



Special Town Council Meeting

September 1, 2020

Immediately proceeding Committee of the Whole

Virtual Meeting – via Zoom

Agenda

Call to Order

- 1. Approval of Agenda**
- 2. Approval of Minutes**
 - a. Town Council Meeting, July 21, 2020
 - b. Special Town Council Meeting, July 27, 2020
- 3. Comments from the Mayor**
- 4. Motions from Committee of the Whole, September 1, 2020:**
 - a. RFD 027-2020: Repeal of Planning Documents
 - b. RFD 039-2020: Wolfville Monument
 - c. RFD 038-2020: Visitor Information Centre
- 5. Correspondence:** All Correspondence will be noted at the regular Town Council Meeting on September 15, 2020.
- 6. Regular Meeting Adjourned**

REQUEST FOR DECISION 027-2020

Title: Planning Documents - Public Hearing and 2nd Reading
Date: 2020-06-25 (PH) and 2020-06-30 (2nd Reading)
Department: Planning & Development



SUMMARY

Planning Document Public Hearing and Final Approval (2nd Reading)

The Town's Planning document review has been ongoing since 2015 (see [here](#) for background, previous drafts, previous consultation, etc). The review has been comprehensive, including a review of our Municipal Planning Strategy, Land Use By-law, Subdivision By-law, Design Guidelines, Stormwater Management practices and most recently a detailed flood risk study has been integrated (see documents [here](#)). A tremendous amount of Staff, Consultant, Committee and Council time/resources have gone into this process. In recent months, Council held [public information sessions](#), and widely distributed information on key issues, process, and work-to-date. First Reading was given March 7, 2020 and Staff have brought updates and decision points to Council as the pandemic and our 'new normal' have evolved.

On May 19, 2020 Council passed a motion to proceed with a virtual public hearing on June 25, 2020 (Public Hearing information can be found [here](#)) and to hold a Special Council meeting June 30, 2020 to consider 2nd Reading of the documents (decision by Council to approve the new documents). The final stage of the process will be a Provincial review.

This report is meant to accompany the proposed [final planning documents](#) being considered for approval and provides recommendations/motions that Council would consider at 2nd Reading.

DRAFT MOTIONS (FOR JUNE 30th, 2020 SPECIAL COUNCIL MEETING):

- 1) That Council give 2nd Reading to the Planning Documents (Municipal Planning Strategy, Land Use By-law, Stormwater and Urban Design Guidelines, Subdivision By-law and Public Participation Program Policy) subject to any final amendments.
- 2) That Council, in support of the new Planning Documents, approve the amendment to the System of Municipal Fire Inspections (Policy No. 220-002), as per Attachment 1.
- 3) That Council, in support of the new Planning documents, approve the amendments to the Town's Fees Policy (Policy No. 140-015) as per Attachment 2.
- 4) That Council, in support of the new Planning documents, give Second Reading to the repeal of the Existing Planning Documents (Municipal Planning Strategy, Land Use By-law, Subdivision By-law, Design Guidelines, and Public Participation Program Policy), the Swimming Pool By-law and Sidewalk Café By-law.

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- 5) That Council acknowledges Discharges of existing Development Agreements are forthcoming and that updates to the Design Review Committee Policy/Terms are forthcoming, as outlined in this report (note: hoping to have ready for June 30th and this motion updated)

CAO COMMENTS

The CAO supports the recommendation of Staff.

1) LEGISLATIVE AUTHORITY

The [Municipal Government Act](#) (MGA) provides legislative authority for the Town to develop and adopt a Municipal Planning Strategy, Land Use By-law, Subdivision By-law and Design Guidelines. This review has been ongoing since 2015. The current documents were adopted in 2008.

Parts 205 and 206 of the MGA outline requirements for the adoption of planning documents and the holding of a public hearing. The MGA was recently updated to include minimum planning standards (see Part 212-214 of the MGA) and also requirements around consulting with abutting municipalities. Staff have been in discussion with Provincial Staff on various issues and feel the documents meet or exceed all legislative requirements, including those newly introduced. Once approved by Council, the documents will be sent to the province for review, primarily related to the 'Statements of Provincial Interest' regarding drinking water, flood risk areas, agricultural land, infrastructure, and housing.

2) STAFF RECOMMENDATION

That Council consider all feedback provided during the public hearing, provide direction to Staff on any final changes and proceed to approve the documents on June 30, 2020.

