Committee of the Whole

Tuesday, July 4, 2017
8:30 a.m.
Council Chambers, Town Hall
359 Main Street

Agenda

1. Approval of Agenda

2. Approval of Minutes:
   a. Special Committee of the Whole Minutes, June 27, 2017

3. CAO Report

4. Conference Update
   a. International Town and Gown, Councillor Proudfoot

5. 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) Planning Advisory Committee
         i. RFD 044-2017: MPS Review – Segment II
6. **Staff Reports for Discussion**  
   a. RFD 043-2017: Fire Area Rate  
   b. RFD 007-2017: Community Standards (Nuisance) Bylaw  
   c. RFD 042-2017: Policy 140-015, Municipal Fees Policy  

7. **Request for Agenda Item**  
   a. Recording of Town Council Votes: Deputy Mayor Oldham  

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. **Regular Meeting Adjourned**
1) **Improving Quality of Life for All**
   - Marking Day Camps were helped on June 27 and 28. There were 15 registrations each day for a total of 30;
   - 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;
   - The Dream Catchers performance, part of Canada 150 celebrations, will take place on July 6 at 7:00pm in the KC Irving Centre Gardens;
   - Canada 150 banners have been installed on the decorative lights;
   - Planning for Mud Creek Days, July 28-30, is well underway and the program has been distributed;
   - Acadia Summer Camp registration is open and numbers look good;
   - The lease with the Windsor Hantsport Railway for the rail trail has been signed and construction will begin soon. The trail will be completed by the end of August;
   - Consultation for the rail trail development was help on June 14 at the Rec Centre. Two residents attended and 19 were directly adjacent property owners were notified;
   - The installation of the mobile skateboard park will be in early August;
   - Following a year trail contract with the SPCA, a new three-year contract has been signed;
   - The summer Tennis Coordinator and Soccer Coordinator have been hired;
   - Planning has begun for Fall afterschool programming;
   - Free yoga in the park will be starting on Sunday, July 9 from 2-3pm and occur on Sundays over the summer. Actual dates and locations will be announced shortly;
   - There will be free drop in programming on Friday’s for kids aged 5-12 on July 7, 14, and 21 at the Rec Centre;
   - Staff organized a group bike ride on June 23 over the lunch hour as part of June in National Bike month. Eight staff attended and rode the rail trail;
   - The “No Smoking in Public Area” signs are scheduled to be installed the week of July 3.

2) **Maximizing Our Infrastructure Investments**
   - The Sunset/Sylvan capital project is underway. Underground infrastructure has been installed on Sunset and beginning on Sylvan.
   - The King Street capital project has been awarded to Gary Parker Excavating and work is expected to start the first of August;
   - Reconstruction of the Cemetery wall is progression well and should be completed by the end of the month;
   - The streets that were scheduled for milling and paving have been completed
3) **Leveraging our Economic Opportunities**

- The WBDC AGM occurred on June 27 at the Wolfville Farmers’ Market. The following officers and directors were elected:
  - June Pardy, President
  - Peter Herbin, Vic-President
  - Darrell Dixon, Treasurer
  - Sandy Davison, Secretary
  - Zoe D’Amato, Past-President
  - Emily Leeson
  - Jordan Paradis
  - Michael Laceby
  - Scott Roberts, Acadia University Appointed
  - Iain Burton, Town Appointed
  - Wendy Donovan, Town Appointed
  - Marianne Gates, Town staff
- Thank you to all past WBDC Board members for their hard work and dedication;

4) **Operational Updates**

- As of June 26, staff are managing 14 planning applications;
- The MPS continues to meet the set deadlines and is on schedule. A joint Council and PAC workshop will take place June 29 for Segment I;
- Doug Parish has been hired to fill the term Planner position and will start on July 4;
- Feedback was received from the Wolfville Historical Society who are not in favour of renaming of Harbourside Drive to Bob Stead Drive. A staff report with options will come forward in September;
- There are 3-5 Dangerous or Unsightly actions underway or resolved;
- The RFP for IT Services has been issued and closes July 6;
- Morneau Shepell visited the Town on June 15 to provide and update to staff who are enrolled in the Group Benefits Plan (Health & Dental, Life, LTD, AD&D)
- Staff attended/held two internal information sessions on Brand Standards and Social Media in June;
- 1 of 2 Micro trucks, that replace the Kabotas, has been delivered and is in service. The second truck should be delivered within the next two weeks;
- Staff assisted with the Horton Prom procession on Main Street, which was led by the Mayor, Deputy Mayor and MLA Keith Irving. Town Council members welcomed grads in the receiving line and volunteer road marshals were provided by the Wolfville Lions and Mud Creek Rotary;
- PwC completed their field work over a week and a half. Staff are wrapping up questions on draft financial statements and audit samples. The goal is to have the draft financial statements to the Audit Committee on July 7 and to Council on July 18.
- The draft Gas Tax Annual Expenditure Report has been submitted to the province and the final submission
- The Director of Finance attended the AMA Spring Conference and noted two excellent sessions on Mental Health Awareness and Employee Engagement;
• IT completed an upgrade to the Diamond/Dynamics Software and finance staff continue to explore new options;
• The Water Bills will go out the week of July 3. The bill format has changed with the software upgrade and staff may receive initial inquiries/feedback.
1) UPDATE

The 2017 ITGA Conference was hosted in Eugene, OR May 30 – June 2, 2017 and attended by Councillor Proudfoot and CAO, Erin Beaudin.

I was delighted to have attended the ITGA Conference in Eugene, Oregon with CAO Beaudin. The conference was well attended by a wide variety of people representing a wide range of institutions and vocations. I was disappointed, though, that there was very little representation from international delegates.

The sessions, for the most part, were very well done. The content of all of them were either very relevant, or, at least, worthy of provoking one to consider our own situation and what we could be doing better or, what we are already doing relatively well.

The general mode of all conference attendees was one of celebration around the symbiotic relationship between town and gown; and all members of the community regardless of which demographic they represent.

Below I have included a quick snapshot of the sessions that I attended. Following that, is several pages of notes that I took in each session as well as thoughts, questions or ideas that I had about our own town – either specific to the efforts of the Town or the University, as I felt truly as though I was representing both at the conference.

Sessions attended:

Day ONE

Keynote - Frances Bronet

Session #1: Game Day: alcohol use and misuse before, during and after college sporting events - Bill Georges

Session #2 Making Communities communities again: Canvassing to reduce high risk off campus parties - Todd Kamenash, Kent State

Lunch Keynote: Sexual Assault and what we are doing/not doing about it

Session #3: Piece by Piece: Building Alliances to promote better community living St. Joseph's Philadelphia - private school

Session #4: Live and Learn: Corvallis Police and OSU Student Conduct team up to Address off-campus student behaviour - Oregon State University
Day TWO

Keynote: Vin Lananna - US Track star and coach

Session #1: Connecting higher education resources to community identified needs and opportunities through strategic partnerships, stakeholder investment (MOU), and public services and outreach across the state.- University of Georgia

Session #2: Crime Prevention Through Environmental Design (CPTED): A new strategy to address large off-campus gatherings

Session #3: We are One, 10 Collaborative CommUniversity Actions for Positive Community Relations - Arizona State University

Session #4: A student to citizen collaboration-Montana State University

DAY THREE:

Keynote: Panel discussion - Putting Equity into Action

Session #1: Beyond Welcome Week - Oxford, Ohio; Miami University

Session #2: Building it together: Off-campus living and Community Policing - Rutgers University, New Brunswick New Jersey

Closing Keynote/presentation: Legalization of cannabis

Notes taken and thoughts had while at the conference:

Notes are written in plain text; thoughts/questions are bolded.

Opening/Welcome

- U of O - graduating student and student union president - Quinn
- "Real World Eugene" - community projects

Keynote - Frances Bronet

- Tone at the top ??
- Breathing Lights - initiative to provide lights to abandoned buildings in order to improve the neighbourhood
- Empty store fronts with art/dancers in them
- More faculties getting involved in civic engagement - how do we do this at Acadia? Which ones do we have now? - Community Development;
- What are our identifiable problems in Wolfville (and even the surrounding areas)?
- what about an initiative that involves others in Wolfville who aren't Acadia students, but the initiative is led by uni students - "taking care of your home"
Not a lot of take away from this session - the talk itself was all over the place with a lot of Chicago specific stuff - can draw some conclusions and ideas but it was referencing architecture, etc. Tough to see the use as a keynote.

Session #1: Game Day: alcohol use and misuse before, during and after college sporting events - Bill Georges

- All stakeholders working together to ensure an enjoyable game day
- Getting rid of it is simply not an option - make it PG 13
- Think of it the same way as any bar because that is exactly what you are doing.
- Parking lot is breeding ground for bad behavior
- Bring them in sooner than the start of a game
- Assessment:
  - Infrastructure - people and equipment
  - Policy - policies make sense? Easy to understand? Are you doing it right?
  - Operations
- First speaker - Miller/Coors rep? U of Texas partnership
- Seen as a revenue generator - what about the overall experience?
- Should Acadia look at a DD program of some sort during major events? Underage students with drivers licences - can we do that? Offer to both students and alumni
- Offered to those going a certain distance (not for those going from Raymond Field to Joes for example)
- Second speaker - not for profit alliance around game day experiences "Team Coalition"
- Reward the DDs for making the right choice
- Partnerships –
- Disney Principles - look em up - they are good
- A slogan for events on acceptable behaviour - something mascot related perhaps...applicable to both students and alumni
- What about peer to peer policing? Is this close to the Red and Blue program?
- Question asked from audience about accounting for those who are recovering from alcoholism
- A lot of discussion around tail gating events - bulk of the discussion really - and based around the fact that most venues do not provide bar services so they are drinking outside

International Town and Gown...however most references are to the US...not much inclusion for other countries

Session #2 Making Communities communities again: Canvassing to reduce high risk off campus parties - Todd Kamenash, Kent State

- Problems seem so much bigger at these schools than at Acadia/Wolfville (tear gas)
- What is College Fest?
- I would really like to see more representation on the Town and Gown committee - more stakeholders. Why aren't there more representatives? Different opinions, various areas of influence
- At Kent College: dean of students, off campus coordinator, police chief, architects office, budge office, community service, marketing office, student conduct, student involvement
- At Kent Town: mayor, city manager, police Cherie for, fire chief, economic dev, inspectors, code enforcement,
- Representatives from various student groups? I.e. at Kent, Greek student association
- "I'd rather see you go on your terms, not mine" line for Steve
- Session was about actually canvassing - does Steve do this at all?
- Who goes? Students (specific club/orgs, student govt reps; police; fire dept; mayor has gone as well
- Preventative rather than reactionary
- Once in Sept, once in Oct, once sometime in Spring (after Spring break), one at very end of the school year
- When and for how long - couple of hours; be cognizant of students' time
- Imp contacts in the community - landlord issues, water service (pipes freezing) those types of things; resources available, safety tips, perhaps touch on bylaws as a means to keep the community safe
- If uni reps are doing most of the talking, cover the basics, if they are doing most of the talking, stick around and help them

There is university swag/printed products everywhere on campus! And U of O clock in every classroom

- Party Registration with the Town - if they get a complaint they will call you first - must have a phone number attached with the registration  U V Amherst has examples of its success; U Crimson is another example

Lunch Keynote: Sexual Assault and what we are doing/not doing about it

Session #3: Piece by Piece: Building Alliances to promote better community living St. Joseph's Philadelphia - private school

- Term "whack-a-mole" used a couple of times
- Off Campus student office (no Community Standards office) - resources available are very similar to those offered in Res Life for on campus students
- Educational Housing District Law (2002) in Philadelphia - check it out on line
- Two Main Components of the Law:
  - any student living on campus must notify landlord that you are student, and provide the college with their local address (collect data addresses through the student portal online staring the first day of classes)
  - no student may live in any swelling which is in violation of the zoning Code including any dwelling in which more than three unrelated personas are living as a single household unit without a valid use registration permit

Could we look at adding something into the Academic Calendar about living off campus and being a member of the community?
o Market as a safety method - emergency management/ emergency measures

Can EMO help?
  o Since inception, the types of complaints have become much more mild
  o First and Second years are not allowed to bring cars to campus
  o Off Campus Student Association
  o Community Clean up

Do we still do any sort of community conduct stuff for students who get into trouble?
  o Another section is a one-time one-hour class about community living
  o Door hangers used on both student dwellings and community members dwellings

Are there other community groups/meetings that uni representatives could be attending?

I would love to try to capture the amount of money brought to the town during a big campus event/weekend
  o Two signature events that went really well
    o Welcome Back Block Party
    o Neighbour and student coffee and conversations

Why don't we do a block party during Welcome Week hosted by our alumni who live in the community - Tom Prescott, Bill Parker, me, Ian Palmeter, Meg Cuming, Drew MacNeil - include varsity players who bring a volleyball with them; start a game;

Session #4: Live and Learn: Corvallis Police and OSU Student Conduct team up to Address off-campus student behaviour - Oregon State University
  o Chronic nuisance property - for those absent landlords who are not paying attention to the people renting from them
  o SRN- special response notice –
  o Property Group Management started - facilitated/headed by one of the largest landlords
  o Collaboration Corvallis
  o OSU off campus student conduct position created
  o 3 community livability officers
  o University grant will supply police department with grant for additional staffing and resources

Sounds like the collaboration between OSU and the CPD is very good. A lot to do with the SRN system.
  o SRN: Civil penalties notice; 2 notices within 30 days; given to tenant/occupant of the address; clock starts again after 30 days is up
  o Improved it by: notification goes to Property manager/owner; notification goes on FB/twitter/email; OSU student conduct is made aware of SRN via report sharing; OSU Community Relations sends letter; CLO follow-up (Community Livability Officer)
o Post-party visits - after the fact when it all went down, following up pretty shortly afterward to talk to those in the area

Day TWO

Keynote: Vin Lananna - US Track star and coach

o Messaging about coordinating with various stakeholders in order to pull off an international event
  o 2021 Tracktown USA

Session #1: Connecting higher education resources to community identified needs and opportunities through strategic partnerships, stakeholder investment (MOU), and public services and outreach across the state.- University of Georgia

o Archway Partnership - U of G community engagement unit created to enhance the land grant
o Faculty member involvement (with a political background)
  o Issue work groups - they have to be manageable and actionable; community is responsible for fixing it; faculty/academics involvement is to identify it and plan for it; and it has to be a priority issue
  o Does the issue fit into one of the following buckets: Economic development; Healthy workforce; education; leadership development; quality of life
  o Workgroup is formed; faculty member assigned to it identifies who comes to the table
  o Sharon has a template that is used for organizing the action plan
  o Group meets monthly
  o Funding is done through the MOU; most of it comes from the VPPSO; and the rest comes from the communities involved, very little per community
  o Experiential Learning requirement at U of Georgia; all students are required to have one credit during their time at the uni, can be part of a group project; every degree program can find something to contribute to the community or help to improve a current existing program/project, etc.
  o Other uni and colleges are involved/included

Town key accomplishments:

Downtown revitalization plan

Corridor study and wayfinding plan

Invite colleges to participate in Xmas parade

Businesses offer internships, partner with campus career services

Created homecoming downtown event

Students invited to downtown committees
Gown accomplishments:

Formed academic engagement committee
Hired outreach coordinator
Created arising campaign
Bike share program
Day of community service
Local college scholarship fund
Open house for community

Perhaps it is not just for Wolfville. Our surrounding communities really need some help on issues. A group called together to brainstorm and identify what initiatives could be taken on.

Councillors and/or CAOs from surrounding communities; VPA, VP Finance, Ray? (He gets it),

Not talking about programs like SMILE - which are great - talking about issues that need to be addressed and we have the academic and research abilities right under our noses, community engagement and experiential learning is so rich for our students.

  - Rate my landlord - ratemylandlord.com
  - Review my landlord

Session #2: Crime Prevention Through Environmental Design (CPTED): A new strategy to address large off-campus gatherings UMassAmherst

  - Role of Govt Relations - very popular position in many of the institutions
  - Dean of Off Campus

I get that large institutions have the money to have more of these types of positions, but, based on our size and the importance of community partnerships, a role of this type would make a lot of sense

  - Social media plays a huge role in parties getting out of control
  - Live go-pros with footage to music then posted while party is still going on
  - The group consisted of: town and campus police, landlords, town inspectors, university officials - anyone who wanted to be a part of it.

Email Bob Lutes and let him know about the conference and suggest a discussion

  - interview all stakeholders, especially student residents
  - analyze historical patterns and data
  - site visit
  - prepare written report and recommendations
o Lighting can make a big difference (thinking of Willow Lane)
o Dusk to dawn lighting (students don’t turn on lights) LED lights giving better light;
o Next Steps
o Maintain team communication through implementation
o Strategic messaging
o Coordinate enforcement around new environment
o Evaluate efficacy and be prepared to be flexible.
o CPTED training by NICP: National Institute of Crime Prevention
o Conversations with landlords who are not interested in being part of the solution: regular conversations with them and not just when there are issues; good conversations, but also pointing out when things are happening, perhaps picture taking when things are going on and then sharing it with the landlords afterwards; liability insurance - landlords and how their insurance may not be covering what is going on there;

Session #3: We are One, 10 Collaborative CommUniversity Actions for Positive Community Relations - Arizona State University

o Welcome video for Tempe/Arizona State - really well done, the video is housed in the student portal and does not go away until the student views it - can track when it is viewed

1. The Tempe Police and ASU do a “Welcome Walk” every September to visit homes to say hello, etc. Hand out goodie bags to the home owners/renters. (Information, swag, transit schedule) - Chapman alumni have helped instead of the police department

2. Back to School Campaign - talk to fraternity and sororities, work closely with the ASU police dept. High enforcement during the beginning weeks - not necessarily tickets issued, but more so stopping them to educate them. Then start party patrols.

