Committee of the Whole
Tuesday, April 7, 2015
9:00 a.m.
Council Chambers, Town Hall
359 Main Street

Agenda

1. Approval of the Agenda

2. Approval of Minutes
   a. Committee of the Whole Minutes, March 3, 2015 (attached)

3. Presentations
   a. Kings Senior Safety

4. CAO Report

5. Committee Reports
   a. External
      1. Valley Waste Resource Management
         • Valley Waste Management Minute (attached)
      2. Kings Transit Authority
      3. Eco Kings Committee
      4. REN

   b. Internal
      1. Town and Gown
         • Joint meeting with ASU
      2. RCMP
6. Staff Reports for Discussion
   a. RFP 025-2015 -Facilities Assessment and Gap Analysis Options
   b. Information report - MIPIM
   c. Information Report - Work project status from Public Works
   d. RFP 024-2015 – Moratorium (Lightfoot request)

7. Notice of Motions

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. Meeting adjournment
1) **Well Maintained and Sustainable Public Infrastructure**

- Staff have been working on a Parking Strategy for the Town of Wolfville and have issued a survey to the public to inform the report. A total of 400 responses to date have been received;
- The Public Works Department continues to lead the Active Transportation Strategy, the Traffic Study and the Pavement Condition Index report. A report on the status of these projects is provided as part of the April 7th COW Agenda;
- In response to the discussion on Blomidon Terrance at the March 24th Council meeting, Director Kerr has instructed WSP to examine options as part of the Active Transportation Study currently underway;
- Pot hole patching is ongoing with cold mix asphalt. Once the weather improves we will be able to start using the asphalt recycler.

2) **A Diverse, Prosperous and Sustainable Local Economy**

- The Town is hosting two workshops on April 8th at the Wolfville Farmers Markets to discuss the WBDC decision of Council, answer any outstanding questions, and to engage the business community on the next steps moving forward;
- Staff and the Mayor attended the MIPIM Property Development Expo in March. A summary report of the experience is included in the agenda for the April 7th COW meeting.

3) **A Growing Population Encompassing all Ages and Stages who Live in Safe, Attractive and Cohesive Neighbourhoods**

- Staff have assessed the eight submissions that were received to conduct the work on the upcoming Municipal Planning Strategy. As a result, the contract is in the process of being awarded on budget;
- As a follow up to the forum that was held on Wolfville on January 30th with other university towns, the Town of Wolfville has been invited to Sackville, New Brunswick to continue the discussions. The tentative date for this session, which will include Councillors from both Towns, is July 7th;
- The Town of Wolfville hired the services of Ennis Security to provide bylaw enforcement support to the core area for St. Patrick’s Day (March 14th and March 17th) and the Cheaton Cup (March 21st). This initiative was a success, with the members on patrol engaging local businesses and residents and assisting with issues throughout their shifts. We will continue to utilize private security for other key weekends in the upcoming fiscal year;
- The Town and Gown met on March 31, 2015. An update on activities related to the Core Area Action Plan was discussed.
4) A Robust Active Living and Cultural Community
   - The Annapolis Valley Trail Coalition has chosen a name for the Destination Trail – the Harvest Moon Trail. Council will receive a presentation on this initiative in the coming months;
   - In response to the discussion at the March 24th Council meeting, staff have prepared recommendations on how to move forward with conducting a Facilities Assessment to address the gaps left by not doing an external Recreation Master Plan. This report will be presented at the April 7th COW meeting.

5) Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team
   - Council will be receiving training on how to Chair an Effective Meeting as part of the April 7th COW agenda.

6) Operational Updates
   - Meg Cuming has been hired as a Special Projects Officer with the Community Development Department for a 3 month term to assist with Economic Development, Planning and Recreation files while all of our vacant positions are being filled;
   - Lorraine Jones officially retired on March 27th. We will be planning a retirement celebration for her and Gregg Morrison over the coming weeks. Congratulations, Lorraine!
   - We have started to provide GIS services to the Town of Windsor as part of their shared services agreement for Planning, Development Control and Building Inspection services;
   - Devon Lake has been hired for the Planner position and will start with the Town at the end of May;
   - Erin Schurman has been hired as the Administrative Assistant with the Community Development Department and has started Building Officials Training;
   - The interviews to fill the vacant Building Inspector position will happen over the next week;
   - Interviews for the Compliance Officer have been completed and we expect to make an offer in the coming days;
   - The job advertisements for the Public Works and Corporates Services Administrative Assistant positions closed April 1st. Interviews will be conducted in the coming weeks;
   - Staff are in the process of preparing year-end financial statements to facilitate the audit;
   - Interim property tax bills are planned for the end of April, with a due date of June 1st;
   - Staff are looking into an e-post system (with Canada Post) to facilitate emailing water and/or tax bills to customers;
   - The March water billing marks the first time the Town has utilized the Diamond software to produce a billing based on “estimated” reads. Similar to all surrounding towns, the snow has made it impossible to manually read water meters. The system generates a run that uses
customer historic data to produce an estimate. The exception to this relates to the 380 RF meters installed over the last two years, which are read by driving past those buildings. Approximately 2/3rds of bills have estimates and 1/3rd have been read remotely;

- Public Works staff are still on winter shifts and will continue until April 10th to deal with late season snow issues;

7) Follow Up to Previous Question Period(s)

