- Potential need for over-excavation and replacement of unsuitable soils, or alternative ground improvement methods (as required)

All foundation design shall conform to the National Building Code of Canada (NBCC 2020) and be coordinated with site-specific geotechnical recommendations.

Risk Mitigation & Conclusion

The primary structural risks include racking / distortion during relocation, localized overstressing when lifting, age-related material degradation (existing). Recommended mitigation measures would include a pre-move inspection with targeted reinforcements (as required), possible engineered lifting support systems, and controlled & staged relocation procedures.

In my professional opinion, the relocation of both buildings is structurally feasible, and the proposed approach aligns with established practices for relocating historic wood-frame structures.

If any additional clarification is required, please do not hesitate to contact me directly.

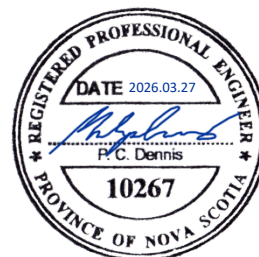
Best regards,



Philip C. Dennis, P. Eng.



GASPEREAU BUILDING SCIENCE
32 SLAYTOR RD., GASPEREAU, NS CANADA B4P 2R1
PHIL@GBSCI.CA | WWW.GBSCI.CA
(902) 385.7445





The Randall House Museum

Wolfville Historical Society

259 Main Street

Wolfville, NS

B4P 1C6

c.902-300-1040

randallhouse@outlook.com

Dear Mayor and Members of Council,

I am writing on behalf of the Randall House Museum (Wolfville Historical Society) regarding the proposed removal - and possible destruction - of two historic buildings in close proximity to the museum. Their loss prompts a broader concern about how we recognize and protect the physical history of our town, particularly in areas undergoing rapid change.

As an institution responsible for preserving and interpreting Wolfville's history, we feel a responsibility to speak when elements of that history are at risk of being lost.

We recognize that these buildings are located on private property, owned by individuals who may wish to develop their land. We also acknowledge that neither building holds formal heritage designation and are therefore not protected under existing legislation.

However, it is precisely for this reason that their loss raises concern.

Historic Context of the Properties

(Further historical details for each building are included in the attached appendix A&B)

260 Main Street

This site reflects a long continuum of residential and industrial use dating to at least the mid 1800s. Associated with the Munro family, it was home to early local enterprise - including a woodworking mill, our town's first skating rink and later auto repair shops, including the, I.X.L. Vulcanizing Plant. The history represented here captures the Town's evolution from horse-drawn transport to the age of the automobile, set against the backdrop of a working harbour with sail, stream and diesel-powered vessels.

295 Main Street

This property reaches back to Wolfville's earliest days, tied to the early DeWolfe and Bigelow families and to a time when this area was alive with shipbuilding activity. The current house, built in 1840 after an earlier structure was lost to fire, occupies ground where vessels were once built, launched, and sent out from a busy working harbour.

The Importance of Place

What is at risk here is not simply the loss of individual buildings, but the loss of the ability to experience this place as the historic heart of our town.

This area was once a convergence point - where lines of traffic from the east, west, and south met as farmers brought their goods by wagon to the harbour. From here, those goods were loaded onto ships in what was then described as the smallest port in the world.

So active was this intersection of road and harbour that residents often complained when ships moored too close to shore, their bowsprits would extend over the road and force travellers to the long detour up and around onto the Ridge.

These stories are rooted in this exact location. The remaining buildings help bring them to life, allowing residents and visitors alike to understand how Wolfville once functioned.

Broader Considerations

Considering the scale of new development planned for this area, it seems both timely and necessary to consider how best to protect and interpret the history that remains.

The story of Wolfville's harbour - told in place - has the potential to add something truly distinctive and authentic to this area. Heritage is a key part of what attracts people to Wolfville and contributes to its unique character and pace.

In this context, we encourage Council to consider this area as a whole - from Willow Park to the waterfront, extending onto the dykelands - as a connected cultural landscape rather than a series of individual properties.

We respectfully ask Council to consider how future development in this area might better reflect and incorporate the site's history. The Randall House Museum and the Wolfville Historical Society stand as willing partners in helping to bring cohesion and meaning to what remains of this important historic area. We would welcome the opportunity to be involved in these discussions and to work collaboratively with Council, staff, and property owners.

We fully recognize the need to balance heritage with property rights, safety, and development. However, once these buildings - and the context they provide - are gone, they cannot be replaced.

Sincerely,

A handwritten signature in black ink that reads "Katherine Ryan". The signature is written in a cursive, flowing style.

Katherine Ryan, Managing Director

Appendix A: 260 Main Street

(formally, 180 Main St)

- Daniel or Stephen DeWolfe owned this harbour-adjacent property until 1847
- According to style, house origins are mid 1800s or earlier. So probably built before the Munro family purchase
- Blacksmith Shop existed earlier than current house (linked to an 1867 mortgage)
- The property was purchased in 1870 by Donald Andrew Munro
- It later passed to his son (Donald Robert Munro) in 1911 for a nominal \$1
- Woodworking Mill to west of house was likely built after 1870 by Donald Andrew Munro
- Post 1900, old mill was turned into a tire repair business called: "I.X.L. Vulcanizing Plant" (see Figure 1 with hand painted Vulcanizing Plant sign displayed)
- After their father died in 1936, one of their sons, Gordon, stayed in Wolfville, ran his body and fender business on the property, and cared for their mother until her death in 1952. He continued living and working there until financial setbacks and fires forced him to leave Nova Scotia and move to the United States.
- One of the other sons, George Colin Munro (c.1900-c.1992) wrote a brief history of the Munro Family in this house and on this property. This history includes many personal stories about the family and a hand-drawn sketch of the property c. 1900. These are held in the Wolfville Historical Society Archives (see figure 2)



Fig 1: Munro House at 260 Main St. (then 180 Main) showing Vulcanizer Tire Repair shop in 1946

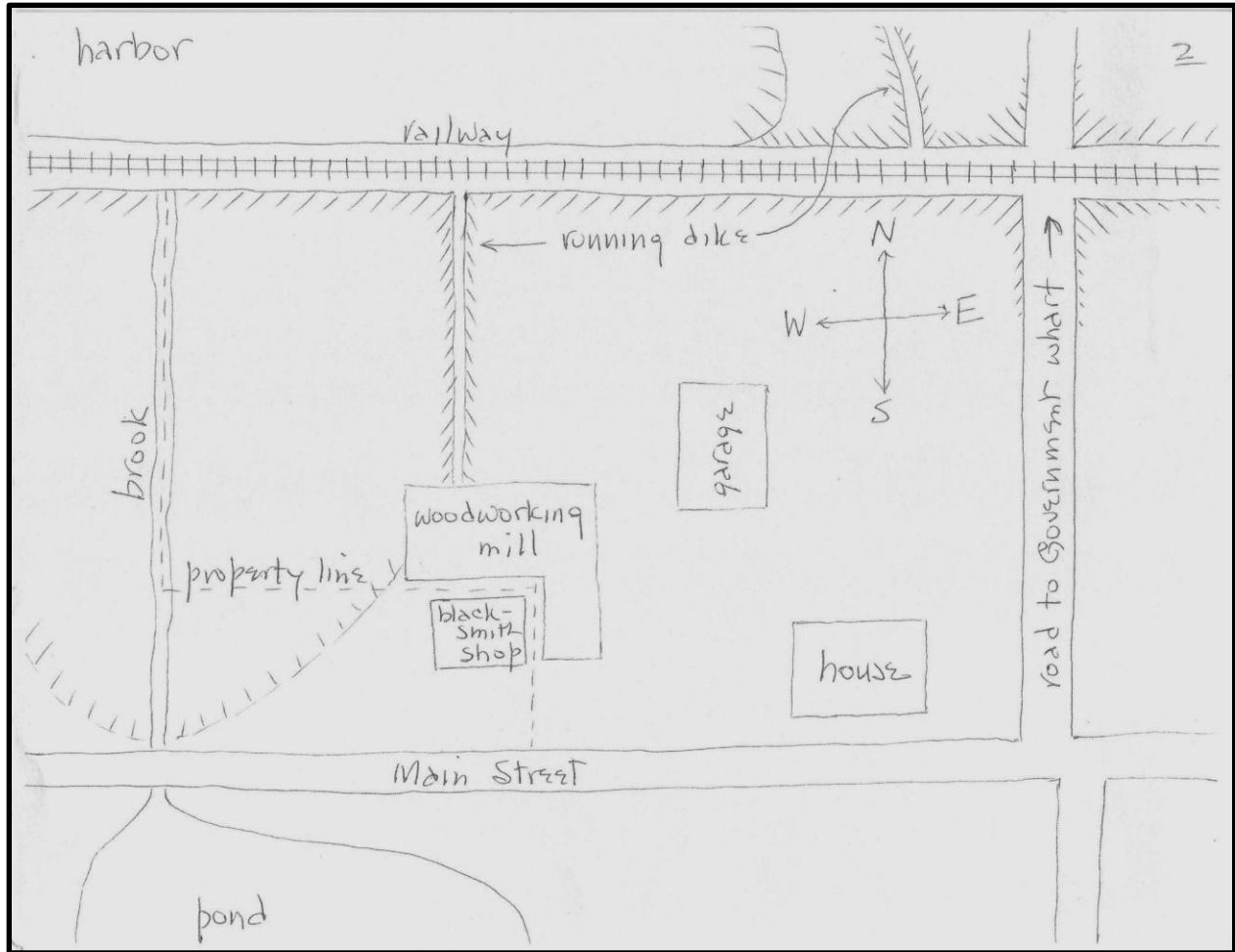


Fig 2: A Sketch of the Munro lands at what is currently 260 Main Street in Wolfville, c. 1900. Drawn by George Colin Munro (Grandson to Donald Andrew Munro) and meant to accompany his memoirs (available upon request).

An excerpt from, *Wolfville's Architectural Heritage* by John Whidden about 260 Main Street:

c. 1830s or 40s

"This house was built at the centre of village life with the harbour on its west side and the road out to the shipyards and wharves on the river on its east, likely by Daniel or Stephen De Wolfe who owned the land up to 1847. At first glance it is a Vernacular, one-and-a-half-storey dwelling.

One's eye is then drawn to the low gable with its decorative glass window, and to the abnormally small front windows twinned in a style of the twentieth century. Almost certainly the windows were altered within the last 40 years, and the gable installed perhaps a century earlier. This was the Munro family home from 1866 to 1957; D.R. Munro built the town's first rink and owned its first car. [They also ran the 1st power plant pre WWII]

Appendix B: 295 Main Street

(formally, 179 Main Street)

Historical Owners / Occupants of the property/building

- Stephen DeWolf: Early 1800s
- Amasa Bigelow: mid 1700s - 1799; major Ship building family, he died on the property while working on a vessel
- Daniel Bigelow: 1799 – 1821 (son of Amasa Bigelow). **Original structure burned.**
- John C. Woodsworth: mid c.1840s -1935; **current house built in 1840.** Before porch renovations, it was similar in style to several other DeWolfe Houses built along Main street in that era. The T.A.S DeWolfe House which once sat where Tim Hortons is today at Main and Gaspereau was of a similar style to the one at 295 Main (**see Fig 3**)
- Howard & Dorothy Graham Whidden:1935 -1971; instrumental in founding the Wolfville Historical Society and the Randall House Museum.
- Until recently, it was owned by Whidden descendants but has now been sold to developer, Kevin Gildart.

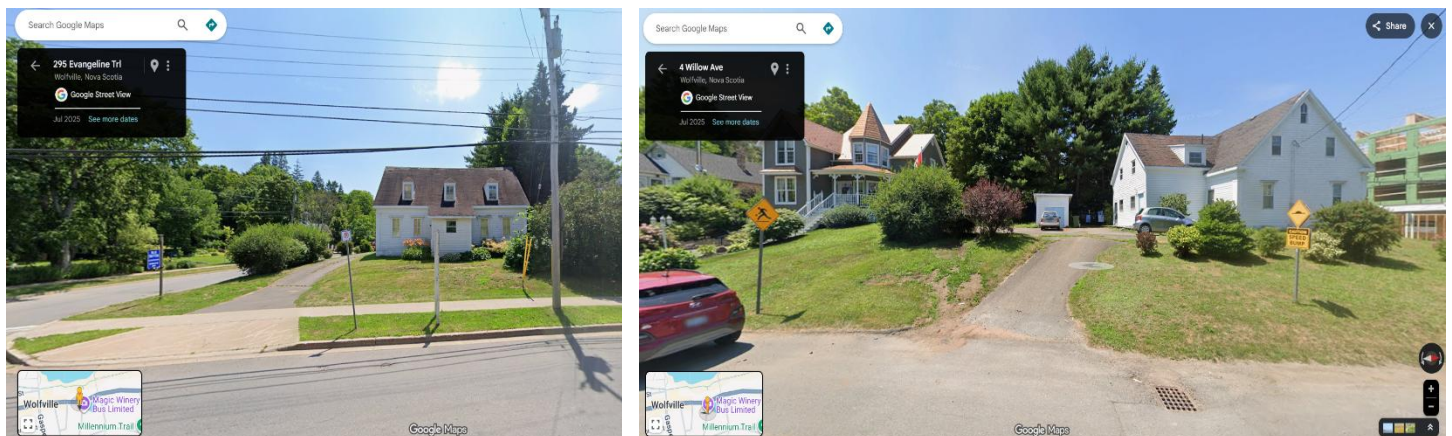


Fig 1&2. Front & side elevations of Whidden House c. 2025



Fig 2. Note that this is not the Whidden House at 295 Main but the Dewolfe House, formally at the Corner of Main and Gaspereau. The construction era and proportions are similar to the Whidden House at 295 Main and show us what the house would have looked like before the front porch addition on the current structure.

Excerpts from the book, “Mud Creek, the story of the Town of Wolfville” published by the WHS:

“Daniel Bigelow lived on this property, owned earlier by Stephen DeWolf. Daniel's father, Amasa Bigelow, was killed here in 1799 when working on a vessel being constructed. He built the Emily, a schooner of 96 tons. later rigged as a brig, and he took her to the Grand Banks for cod. When brought here, the cod was dried on flakes, a wooden framework or rack placed behind the house. The dried fish were then taken to the West Indies and exchanged for rum, molasses, oranges, and coconuts. Wolfville was reported as the smallest registered port in the world... In 1821 Daniel registered the Emily at Pictou and Mud Creek lost another Ship builder”.

Obituary excerpts for Mrs. D Graham Whidden (Former resident).

- [her] love of flowers amounted almost to a passion, and whose beautiful garden for years past covered a wide area from Main Street to her front door, its entrance being quite hidden by veritable Bauer of roses..
- Was a Bigelow before marriage

REQUEST FOR DECISION 034-2026

Title: Potential Relocation & Reuse of Buildings on Main Street

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors: Devin Lake, Director of Planning and Public Works



ATTACHMENT 4 – John Whidden

260 Main St. is a lovely, compact little one-and-a-half storey house. It has a more vertical aspect to it, similar to the two-storey Randall House, than the lower presentation of most similar houses. There have been four additions to the house since its construction. The first is the large 20th century dormer at the rear. The second is the low multi-light gable at the front, a late 19th century beautification (added also around the same time to Kent Lodge though removed in the Moore's restoration, and to 220 Main St.) which indeed adds an element of grace. Thirdly is the front entry porch, probably dating to the late 19th century, also a graceful addition. Finally are the two front windows from the early 1960s replacing windows similar to those on the side; these are a real mistake which mar the whole front façade, but easily remedied.

