Committee of the Whole
Tuesday, June 6, 2017
8:30 a.m.
Council Chambers, Town Hall
359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes:
   a. Committee of the Whole Minutes, May 2, 2017

3. Presentations:
   a. Canada Cup & U16 Easterns, Karen Ouellette

4. CAO Report

5. Conference Update
   a. UNSM Spring Workshop, Mayor Cantwell
   b. International Town & Gown Association (ITGA), Councillor Proudfoot
   c. Community Transit Nova Scotia, Councillor Brian

6. Committee Reports
   a. External
      (1) Valley Waste Resource Management (VWRM)
      (2) Kings Transit Authority (KTA)
      (3) Kings Point-to-Point (KPPT)
      (4) Valley Community Fibre Network (VCFN)
      (5) Annapolis Valley Trails Coalition (AVTC)
      (6) Wolfville Business Development Corporation (WBDC)
(7) **Race Relations and Anti-Discrimination Committee** (RRADC)

b. **Internal**
   1. **Town & Gown Committee**
   2. **Planning Advisory Committee**
      i. RFD 035-2017: Discharge of Development Agreements
      ii. RFD 033-2017: 14 Acadia Development Agreement
   3. **Audit Committee**

7. **Staff Reports for Discussion**
   a. RFD 029-2017: Policy 215-003 Dangerous or Unsightly Premises Policy
   c. RFD 032-2017: Residential Rental Registration Bylaw, Ch101

8. **Question Period**
   Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirty-minute Public Input/Question Period timeframe.

9. **Adjournment to In Camera Meeting under section 22(2)(a) of the Municipal Government Act.**
   a. RFD 038-2017: Sale of land
   b. RFD 034-2017: Wolfville to Grand Pre Trail Lease and Capital Approval

10. **Adjournment of In Camera**
11. Regular Meeting Reconvened

12. Staff Reports for Discussion from In-Camera
   a. RFD 038-2017: Sale of land
   b. RFD 034-2017: Wolfville to Grand Pre Trail Lease and Capital Approval

13. Regular Meeting Adjourned
2017 FOOTBALL CANADA CUP, U16 CHALLENGE EAST & ATLANTIC BOWL
Overview of July Football in Wolfville

- Football Nova Scotia in conjunction with Football Canada will be hosting a pan-Canadian football experience comprised of the following events played from at Acadia University in Wolfville, NS:

<table>
<thead>
<tr>
<th>Event Details</th>
<th>Teams Involved</th>
<th>Event Participants</th>
<th>Expected Additional Tourism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Canada Cup</td>
<td>8 Provincial Teams will compete in the U18 Division</td>
<td>400 athletes and coaches 80 support staff</td>
<td>Approximately 800 parents and friends expected to travel with teams</td>
</tr>
<tr>
<td>July 6 - July 14, 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U16 Challenge East</td>
<td>4 Provincial Teams will compete in the U16 Division</td>
<td>200 athletes and coaches 50 support staff</td>
<td>Approximately 400 parents and friends expected to travel with teams</td>
</tr>
<tr>
<td>will be played from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 18 - July 21, 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017 U16 Atlantic Bowl</td>
<td>4 Provincial Teams will compete in the U16 Division six-a-side event</td>
<td>100 athletes and coaches 35 support staff</td>
<td>Approximately 200 parents and friends expected to travel with teams</td>
</tr>
<tr>
<td>will be played from</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 16 - July 21, 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 days of football activities and 24 high level football games</td>
<td>16 individual provincial teams</td>
<td>865 athletes, coaches and support staff</td>
<td>1,400 related tourists</td>
</tr>
</tbody>
</table>

Average reach (incl streaming) over the last 4 years -60,000 viewers and participants
2017 FOOTBALL CANADA CUP

SCHEDULE OF EVENTS

• Thursday July 6th
  - Arrival of Teams

• Friday July 7th
  - Team Practices

• Saturday July 8th
  - Game Day #1/Opening Ceremonies

• Sunday July 9th
  - Practice
  - Banquet / U Sport Recruiting

• Monday July 10th
  - Practice

• Tuesday July 11th
  - Game Day #2

• Wednesday July 12th
  - Practice

• Thursday July 13th
  - Practice

• Friday July 14th
  - Game Day #3/Closing Ceremonies
2017 CHALLENGE EAST

SCHEDULE OF EVENTS

• Saturday July 15th
  - Arrival of Teams

• Sunday July 16th
  - Practice

• Monday July 17th
  - Practice

• Tuesday July 18th
  - Game Day #1

• Wednesday July 19th
  - Practice
  - Player & Coach Sessions
  - Skills Competition & BBQ

• Thursday July 20th
  - Practice

• Friday July 21st
  - Game Day #2
  - Closing ceremonies
2017 ATLANTIC BOWL

SCHEDULE OF EVENTS

• Saturday July 15th
  - Arrival of Teams

• Sunday July 16th
  - Game Day #1

• Monday July 17th
  - Practice

• Tuesday July 18th
  - Game Day #2

• Wednesday July 19th
  - Practice
  - Player & Coach Sessions
  - Skills Competition & BBQ

• Thursday July 20th
  - Practice

• Friday July 21th
  - Game Day #3
  - Closing ceremonies
PARTNERSHIP

➢ Football NS hosted the Football Canada Cup (single event) in 2010 at Acadia University with an estimated economic impact to the region was $1.3M. Given the size, expanded format and growth in the sport of football across Canada the economic benefit of this event to the region is approximately $2.50 - 3.0M. (average daily spend $55 per person)

➢ The Host Organizing Committee (HOC) is looking for the Town of Wolfville to invest the following:
  ➢ $6,000 for the Football Canada Cup
  ➢ $4,000 for the combined U16 Eastern Challenge & Atlantic Bowl¹

➢ In return the HOC will partner with the Town on the following opportunities;

  Development programs/events outside of Football:

  Potential programs:
  ➢ Selfie Scavenger Hunt - one per week. Top 5 receive event clothing package, rest go into draw for a basket of local goods, to be drawn at half-time of gold medal game
  ➢ Pancake Breakfast on the championship game days (July 14 & 21)
  ➢ Themed nights - coordinate with local restaurants to develop provincial based themed nights
  ➢ Kid Fun Zone

¹ Aggregated cost per average reach $0.18
PARTNERSHIP

Right
- Promotional right to use event logos in your marketing and communications strategy

Communications
- Half-page ad in all programs
- Recognition as the major sponsor of the Canada Cup/Challenge East/Atlantic Bowl with logo and hyperlink on Football Nova Scotia website for 2017
- Company logo featured in all event
  - Media releases
  - Social Media (Facebook/Twitter/Instagram)

On-site
- Verbal recognition as a major sponsor during all games (Total of 24 games) highlighting the Town and all programs/events through out the week.
- Streaming advertisement = One (1) game per day, recognition as the presenting sponsor of that game. “This Game Presented to you by the Town of Wolfville” Total of 6 games.
- Logo recognition on on-site signage as a major sponsor
- Involvement in the opening ceremonies, FCC banquet and U16 BBQ & Skills Competition
THANK YOU

With you today:

Louie Velocci, Board Member
Football Canada / Nova Scotia
Chair of 2017 Canada Cup Events
lvelocci@kpmg.ca
902-483-0577

Karen Ouellette, Executive Director, Football Nova Scotia
kouellette@footballnovascotia.ca
902-229-2689
1) **Improving Quality of Life for All**

- Canada 150 events are being rolled out with the main one being held in cooperation with the Acadia Summer Theatre;
- The Special Events and Program Coordinator has been hired for the summer as well as an assistant to help with Canada 150;
- This year’s Canada Day events will take place from 10 am to 3 pm and include music by Ida Red Band, a dunk tank, face painting, yoga, balloon animals, a slip n’ slide and more. The annual water fight will take place from 2 pm – 3 pm;
- The Canada 150 tiles project will also occur on Canada Day where participants will paint what Canada means to them and the tiles will be placed in a collage and displayed in the Town of Wolfville for years to come;
- Work has begun on the Walkability project with the WBDC. The project is funded through the Heart and Stoke Foundation grant Wolfville received;
- Worked to finalize the Rail Trail Lease in cooperation with the County of Kings;
- Finalized the MOU with the Wolfville Tennis Club and will be assisting with payroll and HR management for its summer staff;
- Staff are working with the Soccer Associations to get summer staff in place and to finalize their MOU;
- The tender for the mobile skateboard park has closed and is anticipated to be installed in the same location as the previous park in July;
- Afterschool programs finish on June 6;
- June is National Bike Month and staff are working with the community and local businesses to promote events happening in June. There will also be a photo contest in partnership with Banks Bikes to win a $100 gift certificate from Banks Bikes;
- An Open House for the utilization of the RCMP Space will take place on June 6 from 6 pm – 8 pm in Council Chambers. Staff have also organized a pop-up event to take place on June 8.

2) **Maximizing Our Infrastructure Investments**

- The Sunset/Sylvan capital project was awarded to Gary Parker Excavating and is scheduled to start early June;
- The King Street capital tender closed May 31;
- The line marking has been completed and will be touched up after the milling and paving is complete;
- Dexter construction has started patching and milling on Main Street;
- The Cemetery re-construction has begun and is expected to be completed mid to late July;
- Public Works staff have started to patch potholes throughout Town;
- Public Works staff are in the process of repairing lawns that were damaged as a result of winter maintenance;
- Parks staff continue to clean-up the parks and prepare the playgrounds and the tennis courts for the season;
- The Willow Park Pond has been cleaned and filled for the season;
3) Leveraging our Economic Opportunities

- The Wolfville Magic Winery Bus began operations on June 1.
- A product familiarization tour for Wolfville has been organized for ambassatours.
- Anne St. Croix has started her second year at the VIC as a counsellor.
- Thanks to the Lions Club for their work on the Apple Blossom Float.
- In celebration of our great nation’s 150th year, the President’s Choice team has partnered with Cityline to conduct a coast-to-coast exploration of dishes that bring Canadians to the table. The team will be touring the country, visiting six cities and visited Wolfville on May 27th. Cityline host Tracy Moore and PC Executive Chef Tom Filippou welcomed local residents and visitors for a sit-down meal where they shared their own views on Canada’s food culture and the team recreated dishes made with apples.
- The WBDC AGM will occur in June.

4) Operational Updates

- A PIM will be held on June 15th at the Fire Hall for 292 Main Street Development Agreement application;
- Planning staff have 12 active planning applications all at different stages of processing;
- Enforcement at 23 Highland Ave. is on-going. A contractor will be hired to take action on the property to ensure it is safer;
- The Planning Technician had an intern for three weeks helping with data input for the Asset Management Plan;
- An application has been submitted to the Connet2 Program to assist with the design and placemaking for the East End Gateway; part of this year’s Capital Plan;
- Jenny Johnson started as the Town Accountant on May 23rd;
- The Annual FOIPOP Status report has be submitted;
- One of four annual CRTC submissions required for VCFN remains outstanding. We are awaiting a call back from CRTC to clarify a couple of questions;
- The Town’s Temporary Borrowing Resolutions have been submitted to the Minister for approval;
- The Water Utility Operating and Capital Budgets have been submitted and received by the NSUARB;
- The Interim Tax Bills were due June 1;
- The Director of Finance and staff are working on the year end financials and PwC will begin audit field work on June 5;
- The monthly breakdown for the 2017/18 operating budgets have been uploaded to our Diamond software to allow departments to track their results to budget. This typically has not been available until the end of the first quarter or early July;
• Renette Muise from the Dept. of Labour and Advanced Education delivered an information session for staff on May 31 on the Workplace Education Initiative which the Town is considering offering for employees.
1) UPDATE

The UNSM Spring Workshop was hosted at St Francis Xavier University, Antigonish NS, May 10-12, 2017 (Program link)

The Spring Workshop Presentations included the following
(Presentations may be viewed/downloaded from 2017 UNSM Spring Workshop Website):

- Building International Relations and Managing a Shifting Context for Trade
- In for the Long Haul – Regional Enterprise Network (REN) Presentation
- Municipal Asset Management Program
- Municipal Trail Blazers – District of Chester
- Municipal Trail Blazers – District of East Hants
- Municipal Trail Blazers – Sustane Technologies
- New Federal Gas Tax Fund 2014-2024
- NS Asset Management Initiative, Ahmad Shawan
- Physician Recruitment – NS Health Authority
- UNSM Updates – What’s Happening
  - Accountability and Transparency (Expense Claims)
  - Fire Study
  - Shift
  - Solid Waste

The UNSM 2017 Spring Workshop Caucus Meeting Presentations included:

- Accessibility Act Overview (Passed April 28, 2017)
- Farm and Forest Assessment – Rural Caucus Meeting
- Provincial Election Strategy 2017

The UNSM Annual Conference is scheduled for November 28 – December 1, 2017
1) UPDATE

The Community Transit Nova Scotia conference was hosted at the NSCC Truro, NS Campus May 16, 2017

“Any community that is hoping to move forward must have transit infrastructure.” I attended the CTNS conference representing Kings Point to Point and Kings Transit as a board member as well as a Wolfville Councillor.

CTNS is an association of point-to-point (not fixed-route) transit providers, usually with a fleet of wheelchair accessible vans, small buses, and standard cars. The attendees varied from (relatively) able-bodied, youth to older adults, users of wheelchairs, to persons with visual- and hearing-impairment. I spoke with varied interest groups from users and administrators of Dial-A-Ride providers, The Retired Teachers Organization of the Nova Scotia Teachers Union (Dartmouth branch), CarShare Atlantic, the municipal recreation director of the County of the District of Chester, to students researching community transportation issues.

The morning started with presentations on community development through the lens of accessibility and transportation. The afternoon workshops were Leadership, Engagement, Accountability, and Development (LEAD). I participated in Leadership, exploring how to transform community transit through community development.

During the plenary session, all participants ranked the initiatives we had developed in the workshops on an importance and feasibility, 1-10, and placed our ideas on a large x/y axis graph on the floor. The clear graphic representation of all participant priorities was informative and helpful. CTNS will use the session results to guide the Board over the following year.

Further information, including six video case studies of the LEAD model are available for download on the CTNS website.

Respectfully submitted,
Mercedes Brian
Councillor
UPDATE

The Valley Region Solid Waste-Resource Management Authority met on May 17, 2017 in keeping with the normal meeting schedule.

VWRM Authority’s 2017-2018 Budget

- Discussions resulted in the Board’s endorsement, by motion, of the following:
  
  (1) that all participating partner invoicing be based on the “2017-2018 budget with no increase”
  
  (2) Valley Waste staff meet with the representatives of all the Parties to the Intermunicipal Services Agreement to discuss and resolve any budget issues,
  
  (3) that staff provide all Parties to the Intermunicipal Services Agreement with an active spreadsheet of the 2017-2018 budget as passed by the Authority and that staff also provide detailed substantiation for major budget items including salary and benefits and contractual increases,
  
  (4) that Valley Waste staff consider what budget items might require a supplementary budget and prepare for that eventuality.

Education Contract

- Valley Waste is provided with approximately $60,000 annually from Divert NS to help with the delivery of education programs within the Region. The contract requires staff to dedicate a minimum of 798 hours visiting businesses, apartments, institutions and doing community-based outreach events based on the priorities of the region.

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on Wednesday, June 21, 2017
Management Minute

Budget matters

The Valley Region Solid Waste-Resource Management Authority met on Wednesday, May 17, 2017, in keeping with the normal meeting schedule.

During the meeting the Authority’s 2017-2018 budget was further discussed. Discussions resulted in the Board’s endorsement, by motion, of the following: (1) that all participating partner invoicing be based on the “2017-2018 budget with no increase”, (2) Valley Waste staff meet with the representatives of all the Parties to the Intermunicipal Services Agreement to discuss and resolve any budget issues, (3) that staff provide all Parties to the Intermunicipal Services Agreement with an active spreadsheet of the 2017-2018 budget as passed by the Authority and that staff also provide detailed substantiation for major budget items including salary and benefits and contractual increases, (4) that Valley Waste staff consider what budget items might require a supplementary budget and prepare for that eventuality.

The Board was also advised that our long-serving Accountant and financial officer, Glenda Clark, has decided to retire at the end of June after 17 years with Valley Waste.

Orientation Tours

The 2nd of 2 planned Orientation Tours has been tentatively planned for June 21, 2017 following the Authority’s Regular Monthly Meeting. Tour participants can anticipate visiting the NorthRidge Farms facility and the Western Management Centre. Anyone interested in participating should contact Andrew Garrett, Communications Manager, 902-679-1348 or by e-mail: andrewg@vwrm.com as soon as possible.
UPCOMING MEETING

The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held in keeping with the normal meeting schedule on **Wednesday, June 21, 2017** beginning at **9:00am** in the Board Room.

PROVINCIAL ACTIVITY-REGIONAL CHAIRS AND REGIONAL COORDINATORS

Latest Meetings: Regional Chairs: April 21, 2017 in Kemptown; Regional Coordinators: May 3, 2017 in Sydney

Efficiency Study: Phase 1 of the Efficiency Study kicked off during the week of April 18th. Phase 1 is the development of the scope of work that is to be included in the efficiency study based on the direction from the Regional Chairs Committee. Contractor Brian Bourns of Maclaren Municipal Consulting, [https://maclarenmc.ca](https://maclarenmc.ca) met with several groups during the week including Regional Coordinators, Managers & Directors, UNSM, AMA, NSE and Divert NS. Mr. Bourns presented several scenarios to the Chairs Committee based on the feedback he received from the stakeholder meetings and the available funding of $150,000 for Phase 2 of the project.

Tires: Divert NS recently awarded Halifax C&D 70% of the 1,000,000 tires collected in NS annually to create tire derived aggregate (TDA). TDA is a lightweight aggregate alternative for civil engineering projects. Lafarge Canada will be given the remaining 30% of used tires as a fuel source at their Brookfield facility beginning in 2018. Divert NS does have a clause in their agreements that they can remove 20% of the tires from the two contractors should a value added use for tires become available over the term of the contract.

Hard to Manage Materials: NSE and Divert NS will be conducting a survey from solid waste regions on the types of materials they have difficulty managing in order to better determine what research or innovative projects could be initiated by the province. They will also be generating a series of best practices for managing materials based on the experience from other jurisdictions.

EDUCATION CONTRACT

Valley Waste is provided with approximately $60,000 annually from Divert NS to help with the delivery of education programs within the Region. The contract requires staff to dedicate a minimum of 798 hours visiting businesses, apartments, institutions and doing community-based outreach events based on the priorities of the region. The hours devoted to the education contract in 2016-2017 are shown below:

<table>
<thead>
<tr>
<th>Categories</th>
<th>April 1–September 30 Hours</th>
<th>October 1–March 31 Hours</th>
<th>Accumulated Total Hours</th>
<th>Target Hours Required</th>
<th>% of Target Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutions</td>
<td>174.25</td>
<td>143.50</td>
<td>317.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Offices</td>
<td>11.75</td>
<td>15.75</td>
<td>27.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartments</td>
<td>27.75</td>
<td>52.00</td>
<td>79.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td>45.75</td>
<td>33.00</td>
<td>78.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>262.75</td>
<td>175.25</td>
<td>438.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moby Visits</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong>:</td>
<td><strong>522.25</strong></td>
<td><strong>419.50</strong></td>
<td><strong>941.75</strong></td>
<td><strong>798</strong></td>
<td><strong>118%</strong></td>
</tr>
<tr>
<td>Total Visits/Contacts:</td>
<td>205/3977</td>
<td>212/1654</td>
<td>417/5631</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REUSE CENTRE, PLANET PROTECTORS AND ENVIRONMENTAL EDUCATION CONTRACT

The Last Re-Sort Reuse Centre opened for the season on April 22. The Centre had a record month with over $5,000 in sales. The Reuse Centre will be also opening in Lawrencetown two times in this year with the dates to be announced.

Requests for the delivery of the Planet Protectors education program are coming in. Kingston Elementary and Annapolis East are scheduled for this spring.

Education and Enforcement staff are attending the national Environmental Education and Communication (EECOM) Conference in Wolfville, May 18-21. Staff is assisting with the planning of the conference and will be helping Acadia University with making the conference a zero-waste event. The Planet Protectors program will be featured as a pre-conference excursion.
UPDATE
The Kings Transit Authority held its regular Board meeting on Wednesday, May 24, 2017

Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL)

- Kings Transit has issued an RFP for the supply and installation of computer aided dispatch and automated vehicle location (CAD/AVL) software
- The technology will allow customers to see the bus location in real-time and provide automated stop announcements to better assist passengers with their travels.
- The KTA is in hopes of having the technology in place in the Fall of 2017

Student Pass

- The UARB has approved the new student pass program offered by Kings Transit

The next KTA Board Meeting is scheduled for June 28th
The regular board meeting of Kings Transit Authority was held on the above date at 3:30 pm at Berwick Town Hall – Berwick NS.

PRESENT

Board Chair Pauline Raven, Municipality of Kings County (Arrived at 3:43)  
Vice Chair Mercedes Brian, Town of Wolfville  
Anna Morton, Town of Berwick  
Paul Spicer, Municipality of Kings County  
Meg Hodges, Municipality of Kings County  
Ty Walsh, Town of Berwick  
Diane Leblanc, Municipality of Annapolis County  
Kim McKeough, Finance Director, Town of Berwick  
Don Regan, CAO, Town of Berwick

KTA STAFF

Stephen Foster, General Manager  
Tanya Morrison, Office Coordinator

IN ATTENDANCE

Karen Corey K-Rock  
Susan Dorman K-Rock

REGRETS

Linda Gregory, Deputy Warden, Municipality of Digby County

CALL TO ORDER

Vice Chair Mercedes Brian called the meeting to order at 3:35 p.m.
1. APPROVAL OF AGENDA

K-Rock to present at 4:00 so staff can depart after the presentation.

MOVED AND SECONDED TO APPROVE THE AGENDA.

MOTION CARRIED

2. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF MARCH 22, 2017.

MOTION CARRIED

3. BOARD CHAIR UPDATE

Chair Raven sent promotional links to members for feedback on the advertising of the new Summer Pass for students.

There is no word yet on the partners taking on Kings Transit finances.

Further information is being collected to assist with a more accurate cost analysis for the solar panel project before making a decision to proceed with applying. Applications for the project will be open on May 31st.

4. GENERAL MANAGER’S REPORT

The budget for Digby was presented to council.

Yearend inventory has been completed.

The Student Summer Pass has been approved through the UARB

MOVED AND SECONDED TO RECEIVE THE GENERAL MANAGER’S REPORT.

MOTION CARRIED
K-ROCK PRESENTATION

Karen Corey and Susan Dorman presented the new radio ads that will air on K-Rock promoting the service.

Extensive work was put into the research and presentation format of the ads. Three radio ads were created for the promotion. The ads promote the service between Kings throughout the valley. Ms. Corey suggests using drivers voices for the parts of the bus driver on the radio ads. All of the ads presented are able to be specifically tailored to Kings Transit’s needs.

Three ads were presented to those present. Some suggestions for added information were the addition of a tag for Kings Transit website, and the promoting of the free Wi-Fi available on the buses.

Promotional ideas were brought forward by K-Rock to have an “event” type promotion with Darren Harvey. Another idea was a “touring” show on air with Doug Ralph who would travel along the KT route live streaming and highlighting landmarks throughout the Annapolis Valley.

Suggestions were made to include “actual” students in the ad and use them to help promote the radio ads on social media.

Target area for the ads should be aimed at persons living within one kilometer of the bus route.

Rates for the promotion were discussed. The “Reach Plan” has a cost of $5000 and would run for 9-10 weeks. The ads would run on a rotation covering times throughout the day with a minimum of 28 times per week. Ms. Corey thinks that the 7:00 am news cast is the best time for promoting the Kings Transit ads; this is the most expensive air time.

Discussion regarding changing the domain name of Kings Transit to a simpler name for promotional purposes. Research will be done to find which domain names are available for purchase.

The potential for partnering on the new Student Summer Bus Pass, to help cover the cost of printing was discussed, as well as a potential giveaway to promote the summer pass.
5. RIDERSHIP REPORT

Overall ridership for the month was up by .66%, ridership for the year was down 8.02%.

Both Hants Border and Annapolis East were the only routes to have an increase for the year. Hants Border was up 10.48% over budget and Annapolis East was up 5.78%.

MOVED AND SECONDED TO RECEIVE RIDERSHIP REPORT AND THE BOARD CHAIR UPDATE.

MOTION CARRIED

6. FINANCIAL REPORTS

Financials were circulated with the board package.

Annapolis West had incorrect amount allocated to repairs and maintenance, there are items to be capitalized which will change the overall expenses for the route.

MOVED AND SECONDED TO ACCEPT AS TABLED THE FINANCIAL REPORTS SUBJECT TO AMENDMENTS.