3. Move in Outreach-visit apartments that have high student population, meet with the landlords, offers safety issues, issues with certain students, both good and bad - students who are causing concern, but also keep an eye open for students who may be experiencing trouble
   o Example in the room: Dough-not disrespect - Iowa, Chapman in California has their alumni involved in the Welcome Walk,

Have we ever invited local RCMP to the Monday morning meetings?

4. Monday Morning Meetings

5. The Student Code of Conduct applies on and off campus "the first name of every student is ASU"

6. Loud Party suppression - holy crap the fines that they lay on the first time call, info gets handed over to the Dean of Students office, landlord can also be fined, civil fine, landlords can register with the police dept so that they can notified when the police are called out to one of their properties

Session #4: A student to citizen collaboration-Montana State University
"It takes a community to raise a university student." Love this, can we leverage it in Wolfville, again, can we employ the alumni community to help us with this - so many stick around and become part of the community

Need to do a one pager of ideas - or maybe pick one - or several ideas that can run throughout the schedule of the year - really think that I can come up with somethings that will work with the Town office, alumni, student

Good neighbour door hangers I would like to see them done on a very 50/50 scale so that it is aimed at both the students and the Town residents. And to a walk about and visit all houses, not just the student dwellings.

- Off-campus living 101 seminar - Bozeman (citizen involvement - A Bob Lutes type would be a good one)

Need to check academic calendar to see if there is reference to being a student - on campus vs off campus - student code of conduct and the language around it

- Bozeman door hang is good. - sponsored by a local business (with a coupon) - list of upcoming events; pointers on how to be a good neighbour - winter specific one talked about shovelling; a shovelling trade; etc.
- Gatorade and chips at a table being given out after a night at the bar; staffed by Wendy Donovan maybe :) pointers for the way home - go pee now, eat chips instead of yelling etc.

DAY THREE:

Keynote: Panel discussion - Putting Equity into Action

- Transition programs for international students after they graduate

Sounds like some slightly different issues in the US vs Canada for International Students; not saying that we still don't have a long way to go with welcoming, supporting and encouraging our international students

Session #1: Beyond Welcome Week - Oxford, Ohio; Miami University

- Presentations to local community groups about the Town and Gown relationship (Wolfville and Mud Creek Rotary, Lions, retired faculty maybe, legion, nursing homes.)

Maybe we don't spend enough time promoting and talking about the positive - Town newsletter and a place to start putting a monthly news bit about a student or student initiative - Meg at ACSM while I was at ITGA

- House names: Mount n Dew; All Bed, No Breakfast
- Started attending all kinds of meetings - decisions get made by people in the room, so be there!
- Develop shared messaging
"All roads don't lead to Oxford. To get here, you have to want to get here. But once you're here, you never want to leave." President of Miami University 1965-1981

Desperately need to review our academic calendar; view books; ASU planner; - ask students which documents they spend the most time reading/referencing

Websites as well - Acadia's site, TOW site,

Banks Bikes and the guy that Scotty O emailed about; any interest in a bike sharing program

- Invite students into your community
- signs in stores, community picnic (include police, fire, EMO, local businesses,
- First Year Take over - instagram scavenger hunt (Reservoir park; other places that we want them to get to. Great prizes "Find the Mayor" a picture with the Mayor in the coffee shop #FYtakeover Farmers Market

Try to coordinate/play off events that the students are already having - Winter Carnival; Alexander Keith's birthday; Cheaton Cup,

- Walk about - includes kids and dogs; volunteers "hey, welcome to our community"...bring cookies, bring something...
- Contents of bag: letters from community members, local kids,
- Invite the community to camps - welcome our new president dinner perhaps
- Policy and Infrastructure

Session #2: Building it together: Off-campus living and Community Policing - Rutgers University, New Brunswick New Jersey

- Off- campus task force - report available?
- The research showed that there really wasn't enough support for students living off campus. Scarlet Zone was created but sat around for a lot of years because no one deemed it important, until there was a murder of an off campus student and then people started saying, we gotta do something.
- Community Police Force is actively involved in all aspects of the university community
- Columbus Ohio doing great things with community policing Ohio State

Can we leverage RAK and tie it more closely with TOW or specifically Public Works?

- Mission was created using Maslow's and areas of wellness (not social...occupational replace social)

Frustrated by the size of our town and uni but can't seem to get anything like any of these initiatives going.

What about a volunteer display for the community members? Around an event that invites community members from off campus onto campus - maybe include research projects as well -
highlight our students/celebrate our students - sometime mid first term at the Wu Centre maybe - alumni spin on it

- The Knight's Watch program - created within the past year, seeing great success
- (Spin off of their campus mascot) - Neighbourhood watch program - customize it for Wolfville; Axeman - Axe Crime - Knight's Watch Academy - Active Shooter Training, Self Defence workshop, Knight's Watch Safety Tip, either tweet a text, footage on a cell phone and sent out

Awareness and promotion hits home much better when students see people they recognize and places that are familiar to them

- Give where you live - Project Night Night - collected toys and made blankets and books and handed them out to the homeless shelters
- Block N' Roll idea

Host a block party at the School and invite those living in the block proximity - some sort of theme to get them all out and introduced to each other - perhaps it is hosted by the community members - perhaps even the school. Important that the university students know that the school is there and part of the community.

Closing Keynote/presentation: Legalization of cannabis

Demographic collection on a survey in terms of accounting for various genders - "sex assigned at birth"

- All kinds of issues with the candy/bar/chocolate versions in terms of emergency visits by young children; cash only - therefore a lot of theft of cannabis stores
- Increase in DUI's
- "Extra Extra Weed All About It"
- U of O has a lot of initiatives and promotional material for being a weed free and smoke free campus - WTF "We're tobacco free"
- Education campaigns may not be incredibly useful - students tend to know what they can do and not do with regards to alcohol and cannabis use.
UPDATE

The Valley Region Solid Waste-Resource Management Authority met on June 21, 2017 in keeping with the normal meeting schedule.

During the meeting, the Authority was provided with an informative presentation by representatives of the District of Chester and Solid Waste Manager Bruce Forest. The presentation focused on operations and the business plan of the Kaizer Meadow Landfill and the agreement that is in place between the Authority and the Municipality of the District of Chester for landfill services.

The Authority was presented with the audited statements for the year ending March 31, 2017 from the Authority’s auditing firm Levy Casey Carter MacLean. The statements indicated a $439,484.00 surplus to be returned to the Authority’s partners from 2016-2017 operations. The Audited Statements were approved by the Authority on the recommendation of the Audit Committee.

The next meeting of the Valley Region Solid Waste-Resource Management Authority is scheduled for Wednesday, July 19, 2017.
MEETING AGENDA

1. Welcome and Call To Order
2. Approval of Agenda
3. Approval of May 17, 2017 Draft Minutes
4. General Manager’s Report
   4.1 Municipality of the District of Chester Presentation
   4.2 Presentation of 2016-2017 Audited Statements
   4.3 Expense Oversight Report: May 2017
   4.4 Status Report: Follow-up to direction from Board regarding 2017-2018 Draft Operating and Capital Budget
   4.5 3rd Amending Agreement to Intermunicipal Services Agreement – (outside legal opinion)
   4.6 Temporary Borrowing Resolution 16/17-1: $399,000.00
   4.7 Status Report: Development and release of Request for Proposals for Organics and Recyclable Processing Services
5. Operations Manager Monthly Report
6. Communications/Enforcement Monthly Report
7. New Business
   7.1 Long Service Awards Presentation
   7.2 Investment Committee Update
8. Correspondence
9. Next Meeting - July 19, 2017
10. Question/Answer Period
11. Adjournment
Management Minute

Budget matters

The Valley Region Solid Waste-Resource Management Authority met on Wednesday, June 21, 2017, in keeping with the normal meeting schedule.

During the meeting the Authority was provided with an excellent and informative presentation by representatives from the Municipality of the District of Chester by Warden Allen Webber, CAO Tammy Wilson and Solid Waste Manager Bruce Forest. The presentation focused on operations and the business plan of the Kaizer Meadow Landfill and the agreement that is in place between the Authority and the Municipality of the District of Chester for landfill services. It is hoped that all partner municipality CAO’s will participate in a similar presentation to raise awareness soon.

The Authority was also presented with the audited statements for the year ending March 31, 2017 by David McKenna, CPA, CA from the Authority’s auditing firm Levy Casey Carter MacLean. The statements indicate a $439,484.00 surplus to be returned to the Authority’s partners from 2016-2017 operations. The Audited Statements were carefully scrutinized and approved by the Authority on the recommendation of the Audit Committee consisting of John Kinsella, Gail Smith and Chair Bustin with support from senior Authority staff.

Thank you and all the Best Glenda!

The Authority took a moment during the meeting to officially recognize and thank Glenda Clark for her 17 years of service to the Authority due to her impending retirement. A successful recruitment process to fill this key position within the Authority’s operations has been completed with Geoffrey McCain being selected as the successful incumbent. A very special thanks is extended to staff of Kings for their support in the recruitment process.
Communications Update

Cottage Area Brochures: Valley Waste has created brochures designed specifically for seasonal homes and permanent residences on private roads. In areas that are serviced by cottage depots we have a pamphlet that explains how to use the depots, sorting information, when to put out bulky waste and offers presentations to cottage associations. Another pamphlet has been developed for areas that will be receiving roadside collection after the removal of a cottage depot. It explains their options for managing waste, sorting information and a 6-month collection schedule.

Presentations

Valley Waste has been receiving requests for presentations to students and employment seekers. The presentations are designed to teach them how to manage solid waste when they enter the workforce or start up their own company. Staff recently provided presentations to Nova Scotia Works, Elevate Beauty School and NSCC.

Workshop invitations

Education staff are developing an invitation to be distributed to various community groups across the region. The invitation will offer a few types of workshops that can be provided to their group or for the group to come to one of our transfer stations or administration office for a tour.

Environmental Education & Communication Conference

The Environmental Education & Communication Conference held in Wolfville May 18-21, 2017 was attended by three education staff. Sessions provided were very valuable and inspirational for staff. Acadia University and the organizing committee did an excellent job of limiting the amount of waste generated at the event with only 100lbs of food waste generated by 300 delegates over the three days.

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, July 19, 2017 beginning at 9:00am in the Board Room.
Valley Waste-Resource Management Authority

Report to the Authority

Agenda Item No. 4.6

Subject: Temporary Borrowing Resolution - $399,000

From: Ross Maybee, General Manager

Date: June 21, 2017

Background:
During fiscal 2016-17, Valley Region Solid Waste-Resource Management Authority had an approved Capital Budget that included capital financing in the amount of $399,000. The temporary borrowing resolution was approved by the Authority on June 15, 2016, and by the Minister of Municipal Affairs on October 6, 2016.

As the Authority’s financed projects (roll off truck, three pick-up trucks, a RTV, and a weigh scale) were not all completed in time for the Spring 2017 Debenture Issue, it is necessary to renew the Temporary Borrowing Resolution in order to qualify for the Fall 2017 Debenture Issue. (Note: the existing municipal partner guarantees do not require renewal.)

Service Nova Scotia and Municipal Relations has prepared the attached document to renew the TBR #15/17-1 Various Purposes in the amount of $399,000 for approved by the Valley Region Solid Waste-Resource Management Authority.

Recommendation:
The Valley Region Solid Waste-Resource Management Authority approve the renewal of the Temporary Borrowing Resolution File No. 16/17-1 Various Purposes in the amount of $399,000 to ensure participation in the Fall 2017 Debenture Issue through the Municipal Finance Corporation.
WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act.

AND WHEREAS the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Hantsport (currently represented by the Municipality of the District of West Hants), the Town of Annapolis Royal, the Municipality of the County of Annapolis and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section of the Municipal Government Act;

AND WHEREAS the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of:
- the acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant, namely three pick-up trucks, one RTV utility vehicle, and one rolloff truck; and
- solid waste management facilities - specifically an outgoing scale at the Eastern Management Centre;

AND WHEREAS pursuant to the Municipal Government Act, Section 88 no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister;

AND WHEREAS pursuant to the Municipal Government Act, Section 88(3) a guarantee by or on behalf of a municipality, village or service commission of a borrowing or debentures is not effective unless the Minister has approved the proposed guarantees;

AND WHEREAS pursuant to a resolution passed by the Authority Board on the 15th of June, 2016, the Authority Board postponed the issue of debentures and with the approval of the Minister of Municipal Affairs dated the 6th of October, 2016 borrowed from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding Three Hundred Ninety-Nine Thousand Dollars ($399,000) for the purpose set out above for a period not exceeding twelve months;

AND WHEREAS the twelve-month period has expired since the date of the last approval of the Minister of Municipal Affairs of this borrowing;

AND WHEREAS it is deemed expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 92 of the Municipal Government Act the Authority borrow a sum or sums not exceeding Three Hundred Ninety-Nine Thousand Dollars ($399,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Authority borrow from time to time a sum or sums not exceeding Three Hundred Ninety-Nine Thousand Dollars ($399,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding twelve months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the day of 2017.

GIVEN under the hands of the Chairman and the Secretary and under the seal of the Authority this day of 2017.

Chairman

Secretary
UPDATE

General Managers Report – June 2017

Refugee Families – Kings Transit is assisting local organizations this summer by offering bus passes for new refugee families taking the English language program at Acadia – the passes are valid until the end of August

Student Summer Pass – the new passes are being distributed to the ticket agents this week. A Facebook post has gone out and more ideas for promoting the passes are being discussed

Year-end Audit – the onsite Audit work by Grant Thornton has been completed and the team is still putting together the final report
KINGS TRANSIT AUTHORITY

Regular Board Meeting

June 28, 2017 @ 5:00 pm

Location: New Minas

Approval of Agenda

1. Approval of Minutes
2. Board Chair Update
3. General Manager’s Report
4. Ridership Report
5. Financial Report
6. Old Business
   - Student Pass
   - Technology project
   - Solar Roof

9. New Business
   - Digby Contest
   - Accounting Clerk Position

7. Correspondence

Next Board Meeting will be held July 26 @ 5 pm at the New Minas office
KINGS TRANSIT AUTHORITY
REGULAR BOARD MEETING-MINUTES
May 24, 2017

The regular board meeting of Kings Transit Authority was held on the above date at 4:00 pm at Kings Transit Authority Terminal, New Minas NS.

PRESENT
Board Chair Pauline Raven, Municipality of Kings County
Vice Chair Mercedes Brian, Town of Wolfville
Anna Morton, Town of Berwick (Arrived at 4:20 p.m.)
Paul Spicer, Municipality of Kings County
Jim Winsor, Municipality of Kings County (Arrived at 4:55 p.m.)
Diane Leblanc, Municipality of Annapolis County
Wayne Fowler, Municipality of Annapolis County
Linda Gregory, Deputy Warden, Municipality of Digby

KTA STAFF
Stephen Foster, General Manager
Tanya Morrison, Office Coordinator

CALL TO ORDER
Chair Raven called the meeting to order at 4:15 p.m.

1. APPROVAL OF AGENDA
The approval of the agenda was postponed as there was no quorum at the start of the meeting.
Motion to approve the agenda after the arrival of Councillor Morton.
MOVED AND SECONDED TO APPROVE THE AGENDA.

MOTION CARRIED
2. APPROVAL OF MINUTES

Minutes will need to be approved at a later date due to not having a quorum.

Motion to approve the minutes as circulated after arrival of Councillor Morton.

MOVED AND SECONDED TO APPROVE THE MINUTES OF APRIL 26, 2017.

MOTION CARRIED

3. BOARD CHAIR UPDATE

Chair Pauline Raven circulated the survey regarding domain names again to members of the KT Board via email prior to the meeting, looking for feedback on the preferred domain name.

After some discussion it was decided that KBus.ca was the choice of members. This will be used for advertising purposes and will be linked to the kingstransit.ns.ca site.

MOVED AND SECONDED TO ACCEPT THE BOARD CHAIR UPDATE.

4. GENERAL MANAGER’S REPORT

The Manager’s report that was distributed with the Board package was incorrect; it was the previous month’s report. The current report was circulated to those present.

There was a break-in on the buses stored at the Bridgetown depot. There was no damage but a cell phone which is used for radio communications was stolen. Additional security measures have been put in place to protect the buses at the depot.

Mr. Foster attended the CUTA conference in Montreal May 14th – 17th the conference was a global public transit summit with over 2500 delegates and 300 vendors from around the world.

A new position of Advertising Coordinator has been created to maximize revenue from bus advertising. The position has been filled and will begin in late May.

A tender for the CAD/AVL (computer aided dispatch & automated vehicle location software) has been issued with a closing date of June 10th.
MOVED AND SECONDED TO ACCEPT THE GENERAL MANAGER’S REPORT.

MOTION CARRIED

5. RIDERSHIP/REVENUE REPORT

Overall ridership for the month was down by 14.34% vs. budget. Year over year ridership was down by 5.63% for the month of April.

Revenue was down 4.91% vs. budget, and was down 5% year over year for the month of April.

MOVED AND SECONDED TO ACCEPT RIDERSHIP REPORT.

MOTION CARRIED

6. FINANCIAL REPORTS

Financials were circulated with the board package.

MOVED AND SECONDED TO ACCEPT THE FINANCIAL REPORTS AS TABLED.

MOTION CARRIED

7. OLD BUSINESS

Domain Name

MOVED AND SECONDED FOR KINGS TRANSIT TO ADOPT KBUS.CA AS THE DOMAIN NAME GENERALLY ADVERTISED.

MOTION CARRIED

Summer Pass

Board members discussed the promotion and the “look” of the new summer passes. All were in agreement that in order for the promotion to be successful in targeting 12-18 year olds, it will need to be pushed on social media.

It was suggested that the Berwick Recreation department summer students could offer assistance with the promoting on social media through a video posted on the KT Facebook page. Councillor Morton will get in contact with the students.
and a brainstorming session will be setup with Berwick Recreation and Kings Transit.

In an effort to keep the costs minimal for the printing of the passes Mr. Foster presented a sample pass, which was created at the office using design software. The image will be printed on high quality stickers and placed over the existing S-Passes so that the holographic image is still visible making the pass secure.