- February 17th meeting – It was asked what happened with the Transportation Study conducted by Gabriel Joseph. This study has been the starting place for the current Transportation Studies and the Downtown Development Plan. It will also inform the upcoming MPS review.
- February 17th meeting – The Town was asked to comment on the results of the Financial Condition Indicators that were released by the Province. A response was provided by Director MacLean at the meeting;
- March 24th meeting – There was a special question period entertaining questions specifically related to economic development and the WBDC decision. Answers to these questions will be provided to the public at the special meetings scheduled for April 8th;
- March 24th meeting – It was asked if the Town could do a better job in plowing the loading zone on Linden Avenue. This issue has been passed on to Director Kerr;
- March 24th meeting – It was questioned whether or not there is a bylaw that prohibits property owners and contractors from pushing snow onto municipal sidewalks;
- March 24th meeting – It was noted that the Town’s website could be more easily searchable and that news updates should be placed in a prominent position for residents to access;
- March 24th meeting – It was suggested that affordable housing needs be addressed as part of the upcoming MPS review. This has been passed on to Director Fuller.
1) UPDATE
The VWRM Board met on March 25, 2015.

- Valley Waste has received official notice of budget approval from Annapolis County, Wolfville, Kentville and Middleton to date.

- Valley Waste has engaged Stantec to conduct an organizational review. Consultations have been held with Board members and with CAO’s from partnering municipalities.

- Landfill costs for 2015/2016 are expected to decrease from $90/tonne to $68/tonne.

- A replacement has been hired for Ken Redden, who will retire in April. Jeff Martin will be taking on this role in the coming weeks.
**Management Minute**

**Budget Matters**

The Valley Region Solid Waste-Resource Management Authority met on March 25, 2015 in keeping with the normal meeting schedule with Vice-Chair Reginald Ritchie at the helm in Chairman Pearl’s absence.

**Budget**

The 2015-2016 Valley Regional Solid Waste budget has been approved by councils in Annapolis County, Kentville, Middleton and Wolfville. Details of the budget are still under discussion in other municipalities.

**Surplus**

The projected surplus from the 2014-2015 operating budget is now estimated at $350,000. This increase has resulted from unforeseen fuel price decrease, scrap metal revenue and funding from the RRFB.

**Decrease in Landfill costs**

Landfill costs for the upcoming year are projected to decrease from $90/tonne to ~$68/tonne. This decrease is a result of increased tonnages being disposed of at Kaizer Meadow from other jurisdictions thus, lowering the operating cost/tonne.

**Organizational Review**

Stantec had been awarded the contract to conduct the organizational review of Valley Waste. John Heseltine of Stantec met with authority members on March 25 for their view of the organization. John will be meeting with CAOs and Valley Waste staff in the near future.

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**Farewell to the Town of Bridgetown**

We would like to express our deepest thanks to the Town of Bridgetown for many years of partnership and look forward to continuing waste management services in their community.
UPCOMING MEETING

Due to upcoming commitments in April, the next meeting of the Valley Region Solid Waste-Resource Management Authority will be held on **Wednesday, May 20, 2015** beginning at 9:00am in the Board Room.

MYWASTE™

In ongoing efforts to improve communication with Valley residents, an online information service, MyWaste™ has been selected to develop an interactive collection day and emergency notification service to residents. The service will allow users to quickly find their collection day and create a printable collection schedule and/or receive their choice of email, text or landline phone reminders. Residents without computer or smart phone access can be assisted by our hotline staff to register. This service will be invaluable in quickly notifying people during collection interruptions, such as snow days, as well as any future program changes.

ENERGY AUDIT

An energy audit was completed at both the Eastern and Western Management Centres. Costs of retrofitting both sites, after Efficiency NS rebates, would total $17,580.58 with a collective annual savings of $4,445. Payment options were discussed and it was decided that Valley Waste would finance the retrofit through Nova Scotia Power over a two year period at 0% interest.

VALLEY RESIDENTS CREATE LESS GARBAGE

Each year, Nova Scotia Environment monitors and measures disposal levels in all solid waste regions of Nova Scotia. Rates are measured in kilograms of garbage produced by each person in Nova Scotia. Years ago, a provincial target was established, hoping that Nova Scotians would reduce enough waste to reach 300KG/person by 2015. It was recently released that the provincial disposal average is currently 380KG/person/year and is far away from this year’s deadline. Despite this, the Valley Region has come closer than many other regions, reaching a diversion rate of 321 KG/person. Hats off to Valley residents for choosing to reduce, reuse and recycle!

ENVIRONMENTAL HANDLING FEES (EHF)

It was recently announced by the **Electronic Products Recycling Association (EPRA)** that environmental handling fees associated with the purchase of new electronics will decrease effective May 1, 2015. This is good news to consumers as some fees will decrease significantly for larger items such as desktop computer and televisions.

WELCOME JEFF MARTIN, OPERATIONS MANAGER

As Operations Manager, Ken Redden, will be retiring next month, his replacement has been selected. Valley Waste is pleased to welcome Jeff Martin to fill Ken’s broad shoes. Jeff Martin brings experience working for Midland Transport and is currently the Deputy-Chief of the Kentville Fire Department.
1) UPDATE
Kings Transit met on March 25, 2015.

Bus Refurbishments: Three bids for the bus refurbishments were received. After a careful evaluation of each bid, the facility of choice will be New Flyer Industries, Arnprior Service Center, located in Arnprior Ontario. Staff of the Arnprior Service Center are certified and OEM trained for buses with a very extensive background in bus refurbishing. The cost per-refurbishment is estimated at $86,980 plus tax. Annapolis County’s Bus 56 will be leaving for refurbishment on Friday March 13th and will be gone 6-8 weeks. The Core's Bus 52 will be going to the shop once Bus 56 is completed. Annapolis County will be using their $81,375 share of the $375,000 provincial transit funds towards the refurbishment.