The property was owned up to 1847 by Daniel and Stephen DeWolfe, the latter of whom was an M.L.A and a Justice of the Peace. The house was probably built by one or both of them, I'd guess within a few years before or after 1840. From 1866 to 1957 it was owned by members of the Munro family, the first of whom was a carriage maker, and the last, Gordon whom I remember, operated a garage behind the house. In the early 20th century the Munros built and operated Wolfville's first skating rink.

For its first 25 years the house stood at the entrance to the inner harbour, and was thus part of the growing commercial hub of the town. The harbour area gradually lost its importance, and by the 1960s Gordon's garage was the easterly end of the old commercial district and when that was demolished the house seamlessly became the western end of residential east-end Main St. Even though it has contained offices for the last 40 or so years, it clearly retains its residential appearance.

295 Main St. was also DeWolfe property in the early 1800s. From 1824 it was owned by Joseph Woodworth who likely built or commissioned the present house, which replaced an earlier one on the site destroyed by fire in 1840, and stood next to his grocery store on the west. It has been owned since 1935 by members of the Whidden family who ran the Esso garage and fuel oil business diagonally across the street next west of the Legion and now a medical facility. Thus it can be firmly placed in the commercial hub around the old harbour which has withered away just in the last quarter century.

With Randall House on the east, it stood on the west side of the inner harbour, the two acting a sentinels. It is a one-and-a-half storey building, but, with a five-light front façade and attic side-gable windows, is considerably larger than any other example in Wolfville. The back extension was likely not part of the original building, but added in bits over the 19th and 20th centuries. The totally inappropriate front porch and random interior alterations were done after Graham Whidden was given the house by his father in 1971. (I must say, even though he was my cousin, that, lovely man though he was, Graham had no interest at all in heritage properties, nor any architectural taste, and did only a bare minimum of property maintenance.)

This was an important domestic building in 19th century Wolfville. Certain elements in addition to size indicate that the builder had the money to consider style. Chimneys at each end of the roof and three

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truncated-gable transom windows in the front plane add dignity and gravitas. The entablature over the ground-floor and gable-end second storey windows relieve the otherwise plain facades. The front door had side-lights and a half moon transom window. The broad corner boards were surmounted by Doric entablature. The attic windows are Gothic and it is possible that they were added in mid 19th Century. Like Randall House, the rear façade was done with cheaper shingles, while the front and sides were clapboard, though this may have been a later upgrade along with the entablature.

Depending on the state of the floors and interior structural elements, the main block is certainly worth saving and moving to a site where it can be restored to its original condition and be seen for the gem that it is.

REQUEST FOR DECISION 021-2026

Title: Dog Control Bylaw Amendments
Date: 2026-04-07
Prepared by: Kaden Thibault, Community Compliance Coordinator
Maren Schmidt, Compliance Officer

Contributors: Barb Shaw, Manager of Communications and Strategic Initiatives



SUMMARY

Review and Amendment of Bylaw Chapter 16 – Dog Control Bylaw

In June 2025, dog control services were brought in-house under the Town’s Community Safety and Compliance Office, following the conclusion of the Town’s service agreement with the Nova Scotia SPCA. With enforcement responsibilities now managed internally, staff undertook a review of the existing Dog Control Bylaw to ensure it reflects current operational practices, supports effective enforcement, and aligns with community expectations regarding responsible dog ownership.

Additionally, recent discussions regarding off-leash use at Reservoir Park prompted staff to pilot designated off-leash and on-leash time periods. The pilot highlighted the need to clarify expectations around voice control and owner responsibilities.

The proposed amendments modernize the bylaw by clarifying definitions related to dog behavior, strengthening enforcement provisions available to enforcement officers, and improving procedures related to impoundment, registration, and dangerous dogs.

The intent of the updated bylaw is to improve public safety, promote responsible dog ownership, and provide clearer guidance for residents and enforcement staff.

There are no significant financial implications associated with the proposed amendments.

DRAFT MOTION:

That Council give First Reading to the amended Bylaw Chapter 16; Responsible Dog Ownership Bylaw as attached to RFD 021-2026.

REQUEST FOR DECISION 021-2026

Title: Dog Control Bylaw Amendments
Date: 2026-04-07
Prepared by: Kaden Thibault, Community Compliance Coordinator
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1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

- Sections 172, 175, 176, 177, and 178 of the *Municipal Government Act of Nova Scotia*

3) STAFF RECOMMENDATION

Staff recommend that Council give first reading to the amended Responsible Dog Ownership Bylaw (Ch.16) as presented.

The proposed amendments have been reviewed by the Town's solicitor.

4) REFERENCES AND ATTACHMENTS

1. Revised Bylaw Chpt 16 - Responsible Dog Ownership Bylaw – Draft with Amendments (attached)
2. Guide to Proposed Amendments

5) DISCUSSION

The Town's current Dog Control Bylaw was originally adopted in 2016 and has served as the framework for regulating dogs within the community. However, recent operational changes and community discussions have identified opportunities to clarify and improve several provisions within the Bylaw.

In June 2025, dog control services were transitioned from the Nova Scotia SPCA to the Town's Community Safety and Compliance Office after the service agreement ended. With enforcement now managed directly by Town staff, a review of the bylaw was carried out to ensure the legislation supports current enforcement practices and provides clear authority for responding to complaints and incidents.

During this period, staff also received feedback regarding the behaviors of dogs at Town owned parks, particularly at Reservoir Park. A review of the off-leash uses at that location resulted in a pilot project establishing designated on-leash and off-leash periods. The pilot demonstrated the

REQUEST FOR DECISION 021-2026

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importance of clearly defining expectations around voice control, dog behavior, and owner responsibility when using off-leash spaces.

As part of the review, staff are also recommending that the Bylaw be renamed the **Responsible Dog Ownership Bylaw**. The previous title, "Dog Control Bylaw", focused mainly on enforcement, while the updated name better reflects the Town's broader approach around education, prevention, and shared responsibility between dog owners and the community.

Updated Definitions

Additional definitions such as "Attack", "Bite", "Voice Control", and "Mitigating Factors" have been introduced to improve clarity when assessing incidents involving behavior or determining whether a dog may be considered dangerous.

Clarification of Dangerous Dog Provisions

The definition of a "fierce and dangerous" dog has been expanded to better reflect behaviors that may threaten public safety while also recognizing circumstances where aggressive behavior may be reasonably explained by mitigating factors.

As part of the review, staff also undertook a structural reorganization to parts of the bylaw to improve readability and interpretation. Several sections were reordered, definitions were clarified, and provisions were grouped to make the bylaw easier for the reader. These changes do not substantially alter the intent of the existing bylaw but instead provide clearer language and a more consistent structure to support interpretation and enforcement.

Overall, the amendments aim to balance responsible pet ownership with public safety while ensuring enforcement tools remain practical and effective.

The draft amended bylaw was circulated to legal for review, and their feedback has been included.

6) FINANCIAL IMPLICATIONS

The proposed amendments do not create any significant financial impact. Enforcement of the bylaw will continue to be carried out by existing staff resources.

REQUEST FOR DECISION 021-2026

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Dog registration fees, impoundment fees, and related charges will continue.

7) REFERENCES TO COUNCIL STRATEGIC PLAN

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

- **Safety** - The amendments to the By-law promotes public safety by clarifying the expectations for responsible dog ownership, ensuring dogs are properly controlled, and by providing enforcement mechanisms to respond to aggressive or dangerous situations.
- **Community Focus** - The amendments to the By-law supports responsible dog ownership and ensures public spaces remain safe and accessible for everyone.

8) COMMUNICATION REQUIREMENTS

Following the adoption of the bylaw, staff would:

- Publish notice of the bylaw adoption on the Town website and social media pages.
- Provide education to residents regarding responsible ownership expectations when on patrol

9) ALTERNATIVES

Council may choose to:

1. Adopt the Bylaw as presented
2. Request additional amendments or revisions prior to adoption.
3. Decline to adopt the proposed amendments, in which case the existing Dog Control Bylaw would remain in effect.

THE RESPONSIBLE DOG OWNERSHIP BYLAW

Change [A]

Be it enacted, by the Council of the Town of Wolfville under the authority of Sections 172, 175, 176, 177, and 178 of the Municipal Government Act, as amended:

Change [A]

1 Title

This Bylaw is titled and referred to as 'The Responsible Dog Ownership Bylaw'.

Change [A]

2 Background

The Municipal Government Act gives Council the specific authority to establish a Dog Bylaw under Section 175. The purpose of this Bylaw is to provide for the orderly control of dogs in the Town of Wolfville including registration requirements.

3 Definitions

In this Bylaw:

3.1 "Attack" means any intentional act by a dog that causes physical injury to a person or another animal, or any intentional act that creates a credible threat of such injury.

Change [A]

3.2 "Bite" means a wound, puncture or penetration of the skin by a dog's tooth or teeth.

Change [A]

3.3 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Wolfville.

Change [B]

3.4 "Dog Control Officer" means:

- i. a person appointed by the Chief Administrative Officer who is a Special Constable, or a Bylaw Enforcement Officer appointed pursuant to the Police Act or similar legislation, and empowered by such appointment to enforce this Bylaw;
- ii. a Police Officer for the Town.

3.5 "Designated Off Leash Area" means an area of the Town that has been designated by Council as permitting dogs to be off-leash, as set out in Section 8 and identified on the map in Appendix A.

Change [B]

3.6 "Dog" means any dog, male or female, or any animal that is the result of the breeding of a dog and any other canine animal.

Change [C]

3.7 “Emergency” means a present or imminent event where a Peace Officer or Dog Control Officer believes prompt action must be undertaken to protect the health, safety, or welfare of people and/or animals.

Change [A]

3.8 “Effective Control” means control by leash or harness by the person responsible for the dog, such that the dog’s behaviour is restricted.

3.9 “Fierce or Dangerous” means a dog that, without provocation and in the absence of mitigating factors, does any of the following:

Change [A&C]

- i. Attacks a person or another animal;
- ii. Causes injury to or endangers the safety of a person or animal;
- iii. Damages property;
- iv. Shows a tendency or disposition to attack a person or animal;
- v. Threatens a person or domestic animal with unreasonable ferocity;
- vi. Is trained, owned or harboured in whole or in part, for the purpose of dog fighting;
- vii. While unattended on a harness or leash, behaves in a way that reasonably frightens or harasses a passerby.

A dog is not fierce or dangerous if it is acting as a professionally trained guard dog lawfully engaged in law enforcement or guard duties.

3.10 “Mitigating Factors” means circumstances that reasonably explain or excuse the aggressive behaviour or actions of a dog. Examples include, but are not limited to:

Change [A]

- i. The dog was defending itself from an unprovoked attack;
- ii. The dog was defending its young or its owner;
- iii. The dog reacted to someone or another animal that had provoked or abused it;
- iv. The dog's behaviour occurred in response to sudden loud noises or unexpected stimuli

3.11 “Owner” means any person who owns, possesses, harbours, has care of, or has control of a dog, and includes, where the person is a minor, the individual responsible for the custody of that minor. Handling or seizing a dog for enforcement reasons does not make the Dog Control Officer the Owner.

Change [C]

3.12 “Peace officer” includes a police officer or special constable

Change [A]

3.13 “Pound Keeper” means a person appointed as pound keeper under Section 10.

Change [A]

3.14 “Running at large” or “Runs at Large” means a dog that is not under effective control and includes, without limitation, a dog that:

Change [C]

- i. is on property not owned or occupied by the dog’s Owner and is not under control by a leash or harness;
- ii. Is within a Designated Off-Leash Area and is not under Voice Control or under control by a leash or harness;

- iii. Is on property owned or occupied by the dog's Owner but is tethered in a manner that allows the dog to leave the property;
- iv. Is on property not owned or occupied by the dog's Owner where signage prohibits dogs; or
- v. Is on property not owned or occupied by the dog's Owner where signage requires a dog to be leashed or harnessed and the dog is not under such control

3.14.1 An unleashed and unharnessed dog shall not be deemed to be running at large if at the time the dog is:

Change [C]

- i. participating in an organized dog exhibition event;
- ii. participating in a search and rescue operation or law-enforcement operation;
- iii. a service dog; or
- iv. in a Designated Off Leash Area and is under Voice Control.

Evidence of a dog running at large may include officer observation, photographs, video recording, eyewitness accounts and other reliable evidence.

3.15 "Service Dog" means any dog that is individually trained to perform work or tasks for the benefit of an individual with a physical, sensory, mental, or other health-related impairment, or a dog used for search and rescue or law enforcement purposes.

Change [C]

3.16 "Town" means the Town of Wolfville.

3.17 "Town Police Officer" means any member of a Municipal, Provincial or Federal law enforcement agency that is contracted to provide police services to the Town.

3.18 "Voice Control" means that a dog reliably responds to verbal or hand commands at all times, regardless of distractions, such that the handler can prevent the dog from Running at Large or attacking or disturbing other people or animals.

Change [C]

4 Enforcement

A Dog Control Officer or any other person so appointed by the Chief Administrative Officer may enforce this By-Law.

A Dog Control Officer or any other person so appointed by the Chief Administrative Officer may erect signage at a Designated Off-Leash Area that clearly displays any limitations or restrictions that may be in force at that particular Designated Off-Leash Area.

Change [A]

5 Annual Dog Registration Fee

5.1 Every Owner of a dog shall pay to the Town an annual registration fee.

5.2 The Owner shall pay the registration fee before January 31st of each year or within thirty (30) days of becoming an Owner.

5.3 If a person becomes owner of a dog during the year, the owner shall pay a pro-rated dog registration fee based on the number of full months remaining in the calendar year.

5.4 The Town Council may set by policy, from time to time during the annual budgeting process, the amount of the annual registration fee payable until varied by further policy. Council may impose a larger fee for unspayed or unneutered dogs than for spayed or neutered dogs.

5.5 The owner of a kennel of purebred dogs that are registered with the Canadian Kennel Club, may, in any year, pay a fee set by Council, by policy, as a tax upon the kennel for that year. Upon payment of that amount, the kennel is exempt from any further fee regarding the dogs for that year.

5.6 A Service Dog is exempt from any registration fee, **but not from registration.**

Change [C]

6 Registration and Dog Tag

6.1 The Town shall register each dog when the registration fee is paid, recording the following information:

- i. Registration date;
- ii. Registration number;
- iii. Name and breed of dog;
- iv. Description of dog, including whether the dog is female or male and whether the dog is spayed or not or neutered or not;
- v. Name of Owner, and
- vi. Civic and mailing address and telephone number of Owner.

6.2 The Town shall supply to each Owner of a registered dog a metal tag stamped with the number and year of registration.

6.3 The Owner of every dog shall keep on the dog a collar with the dog tag issued for that dog securely affixed to the collar at all times.

6.4 If an Owner files with the Town a written confirmation that the dog tag has been lost or destroyed and pays a replacement fee, in the amount set by policy, the Town shall provide a replacement dog tag.

6.5 Each Owner of a dog shall deliver to the Town a written Statement of the number of dogs owned or harboured by the Owner or which are kept on the premises occupied by the Owner, if the Town requires the Owner to do so.

6.6 The Owner shall provide this written Statement within ten (10) days of receiving the written notice requiring the Owner to provide it.