MOTION CARRIED

7. OLD BUSINESS

Hants Border Route Update

Ridership is up VS budgeted ridership, revenue is down. This is due to the fact that most people travelling on the route are using transfers and/or passes to access the service.

Solar Project

Topic discussed under “Board Chair Update”

8. NEW BUSINESS

Audit Committee

Chair Raven called for nominations or volunteers for the Audit Committee.

MOVED AND SECONDED THAT COUNCILLORS ANNA MORTON, PAUL SPICER, MERCEDES BRIAN AND FINANCE DIRECTOR KIM MCKEOUGH
WILL BE APPOINTED AS THE AUDIT COMMITTEE FOR KINGS TRANSIT’S 2017/2018 AUDIT.

MOTION CARRIED

Bridgetown Shelter

MOVED AND SECONDED TO ALLOCATE FUNDS FROM CAPITAL TO ANNAPOLIS COUNTY TO FUND THE BRIDGETOWN SHELTER.

9. CORRESPONDENCE

None to report

ADJOURNMENT

Meeting adjourned at 5:06 p.m.

NEXT MEETING DATE

Next meeting will be held May 24, 2017 at 4:00 p.m.

__________________________                  ___________________________
CHAIRPERSON                                                      SECRETARY
KINGS TRANSIT AUTHORITY

Regular Board Meeting

May 24, 2017

Location: New Minas Office 4PM

1. Approval of Agenda
2. Approval of Minutes
3. Board Chair Update
4. General Manager’s Report
5. Ridership Report
7. Old Business
   -Student Summer pass
   -Domain Name

9. New Business

8. Correspondence

Next Board Meeting will be held June 28 @ 4 pm at the New Minas Office
The regular board meeting of Kings Transit Authority was held on the above date at 3:30 pm at Berwick Town Hall – Berwick NS.

PRESENT

Board Chair Pauline Raven, Municipality of Kings County (Arrived at 3:43)
Vice Chair Mercedes Brian, Town of Wolfville
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Diane Leblanc, Municipality of Annapolis County
Kim McKeough, Finance Director, Town of Berwick
Don Regan, CAO, Town of Berwick

KTA STAFF

Stephen Foster, General Manager
Tanya Morrison, Office Coordinator

IN ATTENDANCE

Karen Corey K-Rock
Susan Dorman K-Rock

REGrets

Linda Gregory, Deputy Warden, Municipality of Digby County

CALL TO ORDER

Vice Chair Mercedes Brian called the meeting to order at 3:35 p.m.
1. APPROVAL OF AGENDA

K-Rock to present at 4:00 so staff can depart after the presentation.

MOVED AND SECONDED TO APPROVE THE AGENDA.

MOTION CARRIED

2. APPROVAL OF MINUTES

MOVED AND SECONDED TO APPROVE THE MINUTES OF MARCH 22, 2017.

MOTION CARRIED

3. BOARD CHAIR UPDATE

Chair Raven sent promotional links to members for feedback on the advertising of the new Summer Pass for students.

There is no word yet on the partners taking on Kings Transit finances.

Further information is being collected to assist with a more accurate cost analysis for the solar panel project before making a decision to proceed with applying. Applications for the project will be open on May 31st.

4. GENERAL MANAGER’S REPORT

The budget for Digby was presented to council.

Yearend inventory has been completed.

The Student Summer Pass has been approved through the UARB

MOVED AND SECONDED TO RECEIVE THE GENERAL MANAGER’S REPORT.

MOTION CARRIED
Karen Corey and Susan Dorman presented the new radio ads that will air on K-Rock promoting the service.

Extensive work was put into the research and presentation format of the ads. Three radio ads were created for the promotion. The ads promote the service between Kings throughout the valley. Ms. Corey suggests using drivers voices for the parts of the bus driver on the radio ads. All of the ads presented are able to be specifically tailored to Kings Transit’s needs.

Three ads were presented to those present. Some suggestions for added information were the addition of a tag for Kings Transit website, and the promoting of the free Wi-Fi available on the buses.

Promotional ideas were brought forward by K-Rock to have an “event” type promotion with Darren Harvey. Another idea was a “touring” show on air with Doug Ralph who would travel along the KT route live streaming and highlighting landmarks throughout the Annapolis Valley.

Suggestions were made to include “actual” students in the ad and use them to help promote the radio ads on social media.

Target area for the ads should be aimed at persons living within one kilometer of the bus route.

Rates for the promotion were discussed. The “Reach Plan” has a cost of $5000 and would run for 9-10 weeks. The ads would run on a rotation covering times throughout the day with a minimum of 28 times per week. Ms. Corey thinks that the 7:00 am news cast is the best time for promoting the Kings Transit ads; this is the most expensive air time.

Discussion regarding changing the domain name of Kings Transit to a simpler name for promotional purposes. Research will be done to find which domain names are available for purchase.

The potential for partnering on the new Student Summer Bus Pass, to help cover the cost of printing was discussed, as well as a potential giveaway to promote the summer pass.
5. RIDERSHIP REPORT

Overall ridership for the month was up by .66%, ridership for the year was down 8.02%.

Both Hants Border and Annapolis East were the only routes to have an increase for the year. Hants Border was up 10.48% over budget and Annapolis East was up 5.78%.

MOVED AND SECONDED TO RECEIVE RIDERSHIP REPORT AND THE BOARD CHAIR UPDATE.

MOTION CARRIED

6. FINANCIAL REPORTS

Financials were circulated with the board package.

Annapolis West had incorrect amount allocated to repairs and maintenance, there are items to be capitalized which will change the overall expenses for the route.

MOVED AND SECONDED TO ACCEPT AS TABLED THE FINANCIAL REPORTS SUBJECT TO AMMENDMENTS.

MOTION CARRIED

7. OLD BUSINESS

Hants Border Route Update

Ridership is up VS budgeted ridership, revenue is down. This is due to the fact that most people travelling on the route are using transfers and/or passes to access the service.

Solar Project

Topic discussed under “Board Chair Update”

8. NEW BUSINESS

Audit Committee

Chair Raven called for nominations or volunteers for the Audit Committee.

MOVED AND SECONDED THAT COUNCILLORS ANNA MORTON, PAUL SPICER, MERCEDES BRIAN AND FINANCE DIRECTOR KIM MCKEOUGH
WILL BE APPOINTED AS THE AUDIT COMMITTEE FOR KINGS TRANSIT’S 2017/2018 AUDIT.

MOTION CARRIED

Bridgetown Shelter

MOVED AND SECONDED TO ALLOCATE FUNDS FROM CAPITAL TO ANNAPOLIS COUNTY TO FUND THE BRIDGETOWN SHELTER.

9. CORRESPONDENCE

None to report

ADJOURNMENT

Meeting adjourned at 5:06 p.m.

NEXT MEETING DATE

Next meeting will be held May 24, 2017 at 4:00 p.m.

__________________________                  ___________________________
CHAIRPERSON                                                      SECRETARY
KINGS TRANSIT BOARD MEETING: CHAIR UPDATE

From: Pauline Raven
Date: May 21, 2017 for Board Meeting of May 23

Here are some of the highlights for this month.

1. Follow-up on Promotional Activities on the Summer Bus Pass:
   i. Survey results regarding draft of promotional materials for the pass were distributed on May 9 based on the following links for review by board members.
      https://www.facebook.com/pg/ididitonthebus/posts/?ref=page_internal
      https://www.facebook.com/ididitonthebus/
   ii. Sees there was strong agreement from respondents regarding promoting the pass in a partnership with K-Rock.
   iii. We should provide Steven with the direction required to complete a promotion prior to student’s summer leave.

2. Kings Transit Financial Management:
   i. Expected date for passing the Operational Budget for Municipality of Kings is Thursday, May 25. Shawn West, MOK Financial Manager is expected to begin exploring the potential for Municipality of Kings to take over Berwick contract following budget completion.
   ii. Happy to report that the Credit Union on-line banking approval has finally been successfully set up and I’ve been able to make on-line approvals for payroll, etc.

3. Update solar panel possibility for Kings Transit Depot roof:
   i. Wayne Grozsko and Francis Doucet are continuing their work on the best roof design and we can work on costing once the construction details are pinned down.
   ii. Wayne will work with Don Regan to see if there are any cost-saving possible if both Town of Berwick’s project and a KT project order PV together.
   iii. The hope is that we will have an updated financial feasibility report on the project for the June board meeting or before.
   iv. The program is running for three years. In 2017 the competition opens on May 31 and closes on July 7.
   v. You can read more about the program at: https://novascotia.ca/solar/
   vi. As per board direction, a thank you card was sent to Melanie Apt and Francis Doucet regarding their help with the roof assessment.
Budget Meeting - Tuesday the 18th I presented the annual operating budget to the Municipality of Digby’s council.

Inventory - Yearend inventory was completed the last week of March.

Local Government Program - I have successfully completed a module in Municipal Law at Dalhousie University, I will not be starting a new module until September.

Accident - One of our buses was involved in a minor accident Wednesday the 29th of March in Kentville; there were no injuries and only minor damage to the bus and car.

Student Pass - The UARB has approved the new student pass program offered by Kings Transit.

OH&S Meeting: the Occupational Health and Safety Committee met on March 13th. They reviewed notes from the recent tool box meeting with technical staff, as well the committee reviewed a small list of items identified as low risk hazards while doing on site building inspection training with a local safety consultant Gary Slauenwhite. The identified items are currently being addressed.

Respectfully submitted

Stephen Foster
## Ridership Report

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Year to Date</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>KT Core</td>
<td>19786</td>
<td>16668</td>
<td>19523</td>
<td>-2855</td>
<td>-3118</td>
<td>-15.76%</td>
<td>-14.62%</td>
<td>19786</td>
<td>16668</td>
<td>19523</td>
</tr>
<tr>
<td>Hants Border</td>
<td>0</td>
<td>2277</td>
<td>2635</td>
<td>-358</td>
<td>2277</td>
<td>#DIV/0!</td>
<td>-13.59%</td>
<td>0</td>
<td>2277</td>
<td>2635</td>
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<tr>
<td>Annapolis East</td>
<td>5949</td>
<td>5653</td>
<td>5969</td>
<td>-316</td>
<td>-296</td>
<td>-4.98%</td>
<td>-5.29%</td>
<td>5949</td>
<td>5653</td>
<td>5969</td>
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<tr>
<td>Annapolis West</td>
<td>2089</td>
<td>1895</td>
<td>2522</td>
<td>-627</td>
<td>-194</td>
<td>-9.29%</td>
<td>-24.86%</td>
<td>2089</td>
<td>1895</td>
<td>2522</td>
</tr>
<tr>
<td>Digby</td>
<td>2527</td>
<td>2150</td>
<td>2790</td>
<td>-640</td>
<td>-377</td>
<td>-14.92%</td>
<td>-22.94%</td>
<td>2527</td>
<td>2150</td>
<td>2790</td>
</tr>
<tr>
<td>Total</td>
<td>30351</td>
<td>28643</td>
<td>33439</td>
<td>-4796</td>
<td>-1708</td>
<td>-5.63%</td>
<td>-14.34%</td>
<td>30351</td>
<td>28643</td>
<td>33439</td>
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</tbody>
</table>

## Revenue Report

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Year to Date</th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>KT Core</td>
<td>$52,175</td>
<td>$47,172</td>
<td>$49,500</td>
<td>-$2,328</td>
<td>-$5,003</td>
<td>-11%</td>
<td>-9.59%</td>
<td>$52,175</td>
<td>$47,172</td>
<td>$53,466</td>
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<tr>
<td>Hants Border</td>
<td>- $2,031</td>
<td>$2,223</td>
<td>-$192</td>
<td>$2,031</td>
<td>100%</td>
<td>#DIV/0!</td>
<td>$2,031</td>
<td>- $2,031</td>
<td>$2,223</td>
<td>-$192</td>
</tr>
<tr>
<td>Annapolis East</td>
<td>$10,661</td>
<td>$10,441</td>
<td>$11,476</td>
<td>-$1,035</td>
<td>-$221</td>
<td>-2%</td>
<td>-2.07%</td>
<td>$10,661</td>
<td>$10,441</td>
<td>$11,476</td>
</tr>
<tr>
<td>Annapolis West</td>
<td>$3,733</td>
<td>$3,338</td>
<td>$3,906</td>
<td>-$568</td>
<td>-$395</td>
<td>-12%</td>
<td>-10.59%</td>
<td>$3,733</td>
<td>$3,338</td>
<td>$3,906</td>
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<tr>
<td>Digby</td>
<td>$5,266</td>
<td>$5,330</td>
<td>$6,317</td>
<td>$987</td>
<td>$64</td>
<td>1%</td>
<td>1.22%</td>
<td>$5,266</td>
<td>$5,330</td>
<td>$6,317</td>
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<tr>
<td>Total</td>
<td>$71,835</td>
<td>$68,311</td>
<td>$73,422</td>
<td>-$5,111</td>
<td>-$3,524</td>
<td>-5%</td>
<td>-4.91%</td>
<td>$71,835</td>
<td>$68,312</td>
<td>$71,071</td>
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</table>
## Monthly Finance Report
as at April 30/2017

<table>
<thead>
<tr>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
</table>


## Monthly Finance Report
as at April 30/2017

### Annapolis East #56

#### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fares</td>
<td>8,215</td>
<td>10,325</td>
<td>(2,110)</td>
<td>-20.43%</td>
<td>123,900</td>
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<tr>
<td>Advertising</td>
<td>83</td>
<td>(83)</td>
<td>-100.00%</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>Municipal Contributions</td>
<td>10,026</td>
<td>(10,026)</td>
<td>-100.00%</td>
<td></td>
<td>120,311</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>8,215</strong></td>
<td><strong>20,434</strong></td>
<td><strong>(12,219)</strong></td>
<td><strong>-59.80%</strong></td>
<td><strong>245,211</strong></td>
</tr>
</tbody>
</table>

#### Expenses

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>8,467</td>
<td>7,492</td>
<td>975</td>
<td>13.02%</td>
<td>89,900</td>
</tr>
<tr>
<td>Benefits</td>
<td>566</td>
<td>1,042</td>
<td>(476)</td>
<td>-45.67%</td>
<td>12,500</td>
</tr>
<tr>
<td>Vehicle repairs &amp; maintenance</td>
<td>350</td>
<td>3,792</td>
<td>(3,442)</td>
<td>-90.78%</td>
<td>45,500</td>
</tr>
<tr>
<td>Fuel</td>
<td>3,225</td>
<td>(3,225)</td>
<td>-100.00%</td>
<td></td>
<td>38,700</td>
</tr>
<tr>
<td>Insurance &amp; permits</td>
<td>9,347</td>
<td>858</td>
<td>8,489</td>
<td>989.37%</td>
<td>10,300</td>
</tr>
<tr>
<td>Bus lease/rental</td>
<td>333</td>
<td>(333)</td>
<td>-100.00%</td>
<td></td>
<td>4,000</td>
</tr>
<tr>
<td>Uniforms</td>
<td>67</td>
<td>(67)</td>
<td>-100.00%</td>
<td></td>
<td>800</td>
</tr>
<tr>
<td>Communications &amp; office supplies</td>
<td>91</td>
<td>108</td>
<td>(17)</td>
<td>-15.58%</td>
<td>1,300</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>42</td>
<td>42</td>
<td>(0)</td>
<td>100.00%</td>
<td>500</td>
</tr>
<tr>
<td>Advertising</td>
<td>44</td>
<td>(44)</td>
<td>-100.00%</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Management fees</td>
<td>38,900</td>
<td>(38,900)</td>
<td>-100.00%</td>
<td></td>
<td>40,711</td>
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<tr>
<td>Commission on ticket sales</td>
<td>79</td>
<td>42</td>
<td>37</td>
<td>89.21%</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>18,942</strong></td>
<td><strong>55,945</strong></td>
<td><strong>(37,003)</strong></td>
<td><strong>-66.14%</strong></td>
<td><strong>245,211</strong></td>
</tr>
</tbody>
</table>

#### Surplus/(Deficit)

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(10,727)</td>
<td>(35,511)</td>
<td>24,784</td>
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</table>


## Monthly Finance Report

### Annapolis West #46 & #57

#### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fares</td>
<td>2,298</td>
<td>3,575</td>
<td>(1,277)</td>
<td>-35.73%</td>
<td>42,900</td>
</tr>
<tr>
<td>Advertising</td>
<td>83</td>
<td>(83)</td>
<td></td>
<td>-100.00%</td>
<td>1,000</td>
</tr>
<tr>
<td>Municipal Contributions</td>
<td>15,600</td>
<td>(15,600)</td>
<td></td>
<td>-100.00%</td>
<td>187,200</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>2,298</td>
<td>19,258</td>
<td>(16,960)</td>
<td>-88.07%</td>
<td>231,100</td>
</tr>
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</table>

#### Expenses

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>6,658</td>
<td>7,492</td>
<td>(834)</td>
<td>-11.13%</td>
<td>89,900</td>
</tr>
<tr>
<td>Benefits</td>
<td>311</td>
<td>1,050</td>
<td>(739)</td>
<td>-70.38%</td>
<td>12,600</td>
</tr>
<tr>
<td>Vehicle repairs &amp; maintenance</td>
<td>240</td>
<td>3,417</td>
<td>(3,177)</td>
<td>-92.98%</td>
<td>41,000</td>
</tr>
<tr>
<td>Fuel</td>
<td>3,975</td>
<td>(3,975)</td>
<td></td>
<td>-100.00%</td>
<td>47,700</td>
</tr>
<tr>
<td>Insurance &amp; permits</td>
<td>6,257</td>
<td>683</td>
<td>5,574</td>
<td>816.07%</td>
<td>8,200</td>
</tr>
<tr>
<td>Bus lease/rental</td>
<td>167</td>
<td>(167)</td>
<td></td>
<td>-100.00%</td>
<td>2,000</td>
</tr>
<tr>
<td>Uniforms</td>
<td>67</td>
<td>(67)</td>
<td></td>
<td>-100.00%</td>
<td>800</td>
</tr>
<tr>
<td>Communications &amp; office supplies</td>
<td>92</td>
<td>33</td>
<td>59</td>
<td>178.79%</td>
<td>400</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td></td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>184</td>
<td>(184)</td>
<td></td>
<td>-100.00%</td>
<td>200</td>
</tr>
<tr>
<td>Management fees</td>
<td>27,600</td>
<td>(27,600)</td>
<td></td>
<td>-100.00%</td>
<td>27,300</td>
</tr>
<tr>
<td>Commission on ticket sales</td>
<td>10</td>
<td>25</td>
<td>(15)</td>
<td>-59.52%</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>13,568</td>
<td>44,693</td>
<td>(31,125)</td>
<td>-69.64%</td>
<td>230,400</td>
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</table>

#### Surplus/(Deficit)

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Budget</th>
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<tbody>
<tr>
<td></td>
<td>(11,270)</td>
<td>(25,435)</td>
<td>700</td>
<td></td>
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Kings Transit Authority
Monthly Finance Report
as of April 30/2017

<table>
<thead>
<tr>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue from own Sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fares</td>
<td>37,417</td>
<td>51,542</td>
<td>(14,125)</td>
<td>-27.4%</td>
</tr>
<tr>
<td>Advertising</td>
<td>2,250</td>
<td>2,250</td>
<td>-100.0%</td>
<td>-</td>
</tr>
<tr>
<td>Maritime Bus</td>
<td>600</td>
<td>600</td>
<td>0.0%</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>824</td>
<td>125</td>
<td>699</td>
<td>559.3%</td>
</tr>
<tr>
<td>Total Rev from own Sources</td>
<td>38,841</td>
<td>54,517</td>
<td>(15,676)</td>
<td>-28.8%</td>
</tr>
<tr>
<td>Sale of Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Fees</td>
<td>94,500</td>
<td>(94,500)</td>
<td>-100.00%</td>
<td>-</td>
</tr>
<tr>
<td>Bus Rentals</td>
<td>667</td>
<td>(667)</td>
<td>-100.00%</td>
<td>-</td>
</tr>
<tr>
<td>Mechanic Revenue</td>
<td>3,927</td>
<td>(3,927)</td>
<td>-100.00%</td>
<td>-</td>
</tr>
<tr>
<td>Total Sale of Services</td>
<td>-</td>
<td>99,094</td>
<td>(99,094)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Conditional Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding - Operating</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>County of Kings</td>
<td>110,666</td>
<td>110,666</td>
<td>0</td>
<td>442,664</td>
</tr>
<tr>
<td>Town of Berwick</td>
<td>9,222</td>
<td>9,222</td>
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</tr>
<tr>
<td>Town of Kentville</td>
<td>36,889</td>
<td>36,889</td>
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<tr>
<td>Town of Wolfville</td>
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<td>110,666</td>
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<tr>
<td>Funding - Capital</td>
<td>-</td>
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<tr>
<td>County of Kings</td>
<td>12,000</td>
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<td>48,000</td>
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<td>Town of Berwick</td>
<td>1,000</td>
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<td>Town of Kentville</td>
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<td>Town of Wolfville</td>
<td>3,000</td>
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<td>Total Conditional Transfers</td>
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<tr>
<td>Other Revenues</td>
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<tr>
<td>Transfer from capital reserve</td>
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<td>Total Other Revenues</td>
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<tr>
<td>Total Revenues</td>
<td>243,285</td>
<td>358,055</td>
<td>(114,770)</td>
<td>-32.05%</td>
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# Kings Transit Authority

## Monthly Finance Report

as of April 30/2017

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>58,361</td>
<td>8,970</td>
<td>49,391</td>
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<td>107,640</td>
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<tr>
<td>Benefits</td>
<td>4,227</td>
<td>1,517</td>
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<td>18,200</td>
</tr>
<tr>
<td>Travel</td>
<td>106</td>
<td>250</td>
<td>(144)</td>
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<tr>
<td>Training &amp; Development</td>
<td>433</td>
<td>(433)</td>
<td>5,200</td>
<td>-100.00%</td>
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<tr>
<td>Meetings</td>
<td>167</td>
<td>(127)</td>
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<tr>
<td>CUTA</td>
<td>242</td>
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<tr>
<td>Communications</td>
<td>1,387</td>
<td>775</td>
<td>612</td>
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<tr>
<td>Office Supplies</td>
<td>625</td>
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<tr>
<td>Printing</td>
<td>792</td>
<td>(792)</td>
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<td>9,500</td>
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<tr>
<td>Bank Charges</td>
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<td>517</td>
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<td>Audit</td>
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<td>Legal</td>
<td>208</td>
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<tr>
<td>General Liability Insurance</td>
<td>458</td>
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</tr>
<tr>
<td>Professional Services/Annual fees</td>
<td>317</td>
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<tr>
<td>Contracted Financial Services</td>
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<tr>
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<td>225</td>
<td>(225)</td>
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<td>-100.00%</td>
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</tr>
<tr>
<td>Miscellaneous (Answering Services)</td>
<td>225</td>
<td>(225)</td>
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<td>2,700</td>
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<tr>
<td>Advertising</td>
<td>617</td>
<td>(617)</td>
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<td>7400</td>
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<tr>
<td><strong>Total Administration</strong></td>
<td><strong>64,583</strong></td>
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<td><strong>240,589</strong></td>
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<td>Facility</td>
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<td></td>
<td></td>
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<td></td>
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<tr>
<td>Repairs &amp; Maintenance</td>
<td>2,602</td>
<td>1,217</td>
<td>1,385</td>
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<tr>
<td>Cleaning</td>
<td>658</td>
<td>(658)</td>
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<td>7,900</td>
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<tr>
<td>Power</td>
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<td>(1,000)</td>
<td></td>
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</tr>
<tr>
<td>Heat</td>
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<tr>
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<td>Snow Clearing</td>
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<td><strong>Total Facility</strong></td>
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<td><strong>4,475</strong></td>
<td><strong>(1,873)</strong></td>
<td><strong>-41.86%</strong></td>
<td><strong>53,700</strong></td>
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</tbody>
</table>
### Kings Transit Authority