Budget: Stephen Foster had the opportunity to present the budget to the Annapolis County Council on March 10th. The budget was well received and Council approved the proposed budget at that time.

Transit Strategy Meeting: On Wednesday March 11th, Board members met for an initial look at Kings Transit’s current strategic plan and began some discussion around a transit strategy.

Storm day: Wednesday March 18th turned out to be a storm day. Service was cancelled by 5:30 am and remained shut down due to high winds. Service resumed at 8 am on March 19th.

Emergency Preparedness Training - Kings Transit bus operator Kevin Ernest continues to visit local fire departments, educating firefighters about Kings Transit’s role in the community and potential scenarios firefighters may face in the event of a fire or accident involving a bus in their community. Recent information sessions were held in Plympton, Greenwich, Kentville, Lawrencetown, Berwick and Wolfville.

Staffing: This past week two more permanent part time employees joined the Kings Transit team. One operator will be a relief driver for Kings and Annapolis counties. The second operator was hired by Kings Transit and Kings Point to point in a joint interview and this individual will hold a permanent part time position with both companies.
Inventory software: Due to organizational restructuring taking place at the Municipality the inventory control software being built by the county has been placed on hold until further review.

New Minas Sidewalks- This past week we received a complaint regarding the accessibility of the bus stops in New Minas. The Village only contracts out to look after sidewalks, the little piece of land between the sidewalk and the road is not something the Village clears and it was suggested that Kings Transit should pay to have it cleared in front of the bus shelters and stops. The Department of Highways cleared the snow in front of the one stop in question this one time at the request of Kings Transit, however this does not alleviate the concern for the future.
Kings Transit Authority March 2015 Newsletter

Ridership Report

Kings Transit Ridership during the month of March is down on all routes with exception to Annapolis West. Weather has played a major role in the lower than expected ridership this winter.

Revenue Report

Revenue continues to show positive growth for the core, Annapolis West and Digby over the same period last year. Hants West Revenue is down over the same period last year however the cost of service is considerably lower than the previous year’s service.

Kings Transit Bus Refurbishments underway

Annapolis County’s bus 56 began its mid life rebuild On Monday March 16th. The $ 85,000 rebuild is expected to extend the life span of the bus by at least 7 years. Kings Transit will be sending more buses for refurbishment over the next year.

Fire Department information sessions continue

Kings Transit bus operator Kevin Ernest continues to visit local fire departments, educating firefighters about Kings Transit roll in the community and the potential scenarios firefighters may face in the event of a fire or accident involving a bus in their community. Recent information sessions were held in Plympton, Greenwich, Kentville, Lawrencetown, Berwick and Wolfville.

Did you know?

Transit Technology Companies with Canadian roots satisfy nearly 70% of the North American urban transit bus technology needs, and employ almost 3,000 Canadians.

CUTA Seeks New President & CEO

Canadian Urban Transit Association Chair Daniel Bergeron has regretfully accepted CEO Michael Roschlau’s decision to retire in June of this year. In order to ensure a smooth succession, a Search Committee has been established under the leadership of First Vice Chair Suzanne Connor. Reporting to the Committee, Morgan Leadership Search of Ottawa has been retained to conduct the search, with the intent of appointing a new President & CEO in advance of the 2015 Annual Conference in Winnipeg.
1) UPDATE

Eco-Kings last met on March 11, 2015.

1) Eco-Kings is unsure as to whether or not the County of Kings will financially support the Summer Student position. Applications for the position have closed and three candidates have been shortlisted in the event that funding comes through.

2) The public meeting to discuss the findings from the Rapid Transit/Express Bus Feasibility Study on February 18th was well received. A presentation to Kings Transit on the study was made on March 25th. It is important to ensure that all municipal units receive a copy of the study and that discussions continue to determine how best to move forward so the study does not lose momentum.

3) The draft minutes from the March 11th meeting are attached for information.
Minutes – Eco-Kings Action Team

Date: Wednesday, March 11, 2015
Place: Valley Waste, Kentville


On March 11, 2015 the Eco-Kings Action Team met with Brian Van Rooyen assuming the role of chair.

1) Call to Order: B. Van Rooyen called the meeting to order at 1:03 PM.
2) Approval of Agenda: The agenda was approved by consensus.
3) Approval of Minutes – February 11, 2015: Noiles commented that she would not be able to participate in the hiring process as stated in the minutes. Bolland pointed out that he had sent regrets for the February 11th meeting. The amended minutes were approved by consensus.