7 Responsibilities of Owners

7.1 Every owner is in contravention of this bylaw:

- i. Whose dog runs at large; Change [B]
- ii. Whose dog is not wearing a tag required by this Bylaw;
- iii. Whose dog is not registered as required by this Bylaw;
- iv. Whose dog persistently disturbs the quiet of the neighbourhood by barking, howling, or by any other activity;
- v. Whose dog at any time, in the absence of a mitigating factor, attacks or injures any person or animal or damages any property; Change [A]
- vi. Whose dog, while left unattended on a harness or a leash frightens or harasses any passerby;
- vii. Who neglects or refuses to provide a written statement required by this Bylaw;
- viii. Who fails to comply with an Order made under Section 9 of this Bylaw in respect of a dog that has been determined to be fierce or dangerous; Change [A]
- ix. Who fails to immediately remove the feces of a dog, other than a Service Dog, from public property or private property other than the Owner's. The Owner may enter upon private property to remove the dog's feces; Change [C]
- x. who harbours, keeps, or has under their care or control a dog that is fierce or dangerous, unless the dog: Change [B]
 - a. While on the property owned or occupied by the Owner, is confined:
 - indoors; or
 - outdoors in a locked pen or other structure that prevents the dog from escaping and prevents entry of any person not in control of the dog;
 - b. While off the property owned or occupied by the Owner;
 - is muzzled; and
 - is harnessed or leashed on a lead not exceeding one (1) metre in length and held by a person at least nineteen (19) years of age.

8 Designated Off-Leash Areas

Change [A&B]

8.1 The following areas are Designated Off-Leash Areas, as shown on Appendix A:

- i. ~~Woodmans Grove Park;~~
- ii. Olsen Pond;
- iii. Reservoir Park;
- iv. Sherwood-Rawding Ravine;
- v. Pompano Development Green Space (Pond View).

Between November 1st and March 31st of the following year, the Designated Off-Leash Areas also include the Seasonal Area identified on the map in Appendix A, including:

i. Rotary Park

8.2 Every owner of a dog is in contravention of this Bylaw whose dog is in a Designated Off-Leash Area if the dog:

- i. is not Under Voice Control at all times; or
- ii. disturbs, threatens, or harasses people or animals.

8.3 The Chief Administrative Officer or Dog Control Officer may, pursuant to Section 4, temporarily restrict or close any Designated Off-Leash Area by signage where necessary for the protection of persons, animals, or property, including for reasons such as public safety, environmental protection, maintenance, or special events.

9 Remedies for Fierce and Dangerous Dogs

Change [A]

9.1 Where a Dog Control Officer has reason to believe that a dog is fierce or dangerous and the Owner has been identified, the Dog Control Officer, in addition to any other remedies provided by statute or under this Bylaw, may issue an Order requiring the Owner to comply with the conditions described in subsection 7.1(x)

9.2 Before issuing an Order under subsection 9.1, the Dog Control Officer shall give the owner an opportunity to be heard except in the case of an emergency.

10 Pound Keeper

Town Council or Chief Administrative Officer may appoint a Pound Keeper who shall:

- i. keep in a pound, all dogs delivered to the Pound Keeper;
- ii. furnish the dogs with adequate food and water;
- iii. keep the pound in a reasonable state of cleanliness and;
- iv. collect any impounding fees, daily pound fees or other charges authorized by this Bylaw.

11 Impounding Dogs

11.1 The Dog Control Officer, without notice to or complaint against the Owner of a dog, may capture and impound any dog in circumstances where the Dog Control Officer reasonably believes the dog;

- i. is running at large contrary to this Bylaw;
- ii. **in the absence of a mitigating factor**, has attacked, chased, bit, or injured any other domestic animal or person, or damaged any property contrary to this **Bylaw**;
- iii. is fierce or dangerous
- iv. is a dog for which the annual registration fee has not been paid;
- v. is rabid or appears to be rabid; or
- vi. persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise;

Change [A&C]

11.2 A Dog Control Officer may apply under Section 176 of the Municipal Government Act for a warrant to seize and impound a dog that:

Change [C]

- i. is fierce or dangerous;
- ii. is rabid or appears to be rabid; or
- iii. persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise.

A Dog Control Officer may cause an Impounded or seized dog suspected of being infected with rabies to be examined by a veterinarian.

Change [A]

11.3 In cases where a dog has been captured or impounded that:

- i. was running at large contrary to this Bylaw;
- ii. without provocation, has attacked, chased, bit, or injured any other domestic animal or person, or damaged any property contrary to this Bylaw;
- iii. is fierce or dangerous and was not confined or was not muzzled and harnessed or leashed as required by subsection 7.1(x);
- iv. was not wearing a dog tag required by this Bylaw;
- v. was not registered pursuant to this Bylaw; or
- vi. persistently disturbed the quiet of the neighbourhood by barking, howling or otherwise;

Change [B]

the Dog Control Officer, in that officer's discretion, and upon application by the Owner with proof of ownership, may enter into an agreement with the Owner of the dog and that agreement may contain such conditions, safeguards and limitations as the Dog Control Officer deems reasonably appropriate to protect the neighbourhood and otherwise serve the purpose of this Bylaw, and return the dog to the Owner only after the Owner has signed the agreement indicating their acceptance of such conditions, safeguards and limitations.

11.4 Subject to Section 13, except in the case where a dog is impounded for being rabid or appearing to be rabid, the Owner of a dog which has been impounded, upon proof of ownership of the dog, may redeem the dog. The Owner shall pay, or arrange payment to the Pound Keeper, for all costs incurred by the Town in relation to the dog.

Change [B]

11.5 In the case of redemption of a dog which has not been registered pursuant to this Bylaw, the Owner is also required to register the dog and pay the registration fee before redeeming the dog.

11.6 Any dog which has not been redeemed by its Owner within 72 hours of being impounded may be:

- i. given away;
- ii. sold; or
- iii. destroyed in accordance with Section 13.

Change [B]

11.7 Whenever the 72 hours of impounding time expires on a weekend, the Pound Keeper shall hold such dog until the expiry of the first business day following the weekend to permit the Owner to redeem the dog.

12 Notice to Owner

Change [C]

Upon impounding a dog, the Dog Control Officer shall check the dog for a tag and, if a tag is found, shall make at least one reasonable attempt to contact the registered Owner using the Town's records.

The Owner of a dog is responsible for determining whether the dog has been impounded within the impoundment period described in subsections 11.6 and 11.7.

The Town and the Pound Keeper shall not be liable for any failure to notify the Owner where the Owner has not made inquiry to determine whether the dog has been impounded.

13 Destroying a Dog

- 13.1 The Dog Control Officer may, without notice to or complaint against the Owner, request assistance to destroy on sight any dog that is fierce or dangerous, is Running at Large and eluding capture, or is rabid or appears to be rabid, if:
- i. the dog poses an immediate danger to a person or domestic animal or to property of persons other than the owner; and
 - ii. it is not reasonable possible to safely capture the dog

Change [A]

- 13.2 Where a dog has been captured, the Dog Control Officer may request assistance to destroy the dog provided that the owner has been given the opportunity to make written representations to the Town in respect of the dog in accordance with subsections 13.3 and 13.4, and if the dog,
- i. was Running at Large and two (2) previous written warnings have been given to the owner that the dog has been Running at Large;
 - ii. is fierce or dangerous; or
 - iii. is rabid or appears to be rabid.

Change [A]

- 13.3 If a dog has been captured to which subsection 13.2 applies and the dog has a current tag issued by the Town, the Town shall send a notice to the Owner by registered mail including:
- i. the date and time when the dog will be destroyed, provided that the date of destruction shall not be any less than 7 days from the date of mailing of the notice; and
 - ii. notice that the Owner may make written representations to the Town respecting the destruction of the dog by delivering to the Town such written representations three (3) days prior to the scheduled date of destruction of the dog.

Change [A]

- 13.4 If a dog has been captured to which subsection 13.2 applies and the dog does not have a tag issued by the Town, the Town is not required to send a notice to the owner, but shall not destroy the dog until at least 72 hours after it has been captured to permit the owner an opportunity to make representations respecting the destruction of the dog.

13.5 Where written representations have been provided by an Owner to the Town pursuant to subsection 13.3, the Town shall consider the representations and if the Dog Control Officer concludes that the dog:

Change [A]

- i. Was running at large and two previous written warnings have been given to the owner that the dog has been running at large;
- ii. Is fierce or dangerous; or
- iii. Is rabid or appears to be rabid;

The Dog Control Officer may destroy the dog and shall notify the Owner by registered mail prior to the destruction of the dog. The notice must include written reasons for the decision to destroy the dog.

13.6 If, following consideration of the owner's written representations, the Dog Control Officer decides not to destroy the dog, the dog shall be impounded and dealt with in accordance with Section 11.

Change [A]

14 Duty to Report Abuse

Change [A]

If, while performing their duties, the Dog Control Officer reasonably believes that a dog has been abused or neglected, they must notify a Peace Officer having authority under the Animal Protection Act.

15 Offence

15.1 Every Owner of a dog who is in contravention of this Bylaw is guilty of an offence.

15.2 Where an offence is committed contrary to the provisions of this Bylaw, and that offence continues beyond 12:00 midnight on the day it was committed, each subsequent day the offence continues shall be deemed to be a separate offence.

15.3 Evidence that one person is disturbed or offended is prima facie evidence that the public, or the neighbourhood, is disturbed or offended.

16 Penalties

Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$100 and not more than \$1,000 and to imprisonment of not more than 180 days in default of payment.



Clerk's Annotation for Official Bylaw Book

Date of first reading: 2026-05-05

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

Date of advertisement of Passage of By-law:

Date of mailing to Minister a certified copy of Bylaw:

I certify that the **RESPONSIBLE DOG OWNERSHIP BYLAW #16** was adopted by Council and published as indicated above.

Laura Morrison, Town Clerk

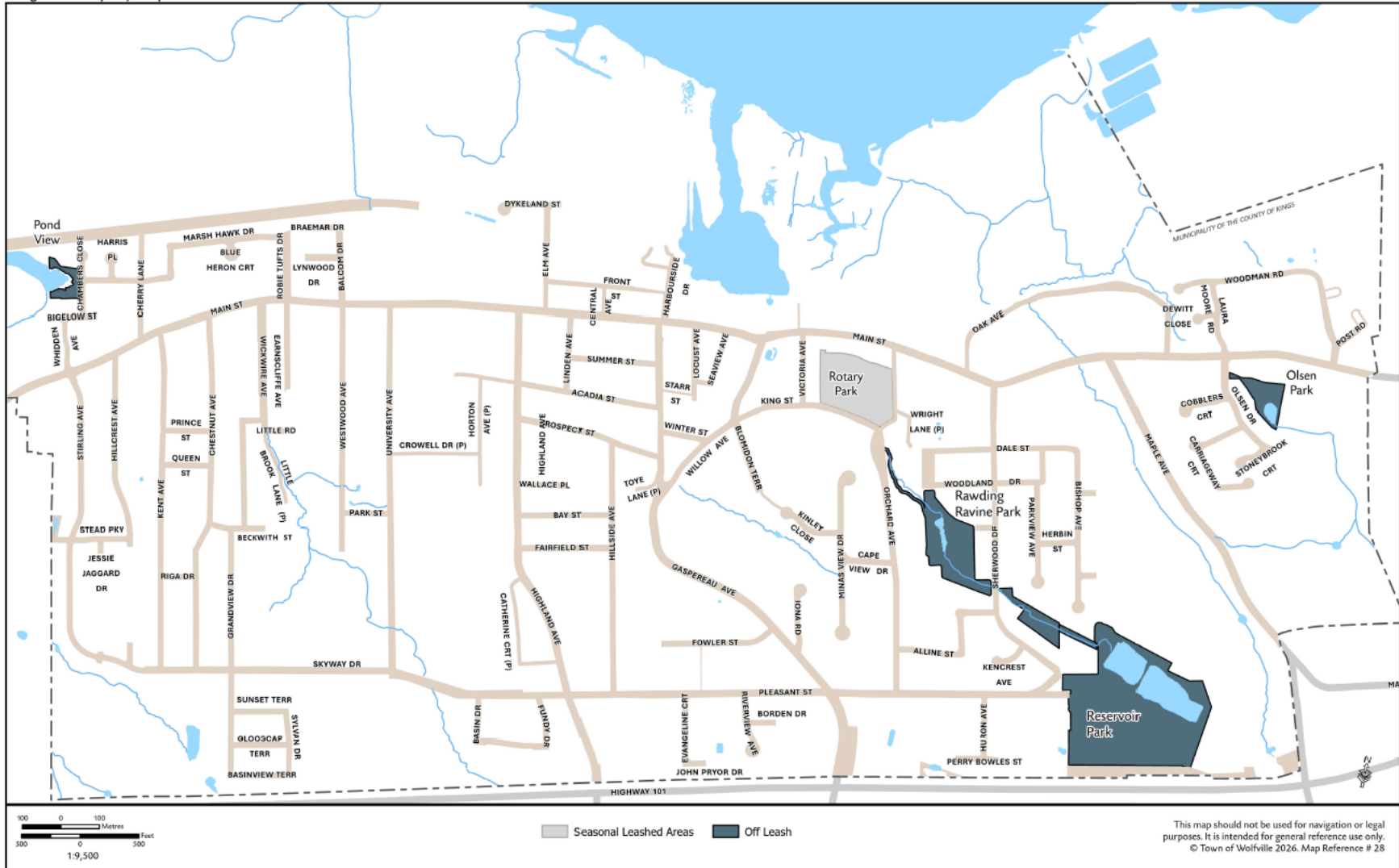
Date

Appendix A – Map of Designated Off-Leash Areas.

Town of Wolfville
Bylaws
Dog Control Bylaw, Chapter 16

APPENDIX A - DESIGNATED OFF LEASH AREAS

MAP 28 - DOG BYLAW
Passed: 9/27/2016





Guide to Proposed Amendments

This guide explains the labels used to identify changes in this draft.

Label	Category	Description of Change	Objective
[A]	Policy & Additions	Includes new definitions and expanded enforcement conditions	Identifies substantive changes to legal authority, owner obligations, and enforcement protocols.
[B]	Structural Reorganization	Moving existing definitions or clauses to more logical sections of the Bylaw, and list restructuring.	Enhances document navigability and groups related provisions to ensure the Bylaw is intuitive for both staff and the public.
[C]	Grammar & Clarity	Minor wording tweaks and phrasing adjustments	Modernizes language and improves readability without altering the legal effect or intent of the existing clauses.

REQUEST FOR DECISION 032-2026

Title: Development Agreement – Student House Nova Scotia
on Hillside Ave
Date: 2026-05-05
Prepared by: Mark Fredericks, Senior Planner
Contributors:



SUMMARY

Development Agreement – Student House Nova Scotia on Hillside Ave

This RFD is intended for COW to consider the recommendation from the Planning Advisory Committee (PAC) regarding the proposed development agreement for Student Housing Nova Scotia's (non-profit housing provider) request to construct a 12-unit residential building, three stories in height, located on vacant land, between two existing multi-unit buildings on Hillside Ave.

There are no financial implications on the Town and Staff consider the application consistent with the applicable policies of the Municipal Planning Strategy (MPS) and recommends this be forwarded to a Public Hearing.



PAC Motion (April 9, 2026)

THAT PLANNING ADVISORY COMMITTEE PROVIDES A POSITIVE RECOMMENDATION TO COUNCIL REGARDING THE DRAFT DEVELOPMENT AGREEMENT FOR THE SUBJECT PROPERTIES AT PID 55456875 AND A PORTION OF PID 55273908 AND THAT THE ATTACHED DRAFT DEVELOPMENT AGREEMENT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION

DRAFT COW MOTION:

THAT COMMITTEE OF THE WHOLE RECOMMEND THAT THE DEVELOPMENT AGREEMENT FOR STUDENT HOUSING NOVA SCOTIA LOCATED ON HILLSIDE AVE (PIDs 55456875 55273908) BE GIVEN FIRST READING AND PUBLIC HEARING SCHEDULED.