**Monthly Finance Report**

**as of April 30/2017**

<table>
<thead>
<tr>
<th>Operations</th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wages</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Drivers</td>
<td>54,708</td>
<td>(54,708)</td>
<td>-100.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>104,500</td>
</tr>
<tr>
<td>Supervisors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers</td>
<td>8,708</td>
<td>(8,708)</td>
<td>-100.00%</td>
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<td></td>
</tr>
<tr>
<td>Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>42</td>
<td>(42)</td>
<td>-100.00%</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td><strong>Development &amp; Training</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>225</td>
<td>(225)</td>
<td>-100.00%</td>
<td>2,700</td>
<td></td>
</tr>
<tr>
<td><strong>Repairs &amp; Maintenance</strong></td>
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<td></td>
<td></td>
<td>130,500</td>
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<tr>
<td>Core</td>
<td>10,875</td>
<td>(10,875)</td>
<td>-100.00%</td>
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<td></td>
</tr>
<tr>
<td>Spares</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Vehicle</td>
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<td></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Core</td>
<td>43,144</td>
<td>3,635</td>
<td>40,446</td>
<td>1112.69%</td>
<td>43,614</td>
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<tr>
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<td>-</td>
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<tr>
<td>Licenses/Permits</td>
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<td>(515)</td>
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<tr>
<td>Fuel</td>
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<td>20,375</td>
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<td>-</td>
<td>548</td>
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<tr>
<td>Cleaning</td>
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<td>2,625</td>
<td>655</td>
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<td>Tools &amp; Supplies</td>
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<tr>
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<td>83</td>
<td>(83)</td>
<td>-100.00%</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Bus Signage</td>
<td>125</td>
<td>(125)</td>
<td>-100.00%</td>
<td>1,500</td>
<td></td>
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<tr>
<td>Driver Uniforms</td>
<td>425</td>
<td>(425)</td>
<td>-100.00%</td>
<td>5,100</td>
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<tr>
<td>Commission on Sales</td>
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<td>292</td>
<td>49</td>
<td>16.91%</td>
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<tr>
<td>Employee Awards</td>
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<td>(250)</td>
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<tr>
<td>Professional Services</td>
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<td>(233)</td>
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<td>2,800</td>
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<td>Radios</td>
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<td>(283)</td>
<td>-100.00%</td>
<td>3,400</td>
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<td>Fees &amp; Registration</td>
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<td>(483)</td>
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<tr>
<td>Miscellaneous</td>
<td>3,471</td>
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<td>3,471</td>
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<tr>
<td><strong>Total Operations</strong></td>
<td>58,405</td>
<td>104,157</td>
<td>(45,753)</td>
<td>-43.93%</td>
<td>1,249,209</td>
</tr>
</tbody>
</table>

| Fiscal Expenses             |              |              |            |            |               |
| Transfer to capital reserve | 80,000       | (80,000)     | -100.00%   | 80,000     |               |
| **Total Fiscal Expenses**   | -            | 80,000       | (80,000)   | -100.00%   | 80,000        |

| Total Expenses              | 125,589      | 208,374      | (82,784)   | -39.73%    | 1,623,498     |

| Surplus/(Deficit)           | 117,695      | 149,681      | 267,376    |            |               |
### Municipality of Digby

#### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fares</td>
<td>3,253</td>
<td>5,683</td>
<td>(2,430)</td>
<td>-42.77%</td>
<td>68,200</td>
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<tr>
<td>Advertising</td>
<td>125</td>
<td>(125)</td>
<td></td>
<td>-100.00%</td>
<td>1,500</td>
</tr>
<tr>
<td>Municipal Contributions</td>
<td>15,900</td>
<td>15,933</td>
<td>(33)</td>
<td>-0.21%</td>
<td>191,200</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>19,153</strong></td>
<td><strong>21,741</strong></td>
<td><strong>(2,588)</strong></td>
<td><strong>-11.91%</strong></td>
<td><strong>260,900</strong></td>
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</tbody>
</table>

#### Expenses

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>7,420</td>
<td>8,025</td>
<td>(605)</td>
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<td>Benefits</td>
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<td>1,192</td>
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<td>-62.15%</td>
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<tr>
<td>Vehicle repairs &amp; maintenance</td>
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<td>3,875</td>
<td>(3,258)</td>
<td>-84.09%</td>
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<tr>
<td>Insurance &amp; permits</td>
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<td>908</td>
<td>8,712</td>
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<td>10,900</td>
</tr>
<tr>
<td>Bus lease/rental</td>
<td>500</td>
<td>167</td>
<td>333</td>
<td>199.40%</td>
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</tr>
<tr>
<td>Uniforms</td>
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<td>100.00%</td>
<td>800</td>
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<td>Communications &amp; office supplies</td>
<td>92</td>
<td>108</td>
<td>(16)</td>
<td>-15.19%</td>
<td>1,300</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>Building &amp; utilities</td>
<td>500</td>
<td>(500)</td>
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<tr>
<td>Management fees</td>
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</tr>
<tr>
<td>Commission on ticket sales</td>
<td>26</td>
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<td>300</td>
</tr>
<tr>
<td>Advertising (sign Board ECT)</td>
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<td>(109)</td>
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<td>100.00%</td>
<td>1,300</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>18,700</strong></td>
<td><strong>21,667</strong></td>
<td><strong>(2,967)</strong></td>
<td><strong>-13.70%</strong></td>
<td><strong>259,700</strong></td>
</tr>
</tbody>
</table>

#### Surplus/(Deficit)

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
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</thead>
<tbody>
<tr>
<td>453</td>
<td>74</td>
<td>379</td>
<td>1,200</td>
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</table>
## Annapolis East #56

### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fares</td>
<td>8,215</td>
<td>10,325</td>
<td>(2,110)</td>
<td>-20.43%</td>
<td>123,900</td>
</tr>
<tr>
<td>Advertising</td>
<td>83</td>
<td>(83)</td>
<td>-100.00%</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>Municipal Contributions</td>
<td>10,026</td>
<td>(10,026)</td>
<td>-100.00%</td>
<td></td>
<td>120,311</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>8,215</strong></td>
<td><strong>20,434</strong></td>
<td><strong>(12,219)</strong></td>
<td><strong>-59.80%</strong></td>
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</table>

### Expenses

<table>
<thead>
<tr>
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<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
<th>Annual Budget</th>
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<tbody>
<tr>
<td>Wages</td>
<td>8,467</td>
<td>7,492</td>
<td>975</td>
<td>13.02%</td>
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<tr>
<td>Benefits</td>
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<td>(476)</td>
<td>-45.67%</td>
<td>12,500</td>
</tr>
<tr>
<td>Vehicle repairs &amp; maintenance</td>
<td>350</td>
<td>3,792</td>
<td>(3,442)</td>
<td>-90.78%</td>
<td>45,500</td>
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<tr>
<td>Fuel</td>
<td>3,225</td>
<td>(3,225)</td>
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<td>-100.00%</td>
<td>38,700</td>
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<tr>
<td>Insurance &amp; permits</td>
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<td>858</td>
<td>8,489</td>
<td>989.37%</td>
<td>10,300</td>
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<td>Bus lease/rental</td>
<td>333</td>
<td>(333)</td>
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<td>-100.00%</td>
<td>4,000</td>
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<tr>
<td>Uniforms</td>
<td>67</td>
<td>(67)</td>
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<td>-100.00%</td>
<td>800</td>
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<tr>
<td>Communications &amp; office supplies</td>
<td>91</td>
<td>108</td>
<td>(17)</td>
<td>-15.58%</td>
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<tr>
<td>Miscellaneous</td>
<td>42</td>
<td>42</td>
<td>(0)</td>
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<tr>
<td>Advertising</td>
<td>44</td>
<td>(44)</td>
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<td>500</td>
</tr>
<tr>
<td>Management fees</td>
<td>38,900</td>
<td>(38,900)</td>
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<td>-100.00%</td>
<td>40,711</td>
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<tr>
<td>Commission on ticket sales</td>
<td>79</td>
<td>42</td>
<td>37</td>
<td>89.21%</td>
<td>500</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>18,942</strong></td>
<td><strong>55,945</strong></td>
<td><strong>(37,003)</strong></td>
<td><strong>-66.14%</strong></td>
<td><strong>245,211</strong></td>
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### Surplus/(Deficit)

<table>
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<tr>
<th></th>
<th>Actual (YTD)</th>
<th>Budget (YTD)</th>
<th>Variance $</th>
<th>Variance %</th>
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<tr>
<td>Surplus/(Deficit)</td>
<td>(10,727)</td>
<td>(35,511)</td>
<td>24,784</td>
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<tr>
<td></td>
<td>Actual (YTD)</td>
<td>Budget (YTD)</td>
<td>Variance $</td>
<td>Variance %</td>
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<tr>
<td>----------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fares</td>
<td>2,298</td>
<td>3,575</td>
<td>(1,277)</td>
<td>-35.73%</td>
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<td>Advertising</td>
<td>83</td>
<td>(83)</td>
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<td>Municipal Contributions</td>
<td>15,600</td>
<td>(15,600)</td>
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<td>187,200</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>2,298</td>
<td>19,258</td>
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<td><strong>Expenses</strong></td>
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<tr>
<td>Wages</td>
<td>6,658</td>
<td>7,492</td>
<td>(834)</td>
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<td>Benefits</td>
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<td>1,050</td>
<td>(739)</td>
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<td>Vehicle repairs &amp; maintenance</td>
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<td>3,417</td>
<td>(3,177)</td>
<td>-92.98%</td>
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<td>Fuel</td>
<td>3,975</td>
<td>(3,975)</td>
<td>-100.00%</td>
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<td>Insurance &amp; permits</td>
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<td>683</td>
<td>5,574</td>
<td>816.07%</td>
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<td>Bus lease/rental</td>
<td>167</td>
<td>(167)</td>
<td>-100.00%</td>
<td>2,000</td>
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<tr>
<td>Uniforms</td>
<td>67</td>
<td>(67)</td>
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<td>800</td>
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<tr>
<td>Communications &amp; office supplies</td>
<td>92</td>
<td>33</td>
<td>59</td>
<td>178.79%</td>
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<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>184</td>
<td>(184)</td>
<td>-100.00%</td>
<td>200</td>
</tr>
<tr>
<td>Management fees</td>
<td>27,600</td>
<td>(27,600)</td>
<td>-100.00%</td>
<td>27,300</td>
</tr>
<tr>
<td>Commission on ticket sales</td>
<td>10</td>
<td>25</td>
<td>(15)</td>
<td>-59.52%</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>13,568</td>
<td>44,693</td>
<td>(31,125)</td>
<td>-69.64%</td>
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<tr>
<td><strong>Surplus/(Deficit)</strong></td>
<td>(11,270)</td>
<td>(25,435)</td>
<td>700</td>
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</table>
RESULTS OF SCHOOL STUDENT BUS PASS SURVEY & DOMAIN NAME

Four people completed the survey regarding the school student bus pass promotion, a disappointing return rate. One of the respondents was a 17-year old male. The other respondents were members of the Kings Transit board. The results are below.

1. Do you like the idea of a social media promotion that invites school students to purchase a student bus pass?

   100% (4 respondents liked this idea)

2. Do you like the idea of the bus pass being linked with a K-Rock promotion involving K-Rock's Darrin Harvey being on a bus tour to high schools?

   75% (3 of 4 respondents liked this idea)

3. Graphics Proposed

   75% (3 of 4 respondents liked the graphics 1 of 4 disliked the graphics.

4. The proposed slogan to accompany photos submitted by real students is: "I did it on the bus". The mock-up example include things a student might do on the bus, or activities a bus ride could take you to. Students would make their own submissions. A prize draw (e.g., free subway sandwich) added for incentive. Give us feedback on this slogan.

   50% (2 of 4 liked the slogan); 50% (2 of 4 disliked the slogan)

5. An example video has been provided to demonstrate what is possible if KT ran a video production competition. Do you like the idea of a video competition for students?

   75% (3 of 4 respondents liked this idea)

6. Which of the following new domains for the kingstransit.kings.ns.ca website do you like best? Please note KT.CA is not available; KTransit.ca is not available. (All three have been purchased to assure availability).

   1 person liked K-Bus.ca

   1 person liked K-Bus.ca

   2 persons liked KTransit.net
King Transit Authority Newsletter

Global Public Transit Summit

Pictured: A fully electric Autonomous minibus owned by Transdev and loaded with very curious transit leaders was making its way around the streets of Montreal outside the international Tradeshow May 16.

The Canadian Urban Transit Association (CUTA) partnered with the International Association of Public Transport (UITP) on the Biennial Global Public Transport Summit in Montréal. With 2500 delegates and a tradeshow with over 300 exhibitors the conference is the largest of its kind. General Manager Stephen Foster attended the summit taking advantage of the opportunity to meet with vendors and attend conference sessions as well as a Board of Directors meeting for the Canadian Urban Transit Association.

Transit Operator Retires

After 6 years of service with Kings Transit, bus operator Bob Allen retired. Bob came to Kings Transit after retiring from Metro transit in 2011, Bob has driven many routes throughout the system during his time at Kings Transit he spent the last two years as a full time operator on the Weymouth to Cornwallis route. Although Bob will be greatly missed as an operator we wish him all the best in his retirement.

Kings Transit to Purchase On-Board Technology

Kings Transit has issued an RFP for the supply and installation of computer aided dispatch and automated vehicle location (CAD/AVL) software. The technology will allow customers to see the bus location in real-time and provide automated stop announcements to better assist passengers with their travels. The Authority is in hopes of having the technology in place in the fall of 2017.

The Authority Hires Advertising Sales Coordinator

Kings Transit Management would like welcome Troy Morrison to the team as the advertising sales representative. Troy brings with him over 15 years’ experience in sales.

For information on Transit advertising please contact Troy Morrison at 902-599-0470 or by email at advertising@kingstransit.ns.ca

The Next Meeting of Kings Transits Board of Directors will be held Wednesday May 24th at 4pm.
UPDATE
The Kings Point-to-Point Board met on Tuesday, May 23, 2017

The agenda from the May 23rd meeting and the Minutes from the April 25th meeting are attached to this report.

The minister's meeting referred to in the May 23rd agenda is to celebrate the purchase of two accessible vans (one in each of two financial years) and to thank the Province for their contribution. The event will be re-scheduled as soon as cabinet is announced.

The next meeting of KPPT Board is scheduled for Tuesday, June 27, 2017
KINGS POINT – TO - POINT TRANSIT SOCIETY
BOARD MEETING

AGENDA
Tuesday, May 23, 2017 at 5:15 pm
Held at: Kings Transit Authority, 29 Crescent Ave, New Minas, NS

• Call to Order
• Regrets
• Confirmation of Agenda
• Minutes of meeting April 25, 2017…...Review and approval
• Matters arising from the Minutes
• Old Business
  - Media Event – change date due to election called
  - AGM date changed to Tuesday, June 27th
• Financial report
• Office report
• OH & S report
• Business Plan review & update
• Chair’s report
• New Business
  - Appoint nominating person for AGM
• Correspondence

• Next meeting date: Tuesday, June 27, 2017 at 5:15 pm with AGM at 6:30 pm
  Location: KTA Board Room, 29 Crescent Dr, New Minas

• Adjournment
Kings Point –to –Point Transit

Board Meeting Minutes

April 25, 2017

Held at Kings Transit Authority, 29 Crescent Dr, New Minas

ATTENDEES: Chris Goddard, Mercedes Brian, John Mroz, Helen Juskow, Lynn Pulsifer, Jim Winsor, Gerard Tremere, Margot Bishop, Fred Dominey, Shelley McMullin, Wayne Davis(Driver) Faye Brown (Manager), Dianna Thomson (Transportation Coordinator),

GUESTS:

REGRETS: Robyn McIsaac, Steve Foster

ABSENT:

The meeting was called to order at 5:24 PM by acting chair, John Mroz

1. Agenda was confirmed (attached)
   
   • Motion to approve the Agenda made by Mercedes Brian, Seconded by Helen Juskow
     All in favor

2. Minutes of meeting,

   • Motion to approve the Minutes made by Shelley McMullin, seconded by Lynn Pulsifer
     All in favor

3. Matters arising from the Minutes: None at this time

4. Old Business:

   • Motion stating that Volunteer Drivers must follow the same rules as KPPT’s paid drivers including completing a pre-trip inspection report before each trip was made by Margot Bishop, seconded by Fred Dominey
     All in Favor
   • Media Event Update - waiting to from Municipal Affairs. It may have to be moved to end of June Location will be the New Minas Civic Centre
5. Financial Report- presented by the Manager (attached):
   - Motion to approve the financial report moved by Chris Goddard, seconded by Fred Dominey
     All in favor

6. Office report (attached)
   - Motion to receive the Office report made by Jim Winsor

7. Business Plan Review: None at this time

8. OH & S Report: None at this time

9. Chair’s report: None at this time

10. New Business:
    - CTNS AGM is Tuesday May 16, 2017 in Truro, Mercedes Brian and Margot Bishop are interested in attending
    - KPPT’s AGM tentative date is Wednesday June 28, 2017 @ 6:30 PM following the regular monthly meeting at 27 Crescent Drive, New Minas
    - Apple Blossom Parade on Saturday May 27, 2017. The new minibus, 2017 Ford G5 will be in the Parade

10. Correspondence: None at this time

Next meeting date confirmed for Tuesday May 23, 2017 at 5:15 pm at Kings Transit Authority
Motioned to adjourn made by: Margot Bishop

Meeting Adjourned at 6:10 PM

Signed: ________________________   Date: __________________

Signed: ________________________
UPDATE

Following AVTC documents included with Committee Update Report for June 6th COW Meeting:

- 2017-04-20 AVTC Meeting – Minutes
- 2017-05-18 AVTC Board of Directors Meeting – Agenda
- AVTC 3-Year Budget
Annapolis Valley Trails Coalition
Board of Directors Meeting
Bishop Hall
100032 Hwy #1,
Greenwich, NS

Thursday, May 18, 2017
1:30 – 3:30 p.m.

AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 – 1:40 pm</td>
<td>Chair’s Welcome and Opening Remarks</td>
<td>Beth Pattillo</td>
</tr>
<tr>
<td></td>
<td>• Approval of the Agenda</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approval of Minutes of April 20, 2017 Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Chair’s report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- AGM</td>
<td></td>
</tr>
<tr>
<td>1:40 – 2:00 pm</td>
<td>Financial Report</td>
<td>Danny Phinney</td>
</tr>
<tr>
<td></td>
<td>• April 30, 2017 Financial Statements</td>
<td></td>
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<tr>
<td></td>
<td>• 2017/2018 Budget</td>
<td></td>
</tr>
<tr>
<td>2:00 – 2:30 pm</td>
<td>Grand “4” Openings discussion</td>
<td>Beth Pattillo</td>
</tr>
<tr>
<td>2:30 – 3:25 pm</td>
<td>Trail Coordinator’s report</td>
<td>Rick Jacques</td>
</tr>
<tr>
<td></td>
<td>- Update on Wolfville to Grand Pre</td>
<td>Beth Pattillo</td>
</tr>
<tr>
<td></td>
<td>- Update on Tupperville to Annapolis Royal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Draft AVTC maintenance program</td>
<td></td>
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<tr>
<td>3:25 pm</td>
<td>Other Business</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>• Adjournment</td>
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</table>
Annapolis Valley Trails Coalition
April 20 Annapolis Royal Town Hall

Called to order at 1:33PM by Beth Patillo

**Attendance:**

Beth Pattillo, Danny Phinney, Rick Jacques, Hartt MacKinlay, Barry Corbin, Bob Wright, Noah Scanlan, Jodi MacKay, Debra Ryan

Regrets: Shannon Read, Nick Zamora

**Agenda:**

Welcome and Opening Remarks

Approval of Agenda: Moved by Rick J and seconded Bob W to approve the agenda as presented. Motion Carried.

**Minutes:**

Approval of Minutes for the February 23, 2017 as amended: Moved by Bob W and seconded by Danny P to approve as amended. Motion Carried

**Chair’s Report**

Presentation to Annapolis County is done on April 11, 2017. The presentation was well received and there were numerous questions. Beth met with Meg Cuming, CCH who will be involved at the Board level quarterly if necessary. She is aware of the scope of our work and Beth will keep her updated as projects progress.

**Financial Update**

Status of trail groups payments and future involvement:

- New Minas payment is en route.
- Town of Kentville – membership due. Beth & Rick working to set up meetings to discuss the situation with Wolfville writing a letter in support of the AVTC.
- Bear River Sissiboo has given up their LOA and therefore not a member.
- Mountain Bikes are in.
- Cornwallis Pathways are probably out, as they have not returned numerous emails or calls.
- Digby County ATV club have not yet voted if they wish to return.
- Grand Pre Trails is not yet in a position to join.
- Nova Scotia Off Road Riders will not be members due to financial issues.
- Keirin Pathways status is unknown.

2 outstanding Income amounts. Danny’s supervision costs and the Municipality of Kings planning component have not been billed as of yet.

Town of Berwick: $35k is the balance of the current year’s bills that we owe them and the total amount requested. **Motion to pay Berwick $37,306.30 as requested. Moved by Danny P & seconded Hartt M. Motion Carried. Mike Newman will do this ASAP. Barry C abstained from voting.**

**Motion to adopt the financial statement as presented. Moved by Danny P and seconded Jodi M. Motion Carried.**

Joint Stocks: **Motion to have our bookkeeper, Mike Newman become the official/registered agent for the AVTC. Moved by Danny P & seconded Barry C. Motion Carried.**

Budget review: Trail groups revenue to $1050. Executive to meet to review salaries.

**Motion: A reserve fund is set up for emergency weather events up to $3000/year. Moved by Jodi M and seconded Barry C. Motion Carried.**

**Beth to adjust budget & attach to April minutes.**

**HMT Grand “4” Openings:** Beth reported AVTC had been awarded $9700 to do 4 openings on the HMT through the 150 grant. 4 Saturdays in July were proposed. Funding includes a trail banners and a pull up banner. Food and snacks using local vendors will be. Beth to bring graphic design for coalition/HM banners for the launch event. Possibility of swag was discussed, Beth to return with ideas at next meeting.

**Trail Coordinator’s Report**

1) There is a lack of consistency in trail maintenance. A document (circulated) has been designed to provide status of and oversights regarding procedure, consistency, and standardization to the maintenance process. A next step is to take the document to our groups/public works groups for discussion as to what the expectation would be.

2) An email was read from NS Trails. Re: TCT. Asked if we wish to be part of the TCT. Noted it must be clarified what TCT’s expectations would be as to what usage would be, as far as motorized vs non.
3) Grand Pre- - Council having some issues around lease. Resolution of issue is a work in progress.

**Destination Trail Working Group** - *Harvest Moon Trailway*

*No report*

AGM to be held in New Minas.

**Next meeting:** May 18, Bishop Hall, Greenwich 1:30-3:30 pm

**Motion to Adjourn by Bob W and seconded Debra R 3:40PM**
## Annapolis Valley Trails Coalition 3 Year Budget

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<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
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<tr>
<td>Municipal</td>
<td>40,000</td>
<td>40,000</td>
<td>40,000</td>
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<tr>
<td>Province (1)</td>
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<tr>
<td>Trail Groups</td>
<td>1,500</td>
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<tr>
<td>Services</td>
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<td>15,000</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>76,500</td>
<td>77,050</td>
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<td><strong>Expenses</strong></td>
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<tr>
<td>Salaries &amp; Benefits</td>
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<td>49,000</td>
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<tr>
<td>Travel</td>
<td>11,000</td>
<td>12,000</td>
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<td>Insurance</td>
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<td>600</td>
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<td>Training &amp; OHS</td>
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<td>Board Expenses (4)</td>
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<td>Administration(4)</td>
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<td>Reserve Emergency</td>
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<td><strong>Total Expenses</strong></td>
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<td>77,325</td>
<td>78,825</td>
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<tr>
<td><strong>Surplus (Loss)</strong></td>
<td>400</td>
<td>-275</td>
<td>-775</td>
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UPDATE

The Town & Gown Committee met on Tuesday May 16, 2017

Workshop on Housing Symposium Recommendations

- The Town of Wolfville held a Housing Symposium in January 2017 which involved four streams of discussion. One of the streams of discussion of particular interest to the Town & Gown Committee was the stream dedicated to Social Integration. This was about how to bring people together and live, recreate and do everything that all feel that they are welcome in Wolfville
- The Social Integration stream ended up with nearly 30 recommendations
- The Town & Gown Committee will look to review the nearly 30 recommendations in a workshop to decide which recommendations would move forward – decide how action can best be taken for each of the recommendations and a prioritization of the recommendations
- No set date for the Workshop was established but will be set within the June timeframe

Community Standards Bylaw

- Council gave first reading to a Nuisance Bylaw in 2014
- Since then, the Town has made significant changes in the way it delivers Bylaw services, staff levels, and clarified roles with the RCMP which led to a review of the Draft Nuisance Bylaw
- At the June 6, 2017 Committee of the Whole meeting, staff will recommend that the Community Standards Bylaw not proceed due to affordability, jurisdiction and authorization issues of Bylaw officers, occupational health and safety concerns and liability issues and that first reading of the Nuisance Bylaw be withdrawn
- The Town & Gown Committee was satisfied with staff’s recommendation to rescind First Reading of the Nuisance Bylaw

Dangerous or Unsightly Premises Policy 215-003

- The purpose of the Policy is to delegate the Town’s powers and set priorities with regard to Part XV of the Municipal Government Act (Dangerous or Unsightly Premises)
- The Policy will apply to all properties in the Town of Wolfville
- The Town & Gown Committee was satisfied with the Draft Policy

The Town & Gown Committee will come together in June 2017 (date to be determined) for the Housing Symposium Recommendations Workshop and will hold it’s next regularly scheduled meeting on Tuesday, July 18, 2017
UPDATE
The Planning Advisory Committee met on May 17th, 2017.