4) Business arising:
   a) Rapid Transit / Express Bus feasibility study presentation – The public meeting on February 18th to present the results of the feasibility study was well received. It was good that a few transit users attended, and it would have been useful to have had more councilors there. Noiles noted that we appreciated having Keith Irving in attendance. E. Van Rooyen announced that Jeff Ward’s presentation to the Kings Transit board has been postponed to March 25 at 5:00 PM. It is a public meeting and all are welcome. She said that possible concerns that might arise from that meeting would be costs and connectivity with other transit. B. Van Rooyen asked what our next steps should be. The study took a lot of effort and we should attempt to ensure its circulation among the municipalities. Newell pointed out that we should also be looking at the cost of not having an effective transit system. Noiles suggested that the next step could be creating a more detailed business case and also focusing on the environmental benefits of transit. Perhaps there could be a follow-up to the presentation to Kings Transit, which could include local MLAs. B. Van Rooyen asked whether it would be worthwhile following up with Maritime Bus. Mangle replied that it would be Maritime Bus providing a contracted service with Kings Transit, and Jeff Ward thought that they would not extend their service without a financial subsidy. Staffing would also be an issue. Noiles noted that in the Kings County draft Municipal Planning Strategy there are calls for more diverse transit infrastructure. We could encourage further exploration of the express bus concept. Nielsen suggested checking with the sustainable transportation people in the Department of Energy for suggestions. She will contact their new rep. The final version of the feasibility study hasn’t officially been released. Ward was supposed to contact Quinn when it is completed and ready for circulation. B. Van Rooyen will contact Quinn about this. He will also determine the best time to contact MLAs and follow up with them about the express bus study.
   b) Community Transportation Nova Scotia roundtable - E. Van Rooyen reported that about 17 people attended this event on March 3rd. There were representatives from Annapolis Valley Health, the Flower Cart, People Works and other community groups. They talked about both the economic value and the value to the community of having effective transit available. Business leaders should be supporting public transit because many businesses have employees who need it, and work placements for various organizations rely on it. Overall, the roundtable went well, and Dodie Goodwin was pleased. B. Van Rooyen remarked that there is a need for more information on the economic and environmental values of public transit. Noiles will check at Acadia and at Dal through Rochelle Owen, director of the Office of Sustainability, to see if there might be someone whose research interests would incorporate such a study, possibly for a masters student. The most strategic approach would be to define a small project initially and determine the questions we want answered. Nielsen will also email B. Van Rooyen with information about
contacts at Dal who might be interested. She also suggested contacting Jenny Baechler at Dal who lines up research projects for business students.

c) Application for funding a summer student sustainability coordinator - Mangle pitched the application for funding for a student sustainability coordinator to Kings County Council on March 2nd and felt that the response was lukewarm. E. Van Rooyen suggested that due to large budget cuts, funding for the position may not go through. So far Mangle has received 4 applications for the position. The deadline is March 13. Next week the applications received will be reviewed and 2 or 3 of the applicants will be offered interviews. Mangle, Nielsen, Erin Beaudin and Bolland will help with this. Bolland asked about the future of the position if funding from Kings County does not come through. If Kings County Council declines to fund this project, we could approach other Annapolis Valley towns for support and participation. Funding from Service Canada is contingent on the remainder of funding for the position being in place, and the major part of this would come from Kings County. Noiles suggested that it is unlikely that it would be practical to host the summer student position without funding from the county. We should wait until after a decision has been made by the county before doing the interviews. It seems that if they do not approve the funding, we will have to drop the project. B. or E. Van Rooyen will notify us of the council’s decision. This should be by April 7th. If they do approve the funding, we should schedule interviews for after that.

d) Regional sustainability coordinator funding options - Nielsen, Newell, B. Van Rooyen, and Bolland will meet on March 12th with Ericka Wicks of Efficiency Nova Scotia to determine whether it would be possible to access funding through their embedded energy management program.

e) Eco-Kings website – Noiles will offer Wordpress training following the May 13th meeting at Acadia.

f) Future of Nova Scotia Moves – Nielsen reported that various organizations wrote to the provincial government in support of Nova Scotia Moves. They received lots of support including from UNSM. A decision is yet to be made. Eco-Kings could still send a letter of support. The Ecology Action Centre has a template. B. Van Rooyen agreed to do this with support from Nielsen.

5) New business:

a) Growing Green Festival in Bridgewater – We received an invitation to participate in this sustainability event, which will take place August 20-23, 2015. They would like us to organize a group from Kings County to travel to the festival, possibly by bus, to participate. While it would be good to be involved with a like-minded group, this would not help to raise our profile locally. Noiles has attended this event in the past. She suggested that it would be better for us to focus on local initiatives. Discussion on this subject concluded with a decision that Eco-Kings will not to participate, although interested individuals are encouraged to attend.

b) Roundtable discussion from members - Bolland will give his report on the FCM conference at the April meeting. Whitman reported that the Blomidon Naturalists are concerned about the possible lifting of the ban on Sunday hunting and are encouraging people to complete the online survey on this topic. Noiles announced that Acadia’s Dump and Run will take place on May 2nd at the student union building. She also reported that there is a new project funded by Thrive! that will support the development and implementation of healthy and sustainable food initiatives at Acadia. Nielsen announced that there will be a workshop organized by Quest at the Irving Centre involving community energy planning. The tentative date is May 14th. Nielsen and Mangle will keep us informed.

6) Next Meeting Time: The next Eco-Kings meeting will take place on Wednesday, April 8th at 1:00 PM at the Kentville Town Hall.

7) Adjournment: The meeting was adjourned at 2:53 PM.
Recording Secretary - Janet Whitman
1) UPDATE

The REN Liaison and Oversight Committee met on March 27, 2015

1) The Office is relocating to 35 Webster Street in Kentville effective March 31, 2015.

2) Two CAO’s will be appointed to the Board of Directors as ex-officio members.