It was also discussed that the information should be sent to AVRSB for disbursement throughout the school newsletters. Promotional posters can also be placed at the malls and Town and Village offices.

8. NEW BUSINESS

None

9. CORRESPONDENCE

None to report

ADJOURNMENT

Meeting adjourned at 5:17 p.m.

NEXT MEETING DATE

Next meeting will be held June 28, 2017 at 5:00 p.m.
Here are some of the highlights for this month that summarize some of the things to give a bit of prior thought to before we meet tomorrow.

1. **Follow-up on Promotional Activities on the Summer Bus Pass:**
   i. Meetings with Berwick summer students were delayed.
   ii. School is now out, so we have missed the opportunity for any formal promotion within the school system.
   iii. I was happy to hear promotion of the program on K-Rock.

2. **Kings Transit Financial Management:** Continued discussions with Shawn West, Manager of Finance MOK, Stephen, myself, and TOB staff lead to some conclusions:
   i. It is expected that MOK will not contract with KT for financial services. Issues contributing to this discussion are: software used by KT not compatible with MOK and MOK is expecting to change their software in the months ahead and a key staff person is on a 1-year maternity leave.
   ii. Mr. West is anticipating that he will be able to provide financial support to KT during the transition and perhaps beyond that point (on a volunteer basis).
   iii. Berwick cannot extend for a month while we recruit for this position (summer leave/short on staff).
   iv. At the June 28 meeting we will be discussing the details surrounding hiring an in-house staff member and the goals we hope to achieve on a go-forward basis.

3. **Update solar panel possibility for Kings Transit Depot roof:**
   i. Wayne Grozsko is suggesting that the next step is to get a price point from at least one contractor and make a bid with a high price point to keep us in the running.
   ii. The idea is that the application process is short and non-binding.
   iii. Berwick cannot share who they are working with due to a confidentiality agreement.
   iv. For this first of a 3-year competition the applications close on July 7.

4. **Decreasing Ridership Trend**
   i. Stephen shared the ridership stats for May last week. The downward trend continues and the board needs to have a serious discussion about strategic directions in light of this.
   ii. A key issue is work on the U-Pass and ensuring that we achieve all the key milestones for achieving success on this initiative.
   iii. There may be a need for rescheduling and route changes. Stephen will be bringing forward some concepts for our consideration.

5. **Stephen and I travelled with Lawrencetown seniors group to the Historic Gardens in Annapolis Royal.** I began my trip in Kentville and made two transfers, one in Greenwood, one in Bridgetown. It was a excellent experience. My three key observations, among many, were:
   i. The bus drivers are stellar.
   ii. The service is an extremely important one for those who do use the service, regardless of the number being rather meagre.
   iii. There is opportunity for low-cost messaging and advertising inside the bus, where there is practically none.
   iv. I think it would be a good experience for the board to do a 1-day retreat on the bus, travelling to each end of the route and back. Let’s do it. It is a low-cost endeavor has the potential to further inform our work together.

6. **Put your thinking caps on for the upcoming meeting there are some serious issues to consider and our Manager will be bringing forward some preliminary thoughts and recommendations.**
Staff Meeting - Staff meeting and training was held on June 11th, defensive driving was the course offering for the day.

Refugee Families - Kings Transit is assisting local organizations again this summer by offering bus passes for new refugee families taking the English language program at Acadia. The passes are valid until the end of August.

Student Summer Passes - the new passes are being distributed to the ticket agents this week, a Facebook post has gone out today and I’m hoping to meet with the girls in Berwick next week to put together more ideas for promoting the passes.

Accounting Services - We are still working on options for transitioning financial services out of Berwick, we are not having great luck as of yet. Kentville and Wolfville are not interested at this time which leaves Kings County. Shawn West the Finance Director of the county was in this week and he is hoping to meet with Berwick staff this week or early next to look at what they can do. We are quickly running out of time.

Bus Issues - After much grief we were able to get the buses I spoke of with computer issues up and running today.

Occupational Health and Safety - Safety Committee held their monthly meeting on Thursday the 8th while tool box meeting with the technicians was held on the 7th.

Year-end Audit - the onsite Audit work by Grant Thornton has been completed and the team is still putting together the final report.

Performance Reviews - Annual performance reviews are underway this month.

CTNS Meeting June 1 - I attended a Board of Directors meeting for Community Transit Nova Scotia this past Thursday in Halifax.

Medical Emergency - May 31, a passenger had a medical emergency on Cornwallis bus, RCMP and EHS responded.

Scare on a Bus - RCMP stopped a bus after receiving a call of a passenger with a gun on board, the bus was evacuated and police searched the individual. A disabled BB gun pistol was found tucked into the waist band of the young man’s pants. RCMP spoke with him and deemed him not to be a threat just a young man returning a broken BB gun to Canadian tire without a full grasp of how bad the whole scenario looked.

New Buses - Our lead technician and I met with the sales rep from Crestline and the folks from Eldorado National for a pre build meeting on the new buses this week. The buses are expected to go on the assembly line in November with a February delivery date.

Seniors Group - Board Chair Raven and I traveled with the Lawerencetown and Area Seniors Association to the Historic Gardens on the 19th of June. The trip was organized by Marnie through the transit education program this past year. The group was very appreciative of the opportunity to experience the bus.

Respectfully submitted

S Foster
Stephen Foster
General Manager
## RIDERSHIP REPORT

<table>
<thead>
<tr>
<th></th>
<th>MAY 2016</th>
<th>MAY 2017</th>
<th>BUDGET 2017/2018</th>
<th>VS BUDGET INCREASE</th>
<th>VS PREV. YR INCREASE</th>
<th>PERCENTAGE OVER/UNDER BUDGET YEAR/YEAR</th>
<th>OVER/UNDER BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KT CORE</strong></td>
<td>18627</td>
<td>16295</td>
<td>20090</td>
<td>-3795</td>
<td>-2332</td>
<td>-12.52%</td>
<td>-18.89%</td>
</tr>
<tr>
<td><strong>HANTS BORDER</strong></td>
<td>0</td>
<td>2046</td>
<td>2712</td>
<td>-666</td>
<td>2046</td>
<td>-24.56%</td>
<td>-24.56%</td>
</tr>
<tr>
<td><strong>ANNAPOlis EAST</strong></td>
<td>5494</td>
<td>5743</td>
<td>6142</td>
<td>-399</td>
<td>249</td>
<td>-6.50%</td>
<td>-6.50%</td>
</tr>
<tr>
<td><strong>ANNAPOlis WEST</strong></td>
<td>2160</td>
<td>1795</td>
<td>2595</td>
<td>-800</td>
<td>-365</td>
<td>-16.90%</td>
<td>-30.83%</td>
</tr>
<tr>
<td><strong>DIGBY</strong></td>
<td>2414</td>
<td>2138</td>
<td>2871</td>
<td>-733</td>
<td>-276</td>
<td>-11.43%</td>
<td>-25.53%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>28695</td>
<td>28017</td>
<td>34410</td>
<td>-6393</td>
<td>-678</td>
<td>-2.36%</td>
<td>-18.58%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>BUDGET 2017/2018</th>
<th>VS BUDGET INCREASE</th>
<th>VS PREV. YR INCREASE</th>
<th>PERCENTAGE OVER/UNDER BUDGET YEAR/YEAR</th>
<th>OVER/UNDER BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KT CORE</strong></td>
<td>38413</td>
<td>32963</td>
<td>39613</td>
<td>-6650</td>
<td>-5450</td>
<td>-14.19%</td>
<td>-18.89%</td>
</tr>
<tr>
<td><strong>HANTS BORDER</strong></td>
<td>0</td>
<td>4323</td>
<td>5347</td>
<td>-1024</td>
<td>4323</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td><strong>ANNAPOlis EAST</strong></td>
<td>11443</td>
<td>11396</td>
<td>12111</td>
<td>-715</td>
<td>-47</td>
<td>-0.41%</td>
<td>-24.56%</td>
</tr>
<tr>
<td><strong>ANNAPOlis WEST</strong></td>
<td>4249</td>
<td>3690</td>
<td>5117</td>
<td>-1427</td>
<td>-559</td>
<td>-13.16%</td>
<td>-27.89%</td>
</tr>
<tr>
<td><strong>DIGBY</strong></td>
<td>4941</td>
<td>4288</td>
<td>5661</td>
<td>-1373</td>
<td>-653</td>
<td>-13.22%</td>
<td>-24.25%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>59046</td>
<td>56660</td>
<td>67849</td>
<td>-11189</td>
<td>-2386</td>
<td>-4.04%</td>
<td>-16.49%</td>
</tr>
</tbody>
</table>

## REVENUE REPORT

<table>
<thead>
<tr>
<th></th>
<th>MAY 2016</th>
<th>MAY 2017</th>
<th>BUDGET 2017/2018</th>
<th>VS BUDGET INCREASE</th>
<th>VS PREV. YR INCREASE</th>
<th>PERCENTAGE OVER/UNDER BUDGET YEAR/YEAR</th>
<th>OVER/UNDER BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KT CORE</strong></td>
<td>49,025</td>
<td>42,869</td>
<td>55,017</td>
<td>-12,148</td>
<td>-6,156</td>
<td>-14%</td>
<td>-12.56%</td>
</tr>
<tr>
<td><strong>HANTS BORDER</strong></td>
<td>-</td>
<td>1,931</td>
<td>2,223</td>
<td>292</td>
<td>1,931</td>
<td>100%</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td><strong>ANNAPOlis EAST</strong></td>
<td>10,174</td>
<td>10,749</td>
<td>11,476</td>
<td>-727</td>
<td>575</td>
<td>5%</td>
<td>5.65%</td>
</tr>
<tr>
<td><strong>ANNAPOlis WEST</strong></td>
<td>3,463</td>
<td>2,501</td>
<td>3,906</td>
<td>-1,405</td>
<td>-962</td>
<td>-38%</td>
<td>-27.77%</td>
</tr>
<tr>
<td><strong>DIGBY</strong></td>
<td>5,861</td>
<td>4,942</td>
<td>6,317</td>
<td>-1,375</td>
<td>-919</td>
<td>-19%</td>
<td>-15.68%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>68,523</td>
<td>62,992</td>
<td>78,939</td>
<td>-15,947</td>
<td>-5,531</td>
<td>-9%</td>
<td>-8.07%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>BUDGET 2017/2018</th>
<th>VS BUDGET INCREASE</th>
<th>VS PREV. YR INCREASE</th>
<th>PERCENTAGE OVER/UNDER BUDGET YEAR/YEAR</th>
<th>OVER/UNDER BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KT CORE</strong></td>
<td>101,200</td>
<td>90,041</td>
<td>108,483</td>
<td>-18,442</td>
<td>-11,159</td>
<td>-11.03%</td>
<td>-17%</td>
</tr>
<tr>
<td><strong>HANTS BORDER</strong></td>
<td>-</td>
<td>3,962</td>
<td>4,383</td>
<td>-421</td>
<td>3,962</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td><strong>ANNAPOlis EAST</strong></td>
<td>20,835</td>
<td>20,642</td>
<td>22,628</td>
<td>-1,986</td>
<td>-193</td>
<td>-0.92%</td>
<td>-9%</td>
</tr>
<tr>
<td><strong>ANNAPOlis WEST</strong></td>
<td>7,196</td>
<td>6,386</td>
<td>7,702</td>
<td>-1,316</td>
<td>-810</td>
<td>-11.26%</td>
<td>-17%</td>
</tr>
<tr>
<td><strong>DIGBY</strong></td>
<td>11,127</td>
<td>10,272</td>
<td>12,456</td>
<td>-2,184</td>
<td>855</td>
<td>-7.68%</td>
<td>-18%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>140,358</td>
<td>131,303</td>
<td>143,196</td>
<td>-11,893</td>
<td>-9,055</td>
<td>-6.45%</td>
<td>-8%</td>
</tr>
</tbody>
</table>
Summer Passes on Sale Now

![UNLIMITED YOUTH SUMMER PASS](http://www.kingstransit.ns.ca/)

Summer is here and Kings Transit wants to take you to where the fun is all summer long. Kings Transit’s new Student Summer Pass offers students aged 12 to 18 the opportunity to travel anywhere Kings Transit goes... any time...any day... for just $30

Hang out with friends, head to the pool, spend the day at Upper Clements Park or just to travel to and from that summer job.

The Student Summer Pass allows you unlimited travel on our comfortable, safe, Wi-Fi equipped buses between Weymouth and Hants Border.

Seniors Associations take a day trip

The Lawerencetown and Area Seniors Association travelled to the Historic Gardens in Annapolis Royal on May 19th. The trip was pre-arranged by Marnie Parker during her time at Kings Transit as the seniors’ education coordinator. The group enjoyed a guided tour of the Gardens and a coffee break before returning to Lawerencetown. Board Chair Pauline Raven and General Manager Stephen Foster joined the group to assist with navigating the bus route along the way.

Transit Awareness Days

Canadian urban mobility is at a pivotal moment in its history. CUTA’s 2017 Transit Awareness Days are a great opportunity for you to get involved, learn about the issues facing urban mobility in Canada and make a difference both on Parliament Hill and in your community.

This year’s Transit Awareness Days will be on **September 18 and 19 in Ottawa**. Pre-registration is required.

For more information email Jeff Mackey at mackey@cutaactu.ca

The Next Monthly meeting of Kings Transit’s Board of Directors will be held 5PM July 26th at the New Minas Office on 29 Crescent drive.

All are welcome
UPDATE

Annual General Meeting – Thursday, June 22, 2017 at 1:30pm

Chair Beth Pattillo welcomed the attendees and gave thanks to all who have contributed to a busy year for the AVTC.

Agenda and 2016 AGM minutes were approved.

Chair’s Annual Report included updates on construction progress, including the Wolfville to Grand Pre extension which is now under way. Once finished, the trail will connect the Grand Pre Historic Site with the Annapolis Royal – Port Jolie Historic Site. It was noted that MOU’s and/or partnership agreements will be sought with each Municipality and trail group that is involved. Ribbon Cutting ceremonies/events will be held in Kingston (July 8th), Middleton (July 15th), Annapolis Royal (July 29th) and Wolfville (August 19th at Waterfront Park). A walk/jog/bike along the trail will follow the ceremony, followed by activities, games and refreshments.

Danny Phinney presented the Financial Statements. These will soon be available via electronic file.

It was noted that Trail Coordinator Rick Jacques requires a cell phone as well as a land line to conduct business, as he lives in an area that does not have adequate cellular reception. The forecasted budget will remain largely unchanged, with minor increases including a cost of living increase to the Trail Coordinator’s salary, which will be the first increase to this salary after several years of it remaining unchanged.

Trail Coordinator Rick Jacques presented his Annual Report, which included successes and challenges of building the trail across multiple terrain types. The Wolfville to Grand Pre extension is expected to be completed by the end of August, with hopes that it will be finished ahead of this schedule. Signage is ready for the Wolfville section of the trail, but has not been placed due to the uncertainty of advertised distances relative to the placement of the signs (i.e. 5 kilometres to New Minas – must be placed in accurate location). This will be addressed as the Grand Pre extension nears completion.

The Nomination Committee announced that there would only be one vacancy after the Chair and Treasurer agreed to continue in their roles. The representative from the Grand Pre trail group volunteered to fill the vacancy. A Secretary and Vice-Chair are required and will be nominated at the next meeting.
UPDATE

The WBDC Board of Directors met for their monthly meeting on Wednesday, June 21st: Items discussed included:

- Updates on the Ambassatours visit and tour to Wolfville. Ambassatour is a site seeing tour operator and the intent was to share with them the opportunities their clients could enjoy on a trip to Wolfville, including tours from the various cruise ships that arrive in Halifax.
- Town Staff (Marianne) updated the Board on the status of the Parking Charter
- WBDC Contract staff updated the Board on upcoming initiatives of the social media initiatives
- The upcoming Horton Prom and its logistics were discussed
- Updates provided on both the Wolfville Magic Wine Bus, who appears to want to be separate from the WBDC – a point that will be followed up, and the Culinary Tourism Centre Update.
- Discussed future WBDC engagement with the Ice Wine Festival and other signature events through the upcoming year
- Discussed the possible future disposition of the WBDC reserve funds and noted that should a significant and relevant (to WBDC) project e.g., a parking development this would be the type of thing the WBDC would be interested in being a financial partner
- Discussed logistics for the upcoming AGM

The WBDC AGM - Tuesday, June 27th at the Wolfville Farmer’s Market

- Approximately 30 people in attendance, mostly current and upcoming board members, Mayor Cantwell, Councillor Donovan, and Town Staff Marianne Gates and Chrystal Fuller

EXECUTIVE BOARD
- June Pardy- of Beleaf Spa is the new President
- Peter Herbin – Herbin Jewlers – Vice President
- Darrell Dixon - Accountant Bishops Accountants – Treasurer
- Sandy Davison – Branch Manager BMO Wolfville - Secretary
- Zoe D’amato —will assume Ian Porter’s position as Past President. (It was noted that that position did not have any specific functions so could operate as a Director at Large)
Presentations by Darrell Dixon regarding year-end audit; Wes Booth regarding social media initiatives and process.

Director Fuller provided an update on the potential move of the RCMP officers to New Minas. This item garnered a fair bit of discussion, the majority of it against a move. This is as much perception as reality and warrants communication with the business community and residents as to what services the Town is receiving now and how that might change. Some noted that they felt the police station was a safe place to go at night, or in the case of a domestic incident, are unlikely unaware that there are typically no officers there outside of regular working hours and may not be anyone there during working hours depending on where officers might be assigned at any particular time.

   Suggest this discussion be added to the July 11th RCMP meeting with an invitation to the new WBDC Board to ensure that the information is accurate in advance of council discussion in the fall.
UPDATE

The Planning Advisory Committee met on June 21st, 2017.