REQUEST FOR DECISION 032-2026

Title: Development Agreement – Student House Nova Scotia
on Hillside Ave
Date: 2026-05-05
Prepared by: Mark Fredericks, Senior Planner
Contributors:



1) CAO COMMENTS

The CAO supports the recommendations from staff and PAC

2) LEGISLATIVE AUTHORITY

The Municipal Government Act and Municipal Planning Strategy establishes the ability to enter into development agreements.

3) STAFF RECOMMENDATION

Staff consider the application consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommend that it be forwarded to a Public Hearing.

4) REFERENCES AND ATTACHMENTS

1. Attachment 1: Draft Development Agreement DA 2026-001
2. Reference: [April 9, 2026 PAC Report](#)

5) DISCUSSION

This application went to the Planning Advisory Committee on April 9, 2026, and received a positive recommendation. Please see that report for additional planning context, renderings and information.

The applicants are permitted to build a multi-unit building on the property under the current R4 zoning. The Development Agreement is required because the proposed design is slightly over the hard surface coverage limit, and the building has too many units to be permitted through an as-of-right permit application or Site Plan Approval application.

The proposed 2026 Land Use Bylaw would not require a Development Agreement for this proposal and could permit this building through an as-of-right permit application, or a Site Plan Approval application including a Design Review Working Group consideration.

The proposed building is an intentionally designed step-down in scale and density between the surrounding and adjacent properties. There are multi-unit buildings on either side of this site, and the proposed 3 storey building helps to transition this street from the tallest four storey building (south) to the lower density 1-2 storey homes (further north) by filling the space in between with a building that has a height in between.

Proposed elevations

REQUEST FOR DECISION 032-2026

Title: Development Agreement – Student House Nova Scotia
on Hillside Ave

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors:



1 WEST ELEVATION
A-200 Scale: 1:100



Figure 1 - View from the Street (Hillside)



1 NORTH ELEVATION
A-201 Scale: 1:100



Figure 2 - View from the side

REQUEST FOR DECISION 032-2026

Title: Development Agreement – Student House Nova Scotia
on Hillside Ave

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

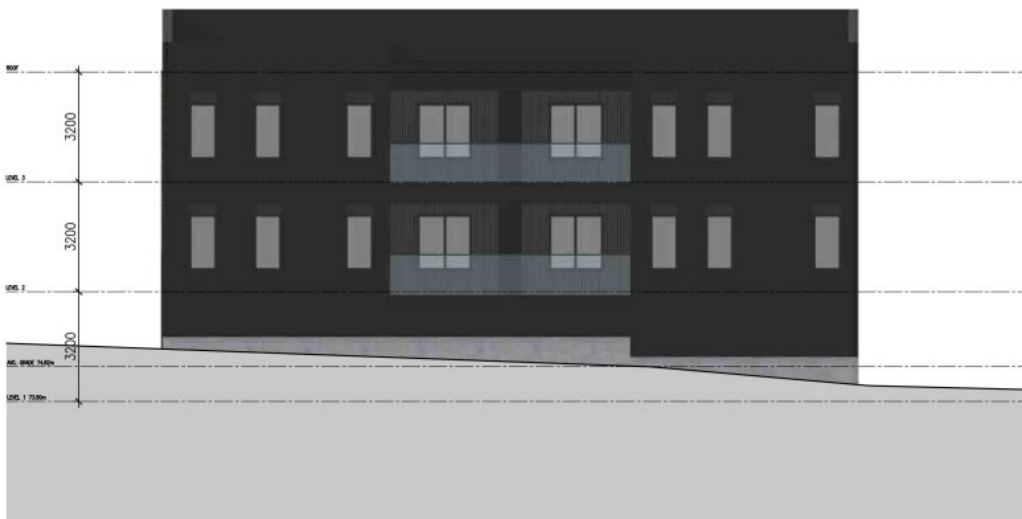
Contributors:



1 SOUTH ELEVATION
A-203 Scale: 1:100



Figure 3 - View from the side



1 EAST ELEVATION
A-202 Scale: 1:100



Figure 4 - View from the back yard

REQUEST FOR DECISION 032-2026

Title: Development Agreement – Student House Nova Scotia
on Hillside Ave
Date: 2026-05-05
Prepared by: Mark Fredericks, Senior Planner
Contributors:

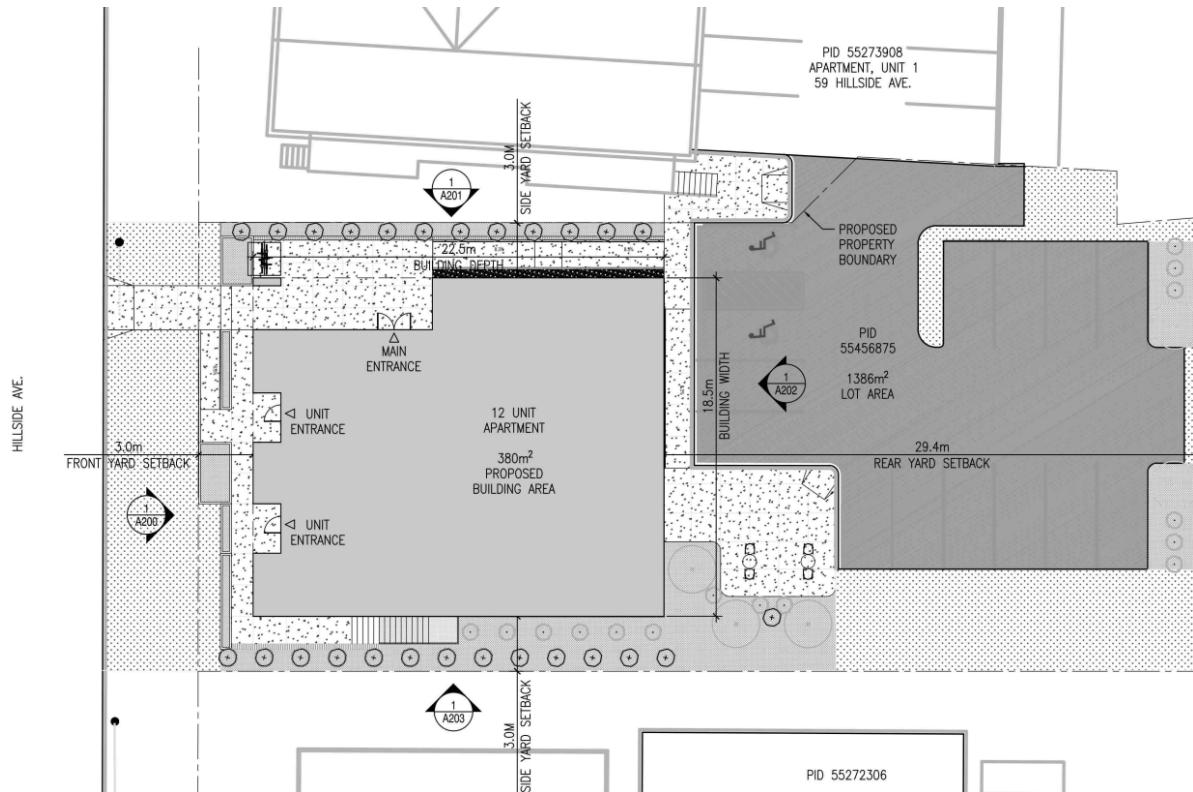


Figure 5 - Proposed Site Plan (shared driveway with adjacent property to the north)

6) FINANCIAL IMPLICATIONS

There are no financial implications associated with forwarding this development agreement on to a Public Hearing.

7) REFERENCES TO COUNCIL STRATEGIC PLAN

There are several aspects of this development that align with Council's strategic plan. These include:

- The fiscal responsibility of enabling in-fill development that makes more efficient use of existing infrastructure.
- Fostering a prosperous economy by enabling affordable housing providers to build new dwelling units in Wolfville.
- Enhancing Wolfville's inclusive community by supporting non-profit housing providers creating affordable dwelling units that can integrate more ages and life stages into one neighbourhood.

REQUEST FOR DECISION 032-2026

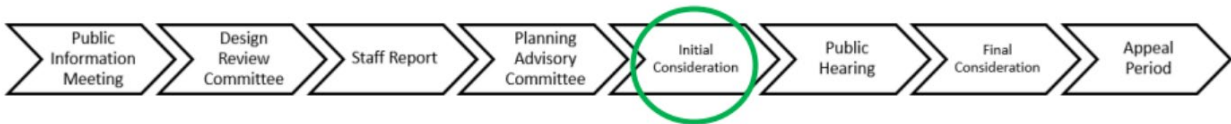
Title: Development Agreement – Student House Nova Scotia
on Hillside Ave
Date: 2026-05-05
Prepared by: Mark Fredericks, Senior Planner
Contributors:



8) COMMUNICATION REQUIREMENTS

If COW forwards the Development Agreement to Council for First Reading and a Public Hearing, advertising and notices are required.

Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed circulated, and information posted to the Town’s website. The existing sign will remain placed on the property indicating the property is subject to a planning application. Following the public hearing, Council will then choose whether to give the development agreement final approval (final consideration).



9) ALTERNATIVES

- 1) COW forwards the application to Council with a recommendation to reject the application.
- 2) COW forwards the application to Council to refer the application back to PAC with specific directions or questions for consideration.

REQUEST FOR DECISION 032-2026

Title: Development Agreement – Student House Nova Scotia
on Hillside Ave

Date: 2026-05-05

Prepared by: Mark Fredericks, Senior Planner

Contributors:



Attachment 1 – Draft Development Agreement

This **Development Agreement** is made this _____ day of _____, 2026.

BETWEEN:

STUDENT HOUSING ASSOCIATION OF NOVA SCOTIA
(Hereinafter called the “Developer”)

OF THE FIRST PART

- and -

TOWN OF WOLFFVILLE
A municipal body corporate,
(Hereinafter called the “Town”)

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a Development Agreement relating to the use and development of the Lands (PID 55456875 and PID 55273908) pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval for the development of the Lands is that the parties enter into this Development Agreement;

AND WHEREAS the Town Council of the Town, at its meeting on **DD/MM/2026** approved entering into this Development Agreement to permit the establishment of a multi-unit building containing up to 12 dwelling units on the Lands, subject to the registered owner of the Lands entering into this Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Development Agreement and other valuable consideration the Developer and the Tenant and the Town agree to the following terms.

1. Schedules

The following schedules form part of this Development Agreement:

Schedule “A” – Legal Parcel Description of Lands

Schedule “B” – Site Plan

Schedule “C” – Landscape Plan

Schedule “D” – Architectural Design

2. Definitions

2.1 In this Development Agreement:

“Building By-Law” means Chapter 65 of the By-Laws of the Town of Wolfville.

“Developer” means the owner(s) of the lands, their heirs, successors, assigns, and all subsequent owners of the lands.

“Development” means the proposed 12-unit residential building and surrounding integration to the adjacent property where shared access and driveways exist.

“Development Officer” means the Development Officer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

“Engineer” means the Engineer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

“Effective date” means the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.

“Lands” means the real property in the Town of Wolfville owned by the Developer, (PID 55456875 and a portion of PID 55273908) and as described in Schedule “A”. For clarity, the Lands includes two properties, one with an existing building at 59 Hillside Ave, and another vacant lot. The boundary line between these properties will be adjusted, as enabled in DA 5.1.8.

“Land Use By-Law” means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law effective September 3, 2020.

“Municipal Planning Strategy” means the municipal planning strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville

Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy effective September 3, 2020.

“MGA” means the *Municipal Government Act*, S.N.S. 1998, c. 18, as amended.

“Planning Documents” means Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw.

- 2.2** Where terms (words or phrases) are not defined in this Development Agreement, definitions in the Town’s planning documents shall apply. Where terms are not defined in the planning documents, definitions in the MGA shall apply. Where terms are not defined in the aforementioned sources, their ordinary meaning shall apply.

3. Relevance of Planning Documents and Other Regulations

- 3.1** This Development Agreement contains definitions and regulations for the Development. It complements the Town’s Planning Documents. Unless specified in this Development Agreement, requirements in the Town’s Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.
- 3.2** Regulations outside of this Development Agreement or the Town’s Planning Documents may be applicable to the Development. However, the terms of this Development Agreement shall not be materially changed in order to comply with such regulations without an amendment to this Development Agreement.

4. Background

The Developer wishes to construct a 3-storey multi-unit residential building containing up to 12 dwelling units.

5. Terms

5.1 Development Conditions

5.1.1 Permits and Approvals

- 5.1.1.1** This Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this Agreement.

- 5.1.1.2 The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.
- 5.1.1.3 Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.
- 5.1.1.4 No occupancy permit shall be granted for this Development until all provisions of this agreement are met, except for landscaping requirements that cannot be met due to seasonal restrictions.

5.1.2 Land Use

- 5.1.2.1 The following uses are permitted:
 - (a) Continuation of existing use and,
 - (b) 12 unit residential building and,
 - (c) other accessory uses permitted as by the Land Use Bylaw for the corresponding zone.

5.1.3 Landscaping & Site Requirements

- 5.1.3.1 The Development shall conform to the zone standards of the Land Use By-law, except as otherwise established by this Agreement.
- 5.1.3.2 All Development shall occur on the Lands. The existing building addressed as #59 Hillside Ave shall be considered an existing use within the Lands.
- 5.1.3.3 Development on the Lands shall be built generally in accordance with the Site Plan and Specifications of Schedule “B”, which may be varied to accommodate minor irregularities, at the discretion of the Development Officer. The proposed building shown on “Schedule B”, shall meet the following site conditions apply:
 - (a) The maximum number of dwelling units is twelve (12) units.
 - (b) The minimum front yard setback and side yard setback is 3m.
 - (c) The maximum hard surface shall not exceed 75% of the lot area.
 - (d) The minimum number of parking spaces shall be 10 spaces.
 - (e) The minimum amount of amenity space for the 12 unit building shall be 120 square meters.
- 5.1.3.4 The Developer shall establish and maintain all non-hard surface areas on the Lands as landscaped areas.

- 5.1.3.5** Storm water runoff from the Lands shall not be directed onto adjacent properties unless permission is obtained from the adjacent property owner for the direction of such storm water runoff.
- 5.1.3.6** No parking shall be permitted on non-hard surfaced areas of the site.
- 5.1.3.7** The Developer shall provide sufficient onsite lighting for all driveways and walkways on the Lands to provide for the reasonable safety and security of vehicles and pedestrians. All exterior lighting fixtures shall direct light toward the ground as to prevent the unreasonable illumination of adjacent properties.
- 5.1.3.8** The Developer shall provide an access easement across PID the Lands to ensure access to the shared parking and driveway.
- 5.1.3.9** The Development's landscaping shall be generally in accordance with the Landscape Plan and Specifications of Schedule "C", and specify native species selected for their specific growing conditions and may be varied at the discretion of the Development Officer.

5.1.4 Municipal Services

- 5.1.4.1** The parties agree that municipal sanitary sewer and water services are available.
- 5.1.4.2** The Developer will be required to submit a service connection application to connect to the central sewer and water services.
- 5.1.4.3** The Town makes no warranties, guarantees or claims as to the adequacy of the Town's water supply to provide the recommended Fire Flow amounts for protection of the building from fire. The Developer shall satisfy itself that the available fire flows are satisfactory to meet its needs.

5.1.5 Refuse Storage and Utility Equipment

- 5.1.5.1** Refuse, compost, recyclables, and other similar matters shall be stored within the building(s), or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Valley Region Solid Waste-Resource Management By-Law, and other applicable regulations. These receptacles may be located on either property or provide shared storage for both buildings.