Development Agreement Discharge Report
The Committee moved to discharged all expired or incomplete development agreements as presented by Staff.

Development Agreement – 14 Acadia Street (DA 2017-002)
During the Committee discussion, the following key points were expanded on by Staff:

- Existing detached garage will not be demolished
- Roofline will be raised to approximately 25’
- The provision of a 6th parking spot will be required by DA; however, this is not at the request of Staff and is being proposed by the Applicant as a marketing feature.

Plan Amendment – Lounge Seating (PA 2017-01)
Council directed Staff to consider changes to existing policy on the limitations to lounge seating. The consultants engaged by Staff to explore potential changes found no clear link between the number of seats permitted and nuisance occurrences but identified the question for consideration moving forward: What is the role of the number of lounge seats in effecting community values?

Staff were directed by the Committee to proceed with a Public Participation Meeting as per the requirements of the Town’s Public Participation Program Policy and the MGA.

Question Period
The next meeting of the Planning Advisory Committee will take place on June 21st, 2017. There will also be a supplementary all-day meeting of the Planning Advisory Committee on June 29th, 2017 focusing on the MPS Review.
SUMMARY

Development Agreement Discharge Project

Staff are reviewing the development agreements in place within the Town and identifying those agreements that are eligible to be discharged. The first phase of the review has identified 11 development agreements for Council to consider discharging as recommended by PAC at their meeting on May 17, 2017.

PAC Motion:

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE DEVELOPMENT AGREEMENTS IDENTIFIED IN PHASE ONE OF THE REVIEW BE DISCHARGED.

DRAFT MOTION:

That Council approve the discharge of the development agreements outlined in the attached resolution and as listed below:

- DA88-09 – Lot 3 Gaspereau Avenue for a 12 unit building;
- DA96-09 – 117 Front Street for an addition to the building located in the Downtown Architectural Guidelines Area;
- DA97-09 – 19 Gaspereau Avenue for an addition to the building in the Residential Architectural Guidelines Area;
- DA97-11 – 11 Main Street for an addition to the building in the Residential Architectural Guidelines Area;
- DA01-09 – 79 Perry Bowles Street for a retirement village;
- DA02-05 – 639 Main Street for 8 units in the R-2/HD zone and Residential Architectural Guidelines Area;
- DA02-09 – Hillcrest Avenue for a residential development in the RCDD zone.
- DA05-03 – 123 Highland Avenue for one eight and one four-unit townhouse in the RCDD zone;
- DA07-03 – 698 Main Street for a semi-detached dwelling in the Residential Architectural Guidelines Area;
- DA10-02 – Lot 2,3,4 and civic # 65 Highland Avenue for a multi-unit development in the R-2/4 zone.
- DA12-03 – 5 Iona Road for a fourth dwelling unit in the R-2/4 zone.
1) **CAO COMMENTS**

The CAO supports the recommendation of staff.

2) **LEGISLATIVE AUTHORITY**

The *Municipal Government Act*, section 229, establishes the process for development agreements.

3) **STAFF RECOMMENDATION**

Staff are recommending that the development agreements identified in phase one of the review be discharged.

4) **REFERENCES AND ATTACHMENTS**

   1. Staff Report dated May 3, 2017 (attached)
   2. Discharge Agreement (attached)

5) **DISCUSSION**

Staff have begun a review of the development agreements in place in the Town. Phase one of this review has identified 11 development agreements that are eligible to be discharged because they were not completed in the timeframe as outlined in the agreement. See the attached Staff Report for details.

The discharges were reviewed by the Planning Advisory Committee on May 17, 2017 and a positive recommendation was provided.

6) **FINANCIAL IMPLICATIONS**

None

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

*Strategic Direction 3.2* - To create a business ready environment for future expansion and attraction opportunities.

**Council Strategic Principles:**

1. **Affordability** – reduces the staff time and resources required to administer the development agreements.
2. **Transparency** – properties become subject to the Land Use Bylaw, making the development regulations for the property clearer to the public.
3. **Community Capacity Building** – N/A
4. **Discipline to Stay the Course** – This is a project identified in the Operations Plan.
5. **United Front** – N/A
6. **Environmental Sustainability** – N/A

### 8) COMMUNICATION REQUIREMENTS

The discharges require a motion of Council and no public notification is required. The affected property owners have been notified of the process and further notification will take place once the discharge agreements have been registered.

### 9) ALTERNATIVES

That Council not approve the discharges as identified in phase one of the review.
APPLICANT | Staff initiated
---|---
PROPOSAL | Discharge of Development Agreements
LOCATION | Lot 3 Gaspereau Avenue, 117 Front Street, 19 Gaspereau Avenue, 11 Main Street, 79 Perry Bowles Street, 639 Main Street, Hillcrest Avenue, 123 Highland Avenue, 698 Main Street, Lot 2,3,4 Highland Avenue, 5 Iona Road
NEIGHBOUR NOTIFICATION | No notification required

1) **PROPOSAL**
In order to simplify administration of the development agreement portfolio of the town, staff are proposing to discharge 11 development agreements. All of the recommended discharges have not been completed according to the timing of the agreement. Another group of development agreements will be recommended for discharge with the intent of reducing the number of active files from 174 to approximately 50.

2) **STAFF RECOMMENDATION**
Staff are recommending that the development agreements identified in phase one of the review be discharged.

3) **PROCESS**
The discharges simply require a motion of Council and no public notification is required. The affected property owners have been notified and there have not been any negative comments.

4) **BACKGROUND AND CONTEXT**
In 2016/17 the Town began a review of the development agreements in place going back to the 1970s. The purpose of the review was to determine if any of the agreements might be eligible to be discharged and to identify any outstanding compliance issues.

There are 247 development agreement files (including amendments) on file with the Town. An initial review was performed and it was determined that 73 of these files were either abandoned, withdrawn or not executed, leaving 174 active development agreements.
The remaining 174 active development agreement files have been broken into three categories:

- Executed and not completed (timing expired). Eligible for discharge.
- Development completed and discharge possible pending further review.
- Ongoing

The first batch includes those development agreements that were executed and registered but the developments were not completed within the timing requirements of the agreements. Respective clauses in each of the agreements deems the agreement null and void if not completed in a certain period of time. Even though the agreements are no longer valid they are still considered to be in effect, as per the MGA, and cannot be removed from the property parcel register until they have been discharged by Council. Once the agreements have been discharged the properties become subject to the requirements of the Land Use Bylaw.

The following table provides information on each of the development agreements:

<table>
<thead>
<tr>
<th>DA File Number</th>
<th>Civic Address</th>
<th>Subject of Application</th>
<th>Effective Date/Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 88-09</td>
<td>Lot 3 Gaspereau Ave</td>
<td>12 Unit Building</td>
<td>Effective – February 16, 1989 Expiry – February 16, 1990</td>
</tr>
<tr>
<td>DA 97-11</td>
<td>11 Main St</td>
<td>Addition – Architectural Guidelines</td>
<td>Effective – February 14, 1998 Expiry – February 14, 1999</td>
</tr>
<tr>
<td>DA 01-09</td>
<td>79 Perry Bowles St</td>
<td>Retirement Village</td>
<td>Effective – September 12, 2004 Expiry – September 12, 2006</td>
</tr>
<tr>
<td>DA 02-05</td>
<td>639 Main St</td>
<td>8 Additional Units – Architectural Guidelines</td>
<td>Effective – May 7, 2004 Expiry – November 9, 2009</td>
</tr>
<tr>
<td>DA 05-03</td>
<td>123 Highland Ave</td>
<td>Eight and Four Unit Townhouses</td>
<td>Effective - July 13, 2005 Expiry – July 13, 2007</td>
</tr>
<tr>
<td>DA 07-03</td>
<td>698 Main St</td>
<td>Semi-detached Dwelling – Architectural Guidelines</td>
<td>Effective - July 11, 2007 Expiry – July 11, 2009</td>
</tr>
<tr>
<td>DA 12-03</td>
<td>5 Iona Rd</td>
<td>Add Fourth Dwelling Unit</td>
<td>Effective - July 18, 2012 Expiry – July 18, 2014</td>
</tr>
</tbody>
</table>
5) POLICY REVIEW & DISCUSSION

The Municipal Planning Strategy grants Council the authority to enter into development agreements. The Municipal Government Act guides Council when discharging a development agreement. It states:

Discharge of development agreement

229  (1) A development agreement is in effect until discharged by the council.

(2) A council may discharge a development agreement, in whole or in part, in accordance with the terms of the agreement or with the concurrence of the property owner.

(3) After a development agreement is discharged, the land is subject to the land-use by-law. 1998, c. 18, s. 229

6) ANALYSIS

Development agreements can and should be discharged when the requirements are met. These agreements were never acted upon and the timing expired so there is no need to keep them in place.

7) SUMMARY

Staff recommend that PAC provide a positive recommendation to Council regarding discharge of these development agreements.
THIS DISCHARGE OF DEVELOPMENT AGREEMENTS, is made this _____day of _________________, 2017

BY:

TOWN OF WOLFVILLE, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

JOHN MACKAY,
in the County of Kings, Province of Nova Scotia
(Hereinafter called the “Developer”)

WHEREAS the Council of the Town of Wolfville granted approval on February 16, 1989, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number P7663 on April 12, 1989, for a multi unit development at PID 55274849 and 55274831 Gaspereau Avenue.

And Whereas, pursuant to the requirements of the MGA and section 7 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND

BY:

TOWN OF WOLFVILLE, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

3069859 NOVA SCOTIA LTD.,
in the County of Kings, Province of Nova Scotia
(Hereinafter called the “Developer”)

WHEREAS the Council of the Town of Wolfville granted approval on November 18, 1996, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number P10553 on December 23, 1996, for an addition to the building at 117 Front Street, PID 55279160.

And Whereas, pursuant to the requirements of the MGA and section 5.7.3 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND
BY:

**TOWN OF WOLFVILLE**, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

**SHELLEY FLECKENSTEIN**,  
in the County of Kings, Province of Nova Scotia  
(Hereinafter called the “Developer”)

**WHEREAS** the Council of the Town of Wolfville granted approval on November 17, 1997, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number 95, Book 1132 on January 8, 1998, for an addition to the building at 19 Gaspereau Avenue, PID 55274914

And **Whereas**, pursuant to the requirements of the MGA and section 5.7.3 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND

BY:

**TOWN OF WOLFVILLE**, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

**MARYANN and TONY MARRISINK**,  
in the County of Kings, Province of Nova Scotia  
(Hereinafter called the “Developer”)

**WHEREAS** the Council of the Town of Wolfville granted approval on January 19, 1998, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number 5152, Book 1157 on August 19, 1998, for an addition to the building at 11 Main Street, PID 55278162.

**AND WHEREAS**, pursuant to the requirements of the MGA and section 5.7.3 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND
BY:

TOWN OF WOLFVILLE, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

3027016 NOVA SCOTIA LTD.,
in the County of Kings, Province of Nova Scotia
(Hereinafter called the “Developer”)

WHEREAS the Council of the Town of Wolfville granted approval on February 18, 2002, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number 1985, Book 1372 on April 10, 2003, for Retirement Village at 79 Perry Bowles Street, PID 55277297.

AND WHEREAS, pursuant to the requirements of the MGA and section 5.7.2 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND

BY:

TOWN OF WOLFVILLE, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

JOHN MACKAY,
in the County of Kings, Province of Nova Scotia
(Hereinafter called the “Developer”)

WHEREAS the Council of the Town of Wolfville granted approval on March 17, 2003 and as affirmed by the UARB on May 7, 2004, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number 81225402 on January 18, 2005, for 8 additional dwelling units at 639 Main Street, PID 55269138.

AND WHEREAS, pursuant to the requirements of the MGA and section 5.8.2 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND
BY:

**TOWN OF WOLFVILLE**, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

**2231266 NOVA SCOTIA LTD.**, in the County of Kings, Province of Nova Scotia (Hereinafter called the “Developer”)

**WHEREAS** the Council of the Town of Wolfville granted approval on December 20, 2004, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number 85110105 on May 17, 2006, for a Residential Development at PID 55268494 Hillcrest Avenue.

AND **WHEREAS**, pursuant to the requirements of the MGA and section 10.2 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND

BY:

**TOWN OF WOLFVILLE**, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

**FRANCIS LAFRAMBOISE**, in the County of Kings, Province of Nova Scotia (Hereinafter called the “Developer”)

**WHEREAS** the Council of the Town of Wolfville granted approval on June 20, 2005, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number 84835082 on April 18, 2006, for a Four and Eight Unit Townhouse at 123 Highland Avenue, PID 55350045

AND **WHEREAS**, pursuant to the requirements of the MGA and section 7.1 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND
BY:

**TOWN OF WOLFVILLE**, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

**REGAL HOME CENTRES LTD.,**
in the County of Kings, Province of Nova Scotia
(Hereinafter called the “Developer”)

**WHEREAS** the Council of the Town of Wolfville granted approval on June 18, 2007, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number 88796868 on September 12, 2007 for semi-detached dwellings at 698 Main Street, PIDs 55528194, 55528202, 55528210, 55528228.

**AND WHEREAS**, pursuant to the requirements of the MGA and section 5.11.1 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND

BY:

**TOWN OF WOLFVILLE**, a body corporate, with Head Office at the Town Hall, in the Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town” discharges a Development Agreement with:

**KENT FIELD ESTATES LTD. and 3257054 NOVA SCOTIA LTD.,**
in the County of Kings, Province of Nova Scotia
(Hereinafter called the “Developer”)

**WHEREAS** the Council of the Town of Wolfville granted approval on January 19, 1998, of a Development Agreement which was recorded at the Registry of Deeds in Kentville, as document number 96675559 on August 30, 2010, for a multi-unit development at 65 Highland Avenue and Lots 2, 3 and 4 Highland Avenue, PIDs 55496293, 55496301, 55507354 and 55507362.

**AND WHEREAS**, pursuant to the requirements of the MGA and section 5.14.2 of the development agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take effect upon the registration of this resolution at the Registry of Deeds;

AND
BY:

TOWN OF WOLFVILLE, a body corporate, with Head Office at the Town Hall, in the
Town of Wolfville, County of Kings and Province of Nova Scotia, the “Town”
discharges a Development Agreement with:

MARIA I. NEIRA, JUAN DUARTE, MAURICIO DUARTE, and FELIPE DUARTE,
in the County of Kings, Province of Nova Scotia
(Hereinafter called the “Developer”)

WHEREAS the Council of the Town of Wolfville granted approval on June 25, 2012, of a Development
Agreement which was recorded at the Registry of Deeds in Kentville, as document number 101627041
on September 27, 2012, to add a fourth dwelling unit at 5 Iona Road, PID 55274708.

AND WHEREAS, pursuant to the requirements of the MGA and section 5.11.2 of the development
agreement, Town Council approved, by resolution, the discharge of the Development Agreement, at a
meeting held on the XX day of XXXXXX, 2017. Said discharge of the Development Agreement is to take
effect upon the registration of this resolution at the Registry of Deeds;

BEFORE WITNESSES the parties to these Discharges have executed it on the date set out above.

SIGNED, SEALED AND DELIVERED )
In the presence of: )
) )
) )
) )
) )
) TOWN OF WOLFVILLE )
) )
) )
)By __________________________
) Mayor
) )
) )
) )
Witnese )By __________________________
) Town Clerk
) )
) )

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS
I certify that on ______________________, 2017, ________________________________ a witness to this agreement came before me, made oath, and swore that the TOWN OF WOLFVILLE, 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
SUMMARY

14 Acadia Street Development Agreement

For COTW to consider the PAC recommendation regarding the draft development agreement at 14 Acadia Street (PID 55273205) to develop two additional residential units, for a total of four, on the subject property.

PAC Motion (May 17th, 2017):

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE FORWARD THE DRAFT DEVELOPMENT AGREEMENT FOR 14 ACADIA STREET TO COUNCIL WITH A POSITIVE RECOMMENDATION.

CARRIED

DRAFT MOTION:

That COTW refer the Draft Development Agreement for 14 Acadia Street to a Public Hearing on July 18, 2017.
1) **CAO COMMENTS**

No Comments Required.

2) **LEGISLATIVE AUTHORITY**

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

3) **STAFF RECOMMENDATION**

Staff considers the draft development agreement consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommends that it be forwarded to a Public Hearing.

4) **REFERENCES AND ATTACHMENTS**

- Attachment 1 - PAC Staff Report dated May 17, 2017
- Attachment 2 - Draft Development Agreement dated May 17, 2017

5) **DISCUSSION**

The Applicant and property owner of 14 Acadia Street, Travis Mills, is seeking a development agreement that would allow for:

1. The addition of a third unit located on the third floor (attic) of the existing building; and
2. The conversion of the existing detached garage into a fourth dwelling unit, which would contain a total of three (3) bedrooms.

The proposed development would see two main buildings on the property, consisting of a Three Unit Dwelling (existing main building) and a Single Unit Dwelling (existing detached garage), totaling four (4) dwelling units on the subject property.

A Public Information Meeting (PIM) was held on April 17th, 2017, with no members of the public in attendance. Further to holding a PIM, Town Staff made a post on social media (Twitter & Facebook) to seek further input and feedback from Town residents and nearby property owners on the application.

In addition to obtaining input and feedback from the public, the proposed development was circulated to the Design Review Committee (DRC) for further review on March 31st, 2017, as the subject property (14 Acadia Street) is located within the ‘Central Wolfville’ Architectural Control Area of Town.

The Planning Advisory Committee (PAC) reviewed the application during their May 17th, 2017 meeting, and provided a positive recommendation to Council after considering the professional opinion of Staff.

Further information on the proposal and related discussions from the Public and PAC can be found in the attached PAC Staff Report.
6) **FINANCIAL IMPLICATIONS**

None

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

Full policy review provided in the attached PAC Staff Report.

8) **COMMUNICATION REQUIREMENTS**

The Town held a Public Information Meeting on April 17th, 2017 and the notes from the session are included as Attachment 2 of the PAC Staff Report. The next step in the process is for the application to go forward to a public hearing, which has tentatively been set for July 18th, 2017. This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town’s website and social media. The existing sign will remain placed on the property indicating the property is subject to a development agreement application. Following the public hearing, Council will then give consideration to the development agreement.

9) **ALTERNATIVES**

1. COTW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COTW forwards the application to Council with a recommendation to reject the application.
REPORT TO PLANNING ADVISORY COMMITTEE
Development Agreement Proposal – 14 Acadia Street
Date: May 17th, 2017
Department: Community Development

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>Travis Mills</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPOSAL</td>
<td>To allow the development of four dwelling units containing a combined total of 9 bedrooms between two buildings on the subject property.</td>
</tr>
<tr>
<td>LOCATION</td>
<td>14 Acadia Street (PID 55273205)</td>
</tr>
<tr>
<td>LOT SIZE</td>
<td>16,684 square feet (1550 square metres)</td>
</tr>
<tr>
<td>DESIGNATION</td>
<td>Medium Density Residential</td>
</tr>
<tr>
<td>ZONE</td>
<td>Medium Density Residential (R-2/4)</td>
</tr>
<tr>
<td>SURROUNDING USES</td>
<td>Residential (multi-unit and single-unit dwellings) &amp; Institutional</td>
</tr>
<tr>
<td>NEIGHBOUR NOTIFICATION</td>
<td>Email list from PIM meeting; Newspaper ads and notices mailed to surrounding property owners within 100 metres; Sign placed on property</td>
</tr>
</tbody>
</table>

1) PROPOSAL
The Applicant and property owner of 14 Acadia Street (Fig. 1), Travis Mills, is seeking a development agreement that would allow for:

1. The addition of a third unit located on the third floor (attic) of the existing building; and
2. The conversion of the existing detached garage into a fourth dwelling unit, which would contain a total of three (3) bedrooms.

The proposed development would see two main buildings on the property, consisting of a Three Unit Dwelling (existing main building) and a Single Unit Dwelling (existing detached garage), totalling four (4) dwelling units on the subject property.

2) STAFF RECOMMENDATION
Staff believe that the proposed development is consistent with the relevant policies of the Municipal Planning Strategy and recommend that it be forwarded to Council with a positive recommendation for its review and decision.

Figure 1: 14 Acadia Street
3) PROCESS

Section 230 of the Municipal Government Act (MGA) establishes the process for the approval of a Development Agreement. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person or by the Applicant.

The first stage of the application review process began at the Public Information Meeting (PIM) held on April 17th, 2016. Property owners within 100 metres of the development were notified by mail, indicating that the site was subject to a development agreement application. The purpose of the PIM was to provide the public with an opportunity to offer preliminary feedback on the request and allow the applicant to answer any arising questions. Notes from this session have been included as ‘Attachment 2’. Further to holding a PIM, Town Staff made a post on social media (Twitter & Facebook) to seek further input and feedback from Town residents and nearby property owners on the application.

In addition to obtaining input and feedback from the public, the proposed development was circulated to the Design Review Committee (DRC) for further review on March 31st, 2017, as the subject property (14 Acadia Street) is located within the ‘Central Wolfville’ Architectural Control Area of Town. The DRC assisted Town Staff and the review process in identifying issues related to design with the subject property and proposed building(s).

The next stage of the process will have the Planning Advisory Committee (PAC) review this report and provide a recommendation to Council (Fig. 2). Council will then provide Initial Consideration and may hold a Public Hearing prior to a decision. The Public Hearing would be scheduled following Initial Consideration.

Figure 2: The Development Agreement Process
4) BACKGROUND AND CONTEXT

Designation & Zoning
The property identified (outlined in red) as 14 Acadia Street (PID 55273205) has a lot size of 16,684 ft², is designated Medium Density Residential in the Municipal Planning Strategy (MPS) and zoned R-2/4 (Medium Density Residential) in the Land Use Bylaw (LUB) (Fig.3).
Architecture and Design

The application was circulated to the Town’s Design Review Committee (DRC) for review on March 31st, 2017, as the subject property is located in the ‘Central Wolfville’ Residential Architectural Control Area (RACA) of Town (Fig. 4).

Of all the areas of Wolfville, The Central Wolfville RACA exemplifies the greatest residential density. Streets in this area, such as Acadia St., Gaspereau Ave., Summer St., and Linden Ave., are patterned in a tight regular grid and “are heavy with both automobile and pedestrian traffic” (Town of Wolfville - Residential Architectural Guidelines, Pg. 10). This area of Town contains a mix of single unit dwellings, multi-unit dwellings and apartment buildings. Most of the dwellings in this area are built with architectural features resembling the turn of the century and Modified Queen Anne. However, there are also “contemporary bungalows and two storey apartment buildings scattered throughout Winter, Acadia, and Summer Streets” (Town of Wolfville – Residential Architectural Guidelines, Pg. 10).

The existing main building on the subject property currently resembles the architectural style of a Modified Queen Anne, containing features such as a hipped roof, octagonal corner turret, and triple posted verandah (Fig. 5). The proposed development is seeking to maintain these features within the existing building and incorporate them into the design of the proposed residential conversion (existing detached garage).
Existing & Proposed Conditions
Located along Acadia Street (Fig. 6), the subject property is located across from Wolfville’s School and is in walking distance and easily accessible to Town amenities, nearby parks and trails. The subject property generally has a flat typography, with a slight slope to the north-east corner of the property. The subject property is not registered as a heritage property.

Figure 6: Existing Conditions - Looking west (top) and east (bottom) along Acadia Street at the main building on the subject property.

Currently, the property consists of a two-unit dwelling fronting on Acadia Street and a small detached garage located to the north-east corner of the property. The existing two-unit dwelling contains a total of five (5) bedrooms, with a two-bedroom apartment located on the main floor and a three-bedroom apartment located on the second floor of the building. The proposed development would see another unit developed on the third floor, containing a single-bedroom apartment. No exterior alterations or renovations to the existing building have been proposed, as the proposed third-floor unit is to be located in the attic and will be accessed internally through a pre-constructed staircase. This staircase currently provides access to one of the existing units in the building.

The existing detached garage, in the opinion of the Applicant, requires renovation and is no longer a safe storage space. With a desire to further densify the core of Wolfville, the Applicant is seeking to convert the existing detached garage into a Single Unit Dwelling containing a total of three (3) bedrooms. One of
the three bedrooms within the Single Unit Dwelling would be barrier free and located on the main floor of the building. In order to convert the existing detached garage into a Single Dwelling Unit, alterations would be required that would see the building lifted and externally and internally renovated (Fig. 7 – Fig. 8).