3) REFERENCES AND ATTACHMENTS

References

See [here](#) for final versions of documents, including:

- 1) Municipal Planning Strategy
- 2) Land Use By-law
- 3) Design Guidelines
- 4) Subdivision By-law
- 5) Stormwater Management Guide
- 6) Public Participation Program Policy

Note: the existing (2008) Planning Documents that are to be repealed and replaced with our new documents, can be found [here](#) under "Current (2008) Planning Documents."

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Attachments

- 1) System of Municipal Fire Inspections Amendments
- 2) Fees Policy Amendments

The review of our Planning Documents has a dedicated area on the Town website [here](#). Background, previous drafts, reports and presentations are included.

7) DISCUSSION

Public Hearing Format

Additional information on the Public Hearing can be found [here](#). It is important to note that only those members of Council present at the Public Hearing may vote at 2nd reading.

The *Municipal Government Act* stipulates advertising requirements for a public hearing. Staff will meet these requirements through typical means (e.g. newspaper ads and direct mail) and also use other means to advertise the event. Poster and Mailing for the Public Hearing can be found [here](#) and [here](#).

Recent Plan Review Actions by Council

On [March 3rd, 2020](#) first reading was given to the proposed planning documents and Council directed Staff to finish and publish the final documents and a staff report for the Public Hearing. Shortly after this (just before Staff were looking to place advertising for the Public Hearing) the pandemic postponed the process from moving forward until we had a better sense of our new normal.

On [April 7, 2020 Council](#) received a verbal update from Staff on the status of the Plan Review process. Of note were zoning issues related to properties owned by the Blomidon Inn (adjacent the actual Inn) and lower Westwood Avenue properties currently zoned R-1A. A motion was passed at this meeting directing Staff to revise the proposed R-3 zoning of the lower Westwood Avenue properties (currently zoned R1-A) from R3 to R2 and that this change be reflected in the public hearing package and proposed final documents.

On [May 19, 2020 Council](#) passed a motion to proceed with a virtual public hearing on June 25, 2020 and to hold a special Council meeting June 30, 2020 to consider 2nd Reading of the documents

Public Hearing Package – Final Documents

The public hearing package includes this report and the proposed final planning documents. Key issues, edits, changes, etc. are outlined here for Council, organized by document:

Municipal Planning Strategy (MPS)

- Various administrative edits – clarifying wording, copy edits, formatting, etc have been carried out on this document in preparing the final version.

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- Climate Change Action Updates
 - Adaptation: Integration of our recent Flood Risk Mitigation Plan.
 - Staff have worked with CBCL consultants to integrate the flood risk study the and update the flood risk areas of our planning documents. The final technical report is still being finalized (to be presented to Council in July).
 - Schedule 7 of the MPS includes a summary and background on the Flood Risk Mitigation Plan carried out by CBCL. The Flood Mitigation Plan has informed Land Use By-law updates to Schedule B – our Development Constraints Map with realistic future scenarios.
 - The flood risk extents (areas that could flood) have not changed dramatically but with the modeling and software capabilities of CBCL, the risks have been better defined and stormwater (rain) flooding has been better integrated. The approach shown assumes the Town will prioritize, over time, the topping of the dykes and upgrades to our stormwater management infrastructure.
 - A policy has been added to Part 4.0 of the MPS that speaks to residual risks and emergency management measures – such as a warning system – that should be implemented to manage these risks.
 - Policy added regarding forthcoming Coastal Protection Act (Part 1.4.1 of MPS)
 - Mitigation: Food Systems
 - There is tremendous interest in ‘food’ (and all things connected to it) in our community. Emerging from ongoing dialogue with the community on Climate Action, Part 4.4 has been added to the MPS to provide context and a framework for future action related to Food Systems.
- Future Streets Map (Map 2 of MPS)
 - Updated to remove Fowler extension
- Green Space Network (Map 3 of MPS)
 - Updated to reflect minor zoning edits

Land Use By-law

- Various administrative edits – clarifying wording, copy edits, formatting, various graphic updates, etc have been carried out on this document in preparing the final version.
- Wording has been updated in both Part 4, 10 and 6 and worth noting here:

4.21 ONE MAIN BUILDING ON A LOT

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No person shall erect or use more than one main building on a lot in the R-1 zone. Up to two main buildings on a lot may be considered in the R-2, R-3, R-4 or C-2 zones by Site Plan Approval. More than two main buildings on a lot in the in the R-2, R-3, R-4 or C-2 zones that do not meet Cluster Development requirements may be considered by Development Agreement.