5.1.5.2 Containers referenced in 5.1.5.1 shall be located so that they are visually screened.

5.1.5.3 Utility equipment such as mechanical and electrical equipment shall be visually screened by fencing or landscaping.

5.1.6 General Maintenance and Operation

5.1.6.1 Buildings, landscaping, and other related features shall be maintained in good condition, pursuant to the Town's Property Minimum Standards By-law.

5.1.7 Architecture

5.1.7.1 The developer shall build the development generally as illustrated in Schedule "D", Architectural Design.

5.1.8 Subdivision

5.1.8.1 The developer shall subdivide the Lands generally as illustrated in Schedule "B", Site Plan. The area of the newly created lot shall be approximately 1,400 square meters.

5.1.9 Timing

5.1.9.1 This Development Agreement shall be deemed entered into on the day following the day on which the time for appeal of Town Council's approval has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this Development Agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable.

5.1.9.2 This Development Agreement does not come into effect until the requirement of Section 228(3) of the Municipal Government Act are fulfilled and this development agreement is filed in the Registry of Deeds. All other time requirements imposed in this Development Agreement shall be calculated from that date, the effective date.

5.1.9.3 All Development enabled by this Agreement shall be completed within three (3) years. Upon failure to meet this timing requirement, the Town may

discharge this Development Agreement without the consent of the Developer or Tenant.

5.1.10 Amendment

5.1.10.1 With the exception of matters which the Town and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.

5.1.10.2 Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:

(a) The requirements for completion imposed by section 5.1.8.3.

(b) Parking and access arrangements.

5.1.11 Expenses

5.1.11.1 The Developer shall pay all costs and expenses incurred by the Town related to this Development Agreement.

5.1.12 Liability

5.1.12.1 The Developer shall be liable for any damage caused to persons or public or private property by the Developer or any contractor or other individual doing work related to the Development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the Development. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to insure the responsibilities which the Developer is assuming in this section.

5.1.13 Default

5.1.13.1 If the Developer fails to comply strictly with any term of this Development Agreement or any legislation applicable to this Development Agreement, the Town may, after 30 days notice in writing to the Developer, enter the lands and perform any obligation with which the Developer has failed to comply strictly. All expenses arising out of the entry of the Lands and performance of the obligations may be recovered by the Town from the Developer by direct suit and shall form a charge upon the Lands. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by

the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.

5.1.13.2 If the Developer breaches any of the terms of this Development Agreement, the Town, at its sole option, may:

- (a) Terminate this Development Agreement;
- (b) Exercise its rights under paragraph 5.1.12.1 above; or,
- (c) Take no action.

5.1.13.3 Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach.

5.1.13.4 Any expenses incurred by the Town in exercising its rights under sections 5.1.12.1 and 5.1.12.2, or either of them, shall be paid by the Developer to the Town.

5.1.14 Administration

The Development Officer administers this Agreement. Their decision is final and binding on all parties.

6. Warranties by the Developer

6.1 Title and Authority

6.1.1 The Developer warrants as follows:

- (a) The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Development Agreement to validly bind the Lands.
- (b) The Developer has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

7. Full Agreement

7.1 Other Agreements

7.1.1 This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.

7.1.2 This Development Agreement shall not be a precedent for any other agreement either between the Town and the Developer or between the Town and any other party.

8. Notice

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1
Attention: Development Officer

and if to the Developer:

Student Housing Association of Nova Scotia
5991 Spring Garden Toad
Halifax, Nova Scotia
B3H 1Y6

9. Headings

The headings used in this Development Agreement are for convenience only. If any of the headings are inconsistent with the provisions of the Development Agreement which it introduces, the provisions of the Development Agreement shall apply.

10. Binding Effect

This Development Agreement shall ensure to the benefit of and be binding upon the parties to this Development Agreement, their respective successors, administrators, and assigns.

11. Execution

In witness of this Development Agreement the parties have signed and delivered it to each other on the date set out at the top of the first page.

SIGNED AND DELIVERED)
In the presence of:)
)
) TOWN OF WOLFVILLE
)
)
) By _____
) MAYOR
)
 _____)
 Witness)
)
)
) By _____
) TOWN CLERK
)
)
 SIGNED AND DELIVERED)
In the presence of:)
)
)
) By _____
) Mitchell Archibald
 _____)
 Witness)
)
)

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2026, _____ a witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFFVILLE**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 2026, _____ a witness to this agreement came before me, made oath, and swore that **Mitchell Archibald** caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

A Commissioner of the Supreme Court of Nova Scotia

Schedule "A" – Property Descriptions

PID 55456875

Place Name: Hillside Avenue, Wolfville
Municipality/County: Town of Wolfville
Designation of Parcel on Plan: Lot FS-2
Title of Plan: Plan of Survey Lot FS-1, FS-2 Lands of The Estate of Frederick W. Salsman, Wolfville, Kings County, Nova Scotia
Registration County: Kings County
Registration Number of Plan: P-12301
Registration Date of Plan: April 10, 2003

*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: KINGS COUNTY
Registration Year: 2003
Plan or Document Number: P12301

PID 55273908

Place Name: Hillside Avenue, Wolfville
Municipality/County: Town of Wolfville
Designation of Parcel on Plan: Lot FS-1
Title of Plan: Plan of Survey Lot FS-1, FS-2 Lands of The Estate of Frederick W. Salsman, Wolfville, Kings County, Nova Scotia
Registration County: Kings County
Registration Number of Plan: P-12301
Registration Date of Plan: April 10, 2003

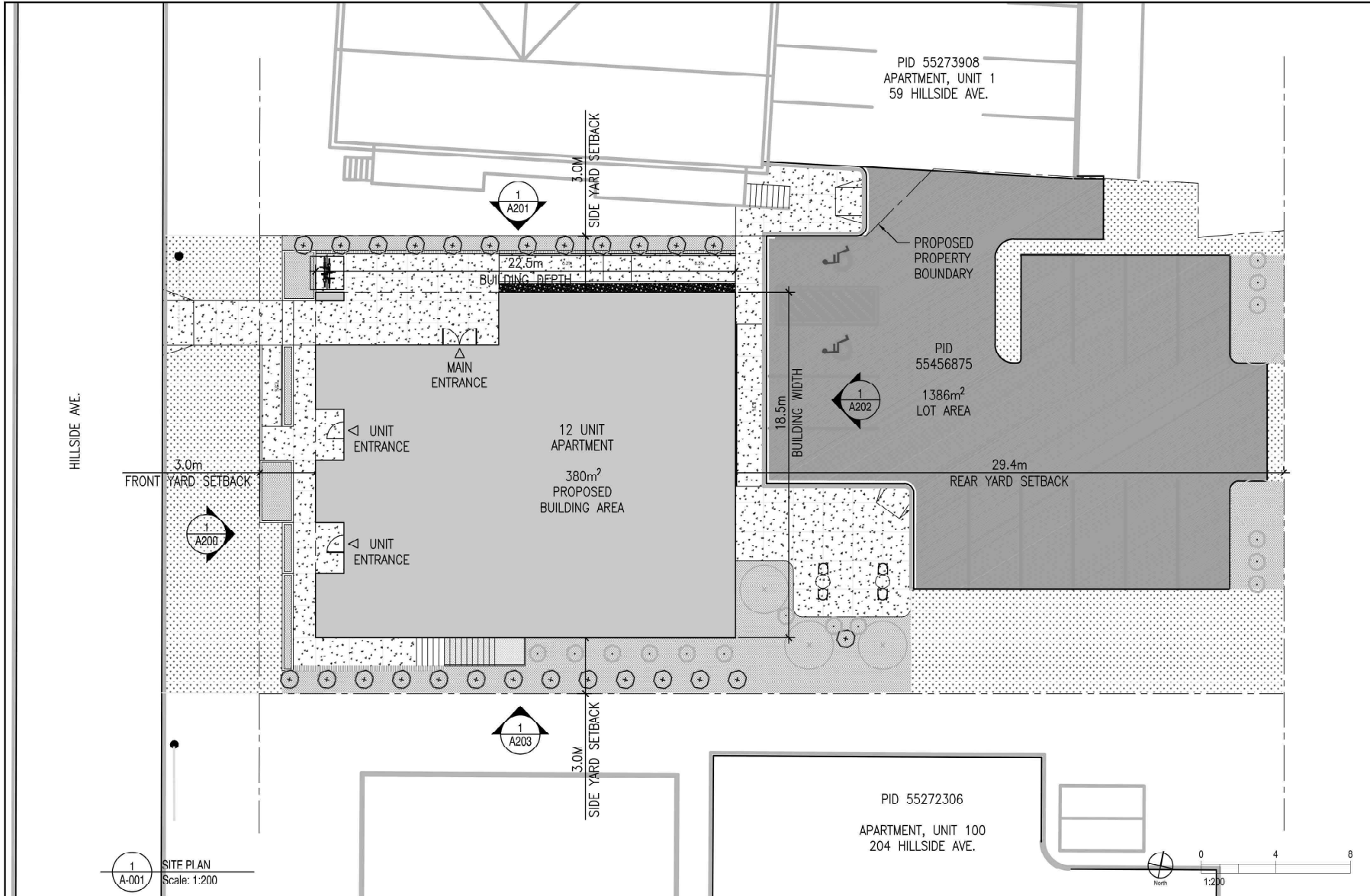
*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: KINGS COUNTY
Registration Year: 2003
Plan or Document Number: P12301

Schedule B. Site Plan



Fathom

Fathom Studio
fathomstudio.ca
40 King St
Dartmouth, NS
B2Y 2K4

Client
Student Housing Nova Scotia
365-5991 Spring Garden Road | Halifax, NS

Scale

NOT FOR CONSTRUCTION

Revisions
Rev. 1 ISSUED FOR DA DATE 2025-12-05

Project
Wolfville Student Housing
LOT FS-2 Hillside Avenue | Wolfville, NS

Drawing Name

SITE_PLAN

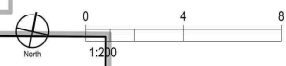
Scale 1:200 Project number 25-100

Drawn By AM Checked JB Approved JB

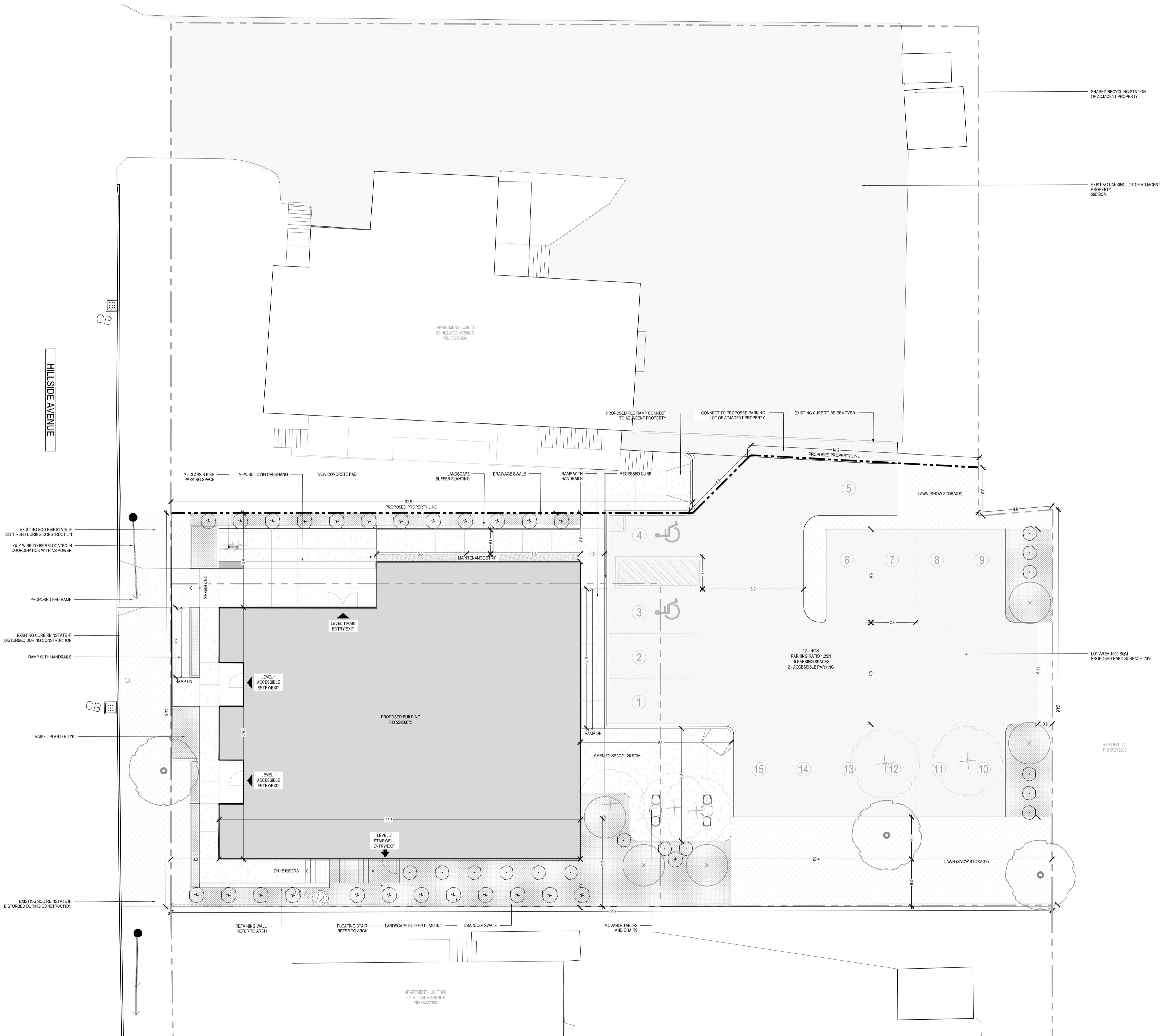
Drawing Number

A001

1
A-001
SITE PLAN
Scale: 1:200



Schedule C. Landscape Plan



LAYOUT LEGEND	
SYMBOL	DESCRIPTION
---	PROPOSED PROPERTY LINE
- - - -	EXISTING PROPERTY LINE
▲	BUILDING ENTRY/EXIT
↑	BACK ENTRY/EXIT
[Pattern]	CONCRETE WALKWAY
[Pattern]	SOD
[Pattern]	PLANTER BED
(+)	PROPOSED TREE
(•)	EXISTING TREE TO BE PROTECTED
(X)	EXISTING TREE TO BE REMOVED
(•)	EXISTING UTILITY POLE
[Symbol]	2 CLASS B SPACES - BIKE RACK

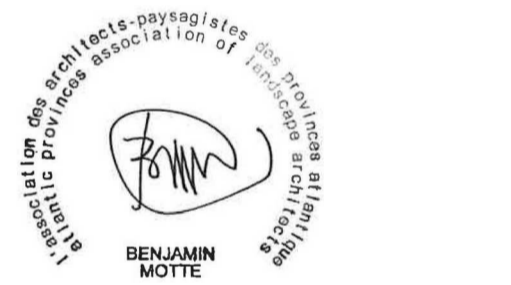
PLANTING SCHEDULE	
SYMBOL	DESCRIPTION
(+)	Amelanchier canadensis / Serviceberry 50mm CAL
(+)	EVERGREEN/NATIVE BUFFER Ilex x meserveae 'Blue Princess' / Blue Princess Holly 5 GAL
(•)	EVERGREEN/NATIVE BUFFER Viburnum trilobum / Highbush Cranberry 5 GAL