Development Agreement – 462/468 Main Street (DA 2017-001)

Forwarded to Council with a positive recommendation

Development Agreement – 9 Gaspereau Avenue (DA 2017-005)

The Committee forwarded the application with a positive recommendation as per Staff’s recommendation to forgo holding a PIM due to considerations for the business owner and the relatively minor nature of the application.

MPS Amendment for West End Lands and Development Agreement – Viking Ventures

Staff recommended the implementation of a secondary plan specific to the West End Lands to safeguard public interest during the development. The secondary plan would identify road networks, other infrastructure and parks. Separate development Agreements for the Viking Venture and Kadray lands would include provisions around phasing, density, residential/commercial uses, minimum lot sizes, etc.

Staff were directed by the Committee to proceed concurrently with drafting West End policies and a Viking Ventures development agreement. A Public Participation Meeting, as per the requirements of the Town’s Public Participation Program Policy and the MGA, will be held on July 26th, 2017.

Plan Amendment – 185 Main Street (PA 2016-03)

Application for a slight increase in density from 2 units to 3 requires a designation from low density residential to medium density residential.

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 July 19th, 2017.
SUMMARY

MPS Review – Segment II

A full day PAC/Council workshop was held on June 29, 2017 to discuss Draft 2 – Segment II – of the Municipal Planning Strategy, as per the Council approved MPS project timeline. The workshop covered a significant amount of material and arguably the most important aspects of our overall policy approach to managing growth and achieving our community priorities. Materials for the workshop included: Part 3 – Residential Neighbourhoods of the MPS; Part 4 – Core Area of the MPS; Draft Core Commercial Urban Design Guidelines; Draft Land Use By-law provisions to enable the policies of Parts 3 and 4 of the MPS; and mapping – a revised Generalized Future Land Use Map (GFLUM) and Zoning Map. Also included in the package was an updated version of Parts 1 and 2 of the MPS (Segment I in project timeline).

After an introduction, a fulsome discussion of key issues led to particular matters being identified by the PAC for consideration by Council. The workshop was concluded with a motion from the PAC, as follows:

That the Planning Advisory Committee recommend the Municipal Planning Strategy Workshop materials (Segment II) be sent back to Staff for the following before release to the public:

1. Clear details on what Staff would be evaluating for Site Plan in R2 and R3

   **Recommended Action:** Details to be brought forward with future Segments. No timeline impacts.

2. No more than 6 units in the R3

   **Recommended Action:** Further analysis to better understand impacts. Timeline impacts.

3. Core Commercial area parking for residential consistent with existing

   **Recommended Action:** Further analysis to better understand impacts. Timeline impacts.

4. 3 Storey limit in the downtown (no bonusing)

   **Recommended Action:** Further analysis to better understand impacts. Timeline impacts.

5. Personal Office provisions taken out – amend #1 that parking for visitations on the property and leave 2 and 3
6. Innovative Housing accomplished by Site Plan approval?

**Recommended Action:** To be integrated and detailed in future segments. No timeline impacts.

7. Direct staff to explore live/work options near the core

**Recommended Action:** To allow on higher order streets in the Core Area (Gaspereau, Highland, Main) and consider former C-2 zone. Would be integrated as the draft documents are updated. No timeline impacts.

Staff are recommending additional analysis be provided to Council on certain issues while others be addressed as we move forward with other Segments (e.g. Implementation - Segment V - in the timeline) of the MPS and continue to refine and articulate the policy directions through the regulations of the Land Use by-law and design guidelines. Additional work will impact the overall project timeline; however, given the importance of our planning documents in managing growth and achieving our community priorities, Staff are of the opinion it will be time/resources well spent.

**DRAFT MOTION:**

That Council direct staff to bring back additional analysis on PAC items 2, 3, and 4 of the June 29, 2017 recommendation to Council (R3 zoning, Core Commercial Residential Parking Requirement, and Building Height) and that the project timeline be revised to accommodate this work.
1) CAO COMMENTS
The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY
The MGA (Part 8) provides Council the authority to enact planning regulations.

3) STAFF RECOMMENDATION
Staff recommend that additional analysis be undertaken on items 2, 3, and 4 of the June 29, 2017 PAC motion and that the project timeline be revised to accommodate this work.

4) REFERENCES AND ATTACHMENTS
- Project Charter for Phase II of the MPS and Project Timeline
- PAC/Council Workshop Materials
- Other Background Materials (e.g. Phase I, Consultations and What We Heard Report, Housing Symposium Papers, etc)

5) DISCUSSION
Considerations for Council are provided here for each of the issues identified by the PAC in their motion to Council.

1. Clear details on what Staff would be evaluating for Site Plan in R2 and R3

   Recommended Action: Details to be brought forward with future Segments. No timeline impacts.

Parts 3 and 4 of the MPS recommends much less use of Development Agreements and introduces the concept of Site Plan approval (currently not used in Wolfville) for a variety of reasons including the more efficient use of Staff resources, quicker application review times (compared to DAs), greater certainty to the development community.

Details on site plan approval for particular uses, and the overall generalized approach/criteria, will evolve and be detailed as we move through the various Segments and receive direction from Council on Policy directions. The Implementation (part of Segment V) portion of the MPS and a further developed Land Use By-law will provide these details to Council. Staff share the concerns of Committee members in terms of specific criteria being required to ensure clarity and efficiency in evaluating development applications. The MGA (S. 231, 232) provides the legislative framework for the use of Site Plan approval by Municipalities.

2. No more than 6 units in the R3

   Recommended Action: Further analysis to better understand impacts. Timeline impacts.

The policies of Parts 3 and 4 of the MPS were proposing to replace the current R-2/4 zone with a Low Density (R-2) zone and a Medium Density (R-3) zone. The draft documents were proposing that a maximum of 8 units and 10
bedrooms would be the upper limit to the R3 zone while the R2 zone would be capped at 2 units. The R3 zoning rationale was based on the following:

- Staff have been applying the Community Priorities (Economic Prosperity; Placemaking; Environmental Sustainability; and Social Equity) and associated actions (see Parts 1 and 2 of the MPS, page 36-38) to policy directions with a Medium Density (R3) zoning category striving to achieve:
  - Population diversity in homogenous neighbourhoods (dilute with additional activity and eyes on the street).
  - Increased Affordability and Housing Choice through the opportunity of to create smaller units for the different ages/stages and associated housing needs.
  - To encourage re-investment and additional infill opportunities
  - To increase requirements pertaining to land use compatibility

- The existing medium density (R-2/4) zone allows a maximum of 4 units and 10 bedrooms. The 8 unit/10 bedroom maximum proposed in the R3 zone, from a land use intensity perspective, was not viewed by Staff as a significant increase, particularly when a 1.25 parking stall/unit requirement and additional compatibility regulation is applied. Staff had heard from Developers that the current 3 unit and 8 bedroom and 4 unit and 10 bedroom maximums were not working.

Given the work around housing needs and the constraints that exist in the overall housing ecosystem in the Town, Staff are recommending that additional analysis be undertaken and brought back to Council for their consideration. In particular:

- Site analysis and scenarios of 6 units and 8 units.
- The relationship of this change to other housing policy, particularly Housing in the Core Area and the implications of issues #3 and #4 below.

3. **Core Commercial area parking for residential consistent with existing**

   **Recommended Action:** Further analysis to better understand impacts. Timeline impacts.

The Core Commercial Area (along Main Street, Front Street, etc) currently has no parking requirement for commercial or residential development. Parts 3 and 4 of the MPS included draft parking directions, subject to the ongoing Parking Action Plan, that included:

- A recognition that this area is distinct (more urban) than our residential neighbourhoods.
- A recognition that the Town provides a significant amount of public parking in this area.
- Proposing 0.5 parking stalls/unit for new residential development.
- Introduction of cash-in-lieu for parking for new commercial development or a change in use where parking demand is increased.
- Some type of equivalency where a combination of some cash-in-lieu and physical parking could be provided.
Given the existing residential parking requirement for multi-unit dwellings is 1.25 parking stalls/dwelling unit + 0.5 stalls per bedroom in access of 3 bedrooms in a dwelling unit, Staff are recommending that additional analysis be undertaken and brought back to Council for their consideration. In particular:

- Site/spatial analysis of the implications
- Relationship with Issue #4 (building height)
- Feedback from the Business/Development Community
- Feedback from the Design Review Committee
- Fiscal Sustainability and Economic Development Implications

4. 3 Storey building height limit in the downtown (with no bonusing for additional height)

**Recommended Action:** Further analysis to better understand impacts. Timeline impacts.

Part 4 of the MPS, along with the updated Core Commercial Design Guidelines, proposed a maximum building height in the downtown of 3 storeys (39'). Provisions were included in the policies of Part 4, that Council would be able to consider proposals up-to 5 storeys, only by Development Agreement, subject to a variety of criteria (see Section 4.1.5 Policies 19-25 of MPS Parts 3 and 4).

Staff are recommending that additional analysis be undertaken and brought back to Council for their consideration with item #3 above:

- Additional information on building height and architectural/design approaches to mitigate impacts
- Feedback from the Business/Development Community
- Feedback from the Design Review Committee
- Fiscal Sustainability and Economic Development Implications

5. Personal Office provisions taken out – amend #1 that parking for visitations on the property and leave 2 and 3

**Recommended Action:** Communicate direction with R1 community of interest. No timeline impacts.

The draft Land Use By-law provisions included the enabling of Personal Offices anywhere in the Town (including the Low Density Residential – Restricted (R-1) zone). The provisions included:

*In any zone that permits residential uses, any dwelling unit or a building accessory to a dwelling unit may be used for a personal office provided that all of the following requirements are met:*

1. Client visitations or other traffic or parking activity is not permitted.
2. Business signage is not permitted.
3. Assistants or employees at the location of the personal office are not permitted.
Staff are concerned that the change proposed may cause some backlash from the R1 property owners who expressed a "slippery slope" concern, particularly around parking and traffic, when a more permissive personal office definition was presented during a community of interest meeting in July of 2016 (summary of event [here](#) – including draft definition that was proposed). From this, the proposed regulation that was presented at the June 29, 2017 PAC/Council workshop (above) was a response to the concerns of this community of interest. Often piano lessons is used as an example on this issue (where a client would be visiting the home) but there are a wide range of uses/businesses that could fall into this category.

Staff do not believe that additional analysis is required on this issue but the context provided here may be helpful in framing a policy/regulatory direction for Staff to action. If the recommended change from PAC is moved forward, some level of communication to the R1 community of interest given the messaging that “the R1 zone would not be changing” that has been communicated through this process to-date.

6. **Innovative Housing accomplished by Site Plan approval?**

**Recommended Action:** To be integrated and detailed in future segments. No timeline impacts.

The policies of Part 3 (Residential Neighbourhoods) and associated Land Use By-law regulations enabled “Innovative Housing” in all residential zones – save and except the R1 zone – by Development Agreement.

“Innovative Housing” is described in Part 3 of the MPS as cluster housing forms, intergenerational housing, cooperative housing, sustainable housing (e.g. net zero or passivhaus), proposals with unique management/partnership models, among others.

Staff feel that criteria can be developed for certain “Innovative Housing” proposals – of a certain scale, on lots of a particular size, etc – that Council may want to consider through Site Plan approval. Some form of Innovative Housing will make sense by DA, given not every aspect of an “Innovative” proposals cannot be scripted in regulations. If supported by Council, Staff can work on this as we bring forward other Segments (e.g. Segment V – Implementation) and additional Land Use By-law details as the project moves forward.

7. **Direct staff to explore live/work options near the core**

**Recommended Action:** To allow on higher order streets in the Core Area (Gaspereau, Highland, Main) and consider former C-2 zone. Would be integrated as the draft documents are updated. No timeline impacts.

The concept of a “Neighbourhood Business” was introduced in Parts 3 and 4 of the MPS, along with draft regulations in the Land Use By-law. This was introduced as a response to our current C-2 zoning being in place for many years with minimal success; the general lack of incubator or live/work business opportunities in the Core Area; and to create additional economic development/entrepreneurship opportunities in a defined area of the residential designation given it forms over 50% of our total land base (commercial is 2-3%). Within the workshop materials Part 3.8 of the MPS provided the proposed policy direction around the theme “Neighbourhood Entrepreneurship.”
The Neighbourhood Business use is meant to provide an option that provides additional floor space (maximum 40% of the dwelling or 85 square metres) and other enabling provisions that go slightly beyond our existing Home Occupation regulations (50 square metre maximum for floor space) while still maintaining the residential character of our neighbourhoods.

There was a variety of concerns that were expressed by PAC and Council on this issue, particularly around neighbourhood character, traffic, parking and the general ability of some neighbourhood streets to take on additional activity. Given this, Staff are of the opinion that the Neighbourhood Business use could be modified to be only permitted on Main Street and Collectors (Gaspereau, Highland) within the Core Area or within 300m of the Core area boundary. There seemed to be some consensus on this aspect from the workshop. It may be reasonable for the decision point to be around whether Summer Street (the former C-2 zone) or other streets (e.g. Acadia Street) would also be included. Staff can then take this direction and better articulate the regulations of the Land Use By-law. A decision on this issue could avoid additional analysis/Staff time.

6) TIMELINE/FINANCIAL IMPLICATIONS

The MPS project timeline approved by Council would be impacted if additional analysis is undertaken on items 2, 3, and 4 above. Given summer holidays and other operational requirements for Staff, it is proposed as next steps:

- A Staff Report would be presented at the October Committee of the Whole to provide Council with additional information relating to PAC recommendations 2, 3, and 4 above (see details under each item above).
- Parts 1-4 of the MPS and associated Land Use By-law and Design Guidelines would be updated and further detailed as per direction, comments and feedback to-date.
- The existing Project Timeline would be revised:
  - Segment III (Future Residential, University and Constraint Areas) would proceed in November 2017.
  - Segment IV (Agriculture, Recreation/Open Space, Utilities, RRBB) January 2018.
  - Public Participation Meeting, Open Houses, Property Owner notifications April-May 2018.
  - Planning Advisory Committee Review full MPS and LUB June 2018.
  - Council First Reading, Public Hearing, and Final Approval July-September 2018
- Staff will obviously attempt to make up time where we can.
• Our Contract Planning position meant to backfill Staff working on the MPS ends in March of 2018, when we would be preparing to present the full documents and begin the approval process. Staff are concerned about the implications of the loss of this position during what will be the most intensive and public part of the approval process.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
See Parts 1 and 2 of the MPS for a summation of the consultation and other documents that have gone into the review process, including Council’s Strategic Plan and other Town Reports.

8) COMMUNICATION REQUIREMENTS
Key communication messages:

• This is the community’s document and feedback and concerns must be addressed. This takes time.
• The PAC/Council Workshop addressed the most difficult and polarized parts of the MPS. There was a lot of positive directions but work to be done to get it right.
• The project timeline will be impacted.

9) ALTERNATIVES
• Council not have Staff undertake additional analysis and provide direction on items 2, 3 and 4 and direct Staff to stay on track with the existing project timeline.
SUMMARY

Fire Protection Area Rate – 2017/18

Part of the Town budget is area rate revenue to recover the cost of the Water Utility’s fire protection hydrant system. The amount of the hydrant service charge determined by the Water Utility is tied to an approved NSUARB formula that takes into account most recent fiscal year financial results. For this reason the rate is not approved earlier in the year with the full budget, but rather comes to Council after the draft year end results are prepared.

DRAFT MOTION:

That Council set the Fire Protection Area rate at 5.8 cents per hundred dollars of assessment in order to recover estimated fire protection (hydrant) charges of $372,467 and that the area rate be reflected on the final 2017/18 tax bills, subject to the same due dates and arrears interest as all other amounts on the tax bills.
1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act (MGA) Section 80, Fire Protection Rate
- Town Policy 910-002 ~ Fire Protection Area Rate

3) STAFF RECOMMENDATION

That Council approve the recommended area rate in order that the rate to be incorporated on the final tax bills in August.

4) REFERENCES AND ATTACHMENTS


5) DISCUSSION

The Town annually sets an area rate to cover the costs of the hydrant system maintained by the Water Utility. The amount the Water Utility recovers from the Town is based on a formula approved by the NSUARB. The formula provides for a minimum amount to be billed, and higher if the application of the formula results in a higher value. For fiscal 2017/18 the formula results yielded the minimum value to be billed.

As permitted by the MGA, and in accordance with the above noted Town Policy, the costs for Hydrant Protection are billed to all assessable property through an area rate and recorded as revenue in the Town General Operating Fund. Note that assessable property includes taxable and exempt assessments, with the exception of property assessed to Her Majesty in the Right of the Province.

Traditionally, the Town has set this area rate during the month of July in order to be ready for the final tax bills issued at the end of August.

The calculation prescribed by the UARB requires the use of results from the preceding fiscal year of the Water Utility, in this case March 31, 2017. The following summarizes the calculation this year:
The rate drops slightly this year to 5.8 cents per hundred dollars of assessment. Note that the assessment base continues to increase and for this year the Fire Protection charge is lower.

As an additional point of reference, the rate has been:

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/16</td>
<td>$0.062</td>
</tr>
<tr>
<td>2014/15</td>
<td>$0.062</td>
</tr>
<tr>
<td>2013/14</td>
<td>$0.063</td>
</tr>
<tr>
<td>2012/13</td>
<td>$0.064</td>
</tr>
<tr>
<td>2011/12</td>
<td>$0.072</td>
</tr>
<tr>
<td>2010/11</td>
<td>$0.072</td>
</tr>
</tbody>
</table>

With the finalization of the Asset Management Plan later this year, along with the Water Rate Study, it is anticipated that the amount of the levy (and related area rate) may change. Over the past decade the rate has continued to decline slightly as the Levy amount itself has stayed between $372,467 and $400,000. Both the formula and the data that feeds into it will be reviewed during the rate study.

**6) FINANCIAL IMPLICATIONS**

The 2017/18 Water Utility budget included an estimate of $380,000 for fire protection revenue. The actual amount derived from applying the UARB formula as noted above is $372,467. This effectively decreases the expected Net operating surplus of the Water Utility from $79,700 to $72,200.