10.4 SEMI-DETACHED BUILDINGS - SECOND DWELLING UNIT

A semi-detached building that has been subdivided with each side of the building on its own lot shall be permitted to establish a second dwelling unit provided the unit is contained with the existing dwelling unit, has no more than two bedrooms and does not exceed 40% of the floor area of the main dwelling.

- The following has been inserted in the LUB to provide some clarity for parking requirements for additions and expansions in the C-1 zone:
 - 6.2.2 Notwithstanding section 6.1.3, the parking requirements shall not apply to additions or expansion of an existing uses in the Core Commercial (C-1) zone that create 40% or less new useable floor area or new seating capacity.*
- Updates to the Zoning Map (Schedule 1 of the Land Use By-law) include:
 - The properties owned by the Blomidon Inn, adjacent to the main Inn property have been changed to C-2 zoning. The owner operates these properties as a 'campus' and future plans for the properties (e.g. adding more long-term, low rise residents) align with the community priorities of our planning strategy. This issue was outlined at the April 7, 2020 meeting of Council.
 - Lower Westwood – existing R1-A properties have been rezoned to R2 (instead of R3 as proposed) as per Council motion from April 7, 2020.
 - Baptist Church and parking lot – 487 Main Street – has been requested by the Church to be zoned C-1. This has been integrated.
 - Existing Park space on Orchard – this was not shown on previous versions
 - East End Gateway (former NS Power property – north of 292 Main Street) – the Town now owns this area and has been zoned appropriately (institutional and parks/open space)
 - Area adjacent 48 Westwood (in and along the ravine) connecting to Beckwith has been zoned P2 – this is all University open space and part of the existing trail system. This was not shown as park space on previous versions.
 - Parcel behind 47 hillside – zoning has been clarified in the area adjacent this property (R3, R4 zoning) to correspond with property lines. This was just an oversight in previous versions.

Subdivision By-law, Design Guidelines, Public Participation Program Policy

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- No changes of note to these documents (clarifying wording, copy edits, formatting, graphic updates, etc)

System of Municipal Fire Inspections

Our System of Municipal Fire Inspections is proposed to be updated to include short-term rentals, consistent with recent updates to include Single Room Occupancies (already completed). The proposed amendments are included as Attachment 1.

Fees Policy

A review of Municipal Fees is typically carried out annually. Development fees have been static since 1980 for Subdivision and 1997 for Building and Development. Other jurisdictions were reviewed, and new fees had to be created for processes and uses not in our current documents (Site Plan Approval, Short-term rentals, Single Room Occupancies, etc). The recommended amendments to the Fees Policy are outlined in Attachment 2.

Development Agreement (DA) Discharges

The intent is to have the DAs discharged, and replaced with the updated Land Use By-law, with a motion from Council on June 30th. This work is forthcoming and hopefully can be resolved on the 30th or by the time we start administering the documents after a Provincial review.

Repeals of Existing By-laws

The existing planning documents (see [here](#) under “Current (2008) Planning Documents”) would be repealed and replaced by the new documents. The [Sidewalk Café By-law](#) and [Swimming Pool By-law](#) will also be repealed and replaced by the new documents as their content has been integrated.

Forms and Administration

Various administrative updates are ongoing, including our forms, website information and intake process. Staff will have this organized and in place before we begin administering the new documents (August-September).

Initial Plan Implementation – ongoing/soon to come

- Design Review Committee Policy and Terms of Reference will be updated to align with the new documents. Staff are working on this update and will bring forward once complete, potentially June 30th with 2nd Reading we can also have this considered and approved.
- Communications and expectations management related to the new documents (ongoing)
- Bill 177 Neighbourhood Commercial Development Incentive Program By-law (fall 2020)
- Servicing outside our Borders Policy (fall/winter 2020)
- Overview materials and briefings for the incoming Council (fall 2020)