3) The Board of Directors for 2016-2016 has been appointed.
# Valley Regional Enterprise Network
(Liaison and Oversight Committee Special Meeting)
March 27, 2015

| PRESENT | West Hants: CAO Cathie Osborne (conference call)
Windsor: Deputy Mayor John Bregante & CAO Louis Coutinho
County of Kings: Deputy Mayor Brian Hirtle & CAO Tom MacEwan
Kentville: Mayor David Corkum & CAO Mark Phillips
Berwick: CAO Don Regan
Middleton: Mayor Calvin Eddy
ERDT: Michelle Blinn & Jeannie Chow Provincial Representatives (conference call)
NSBI: Rhonda MacDougall (conference call) |
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<td>ABSENT &amp; REGrets</td>
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<td>CALL TO ORDER AND ROLL CALL</td>
<td>Chair Corkum called the meeting to order at 2:00 p.m., and recorded roll call.</td>
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| APPROVAL OF THE AGENDA | It was moved and seconded that the agenda be approved.
Motion Carried |
| PRESENTATION | None |
| BUSINESS | **(a) Board Recruitment and Selection Committee Report and Recommendation**
Mayor Eddy reviewed the attached minutes from the Recruitment Committee meeting held on February 23, 2015. The following individuals were recommended for the following terms to sit on the VREN Board of Directors effective March 31, 2015
1. Peter Muttart – 2 year 2017
2. Susan Hayes – 1 year 2016
4. Jason Peters – 2 year 2017
5. Perry Wallace – 1 year 2016 |
6. Scott Roberts – 2 year 2017  
7. Gerard d’Entrmont – 3 year 2018  
8. Don Abbey – 3 year 2018  
9. Alex Jurgens – TBA  
10. Scott Hearn – 1 year 2016  
11. Robert Perry – 2 year 2017

It was moved a seconded

**That the Board of Directors be approved as recommended by the Recruitment Committee.**

Motion Carried

(b) Valley REN Inter-Municipal Agreement Amendments

i. Section 10. (k) Board of Directors Quorum - It was moved and seconded that the following amendment be made to Section 10. (k)

**That all meetings of the Board of Directors require a quorum consisting of a majority of the number of persons that are appointed to the Board in that current year. If a quorum is not present, no business may be transacted at the meeting.**

Motion Carried

ii. Section 7. (k) Liaison and Oversight Committee Quorum - It was moved and seconded that the following amendment be made to Section 7. (k)

**That all meetings of the Liaison and Oversight Committee require a quorum consisting of a majority of its total membership, plus the requirement that one provincial appointment be present at the meeting. If a quorum is not present, no business may be transacted at a meeting of the Liaison and Oversight Committee**

Motion Carried

iii. Section 5. (b) Funding (newly proposed formula) – Discussion on this matter was deferred to the April 23, 2015 meeting. The County of Kings reported that early discussions with Council have revealed support for the new formula at the
iv. Section 10. (c) Board of Directors - Inclusion of two (2) CAOs

CAOs Phillips, Coutinho, and MacEwan stepped out of the room for the following discussion.

It was moved and seconded

That two (2) CAOs be appointed to the Board of Directors with ex-officio status.

Motion Carried

CAOs Phillips, Coutinho and MacEwan returned to the room.

(c) VREN Board of Directors Report

CEO Ells provided an update on the following items:

- The RFP for the Environmental Scan, Asset inventory and Community Profile project
- Office Relocation effective April 1, 2015 - 35 Webster St, Suite 102, Kentville, NS, B4N

NEXT MEETING

The next regularly scheduled meeting is April 23, 2015 at Windsor Town Hall.

ADJOURMENT

that the meeting adjourns at 2:29pm
ATTENDING
Chairman David Mangle, Mayor Jeff Cantwell, James Sanford, Justin LeBlanc, Kevin Cleary, Callie Lathem, President Acadia Student Union, Chief Administrative Officer Erin Beaudin, Director of Community Services Chrystal Fuller, Sgt. Stephen Power and Recording Secretary Karen Outerleys

ABSENT WITH REGRET
Councillor Carl Oldham

LATE ARRIVALS

CALL TO ORDER
The Chairman called the meeting to order at 12:10 p.m.

1. APPROVAL OF THE AGENDA
The agenda was approved as distributed.

2. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF February 9, 2015
The minutes were approved as distributed.

3. DISCUSSION ITEMS
   a. RCMP/Town Messaging – Orientation 2015

      There was a consensus with all in attendance that any messages and or communication to students must take place in July and August prior to student’s arrival in September, which will be a week earlier than in past years.

      The framework around creating this message should include input from the Town, ASU, RCMP and the Compliance Officer. The Compliance Officer will have a major role in communicating with students and landlords and could development good messaging for a type of the tool kit.

      Information about bylaws, and student’s right and responsibilities while being a resident in the Town of Wolfville could be included in emails sent to students transitioning to Acadia. These emails would also go to parents which would allow for discussion before the students arrive. An all-student email with a specific tag line would be sent targeting returning students. Information could be distributed in FROSH packages, as well as part of a Welcome Week event sponsored by the RCMP or Town.

      Landlords would be a good resource to get information out to their student tenants as well.

      It was recommended that we add this “Messaging” discussion to the April Agenda to be ready for May or June implementation.
b. ASU and Council Joint Meeting
The ASU constitutional duties note that they meet with Council one time each semester. To date there has been no meeting between the ASU and Town Council. It may be more beneficial for Town Council to meet with the incoming Student Council.