A total of four (4) dwelling units containing nine (9) bedrooms have been proposed for the subject property between both the existing main building and proposed conversion of the existing detached garage. Along with these proposed changes, the development proposal seeks to update and enhance the parking configuration and landscaping on site. These proposed changes to the subject property are identified in the Site Plan / Landscape Plan (Fig. 9).
REPORT TO PLANNING ADVISORY COMMITTEE
Development Agreement Proposal – 14 Acadia Street
Date: May 17th, 2017
Department: Community Development

Figure 9: Proposed Site Plan/Landscape Plan – 14 Acadia Street
5) POLICY REVIEW & DISCUSSION

A property zoned Medium Density Residential (R-2/4) proposing this use is to be considered only through development agreement, as per section 4.20 and 8.3 of the Land Use Bylaw (LUB) and subject to policies related to the Medium Residential Designation (8.2.4, 8.7.3), Architectural Heritage (12.1.4, 12.1.5, 12.1.6), and Criteria for Development Agreements (18.6.1) within the Municipal Planning Strategy (MPS).

This section provides an analysis of relevant policies for this development proposal. Tables summarizing all policies of this development proposal are provided in Attachment 1.

**Municipal Planning Strategy (MPS) – Part 8 - Medium Density Residential Designation Policies**

The MPS establishes when a development requires a development agreement. In the Medium Density Residential Designation, within the R-2/4 (Medium Density Residential) zone, three or four unit dwellings may only be approved by development agreement, as per Policy 8.2.4:

- **three and four unit dwellings in accordance with policy 8.7.3.**
- institutional developments of a limited nature not related to either main or accessory University uses, in accordance with policy 8.7.1.
- Bed & Breakfasts in excess of 3 guestrooms and Inns, in accordance with policy 8.7.4.
- Bed & Breakfasts with a dormitory room that has an occupant load larger than four persons, in accordance with policy 8.7.4.
- Replacement of existing multi-unit dwellings in excess of four dwelling units in accordance with policy 18.6.1. This replacement structure shall not contain more dwelling units than existed prior to replacement.
MPS Policy 8.7.3, which identifies criteria that should be met for proposals in the Medium Density Residential Designation for three and four unit dwellings, is the primary policy to consider for this type of development proposal:

MPS Policy 8.7.3, requires Council to ensure that there is adequate landscape buffering, space for leisure/recreational activities, that safe access and egress is provided to the property, and that the development proposed does not exceed the identified bedroom and unit count within a dwelling. In addition to these criteria, the development proposal shall be in accordance with Policy 18.6.1.

**Discussion & Analysis: Criteria Met from Policy 8.7.3 of the MPS:**

The proposed development, in Staff’s opinion, meets all the criteria set out in MPS Policy 8.7.3. However, three criterions of initial concern identified by Town Staff are discussed in detail below (Table A – Discussion of MPS Policy 8.7.3). These three criterions are related to:

1. Landscape buffering;
2. Dwelling and bedroom count; and
3. Leisure and recreational space allocated to the property.

Minutes of the Public Information Meeting held on April 17th, 2017, are detailed in Attachment 2. However, these minutes were not used to inform Staff’s analysis, as no members of the public attended the Public Information Meeting.
### Table A – Discussion of MPS Policy 8.7.3

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Discussion</th>
</tr>
</thead>
</table>
| 1. Landscaping Buffering   | **Section 8.7.3 (b) states:** \[“the proposal provides a landscape plan prepared by a landscape architect or certified landscape designer and includes adequate landscaped buffers required to adequately separate parking areas from adjacent residential uses and to ensure a high landscape value is provided by the development.”\]** \[Fig. 9\]
|                            | The proposed Site and Landscape Plan for the subject property has been prepared by Angela Morin from SageHouse Design. The Site/Landscape Plan has identified enhanced features on the property, which proposes new plantings and landscape features (rocks, garden, and barrier free pathway) for the property. In addition, the proposed Site and Landscape Plan identifies that the subject property is heavily landscaped along the north-west and east property lines, which may help to buffer noise and provide privacy from adjacent residential uses. Further, smaller plantings line the south and north-west property line which may help further mitigate adverse land use conflicts on the north-end of the property. \[Fig. 9\]
|                            | The proposed parking configuration is adequately concealed from adjacent land uses through different forms of natural and built-form screenings. Natural screening is best exemplified by the variety of plantings lining all borders of the site. Built-form screening is best exemplified on the site by an existing fence running along the north and west-side of the property. \[Fig. 9\]
|                            | Staff believe the proposed development offers new and existing landscaping features that provide adequate landscape buffering to adjacent land uses. |
Section 8.7.3 (c) states:

“the proposal contains no more than a total of 8 bedrooms in a 3 unit dwelling and 10 bedrooms in a four unit dwelling;”

The existing use of the subject property is a two-unit dwelling, containing a total of five (5) bedrooms. Along with the main building, an existing detached garage is located on the north-east corner of the property.

The subject property is located in the Central Wolfville Residential Architectural Control Area of Town, where population density is generally higher and contains heavy automobile and pedestrian traffic. Based on data provided to the Town, dwellings surrounding the subject property (14 Acadia - outlined in red) contain a variety of densities, with some properties containing one, two, four, and nine dwelling units on site (see image below).

The proposed development is seeking to add an additional dwelling unit (one-bedroom apartment) to the third floor of the existing main building. Along with adding a third unit to the
existing main building, the Applicant is seeking to develop a fourth unit in the existing detached garage, which would contain a total of three-bedrooms. This proposed development would see four (4) dwelling units on the subject property, containing a total of nine (9) bedrooms.

Staff believe that the proposed development is consistent with the dwelling and bedroom count criteria set forth in Policy 8.7.3 of the MPS, meets the intent of the Medium Residential Density Designation, and meets the level of density within the current neighbourhood.

Section 8.7.3 (d) states:

“the proposal provides space for leisure or recreational facilities;”

The proposed Site and Landscape Plan (Fig. 9) indicates that a large proportion of the rear-yard will be converted into a larger parking area. This causes concerns regarding lot coverage and hard surface requirements, along with providing adequate amenity space on site.

The subject property is zoned Medium Density Residential (R-2/4) and is to maintain a lot coverage less than 35%, as per zoning standards set out within 8.4 of the Land Use Bylaw. The proposed development would see a lot coverage of approximately 23% with the existing main building and the proposed conversion of the existing detached garage into a Single Dwelling Unit.

The subject property shall meet a hard-surfacing requirement outlined in 5.5.1 of the LUB, which applies to all residential zones in Town. This requirement states that the maximum hard surface area of a lot in any residential zone shall be no more than 50% of the lot area. The proposed development would approximately contain a hard surface area of 40% of the lot.

Staff understand that the proposed development may decrease the existing leisure and recreation space on the property. However, Staff believe the property still maintains adequate space for leisure or recreational activities and is nearby Downtown amenities. The subject property still contains a large-grassy front and side-yard, which provides adequate space for leisure and light
recreational activities. Both the existing main building and newly proposed dwelling unit (existing detached garage) will also have a veranda/covered deck, which may further provide amenity space for leisure and relaxation. The subject property, being in the Core Area of Town, is also close to many amenities, such as walking trails, parks, and local retail shopping.

Staff believe that the proposed development is consistent with the criteria set forth in Policy 8.7.3 of the MPS, as the development meets the lot coverage and hard surfacing requirements, and provides adequate space for leisure and recreational activities.

Staff believe the development proposal is consistent with the intent and criteria set out in Policy 8.7.3 of the MPS, as the development meets the intent of the Medium Density Residential Designation. A summary table for MPS Policy 8.7.3 with staff comment to each criterion is provided in Attachment 1.
Municipal Planning Strategy – Part 12.1 – Architectural Heritage and Culture

Section 12.1 of the MPS contains specific policy that addresses links between preservation, sustainability, management and protection of Wolfville’s architectural heritage. These policies help guide and direct the architectural style, design and character of proposed developments within Town. A summary table identifying all relevant Architectural Heritage policies with staff comment to each is provided in Attachment 1.

Discussion & Analysis: Criteria Met from Policy 12.1.5 of the MPS:

The proposed development, in Staff’s opinion, meets the intent of MPS Policies related to Architectural Heritage. However, MPS Policy 12.1.5 was identified with initial concern and is discussed in detail below (Table B – Discussion of MPS Policy 12.1.5).

<table>
<thead>
<tr>
<th>Table B – Discussion of MPS Policy 12.1.5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy</strong></td>
</tr>
<tr>
<td><strong>Section: 12.1.5 States:</strong>&lt;br&gt;“to ensure that when considering development agreements the architectural character of any proposed new building, or the addition to or alteration of any building is visually compatible with the established architectural character of other buildings in the neighbourhood, in terms of height, bulk, scale, roof shape, materials, and relationships of windows and doors and architectural details. Require that the applicable Design Review checklist contained in the Architectural Guidelines Manuals be satisfactorily completed as part of the development agreement application.”</td>
</tr>
</tbody>
</table>
(e) Black two-tone architectural fiberglass shingles.

Further, a height restriction of 26 feet has also been written into the development agreement to ensure the proposed conversion (existing detached garage) is smaller than the existing main building. The height restriction requirement used in this case was taken from section 4.18.1(h) of the Land Use Bylaw, which applies requirements for Accessory Buildings and Uses.

Please see Attachment 1 for a brief discussion of the Residential Architectural Guidelines - Design Review Checklist.

Staff believe the proposed development is consistent with the intent of Policy 12.1.5 of the MPS, as it has adequately addressed the Design Review checklist contained in the Residential Architectural Guidelines Manual and maintains visual compatibility with the established architectural character of other buildings in the neighbourhood.
Municipal Planning Strategy – Part 18 – Implementation

The last criteria outlined in Policy 8.7.3 of the MPS states that a “development is in accordance with Policy 18.6.1”. Policy 18.6.1 of the MPS contains general policy for all development agreements, which focus on issues related to the preservation, servicing, and design of the proposed development.

Discussion & Analysis: Criteria Met from Policy 18.6.1 of the MPS:

Issues identified by Town Staff during their review of the general criteria for all development agreements are listed below (Table C – Discussion of MPS Policy 18.6.1). A summary table for MPS Policy 18.6.1 with staff comment to each criterion is provided in Attachment 1.

Table C – Discussion of MPS Policy 18.6.1

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Discussion</th>
</tr>
</thead>
</table>
| 1. Type and Intensity of Use | Section 18.6.1 (b) of the MPS states:  

“to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods...  
(i) The type and intensity of use;”  

The existing use of the property is a two-unit dwelling, containing a two-bedroom apartment and a three-bedroom apartment. The proposed development will intensify its existing use and density with the addition of two (2) units and four (4) additional bedrooms, totalling to four dwelling units on the subject property containing 9 bedrooms.  

The proposed development will increase the number of people and units in the area, but the magnitude of the increase will be minimal. With two additional units, there may be an increase in noise, congestion, and traffic related to intensified use and density within the current and surrounding neighbourhoods. However, the proposed development is enabled in this area and the intensity is appropriate given the intent and criteria set forth in Policy 8.7.3 of the MPS. |
## 2. Parking, Traffic & Egress

Section 18.6.1 (g) of the MPS states:

> “to ensure that the proposed site and building design provides the following:
> (ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property;”

Using the Land Use Bylaw (LUB) as a guideline for parking requirements, the development requires five (5) parking spaces to be located on-site. The development also requires one parking spot be designated ‘barrier-free’ for the barrier-free bedroom located within the proposed single dwelling unit (existing detached garage). A barrier-free parking spot is generally larger and requires unimpeded access to the barrier-free unit.

The proposed development exceeds the parking requirement set out in Part 23 of the LUB and has provided six (6) on-site parking spaces by developing the north and east-side of the property (Fig. 9). One of the six parking spaces is designated as a barrier-free parking space.

The Traffic Authority has reviewed the application and has no concerns with the proposed development regarding functional vehicle circulation and parking on site.

## 3. Architectural Features

Section 18.6.1 (g) of the MPS states:

> “to ensure that the proposed site and building design provides the following:
> (viii) architectural features, including but not limited to, mass, scale, roof style, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition;”
REPORT TO PLANNING ADVISORY COMMITTEE
Development Agreement Proposal – 14 Acadia Street
Date: May 17th, 2017
Department: Community Development

The proposed development is seeking to maintain the Modified Queen Anne architectural style within the existing building and incorporate this style into the design of the proposed residential conversion (existing detached garage). Please see Staff comment regarding architectural heritage in ‘Table B – Discussion of MPS Policy 12.1.5’.

Staff believe that the proposed development is compliant with the Architectural Guidelines and is consistent with MPS policy.

Staff believe the proposed development is consistent with the intent and criteria set out in Policy 18.6.1 of the MPS. A summary table for MPS Policy 18.6.1 with staff comment to each criterion is provided in Attachment 1.

6) REVIEW FROM OTHER DEPARTMENTS
The development proposal has been reviewed by the Public Works Department and the Traffic Authority, with no comments or concerns related to servicing capacity, access, egress and parking.

7) PUBLIC INFORMATION MEETING
The Town organized a Public Information Meeting on April 17th, 2017. Attendance of the PIM included one Town Councillor and no members of the public. Further to holding a PIM, Staff made a post to social media account (Twitter & Facebook) to gain further input and feedback on the application from Town residents and nearby property owners. No submissions of concern regarding this application have been submitted to date, only one phone-call from a neighbour supporting the proposed development has been received by Town Staff.

8) SUMMARY OF DRAFT DEVELOPMENT AGREEMENT PROVISIONS
The Draft Development Agreement, as attached (Attachment 3), requires the following:

- Planned Development (two main buildings), up to four (4) dwelling units (Clause 5.1.2.1 (b))
- Landscape buffering provisions (Clause 5.1.3.4)
- Requires that all non-hard surface areas on the Lands are maintained as landscaped areas. (Clause 5.1.3.5)
- Stormwater run-off shall not be directed to adjacent properties (Clause 5.1.3.6)
- Requires six (6) parking spaces be provided on site (one being barrier free) (Clause 5.1.3.8)
- Architectural design features/materials (Clause 5.1.7.2)
- Height requirement for new Single Dwelling Unit shall not exceed 26 feet (Clause 5.1.7.3)
- Discharge of previous Development Agreement (DA - 2013-06) (Clause 7.1.2)
9) COMMENTS & CONCLUSIONS

The subject property (14 Acadia Street) is currently a two-unit dwelling, containing a total of five bedrooms. The development agreement application proposes that a Planned Development (two main buildings) exist on the subject property, containing a total of four dwelling units.

Staff believe that although the intensified use of this subject property may contribute to further noise density and foot traffic in the local neighbourhood, the intensification is warranted through MPS policy and fits within the neighbourhood description posed by the Residential Architectural Guidelines.

It is of Staff’s opinion that the proposed development meets the intent of the Municipal Planning Strategy and is consistent with relevant policies of the MPS. Given this, Staff recommend that the Planning Advisory Committee provide a positive recommendation to Council regarding the Draft Development Agreement on PID 55273205 and the attached Development Agreement be forwarded to Council for Initial Consideration before a Public Hearing is held.

10) ATTACHMENTS

1. Relevant Policy - Summary Tables
2. Public Information Meeting (April 17th, 2017) Notes
3. Draft Development Agreement
Policy 8.7.3 of the MPS states that: to ensure the following criteria are met when council is considering proposals in Medium Density Residential (MDR) designations for three and four unit dwellings by development agreement.

The following table provides Staff comment on the identified policy criteria:

<table>
<thead>
<tr>
<th>Criteria from Policy 8.7.3 of the MPS</th>
<th>Staff Comment</th>
</tr>
</thead>
</table>
| *(a)* the proposal provides a safe access and egress to the lot for the intended use; | • There is an existing driveway that provides adequate access and egress to the lot.  
• The Traffic Authority has reviewed the development proposal, with no issues of access or egress on the property identified. |
| *(b)* the proposal provides a landscape plan prepared by a landscape architect or certified landscape designer and includes adequate landscaped buffers required to adequately separate parking areas from adjacent residential uses and to ensure a high landscape value is provided by the development; | • The site/landscaping plan was prepared by a landscape architect (Angela Morin – SAGE HOUSE DESIGN) from Grand Pre.  
• The site/landscaping plan identifies the property has a high quality of vegetation buffering, with various plantings surrounding the west, north and east property lines. Most of the landscape buffering on site is situated along the property lines, which provides adequate separation from adjacent properties. In addition to the vegetation buffers, a solid wood fence runs along the west and north property line, which assists with further separation from adjacent land uses.  
• The proposed parking area poses no issue to adjacent residential uses, as it is screened from adjacent land uses by built features (such as the existing main building and proposed Single Dwelling Unit) and natural features (plantings and vegetation). |
| *(c)* the proposal contains no more than a total of 8 bedrooms in a 3 unit dwelling and 10 bedrooms in a 4 unit dwelling; | • The application proposes a Planned Development (two main buildings) that would consist of a Three Unit Dwelling and a Single Unit Dwelling, totalling four (4) dwelling units on the Lands.  
• The application proposes a total of nine (9) bedrooms on the subject property, which meets the intent of this criterion. Six bedrooms would be located in the existing main building, while three bedrooms would be located in the newly proposed Single Dwelling Unit (existing detached garage). |
| *(d)* the proposal provides space for leisure or recreation facilities; | • The property contains adequate space to the west-side of the existing main building, which provides residents with space to gather outside for leisure |
or recreational activities.
- The existing main building has a large veranda that wraps around the south façade to the east-side that can be used by residents for leisure activities.
- The site is located within the Core Area of Town and is very close to walking trails, parks, and other downtown amenities.

| (e) development is in accordance with policy 18.6.1 | • See policy 18.6.1 analysis below. |

**Section 12.1** of the MPS establishes architectural heritage requirements for all developments located within a designated Architectural Control Area of Town. The relevant Architectural Heritage policies (12.1.4, 12.1.5, 12.1.6) within the MPS have been reviewed in response to the proposed development.

The following table provides Staff comment on the identified policies:

<table>
<thead>
<tr>
<th>Relevant Architectural Heritage Policies</th>
<th>Staff Comment</th>
</tr>
</thead>
</table>
| **12.1.4** “to require that all developments located within a designated Architectural Control Area be consistent with the design principles and guidelines contained in the appropriate Architectural Guidelines Manual.” | • The subject property is located within the ‘Central Wolfville’ Residential Architectural Control Area (RACA) of Town.  
• Staff believe the proposed development is compliant with the Residential Architectural Guidelines and its principles. |
| **12.1.5** “to ensure that when considering development agreements the architectural character of any proposed new building, or the addition to or alteration of any building is visually compatible with the established architectural character of other buildings in the neighbourhood, in terms of height, bulk, scale, roof shape, materials, and relationships of windows and doors and architectural details. Require that the applicable Design Review checklist contained in the Architectural Guidelines Manuals be satisfactorily completed as part of the development agreement application.” | • Please see ‘Table B – Discussion of MPS Policy 12.1.5’ of this report for Staff comment.  
• Section 6.0 of the Residential Architectural Guidelines provides a Design Review Checklist pertaining to Streetscape/Site Layout Guidelines (Section 6.1) and Architectural Guidelines (Section 6.2).  
  o Staff believe the proposed development provides a site layout that provides adequate identification and location of access/egress to the lot, plantings, parking configuration, and building(s) on site.  
  o Staff believe the proposed development provides adequate description of architectural style, features, materials, and character of the proposed development.  
• Staff believe the proposed development maintains visual compatibility with the established architectural character of other buildings in the neighbourhood.
12.1.6 “to consider only by development agreement in areas designated as Residential Architectural Control Area proposals for new main buildings and additions to existing buildings that constitute more than 25% of the building floor area in accordance with policy 18.6.1. Additions to registered heritage buildings that constitute more than 10% of the building floor area of the existing heritage building shall also require a development agreement in accordance with policy 18.6.1.”

- The proposed development would see a new main building on the property that would constitute more than 25% of the building floor area in accordance with MPS Policy 18.6.1
- See policy 18.6.1 analysis below.

**Policy 18.6.1** of the MPS establishes the general implementation policies that Council shall consider for all development agreements. In part of reviewing for this section, staff may have contacted other departments or outside agencies to seek specific information.

The following table provides Staff comment on the identified policy:

<table>
<thead>
<tr>
<th>General Development Agreement Policies of the MPS (Section 18.6.1)</th>
<th>Staff Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(a)</em> to ensure that the proposal conforms to the intent of the MPS and to all other applicable Town By-Laws and regulations, except where the application for a development agreement modifies the requirements of the LUB or Subdivision By-Law.</td>
<td>• This proposal is enabled for consideration by development agreement and in Staff’s opinion is consistent with the intent of the MPS.</td>
</tr>
<tr>
<td><em>(b)</em> to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:</td>
<td></td>
</tr>
<tr>
<td>i) the type and intensity of use</td>
<td>• The current use of the property is one main building comprising of a two – unit dwelling and containing a total of five (5) bedrooms.</td>
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<tr>
<td></td>
<td>• The proposed four dwelling units would be split between two main buildings that would consist of a Three Unit Dwelling and a Single Unit Dwelling,</td>
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<td></td>
<td>totalling four (4) dwelling units on the Lands.</td>
</tr>
<tr>
<td></td>
<td>• The proposed use (four dwelling units) is appropriate and enabled in this zone by development agreement and is consistent with other uses in the area.</td>
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<tr>
<td></td>
<td>• Developing the subject property from a two-unit dwelling to a total of four dwelling units may incur increased noise and traffic</td>
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<td></td>
<td>• The property is located in the Residential ‘Central Wolfville’ Architectural Control Area.</td>
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<tr>
<td></td>
<td>• The height and massing of the existing main building will not change through this proposal. The proposed third dwelling unit will not affect the exterior appearance or design of the existing main building, as access will be granted to the proposed unit from its interior through a pre-existing staircase.</td>
</tr>
<tr>
<td></td>
<td>• The proposed Single Dwelling Unit (existing detached garage) will require alterations that will see the building raised by four feet and internally and externally renovated.</td>
</tr>
<tr>
<td></td>
<td>• See 18.6.1 (g) viii for architectural design comments</td>
</tr>
<tr>
<td></td>
<td>• Staff believe that the alterations proposed to the new main building on the subject property are compliant with the Town’s Residential Architectural Guidelines</td>
</tr>
<tr>
<td></td>
<td>• Not applicable (residential use)</td>
</tr>
<tr>
<td></td>
<td>• Additional lighting from the newly proposed main building (existing detached garage) may affect adjacent land uses</td>
</tr>
<tr>
<td></td>
<td>• The Land Use Bylaw includes clauses to control spread of outdoor lighting to adjacent properties</td>
</tr>
<tr>
<td></td>
<td>• Two additional dwelling units on this property may result to increased noise</td>
</tr>
<tr>
<td></td>
<td>• Two additional dwelling units on this property may result to increased pedestrian traffic and vehicles on site but the road network will not be impacted.</td>
</tr>
<tr>
<td></td>
<td>• The existing detached garage is proposed to be lifted to by four feet and have a roof height of approximately 25 feet. This may cause increased stormwater run-off and affect the drainage pattern on the property.</td>
</tr>
<tr>
<td></td>
<td>• The proposed parking configuration, which shows an increase allotment to parking space, may affect</td>
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<tbody>
<tr>
<td><strong>viii) deprivation of natural light</strong></td>
<td>• No issues</td>
</tr>
<tr>
<td><strong>(c)</strong> to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following:</td>
<td></td>
</tr>
<tr>
<td>i) sanitary and storm sewer systems</td>
<td>• Adequate capacity</td>
</tr>
<tr>
<td>ii) water systems</td>
<td>• Adequate capacity</td>
</tr>
<tr>
<td>iii) schools</td>
<td>• No issues</td>
</tr>
<tr>
<td>iv) recreation and community facilities</td>
<td>• No issues</td>
</tr>
<tr>
<td>vi) fire and police protection</td>
<td>• No issues</td>
</tr>
<tr>
<td>vii) street and walkway networks</td>
<td>• No issues</td>
</tr>
<tr>
<td>viii) solid waste collection and disposal systems</td>
<td>• No issues</td>
</tr>
<tr>
<td><strong>(d)</strong> to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the town to absorb capital and/or maintenance costs related to the development.</td>
<td>• No costs to be incurred by the Town</td>
</tr>
<tr>
<td><strong>(e)</strong> to ensure that the proposal does not cause environmental damage or damage to adjacent properties through:</td>
<td></td>
</tr>
<tr>
<td>i) pollution of soils, water or air</td>
<td>• No issues</td>
</tr>
<tr>
<td>ii) erosion or sedimentation</td>
<td>• No issues</td>
</tr>
<tr>
<td>iii) interference with natural drainage systems</td>
<td>• Stormwater run-off shall be maintained on site • See Clause 5.1.3.6 of Draft Development Agreement</td>
</tr>
<tr>
<td>iv) flooding</td>
<td>• No issues</td>
</tr>
<tr>
<td><strong>(f)</strong> to ensure that the proposal protects and preserves matters of public interest such as, but not limited to:</td>
<td></td>
</tr>
<tr>
<td>i) historically significant buildings</td>
<td>• The building is not designated or registered as a heritage property. • The existing main building maintains significant characteristics of the Queen Anne architecture style. These architectural characteristics and features have been adequately carried over to the newly proposed main building (existing detached</td>
</tr>
<tr>
<td>(g) to ensure that the proposed site and building design provides the following:</td>
<td></td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>ii) public access to shorelines, parks and public and community facilities</td>
<td>• No issues</td>
</tr>
<tr>
<td>iii) important and significant cultural features, natural land features and vegetation</td>
<td>• No issues</td>
</tr>
<tr>
<td>iv) useable active transportation networks that contribute to existing active transportation links throughout the community</td>
<td>• Not applicable (residential use)</td>
</tr>
<tr>
<td>ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property</td>
<td>• Adequate facilities provided.</td>
</tr>
<tr>
<td>iii) facilities for the safe movement of pedestrians and cyclists</td>
<td>• Adequate facilities provided.</td>
</tr>
</tbody>
</table>
| iv) adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area | • Adequate landscaping provided  
(See Site Plan – Figure 5)  
• Review Staff Comment to 8.7.3 (b) |
| v) screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins | • Requirements included in development agreement |
| vi) safe access for emergency vehicles | • No issues |
| vii) adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation | • Not applicable |
| viii) architectural features, including but not limited to, mass, scale, roof | • No exterior alterations or additions have been proposed to the existing main building on the garage) |
style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition

subject property.