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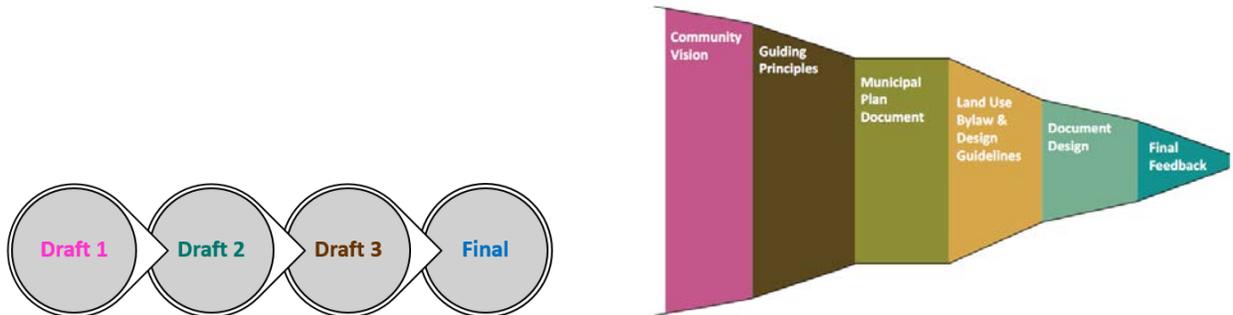
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Public Engagement and Consultation

The plan review has been ongoing since 2015. A summary of our process and engagement activities are included in this [plan review summary presentation](#) (see starting on page 19 'How did we get here?') from the recent Public Information Meetings. The process has been broad to detailed with multiple reports and draft documents produced and refined through public and committee dialogue.



Council Decision Making Considerations

The following provides some consideration for Council in making decisions at 2nd Reading:

- Consultation and feedback
- Strategic Priorities, Other Town Reports
- Advice from Professionals and Best Practice
- Take us toward what you want?
- Keeping with Values of Community?
- Compliant with MGA requirements?
- Practical? Doable? Measurable?
- Broader region impacts?
- Best for all and not a few?

KEEP IN MIND:

- We must advocate for some voices and present a balanced perspective.
- No silver bullets. Land use is only one tool.
- Polarized views on some issues. No consensus.
- NIMBYism.

#growingtogether 

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8) FINANCIAL IMPLICATIONS

Staff are working to complete the Planning documents within allocated operating budgets. Not finishing this process with the current Council presents a risk that additional costs will be incurred by moving the most important aspect of the work-to-date to the new Council.

9) CONCLUSION

This process has been working toward meeting Council's stated community priorities. Staff and Council have gone to great lengths to propose change that is acceptable to the community. We've tried to strike a balance.

These documents represent where we are today and are living documents that need to be revisited regularly to see if they are generating the positive outcomes envisioned. Certainly, one of the first tasks of the new Council will be to understand the documents and work on effective implementation

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ATTACHMENT 1

Amendments to System of Fire Inspections Policy

Amend Policy No. 220-002 System of Fire Inspections with the following (new text in *italics*):

Delete all reference to “National Building Code of Canada” **and replace** with “*Nova Scotia Building Code*”.

Section 1.4

Delete and replace with:

- 1.4 *To do so in a manner which minimizes inconveniences to tenants and businesses, ensuring the fire and life safety to building occupants is maintained.*

Section 4.0 Definitions

Add:

Short Term Rental means the rental of a dwelling unit or part thereof for overnight stay to the travelling public for a period of 28 days or less and includes a bed and breakfast or similar use.

Section 5.3.1

In the first column heading of the table delete “Class” and replace with “Classification”

Add to table:

<u>Occupancy Classification</u>	<u>Frequency of Inspection</u>
<i>Short Term Rentals</i>	<i>Every 4 years</i>

Add below table:

Any fire and life safety inspections requested outside of the above inspection schedule may be subject to a fee as outlined in Policy 140-015 Municipal Fee’s Policy.

Section 5.5

Delete and replace with:

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5.5 *Notwithstanding section 5.3.1 herein, the Municipal Fire Inspector, pursuant to the Fire Safety Act, may deem that in order to improve fire and life safety, more frequent inspections of one or more particular buildings may be required.*

Section 5.6

Delete and replace with:

5.6 *Where a building contains mixed Occupancy Classifications it shall be inspected at the most frequent inspection schedule in section 5.3.1 above.*

Section 5.7.2

Delete and replace with:

5.7.2 *Further to section 5.7.1 above, time for compliance will be determined by the Municipal Fire Inspector based on the following criteria:*

- a) *The degree of risk of fire and life safety;*
- b) *Occupancy Classification;*
- c) *Serving of alcohol;*
- d) *The amount of time reasonably required by the owner to comply, including whether the deficiency has been subject to previous compliance requests or directives from any source.*

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ATTACHMENT 2

Amendments to Municipal Fees Policy

Amend Policy No. 140-015 Municipal Fees as follows:

Update fees in Schedule B and C – delete strikethrough text and replace with text in red:

Schedule B - Building and Development Permit Fees ([Building Bylaw, Chapter 65](#))

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
New Construction of and addition to residential buildings, community centres and churches.	\$20.00¹ \$50.00 plus 15 cents per sq. ft.
New construction of and additions to commercial, industrial and other buildings not otherwise specified.	\$20.00² \$75.00 plus 20 cents per sq. ft.
New construction of and additions to sheds, decks, shell storage buildings, garages, barns, and other farm, forestry or fishing buildings not designed for human occupancy.	\$10.00³ \$25.00 plus 10 cents per sq. ft.
Repairs, renovations, or alterations to all existing buildings.	\$25.00⁴ \$50.00 plus \$4.00 per \$1000 of estimated value of construction work.
Location or relocation of an existing structure, or mobile home	\$75.00
Construction or location of a swimming pool including required fencing	\$50.00 \$100.00
Renewal of an approved permit	\$15.00 \$25.00
Erection of a business directional sign	\$50.00 (Development Permit)
Building or structure demolition	\$30.00 \$50.00

¹ plus 10 cents per square foot passes on all usable floor area of the new construction or addition

² plus 14 cents per square foot based on all usable floor area of the new construction or addition

³ plus 4 cents per square foot based on all usable floor area of the new construction or addition

⁴ plus \$2.00 per \$1,000 of estimated value of construction work

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To amend a permit in force	\$15.00
Zoning Certificate	\$25.00 \$50.00
Erection of a general sign	No Fee \$50.00 (Development Permit)
Development Permit	No Fee \$50.00
Heritage Applications	No Fee (move to Schedule C)
Sidewalk Café Fee (Calculated by measuring the total area of the sidewalk in front of the building (building edge to inside curb edge) to be used for the café).	\$1.00 per sq. ft.
Short Term Rental – Renewal every 4 years	\$150.00 (includes development permit fee)
Single Room Occupancy – Renewal every 4 years	\$150.00 plus \$25.00 per rental room after four (includes development permit fee)
Fire inspection not required under regulations.	\$100.00

Schedule C – Land Use Planning and Development

Description of Licence, Inspection, Permit, Application, Approval, or Service	Fee
Site Plan Approval	\$150.00
Subdivision Application Fee (plus \$5.00 for each additional lot beyond one)	\$45.00 \$100.00 plus \$10.00 for each additional lot beyond one.
Sidewalk Café Fee (per 0.0929 square metre (1 square foot))	\$1.00 per sq. ft. (move to schedule b)
Development Agreement	\$600.00 \$2000.00 (includes advertising costs)
Plan Amendments	\$600.00 \$2000.00 (includes advertising costs)

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Heritage Applications	No Fee
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Bylaw to Repeal Planning Documents

1. Title

1.1 This Bylaw is entitled “Bylaw to Repeal Planning Documents Ch 105”

2. Repeal

2.1. Be it enacted by the Council of the Town of Wolfville under the authority of the *Municipal Government Act* as follows:

The following Planning Documents, Bylaws, Guidelines, and Polices are hereby repealed in their entirety:

- Town of Wolfville Municipal Planning Strategy (as amended), adopted by Council on September 23, 2008
- Town of Wolfville Land Use Bylaw (as amended), adopted by Council on September 23, 2008
- Chapter 91 Subdivision Bylaw
- Chapter 88 Sidewalk Café Bylaw
- Chapter 83 Swimming Pool Bylaw
- Town of Wolfville Residential Architectural Guidelines, 1996
- Architectural Guidelines Manual for Downtown Wolfville, 1992
- Public Participation Program, adopted by Council January 20, 1999

2.2 This Bylaw shall take effect on the date that the Municipal Planning Strategy, Land Use Bylaw, Stormwater and Design Guidelines, Subdivision Bylaw and Public Participation Program Policy approved by second reading on June 30, 2020, come into effect.



Clerk's Annotation for Official Bylaw Book

Date of first reading: June 30, 2020

Date of advertisement of Notice of Intent to Consider: August 8, 2020

Date of second reading: September 1, 2020

Date of advertisement of Passage of Bylaw:

Date of mailing to Minister a certified copy of Bylaw:

I certify that this **Bylaw to Repeal Planning Documents Ch. 105** was adopted by Council and published as indicated above.