It was recommended during the next council meeting the dates for the two future meetings with the ASU be added to council’s calendar, and that one meeting be held at Town Hall the other at Acadia. It was recommended that a discussion be held at the next COW to think of agenda items for the meeting.

c. NAJP for Bylaw Infractions
Members of the committee noted that there is still a need for more discussion as to how this process will flow between the Town, RCMP and Acadia. The plan is that by September, the message for students explaining their options on making decisions to pursue bylaw infractions will be in place. The Compliance Officer should be on staff in the next few weeks and will have a strategic role in this process. There will be non-crisis violence intervention training on campus this summer that the Compliance Officer is welcome to attend.

4. UPDATE ON ACTION PLAN
Action 1- Further items require discussion and should be on the next agenda, Living-Off-Campus and Support Community Action Team. It was suggested an exclusive email targeting off campus students be utilized to get the messages out. Acadia does have the ability to provide this email list. Add to next month’s agenda.

Action 2 - Once all staff is in place, the Planner and Compliance Officer addressing the items in Action 2 will ramp up in consultation with Acadia. Fall 2016 is target date for the draft of the new MPS. ASU suggested that public type meeting for the general student population be arranged to give the overall student population the opportunity to be consulted. There will be a number of ways for students to become involved, via online surveys, face to face sessions.

Action 3 - Meetings with interested stakeholders need to take place to determine what the Ambassador Program and would look like. Extending Non-liquor Service Hours requires the submission of a couple of applications to get this item completed.

Action 4 – Update on the commercial area parking strategy. An online survey has generated responses from approximately 400-500 people to date. It was recommended that this survey should be available to students as well. Contact information for the VP of Communications at Acadia will be forwarded to the Planning Department to send along the survey.

Action 5 – This item was covered elsewhere as part of the regular agenda.

Action 6 – Since hosting the Housing workshop, Town Council has been invited to Sackville in July to continue discussions with towns in similar situations.
5. DISCUSSION

A comment made by the ASU committee member regarding preparations for large events like the Cheaton Cup. It was suggested that for large events the ASU would like to be able to email or have the ability to contact landlords to let them know of the event taking place. A key part is how to facilitate that mechanism, which falls under the messaging discuss earlier in the agenda. This type of communication could communicate a number of items to landlords including notifying landlords of their responsibility when students move and the condition of their properties.

It is important to note that while the Committee will continue to discuss compliance issues, moving forward it will be critical to also discuss other topics such as the entrepreneurial opportunities available in the Town for graduating students, partnering students up with local business, how we partner on recreation and supporting Acadia with their goals.

An ASU committee member asked what the feedback was with respect to Cheaton Cup this year. It was reported that overall the weekend went well, and the addition of the security firm was recognized on and off campus.

6. ADJOURNMENT

The meeting adjourned at 1:13pm.

__________________________________
RECORDING SECRETARY
ATTENDING
Chairman Dan Sparkman, Mayor Jeff Cantwell, Councillor Carl Oldham, Sgt. Stephen Power, Insp. Christine MacNaughton, Meg Townsend. Chief Administrative Officer Erin Beaudin and Recording Secretary Lorraine Jones

ALSO ATTENDING
Cpl. Scot Evans, Deputy Mayor Wendy Donovan and Joan Boutilier

REGRETS
James Morgenstern and Valerie Boyce

CALL TO ORDER
The Chairman called the meeting to order at 10:05 a.m. Introductions were made around the table. It was noted that the meeting would not be recorded.

1. APPROVAL OF AGENDA
IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED. CARRIED.

2. PRESENTATION
a. RCMP KINGS YEAR IN REVIEW
Insp. MacNaughton presented the Kings District year in review noted that the provincial priorities for 2014-15 included

- contribution to safe roads
- crime reduction
- contribution to safe youth
- cyber crime

She provided background information on the priorities, as well as stats, and answered questions of the Board.

Items reported on included

- Integrated street crime training
- Kings Youth Advisory Committee trying to get launched
- Community policing program for safer youth (youth is defined as grade 12 and under)
- Presentations to schools
- Driving simulator was Cst. MacMurtery’s initiative
- Crime reduction model
- Comstat model
- Hybrid Hub (2 at risk youths in Kings County)
- Presentations by Michelle Parker for seniors safety
- Land has been purchased in New Minas (across from the bowling alley) for the new Kings District building, probably three years out for completion
- Communications continue with Acadia University
- Work with annual Apple Blossom Festival Committee
• Domestic violence investigator – funding sought for new position
• Two school Safety Resource officers in place
• Integrated street clime enforcement unit in place
• First Nations policing for two bands in Kings County
• At maximum capacity with current resources
• Repairs needed to the Wolfville office

Insp. MacNaughton reported that her power point presentation is NOT a public document. A revised version could be provided for sharing with Council.

Stats were requested on
• Road safety
• the Hybrid Hub

3. DISCUSSION OF JOINT POLICING PRIORITIES FOR UPCOMING FISCAL YEAR
Sgt. Power reported
• Priorities for moving forward need to be discussed
• St. Patrick’s Day was low key
• Cheaton Cup was busy; six loud party complaints received
• Private security for these events had good results
• The priorities for April 2015 to March 2016 for the Annual Performance Plan include
  1. Road safety
  2. Cyber crime and youth combined
  3. Crime reduction
• Priorities for Wolfville need to be determined and initiatives to be accomplished specified
• What are Wolfville’s expectations of the RCMP
• Are there initiatives outside the daily core that need to be addressed

During discussion it was noted that
• Any suggestions must be agreed upon by the Board
• Michelle Parker should be making presentations to Wolfville
• A suggestion for crosswalk safety came from the gallery – pedestrians are not using the crosswalk button when crossing the street/education piece/possibility of being charged under the MVA
• Crosswalk education program might reduce road rage in the bigger picture
• Issues will be left with the RCMP to work with the Chair to flesh out the program to bring back to the Board
• The crosswalks at Willow Park need to be repainted