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

No specific references are provided for this report. Setting of the rate is an annual housekeeping matter through the application of a pre-determined formula.

**COMMUNICATION REQUIREMENTS**

There is no specific communication piece related to this area rate. It is reflected on the final tax bills as a separately identified area rate. This ensures taxpayers are aware of the added rate beyond the base rate.

**8) ALTERNATIVES**

- No real alternatives exist for this revenue and the recommendation is as contemplated in the MGA.
SUMMARY

Community Standards By-law

Council gave First Reading to a Nuisance Bylaw in 2014. Since then, the Town has made significant changes in the way it delivers by-law services, staffing levels and has clarified roles with the RCMP which led to a review of the draft Nuisance Bylaw and the preparation of this report. Staff recommend that the Community Standards By-law not proceed due to affordability, jurisdictional and authorization issues of by-law officers, occupational health and safety concerns and liability issues and that first reading of the Nuisance bylaw be withdrawn.

DRAFT MOTION:

Council rescind First Reading of the Nuisance by-law.
1) CAO COMMENTS
The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY
Municipal Government Act, Section 172, 1998, C.18, s.1 gives Council the specific authority to establish By-laws. Section 172(1)(a), (c) and (d) permits Council, at its discretion, to establish by-laws for municipal purposes respecting the health, well-being, safety and protection of property, persons, activities and things; and nuisances, in, on or near a public place or a place that is open to the public.

3) STAFF RECOMMENDATION
Staff recommend that the Community Standards By-law not proceed due to affordability, jurisdiction and authorization issues of by-law officers, occupational health and safety concerns and liability issues and that first reading of the Nuisance bylaw be withdrawn.

4) REFERENCES AND ATTACHMENTS
- Reference to Council minutes, December 10th, 2013 on RFD #062-2013, Item 5.
- Reference to Council minutes, February 4th, 2014 on RFD #062-2013, First Reading.
- Nuisance Bylaw draft, RFD#062-2013, February 4th, 2014 on First Reading (attached).
- Reference to Council minutes, Nuisance Bylaw Plan on April 15th, 2014 Section 6a.

5) DISCUSSION

Background

In 2002, Council repealed The Prevention of Disorder or Impropriety By-law, Chapter 11 as it was seldom used and the Town operated without a nuisance bylaw for many years. In 2013, the Town began to consider how to reduce the impact of anti-social and inappropriate behavior on residents and began developing a new bylaw.

In 2013, a draft Nuisance By-law was presented to Council for consideration to address nuisance issues, such as noise and disorderly behavior. However, the draft Nuisance By-law went beyond that and moved to consolidate other by-laws and statutes into one by-law that would be administered by the town. This draft bylaw was based on a “two tier system”, similar to what is used in Alberta, where the RCMP would deal with more significant policing issues and the Town would build a bylaw force to deal with the issues covered under the proposed by-law. At the same time as this bylaw was drafted, the Town hired two bylaw officers, purchased bylaw uniforms to create the appears of a quasi-police force,
purchased and decaled a car that appeared to be similar to a police cruiser, all in support of moving towards a two tier system.

The problem is that Nova Scotia’s legislation did not and does not support this model. Furthermore, in Nova Scotia, By-law Enforcement Officers do not have the tools, the training or the authorization in legislation to handle some of the offences outlined in the By-law.

The draft Nuisance By-law was brought forward to Council from the November 26th, 2013 meeting of the Town and Gown Committee on December 10th, 2013 (see attached) and Council gave First Reading on February 4th, 2014 with direction to consult with the ASU. There seems to be no further action on the draft Nuisance By-law until April 15, 2014 when an information report (see attached) was put forward by the Administration Department (CAO) to Council outlining a consultation schedule for the Nuisance By-law. In the information report the CAO explained the focus of the draft Nuisance By-law was to set up a tiered enforcement system.

Changes in the Bylaw function since 2014

Since 2014, the draft bylaw has not been actioned by staff. The Town no longer employs two bylaw officers but instead re-scoped the position into one Compliance Officer position which is responsible for by-law enforcement, community education and outreach and Acadia Student Union relations. In addition, the Town has worked with the RCMP to clarify which specific bylaws it will administer and there has been some significant progress. These include:

- A revised Noise Bylaw which the RCMP enforces.
- Clarification of the role of the RCMP when enforcing the Winter Parking Ban. At one point, the Town’s bylaw officers were responsible but under provincial statute, the RCMP is the most appropriate entity to police this. The RCMP is now dealing with winter parking ban infractions on an as-needed basis.
- Increased police presences at key times.
- Increased collaborative participation in pre-planning for significant events within Wolfville.

The Town has tried to move to a more compliance model of enforcement. The goal is to achieve compliance rather than issue tickets or lay charges. The ultimate goal is to get everyone to follow the rules and live together as harmoniously as possible. With this approach, the Town has started to track enforcement actions and the types of complaints received. This graph shows the number of complaints received and the nature of the complaints.
By far, most bylaw enforcement complaints over the last two years are regarding parking and minimum housing standards, not behavioral issues.

Through the Compliance Officer position, here is a sampling of initiatives undertaken under the compliance model:

- Regular patrols regarding garbage – stop and talk to property owners/occupants about how to sort
- Attendance at ASU off campus housing event – focus on how garbage and how to be a good neighbour
- Increased focus on unsightly properties – Working with property owners to clean properties up.
- Risk management coordination with Acadia regarding large scale events
- Parking enforcement and education
- Revising of the dog bylaw

Although the intention is to work in a proactive manner with the community, much of the existing staff resources are spent responding to complaints and being reactive to infractions.

The Town has committed significant time and resources to addressing appropriate areas of responsibility with the RCMP and on how to create a well-integrated community. The recent Housing Symposium dealt with this specific issue and there is a summary report which will be reviewed by the
Town and Gown Committee at a future workshop. None of the recommendations coming from the symposium supported additional regulatory tools but rather looked to more community based approaches. These approaches have yet to be actioned or tested but progress us toward the integration of our various populations to create a community where all feel welcome and want to live. This approach is also consistent with and supports Council’s strategic direction to “Harmonize the diverse lifestyle choices between all demographics in Wolfville.”

The Proposed Bylaw – Who would do what?

The Town approach to bylaw enforcement has changed significantly since the original drafting of the Nuisance by-law. Staff has done a review to assess if any of the draft by-law provisions would complement existing activities and our capacity to administer it.

As referred to earlier, the bylaw is premised on a “two tier” enforcement approach. The major flaw in this proposed bylaw is that the provincial legislation does not enable this two tiered approach and places the bulk of the responsibility for the enforcement of many of the provisions of the bylaw with the RCMP or a Town Police force.

After reviewing the bylaw, it is clear that the Federal and Provincial legislation is already in place to deal with many of the proposed provisions of the draft bylaw. Staff is of the opinion that the higher legislation is a more effective as deterrent than by-laws as the higher legislation is based on case law and tested by higher courts standards. By-laws are considered minor in court proceedings; therefore, more likely to have the fines reduced or dismissed particularly if there is a stricter statute.

The following items from the draft by-law are outside the jurisdiction of an appointed bylaw officer and are not enforceable by Town staff:

Section 5- Public Behavior

- **Section 5(1)** urinate or defecate in a Public Place- Although there is no specific legislation for this, the activity is usually directly related to other offences. Generally, intoxication in some form contributes to the mental discretion of this activity.
- **Section 5(2)(a)** spitting in any public place or on the street- no specific legislation for this and there’s public acceptance to this activity unless there’s intent to disgrace.
- **Section 5(2)(b)** dispose of, dump, throw or otherwise discard garbage, waste or similar items in a public place or street covered by Valley Solid Waste Resource Management By-law and under 43(1)(b) of Public Highways Act of Nova Scotia.
- **Section 5(2)(c)** on drunken or otherwise intoxicated condition or exhibit any drunken or intoxication behavior - This offence is included in the Nova Scotia Liquor Control Act and the Criminal Code. Police are authorized and trained to handle the non-compliant individuals and
have facilities to detain until sober. By-law Enforcement Officers do not have the tools, training or jurisdiction and may be placed in a dangerous situation without the proper back up if enforcement action was attempted.

- **Section 5(2)(d)** use or utter any profane, lewd or lascivious language - This disturbance offence is included in the Criminal Code as a minor Summary Offence.
- **Section 5(2)(e)** incite, encourage or participate in a fight or any other similar physical confrontation or altercation. - This offence is included in the Criminal Code under numerous sections depending on the severity of the incident. By-law Enforcement Officers are not equipped with the tools, the training or the jurisdiction to intervene in a volatile occurrence.
- **Section 5(2)(f), (g)&(h)** all three of these proposed sections have sexual overtones and are included in the Criminal Code of Canada. Covered in the stricter legislation and recorded in national data bases as entry level for possible escalation of activity.
- **Section 5(3)** a loitering offence which generally requires evidence by observation. This offence is completely covered under the disturbance section of the Criminal Code.
- **Section 5 (4)** standing or sitting on a roof of a building. This activity can be considered a mischief offence under the Criminal Code. Furthermore, depending on the circumstances there is a public safety component to this activity which would require expeditious observation and intervention.

**Section 6- Nuisances**

Staff consulted with the RCMP on the draft bylaw, agreeing that the majority of the provisions of the bylaw were best dealt with by the RCMP. For example;

- **Section 6 (1)** a discharge of a firearm should initially be handled by the police and, reasonably, they should be the first notified by the public. The RCMP would determine what response would be taken based on the information received. Furthermore, there are many Criminal Code sections for firearms offences which include pellet guns, BB guns and paint ball style guns.
- **Section 6 (2)** the setting of fireworks clearly falls within the recently amended Prevention of Excessive Noise By-law and needs to be observed and located during event.
- **Section 6(3)** no person shall ride a bicycle or any Motor vehicle on the sidewalk in the Cycling Restricted Area - This offence is covered in the Motor Vehicle Act which restricts this activity on all sidewalks, under Section 171(2), a police responsibility and enforced by a Summary Offence Ticket.
- **Section 6(4)** the directing of a security light intentionally into another person’s dwelling could constitute a mischief offence under the Criminal Code. Unintentional lighting should be handled through compliance.
• **Section 6(5)** Obstruction of access to property section would depend on the circumstances. The ownership would be a civil issue and depending on where and what was the obstruction. Intentional obstruction may fall to a mischief offence under the Criminal Code.

• **Section 6(6) & 6(7)** Property alarms fall to the police as an initial call for service by the alarm companies. Again, the Town would need additional tools and the police training to handle such calls as the initial response could be a criminal offence (break and entry) in progress. Many of these alarms are false but if not, the incident can become a safety issue to all involved. If the alarm is false the police would be better equipped to record any false alarm infraction on the initial response. The RCMP reports that false alarms are not a problem in the Town.

Most sections are either response driven or self-generated incidents. For example, urination in public and spitting on the sidewalk are both examples of these types of incidents. These remaining sections are usually responded to from citizen reports, which would require a bylaw officer who would immediately go out and investigate, or the self-generating offences (meaning the bylaw officer would need to “catch someone in the act”) which require the “boots on the street” observations. All these sections need the human resources to provide the effective and consistent enforcement. The Town does not have the human resources to do this work and enforcement should be left to the Police.
Other Options

It is clear that some within our community are dissatisfied with the level of by-law enforcement. The recent Citizen Satisfaction survey gives some good data for Council’s consideration.

This listing below shows the relative level of satisfaction of residents and may help Council prioritize initiatives, especially given the budget and human resource constraints of the Town.

Overall Satisfaction

<table>
<thead>
<tr>
<th>Service</th>
<th>Satisfaction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Services</td>
<td>92%</td>
</tr>
<tr>
<td>Garbage &amp; Recycling</td>
<td>87%</td>
</tr>
<tr>
<td>Parks, Trails &amp; Other Green Space</td>
<td>95%</td>
</tr>
<tr>
<td>Festivals &amp; Events</td>
<td>89%</td>
</tr>
<tr>
<td>Police Services</td>
<td>81%</td>
</tr>
<tr>
<td>Recreation Facilities &amp; Programs</td>
<td>81%</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>68%</td>
</tr>
<tr>
<td>Sidewalks</td>
<td>73%</td>
</tr>
<tr>
<td>Bylaw Enforcement</td>
<td>68%</td>
</tr>
<tr>
<td>Land Use &amp; Community Planning</td>
<td>73%</td>
</tr>
<tr>
<td>Parking</td>
<td>62%</td>
</tr>
<tr>
<td>Economic Development</td>
<td>68%</td>
</tr>
<tr>
<td>Roads</td>
<td>27%</td>
</tr>
</tbody>
</table>

Staff does not believe that adopting another bylaw without the resources to enforce it will resolve any resident dissatisfaction. Given that two-tiered policing is not enabled in Nova Scotia, then a more substantial review of enforcement in Wolfville would be required if Council wishes to adopt a new bylaw.

Instead of adopting a new or revised Nuisance bylaw, staff is recommending the following course of action:

- Council, through the Town and Gown Committee, review the Social Integration outcomes and prioritize and action initiatives.
- Continue to support Staff in its increased enforcement of Dangerous and Unsightly Premises.
- Review upcoming housing policies through the MPS amendment process that will address land use issues which contribute to problems.
- Review and make a decision on the Residential Rental Business by-law that will address safety issues for multi-tenant residential businesses (lodging houses).
- Compliance officer will be establishing office hours at the ASU.
- Continue to explore economic development and partnership opportunities with Acadia University.
- Continue to build on the relationship with the RCMP.
- Continue the compliance approach to issues.
- Consider in a future budget year creating a one year Student Liaison Officer position which would work with the Community Relations Officer at ASU, develop a comprehensive on-line and social media presence and related tasks and work with Acadia administration on shared issues. After one year the position would be reviewed for effectiveness and to assess if any other partners would come to the table to financially support the position.
- Involve the all recreation and leisure groups, including Acadia societies, to work together at the Community Recreation Engagement Group to build community connections and create community based events.

**Town and Gown Comments**

The Town and Gown Committee reviewed this draft report on May 16th and provided the following comments:

- The Town has taken a proactive approach to bylaw enforcement, which has reduced the impact on the RCMP and its members, so that focus can be put on dealing with serious incidents.
- The adoption of the bylaw will not stop poor behavior. The proactive approach is more effective.
- The draft bylaw should be kept for future reference and possible adoption in the future. All the good work should not go to waste.

**FINANCIAL IMPLICATIONS**

If Council wishes to proceed with a Community Standards (Nuisance) By-law there will be human resources costs in additional enforcement staff, and in legal costs for prosecution. The increase in By-law Enforcement staff is not accommodated in the existing budget.

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

This Bylaw is a response to Council’s desire “To harmonize the diverse lifestyle choices between all demographics in Wolfville.”
Council uses principles contained within the Strategic Plan to assess if any particular action, in this case a Nuisance Bylaw, is the most appropriate action to take. Staff believes that the draft bylaw approach is not consistent with three of these principles adopted by Council.

**Affordability**
- Significant cost not accommodated within our existing budget.

**Transparency**
- The adoption of the bylaw may raise expectations of a service that can’t be met.

**Community Capacity Building**
- The Bylaw is the antithesis of community capacity building. Although certainly the Town has a role to play in ensuring acceptable behavior of all residents, at the end of the day community residents must work together to ensure this standard. Residents must be empowered and made responsible.

Council also adopted the principle of *Discipline to Staying the Course*, which means that once a decision is made that it should be followed through. Although Council did provide First Reading, it is important to note that much has changed since 2013, including a new approach established through the hiring of a Compliance Officer and the work with the RCMP.

6) **COMMUNICATION REQUIREMENTS**
Depending on the decision of Council, staff will communicate with the appropriate groups. These would include the RCMP, Acadia University, Acadia Student Union and community residents. This communication will be through our website and/or with key personnel at the respective organizations.

7) **ALTERNATIVES**
- Council sends back the Nuisance (Community Standards) By-law to Staff with direction to make changes for approval in 2018-19 and consider resource allocation increases to support its enforcement as part of the 2018-19 budget.
NUISANCE BYLAW

Be it enacted, by the Council of the Town of Wolfville under the authority of Section 172 of the Municipal Government Act. 1998, c. 18, s. 1., as amended:

1 Title

This Bylaw is titled and referred to as the ‘Nuisance Bylaw’.

2 Background

Section 172 of the Municipal Government Act. 1998, c. 18, s. 1. gives Council the specific authority to establish Bylaws. Sections 172(1)(a), (c) and (d) authorizes Council to establish Bylaws for Municipal purposes respecting the health, wellbeing, safety and protection of persons; persons, activities and things, in, on or near a public place or place that is open to the public; and nuisances, including burning, odours and fumes.

The purpose of this Bylaw is to reduce the impact that anti-social and inappropriate behaviour has upon the residents of the Town of Wolfville by providing enforcement personnel with additional enforcement tools.

3 Definitions

In this Bylaw:

(1) “Alarm System” means a device or system, fitted to a building, that by means of sound, light or a combination of both, signals a fire, intrusion or other emergency situation.

(2) “Bicycle” means a vehicle propelled by human power, or by a combination of human and mechanical power, with any number of wheels, and upon which or in which a person may ride but does not include a wheelchair or any similar device designed to assist a person with a disability.

(3) “Car Alarm” means a device that is fitted to any Motor Vehicle that by means of sound, light or any combination of both, signals unauthorized access to, or the attempted theft of that vehicle.

(4) “Chief Administrative Officer” means the Chief Administrative Officer for the Town.

(5) “Cycling Restricted Area” includes the sidewalks on the north and south sides of Main Street, between its junctions with Locust Avenue to the east, and Highland Avenue to the west.
(6) “Enforcement Officer” means:

(a) a person employed by the Town who is a Special Constable or a Bylaw Enforcement Officer appointed pursuant to the Police Act or similar legislation, and empowered by such appointment to enforce this By‐Law,

(b) A Town Police Officer.