Erin Beaudin, CAO & Town Clerk

Date

REQUEST FOR DECISION 039-2020

Title: Wolfville War Memorial

Date: 2020-08-27

Department: Parks and Recreation



SUMMARY

Wolfville War Memorial

The Town of Wolfville owns and is entrusted with the upkeep of the Wolfville War Memorial located on Main St. in front of the post office.

The monument is in disrepair and requires replacement and restoration.

Tender results and associated costs including design and tender documents, along with pricing to finish the walkway surrounding the monument and flagpole, totaled \$89,000. The capital budget allocates \$50,000 for the project – not including the walkway. This creates a shortfall of \$39,000 to complete the project.

The Parks and Recreation staff have confirmation of a grant awarded to the project in the amount of \$25,000.

With this information, this draft motion is asking Council to increase capital spending on the Monument to allow for its complete replacement and restoration and finishing the walkway. The increase in capital spending amounts to \$14,000 (\$39,000-\$25,000).

This costing includes HST. Please refer to section 6 for details.

DRAFT MOTION:

THAT COUNCIL INCREASE CAPITAL SPENDING ON THE REPLACEMENT OF THE WOLFVILLE WAR MONUMENT PROJECT FROM \$50,000 TO \$89,000, RECOGNIZING A GRANT CONTRIBUTION OF \$25,000 AND THE ADDITION OF THE FINISHED WALKWAY IN AND AROUND THE MONUMENT.

REQUEST FOR DECISION 039-2020

Title: Wolfville War Memorial

Date: 2020-08-27

Department: Parks and Recreation



1) CAO COMMENTS

The CAO supports the recommendation of staff. This work ensures the long term viability of the monument and would now also include completion of connected accessibility infrastructure.

2) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 65A.

3) STAFF RECOMMENDATION

Staff recommend that Council approve the increase from the original budget (\$50,000) to \$89,000. This will allow the project to be carried out, and will include completion of the walkway around the monument. Taking into account the now confirmed grant (not part of original budget), the net cost to the Town will be a relatively small increase. Refer to Section 6 Financial Implications for details.

4) REFERENCES AND ATTACHMENTS

2020/21 Operations Plan/Budget

5) DISCUSSION

Since the Town assumed responsibility for the green space in and around the post office, improvements have been made not only to the landscape, but also in terms of accessibility. One of the final pieces to these improvements is the restoration and replacement of the Town-owned Monument.

This project was tendered and would be awarded, pending Council's approval of this draft motion. The tender called for replacement of the physical structure, as per its current design, with no significant change. Current rocks facing the structure will be reused. Restoration to the statue and plaques will be part of this project. The vendor chosen for this work has experience in this sort of restoration and has provided references pertaining to similar projects. The vendor has noted that some of this work depends on subtrades and if a resurgence of covid19 affects trades - delivery could be affected.

The tender results involve a cost that is over approved budget, as well as the CAO's 10% variance approval authority. TO proceed, Council approval of revised project cost is required.

Timeline for this project is fall 2020. Discussions with the Wolfville Legion have been held, and suitable plans will be made if the site is not ready for November 11th Remembrance Day services. The Legion remains very supportive of this project and has been a pleasure to work with.

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Date: 2020-08-27
Department: Parks and Recreation



The addition of the walkway surrounding the monument and flagpole simply finishes the pathway and improves accessibility.

6) FINANCIAL IMPLICATIONS

As part of the 2020-21 capital budget, dollars were allocated to replace the Monument. With the addition of both the design work and the walkway, the costs have exceeded the budget.

Please note: all costs quoted in the summary details include HST. After the Town's HST rebate, the total costs would be closer to \$82,000.

Taking the revised cost estimate, based on tender results, bring the total cost up to \$89,000 (HST included). The Town recovers a portion of costs thru an HST rebate. In addition the original budget did not include any grant funding, with the original budget of \$50,000 being funded by way of Capital Reserves.

The expected net cost, based on tender results are:

Total Cost, net of HST rebate	\$80,700
Less grant contribution	<u>(25,000)</u>
Town Capital Reserve requirement	<u>\$55,700</u>

The expected net cost is \$5,700 higher than original capital reserve funding of \$50,000. Although overbudget even on a net basis, this work will ensure the monument is well maintained/restored for years to come.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic direction and sub-goal from the 2020-2024 Strategic plan:

- Improving quality of life for all
- Maximizing our infrastructure investments
- Leveraging our economic opportunities
- Accessibility impact
- Climate Change

Council Strategic Principles:

1. **Affordability:** As part of the capital budget program and benefitting from a grant.
2. **Transparency:** Open tender process.
3. **Community Capacity Building:** Working to create improved open spaces for gatherings – both formal and informal.
4. **Discipline to Stay the Course:** Investment in Town owned infrastructure.