Sgt. Power advised that report formatting could be worked out and brought back to the next meeting to see if it would meet the needs of the Board. He has lots to work with and will get in touch with the Chair.
4. NEXT MEETINGS
Tuesday, June 30 from 10:00 a.m. to 12:00 p.m. in Council Chambers
Tuesday, September 29 from 10:00 a.m. to 12:00 in Council Chambers
Tuesday, December 1 from 10:00 a.m. to 12:00 in Council Chambers

5. ADJOURNMENT
IT WAS REGULARLY MOVED AND SECONDED THAT THE MEETING BE ADJOURNED AT 11:50 A.M. CARRIED.

____________________________
RECORDING SECRETARY
1. **COMMENT / RECOMMENDATION – CAO**

   The CAO concurs with the recommendations of staff.

2. **RECOMMENDATION**

   If Council wishes to proceed with an Indoor Recreation Facilities Assessment and Gap Analysis this fiscal year, staff recommends that a consultant be engaged to complete the project, with a total budget of 20K, with 10K coming from operation reserves and 10K coming from a planning assistance grant from the Department of Health and Wellness, Active Living Branch.

3. **DRAFT MOTION**

   Council approves the completion of a Recreation Facilities Assessment and Gap Analysis as generally outlined in this report, with an upset limit of 20k, with 10K to come from operating reserves.

4. **REFERENCES**

   - Council Minutes (February 17th, 2015)
   - Physical Activity Strategy (2013)
   - Recreation Vision (2014)
   - Downtown Development Plan (2014)
   - Ipsos Reid Recreation and Physical Activity Survey (2011)
   - Federal-Provincial/Territorial Sport Committee Analysis of Infrastructure Studies; The JF Group, April (2013)
   - Town of Wolfville Parks and Open Space Master Plan (2012)

5. **PURPOSE OF REPORT**

   This report provides the rationale for the completion of a comprehensive inventory and gap analysis of indoor recreation facilities within the Town. Completion of this project will provide information necessary to inform:
1. Strategic long term planning for recreation facility investment;
2. Recreation program planning and delivery;
3. Future policy development around facility use agreements and fee structures; and
4. Strategic partnership development and formalization

6. DISCUSSION

Background

At the Council meeting on March 24th, 2015, Council expressed a strong desire to undertake a facilities assessment in the near term. With the decision not to proceed with the Recreation Master Plan, a number of significant gaps in our measurable knowledge around municipal and non-municipal recreation facilities remain. Currently, we do not know the specifics around:

1. The physical condition and capacity of all recreation facilities;
2. Facility availability community wide;
3. Current user trends, unmet demands and projected future user needs; or
4. To what extent alliances and partnerships influence facility usage and available space.

Without this information, it will be difficult for Council to make informed decisions on capital investments for recreation infrastructure, and for staff to make informed decisions about recreation program planning and delivery and recommendations to Council for future policy and strategic partnership development.

This information was to be gathered through the Recreation Master Plan. Council decided not to proceed due to budget issues but also there was recognition that another large project would stretch staff resources. There are challenges and risks associated with separating out a section of work that was to be fully integrated into a Recreation Master Plan and it becomes a piecemeal process with no sense of completion. A danger of separating out this work is that it will create more work, rather than less, than a Recreation Master Plan.

Rationale

Staff agree with Council’s view that a facilities assessment would be beneficial because:

- Many existing facilities are aging, have programming limitations, and are costly to operate and maintain. However, no comprehensive analysis exists. At some point Council will be asked to make investment decisions regarding recreation infrastructure and this assessment will be crucial to informed decision making.
• Facility availability, quality, and accessibility directly impact recreation program planning, and citizen participation.

• Current facility usage trends, unmet demands, and projected future needs can be inventoried and analyzed to identify gaps (if any) and present recommendations on how to fill those gaps.

• Town of Wolfville residents are very dependent on the recreation facilities at Acadia University, however the Town does not have a formalized relationship with Acadia nor do we have access to Acadia’s information around user trends, space rental etc. There is a need to explore a more formal partnership with Acadia University, to realize greater efficiencies and mutual benefits for both facility usage, and other recreation issues.

• This information would inform future policy development around facility use agreements, fee structures, and strategic partnerships. This information could also be integrated into the MPS review, to inform issues such as where new recreation infrastructure should be sited and formalizing the relationship with Acadia.

In an effort to provide some guidance to Council on what a possible Facilities Assessment and Gap Analysis would entail, the following scope has been drafted for comment and review.

**Scope:**

Goal: To inventory existing indoor facilities and current and projected user trends in order to identify and analyze any facility gaps, deficits or limitations and inform operational and capital recreation planning.

Objectives:

• To better understand the physical conditions, operational costs and utility of all indoor recreation facilities, town-owned and non-town owned;

• To understand current facility usage, project and assess future needs of facility users and document unmet demands;

• To examine the roles and priorities of facility owners in the community;

• To identify any facility deficits, as compared to industry standards, understand how those deficits affect recreation program planning and participation, and make recommendations on how to address those deficits.