(7) “Fight” means any one or more or the following:

(a) An application of force to another person;

(b) A threat, by act or gesture, to apply force to another person;

(c) Spitting, punching, kicking, or slapping at another person; or

(d) A threat, by act or gesture, to spit, punch, kick, or slap at another person.

(8) “Firearm” means a barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person or damage to property. For the purposes of this Bylaw, a Firearm shall also mean an air gun, a pellet gun, a BB gun, an Airsoft gun, a spring gun or any other device that is capable of discharging a projectile by means of air or gas. A device specifically designed for the humane slaughter of domestic animals shall not be considered a firearm.

(9) “Motor Vehicle” means every device in, upon or by which any person or property is or may be transported or drawn upon a public highway, and that is propelled or driven otherwise than by muscular power, excepting a motorized wheelchair and devices moved by human power or used exclusively upon stationary rails or tracks.

(10)“Organized Sporting Event” means an event that has been arranged or organized by the Town, ACADIA University, an organization, a club or any other recognised body, and that is carried out in a facility or location specifically designed or intended to hold such an event.

(11)“Public Event” includes, but is not limited to, a market, concert, festival or any other such event, whether admittance to the event is gratis or for a fee;

(12)“Public Place” means the Streets, sidewalks, buildings, trails, paths, parks, playgrounds, cemetery’s and entrances thereto, and not so as to restrict the generality hereof, all lands, structures and facilities owned by or leased to the Town, including the grounds, parking lot and any adjacent sidewalk to such lands, structures or facilities.

(13)“Roof” means any roof of any building or structure, including but not limited to dwellings, porches, gazebos, entrance vestibules, dormers, sheds, garages or any other structure that has a roof that is not specifically designed and intended to support an occupant load.
(14) “Security Light” means any device, activated manually or automatically, that is intended to illuminate a particular area with high intensity light.

(15) “Street” means a public or private street, highway, road, lane, avenue, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith.

(16) “Town” means Town of Wolfville.

(17) “Town Police Officer” means any member of a Municipal, Provincial or Federal law enforcement agency that is contracted to provide police services to the Town.

4 Enforcement

An Enforcement Officer, Town Police Officer or any other person so appointed by the Chief Administrative Officer may enforce this By-Law.

5 Public Behaviour

(1) No person shall urinate or defecate in a Public Place, on any Street, or upon any public or private property not owned by that person, or in view of the public at large.

(2) No person shall, in any Public Place or on any Street in the Town:

(a) spit;

(b) dispose of, dump, throw or otherwise discard any garbage, waste or similar item;

(c) be in a drunken or otherwise intoxicated condition or exhibit any drunken or intoxicated behaviour;

(d) use or utter any profane, lewd or lascivious language;

(e) incite, encourage or participate in a Fight or any other similar physical confrontation or altercation;

(f) engage in any sexual activity or obscene, lewd or lascivious behaviour;

(g) be naked or expose any genitalia;

(h) engage in any other activity that may offend or outrage public decency.
(3) No group of two or more persons shall loiter or remain in any Public Place or on a public Street after being instructed to disperse by an Enforcement Officer;

(4) No person shall stand or sit upon, or otherwise occupy any Roof of any building.

6 Nuisances

(1) No person shall discharge any bow, crossbow or Firearm within the limits of the Town.

(2) No person shall set off any firework in or from any Public Place or any Street in the Town.

(3) No person shall ride a bicycle or any Motor Vehicle on the sidewalks in the Cycling Restricted Area.

(4) No person shall have on their property a Security Light the beam of which shines directly into another person’s dwelling.

(5) No person shall obstruct another person’s lawful access to their property by placing any item or thing across their drive, access road or right of way.

(6) No person shall have on their property an Alarm System that has, on more than two previous occasions:

   (a) sounded continually for in excess of 20 minutes;

   (b) falsely signalled a fire, intrusion or other emergency situation.

(7) No person shall have in their Motor Vehicle an Alarm System that has, on more than two previous occasions:

   (a) sounded continually for in excess of 20 minutes;

   (b) falsely signalled an intrusion or theft.

7 Exceptions

(1) The restrictions contained in Section 5(1) of this Bylaw shall not apply to any facility provided for the public use and designed and intended for such a purpose.

(2) The restrictions contained in Section 5(2)(b) of this Bylaw shall not apply to garbage, waste or similar items that are disposed of in a receptacle designed, intended and provided for such a purpose.
(3) The restriction contained in Section 5(2)(e) of this Bylaw shall not apply to persons participating in an Organized Sporting Event who are governed by the rules and conduct of that event.

(4) The restriction contained in Section 5(4) of this Bylaw shall not apply to any property owner, or agent or employee of the property owner who is carrying out legitimate maintenance or construction activities.

(5) The restrictions contained in Section 6(1) of this Bylaw shall not apply to:

   (c) Sworn law-enforcement personnel, Dog Control Officers, and any other person so authorized to carry a firearm so long as said firearm is discharged lawfully during the execution of their duty.

   (d) Any person who is destroying vermin, but only if that person is acting with the permission of the property owner, the firearm is owned and used as prescribed by any other Act, Regulation or Authority, that is it discharged on private property and that the person has a letter of authority from the Town that authorizes such activity.

(6) The restrictions contained in Section 6(2) of this Bylaw shall not apply to employees of the Town, or contractors or agents of the Town, so long as said fireworks are discharged in connection with an organized Public Event.

(7) The restrictions contained in Section 6(3) of this Bylaw shall not apply to any mobility scooter or any other similar kind of device when used by a person with any disability, or to employees of the Town when carrying out any task or work on behalf of the Town.

(8) The restrictions contained in Section 6(5) of this Bylaw shall not apply employees of the Town or contractors or agents of the Town when carrying out any task or work on behalf of the Town.

8 Offence

(1) Every person who is in contravention of this Bylaw is guilty of an offence.

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

(1) Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than $200 and not more than $5,000 and to imprisonment of not more than 180 days in default of payment.

10 Conflict

(1) 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.

11 Severability

(1) 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.
ATTENDING
Mayor Jeff Cantwell, Deputy Mayor David Mangle, Councillor Dan Sparkman, Councillor Wendy Donovan, Councillor Mercedes Brian, Councillor Hugh Simpson, Councillor Carl Oldham, Chief Administrative Officer Josh Pyrcz, Town Clerk Denise Bonnell and Recording Secretary Lorraine Jones

ALSO ATTENDING
Director of Economic & Community Development Jen Boyd, Senior Planner Chrystal Fuller, Dr. Andy Nette, Dick Groot and other interested persons.

CALL TO ORDER
The meeting was called to order at 6:32 p.m.

1. APPROVAL OF AGENDA
Notices of motion from the previous meeting were on the agenda under Decisions (e) and (f). A letter from Kyle MacMillan regarding funding for a documentary on the missing Acadia University student was sent to Council for information and added to the agenda under Correspondence (e).

01-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED. CARRIED.

2. APPROVAL OF MINUTES
02-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 26, 2012 BE APPROVED AS CIRCULATED. CARRIED.

3. PRESENTATION – ECO KINGS ACTION TEAM
Deputy Mayor Mangle presented on behalf of the Eco Kings Action Team (presentation in agenda package).

03-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT THE TOWN OF WOLFVILLE PARTNER WITH ECO KINGS AND OTHER PARTNERS FOR A STUDENT SUSTAINABILITY COORDINATOR; FURTHER, THAT WOLFVILLE’S SHARE OF THE FUNDING BE $430.38. CARRIED.

4. REPORTS
a. MAYOR
It was noted that members of the Heritage Resource Group who were scheduled to receive certificates of recognition for service were not in attendance. Dr. Andrew Nette was also to be recognized for service on the Planning Services Public Advisory Committee and the Community Development Committee.

Other initiatives of note
- On November 29 the Activity Week Challenge had taken place; Councillor Oldham won the personal challenge with less than a 5 minute ride; four Councillors and one staff member had participated. Other times were mostly staff – best average time; second best personal time.
- On December 4 a 15 person delegation from Indonesia had visited to discuss the Town’s water system
• On December 5 the Horton School Student Council (35 students, teachers and administrative support) met in Council Chambers from 11:30 a.m. to 3:00 p.m.
• Fezziwig performances will take place on Thursday, Friday and Saturday at Festival Theatre
• On January 1 from 1-3 p.m. in the Garden Room at the KC Irving Centre the joint Town/Acadia New Year’s Levee will be held; Chantal Peng will again be providing music for this event
• A resolution run will be held and a skating party will be held on New Year’s Eve

Dr. Nette in attendance at 7:01 p.m. Mayor Cantwell presented him with a certificate recognizing his service on the Planning Services Public Advisory Committee and the Community Development Committee.

b. CHIEF ADMINISTRATIVE OFFICER
The Chief Administrative Officer reported
• Regional Enterprise Networks will be bringing agreements forward for signature in January
• 583 Main Street (Colville house) information has been received and sent to our legal advisor; should be back early in the New Year
• Paving project has been completed; it is expected that Chestnut Avenue sidewalk will be completed in the spring
• Bylaw Enforcement Officer resumes are coming in and will be evaluated as they are received
• LED lights project possible partnering with Greenwood and Digby
• Discussion of the new government’s commitment to Wolfville School renovations are necessary
• Valley Waste-Resource budget is in draft form. He will be leading the CAO review beginning this week and will be looking at current and long term plans.
• He has met with Windsor regarding a potential sharing of planning services
• Document management codes in New Year

It was pointed out that there were dangerous gaps on either side of the sidewalk. The Chief Administrative Officer will contact the Director of Works and an update will be sent to Council.

5. INFORMATION
a. NUISANCE BYLAW – REQUEST FOR DECISION NO. 062-2013
Concerns brought forward at the November 26 Town and Gown meeting will be provided in advance of first and second reading of the bylaw. Criminal Code infractions such as urination, spitting, lewd language cannot currently be enforced. It is the intention to bring these into the Town’s jurisdiction. It is intended to bring this to the first Council meeting in January for first reading.

It was noted that this bylaw will not replace the Noise Bylaw. Feedback from the ASU President has been received; he will continue to be part of the process. It was also noted that the cycling restricted area should be in synch with the Provincial legislation. This bylaw will give authority to the Bylaw Enforcement Officer. The issue of fireworks was raised and it was suggested that the Town needs to be cognizant of Canada’s Services members when dealing with this issue. The restricted area for bikes on sidewalks should be extended to at least Westwood Avenue. These items will go back to staff for insertion in the bylaw and then forwarded to the legal team.
b. PUBLIC ART POLICY STAFF REPORT – REQUEST FOR DECISION NO. 065-2013

The Director of Economic & Community Development presented the request containing three options which had arisen from the November 12 presentation by Robert Stead. It is recommended that the Town support public art in either option 1 or 2. Option 1 would have more involvement on the part of the Town while Option 2 would have less involvement. This would be considered as part of the overall priorities of the Town.

Council comments

- Town should have a membership in Creative City Canada Network which has templates for policy and other documentation
- The presenters would prefer it to be a Town Policy
- It should be a Town Committee
- The policy should be approved and in place by midyear as well as a committee in place
- It is important to support this project but did not sure that it was a core service to the Town
- It might be more appropriate to contract it out; a separate committee or association might be able to make the decision easier
- Did not get the sense that the presenters wanted to run with the project
- Council needs to have a strong sense of what is going on
- It would not necessarily be a core service but it would be part of the Town’s brand and identity
- The Town does not host the Food Festival, Music Festival or Deep Roots; separate associations do and the Town supports them
- Two reports over the next two years will be taking staff resources; the Town should consider the demands on staff time

The Chief Administrative Officer and Director of Economic & Community Development will work on this with input from this evening and be in touch with the community group.

6. DECISIONS

a. DOWNTOWN DEVELOPMENT PROJECT CHARTER – REQUEST FOR DECISION NO. 064-2013


Council comments

- Could be a large budget number over two years
- Concern about studies being carried out but no actions taken
- Wolfville has a small downtown area and the Town itself is small; talking about being bigger than we are
- What needs to be done and what are the dollar amounts going to be to do it
- Council needs to make sure we have a downtown that brings people and businesses here
- More money needs to be found for bike lanes
- The study is part of the cost; however, implementing the recommendations will cost even more
- This project will be part of the legacy of this Council; the next Council will actually start implementing these recommendations
• Is the downtown the biggest priority for this Council and do we want that to be our major work for four years
• We have to do this project and make it the best possible; anything less would be a waste
• Staff will be looking for grants to offset some of the costs
• A smaller scale project could be considered during the budget process
• How long will the study be useful
• Would this actually slow down the process
• The Active Transportation elements are important
• Delay the bike lanes for a year; live with it for a short period of time so that we get it right
• Did not think L’Arche and other developments in that area will impact the bike lanes

Staff will provide information during the budget process regarding active corridor, infrastructure, Building Canada funding.

ON QUESTION BEING CALLED, THE MOTION CARRIED WITH COUNCILLOR OLDHAM VOTING NAY.

b. RECREATION MASTER PLAN – REQUEST FOR DECISION NO. 067-2013
05-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL POSTPONE A DECISION ON THE RECREATION MASTER PLAN PROJECT CHARTER UNTIL COUNCIL HAS HAD A FULL DISCUSSION ON THE TOWN’S ROLE IN RECREATION SERVICE DELIVERY AND HAS DEVELOPED A VISION AND MANDATE FOR THIS SERVICE AREA AND BROUGHT THAT INFORMATION BACK TO COUNCIL FOR RATIFICATION.

Councillor Donovan provided six points in support of postponement.

Council comments
• Should the Community Development Committee be involved in this
• Council did at one time understand what the vision was for recreation
• Recreation got lost in the changeover to the Community Development Committee

ON QUESTION THE MOTION PASSED UNANIMOUSLY.

It was agreed that a meeting would be held to discuss this issue.

c. DESIGN REVIEW COMMITTEE POLICY – REQUEST FOR DECISION NO. 066-2013
06-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL APPROVE THE POLICY ATTACHED TO REQUEST FOR DECISION NO. 066-2013.

Discussion
• A few minor changes had been made
• This would raise the standard of design that would be coming forward
• Guidance would be provided to Council and the Community Development Committee in terms of merits of building
• Adds clarify to the issue and not extra confusion

ON QUESTION BEING CALLED, THE MOTION CARRIED.
d. COMMITTEE APPOINTMENTS – REQUEST FOR DECISION NO. 068-2013
The Chief Administrative Officer noted that a committee structure review is planned for January so it is proposed that new members not be appointed at this time.

07-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT ALL COUNCIL MEMBERS CURRENTLY SITTING ON TOWN OR EXTERNAL COMMITTEES CONTINUE THEIR APPOINTMENTS FOR ONE YEAR. CARRIED.

It was noted that the Community Development Committee is currently down one member which would not create an issue with a quorum. In reviewing the structure of committees as they stand a standing representative for Acadia would prefer to be a member for the community.

At the end of 2013 correspondence will go out to retiring members inviting them to reapply after the committee structure has been finalized. Vacancies will be filled after the review. There are two appointments to be made to the Community Development Committee and one to the RCMP Advisory Board. It was pointed out that the Community Development Committee has its own policy respecting appointments.

It was suggested that all positions on the committees be extended; that the review of committee structure be carried out in 2014-15 and once roles are clear, thank them for their service and go back to the public.

08-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE MEMBERS WHOSE TERMS EXPIRE DECEMBER 2013 CONSIDER SERVING FOR ANOTHER NUMBER OF MONTHS UNTIL THE REVIEW OF COMMITTEE STRUCTURE HAS BEEN COMPLETED. CARRIED.

e. LINDEN AVENUE WEST SIDE SIDEWALK ADDITION
09-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL SET THE CONSIDERATION OF AN ADDITIONAL SIDEWALK ON THE WEST SIDE OF LINEDN AVENUE FOR DISCUSSION AND DEBATE ON THE SECOND COUNCIL MEETING AGENDA SCHEDULED FOR JANUARY 2014 WITH THE ASSISTANCE OF A STAFF REPORT OUTLINING POSSIBLE ISSUES AND COSTS.

Concern was expressed that the necessary information needed to make a decision would not be available within that timeframe. There is a need to properly evaluate what we have done before we undo it. It was noted that the School Advisory Committee and the core residents want a sidewalk on the West side.

10-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT THIS ITEM BE DEALT WITH DURING BUDGET DISCUSSIONS. CARRIED.

ON QUESTION BEING CALLED ON THE ORIGINAL MOTION IT WAS CARRIED WITH Councillor Sparkman voting NAY.
f. COMMITTEE STRUCTURE MANDATE
11-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL, WITH THE ASSISTANCE OF A STAFF REPORT, PLACE THE REVIEW OF COMMITTEE STRUCTURE AND MANDATE FOR REVIEW AND POSSIBLE CHANGE FOR THE SECOND COUNCIL MEETING SCHEDULED FOR JANUARY 2014. CARRIED.

7. CORRESPONDENCE
a. HONOURABLE LENA DIAB LETTER NOVEMBER 20
12-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT THIS LETTER BE RECEIVED. CARRIED.

b. DANIELLE SETLAKWE EMAIL NOVEMBER 28
13-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT THIS EMAIL BE RECEIVED AND ACKNOWLEDGED. CARRIED.

c. DAVID A. DANIELS EMAIL NOVEMBER 24
14-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT THIS EMAIL BE RECEIVED AND ACKNOWLEDGED. CARRIED.

e. KYLE MACMILLAN RE DOCUMENTARY ON MISSING ACADIA STUDENT
This request was for funding to assist with filming of a documentary about a missing Acadia University student.

15-12-13: IT WAS REGULARLY MOVED AND SECONDED THAT THE REQUEST BE RECEIVED AND RESPONDED TO BY ADMINISTRATION. CARRIED.

8. QUESTION PERIOD
Dick Groot spoke to Council regarding the Public Art Project and added that he thought the presenters would be involved in the policy development. He urged the Town to use the presenters in the research on such a policy. He suggested that the working group would report to Council and the working group would get on with the first call for proposals.