- The newly proposed main building (existing detached garage) will be built with features similar to the existing main building (see Clause 5.1.7 of the Draft DA)
- The newly proposed main building (existing detached garage) shall not exceed a height of 26 feet.
- The proposed development is compliant with the Architectural guidelines.

| ix) useable outdoor amenity space for use of residents in a residential development | • Adequate amenity space provided  
• Review Staff Comment to 8.7.3 (d) |
|---|---|
| x) accessible facilities for the storage and collection of solid waste materials | • No changes proposed from existing  
• Requirements included in the development agreement and other applicable Town by-laws. |
| xi) appropriate consideration for energy conservation | • The existing main building and proposed main building (existing detached garage) will have to meet current building code requirements |
| xii) appropriate consideration of and response to site conditions, including but not limited to; slopes, soil, and geological conditions, vegetation, watercourses, wetlands, and drainage | • No issues |

(h) where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage

• No issues identified
**Policy 18.6.2** establishes what conditions may be established in the development agreement. The conditions are limited to those listed, and to the specific policies guiding the development.

<table>
<thead>
<tr>
<th>SECTION 18.6.2</th>
<th>STAFF COMMENT</th>
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</thead>
<tbody>
<tr>
<td><strong>18.6.2</strong> that a development agreement may contain such terms and conditions that are provided for in Section 227 of the Municipal Government Act which ensures that the proposed development is consistent with policies of this Municipal Planning Strategy. The agreement may include some or all of the following:</td>
<td>• The draft Development Agreement includes terms and conditions in relation to many of the items included in 18.6.2.</td>
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<tr>
<td>(a) the specific type of use;</td>
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<td>(b) the size of the structure(s) within a development;</td>
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<tr>
<td>(c) the percentage of land that may be built upon and the size of yards, courts, or other open spaces;</td>
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<tr>
<td>(d) the location of structure(s) in relation to watercourses, steep slopes and development constraint areas;</td>
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<td>(e) storm water drainage plans;</td>
<td></td>
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<tr>
<td>(f) the maximum and minimum density of the population within the development; the architectural design or external appearance of structures, in particular its compatibility with adjacent structures, where required by policy;</td>
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<tr>
<td>(g) traffic generation, access to and egress from the site and impact on abutting streets and parking;</td>
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<tr>
<td>(h) landscape design plan indicating the type, size and location of all landscaping elements that buffer or screen the development. This may also include fencing, walkways and outdoor lighting;</td>
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<tr>
<td>(i) open storage and outdoor display;</td>
<td></td>
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<tr>
<td>(j) public display or advertising;</td>
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<td>(k) maintenance of the development;</td>
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<tr>
<td>(l) any other matter which may be addressed in the Land Use By-law or Subdivision By-Law, such as parking requirements, yard requirements, etc.;</td>
<td></td>
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<tr>
<td>(m) site specific information relating to soils, geology, hydrology and vegetation.</td>
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ATTACHMENT 2 - Public Information Meeting Notes

Public Information Meeting
April 17th, 2017 - 6.00 PM – Council Chambers
Development Agreement Proposal - 14 Acadia Street

Attending

Staff: Planner Colin Simic & Administrative Assistant James Collicutt
Councillors: Wendy Donovan

Developer: Travis Mills

In speaking to his proposal, Mr. Mills noted that one of his four units will be accessible as per the Building Code in the converted garage and will be truly barrier-free to allow a truly useable space.

Mr. Simic then looked to the public for any comments or questions.

Public Comments & Questions:

There were no member of the public present and Mr. Simic adjourned the meeting at 6.10 PM.
This Development Agreement is made this _______ day of ______________________, 2017.

BETWEEN:

TRAVIS ROBERT MILLS & MIYOSHI ANN KONDO
(Hereinafter called the “Developer”)

OF THE FIRST PART

- and -

TOWN OF WOLFVILLE
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 55273205) 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 ____________, 2017 approved entering into this Development Agreement to permit the establishment of a Planned Development on the Lands, subject to the registered owner of the Lands entering into this Development Agreement;

AND WHEREAS Development Agreement 13-06 (Document #104945408 as registered April 24, 2014 with the Kings County Land Registration Office) is registered against the deed of the Lands (PID 55273205) that approved the operation of a Daycare as accessory to a residential dwelling, will be discharged on approval of this development;

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/Landscape Plan for the Lands

2. **Definitions**

2.1 In this Development Agreement:

“Barrier Free” means as established by the National Building Code

“Barrier Free Parking Stall” means the provisions set forth under Section 3.8.2.2(4) and Section 3.8.2.2(5) under Schedule C within the Nova Scotia Building Code Regulations made under Section 4 of the Building Code Act.

“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 two main buildings on the lands with a total of four dwelling units between both main buildings.

“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 55273205, and as described in Schedule “A”.

“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 adopted by Council on September 23, 2008, and recorded at the Kentville Land Registry Office on November 6, 2008, as Document Number 92078600.

“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 adopted by Council on September 23, 2008, and recorded at the Kentville Registry of Deeds Office on November 6, 2008, as Document Number 92078543.

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

“Planned Development” means the grouping on a site of two (2) or more permitted uses in a zone, subject to Section 8.7.3 of the Municipal Planning Strategy.

“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:

1. The addition of a third unit located on the third floor (attic) of the existing main building; and
2. The conversion of the existing detached garage into a fourth unit on the Lands, which would be barrier free on the main level of the building.

The Planned Development would consist of a Three Unit Dwelling and a Single Unit Dwelling, totalling four (4) dwelling units on the Lands. The Municipal Planning Strategy requires that such a development be approved by a Development Agreement. The parties have therefore agreed to enter into this Development Agreement. Development Agreement 13-06, which enabled the use of a Day Care in a residential zone, will be discharged on approval of this Development Agreement.

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. All as-of-right uses permitted in the Medium Density Residential (R-2/4) zone in the Land Use By-law, as amended from time to time.
   b. Planned Development, up to four (4) dwelling units.

5.1.3 Landscaping & Site Requirements

5.1.3.1 The Development shall conform to the zone standards of the Land Use By-law, as established in Section 8.4 of the Municipal Planning Strategy except as otherwise established by this agreement.

5.1.3.2 All Development shall occur on the Lands.

5.1.3.3 Development on the Lands shall be built generally in accordance with the Site Plan/Landscape Plan and Specifications of Schedule “B.” Landscaping requirements as shown in Schedule “B” may be varied to accommodate different plant varieties, the location of planting beds or other minor details.

5.1.3.4 The Developer shall maintain the existing fences and tree buffers along the west, north and east property lines, as shown on Schedule “B”.

5.1.3.5 The Developer shall establish and maintain all non-hard surface areas on the Lands as landscaped areas.

5.1.3.6 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.

5.1.3.7 No parking shall be permitted on non-hard surfaced areas of the site.

5.1.3.8 The Development shall develop and maintain a total of six (6) parking spaces, one of which is to be a Barrier Free Parking Stall.

5.1.3.9 The Developer shall provide onsite lighting for all driveways and walkways on the Lands of number and design sufficient to provide for the reasonable safety and security of vehicles and pedestrians. All lighting fixtures shall be of a design as to prevent the unreasonable illumination of adjacent properties and full cut off fixtures shall be used for all outdoor lighting.
5.1.4 **Municipal Services**

5.1.4.1 The parties agree that municipal sanitary sewer and water services are available in the street on Acadia Street and that the building is currently connected to these services.

5.1.4.1.1 All costs to connect the existing main building (identified as “14 Acadia – existing extents” on Schedule “B”) to these services are the responsibility of the Developer.

5.1.4.1.2 All costs to connect the new main building (identified as ‘Future Apartment’ on Schedule “B”) to these services are the responsibility of the Developer.

5.1.4.2 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.

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 Exterior alterations or additions to the existing main building (identified as “14 Acadia – existing extents” on Schedule “B”) on the Lands is prohibited, except as provided in the Planning Documents.

5.1.7.2 The Developer shall build the new main building (identified as ‘Future Apartment’ on Schedule “B”) on the lands with features similar to the existing main building. The new main building features shall include:

(a) White 4-inch clapboard vinyl siding applied to the exterior of the building or upon the re-residing of the main building, the Future Apartment must use the exact siding as the existing main building;
(b) Half grill, single hung vertical slider windows with 4 to 6-inch trim;
(c) A veranda, as generally shown on Schedule B with a base width of at least 5 feet and 4 inches;
(d) White aluminum facia with a white ventilated soffit; and
(e) Black two-tone architectural fiberglass shingles or upon the residing of the Main Building, the exact shingles must be used on the Future Apartment building.

5.1.7.3 The new main building (identified as ‘Future Apartment’ on Schedule “B”) on the Lands shall not exceed a maximum height of 26 Feet.

5.1.8 Timing

5.1.8.1 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. All other time requirements imposed in this Development Agreement shall be calculated from that date, the effective date.

5.1.8.2 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.
5.1.8.3  Within 1 year of the issuance of the occupancy permit for the Development, all landscaping required by this Agreement shall be completed.

5.1.9  Amendment

5.1.9.1  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.

5.1.9.2  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 5.1.8.2.
   (b) Alterations to the architectural features identified in section 5.1.7.2, as long they are in keeping to the existing features of the main building (identified as “14 Acadia – existing extents” on Schedule “B”) on the Lands.

5.1.10  Expenses

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

5.1.11  Liability

5.1.11.1  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.

5.1.12  Default

5.1.12.1  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.

5.1.12.2 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.

5.1.12.3 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.

5.1.12.4 Any expenses incurred by the Town in exercising its rights under sections 5.1.11.1 and 5.1.11.2, or either of them, shall be paid by the Developer to the Town.

5.1.13 Administration

The Development Officer administers this Agreement. His/Her 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 The parties acknowledge an existing development agreement in effect for the lands between the TOWN OF WOLFVILLE and ELIZABETH HOBB AND ARUN VATS dated April 7th, 2014 filed at the Registry of Deeds in Kentville on April 24, 2014. This earlier development agreement is now discharged on approval of this Development Agreement. The Town hereby discharges these earlier development agreements within the authority of the Municipal Government Act, section 229(1).

7.1.3 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:

   TRAVIS ROBERT MILLS & MIYOSHI ANN KONDO  
   1273 Ridge Road  
   Wolfville, Nova Scotia  
   B4P 2R1  
   Attention: TRAVIS ROBERT MILLS

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, sealed and delivered it to each other on the date set out at the top of the first page.

SIGNED, SEALED AND DELIVERED

In the presence of:

TOWN OF WOLFVILLE

By _____________________________

MAYOR

Witness

By _______________________________

TOWN CLERK

SIGNED, SEALED AND DELIVERED

In the presence of:

By _____________________________

TRAVIS ROBERT MILLS

Witness

By _______________________________

MIYOSHI ANN KONDO
CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on ______________________, 2017, _________________________________________
a witness to this agreement came before me, made oath, and swore that the TOWN OF
WOLFVILLE, 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 ___________________________, 2017, ________________________________
a witness to this agreement came before me, made oath, and swore that TRAVIS ROBERT
MILLS 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 ___________________________, 2017, ________________________________
a witness to this agreement came before me, made oath, and swore that MIYOSHI ANN
KONDO 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

As approved by Council _______, 2017
Schedule “A” – Property Description

All that certain lot, piece or parcel of land and premises situate, lying and being on the North side of Acadia Street, in the Town of Wolfville, in the County of Kings and Province of Nova Scotia, bounded and described as follows:

COMMENCING at a point on the Northern boundary of Acadia Street where the same is intersected by the Eastern boundary of lands formerly of William Ward and now owned by E.D. Fraser;

THENCE in an Easterly direction along the Northern boundary of Acadia Street for a distance of One Hundred and Twelve Feet and Nine inches to the Southwest corner of lands now or formerly of one Wakefield;

THENCE in a Northerly direction along the Western boundary of Wakefield lands for a distance of One Hundred and Fifty-Nine Feet Three inches;

THENCE in a Westerly direction for a distance of Sixty-One Feet to the Southeast corner of lands now or formerly of Mary King;

THENCE in a Westerly direction along the Southern boundary of said King lands for a distance of Thirty-One Feet Nine inches;

THENCE in a Southerly direction along the Eastern boundary of lands formerly of one Ward, now Fraser, for a distance of One Hundred Fifty-Eight Feet Nine inches to the place of commencement.

SUBJECT TO the Development Agreement (burden) created by the instrument recorded in the Land Registration Office for Kings County, Nova Scotia in Document 104945408 on April 24, 2014.

MGA COMPLIANCE STATEMENT

The description for this parcel originates with a deed dated November 30, 1964, registered in the registration district of Kings County in book 230 at page 283 and the subdivision is validated by Section 291 of the Municipal Government Act.
Schedule “B” – Site/Landscaping Plan

14 ACADIA STREET
Landscape Plan

As approved by Council, 2017
UPDATE
The Audit Committee met on Friday, May 19, 2017

Reporting on Variances:

- A single page that highlights the material variances will be useful for the Audit Committee to review, providing the Committee a global view with a magnitude of variance

March 31, 2017 Doubtful Accounts Review

- This report was prepared for the Audit Committee as part of the annual year-end financial statement process and provided a preliminary update on the status of receivable collections during fiscal 2016/17 to assist in identifying the magnitude of likely bad debts
- Receivables are in good shape – the vast majority of receivables are collected and there is no danger of material impact on the bottom line
- Regardless of positive efforts to date, continual review of all accounts receivable (A/R) is a process that should occur every year, and this update to the Audit Committee is part of that process

Update on Joint Municipal Accountability and Transparency (JMAT) Committee

- In December 2016, a committee was established to:
  o Ensure mechanisms in place supporting transparency & accountability to the public;
  o Strengthen municipal government expense policies;
  o Increase transparency to the public of municipal staff and elected official expenses;
  o Improve audit function on staff and elected official expenses; and
  o Recommend amendments to the MGA where applicable.
- Membership on the Committee included representatives from the province, UNSM, and AMANS. The formation and mandate of the Committee grew out of concerns related to issues highlighted by the media earlier in the year with regard to local government spending largely related to conferences, meals, travel and entertainment expenses
- The Committee has concluded its mandate and submitted its report to the Deputy Minister of Municipal Affairs

The next meeting of the Audit Committee is scheduled for Friday, June 30, 2017
SUMMARY

Dangerous or Unsightly Premises Policy

This RFD proposes that Council adopted a Policy to guide the enforcement of Dangerous or Unsightly actions taken on behalf of the Town of Wolfville.

DRAFT MOTION:

That Council approve Policy 215-003, Dangerous or Unsightly Premises.
1) **CAO COMMENTS**

The CAO supports the recommendation of staff.

2) **LEGISLATIVE AUTHORITY**

The Municipal Government Act provides Council with the power to address dangerous or unsightly situations through Part XV of the Act. The Act goes on to state:

```
Authority to delegate
345 (1) The council may, by policy, delegate some or all of its authority pursuant to this Part, except the authority to order demolition, to the administrator.

(2) The council may, by policy, delegate its authority pursuant to this Part, or such of its authority as is not delegated to the administrator, to a community council or to a standing committee, for all or part of the municipality. 1998, c. 18, s. 345.
```

3) **STAFF RECOMMENDATION**

Staff recommends that Council adopt the attached Dangerous or Unsightly Premise Policy.

4) **REFERENCES AND ATTACHMENTS**

- Policy Making Policy and Management Policy, 110-007
- Dangerous or Unsightly Premises Delegation of Authority Policy, 215-001
- Quasi-Judicial Appeal Hearing, SOP 110-802

5) **DISCUSSION**

Currently staff take action on Dangerous or Unsightly properties under the authority of the MGA but a policy is needed to provide clarity on what activities and actions Council wishes to delegate to staff or keep within its authority. Staff is also recommending certain processes and approaches of which Council should approve so that staff can act with confidence and certainty.

The draft policy is attached for Council’s review. The main components of the policy include:

- Delegating the authority to determine dangerous or unsightly situation to an Administrator
- Council clarifying that it will retain the appeal decision authority.
- Establishing a priority listing for staff responses to dangerous or unsightly situations.
- Establishing a process for dealing with complaints and appeals, consistent with the Quasi-Judicial Appeal Hearing Procedure.

If Council approves this Policy, staff will adopt Standard Operating Procedures to provide additional clarity to the administrative procedures. Both of these documents are important in case the Town engages in any kind of litigation under the Dangerous or Unsightly provisions of the MGA.
6) **FINANCIAL IMPLICATIONS**

There are no direct costs for establishing this policy. However, there are often costs associated with dealing with properties. Staff intend to be more diligent and proactive in responding to dangerous or unsightly situations and will likely be taking more actions, which could result in an increase in legal costs.

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

This Policy is identified in the Operations Plan as an action for 2017/18.

8) **COMMUNICATION REQUIREMENTS**

Staff will increase on-line communications to educate the public on Dangerous or Unsightly enforcement and compliance issues.

9) **ALTERNATIVES**

- Not approve the Policy
- Amend the Policy
Dangerous or Unsightly Premises Policy

1.0 Purpose
The purpose of this policy is to delegate the Town’s powers and set priorities with regard to Part XV of the Municipal Government Act (Dangerous or Unsightly Premises).

Part XV of the Municipal Government Act states, “Every property in a municipality shall be maintained so as not to be dangerous or unsightly”.

2.0 Scope
This policy applies to all properties in the Town of Wolfville.

3.0 References
3.1 Municipal Government Act, Part XV
3.2 Dangerous or Unsightly Premises Standard Operating Procedures, 215-801
3.3 Quasi-Judicial Appeal Hearing Procedure, 110-802

4.0 Definitions
4.1 For the purpose of this policy and associated procedure, the definition of Dangerous or Unsightly will be the same as contained in the Municipal Government Act, currently Section 3, definition (r).

4.2 Hearing means any consideration of an appeal of an Order to Remedy or the demolition of a property brought before council or a court of competent jurisdiction.

5.0 Policy Statement
5.1 Council delegates its authority to declare a property as dangerous or unsightly to the Dangerous or Unsightly Premises Administrator. The Administrator will determine whether or not a property is considered dangerous or unsightly in accordance with the definition of such in the Municipal Government Act.

5.2 Council under the provisions of the Dangerous or Unsightly Premises contained in the Municipal Government Act can issue an order to demolish a building.
5.3 Council delegates its authority to bring into compliance a property which has been declared dangerous or unsightly to the Administrator. The Administrator will utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to achieve compliance.

5.4 Council retains its authority under the provisions of the Dangerous or Unsightly Premises provisions contained in the Municipal Government Act to conduct appeal hearings when an appeal is launched against an order to demolish a building.

5.5 Council will hold an appeal hearing when an appeal is launched against a decision of the Administrator.

6.0 Roles

6.1 Council:
   6.1.1 Upon recommendation by the administrator, Council will make a decision on the issuance of an order to demolish a building.
   6.1.2 Upon an appeal of a decision of the Administrator, Council will determine if a property is dangerous or unsightly and any remedial action to be taken.

6.2 Administrator:
   6.2.1 Receive all complaints in relation to this policy.
   6.2.2 Conduct an initial investigation of the complaint and determine if the property is dangerous or unsightly in accordance with the relevant provisions contained within the Municipal Government Act.
   6.2.3 Utilize any and all tools listed in the Dangerous or Unsightly Premises Procedure to bring a property into compliance.
   6.2.4 Provide regular updates to Council detailing number of complaints, type of infraction, number of open files and number of resolved files.

7.0 Complaints

7.1 Complaints shall be received in a written format either on a Town of Wolfville Complaint Form or via letter or email. Each complaint must include the complainant’s name and contact information. Anonymous complaints will not be investigated.

7.2 Complaints shall contain specific information, including the address of property where the complaint exists, the date that the dangerous or unsightly condition existed and what specifically the complainant believes is causing the dangerous or unsightly condition.

7.3 Complaints may be received by Staff or Council.

7.4 All complaints shall be submitted to the Administrator.

7.5 The Administrator shall acknowledge receipt of a complaint to the complainant.
Complaints shall be considered confidential but are subject to Part XX of the Municipal Government Act, Freedom of Information and Protection of Privacy.

8.0 Enforcement

8.1 Enforcement of the Dangerous or Unsightly Premises section of the Municipal Government Act will primarily be on a complaint basis.

8.2 It is recognized that there are limited staff resources to carry out the function of this policy. Therefore, the following priority will be followed when dealing with dangerous or unsightly files:

8.2.1 Dangerous Properties;
8.2.2 Unsightly Properties with multiple complaints
8.2.3 Unsightly Properties with one complaint
8.2.4 Staff initiated actions

9.0 Hearings

9.1 Notification of any hearing will be delivered no less than seven (7) days prior to the hearing. In cases where the owner cannot be located, notice of the hearing may be posted on the property no less than seven (7) days prior to the hearing.

9.2 The complainant will be notified of the hearing in writing no less than seven (7) days prior to the hearing.

9.3 The Administrator’s report will not be made public prior to the hearing.

10.0 Appeals (Administrator Decisions)

10.1 Any decision of the Administrator may be appealed to Council within seven days of such decision. Such appeal must be submitted in writing to the Town Clerk.

10.2 Appeal hearings shall follow the procedures outlined in the Quasi-Judicial Appeal Hearing Procedure, 110-802

10.3 Appeals may be lodged by the property owner or complainant.

10.4 Council may make any decision that the Administrator could have made.

10.5 A decision of Council is not appealable.
SUMMARY

Project Charter – Parking Action Plan

The Project Charter for the Parking Action Plan provides details regarding the proposed work to be completed to implement an action plan that improves parking in the downtown core area. Once the Project Charter is approved, staff will undertake the project according to the goals, objectives and deliverables approved by Council.

DRAFT MOTION:

That Council approve the Project Charter for the Parking Action Plan.
1) CAO COMMENTS

The CAO supports the recommendations of staff. Completion of the Parking Action Plan is an initiative identified in the 2017-18 Operational Plan.

2) LEGISLATIVE AUTHORITY

The MGA through a variety of sections provides Council with the powers to require parking through planning documents, the ability to expend money to provide parking and to regulate on street parking.

Area improvement and promotion

56 (1) A municipality may

(a) beautify, improve and maintain property owned or leased by the municipality;

(b) pay grants to a body corporate for the purpose of promoting or beautifying a business district and for airport, wharf or waterfront development;

(c) identify and promote a business district as a place for retail and commercial activity;

(d) establish or maintain parking facilities.

Power to expend money

65 The council may expend money required by the municipality for

(ap) parking lots and parking structures;

214 (1) A municipal planning strategy may include statements of policy with respect to any or all of the following:

(o) policies governing

(i) land-use by-law matters,

(ii) amendment of the land-use by-law,

(iii) the acceptance and use of cash-in-lieu of required parking,

3) STAFF RECOMMENDATION

Staff recommends that Council approve the Project Charter – Parking Action Plan.
4) REFERENCES AND ATTACHMENTS

1. Imagine our Downtown Plan 2014
2. Economic Action Plan 2012
3. 2015 Downtown Core Traffic Study
4. Phase 1 Report of Parking Study
5. Project Charter – Parking Action Plan (attached)

5) DISCUSSION

The project charter for the Parking Action Plan establishes the goals, objectives, deliverables, budget, staff resources and timeline for the project and is presented for Council’s review and approval. Once approved, staff will action the project within the parameters approved by Council. Any increase or alteration in scope will require direction from Council through an amendment to the Project Charter.