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5. **United Front:** Supporting a cross section of our community.

8) COMMUNICATION REQUIREMENTS

Discussions have been held with the post office and Legion staff. Once Council approves the project, notice will be provided to the public and a meeting will be held with front-line post-office staff, whom will most likely bear most of the questions and feedback.

9) ALTERNATIVES

Council can choose not to accept draft motion and provide an alternative or choose not to pursue the project.

REQUEST FOR DECISION 038-2020

Title: Visitor Information Centre

Date: 2020-08-26

Department: Parks and Recreation



SUMMARY

Visitor Information and Welcome Centre

Tender results from March of this year, for construction of a new Visitor Information and Welcome Centre (VIC) put the project on hold. Of the bids received, all were more than double the original budget of \$400,000. Given those results and the uncertainty surrounding COVID19 it was thought best to reconsider options and present back to Council to seek direction.

In consultation with the project architect and the management team, alternative options are available including a scaled back version of the proposed new building and the option of undertaking a major renovation to the existing building. Both come with pros and cons. It is not lost on management that the current building does not show or function well. Staff is committed to building out the Eastend Gateway to provide as welcoming a space as possible and remain fiscally accountable.

Discussion section will detail options, but this draft motion is asking that staff begin the process of detailing and undertaking renovations to the current VIC building.

DRAFT MOTION:

THAT COUNCIL AUTHORIZE STAFF TO START THE PROCESS OF DETAILING AND UNDERTAKING A RENOVATION TO THE CURRENT VISITOR INFORMATION CENTRE, PROVIDED THAT COSTING MEETS CURRENT CAPITAL ALLOCATIONS FOR THE NEW VISITOR INFORMATION CENTRE AND THAT THE SITE CAN BE READY FOR THE 2021 SEASON.

REQUEST FOR DECISION 038-2020

Title: Visitor Information Centre

Date: 2020-08-26

Department: Parks and Recreation



1) CAO COMMENTS

This project is the largest element in a multi-year upgrade to the East End Gateway, with the total three-year plan in the CIP estimated to cost \$1,320,000. Although not on a scale of a new library or town hall, it is the first opportunity to see what the actual costs of a new building designed to the aspirational goals/policies of the MPS are and how that impacts the capital plan. In addition to energy efficiency (net zero ready), the tendered design included considerations around flood risk and accessibility.

As noted in this report, the upfront cost of this design has a tender result well above approved budget estimates. Senior staff have identified a range of possible options, and with the thought of incremental improvements to the Town's infrastructure in mind, the CAO supports staffs recommendation. It provides a path for a much needed upgrade to the East End Gateway, while looking to make improvements with energy efficiency and accessibility.

2) LEGISLATIVE AUTHORITY

The Municipal Government Act Section 65A.

3) STAFF RECOMMENDATION

As per draft motion

4) REFERENCES AND ATTACHMENTS

- 2020/21 Operations Plan/Budget
- MPS – as it relates to energy efficiency goals and requirements
- Accessibility Plan – as it relates to major renovations

5) DISCUSSION

Results have been received in response to the tender issued for construction of the new Visitor Information and Welcome Centre (VIC). All bids were well over the budgeted amount. The lowest bid we received came in close to \$815,000 or nearly \$415,000 over budget. This amount does not allow for additional dollars required to outfit the new space – including required technology, furniture, retail case goods, and interpretive artwork and panels. The estimate for these additional items would be an additional \$100,000, thereby making the investment in the proposed new VIC close to a million-dollar project. This amount is not aligned with the current capital plan.

In consultation with our project architect, one of the determining factors in the pricing was related to the requirement to build this project to a net zero-ready energy efficiency standard. Achieving

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this standard would eventually greatly reduce or eliminate heating and electricity costs to the Town, once the building has been equipped with solar panels (which are not included in current pricing). The net zero model represents a long-term investment in infrastructure (minimum 15-20 years before returns are realized), and requires higher-than-usual upfront building costs. Based on assumptions built into net zero designs, the full life cycle cost of a building would be expected/projected to be less than a traditional minimum code building.

The decision to pursue a net zero-ready design was intentional and supports efforts of the MPS, along with the general wishes of Council and their commitment to environmental stewardship. Taking this bold approach to new construction must also be grounded in fiscal accountability – both long and short term.