David Daniels noted that he had not received a reply to his last correspondence to the Mayor. He inquired what the status was on the Wickwire Place sidewalk and screening. He inquired about the Prospect Street development (Poirier) and about no definition of person in the Nuisance Bylaw. Issues with the Nuisance Bylaw will be referred to the legal team. The Prospect development is with the development officer and the developer does have three years from the beginning of the agreement to complete the project. With respect to the Wickwire development a reply will be issued within 24 hours.

9. ADJOURNED TO AN IN CAMERA SESSION AT 9:23 P.M.

10. IN CAMERA SESSION
a. CONTRACT

11. IN CAMERA SESSION ADJOURNED
12. REGULAR SESSION RECONVENE

13. REPORTS FROM IN CAMERA SESSION

14. REGULAR SESSION ADJOURNED

________________________________________
RECORDING SECRETARY

APPROVED BY RESOLUTION NO. 01-02b-14.
ATTENDING
Mayor Jeff Cantwell, Deputy Mayor David Mangle, Councillor Carl Oldham, Councillor Wendy Donovan, Councillor Dan Sparkman, Councillor Mercedes Brian, Chief Administrative Officer Josh Pyrcz, Town Clerk Denise Bonnell and Recording Secretary Lorraine Jones

LATE ARRIVAL
Councillor Hugh Simpson

ALSO ATTENDING
Director of Financial Services Mike MacLean, Director of Economic & Community Development Jen Boyd, Director of Planning Services Chrystal Fuller and interested persons

CALL TO ORDER
The meeting was called to order at 6:30 p.m. and it was suggested that item 7. Question Period be moved up on the agenda to just following approval of the agenda.

Councillor Hugh Simpson in attendance at 6:33 p.m.

APPROVAL OF AGENDA
01-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

It was requested to move item 5.c. Economic Development Contract – Request for Decision No. 009-2014 to item 4 c. Information. It was requested to add item 4.d. Downtown Development Plan.

It was also noted that legal advice on 14 Gaspereau Avenue would be discussed at the in camera session following the regular meeting.

ON QUESTION BEING CALLED THE AGENDA WAS APPROVED AS AMENDED. CARRIED.

7. QUESTION PERIOD
a. Rev. Barry Morrison addressed Council on the issue of housing for Peter Brown, formerly of 14 Gaspereau Avenue. He suggested that there may be simple things that could be done to resolve this issue. Unit 6 is separate from the main building at 14 Gaspereau Avenue. Estimates for a new power service range from the thousands of dollars down to hundreds of dollars. He suggested that this was a time for the Town to shine to show that it is a caring, compassionate community.

It was noted that while this is a difficult situation it is unfair that the Town is being held to account. It is out of the political realm and rests with administration now.

The Chief Administrative Officer reported that discussions will take place during the in camera session and he would be in touch with the group tomorrow to provide some options, hopefully to find common ground.

b. Roger Boutilier advised that he had delivered his letter around the neighbourhood and that he did not have any further questions to ask at this time. Mayor Cantwell reported that he had responded to
Mr. Boutilier and forwarded his correspondence to the Chief Administrative Officer and the Director of Public Works.

c. **David Daniels** reported that he had told Rev. Morrison and others to come later in the evening and requested that if others arrive, they be given the opportunity to speak.

The Chief Administrative Officer was excused at 6:52 p.m. to speak with Rev. Morrison.

**2. APPROVAL OF MINUTES**

a. **JANUARY 21, 2014 – DRAFT**

02-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 21, 2014 BE APPROVED AS CIRCULATED.

It was pointed out that while some discussions regarding policing were held in camera it was also discussed in open forum.

It was noted that Councillor Donovan was not at the meeting but was listed as being there.

It was suggested that a review of the rules and regulations of what can and cannot be discussed at an in camera session might be in order.

ON QUESTION THE MINUTES WERE APPROVED AS AMENDED. CARRIED.

b. **JANUARY 7, 2014 – REVISED**

MOTION TO RESCIND APPROVAL

03-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT RESOLUTION NO. 01-03b-14, RELATING TO THE APPROVAL OF THE MINUTES OF JANUARY 7, 2014 ADOPTED AT THE JANUARY 21, 2014 MEETING BE RESCINDED. CARRIED.

JANUARY 7, 2014

04-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE REVISED MINUTES OF JANUARY 7, 2014 BE APPROVED AS CIRCULATED. CARRIED.

**3. REPORTS**

a. **MAYOR**

The Mayor reported that

- Yesterday Rotary Clubs of the Valley, from Windsor to Middleton, held a lunch with the Premier which he and Councillor Donovan had attended
- The Premier delivered a very positive message
- Also, yesterday the official opening of the constituency office for Kings South MLA Keith Irving had taken place

b. **CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer reported that

- The Strategic Planning Process document is being put in place
• The Bylaw Enforcement Officer will commence duties on February 17
• Requests for Land Use Bylaw amendments have been received
• Engineering and design work are being planned
• Streets are a big issue now with the freeze/thaws that have been taking place
• The Town is hoping to be able to access some Building Canada Funds
• The 2014-15 budget is close to bringing it before the public

4. INFORMATION

a. QUARTERLY OPERATIONAL PLAN UPDATE

The Director of Financial Services highlighted some items for Council
• Currently looking at a surplus of $320,000+
• Some expenditures did not occur
  ▪ The Chief Administrative Officer’s position was vacant for about six months
  ▪ The Downtown Development Plan has not gone forward
• The Audit Committee has reviewed the statements and variance report

Council questions/comments included
• Tennis fees deficit; tennis was handled differently – did not go through payroll
• There were no cycling coordinator costs
• Status of mountain bike trails on the Nature Trust lands; thought the Town was to maintain the trails

ACTION

The Chief Administrative Officer to check on the maintenance of the Nature Trust trails, speak to the Director and provide a report.

• Where is the Parks and Trees Policy
• Where is the Recreation Master Plan; Council needs to address that
• Linden Avenue – it had been agreed to re-evaluate this in conjunction with the school renovation project. That has not been done.
• The Brooks Report is commended to the person working on the Tourism Strategy
• What’s happening with the use of volunteers to work on parks and open spaces

ACTION

The Economic & Community Development Director will work on engaging service clubs; nothing has been filed yet.

• Budget plan needs to be flexible
• Sidewalk inspection has been done; is there money in the budget for work this year

It was pointed out that the Town is hoping to access Building Canada Funds and will be taking a more aggressive approach on projects.

05-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE QUARTERLY OPERATIONAL PLAN UPDATE BE ADOPTED. CARRIED.
b. DEVELOPMENT AGREEMENT ENFORCEMENT INFORMATION REPORT
The Director of Planning Services presented the report which dealt with current practices as well as three possible options for Council’s consideration moving forward. Staff is recommending option 2 – enhanced enforcement using current staff.

A comprehensive review of development agreements needs to be undertaken with a view to discharging some of them if they do not have operational requirements. Tracking agreements through the GIS system is another option for improvement and coordinating enforcement with the Bylaw Enforcement Officer. It is proposed to work through the new system to see if Council is getting the results it wants.

A report of outstanding issues such as the Wickwire Place sidewalk, straightening the road and issues with other development agreements would be helpful for Council. Tracking of complaints and resolutions needs to come to the forefront.

Council comments/questions/concerns included
- Option 2 for enforcement is good
- Walk arounds at key times suggested (4 Prospect Street development)
- A report had been requested of minor and major variations
- An update on what was happening with Prospect Street was not included in the report

It was noted that the development officer does have latitude and the ability to determine if it is a minor variation. Is it a substantial variation from the intent and/or does it make a material difference to the development.

- The Prospect Street development is a major change to the agreement; Council did ask for a list of variations. The development agreement was approved for a site; two sides could only be sold to a family. It was suggested that this be worked out between the Director of Planning Services and the Chief Administrative Officer.

ACTION
The Chief Administrative Officer will work with the Director of Planning Services for supplementary information. The deadline for Wickwire issues to be resolved is March 31, 2014.

c. ECONOMIC DEVELOPMENT CONTRACT – REQUEST FOR DECISION NO. 009-2014
The Chief Administrative Officer is in support of Council’s Economic Development Program and the motion made at the January 7 Council meeting that he develop and refine a proposal for a contract Economic Development Position for the Town of Wolfville.

Council concerns/questions/comments
- Is a single source process allowed at that high a price?
- Does the Town have a policy in terms of expense of money on contracts that over a certain price need to have three tenders or an open process?
It was pointed out that the Town does have a policy for contractors; however, this is a contract employee under the oversight of the Chief Administrative Officer.

Council concerns/questions/comments continued
- There is a problem with the process and performance bonuses
- The Director of Economic and Community Development and Recreation Manager job descriptions are not understood
- Concerned about transparency

The Chief Administrative Officer noted that hiring and firing of employees are under his purview; job descriptions are not Council’s responsibility.

Council concerns/questions/comments continued
- Understands that the Chief Administrative Officer manages the person but Council has to have seen the new job descriptions
- Council has a responsibility to the residents of Town
- Thinks the job description documents should be public documents
- An economic study has not been done
- Acadia has interests in this as well
- There are still questions to be answered at the in camera session
- It is a good idea to hire a specialist
- Sees it as taking the place of the Wolfville Business Development Corporation (WBDC)
- The Town wants aggressive economic development
- Wolfville Business Development Corporation is a business organization that answers to the business community
- The Town cannot make demands on the WBDC; the Town can make demands on this employee with a bonus structure
- Like to have clarification on the new job description

It was noted that there was no overlap with the WBDC. We have this for information; concerns have been addressed and highlighted and a report will come back at the next Council meeting on February 18.

It was noted that there are still outstanding concerns of Council. It was agreed to go in camera to discuss the concerns and then reconvene the regular session to receive a report.

d. DOWNTOWN DEVELOPMENT PLAN
This item is for clarification only and not for decision.

It was noted that Council is dealing with a lot of things such as
- Economic development of the community
- Developments on East Main Street
- Parking issues
- Traffic issues
The $15,000 approved for the Downtown Development Plan is not sufficient; it would be sufficient to organize a process with a facilitator and a design Charrette type of program over a couple days to come up with a picture of what we see as the long term development of our plan. Programming for Waterfront and Clock Parks to bring people to these areas of Town could be set up. The Planning Director could bring back to Council a process for accomplishing programs.

5. DECISIONS
a. COMMUNITY PARTNERSHIP PROGRAM REVIEW – REQUEST FOR DECISION NO. 008-2014
The Director of Economic & Community Development presented the subject request and noted that the program has been in place now for one full year. There are a few areas of concern with the application process. Amendments to the policy were reviewed.

The levels of funding proposed for the budget cycle 2014-15 are

- Operating facility grant - $10,000
- Program grant - $20,000
- Festivals and events grant - $30,000
- Discretionary - $2,000

Council questions/comments

- There is no reason for Council to hear presentations every year
- If more information is provided with the applications such as the annual report and the Director provides that information for Council, there would be no need to meet annually

ACTION
The Director will have discussions with the applicants and provide an update for Council.

- With respect to point 8 does the Town have the legal ability to give to organizations that are not structured in that specific way

ACTION
The Director will check the Municipal Government Act and report back to Council.

- A question was raised about non-profit organizations where someone still makes a living; it would be a shame to lose the opportunity to leverage our funds through a corporate structure; a case in point would be The Grapevine
- The question of elite versus introductory was raised; openness and accessibility – everyone gets to play or someone who has a lot of money

06-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL APPROVE THE AMENDMENTS TO THE COMMUNITY PARTNERSHIP PROGRAM POLICY TO BE EFFECTIVE FEBRUARY 4, 2014. CARRIED.

Once the Director reports back to Council on point 8 the item can be discussed at a later date.
b. NUISIBLE BYLAW, FIRST READING – REQUEST FOR DECISION NO. 062-2013
The Chief Administrative Officer presented the request for first reading. While there is no legal requirement for consultation it was felt that this bylaw was deserving of a further look and a stakeholder engagement plan will be presented to Council.

07-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL GIVE FIRST READING TO THE NUISIBLE BYLAW, CHAPTER 97, ATTACHED TO REQUEST FOR DECISION NO. 062-2013.

Council questions/comments
• On page 2 of 6 why is definition 8 there
• On page 5 of 6 under restrictions is riding a mower a mobility device and is that against our bylaw
• Fireworks violate the Noise Bylaw
• Out of respect for veterans who suffer from PTSD perhaps fireworks within Town Limits should be limited to special events such as Canada Day or New Year’s Day
• If fireworks are not permitted to be used within Town Limits, will businesses be able to sell them in Town

Council was cautioned about trying to control what businesses can and cannot sell; it is likely to be outside the Town’s authority.

ON QUESTION THE MOTION CARRIED.

d. VALLEY REGIONAL ENTERPRISE NETWORKS (REN) AGREEMENT – REQUEST FOR DECISION NO. 010-2014
The Chief Administrative Officer presented the request and referenced information sent out earlier today. Council’s who have passed the REN Agreement include
• Kings County
• Berwick
• Hantsport
• Kentville
• Bridgetown
• Windsor

It is proposed that Council approve the Intermunicipal Agreement for a period of one year with an evaluation after one year by the Chief Administrative Officer who will provide a report for Council to determine whether to continue participation for 2015-16. Wolfville’s contribution would be $34,472 for the current fiscal year which would not impact the budget.

Council concerns/questions/comments
• Leveraging provincial money – 50 cent dollars are good but may not be enough
• An issue with the philosophy behind this; doubts the Province’s ability to improve the economic situation
• Small businesses build businesses
• There are already 9 organizations to fill a similar role; one more organization is problematic
• Does not see any guarantees of efficiency
• Does not mind deliverables being delivered to other areas; what guarantee do we have that deliverables are being delivered anywhere
• Could stay out for a period of time before joining
• There is a free rider problem – people who pay get benefits but so do those who don’t pay
• Make use of the Research Centre in Kentville and Acadia University
• Maybe the Town should sign the agreement and withdraw at the same time
• Does not want the Town to be tied in for two years
• If the Town is not at the table, there is zero chance of influencing the agenda
• The Province would like to see this REN be the leader of this project

08-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL APPROVE THE INTERMUNICIPAL AGREEMENT TO PARTICIPATE IN THE REGIONAL ENTERPRISE NETWORK FOR A PERIOD OF ONE YEAR WITH AN EVALUATION AFTER ONE YEAR TO BE CONDUCTED BY THE CAO AND A REPORT BROUGHT BACK TO COUNCIL TO DETERMINE FURTHER PARTICIPATION FOR THE 2015-2016 BUDGET YEAR; SAID AGREEMENT IS ATTACHED TO REQUEST FOR DECISION NO. 010-2014. CARRIED WITH COUNCILLOR SPARKMAN VOTING NAY.

6. CORRESPONDENCE
a. ROGER BOUTILIER LETTER JANUARY 17

09-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THIS LETTER BE RECEIVED FOR INFORMATION AND THE CHIEF ADMINISTRATIVE OFFICER WAS DIRECTED TO RESPOND. CARRIED.

ACTION
The Chief Administrative Officer to respond to the Boutilier letter.

Lloyd Smith, Honorary Town Crier, was in the gallery and expressed his thanks to Council and the community for continuing his portfolio.

7. QUESTION PERIOD
There were no questions from the gallery.

8. ADJOURNED TO AN IN CAMERA SESSION
10-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR SESSION ADJOURN TO AN IN CAMERA SESSION AT 9:15 P.M. CARRIED.

10. IN CAMERA SESSION
a. Legal advice, committee review
b. Legal advice, property issue

11. ADJOURNMENT OF IN CAMERA SESSION
12. REGULAR SESSION RECONVENED
a. APPROVAL OF DESIGN REVIEW COMMITTEE MEMBERS
12-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE FOLLOWING MEMBERS BE
APPOINTED TO THE DESIGN REVIEW COMMITTEE:

- Will Lang
- Angela Morin
- Michael Napier
- Lisa Tondino
- John Whidden

CARRIED.

b. LEGAL ADVICE, PROPERTY ISSUE
13-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE CAO BE DIRECTED TO OFFER MR. PETER BROWN A TRANSITIONAL FUND OF 200-250 DOLLARS PER MONTH BASED ON MARKET CONDITIONS AND AVAILABILITY TO TRANSITION MR. BROWN TO A SAFE AND SUSTAINABLE HOUSING SITUATION; FURTHER, THAT THE CAO BE APPOINTED TO ADMINISTER THE FUND ON BEHALF OF TOWN COUNCIL. CARRIED.

13. ADJOURNMENT OF REGULAR SESSION
14-02-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR SESSION OF COUNCIL BE ADJOURNED. CARRIED.

____________________________________
RECORDING SECRETARY

APPROVED FEBRUARY 18, 2014 BY RESOLUTION NO. 03-02B-14
ATTENDING
Mayor Jeff Cantwell, Deputy Mayor David Mangle, Councillor Carl Oldham, Councillor Wendy Donovan, Councillor Dan Sparkman, Councillor Mercedes Brian, Councillor Hugh Simpson, Chief Administrative Officer Josh Pyrcz, Town Clerk Denise Bonnell

ALSO ATTENDING
Students and staff presenters from Horton School, presenter William Zimmerman and other interested persons

CALL TO ORDER
The meeting was called to order at 6:33 p.m.

1. APPROVAL OF AGENDA
Item 5.a. Police Report was added to the agenda.

01-04b-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED. CARRIED.

2. APPROVAL OF THE MINUTES OF APRIL 1, 2014
02-04b-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE MEETING OF APRIL 1, 2014 BE APPROVED AS CIRCULATED. CARRIED.

3. PRESENTATION – POETRY MONTH READING
Students from Horton High School gave individual poetry readings representing valley life and local poets. April was Poetry Month and the presentation was meant to honour and support this.

4. PRESENTATION – WILLIAM ZIMMERMAN
In the spring of 2013, William Zimmerman had organized a public consultation meeting with young families living in Wolfville. The purpose was to explore how Wolfville can attract and support people families. The findings from that meeting were presented to Council.