A detailed analysis of the parking issue is described in the background section of the attached Parking Project Charter. Past studies have indicated that the amount of parking supply in the Town of Wolfville is adequate. However, businesses and residents continue to identify parking as an issue.

Parking is an economic development driver. The 2010 Assessment Findings and Suggestions Report by DDI (the “Brooks Report”), states “Remember that parking is an economic development tool NOT a fund-raising mechanism. Change the mentality towards parking and you’ll see your retail sales rise.”

The task for the staff working group is to recommend to Council a suggested level of service for the provision of parking. Council must then decide if this level of service is acceptable. Once this is established, the remaining work will evaluate existing parking, recommend changes that could help and determine if additional parking is required in specific sections of the downtown core area. To accomplish these tasks, it will take a considerable amount of time by several departments.

The work to complete this project is outlined in the Project Charter. The deliverable are as follows:

1. Report to Council with recommended service level standards;
2. Recommendations regarding policy changes or the adoption of new parking strategies;
3. Recommendations to Council regarding infrastructure upgrades for consideration in future budgets;
4. Communication strategies and educational material regarding parking in Wolfville
5. Recommendations regarding future parking lots.

From an economic development perspective, this parking project is essential as it serves several purposes. Firstly, it responds to business concerns that have been expressed through several recent consultations. Secondly, the establishment of an agreed upon level of service will provide clarity as to what the town will provide in terms of parking and this can be communicated to businesses and
residents. Thirdly, the existing parking lots and supporting policies will be evaluated to determine if changes are required to make the most effective use of current parking areas. Fourthly, should new parking for specific sections be identified as required, partnerships with the business community will be explored to share the cost of new parking areas.

Impacts on Staff Resources

Staff is recommending an interdisciplinary approach to develop a Parking Action Plan, as different perspectives must be heard and accommodated when considering solutions and actions. The staff resources associated with this project are significant. There has already been studies an analysis completed, along with consultations with the public. The Project Charter takes the approach that now is the time for action and that little additional study is needed.

When considering any possible changes, staff need to consider:

- Long term financial impacts
- Physical layout of parking lots
- Planning policies
- Enforcement
- Parking maintenance and impact of any changes on Public Works
- Asset Management project
- Economic Development and Tourism
- Partnership opportunities
- The role of active transportation

Due to the breadth of issues, it is necessary to bring together different departments to develop solutions. Some of the work required to complete this project will occur as part of the MPS process but by taking this interdisciplinary approach, there will be impacts on other positions outside of the Manager of Economic Development. These impacts are detailed in the Project Charter.

6) FINANCIAL IMPLICATIONS

The Town will engage a consultant to fill in any of the data gaps. Estimated costs for this work is $10,000 and is part of the approved 2017-18 budget. The Parking Action Plan recommendations and action will be considered as part of future budget deliberations.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See Project Charter.
Council Strategic Principles:

1. **Affordability** – Recommendations will be evaluated to ensure affordability.
2. **Transparency** - Reports will be delivered to Council at public sessions.
3. **Community Capacity Building** – Once it is determined what the level of service that the Town will provide, businesses and community members can then decide what actions may be needed by other agencies or groups.
4. **Discipline to Stay the Course** – This project was identified in the 2017-18 Operational Plan and the project charter has been developed to ensure that all stakeholders are aware of the scope. As mentioned earlier, any increase or alteration to the scope will require direction from Council through an amendment to the Project Charter.
5. **United Front** – The decision of the level of service early in the project will enable Council and staff to have a united message and provide educational material to highlight the agreed upon level of service provided.
6. **Environmental Sustainability** - Using an active transportation lens and encouraging park and walk opportunities will decrease automobile traffic in the downtown core.

8) **COMMUNICATION REQUIREMENTS**

Once Council has adopted an action plan, staff will communicate next steps through educational materials.

9) **ALTERNATIVES**

- Council amend the project charter to reduce the scope. – An increase in scope will require additional resources.
1. PURPOSE & DESCRIPTION

PURPOSE
To implement an action plan that improves parking in the downtown core area

DESCRIPTION
There are differing expectations regarding service level standards for parking. The business community, through the WBDC, identifies parking and traffic as major concerns for their customers and staff. Recent and proposed developments are also putting pressure on the existing amount, location and configuration of parking within town.

BACKGROUND
Parking, within any municipality, is often an ongoing area of dispute. Some believe, particularly in a small town, that parking spots should be located outside the front door of businesses. Others see the value in having parking located outside the main shopping areas to encourage pedestrian activity. There is no single answer to address the myriad of concerns regarding parking. This project aims to

- clarify the role of the town in providing parking and the service level associated with the Town’s role
- identify improvements to our existing parking infrastructure.

In 2015, staff began analyzing parking related issues and completed a parking usage analysis, which looked at how full our existing parking lots were at different times of the day and during different times of the year. The usage study found:

- Parking areas near the boundaries of the downtown are under-utilized during the week as a substantial resource for individuals commuting to the downtown.
- Where parking occupancy rates exceeded the acceptable threshold (>85%) this usage can be tied to a specific event (e.g. The Farmers’ Market) or related to parking area inadequacies that reduced the overall availability of parking such as the absence of delineative markings.
- Employers and employees have been found to be using prime visitor parking spaces along Main Street during their business hours, which the survey has indicated is the result of connectivity issues between Main Street and all-day parking areas.
- The current distribution of time limits and parking periods meet public expectations however there may be room for improvement as suggested by staff.
- Application of CPTED principles could improve the usefulness of less visible parking areas, making them more attractive to evening visitors, employers and employees.”
The results of this usage study were communicated to the public but concerns about parking continue to be top of mind for the businesses community. There are many factors which are contributing to the concerns about parking. A recent meeting with approximately 20 local businesses, parking again was identified as a key concern, as the proposed street lights at the corner of Gaspereau and Main would mean a loss of up to 15 parking spots. There will also be increased pressure for parking in the east end of town as this area redevelops and downtown uses and intensities are extended down to Willow Avenue. There also has been a loss of parking along one side of Linden and Summer Streets, causing parking pressures in this residential area.

Parking is expensive and a poor use of prime commercial land as it does not produce property taxes or contribute to street vitality. Wolfville aims to be a walkable town where there is an animated street life, which is created by people walking, recreating and socializing in the core. During recent consultations, staff have also heard that further investments in parking are not necessary or useful and the investment should be on active transportation, enforcement or better maintenance of our existing parking areas.

As a community, there needs to be agreement on what level of parking service the town will provide. Simply put, how far should someone have to expect to walk from a parking spot to the destination. The decision on service levels will direct the amount of investment that Council wishes to make in parking, and the resulting costs to residents. The Town also needs to review existing parking strategies to find improvement to deal with identified parking problems. These strategies are:

- Parking regulations in MPS (e.g. cash-in-lieu)
- Time allocations on existing parking sites - currently parking spaces are 3 hours in length.
- Winter parking ban
- Enforcement tools – Is our enforcement approach working and appropriate?
- Signage and Wayfinding - Is extra signage needed and where should it be located?
- Leasing of parking sites - Do we continue this practice or leave it to the market to provide parking?

The following strategies should also be reviewed:

- Options for Permit parking
- Provision of overnight parking
- Role of WBDC in educating businesses regarding parking
- Others as identified

The leasing of parking sites is an area where further analysis is required. In 2015, the Town took over the maintenance and monitoring of the Town Centre parking lot (in front of Shoppers Drug Mart), resulting in about 15K in additional costs to the town. The Town also removed all requirements from the 2008 MPS for businesses to provide parking, essentially taking on the
role of providing parking in the downtown. The Town needs to decide if and how parking will be provided in the downtown and whose responsibility it is to provide it. The leasing of extra parking has been part of the parking strategy and our existing leases, particularly with private businesses, will be reviewed.

The asset management plan will also help inform decision making on parking as the cost of parking has not been fully costed or adequate cost recovery mechanisms put in place to support town parking initiatives. As the asset management plan develops, data from the parking action plan will be integrated into it.

2. ALIGNMENT TO COUNCIL’S STRATEGIC PLAN & OTHER TOWN PLANS

COUNCIL’S STRATEGIC PLAN
Finding a parking solution will help achieve two of Council’s strategic goals:
1. To make the downtown core more user friendly
2. To ensure the Town owned and/or funded infrastructure meets the needs of the community
3. To foster the success of our existing business community
4. To create a business ready environment for future expansion and attraction opportunities
5. To offer a dynamic quality of life grounded in the Town’s Leisure, culture and recreation activities

Principles:
As staff undertakes this work, two key principles will guide the recommendations. They are:
- Affordability and Environmental Sustainability

OTHER TOWN PLANS
- Imagine our Downtown Plan 2014:
- Economic Action Plan 2012
- 2015 Downtown Core Traffic Study
- Phase 1 report of Parking Study

3. GOALS & OBJECTIVES

GOAL
To establish reasonable parking service standards and infrastructure to support this.

OBJECTIVES
a. Identify and adopt a service standard for parking;
b. If needed, identify potential future Town parking areas in the central and eastern areas of the downtown core and associated funding opportunities:

c. Review existing parking strategies to increase the effectiveness of existing parking.

d. Develop educational material to promote available parking;

e. Conduct CPTED/site evaluations for all Town managed parking areas and indicate gaps and the costs associated to correct identify issues;

f. Determine if new or additional special parking (e.g. disabled, bus, loading) designations are required; and

g. Work with Acadia to identify opportunities for shared parking.

h. Explore a parking partnership with WBDC.

4. DELIVERABLES

The deliverables for the project are:

1. Report to Council with recommended service level standards;

2. Recommendations regarding policy changes or the adoption of new parking strategies;

3. Recommendations to Council regarding infrastructure upgrades for consideration in future budgets;

4. Communication strategies and educational material regarding parking in Wolfville

5. Recommendations regarding future parking lots.

5. TIMELINES AND MILESTONES

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## 6. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS
- Parking is a critical tool to economic development success in the downtown core area
- Perception of parking problem must be addressed
- Wolfville wants to build on its policies regarding active transportation and walkability
- The Vision Statement for the Downtown, as adopted by Council, remains.

### CONSTRAINTS
- Budget constraints for upgrades to existing parking sites
• Highest and best use of limited land availability

RISKS
• Lack of consensus
• No effective solution

7. BUDGET, RESOURCES & PROCUREMENT

BUDGET
• $10,000 budget for consultant

RESOURCES
• Community Development will be the lead department
  o Economic Development Manager (lead staff) (15 hours per week) 420 hours plus working group meetings 21 hours = 441 hours
  o Community Development Director / Planner (3 hours per week) 84 + 21 = 105 hours
  o Public Works Director (49 hours)
  o Public Works (49 hours)
  o Compliance Officer (49 hours)
  o Administrative Assistant (49 hours)

Resource as required:
  o Finance Director (costing) 12 hours
  o Planning Technician 12 Hours

Outside resources required:
• Consultant. The consultant will provide support to staff and will complete the following
  o Review and make recommendations regarding special parking spots
  o Provide input to determine the level of service
  o Complete CPTE/site analysis assessments on the following parking lots, :
    ▪ Linden Avenue
    ▪ NSPI Parking Lot
    ▪ Farmers Market
    ▪ Town Hall Parking
    ▪ Library Parking
    ▪ Subway Parking Lot

8. COMMUNICATION & ENGAGEMENT
• Meeting with Communities of interest and engagement tools (online feedback, open house or focus group(s)) will provide input into the development of possible solutions
• Staff will contact specific Communities of interest to seek feedback as needed: Acadia University, WBDC, Wolfville Farmers Market, Active Transportation users
• Once Council has adopted an action plan, staff will communicate next steps through educational materials.

9. ATTACHMENTS

10. APPROVAL
Approved by Council on (month, day, and year).
(insert motion with resolution number)
SUMMARY

Residential Rental Registration Bylaw, Ch101

A residential rental registration bylaw would regulate lodging houses over 3 lodging units and require a license for lodging houses over 4 lodging units. This report provides an analysis of the draft bylaw, the resources required to administer it and recommends that the bylaw proceed to First Reading after additional consultation.

DRAFT MOTION:

That Council direct staff to seek additional consultation with key stakeholders prior to the Residential Rental Registration Bylaw, Ch101, being put forward for First Reading by Council.
1) CAO COMMENTS
The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY
The Nova Scotia Municipal Government Act 1998 (MGA), Section 174 (a) states “a council may make by-laws respecting the regulation and licensing of persons owning or operating rooming houses or boarding houses and regulating the maintenance, administration, operation and occupancy of buildings used as rooming houses or boarding houses and the land on which they are located”.

3) STAFF RECOMMENDATION
Staff recommend that the attached bylaw be forwarded to First Reading in October after information sessions with key Communities of Interest on the contents of the draft Bylaw.

4) REFERENCES AND ATTACHMENTS
- Draft RRRB (attached)
- Community of Interest Summary with Landlords
- White Paper on RRRB
- Project Charter – Approved by Council 2016-06-21
- Summary of Housing Symposium notes from Stream 3 - RRRB

5) DISCUSSION
The Town is considering adopting a bylaw to regulate boarding/lodging houses within Wolfville to address safety and lifestyle conflict issues. Over the last year, the PAC, the Town and Gown Committee, the public and Council through consultations, the Housing Symposium and committee meetings have provided guidance and input on the issue of lodging house regulations. Generally, the consultations indicated a reasonably high level of support for the development of a Residential Rental Registration Bylaw (RRRB).

Although there has been significant support for the development of such a bylaw, there has been some concerns expressed. These include:

- Concerns about property values
- Supporting a housing form which is on the wane
- Concerns about the type of residents and the ensuing behaviors

The Housing Symposium dedicated an entire stream to discussions on the Residential Rental Registration Bylaw where the participants concluded:
Since the Housing Symposium, a draft bylaw has been developed and is presented today for Council’s review and discussion, along with recommended next steps for adoption.

*The Draft RRRB Provisions*

The draft bylaw defines a lodging house as follows:

LODGING HOUSE means a Dwelling with three (3) or more Lodging Units which are provided to persons in return for remuneration. Lodging Houses exclude Accommodations, Bed and Breakfasts, Nursing Homes and Residential Care Facilities.

A lodging unit is defined as

LODGING UNIT means a room in a Lodging House that is used or designed to be used primarily for sleeping accommodations, which

a) Is provided to a person or persons in exchange for remuneration;
b) Is used exclusively by the resident or residents of the room;
c) Is not normally accessible to persons other than the resident or residents of the room;
d) Has access to a kitchen, but does not have exclusive use thereof; and
e) Has access to sanitary facilities, but may or may not have exclusive use thereof.

The RRRB defines a Lodging house as having 3 units but would only regulate those Lodging Houses with 4 or more units. This threshold was determined through consultations where the use would operate more like a business than a residential use. Four is also the number of Lodging Units which triggers the requirements of the Nova Scotia Fire Safety Regulations for boarding houses (Part 8.1.1.1 of the Fire Regulations).

The main components of the bylaw are:

- Clearly define a Lodging House as having 4 or more units
- Require licenses for all lodging houses that contain 4 or more lodgers
- License would be issued upon demonstration of the following:
  - Compliance with the Land Use Bylaw, including parking
  - Submission of a floor plan that complies with the LUB
  - Compliance with the Fire Code
• The circumstances under which the Development Officer may refuse a licensing application, and appeal provisions. Grounds for refusing a license include:
  o Non-compliance with Fire and LUB
  o Breech of other Town bylaws
  o Outstanding enforcement orders
• Yearly renewal of the license and a yearly registration fee
• An enforcement section that enables suspension or revocation of the license for noncompliance with the LUB or Fire Code

Research and Consultations

Staff, or the Town’s consultants, have undertaken the following consultations or drafted the following documents:

• Workshop on student housing issues with Town and Gown – January 30, 2015
• Meeting with Landlords – Fall 2016
• Housing Symposium- January 2017
• Sticky Issues workshop with PAC and Council – December 2015
• Core Area Consultation – June 2016
• Many one on one consultations with individual property owners/residents concerned about property standards - Ongoing
• White Paper on RRRB’s prepared for Symposium – January 2017
• Fotenn Discussion paper on RRRBs – February 2016
• Jurisdictional Scan – Ongoing but most recent is the July 19th, 2016 HRM staff report regarding licencing

The MPS and LUB

The draft RRRB proposes regulations to license lodging houses and if Council wishes to adopt this approach, then the MPS and LUB amendments currently underway will address the following:

• Revised definitions for Dwelling Unit, Lodging Unit and Lodging House
• Specific parking requirements for Lodging Houses
• Specific zones which enable Lodging Houses and locational criteria
• Method to approve Lodging Houses as a Land Use (development agreement, site plan approval or as-of-right)
• Address conversions of homes to Lodging Houses

Depending if Council wishes to proceed with the adoption of an RRRB, staff will bring forward the necessary LUB and MPS changes to the workshop on June 29th where staff will present Parts 3, 4 and 5 of version 2 of the MPS consistent with the direction provided by Council after the review of this RFD.
Analysis

At this point, staff have provided in-depth analysis and research, and engaged in significant consultation with a variety of communities of interest. For a detailed review of the analysis, the White Paper on Resolving and Regulating Residential Rentals outlines the case law, history, best practices and provides a jurisdictional scan. In summary staff have found:

- There is general consensus that Wolfville needs to regulate lodging houses
- Lodging Houses are a valued housing type, particularly for those needing affordable housing and those who wish to live in a more communal environment to reduce social isolation.
- A NIMBY (Not in My Backyard) attitude towards this development form is prevalent and is related to concerns about “student” behavior and lifestyle conflicts.
- There are concerns that some existing lodging houses are not meeting Fire Code.

If Council wishes to adopt this bylaw, it is important to understand that it will not address situations in the R1 or R1A zones where individuals who are not related come together and jointly rent a property. These would continue to be categorized as Single Unit Dwellings and would not be subject to this bylaw. These situations are very difficult to regulate and the line between lodging house and dwelling unit can not easily be ascertained or adjudicated. The Town must be cautious of appearing to target certain groups for increased regulation as this is counter to the principles and approaches outlined in the Social Integration White Paper. Moreover, staff are of the opinion that the Town should not play a role in who lives with whom but rather deal with issues that are relevant to the public interest such as safety, noise, property standards, parking, and type of use.

Staff are also of the opinion that many of the conflicts noted through our various consultations are ongoing and serious issues that we must address that will not be resolved with a “silver bullet” but rather with a series of coordinated approaches that work to create a more integrated community that is welcoming of all. For residents whose quality of life has been impacted by noise, garbage and other obnoxious behavior, the Town must continue to show leadership on these fronts. Stream 1 of the Housing Symposium developed almost 30 recommendations for the Town to consider, and a special meeting of the Town and Gown Committee will be held in June to review and prioritize.

The Town is also taking action on a variety of other fronts to create the integrated community to which Council aspires. The Town has taken the following actions:

- Improved communications and relationship at a staff level with Acadia
- Revised Noise Bylaw
- Increased enforcement of Dangerous or Unsightly properties
- Hiring of a Compliance Officer to work with community members on bylaws
- Compliance Officer holding office hours at the ASU
- Best practices research on Town and Gown relations
• Completion, as part of the MPS, of a Housing Needs Assessment to better understand how to fill housing gaps
• Integration of CPTED principles into our parks and public spaces to create a safer community
• Placemaking initiatives that support community gathering and integration.

Another consideration for Council is the human resource impacts of this bylaw and if extra staff is needed to administer the bylaw as drafted. It is very difficult to quantify with any accuracy the number of existing lodging houses; however, staff estimate that there are less than 20. The Town is currently using the Municipality of Kings for Fire Inspection Services and the DO will have the capacity to administer the bylaw. The impact of this bylaw on staffing will be considered in the fall as part of the analysis for future building inspection services and if we continue with Kings County or develop other option.

One option to reduce the operational impacts of this bylaw would be to reduce the proposed yearly inspection schedule for once a year to every two years and we will seek feedback on this option. Given that we do not have an in-house staff to complete the inspections, planning staff will propose a schedule to roll out the bylaw when the draft is brought back to Council for First Reading in October. By that time, staff will have completed the evaluation of out sourcing of building and fire inspection to Kings County and will be able to more fully understanding the impacts of this bylaw on the Town’s human resources.

**Legal Implications**

The White Paper\(^1\) outlines succinctly some of the legal issues regarding this potential bylaw:

*Several Ontario municipalities have found themselves subject to court challenges in the wake of introducing residential rental licensing by-laws. This may present a risk for the Town if the by-law is seen to be discriminatory in any way. The legal opinion obtained by the Town in 2015 indicated the LUB does not permit boarders or roomers in dwelling units, and these are not specifically permitted in any other defined use.*

*If the Town wishes to control these use uses, either by permitting or restricting them, the LUB should be amended to clarify when and where they are permitted. The legal opinion also cautions that boarding/lodging uses may be treated differently by the Building or Fire codes than they are by the LUB. Enforcement and inspection staff must exercise caution to ensure the definitions of the applicable legislation are respected. Finally, the legal opinion states it behooves the Town to take steps to clarify its intent toward boarding/lodging uses to avoid costly legal proceedings.*

\(^1\) Page 15 of *Resolving and Regulating Residential Rentals*
More recently, Waterloo’s licensing by-law was challenged after a complaint to Ontario’s Privacy Commissioner about the collection of tenant information under the By-law. This demonstrates ongoing challenges with the licensing approach that have not yet been resolved, even in jurisdictions where licensing has been in place for some time, implying the implementation of licensing may be a lengthy process even in the Wolfville context.

There is risk to the Town if this bylaw is adopted. However, comfort can be taken that HRM has adopted regulations regarding boarding houses and, to staff’s knowledge, it has not resulted in a court proceeding. The Town would be on the leading edge on the regulation of boarding/lodging houses if Council proceeds with adoption of this bylaw as a RRRB has not been tested in the Nova Scotia Court system. In order to mitigate any legal risk if Council decides to proceed to first reading, staff will seek a legal opinion and input into the draft bylaw.

**Process**

Staff are recommending that comments be sought on the draft bylaw from identified Communities of interest:

- Acadia Student Union
- Landlords and Property Owners who have Lodging Units
- Fire Marshall
- Senior’s Groups/interested individuals
- Acadia University Administration

Staff will also seek legal advice on the draft bylaw. Staff will bring a supplementary report back in October with the results of the consultation so that Council can consider giving First Reading.

If Council decides to proceed with the RRRB consultations, Planning Staff will be presenting the MPS Policies and LUB regulations to support the RRRB use within our planning documents at the end of June at a joint PAC/Council workshop.

Staff are also recommending that a full implementation plan for this bylaw be presented in October for Council’s consideration, which will be based on the feedback from the consultations over the summer.

**6) FINANCIAL IMPLICATIONS**

As part of the bylaw, Staff are recommending the following for new licenses and licensing renewals:

- Registration fee: $100.00 for four units and $25.00 for any Additional Unit
- Renewal fee: $25.00 plus $5.00 for any Additional Unit.
These fees will not cover the costs of the licensing process. If Council wishes to pursue a full cost recovery approach for this bylaw, Staff would need to do some additional work to calculate the true cost.

In addition, Staff recommends waiving of the fees for the first year of the bylaw to encourage participation.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

This bylaw supports the following strategic directions:

- To harmonize the diverse lifestyle choices between all demographics in Wolfville.
- To foster economic independence, inclusion and dignity through more affordable and diverse housing options.

Council adopted the following principles when considering new initiatives;

- **Affordability** – The Town would have additional administrative and enforcement costs in order to support this bylaw. Additional support may be required in the Fire Inspection and enforcement positions if this bylaw proceeds. Legal costs will also be incurred during the initial stages of the bylaw. The Town may have increased legal costs associated with court challenges.

- **Transparency** – This bylaw would make the location of Lodging Houses publicly known, providing certainty to renters that the lodging units are safe and to neighbours the standards to which a lodging house must operate. It would also acknowledge the fact this kind of housing situation exists in Wolfville.

- **Community Capacity Building** – This bylaw would encourage property owners to better manage and maintain their properties.

- **Discipline to stay the course** – Council adopted the Project Charter and directed staff to proceed with drafting a bylaw.

- **United Front** - This bylaw has no direct impact on this principle.

- **Environmental Sustainability** – This bylaw would encourage the reuse of some of the larger homes located in Wolfville, which are usually located near the core. This would support the ideas of a walkable downtown and embodied energy.

8) COMMUNICATION REQUIREMENTS

Key communication messages:

- The Town has done substantial research and consultation on regulating lodging houses in Wolfville and we are taking this action based on this work.
- Details of where lodging houses will be located and parking requirements will be discussed as part of the MPS/LUB review.
• Staff will be consulting with several groups in the summer months to explain and fine tune the draft bylaw before it comes back to Council in the fall.
• Lodging houses exist now and are an important type of housing for many different types of residents.