With this in mind, staff further consulted the project architect and discussed possible scenarios beyond the initially-proposed building. This led to two possible options (note there could be a number of permutations/combinations between each of the options):

First option - retender the building after making changes to the design and material specifications to bring the building costs closer to \$600,000. This would still require an additional \$100,000 for outfitting, bringing the total project cost to \$700,000. Included in this projected cost is the same commitment to flood resilience and a net zero-ready building. The interior space would fundamentally stay the same as the initial proposal, but significant changes to the outside would be required, including the elimination of the covered stage area, most of the timber framing, and reduced exterior concrete that made up a large portion of the street-facing entrance to the building.

An analysis was undertaken by the project engineer regarding a reduction in costs related to insulation, but this was not recommended due to the offsetting costs of additional solar panels that would be required to achieve net zero-readiness.

Second option – renovate and add a small addition to the existing VIC to maximize the offering but keep within the current budget of \$400,000. Outfitting costs of this option would be reduced, as both the size and offering would not be the same as a new build. The addition would allow for two exterior public washrooms and room to accommodate mechanicals required for the splash pad.

Every effort would be made to maximize energy efficiencies, through improvements such as new windows, doors and increased insulation, but initial analysis suggests that it is unlikely that the building would be net zero-ready.

This option would not include a covered stage area, nor would the size allow for as large a retail offering as was planned for the new building. This space would also be less flexible for winter seasonal use, but the building would be fresh, updated inside and out, and fully accessible.

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Both options do require additional design fees and these fees have been included in the numbers above.

Both options share a similar timeframe with construction documents and revised tendering happening in September – November and construction starting in December. Coordination of this project and installation of the splash pad will need to be confirmed, but no concerns are evident yet.

Both options require retendering and construction costs are not fully determined. Council may be asked for adjustments once final numbers are in.

Before final consideration of the proposed options, two additional pieces of information need to be included to assist in decision making:

First, conversations with ACOA continue and remain very positive. Their support will benefit the project and the Town greatly, and may allow for a higher-than-budgeted investment. Council will be advised as soon as a decision on ACOA participation is announced. The draft motion provided by staff allows the project to move forward under our approved capital spending. Currently it is Staff's understanding that the ACOA funding would be tied to the full 3 year phased project, i.e. beyond just the VIC building. This means only a portion of the ACOA grant would attribute to the VIC.

Second, decisions on next steps with the VIC weigh into how the integration of the new splash pad will be incorporated. No option is necessarily much better than the other – they are just different.

Staff offers these options for your consideration. Each comes with pros and cons and each represent significant investment.

6) FINANCIAL IMPLICATIONS

As part of the 2020-21 capital plan, budgeted dollars in the amount of \$400,000 have been allocated to build a new Visitor Information and Welcome Centre. This budget would include all project costs some of which have already been incurred in design work for the initial tender scope. Currently, this amount is insufficient to allow for construction of a new Centre based on the current design and the tender responses.

Any decision to move forward with a new build (modified in scale from existing design) would have to wait until a new tender has been processed and results made available to Council.

If Council were to elect to move forward with a renovation of the current VIC, monies would be available as part of the approved capital investment plan – pending final pricing.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

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Reference the appropriate strategic direction and sub-goal from the 2020-2024 Strategic plan:

- Improving quality of life for all
- Maximizing our infrastructure investments
- Leveraging our economic opportunities
- Accessibility impact
- Climate Change

Council Strategic Principles:

1. **Affordability:** Project must be based on aligning with Town's Capital Investment plan.
2. **Transparency:** Tender results were opened in a public forum.
3. **Community Capacity Building:** East End Gateway improvements are at the forefront of capital projects with your Parks and Recreation Department.
4. **Discipline to Stay the Course:** Improvements to the East End Gateway have been part of the Town's operating plan for several years.
5. **United Front:** Recreational space and supporting active lifestyles are specific to the Town's Strategic Plan.
6. **Environmental Sustainability:** Every opportunity for energy efficiencies will be incorporated into the project.

8) COMMUNICATION REQUIREMENTS

Staff have informed vendors that the project is currently on hold and staff are seeking direction from Council. Based on Council's direction, staff is committed to keeping Council updated on progress made with this project.

9) ALTERNATIVES

Council can choose not to accept the draft motion and defer to another option presented, or choose to do nothing at this time.