Client
Student Housing Nova Scotia

Key Plan



Seal



NOT FOR CONSTRUCTION

Revisions

NO.	DESCRIPTION	DATE
01	ISSUED FOR APPROVAL	2025-12-05
02	ISSUED FOR APPROVAL	2026-02-11

Project
NS STUDENT HOUSING WOLFVILLE

WOLFVILLE, NOVA SCOTIA
B4P 1N3

Drawing Name
LANDSCAPE SITE PLAN

Scale
1:125
Project number
25-108

Drawn By
JY
Checked
BM
Approved
BM

Drawing Number

L101

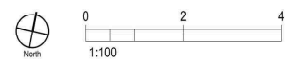
Schedule D. Architectural Design

Fathom

Fathom Studio
fathomstudio.ca
40 King St
Dartmouth, NS
B2Y 2K4



1 WEST ELEVATION
A-200 Scale: 1:100



Client:

Student Housing Nova Scotia
365-5991 Spring Garden Road | Halifax, NS

Scale:

NOT FOR CONSTRUCTION

Revisions:
Rev 1 ISSUED FOR DA DATE 2025-12-05

Project:
Wolfville Student Housing
LOT FS-2 Hillside Avenue | Wolfville, NS

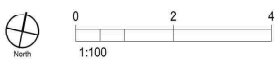
Drawing Name:
WEST_ELEVATION

Scale: 1:100 Project number: 25-100
Drawn By: AM Checked: JB Approved: JB
Drawing Number:

A200



1 NORTH ELEVATION
A-201 Scale: 1:100



Client

Student Housing Nova Scotia
365-5991 Spring Garden Road | Halifax, NS

Scale

NOT FOR CONSTRUCTION

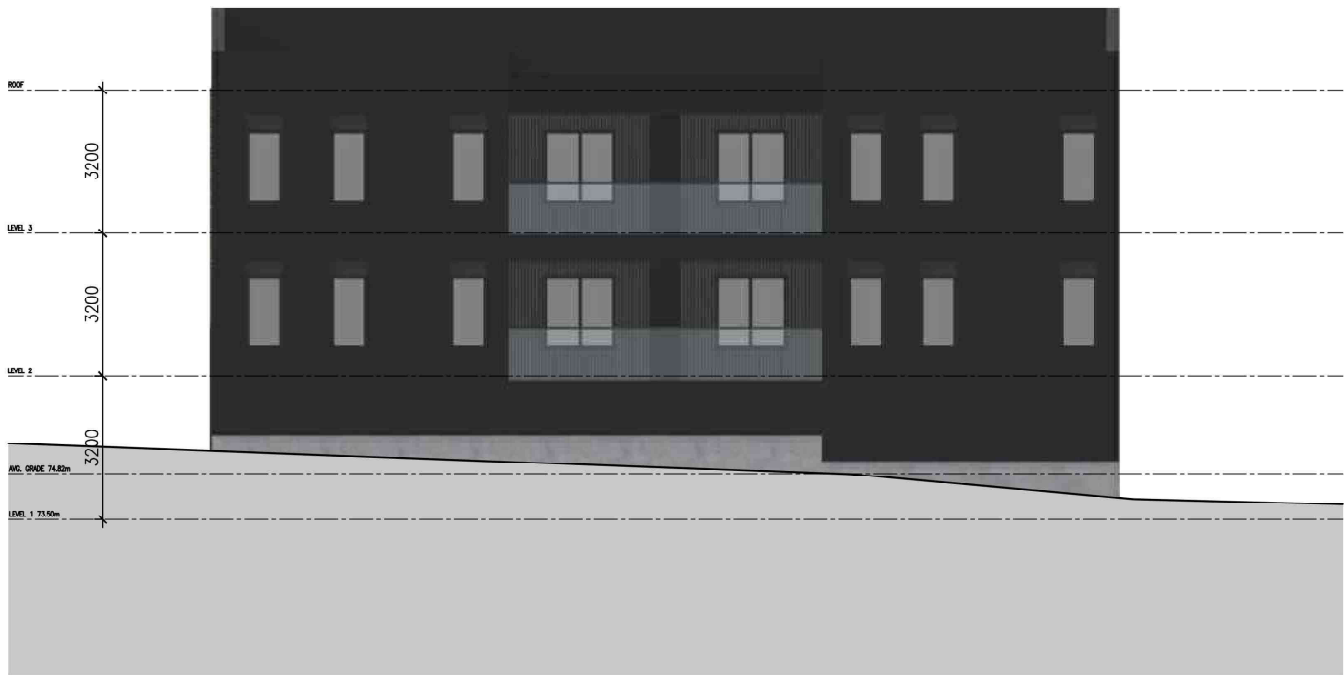
Revisions
Rev 1 ISSUED FOR DA DATE 2025-12-05

Project
Wolfville Student Housing
LOT FS-2 Hillside Avenue | Wolfville, NS

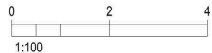
Drawing Name
NORTH_ELEVATION

Scale: 1:100 Project number: 25-100
Drawn By: AM Checked: JB Approved: JB
Drawing Number

A201



1 EAST ELEVATION
A-202 Scale: 1:100



Client

Student Housing Nova Scotia
365-5991 Spring Garden Road | Halifax, NS

Scale

NOT FOR CONSTRUCTION

Revisions
Rev 1 ISSUED FOR DA DATE 2025-12-05

Project
Wolfville Student Housing
LOT FS-2 Hillside Avenue | Wolfville, NS

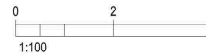
Drawing Name
EAST_ELEVATION

Scale: 1:100 Project number: 25-100
Drawn By: AM Checked: JB Approved: JB
Drawing Number

A202



1 SOUTH ELEVATION
A-203 Scale: 1:100



Client

Student Housing Nova Scotia
365-5991 Spring Garden Road | Halifax, NS

Scale

NOT FOR CONSTRUCTION

Revisions
Rev 1 ISSUED FOR DA 2025-12-05

Project
Wolfville Student Housing
LOT FS-2 Hillside Avenue | Wolfville, NS

Drawing Name
SOUTH_ELEVATION

Scale: 1:100 Project number: 25-100

Drawn By: AM Checked: JB Approved: JB

Drawing Number

A203

REQUEST FOR DECISION 033-2026

Title: Earnscliffe Ave Budget Increase & Tender Award
Date: 2026-05-05
Prepared by: Devin Lake, Director of Planning and Public Works
Contributors: Mark Fredericks, Senior Planner
Diana Gibson, Director of Corporate Services



SUMMARY

Earnscliffe Ave Budget Increase & Tender Award

The tender for [Earnscliffe Ave. re-construction](#) closed on April 22, 2026. The 3 submissions received, each had pricing that exceeded the amount currently budgeted in the 2026/27 Capital Investment Plan. This project has been budgeted for \$2.4 million and is intended to replace aging road infrastructure, improve safety and road functionality, and extend the service life of a street with important childcare and healthcare services located on it.

Staff are recommending an increase in the budget of an additional \$600,000 to a total of \$3 million to ensure this project can be awarded to a contractor and completed within the 2026 construction season.

This report outlines the bid costs, associated design budget, and land acquisitions involved in this important street, while seeking Council's approval to move forward with awarding the project to Dexter Construction for \$2,718,670 plus net HST (\$2,823,539.98 total award with net HST). The remaining ~\$175,000 will be used for finalizing three land acquisitions (\$50,000) and the rest for contingencies (approximately \$125,000).

DRAFT MOTION:

THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE A BUDGET INCREASE OF \$600,000 FOR THE EARNSCLIFFE AVENUE RE-CONSTRUCTION PROJECT, FOR A TOTAL BUDGET OF \$3 MILLION, AND AWARD THE PROJECT TO DEXTER CONSTRUCTION.

REQUEST FOR DECISION 033-2026

Title: Earnscliffe Ave Budget Increase & Tender Award
Date: 2026-05-05
Prepared by: Devin Lake, Director of Planning and Public Works
Contributors: Mark Fredericks, Senior Planner
Diana Gibson, Director of Corporate Services



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

Council's authority to approve capital budget amendments and award construction contracts is provided under the Nova Scotia Municipal Government Act (MGA), which grants Council responsibility for municipal financial management, capital expenditures, and the construction, maintenance, and replacement of municipal infrastructure.

The Town's Procurement Policy also states that: *The Chief Administrative Officer, is authorized to make contracts for the acquisition of goods and services where such expenditure does not exceed budget allocation by more than 10%, where a specific budget is established.*

- *For project budget allocations greater than \$100,000, the CAO is authorized to purchase where such expenditure is within 5% of budget allocation.*
- *Notwithstanding the variance %'s noted above, in any situation where cost of good/service exceed budget by \$100,000, or more, shall be deemed outside the CAO's purchase authority.*

Where the total bid costs, associated design budget, and land acquisitions involved with this project exceed the budget by more than \$100,000, Council's authorization is required.

3) STAFF RECOMMENDATION

Staff recommend that Council increase the budget by \$600,000 to a total project budget of \$3 million, to ensure that the project moves forward and can be completed during the 2026 construction season. A contingency is included – of approximately \$125,000. It is important to have a contingency on large street re-build projects to help cover minor unexpected changes.

4) REFERENCES AND ATTACHMENTS

1. Attachment 1 – tender submissions / bid results
2. 2026/2027 Operations Plan and [Capital Budget](#)

5) DISCUSSION

Earnscliffe Avenue was identified several years ago as having some of the worst infrastructure in Wolfville and was scheduled for replacement in 2026/27. The Earnscliffe re-construction project is included in Council's 2026/27 Capital Investment Plan to address the aging infrastructure above ground and below ground. This project aims to improve road conditions, accessibility, sidewalks and parking.

REQUEST FOR DECISION 033-2026

Title: Earnscliffe Ave Budget Increase & Tender Award
Date: 2026-05-05
Prepared by: Devin Lake, Director of Planning and Public Works
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Diana Gibson, Director of Corporate Services



Earnscliffe Avenue includes Quiet Park, medical clinics, a public health facility, residential uses, a nursing home and the Wolfville Children’s Centre. This street also connects many people from neighbourhoods in the western side, to the downtown or Wolfville School, via a public path between Earnscliffe Ave and Westwood Ave. This street is part of the Tidal Transit route (Kings Transit) which provides bus access to the range of services found here. Providing a new and safer street to these important community services, is still a priority.



Figure 1 – Street and Sidewalk condition examples

REQUEST FOR DECISION 033-2026

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Date: 2026-05-05
Prepared by: Devin Lake, Director of Planning and Public Works
Contributors: Mark Fredericks, Senior Planner
Diana Gibson, Director of Corporate Services



Design and Consultation process

Staff worked with Hatch Engineering Ltd. to prepare a street layout and underground infrastructure plan that would return this street to a safe and accessible condition for all road users into the future. Consultation with several landowners also occurred during 2025 to understand the functional needs of places like the Children’s Centre and the Professional Centre clinic. The resulting street layout, and all underground systems were packaged into a technical engineering drawing set and specifications report.

Tender issue and posting

This work resulted in a tender being issued for a full street re-build of Earnscliffe Ave. on March 30, 2026, and closed on April 22, 2026. The Town received three compliant submissions. All bids exceeded the approved project budget, reflecting higher-than-anticipated construction costs. Contributing factors include increased material and labor costs, and the regional construction market (labour scarcity).

Tender submissions – evaluation

Staff have reviewed the 3 tender submissions and evaluated them in more detail. This scoring favors Dexter Construction, a well known and experienced contractor who can meet the Town’s requirements and expectations for a project of this scale. Staff evaluate this type of submission (with consultant support) using the following:

- **Price (40%):** Evaluated for competitiveness, relative to the budget
- **Relevant Past Experience (35%):** Specifically for municipal road reconstruction, underground utility work, and urban streetscapes
- **Construction Schedule (5%):** Feasibility of the timeline, specifically regarding traffic management, phasing, and completion deadlines
- **Project Personnel, Equipment, Scope of Practice (15%):** Qualifications of the project manager and superintendent, available equipment, areas of expertise and abilities
- **Safety Record (5%):** Evidence of COR (Certificate of Recognition)

Dexter’s bid was \$2,823,539.98 including net HST. This requires an increase in the project budget. As you can see from the scoring criteria above, price is an important metric but not the only consideration in scoring.

Staff are estimating an additional \$600,000 on top of the \$2.4 million originally budgeted would be adequate to complete this street in 2026. **This new total would be a \$3 million project budget.**

REQUEST FOR DECISION 033-2026

Title: Earnscliffe Ave Budget Increase & Tender Award
Date: 2026-05-05
Prepared by: Devin Lake, Director of Planning and Public Works
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Diana Gibson, Director of Corporate Services



Estimated breakdown of this budget:

- \$2,823,539 for contractor
- \$50,000 for land acquisitions (\$38,000 plus legal/subdivision costs)
- \$125,000 (Contingency) for potential change orders or additions. For example, there may be an opportunity to have a connection from the end of Earnscliffe Ave into the Acadia Woodland Trails, depending on land access across EKM parking lot (south).

Staff recommend that Council approve the requested budget increase and award the contract as outlined in this report.

6) FINANCIAL IMPLICATIONS

Wolfville's Capital Investment Plan allocates over \$5 million to road investments—including East Main, University Avenue, Victoria Avenue, and Earnscliffe Avenue. The Earnscliffe Avenue project was specifically estimated at \$2.4 million. This amount requires an increase to reflect current pricing realities.

The 2026-27 Capital Budget approved funding for Earnscliffe Avenue to come from long-term borrowing. The Town has capacity in its debt servicing ratio to increase the cost of this road rehabilitation and continue to fund the entire project through long-term borrowing.

7) REFERENCES TO COUNCIL STRATEGIC PLAN

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

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

8) COMMUNICATION REQUIREMENTS

- Communication with the selected contractor
- Communication with the neighborhood and landowners
- Communications plan and central landing page (blooms) being developed.

9) ALTERNATIVES

- Council may choose not to increase the budget
- Council may choose not to award the contract and re-issue the tender (with or without changes)

REQUEST FOR DECISION 033-2026

Title: Earnscliffe Ave Budget Increase & Tender Award
Date: 2026-05-05
Prepared by: Devin Lake, Director of Planning and Public Works
Contributors: Mark Fredericks, Senior Planner
Diana Gibson, Director of Corporate Services



ATTACHMENT 1 – TENDER BID RESULTS

Contractor	Bid price	Score
Misner Misner Excavation	\$2,406,999.20	90
Dexter Construction	\$2,718,670.00	97
Harbour Construction	\$4,244,465.00	82

REQUEST FOR DECISION 036-2026

Title: VWRM – Debt Guarantees 2026-27 Capital Program

Date: 2026-05-05

Prepared by: Diana Gibson, Director of Corporate Services

Contributors: Valley Waste Resource Management Staff



SUMMARY

Valley Waste Resource Management (VWRM) Debt Guarantee for 2026-27 Capital Program

Each year the Town is involved in Valley Waste Resource Management (VWRM)'s budget process, including any debt guarantees that are required in relation to the capital budget.

The request before Council today relates to the current year (2026-27) capital program, for which VWRM will be participate in the Municipal Finance Department's debenture issue. The first step in this process is for each of the Inter-Municipal Agreement Service Partners to guarantee their proportionate share of the debt. The documents before Council with this report represent that guarantee for Wolfville.

DRAFT MOTION:

That Council guarantees a share of Valley Waste Resource Management's Municipal Partner Guarantee Resolution of \$2,400,000, with Wolfville's guarantee repayment share being 6.98% equal to \$167,506 as per the attached partner guarantee resolution form.