5. REPORTS
a. MAYOR
The Mayor gave his report with the following highlights:

- On April 3 Acadia students held a gala event which recognized students. Many councillors were in attendance.
- The Wolfville Leadership Tea was held on April 10. Princess Wolfville 2013, Susan teBogt was thanked for her service and gave her farewell remarks. Olivia Harris was welcomed as Princess Wolfville 2014.
- On May 3 there is a Walk for Schizophrenia.
- Clean up day is approaching.
- Acadia Convocation will be held on May 11 and 12.

b. CHIEF ADMINISTRATIVE OFFICER
The CAO gave his report with the following highlights:
• Bylaw enforcement working with local businesses and Acadia security.
• Federal government has not signed with the Province on the Building Canada Fund as previously reported.
• Main St. redesign is going ahead.
• First monthly bylaw report will happen at the May 6 Council meeting.
• There will be a monthly continuation of Economic Development reports.
• Policy review is underway.

Further discussion ensued regarding Cleanup Day and the time difference between when students finish school and when Valley Waste schedules Wolfville Cleanup. The CAO will send a letter to local landlords to encourage additional cleanup on their properties.

6. INFORMATION
a. Nuisance Bylaw Plan
The CAO gave a brief introduction and summary of Information Report with details of the plan. In summary there is a plan to combine the Minimum Standards Bylaw, Noise Bylaw and Nuisance Bylaw.

b. Police Report
Councillor Oldham provided an update to Council on the Police Service Agreement based on recent discussions with regional RCMP contacts.

7. DECISIONS
a. Strategic Plan
The most recent draft of Council’s Strategic Plan was presented. There was additional discussion which resulted in minor amendments to the plan.

03-04b-14: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL APPROVES AND ADOPTS THE CORPORATE STRATEGIC PLAN 2014-2017 AS AMENDED. CARRIED.

b. ADJOURNMENT TO AN IN CAMERA MEETING
04-04b-14: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL HAVE A BRIEF IN CAMERA MEETING FOR A LEGAL DISCUSSION. CARRIED.

c. IN CAMERA MEETING
   i. LEGAL ADVICE

d. ADJOURNMENT OF IN CAMERA MEETING. REGULAR MEETING RESUMED.

e. Policy Review – Employee Computer Purchasing Program
The CAO presented a request for decision to rescind the current Employee Computer Purchasing Program as it is no longer necessary given the current price levels of computers.
04-04b-14: IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL RESCIND THE EMPLOYEE COMPUTER PURCHASING PROGRAM. CARRIED.

8. CORRESPONDENCE

There were three letters reviewed and discussed. They were:
David J. Ritcey/Gordon Lummis letter received April 1, 2014.
Anthony J. Harding letter received April 2, 2014.
John Guiney Yallop/Christina Toplack letter dated April 7, 2014.

ACTION: It was agreed that Council will raise the pride flag at Waterfront Park at noon on May 17, 2014 and this will stay for 24 hours.

9. QUESTION PERIOD

Wendy Elliott asked if all aspects of the Micro Boutique development were in place and on schedule. This was confirmed.

Councillor Donovan asked a question regarding council correspondence and the process for responding to public request. It was identified that there is a requirement for a communication for the public on the process for submitting correspondence. Individual councillors will still acknowledge a letter or email, but this then goes to Council as a whole for consideration. A process will also need to be more clearly defined in the Communication Plan.

Councillor Oldham asked a question about presentations to Council. Presentation requests go to the Town Clerk who reviews for time and current schedule of the Council agenda. Requests are also confirmed through consultation with the Mayor and CAO.

10. ADJOURNMENT TO AN IN CAMERA MEETING

04-04-14: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR SESSION BE ADJOURNED AT 8:22 P.M. TO AN IN CAMERA SESSION FOR LEGAL ADVICE AND PERSONNEL DISCUSSIONS. CARRIED.

11. IN CAMERA MEETING
a. LEGAL ADVICE
b. PERSONNEL

12. ADJOURNMENT OF IN CAMERA MEETING.

13. ADJOURNMENT OF REGULAR SESSION.

____________________________________
RECORDING SECRETARY

Approved by Council Resolution 02-05-14
1) COMMENT / RECOMMENDATION – CAO
That council accept the Nuisance Bylaw Consultation Schedule as information.

2) RECOMMENDATION
That council accept the Nuisance Bylaw Consultation Schedule as information.

3) REFERENCES
Nuisance Bylaw

4) PURPOSE OF REPORT
To brief council on the stakeholder engagement process involved in developing a Nuisance Bylaw for the Town of Wolfville.

5) DISCUSSION
• Who are the key stakeholders in the Nuisance Bylaw Process?
• Is an open house a key component in the process?
• What, if any other bylaws should be combined with the Nuisance Bylaw to form a more comprehensive enforcement regime?
• What are the timelines for completion?

6) POLICY CONSIDERATIONS
• The Town of Wolfville is committed to open and transparent government.
• The Town of Wolfville recognizes many community groups and stakeholders will want input into the proposed bylaw.
• A bylaw of this nature should make provision for an open house for the public at large to give input into the scope of the bylaw and its key components.
• The Town of Wolfville has a number of bylaws that deal with “Community Standards” as a whole, including noise, property standards, and potentially behaviors.
• Best practice indicates that by combining the Nuisance, Noise, and Minimum Standards bylaws a more comprehensive portrait of “Community Standards” would be achieved.
• The Town of Wolfville and Acadia are one community. The bylaw should be passed after community consultation done at a time when the whole community is available.
• Administration intends to work over the summer to amend and enhance the Minimum Standards and Noise Bylaws and to deal with problems in the original drafting that make enforcement difficult

7) BUDGET CONSIDERATIONS
N/A

8) SUMMARY
The following is a proposed consultation schedule and a schedule to return the bylaw to council for potentially first and second reading.

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Preliminary Consultation with ASU/University Administration (Safety and Security) (Nuisance Bylaw)</td>
<td>CAO</td>
</tr>
<tr>
<td>May</td>
<td>Consultation with RCMP Detachment (Nuisance Bylaw)</td>
<td>CAO</td>
</tr>
<tr>
<td>May</td>
<td>Bylaw Officer Consultation (Nuisance Bylaw)</td>
<td>CAO</td>
</tr>
<tr>
<td>June</td>
<td>Noise Bylaw and Minimum Standards Bylaw Review</td>
<td>CAO</td>
</tr>
<tr>
<td>June</td>
<td>Public Open House and Select Developer/Landlord Consultation for Minimum Standards and Nuisance Bylaw</td>
<td>CAO</td>
</tr>
<tr>
<td>August</td>
<td>Combine bylaws into one “Community Standards Bylaw”</td>
<td>CAO</td>
</tr>
<tr>
<td>August/September</td>
<td>Online Consultation Period for new “Community Standards Bylaw”</td>
<td>CAO</td>
</tr>
<tr>
<td>September</td>
<td>2nd Community consultation</td>
<td>CAO</td>
</tr>
<tr>
<td>September</td>
<td>Council presentation for 1st Reading</td>
<td>CAO</td>
</tr>
<tr>
<td>October</td>
<td>Council presentation for 2nd reading</td>
<td></td>
</tr>
</tbody>
</table>
The bylaw would come into immediate effect. Given the comprehensive consultation schedule and thereby community awareness, there should be no reason why a grace period would be extended for coming into force.

This bylaw is meant to target the community as a whole and promote behaviors that reflect community values. It is also meant to supplement primary policing functions of the RCMP with secondary policing functions through the town’s Special Constable. By empowering our Special Constable to enforce some minor infractions, such as drinking in public or others, RCMP resources are freed up to continue their primary policing function.

This model has been in place in Alberta for nearly 10 years. It has proven effective and the town intends to pursue further discussions with the Government of Nova Scotia and our RCMP partners on how we might possibly pilot a tiered policing system.
SUMMARY

Municipal Fees Policy

Municipal units may collect fees for licenses, inspections, permits, applications, approvals, animal impoundments and other services. At present, these fees may be found in a bylaw, policy, motion of Council or procedure. Consolidating the Town’s fees into one document will not only make it easier for the public to navigate; it will make it easier for an annual review and amendment of municipal fees when applicable.

DRAFT MOTION:

That Council approve the Municipal Fees Policy 140-015.
1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

Section 49(1)(c) of the Municipal Government Act enables Council to set and amend the fees to be paid for:

i. licenses issued pursuant to a by-law of the municipality,
ii. an inspection required or conducted pursuant to a by-law of the municipality or an enactment,
iii. permits, applications and approvals required to be obtained from the municipality or an employee of the municipality pursuant to a by-law of the municipality or an enactment,
iv. and expenses charged for the impoundment of animals

3) STAFF RECOMMENDATION

Staff recommends that Council approve the Municipal Fees Policy 140-015.

4) REFERENCES AND ATTACHMENTS

1. Municipal Fees Policy 140-015
2. Municipal Government Act

5) DISCUSSION

Municipal units may collect fees for licenses, inspections, permits, applications, approvals, animal impoundments and other services. At present, these fees may be found in a bylaw, policy, motion of Council or procedure. Consolidating the Town’s fees into one document will not only make it easier for the public to navigate; it will make it easier for an annual review and amendment of municipal fees when applicable.

The draft Municipal Fees Policy, at present, includes all current fees that are charged and collected by the Town. The policy is not intended to cover fines issued by Summary Offence Tickets or Recreation Program Fees.

New or Amended Fees

Any current fee that is recommended to be amended will be presented to Council for approval during the budget process to become effective in the new fiscal year.
Any fee that is recommended to be added to the policy, but is not governed by a bylaw or policy – i.e. printing – will be presented to Council for approval during the budget process to become effective in the new fiscal year.

Any fee that is associated with a bylaw or policy that is approved prior to the budget process will require an amendment to the schedule of the Municipal Fees Policy prior to the budget process and become effective upon approval of the amendment unless otherwise stated in the bylaw/policy.

Next Steps

Following the approval of the Municipal Fees Policy the following Bylaws and Policy will require amendments to reference the Municipal Fees Policy.

- 03 Town Seal Bylaw
- 16 Dog Control Bylaw
- 40 Taxi Bylaw
- 65 Building Bylaw
- 67 Deed Transfer Tax Bylaw
- 91 Subdivision Bylaw
- 99 Vending Bylaw
- 100 Election Deposit Bylaw
- 610-003 Sidewalk Café Fee Policy

All amendments will be approved through their appropriate legislative processes beginning in September.

6) FINANCIAL IMPLICATIONS

Any financial impact would be nominal.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The Municipal Fees Policy was identified as a project in the Town’s 2017/18 Operational Plan. It is not directly related to the goals of the strategic plan; however, it will improve the Town’s administrative processes.

8) COMMUNICATION REQUIREMENTS

N/A

9) ALTERNATIVES

That Council not approve the Municipal Fees Policy.
Municipal Fees

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Supersedes Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>140-015</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Approved By Council Motion No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-05-##</td>
<td>##-##-##</td>
</tr>
</tbody>
</table>

1.0 Purpose

To provide a Policy that sets out and amends the fees the Town of Wolfville charges for certain applications, approvals, permits, licences and services.

2.0 Scope

This Policy applies except to the extent of any conflict with applicable provincial legislation, and where the fee amounts in this Policy differ from those set out in a Bylaw, Recorded Resolution, Policy or Resolution of the Municipality in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

3.0 References

3.1 Nova Scotia Municipal Government Act

4.0 Definitions

4.1 Fees are all fees paid to the Town of Wolfville for certain applications, approvals, permits, licences and services.

5.0 Policy

5.1 The fees to be paid to the Town of Wolfville for licenses, inspections, permits, applications, approvals, animal impoundments, or services are set out in the Schedules attached to this Policy.

5.2 Fines issued by Summary Offence Tickets for contravention of any Town Bylaws or Provincial/Federal laws are not within the scope of this Policy.

5.3 Policy Review

This policy will be reviewed annually from effective/amended date.
Schedules:

A. Administrative/Financial Services Fees
B. Building and Development Permit Fees
C. Land Use Planning and Development
D. Vending Fees
E. Recreation and Tourism
F. Public Utility Service
# Policy No. 140-015
## Municipal Fees

### Schedule A – Administrative/Financial Services Fees

<table>
<thead>
<tr>
<th>Description of Licence, Inspection, Permit, Application, Approval, or Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Seal</td>
<td></td>
</tr>
<tr>
<td>• For affixing the seal to any document to be used outside the Province</td>
<td>$2.00</td>
</tr>
<tr>
<td>• For affixing the seal to any document to be used within the Province only</td>
<td>$1.50</td>
</tr>
<tr>
<td>• For affixing the seal to any document within the Town of Wolfville only</td>
<td>$1.00</td>
</tr>
<tr>
<td>Dog Registration (per Annum)</td>
<td>$25.00</td>
</tr>
<tr>
<td>FOIPOP Services</td>
<td></td>
</tr>
<tr>
<td>• Application Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Tax Certificate Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Deed Transfer Tax</td>
<td>1.5%</td>
</tr>
<tr>
<td>Interest on Overdue Taxes (added on the first of each month)</td>
<td>1.25%</td>
</tr>
<tr>
<td>Election Deposit</td>
<td>No Fee</td>
</tr>
</tbody>
</table>
### Schedule B - Building and Development Permit Fees *(Building Bylaw, Chapter 65)*

<table>
<thead>
<tr>
<th>Description of Licence, Inspection, Permit, Application, Approval, or Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction of and addition to residential buildings, community centres and churches</td>
<td>$20.00&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>New construction of and additions to commercial, industrial and other buildings not otherwise specified</td>
<td>$20.00&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td>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</td>
<td>$10.00&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Repairs, renovations, or alterations to all existing buildings</td>
<td>$25.00&lt;sup&gt;4&lt;/sup&gt;</td>
</tr>
<tr>
<td>Location or relocation of an existing structure, or mobile home</td>
<td>$75.00</td>
</tr>
<tr>
<td>Construction or location of a swimming pool including required fencing</td>
<td>$50.00</td>
</tr>
<tr>
<td>Renewal of an approved permit</td>
<td>$15.00</td>
</tr>
<tr>
<td>Erection of a business directional sign</td>
<td>$50.00</td>
</tr>
<tr>
<td>Building or structure demolition</td>
<td>$30.00</td>
</tr>
<tr>
<td>To amend a permit in force</td>
<td>$15.00</td>
</tr>
<tr>
<td>Zoning Certificate</td>
<td>$25.00</td>
</tr>
<tr>
<td>Erection of a general sign</td>
<td>No Fee</td>
</tr>
<tr>
<td>Development Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Heritage Applications</td>
<td>No Fee</td>
</tr>
</tbody>
</table>

---

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

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

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

<sup>4</sup> plus $2.00 per $1,000 of estimated value of construction work
Schedule C – Land Use Planning and Development

<table>
<thead>
<tr>
<th>Description of Licence, Inspection, Permit, Application, Approval, or Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subdivision Application Fee (plus $5.00 for each additional lot beyond one)</td>
<td>$45.00</td>
</tr>
<tr>
<td>Sidewalk Café Fee (per 0.0929 square metre (1 square foot))</td>
<td>$1.00 per sq. ft.</td>
</tr>
<tr>
<td>Development Agreement</td>
<td>$600.00</td>
</tr>
<tr>
<td>Plan Amendments</td>
<td>$600.00</td>
</tr>
</tbody>
</table>
**Schedule D – Vending Fees (Vending Bylaw, Chapter 99)**

<table>
<thead>
<tr>
<th>Description of Licence, Inspection, Permit, Application, Approval, or Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Canteen (fee/canteen/event)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Stand (fee per stand/event)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Vending on Private Property (fee/application with timeline set by Development Officer)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Non-Profit Fundraising Activity</td>
<td>No Fee</td>
</tr>
</tbody>
</table>

5 Vending Bylaw fees may be amended by Resolution of Council from time-to-time
**Schedule E – Recreation & Tourism**

<table>
<thead>
<tr>
<th>Description of Licence, Inspection, Permit, Application, Approval, or Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Banner Installation (plus HST)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Recreation Centre Rental</td>
<td></td>
</tr>
<tr>
<td>• Half Day</td>
<td>$20.00</td>
</tr>
<tr>
<td>• Full Day</td>
<td>$35.00</td>
</tr>
<tr>
<td>Field, Park and Open Space Rentals</td>
<td>No Fee</td>
</tr>
<tr>
<td>VIC Display Cases (plus HST)</td>
<td></td>
</tr>
<tr>
<td>• Small Case</td>
<td>$175.00</td>
</tr>
<tr>
<td>• Large Case</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Schedule F – Public Utility Service

<table>
<thead>
<tr>
<th>Description of Licence, Inspection, Permit, Application, Approval, or Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitary Sewer/Water connection fee</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Sanitary Sewer Usage (per 1,000 gallons of water used by customer)</td>
<td>$3.25</td>
</tr>
<tr>
<td>Sanitary Sewer minimum quarterly charge for any metered customer</td>
<td>$15.50</td>
</tr>
<tr>
<td>Sanitary Sewer Flat Rate Fee (per quarter)</td>
<td>$63.00</td>
</tr>
</tbody>
</table>

**Water Utility** – please refer to the Town’s Nova Scotia Utility & Review Board (NSUARB) approved Rates and Regulations.
REQUEST FOR AGENDA ITEM

The Request for Agenda Item form is to be used by the Mayor and Councillor's to request an item to be added to the Committee of the Whole agenda for consideration. All Request for Agenda Item forms should be submitted at least 10 BUSINESS DAYS prior to the scheduled Committee of the Whole meeting to the Chief Administrative Officer. Exceptions may be made for extraordinary circumstances.

Date of Committee of the Whole requested:

Recommendation(s) and/or Motion
(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

That Town Council votes be recorded.

Summary
(provide a Brief description of item/background for this request)

Several citizens have approached me and requested that we consider this. They want to know who voted on items. This would help them in future elections.

Expected Outcome:

In Camera Discussion
For information/discussion purposes only
Recommend an action to the CAO
Promote clarification/renewal or production of a policy or procedure
Recommend a motion for approval by Council