9) ALTERNATIVES
• Council not proceed with a Residential Rental Registration Bylaw
Residential Rental Registration Bylaw

BE IT ENACTED by the Council of the Town of Wolfville, under the authority of Section 172 of the Municipal Government Act, as amended.

1 Title
This By-law is titled and may be referred to as the ‘Residential Rental Registration Bylaw’ (the ‘RRRB’).

2 Definitions
2.1. “Dwelling” means a building or a portion thereof, used or intended to be used for residential occupancy. A Dwelling does not include a recreational vehicle or travel trailer.
2.2. “Dwelling Unit” means a set of rooms designed or intended to be occupied and used by an individual or household as a residence, which contains sanitary and kitchen facilities for the common use of the residents of the Dwelling Unit.
2.3. “Household” means one or more persons living together as a single independent housekeeping unit, with common use of and access to all areas of a Dwelling Unit.
2.4. “Lodging House” means a Dwelling with three (3) or more Lodging Units which are provided to persons in return for remuneration. Lodging Houses exclude Accommodations, Bed and Breakfasts, Nursing Homes and Residential Care Facilities.
2.5. “Lodging Unit” means a room in a Lodging House that is used or designed to be used primarily for sleeping accommodations, which:
   a) Is provided to a person or persons in exchange for remuneration;
   b) Is used exclusively by the resident or residents of the room;
   c) Is not normally accessible to persons other than the resident or residents of the room;
   d) Has access to a kitchen, but does not have exclusive use thereof; and
   e) Has access to sanitary facilities, but may or may not have exclusive use thereof.

3 Purpose
3.1. Regulate the renting of residential premises for the purpose of protecting the health and safety of the persons residing in the residential rental premises by ensuring
   o certain regulations are met; and
   o the required essentials such as plumbing, heating and hot water are provided;
3.2. Ensure the residential rental premises do not create a nuisance to the surrounding properties and neighbourhood;
3.3. Protect the residential amenity, character and stability of residential areas in Wolfville;
3.4. Protect residential rental housing as a viable business model in the Town; and
3.5. Acknowledge the municipal costs of this type of housing.

4 Background
The Municipal Government Act (MGA) gives Council the authority to establish a by-law regulating rooming or boarding houses under section 174. It also gives Council the authority to make by-laws regarding businesses and health and safety under section 172. The purpose of this by-law is to regulate residential premises used as Residential Rental Businesses, including rooming and boarding houses, in the Town of Wolfville.

5 Application & Scope
5.1. This By-law shall apply to all Lodging Houses containing four (4) or more Lodging Units.
5.2. This By-law may apply to Lodging Houses with three (3) Lodging Units.
5.3. Registration fees shall be charged on based on the number of Lodging Units in the Lodging House as set out in Schedule A to this By-law.
5.4. This By-law shall not apply to:
   • Apartment Buildings
   • Accessory Dwelling Units
   • Accommodations (i.e. Bed and Breakfasts, Hotels, Inns, etc.)
   • Nursing Homes and Residential Care Facilities

6 Prohibitions
6.1. No person shall operate a Lodging House with four (4) or more Lodging Units without a current, valid registration issued under the provisions of this By-law.
6.2. No person shall hold themselves to be registered under this By-law if they are not.
6.3. No person shall contravene or fail to comply with the terms or conditions of their registration as imposed under this By-law.

7 Administration
7.1. Administration of the By-law shall be assigned to the Town’s Enforcement Officer.
7.2. The Enforcement Officer shall be responsible for:
   • Receiving and processing applications for registration;
   • Issuing proof of registration;
   • Imposing terms and conditions on registrations if required;
   • Refusing to issue or renew a registration;
   • Renewing registrations; and
• Revoking or suspending a registration in accordance with Section 8 of this By-law.

8 Application, Registration & Renewal

Application Requirements

8.1. Every application to register a Lodging House shall be made to the Enforcement Officer.
8.2. Every application for registration shall be accompanied by the appropriate registration fee as set out in Schedule A to this By-law.
8.3. Applications for registration shall include the following information:
   • Name, address and phone number for the Property Owner;
   • If the Property Owner is not located within the County of Kings, the name, address and phone number for a local property manager who may be contacted in case of emergency;
   • The municipal address of the Lodging House;
   • The number of Lodging Units;
   • A statement from the Property Owner certifying the accuracy, truthfulness and completeness of the application; and
   • The signature of the Property Owner or Owners.
8.4. Applications for registration shall be accompanied by the following supporting information:
   • A floor plan of the Lodging House including all Lodging Units, and showing the dimensions of each room;
   • A parking plan showing compliance with the Land Use By-law;
   • Proof of insurance that identifies the Lodging House as a rental property; and
   • Evidence that the Lodging House complies with the Fire Code and Land Use By-law.
8.5. The Enforcement Officer may request additional information at the time of Registration.

Fees

8.6. Refer to the Municipal Fees Policy 140-015.

Proof of Registration

8.7. No Proof of Registration shall be issued until compliance with all applicable regulations has been determined.
8.8. Each Proof of Registration shall include the following:
   • Date of issuance and date of expiry;
   • Municipal address of the Lodging House;
   • Name, address and telephone number of the Property Owner;
• Name and telephone number of the local Property Manager, if required; and
• A sketch of the parking plan.

8.9. The Proof of Registration shall be displayed prominently at the entrance to the Lodging House.

Refusal

8.10. The Enforcement Officer may refuse an Application for Registration under any of the following conditions:
• The Lodging House is not in compliance with applicable regulations;
• The Property Owner is carrying out activities that are in contravention of this or any other
  By-law of the Town of Wolfville;
• There are reasonable grounds to believe materials submitted with the application for
  registration contain false statements; and/or
• There are outstanding enforcement orders against the property.

8.11. If an Application for Registration is refused, the Enforcement Officer shall notify the Property
  Owner within five (5) business days.

Appeals

8.12. Any person whose application for registration has been refused or whose registration has
  been revoked or suspended may appeal the decision to Council.

8.12. Appeals shall be submitted to the Town in writing within 30 days of the decision.

Renewals

8.13. Registrations shall be renewed annually.
8.14. Registrations shall only be renewed if the Lodging House continues to be in compliance with
  the Fire Code and applicable Municipal By-laws.
8.15. Registrations shall be renewed subject to a regular inspection cycle that shall be determined
  by the Enforcement Officer.

9 Enforcement

9.1. Subject to Nova Scotia regulations, an Enforcement Officer or Police Officer may enter upon
  private property for the purpose of investigation and enforcement of this By-law.
9.2. Any Enforcement Officer or Police Officer who believes on reasonable and probable grounds that there has been a violation of this By-law may issue a Summary Offence Ticket.

9.3. Every person who contravenes or fails to comply with any of this By-law shall be liable to a penalty as set out in the Municipal Fees Policy 140-015.

**Suspension or Revocation**

9.4. After the third offence, the Enforcement Officer may suspend a registration under the following conditions:
   - Upon inspection, a Lodging House is found to be in contravention of the Fire Code, Property Standards By-law or Land Use By-law.

9.5. A registration may be suspended for a maximum of 90 days.

9.6. During the registration suspension period, the Property Owner must:
   - Make all reasonable efforts to bring the property into compliance with the Fire Code, Property Standards By-law or Land Use By-law; and
   - Cooperate with the Enforcement Officer to arrange for any required inspections.

9.7. A Lodging House may continue to operate during a period of registration suspension.

9.8. The Enforcement Officer may revoke a registration under any of the following conditions:
   - The Lodging House has failed to comply with the Fire Code, Property Standards by-law or Land Use By-law during the 90-day registration suspension period.
   - The Property Owner has failed to comply with enforcement orders during the 90-day Registration Suspension Period.

9.9. Upon revocation of a registration, a Lodging House must cease to operate within 90 days.

9.10. A Lodging House whose registration has been revoked shall not continue to operate.

**10 Miscellaneous**

**Registration Transferability**

10.1. Registration is issued to a Property Owner for the property named on the registration, and cannot be transferred to another Property Owner or address.

10.2. If the ownership of a Lodging House changes, the new Owner is required to seek a new registration.
11 Conflict

Where there is a conflict between this Bylaw and any other Bylaw, Act, Regulation or Authority regulating, restricting or prohibiting any activity described in this By-Law, the more restrictive Bylaw, Act, Regulation or Authority prevails to the extent of the conflict.

12 Severability

In the event that any provision of this Bylaw becomes or is declared by a court of competent jurisdiction to be illegal or unenforceable, the remainder of this Bylaw will continue in full force and effect.

Clerk’s Annotation for Official Bylaw Book

Date of first reading: __________________________
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 By-law: __________________________

I certify that this RESIDENTIAL RENTAL REGISTRATION BYLAW # 101 was adopted by Council and published as indicated above.

__________________________________________  __________________________
Dan S. Stovel, Town Clerk                          Date

Schedules:

A - Application for Residential Rental Registration
B - Sample Proof of Registration
SCHEDULE A: Application for Residential Rental Registration

<table>
<thead>
<tr>
<th>Residential Rental Registration</th>
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</thead>
<tbody>
<tr>
<td>Registration No:</td>
</tr>
<tr>
<td>Civic Address:</td>
</tr>
</tbody>
</table>

**PROPERTY OWNER DETAILS**

- Registered Property Owner(s):
- Mailing Address:
- Cell Phone:   Home Phone: 
- Business Phone: Email:

**PROPERTY MANAGER DETAILS (if applicable)**

- Manager Name:
- Mailing Address:
- Cell Phone:   Home Phone: 
- Business Phone: Email:

**DOCUMENTS REQUIRED**

- [ ] A floor plan of the Lodging House including all Lodging Units, and showing the dimensions of each room.
- [ ] A parking plan showing compliance with the Land Use By-law.
- [ ] Proof of insurance that identifies the Lodging House as a rental property.

**CONDITIONS**

Evidence that the Lodging House complies with the Fire Code and Land Use By-law will be required prior to the issuance of a Proof of Registration. Any required inspections will be arranged with the Enforcement Officer at the time of Application.

Any Nonconforming Lodging House may also be required to provide documentation substantiating its existence prior to the effective date of the Land Use By-law that rendered it Nonconforming. Acceptable documentation includes:

(a.) Copies of dated advertisements for rental rooms at the property pre-dating the adoption of the Land Use By-law;

(b.) Copies of dated leases for tenants at the property. Any leases must have all identifying personal information blacked out, save the date and/or Proof of rental income for a 12-month period preceding the adoption of the Land Use By-law.
DECLARATION

I/We, ____________________________, of the Municipality of ____________________________

in the ____________________________, solemnly declare that:

All the statements contained in this Application are true and I/we make this solemn declaration conscientiously believing it to be true.

DECLARED before me at

at ____________________________, Nova Scotia,

Date ____________________________

Signature of Owner

Printed Name of Owner

Date ____________________________

Signature of Witness

Printed Name of Witness
SCHEDULE B: Sample Proof of Registration

Date of issuance and date of expiry

Municipal address of the Lodging House

Name, address and telephone number of the Property Owner

Name and telephone number of the local Property Manager, if required; and

A sketch of the parking plan.
SUMMARY

Flag Flying Policy Amendments

The Flag Flying Policy has been amended to streamline the approval process for flag flying requests.

DRAFT MOTION:

That Council approve the amendments to the Flag Flying Policy 120-006.
1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

N/A.

3) STAFF RECOMMENDATION

Staff recommends that Council approve the changes to the Flag Flying Policy to streamline the process.

4) REFERENCES AND ATTACHMENTS

1. Flag Flying Policy 120-006 (attached)

5) DISCUSSION

The Flag Flying Policy was first approved in 2009 to establish an opportunity that was consistent, fair and equitable for organizations to raise a flag to celebrate an event and/or day at the fourth flag pole at Waterfront Park. The initial policy required all requests to go to Council, however, in practice the requests received from organizations do not coincide with Town Council meetings. In the past year, there have been several flag raisings that have happened without formal approval by Council because they are re-occurring requests, however staff are recommending that the policy be amended to streamline the approval process for new requests.

It is recommended that all requests go through the office of the CAO and would only be brought to Council if the circumstances warrant it – i.e. the approval of raising the flag could be controversial in the community.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The amendment to this policy is administrative.

8) COMMUNICATION REQUIREMENTS

The policy would be up-dated to the website and communicated through social media.

9) ALTERNATIVES
That Council decided not to approve the amendments to the policy.
Policy No. 120-006
Flag Flying

POLICY

FLAG FLYING

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<td>08-02-09</td>
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<td>04-11-12</td>
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<tr>
<td>Amended 2017-06-20</td>
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1.0 Purpose

The purpose of this policy is to outline the occasions for flying flags in the Town of Wolfville.

2.0 Scope

This Policy is applicable to Town of Wolfville staff responsible for flying Flags for the Town of Wolfville.

3.0 References

3.1 Telephone and Electronic Polls Policy, 110-008

4.0 Definitions

4.1 CAO means the Chief Administrative Officer for the Town of Wolfville

4.2 Town means the Town of Wolfville.

5.0 Policy

5.1 It is the policy of the Town of Wolfville that no flag, other than a Federal Flag, a Provincial Flag, a Municipal Flag, and/or a First Nations Flag be flown from a municipal-owned flag pole with the exception of the fourth flag pole located at the Town’s waterfront property. This flag pole will be designated for groups and organizations who request that their event flag be flown from a Town flag pole.

5.2 Notwithstanding the above policy, the Town of Wolfville will fly the appropriate flag on the occasion of a visiting dignitary; the flag will be flown for the duration of the visit to the Town of Wolfville.

5.3 Additionally, the Town of Wolfville undertakes to provide consistent circumstances when flags on Town property will be flown at half-mast in the Town of Wolfville.

5.4 Specific Objectives

Through the Flag Flying Policy, the Town of Wolfville undertakes to:

a. Provide a consistent response;

b. Provide fair and equitable opportunities; and
c. Provide a designated area for groups or organizations to fly their event flag from a Town flag pole

5.5 Requests for Flag Flying

a. Flag flying requests shall be in writing and directed to the office of the CAO and should include the start and end date of the request.

b. Flag flying requests to Council are approved on a first come, first serve basis;

c. Flags will only be placed on Town property in support of specific community events or activities in or around the Town at the request of the organizing group;

d. The maximum duration of any individual flag display will be one week (seven days).

e. If a request is perceived as contentious the CAO may conduct a Telephone or Electronic Poll of Council per Town Policy 110-008 for approval.

5.6 Responsibilities

5.6.1 The Chief Administrative Officer may:

a. Determine if the request for half-masting conforms to the criteria of the policy.

b. Arrange for the half-masting of the flag, and will advise the Mayor, Council and staff of the Town's Administrative offices, of the name of the individual, the individual's qualification for recognition under this policy and the date of the funeral or memorial service for the individual.

5.6.2 The Town Council may:

a. At the request of the CAO, consider for approval the request submitted to Council.

b. At the request of the group or organization, attend the flag raising ceremony.

5.6.3 The Fire Department Operator/Mechanic shall:

a. Be responsible for changing the event flag at the request of the CAO.

b. Be responsible for lowering the flag or flags to half-mast at the request of the CAO.

5.7 Half-Masting the Canadian Flag

5.7.1 The flag will be flown at half-mast to mark the passing of any of the prominent public figures listed below, for a period beginning when the Town is notified of the individuals death until and including the date of the funeral or memorial service, or at the discretion of the CAO:

a. Across Canada and abroad on the death of:

i. The Sovereign, or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister).
ii. The Governor General or a former Governor General of Canada.

iii. The Prime Minister or former Prime Minister of Canada

b. Within the Province on the death of:

i. The Lieutenant Governor or former Lieutenant Governor of Nova Scotia.

ii. The Premier or former Premier of Nova Scotia.

c. Within the Town of Wolfville on the death of:

i. The Mayor or former Mayor of the Town of Wolfville.

ii. A Councillor or former Councillor of the Town of Wolfville.

iii. A Federal Cabinet Member or former Cabinet Member who represented a constituency that included the Town of Wolfville.

iv. A current or former employee of the Town of Wolfville.

v. A Member of the Legislative Assembly (MLA) or a former MLA who represented a constituency that included the Town of Wolfville.

vi. A Member of the Canadian Military whose life was lost while on active duty.

d. In recognition of individuals from the Town, whose duties can be described as “Protective Services”, including but not limited to police, fire, emergency health services, Department of Natural Resources Conservation Officer and Fisheries Officers.

5.7.1 All flags will be lowered to half-mast during the Remembrance Day Ceremony on November 11.

5.7.2 The flag will be flown at half-mast to mourn lives lost in traffic, national and international events. In such cases the decision to lower the flag and the period during which it remains at half-mast will generally mirror the practice of the Province of Nova Scotia, but will be at the discretion of the CAO.

5.8 Other individuals and events may be recognized by lowering the flag at the discretion of the CAO and/or Council of the Town.

6.0 Policy Review

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

Grand Pre to Wolfville Rail Lease and Trail Construction

This report reviews the terms of the draft lease of the rail trail between the Skateboard Park and the eastern boundary of the Town of Wolfville and seeks Council’s approval to proceed with the project in fiscal 2017-18 at a cost of $95,000.

DRAFT MOTION:

Council approve the terms of the draft lease as follows:

- Base lease cost of 3890.00 plus applicable HST with a 3% increase per year
- 99 year term
- The landowner or tenant can terminate the lease with 180 days notice. The property owner will reimburse the Town the unamortized portion of the $95,000 investment. After 20 years, the Landlord will have no obligation to reimburse the Tenant.
- Inclusion of standard insurance requirements
- If active rail returns, the lease terminates or the landowner will move the trail to accommodate both uses.
- The landlord may move the trail at its own expense and provide a similar standard of trail.
- Other standard administrative clauses

Council direct the CAO to execute the Grand Pre to Wolfville Rail Lease Agreement

Council approve moving the Rail Trail East Project from Years 2 & 3 of CIP to Year 1, with a capital expenditure of $95,000.
1) **CAO COMMENTS**

The development of the Harvest Moon Trail to connect Wolfville east to Grand Pre, and currently west to Annapolis County, is both an active transportation and tourism asset that has been identified in multiple plans completed over the years – i.e. Active Transportation Plan. The project has been in the Town’s 10 Year Capital Investment Plan since 2013/14 and was projected to be completed in Year 3 of the 2017/18 CIP. The CAO supports the recommendation of staff to move the project from Year 2 & 3 of the 10-Year CIP to Year 1 to leverage the opportunity for 50 cent dollars to complete the project.

Securing the lease with the Windsor & Hantsport Railway Company is required to complete this project. Staff have worked hard, in collaboration with the County of Kings, to negotiate the terms of the lease and the CAO supports the terms of the lease outlined below.

2) **LEGISLATIVE AUTHORITY**

A municipality under Section 65(x) can expend money on lands and buildings required for a municipal purpose.

Section 56(1) also grants the municipality the power to (a) beautify, improve and maintain property owned or leased by the municipality.

3) **STAFF RECOMMENDATION**

Staff recommends to Council to approve the terms of the lease as outlined and move the Wolfville to Grand Pre Trail project from Year 2 & 3 of the capital plan to Year 1 with a revised total budget of $95,000.

4) **REFERENCES AND ATTACHMENTS**

1. Information report 2017-05-03 – Harvest Moon Trail. (attached)
2. 10 year Capital Plan – Approved March, 2017 (page 75 of 2017-2021 Operational Plan/Budget)
3. Town of Wolfville Procurement Policy 140-001

5) **DISCUSSION**

In the May 2, 2017 Information Report to Council staff identified the following issues as ones which must be resolved to construct the Harvest Moon Trail in the summer of 2017:

a) An executed lease with the Windsor & Hantsport Railway Company;

b) Approval to move the project from Year 2 & 3 of the 2017-18 10 Year Capital Plan to Year 1; and

c) Next steps for promotion and marketing of the trail for economic and tourism benefits.
**a) Lease Agreement:**

Staff worked with the property owner, the Windsor & Hantsport Railway Company, to finalize the terms of the lease from the Skateboard Park to the eastern Town Boundary. The following terms are proposed for the lease:

- A yearly charge of $3890.00 plus HST, with a yearly increase of 3% for the term of the lease.
- The lease term is 99 years. Due to MGA requirements, the lease will be broken into 5 terms of 19 years, 364 days and then automatically renewed at 12:01 of the 365th day of the year.
- The lease is premised on the requirement that the property owner will complete the construction of the trail and all significant maintenance. Minor maintenance will be completed by the Town.
- The landlord can terminate the lease with 180 days notice. The property owner will reimburse the Town the unamortized portion of the $95,000 investment. After 20 years, the Landlord will have no obligation to reimburse the Tenant.
- Inclusion of standard insurance requirements, which our insurer approved.
- If active rail returns, the lease terminates or the landowner will move the trail to accommodate both uses.
- The landlord may move the trail at its own expense and provide a similar standard of trail.

The County has also approved a lease for its portion of the trail.

**b) Approval of the Capital Expenditure**

The construction contract with the property owner will be executed once both Kings and Wolfville’s Councils agree to the leases. The construction contract is sole sourced, due to the requirements of the laws or regulations governing provincial or federal rails as per *Railways Act SNS. 119*. These requirements stipulate requirements for railways to construct on a rail line.

The Town’s Procurement Policy looks to ensure “best value” and it also provides for circumstances of Alternative Procurement Practices (policy clause 5.4). In this circumstance, Appendix 1, Section A8 is most applicable and use of alternative procurement process requires CAO approval.

Kings County has approved the lease terms. The draft lease for both Kings County and Town of Wolfville are essentially identical except for the yearly lease cost which is based on the respective trail lengths.
Kings County and the Town are working cooperatively on the trail construction and lease negotiations. The County will be managing the construction contract with the Windsor & Hantsport Railway Company and the Town has approved the design specifications for the trail and will assume maintenance once the trail is constructed. The Town will be picking up its proportional share of the project costs, based on ratio of trail within Town borders to total trail distance (see May 3rd Info Report Harvest Moon Trail)

**c. Promotion of the Trail.**

Upon construction, there will need to be a plan to market the trail for tourism purposes and promotion of the trail as an active transportation route. At this time, there are no specifics on how this will occur but through discussions with the Annapolis Valley Trail Coalition and the other partners, there will need to be additional work to promote this new community asset.

As part of the 2018-19 budget discussion, staff will develop a marketing and promotion strategy for the trail.

**5) FINANCIAL IMPLICATIONS**

As provided in the May 3rd Info Report to Council, the estimated project costs (entire project of 4.13 km) is $250,000, with grant funding to date (BNS/ACOA blue Route Funding) of $142,000.

Referring to the Town’s 2017-2021 Operational Plan/Budget, page 75 shows this project in year 2 and 3 of the Ten Year CIP with the main construction planned for Year 3. Total budgeted cost over two years, $95,000. Budgeted Funding was to come from Town’s Capital Reserves (page 77 and 78 of Operational Plan).

The Wolfville contribution to the construction of the trail is approximately $95,000 of the total $250,000 construction cost (38% based on 1.57km/4.13km) Comparing current approved budget to proposed partnership with County of Kings shows:

<table>
<thead>
<tr>
<th></th>
<th>Approved budget</th>
<th>Proposed Partnership with County</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Summary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preliminary design/project costs</td>
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<td>Construction</td>
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<td><strong>Town Costs</strong></td>
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<td>Capital Reserves</td>
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<tr>
<td><strong>Total Funding</strong></td>
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</tr>
</tbody>
</table>
The cost to the tax payer of Wolfville has been reduced from $95,000 to $41,000 if the project proceeds under the proposed arrangement.

Another important consideration will be the ongoing lease costs and maintenance impacts. The base lease amount will be $3,900 plus HST per year with a 3% rate increase per year, which will be built into all future budgets.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Strategic Directions:

- To offer a dynamic quality of life grounded in the Town’s leisure, culture and recreation activities
- To support energy efficiency opportunities throughout the community.
- To make the downtown core more user friendly
- To ensure the Town owned and/or funded infrastructure meets the needs of the community
- To foster the success of our existing business community

Strategic Principles:

1. Affordability - By completing this project now, the Town is benefiting from the grant opportunity which needs to be spent by the end of September 2017 resulting in a $54,000 reduction in Capital Reserve requirements. This ultimately frees those reserve dollars for other future project demands..
2. Transparency - N/A
3. Community Capacity Building – N/A
4. Discipline to Stay the Course - This project carries out the recommendations of many reports and is consistent with Council’s capital budget
5. United Front – N/A
6. Environmental Sustainability – Promotion of walking and biking reduces the use of fossil fuels.

7) COMMUNICATION REQUIREMENTS

All property owners adjacent to the trail will be notified by letter of the project and provided contact information if they have any questions.

8) ALTERNATIVES

Not proceed with the project at this time.