REQUEST FOR DECISION 036-2026

Title: VWRM – Debt Guarantees 2026-27 Capital Program

Date: 2026-05-05

Prepared by: Diana Gibson, Director of Corporate Services

Contributors: Valley Waste Resource Management Staff



1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act – Sections 60 & 88
- Valley Waste Resource Management Inter-Municipal Service Agreement (IMSA)

3) STAFF RECOMMENDATION

That Council approves the loan guarantee requested by VWRM to address their 2026-27 capital program requirements.

4) REFERENCES AND ATTACHMENTS

- Valley Region Solid Waste-Resource Management Authority Municipal Partner Guarantee Resolution (attached).

5) DISCUSSION

VWRM must go through the process required by the Municipal Finance Department to access debenture funding for its capital program. The first step of this process requires all IMSA partners to guarantee their share of the debt. As one of these partners, Wolfville must guarantee its share of VWRM's long-term borrowing.

When VWRM moves forward with accessing this debt from the Municipal Finance Department, a Temporary Borrowing Resolution will be brought back to Council for approval at that time.

This Municipal Partner Guarantee Resolution approval is an annual housekeeping matter, finalizing details surrounding the Interim-IMSA Board and Town Council decisions regarding the 2026-27 capital budget. As a remainder of this, below is the list of all capital projects to be funded through long-term debt in 2026-27:

Item Description	2026-27 Budget Value
Dodge 1500 Reg Cab 4x4 W/Lift Gate	\$85,000
Dodge 2500 Reg Cab 4x4	\$95,000
Warehouse	\$750,000
EMC Painting to Match Expansion	\$80,000
EMC Camera Upgrades	\$40,000
Sprinkler System/Fire Rover	\$100,000
Cardboard Baler Upgrade	\$250,000
WMC Transfer Station Expansion (Design Build)	\$1,000,000
	\$2,400,000

REQUEST FOR DECISION 036-2026

Title: VWRM – Debt Guarantees 2026-27 Capital Program

Date: 2026-05-05

Prepared by: Diana Gibson, Director of Corporate Services

Contributors: Valley Waste Resource Management Staff



Below is the breakdown of guarantees by IMSA partners:

IMSA Partner	Guarantee Percentage	Guarantee Amount
Municipality of Kings County	58.38%	\$1,401,001
Municipality of Annapolis	21.11%	\$506,736
Town of Kentville	8.06%	\$193,446
Town of Wolfville	6.98%	\$167,506
Town of Berwick	2.72%	\$65,348
Tow of Middleton	1.91%	\$45,865
Town of Annapolis Royal	0.84%	\$20,098
	100%	\$2,400,000

6) FINANCIAL IMPLICATIONS

There is no immediate budget impact on the Town, as VWRM’s capital program was previously approved as part of the 2026-27 budget. The long-term borrowing requested will require increased Town contributions in future years once the debenture is in place and repayments are required.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None at this time.

8) COMMUNICATION REQUIREMENTS

Once approved, the guarantee will be signed and the Town will advise VWRM staff of Council’s decision, and then forward all duly signed copies of the guarantee to VWRM.

9) ALTERNATIVES

Council could choose not to approve the guarantee. In doing so VWRM would be required to seek alternatives to fund its capital budget. Given Council has already approved the VWRM Budget, not providing the guarantee at this time would be an impractical option and is not recommended by staff.

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF**

Guarantee Share Amount: \$ _____ Purpose: _____

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority has determined to borrow the aggregate principal amount of _____ Dollars (\$ _____) for purpose of _____;

WHEREAS the Authority has requested the Council of the _____, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the _____ does hereby approve the borrowing of the aggregate principal amount of _____ Dollars (\$ _____) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Council unconditionally guarantee repayment of _____ Dollars (\$ _____) for the purpose set out above; and

THAT upon the issue of the debentures, the Mayor/Warden and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____ held on the _____ day of _____, 2026.

GIVEN under the hands of the Clerk and under the seal of the Municipality this _____ day of _____, 2026.

Clerk

Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

Recreation and Community Development:

Summer staff hiring has been successful. Positions filled include:

- **Two Co-op Student Recreation Facilitators** focused on park engagement and “Try It in Wolfville” programming (starting May 11). Sophie Walker and Thomas Waterman.
- **Three camp staff** to oversee summer camps:
 - 1 Camp Coordinator (starting May 25) - Kelsie Pringle.
 - 2 Camp Leaders (starting June 22) - Hannah Vaughan and Hailey Craig.
- **One Recreation Hub Facilitator** who will work at the Recreation Hub - Cam Mahar.

Recreation Hub

Preparations for the Recreation Hub are underway, with a **target opening date of May 12**, dependent on-site conditions and setup.

Acadia Farm

Wolfville Recreation has taken over the administration of the Acadia Community Farm in partnership with Acadia University. Staff will advertise and hand out upwards of 32 garden plots and check-in on the space to ensure the users have the supplies they need and that the Farm is being used properly.

Before & After School Programs (Morning Exercise)

Finished for the season as of April 9. The program was successful again with 20+ students registered weekly.

Spring After School Programs

Weekly after-school programs are set to be offered, ukelele is finalized and there are other programming options that are contractor dependent (yoga and/or mountain biking).

Art Hive

The first session of the Art Hive has come to a close on April 16. The Art Hive was greatly successful with a consistently full roster (20 individuals) weekly. We expect the Art Hive to return in the fall.

Memory Café

The Memory Café program continues to run successfully. Four sessions have been held so far, with **one final extra session scheduled for May**.

Environmental Education Camps

Summer camp registration is filled and set to begin in July.

This year's camps include:

- **Garden & Grow** (Ages 5–8)
- **Forest Rangers** (Ages 9–12)
- **Earth Explorers** (Ages 5–8)
- **Mud Creek Mayhem** (Ages 5–8)



Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

- **Nature Heroes** (Ages 5–8)
- **Junior Survivors** (Ages 9–12)
- **Crafty & Creative** (Ages 5–8)
- **Wolfville's Amazing Race** (Ages 9–12)

Adult Programming

Weekly adult programs continue to run successfully with **10–20 participants per class**. Programs include:

- Chair Yoga
- Weekly Walking Group
- Older Adult Fitness
- Modern Line Dancing
- Art Hive

Visitor Information Centre

After a successful pilot in 2025, the Town has signed a four-year agreement with the Wolfville Business Development Corporation for the operations of the Visitor Information Centre. Through this agreement, the Town's tourism and visitor services will continue to benefit from the WBDCs diligent and thoughtful operation, the Magic Winery Bus will continue to tour through Town, and the Town will benefit from assistance with other programs and events. The VIC reopens for the season on May 1 and will run through early December.

Events:

Volunteer Appreciation

Event held at the Farmers' Market on April 19. Greg and Gaetane Archibald were selected as Wolfville's Volunteers of the Year and will be nominated by the Town for the Provincial Volunteer Awards in September.

Art Love Tour

The Town will be hosting a stop on the Art Love Tour at Devour Studios on Friday, May 29. Up to 16 local artists can compete in a live painting contest with 20 minutes to create their piece. Judges will select a winner to advance to the finals in Shediac in September. Artists can still apply to enter via the link found through the Events calendar on Town's website.

Apple Blossom Festival

A staff team led by Suzanne MacKenzie is working on a float to enter in the parade. Opening Ceremonies at Wolfville Legion on Wednesday, May 27. Signal Hill concert at Devour Studios on Saturday, May 30th.

Hosting an event on the Heartland Tour on June 5, a Walk & Talk with Dr. Nick Giacomantonio, cardiovascular disease prevention expert. This is a public awareness and engagement campaign presented annually by the Cardiac Cycle Society of Nova Scotia.

Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

Come On Down open mic at Willow Park and Summer Concert Series at Waterfront Park is starting in June. Lineup to be released soon.

Horton Grad Parade

To be hosted in Wolfville again on Thursday, June 25 on Main Street.

Public Works / Parks Operations:

Reservoir Park

- Trail Flow has begun working on refreshing the mountain bike trails and building a new trail connection to Maple Ave.
- Public washrooms/changerooms opening for the season
- Landscape planting plan nearing completion for land around the washrooms
- Seating area created at Pleasant Street entrance to the park
- Deadfall cleanup to south side of the park
- Earth Day preparations completed (water supply totes, wood chips, signage, and planting tools)
- Water monitoring devices installed by CBCL to collect data on pond water levels

Floating Dock at Waterfront Park

- Communications, operational details and diligence with regulatory agencies, insurer, fire department is concluding in advance of installing the Floating Dock at the waterfront. A sign “coming soon” will be installed ASAP. Installation date is still being finalized.

Roads and streets

- Abandoned service lateral repair on Main Street adjacent to Quiet Park
- Sewer line flush on Acadia Street
- Remediation of damages caused from snow operations ongoing
- Asphalt patching ongoing, focused on areas of - Main Street, Gaspereau, Pleasant and Skyway
- NEW Street Sweeper has arrived, planning to be in operation May 1

Public Works / Parks Miscellaneous

- Willow Pond scheduled for relining with waterproof concrete May 4 - 8
- Pricing, scheduling, and layout for East End Parking lot entry realignment
- Maple Ave Compost Site opened April 18th, smaller bins installed for accessibility
- Playground and property perimeter drainage work scheduled for early May in West End Park
- Harvest Moon concrete section 90% complete including concrete connections to the library, NSLC, and the Wolfville Market
- Pruning of shrubs and bushes in parks before growth spurt begins
- Reservoir Park tree work (hung tree removal and site debris cleanup was carried out)
- Solid waste weekend work has begun – compost site.
- Waste station repairs (winter damage) were carried out.

Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

- Bird spikes were installed on the underside of the Visitor information centre to try and mitigate the bird droppings issue throughout the plaza area.
- Parks, gardens and lawn areas are being cleaned up from the winter season and snow removal damage.
- New picnic tables have been built and are being installed
- Rec sheds were cleaned up, and soccer gear was moved from the building to the shed to allow for After School program usage of the old soccer space.
- Greenhouse and cold frames were repaired from the winter snow damage.
- Tennis courts were cleaned up and nets and screens were installed.
- Grow room setup to receive plantings for upcoming growing season.
- Willow pond cleaned up from winter debris and ready for setup once concrete repair work is finished.
- Irrigation systems were started up for the season and tested for any repairs or adjustments required.

Sewer Line Upgrade – 260 Main Street

Design work is progressing and a tender expected to be issued soon to upgrade the sewer line (1970s era pipe) going through private property at 260 Main Street. This will be relocated to the Lane adjacent going to the Dyke.

Water Utility - Transmission Line

The Tender for the next Phase of Water Transmission (Westwood to the Wickwire Wellhouse) has closed and the award will be forthcoming. Favourable pricing was received and that project will be accomplished this construction season. This projects enables the Town to use all upgraded pipe to transfer water from the production wells to our treatment facility. Future phases will tie in a forthcoming 3rd production well.

HAF/Plan Review

Public Hearing with Council decision to follow will occur on Wednesday, May 13, 6:30 PM at the Wolfville Legion. All property owners are being sent letters notifying them of this event. It has also been posted in the local paper and on our website.

Wolfville's Safer Streets Initiative

The Town is ready to implement some improvements to enhance safety for all road and sidewalk users this summer. Residents who will see new traffic calming and improvements on their streets will receive a letter in advance of the changes. [Wolfville Blooms](#) will continue to be updated with information as available at there will be volunteer opportunities for residents on select streets to participate in data collection using a device called "Teleraam" to collect traffic speed, volume, and directional information.

Urban Forest:

Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

Urban Forest Policy and Work Plan public engagement is open on [Wolfville Blooms](#). Staff working with Medway Community Forest Cooperative to explore contracting them for hemlock treatments in the Rawding Ravine, as a pilot.

Parks Planning / Urban Design / Misc.

- Design work on-going for driveway re-alignment at the parking lot at the East End Parking lot behind 292 Main
 - Landscape planting plan nearing completion
- Kenny Crescent road take-over process, parkland
- Grocery Store public art along Main Street - Artists to paint the week of May 11-15
- Waterfront Park – Engineering consultants have provided some options and moving into 3D modelling of possible flood berm or other flood control options for Council and Public engagement
- Basin Drive Park, Quiet Park, Olsen Park - plans developing

Development applications:

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

- 8 units at 90 Highland Ave

Open planning applications

- 6-unit SPA at 76 Highland Ave
- 7-unit SPA at 250 Main Street (phase 3)
- 12-unit DA on Hillside Ave - Student Housing NS (COW in May)
- Heritage de-registration on vacant side lot at 155 Main Street - Council in May
- 1 unit SPA at 70 Main Street

Building and Fire:

Building and Fire Inspections services ramp up this time of year with Staff being more active given the short construction season (especially for smaller projects – renovations, decks, additions, etc.)

- 43 Inspections, site visits or consultations since last report (Mar. 16).
 - Top floor of 292 Main Street nearing completion; suites primed & kitchens being installed.
 - Plan review for 62-unit residential building on Stirling Avenue complete; permits will be issued once final engineering concerns are addressed.
 - Plan review for 120-unit residential building on Highland Avenue nearing completion pending response from NS Building Advisory Committee re: accessible balconies.
 - 5-unit townhouse addition to 250 Main Street framed, partially drywalled and sided.
 - Permits issued for mixed-use building on Front Street.
 - Plan review underway for golf simulator business on Skyway Drive.
 - Permit application for Wheelock Hall entrance renovation expected very soon.
 - Site work beginning for Acadia Bremner Lab addition.
-

Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

- Permit issued for new 8-unit residential building at 90 Highland Avenue.

Geographic Information Systems

- Current GIS initiatives continue to advance our focus on Asset Management and operational efficiency across Public Works.
- Pre-design work has begun for the Willowbank Cemetery GIS to support future planning and asset tracking.
- Water and Wastewater Treatment Plant Daily Flow Readings project has been completed, establishing a consistent digital workflow for operational data collection.
- The Fire Inspection Report System is in its final stages of deployment and will streamline inspection and compliance processes.
- Phase 1 of Asset Management and modernization of Public Works operations using GIS technology is now underway, targeting the transition from manual to integrated digital workflows.
- The Winter Plow Damage Reporting System has been successfully deployed, improving the tracking and response to infrastructure damage, and the baseline asset inventory is now complete, providing a critical foundation for lifecycle management, condition assessment, and long-term capital planning.

Wolfville Fire Department:

Call Volume

- March – 19 incidents logged
- Incident Hours Logged (March 2026) – 516 Hours
- Year to Date – 70 incidents logged

Operations & Deployment

- Chiefs attended regular **KCFFA meetings**.
- Chiefs participated in Fire service modernization session with the County of Kings.
- April has been a busy month, and we have prepped our trucks for Grass and Wildfire Season.
- All trucks will start their annual pump testing in May.
- Repairs to the scene light on Pumper Rescue 31 are underway.
- Plans to remediate the lead paint on the apparatus floor walls are underway.

Training & Meetings (March)

- 508 Training Hours
- 36 meeting hours

Community Safety and Compliance

- Compliance Staff will be attending the Annual Bylaw Conference from May 11-15 in Dartmouth.
- Compliance Coordinator, Kaden Thibault, has completed course #1 (Municipal Law) of the Local Government program through Dalhousie and has started course #2 (Municipal Administration).
- Compliance Officer, Maren Schmidt, completed a Canine CPR & Emergency First Aid course to improve our Animal Control response.

Municipal Asset Naming and Renaming

The Town's new Municipal Asset Naming and Renaming program is now operational. Underrepresented and equity deserving communities have been invited to share name suggestions and notification has been provided on our website. Details can be found here: <https://wolfville.ca/news-and-notice/new-municipal-asset-naming-program-ready-submissions>

Wolfville greeting card

The Town is starting to work with L'Arche Homefires and Applewicks to develop a greeting card for use by Council. Staff have completed initial conversations and L'Arche core members will start the creation process soon. Council will work to decide which images will be used.

Capital Projects now on Wolfville Blooms

To communicate the work that will be undertaken in the months ahead, project areas are now live on www.Wolfvilleblooms.ca. A reminder of Blooms and the Town website has gone out in the tax bill to give residents a sense of the scope of work that will begin shortly.

Wastewater Treatment Plant Upgrades

The Wastewater Treatment plant upgrades continue into the 2026-27 fiscal year, steering toward project completion by late summer 2026. This project adds modernization, capacity and room for growth to one of our critical service areas. Current efforts are focused on:

- Installation of the lagoon liner system approx. 75-80% complete
- Earthwork associated with construction of flood protection berm (work anticipated to resume in 2 – 4 weeks)
- The Blower Building is nearing completion with detailed work progressing as planned
- Pipework, valves, fittings, and lagoon aeration equipment are currently on-site.
 - Installation of aeration equipment anchor posts underway (fixed/self-tensioning).
- Installation of sanitary pipework & associated pre-cast structures underway.
- Sludge survey complete.
 - Sludge Removal issued to Contractor for pricing (pricing received).



Sustainable Environment * Inclusive Community * Prosperous Economy * Fiscal Responsibility

- Contractor requested quote from another subcontractor (submission pending).
- Once received - Town decision on budget, next steps, etc. Forthcoming.

COMMITTEE UPDATE

Title: Audit

Date: May, 2026 COW

Department: Committee of the Whole



Meeting was held on April 24, 2026 in Wolfville council chamber.

Jessica Clahane from Doane Grant Thornton presented the Audit Review plan for 2025-2026 audit.

Next meeting, TBD (anticipated to be early September)

Respectfully Submitted

Ian Palmeter

COMMITTEE UPDATE

Title: Planning Advisory Committee

Date: April 9, 2026

Department: Committee of the Whole



Introductions of new committee members and new supporting staff were done. – Welcome to Tracey Read as our new member!

Development Agreement Application: DA-2026-001 Hillside Avenue - Student

Housing Nova Scotia

Fathom Studio has submitted an application on behalf of Student Housing Nova Scotia to construct a new 12-unit building on Hillside.

- The building plan was presented.
- A planting buffer is proposed along all four sides of the property.
- Previous questions regarding parking and traffic control were addressed in the report.
- Stormwater management for the property is expected to be straightforward, as existing infrastructure is available for connection.
- Feedback from the Public Information Meeting indicated a desire to preserve street trees; the building plan has been revised to retain two additional trees.
- An additional section of sidewalk will require winter maintenance by the Public Works team, though this is not expected to significantly increase operational demands.
- There are currently no plans to add a sidewalk on the east side of Hillside Avenue; an existing sidewalk is located on the west side.

Development Activity update

- The new permit activity reporting system in GIS was demonstrated.
- 18 development permits were issued in the last three months.

Various project updates:

- Housing Accelerator Fund and Plan Review
-

COMMITTEE UPDATE

Title: Planning Advisory Committee

Date: April 9, 2026

Department: Committee of the Whole



- Public Hearing was scheduled for May 13th in the Wolfville Legion; details can be found under the events section on Wolfville.ca
- Earnscliff Ave road construction
- Tender issued and set to close on April 16.
- New street reconstruction will take place. The plan of street reconstruction was demonstrated.
- Water Transmission Main (West Main St)
- Reservoir Park - The Flow Mountain Bike trail will get a refresh.
- Old Burying Ground - An information report will come back to the committee.
- Waterfront Park and flood protection berm
- Concepts are being developed to address the flood risks in Waterfront Park.
- Grocery store mural - Coming in in May.

ROUNDTABLE

- Noted a desire for requirements to add more trees during site redevelopment,
- as many trees are being removed during new construction.
- Expressed interest in greater preservation of heritage buildings at the Town entrance, given concerns about changes to Wolfville's aesthetic character.
- Raised the possibility of reviewing the noise bylaw in relation to new multi-unit developments.
- Discussed which development projects will be brought forward to the Planning

NEXT MEETING - May 14, 2026 – 6:30 p.m.

Respectfully submitted,

Jodi Mackay, Mayor

COMMITTEE UPDATE

Title: RCMP Advisory Board

Date: April 14, 2026

Department: Committee of the Whole



Community Engagement – Wolffville Blooms Page

- Six priorities were identified from previous community engagement during the Policing Services Review in 2022.
- Virtual engagement platform, Wolffville Blooms will be used to share the survey and find out current community priorities.
- Feedback and discussion on the survey as presented.
- This type of survey has been used previously by the Town and has been successful.
- Discussion on the differences between enforceable by RCMP and Town Bylaw.
- The responsibility of translating those different roles will be part of the work staff does - delineating the lines of authority. This is a community approach, not solely a policing approach.
- How we message results back to the community will involve understanding that the RCMP Advisory Board are working together.
- Time period for strategic plan can be one year or multi-year depending on the priorities.

Debrief from Spring Thaw Event

- RCMP reported an overall successful outcome. Change in approach from having a tactical troop to bringing in members specifically to engage and issue tickets.
 - Liaison with stakeholders of the approach and advising enforcement would take place.
 - RCMP wrote 24 tickets including traffic tickets. There were multiple warnings.
 - Town developed a Community Safety plan and reviewed how we would approach this event. Became aware from previous events of the danger and risk of having large amounts of people in a property.
 - Better understanding of what Town can control through the Nuisance Party Bylaw and what tools are available to work with.
 - Meeting with Insp. Collier and Sgt Peletier to co-design approach - how tools can combine and work together as partners with a shared goal of crowd control through enforcement. Met with some members and built relationships at the beginning of the shift.
-

COMMITTEE UPDATE

Title: RCMP Advisory Board

Date: April 14, 2026

Department: Committee of the Whole



- One specific member supported the Compliance team which worked well.
- Four Nuisance Party Orders were issued which was to clear the crowds and the RCMP were there to write tickets.
- Leadership shown by Insp Collier and Sgt Archibald in writing tickets was invaluable.
- In debrief with Sgt Archibald, it was agreed this approach worked well and the Town would like to continue with it. When tickets are enforced, people will leave, which reduces risk to the community.
- Acadia did some programming and offered a larger scale event in the evening as well as handing out free food tickets to staff to give to the students. These were great tools to use.
- Crowd control through enforcement during the day helped us keep numbers manageable as the day progressed.
- There was pre-messaging and communication to students to let them know what to expect.
- Neither RCMP nor Compliance had a reason to enter any premises.
- Council has allocated \$20k to support Acadia in providing a large-scale on-campus event for Homecoming. Details to be worked out.
- RCMP will receive an invitation to Welcome Week event and could hold a recruitment booth.
- RCMP continue to encourage Town staff to reach out to them at any time and involve them in these discussions and events as part of the community.

Community Safety Circle Exercise Discussion

- Wolfville is participating in a regional Living Lab project on how to build restorative communities. Conversations are happening across the region about what individual and community safety feels like. As circles happen, information is fed back to restorative lab at Dalhousie and once gathered, information will come as to what tools we need to have a restorative community.
 - Done two sessions so far with Equity and Anti-Racism and Accessibility Advisory Committees. Out of those sessions, we heard comments consistently on some high
-

COMMITTEE UPDATE

Title: RCMP Advisory Board

Date: April 14, 2026

Department: Committee of the Whole



level things that make people feel safe, such as sense of belonging, knowing your neighbours, conversation in the community and making connections between people and organizations, public and town hall. People also felt safe when they understood there were regulations and bylaws to help them along with effective infrastructure and adequate lighting, crosswalks etc.

- Having a sense of justice when things don't go as planned there is some method of resolve.
- If people are interested in participating reach out to Town Clerk to organize.
- If members hear of people in the community that want to make that connection, invite them in. We will have another 4 weeks to complete these circles.

Tour of Wolfville and New Minas Detachments Discussion

- RCMP Advisory Board will have tours of New Minas detachments, including a scenario. The Town Clerk will work with the Committee and RCMP to find dates.

ROUND TABLE

- Welcome to Sgt. Archibald, first time at this meeting.
- Brief outline of recent calls for services since Feb 17 - 307 calls. 82 tickets issued primarily for traffic violations.

NEXT MEETING

July 14, 2026 at 10 a.m.

Respectfully Submitted by Mayor Mackay

COMMITTEE UPDATE

Title: Kings Point to Point Transit (KPPT)

Date: May 7, 2026 COW

Department: Committee of the Whole



Kings Point to Point Transit Board

Date: Wednesday, April 15, 2026.

Time: 5:00pm.

Location: KPPT Offices, 35 Webster St., unit 204, Kentville, NS

Present: Christopher Goddard, Debbie Roza Mercier, Wendy Elliott, Coby Milne, Debra Crowell.

Guest Ty Walsh, Berwick alternate.

Regrets: Tim Harding, Kim Jean

Approval of the agenda.

Wendy/Debbie/Approved

Approval of the previous minutes Jan. 21, 2026. Circulated.

Approved as circulated

Matters arising from the previous minutes

Tim Harding to join Board as citizen rep.

Ty Walsh to join Board as Berwick's alternate.

Wolfville and micro-transit

Not at this time

Video surveillance

Not at this time

Ride-a-longs

Will be scheduled for June

Old business

Sale of mini-bus

Will be put up for auction. Waiting to find out if inspections need to be up to date.

Financial report

Kathleen presented the 4th Q CTAP report

Office report

Kathleen read the ED report. There was input and discussion regarding the in-process Business Plan and provincial cutbacks.

COMMITTEE UPDATE

Title: Kings Point to Point Transit (KPPT)

Date: May 7, 2026 COW

Department: Committee of the Whole



Diversification or growth cannot happen before a review and re-set that considers the external systems that are demanding changes to our service model. Includes but not limited to; accessibility standards, Funding sources and demands and technology.

Starting to notice the impact of gas prices. Drivers have been given fuel saving tips as every little bit helps

Driver on leave is back full time. Two drivers are looking to reduce hours. Holding off on new hire until we are more settled with new schedule.

OH&S. Warnings were issued about thawing driveways

Chair's report.

AGM: Election of Officers- Bylaws allows everyone to accept another term. (Two, Two-year terms)

New business: none

Correspondence: Valley Regional Hospital Foundation

Next meeting.

Wednesday, July15, 2026 at 5:00 pm.

AGM to follow 6:00pm

Respectfully submitted

Wendy Elliott



VALLEY REGIONAL SERVICES BOARD OF DIRECTORS



Summary based on the April 15, 2026, Valley Regional Services Board Meeting at 10:00am in the Valley Waste-Resource Management Board room with virtual attendance option

TIDAL TRANSIT AUTHORITY



General Manager Updates - Under the leadership of General Manager Meg Hodges, the following items are underway:

Buses

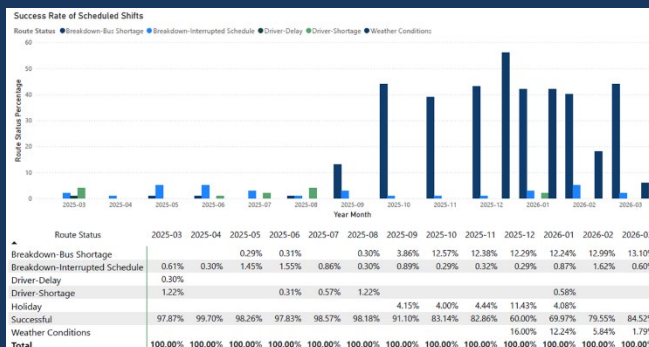
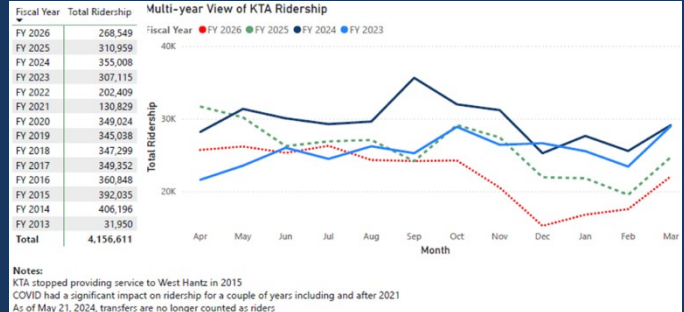
- The Greenwood 2 (G2) Route remains suspended due to fleet condition
- The redesigned transit schedule is anticipated to be implemented in August.
- Bus 74 and 59 are on the road and Bus 71 and 63 are nearing retirement.
- Progress is being made to meet the 13 buses required to have a complete fleet.

Ridership

Diesel fuel prices continue to be of concern with the US/Israel Iran conflict. Ridership remains lower than previous years but has rebounded since December.

Administration

- Staff are monitoring impacts of the removal of ticket sales direct from bus operators.
- An RFP for hybrid electric service/supervisor vehicles was released April 7th
- A new logo has been selected by the Board for Tidal Transit.
- Valley Waste and TTA staff met to explore shared HR tracking software and finalize the job description for the shared financial position.
- Staff are working with Sunset Tides Development to open the new Transfer Station in Cornwallis Park.



VALLEY WASTE - RESOURCE MANAGEMENT



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

Administration & Regional Coordination

- Seasonal Workers, and a part-time Cleaner have been hired. Recruitment continues for seasonal workers and a shared Financial Accountant.
- Diversion credit calculations and annual disposal rate data pending; two regions have requested clarification on C&D data from a private facility.
- Municipalities will be contacted to confirm updated new construction and demolition figures required for EFR Disposal and Circular Materials contracts.
- A letter was sent from the NS Solid Waste Regional Chairs Committee to Minister Halman of Environment and Climate Change, further requesting a provincially mandated sharps/needles disposal program.

Capital Projects & Operations

- Regular bulky waste collection launched April 1. While performing well overall, king-size mattresses and box springs are posing size challenges.
- Litter cleanup is underway at both facilities and along access roads.
- Eastern Management Centre expansion is scheduled to begin in April.
- Cardboard baler RFP closed April 9 and a new press is fully operational at the Western Management Centre.
- Construction of the Lawrencetown hazardous waste facility steel structure has begun.
- Strong interest received for Western Management Centre and Warehouse expansion RFPs; proposals due April 23.

Education, Communication & Bylaw Enforcement

- A summer intern was secured through the Clean Foundation, fully funded by Divert NS and starts in May.
- Mobile app pilot launched to improve curbside collector reporting of non-compliant waste.
- The Last Re-Sort Reuse Centre achieved record success in F2025–26.

Annual Tonnage Highlights

- Incoming tonnage increased by 2,574 tonnes since last year.
- The largest increases are seen in commercial garbage, mixed C&D, and curbside materials.
- Garbage increase reflects a full year of Scotia Recycling operations and landfilling treated wood and drywall.
- Outgoing tonnage decreased due to prior-year processing of large C&D stockpiles; current stockpiles will appear in next year's figures.

BOARD DECISIONS

Tidal Transit Authority

That the Valley Regional Services Board of Directors selects the new logo for the Tidal Transit Authority.



Valley Waste-Resource Management

That the Valley Regional Services Board of Directors execute the Resolution for pre-approval of debenture in the amount of \$2,400,00 to be used for F2027 budgeted capital projects and submit the fully executed resolution to the Nova Scotia Department of Finance and Treasury Board for approval and release of funds.

Tidal Transit & Valley Waste-Resource Management

Valley Regional Services Board of Directors direct staff to settle the surplus or deficit for fiscal year 2025/26 using the annual budget funding proportions for both Valley Region Solid Waste-Resource Management Authority and Tidal Transit Authority.