**Deliverables:**

1. A comprehensive inventory and analysis of all indoor recreation facilities in Wolfville, with a user friendly database and data collection tool, so that facility assessment information and condition data can be categorized and routinely updated.
2. Documentation of current user trends, unmet demands, and projected future user needs and a gap analysis with recommendations on how to address any gaps.
3. Specific recommendations for the future recreational capital investment by the town.
4. Recommendations on how to maximize efficiency and usage through strategic partnership development.

Steps:

Depending on the options chosen, staff anticipates the following steps, at a minimum, will need to be completed as part of this review:

- Work Initiation (background research, survey tool chosen or developed)
- Data Collection (facility inventory, user group interviews)
- Financial analysis (life costing, operational costs, cost/benefit analysis)
- Gap Analysis and Recommendations
- Project Report/Final database & Wrap Up

Note: Actual timelines will be dependent on option that is selected by Council.

Options:

If Council decides to proceed with this project, there are four possible avenues for completing the work, and the option to not proceed with this work at this time.

If Council chooses Option1 or 3, staff recommend establishing an advisory committee made up of 3 people one of which is a Councillor to help guide the work and provide value added resources and expertise. This Committee would meet 3 times through the process; project initiation, once during the study work itself and before a final report is tabled with Council. Other meetings may be added if needed.

1. **Complete the work in-house**

Strengths of this option are:

- Staff would be fully in control of the process and it would provide significant interaction and relationship building opportunities with user groups, facility owners and managers.
- Another positive aspect of this approach would be the opportunity to lay the foundation for future partnership development while conducting research and data collection.

The weaknesses with this approach include:
Recreation staff does not have the capacity to dedicate the necessary time to complete the project in an expedient manner. If this work was to be completed in house, other recreation priorities may need to be set aside until the work was completed or additional staff hired.

Recreation staff does not have specific expertise in objectively benchmarking the community’s recreation facilities to industry standards. Specialized professional expertise in facility assessments and analysis requires a particular set of skills and experience that includes, survey design and data analysis, data base design and input to connect to a GIS system, public consultation, life cycle planning and capital investment planning, understanding of facilities requirements for different user groups and recreation trends, partnership development.

Other staff, outside recreation staff, would need to be involved. Specifically, finance, parks and GIS personnel.

We could not access any grant money from Health and Wellness.

2. **Complete the work through a Volunteer Committee made up of Staff, Councillors and Community Volunteers**

The benefits of working on this project through committee comprised of elected Councillors and community volunteers include:

- Cost efficiencies and utilization of community expertise and resources.

Staff concerns with working on this project through committee comprised of elected Councillors and community volunteers include:

- Potential blurring of roles between Council and staff in terms of direction and implementation of the work.

- Heavy staff involvement - Staff would need to be heavily involved in the management of this process. Volunteer committees need to be supported and there will need to be dedicated staff involvement to ensure the work is completed in a timely manner and integrated into other staff led initiatives.

- Volunteer capacity to collect, develop and analyse the data.

- Recognizing that volunteers bring a great deal of enthusiasm to the tasks at hand, holding volunteers accountable to timelines, quality control and project management present real challenges.

3. **Hire a consultant to complete the work**

Staff preference is for hiring an outside consultant with guidance from an advisory committee is based on the following rationale:

- This type of work is best done by someone with the necessary resources, expertise and capacity to allot focused, dedicated time to project completion.
Staff involvement – although staff time will be required to direct whoever is tasked with this work, this time commitment would be considerably less than options #1 and #2.

The weaknesses of this option include:
- Cost of contracting work
- Limited staff involvement with a loss of the anticipated relationship building with user groups, facility owners and managers.

4. **Do not proceed with a Facility Inventory/Assessment or Gap Analysis at this time**

The main benefit of this option that it would free up staff to work on other Council priorities.

With this option, the serious information gaps that Council and staff have identified would not be addressed.

7. **POLICY CONSIDERATIONS**

The only major policy guiding this work would be the procurement policy and if, option #2 was chosen, the committee policy of Council.

8. **BUDGET CONSIDERATIONS**

- **Budget Implications of Option 1:**

We do not have adequate staff resources to complete this in house. In order to complete this project in house we would need to hire an additional contract staff member. Currently, we have a short-term contract with a Special Project Officer who possesses recreation expertise. However, this position is undertaking a number of projects for the department and cannot be exclusively devoted to this project.

- **Budget Implications of Option 2:**

Significant staff resources would be required to participate and support a volunteer or committee effort, but no additional budget increase would be needed.

- **Budget Implications of Option 3:**

Staff recommends an upside budget of 20K to complete this work, with 10K coming from the operations reserve and 10K coming from Health and Wellness Planning Assistance Grant. Staff have spoken to Health and Wellness and the likelihood of obtaining a grant is high.
9. COMMUNICATIONS REQUIREMENTS

None identified at this time.

10. SUMMARY

Council has the opportunity to approve an Indoor Recreation Facility Assessment and Gap Analysis this fiscal year with staff recommending contracting the project out to an outside consultant with some support from an advisory committee and staff, with the expectation that a Department of Health & Wellness Planning Assistance Grant will be secured to offset the cost.
1) COMMENT / RECOMMENDATION – CAO
None required.

2) RECOMMENDATION
This is an information report only, with no action required.

3) DRAFT MOTION
N/A

4) REFERENCES
Staff Report to Council – January 29th, 2015

5) PURPOSE OF REPORT
The purpose of this report is to provide an overview of the Mayor and Staff participation at MIPIM, and review the desired outcomes from the staff report of January 29th.

6) DISCUSSION

Background
On March 10-13, 2015, three representatives from the Town (the Mayor, Director of Community Development and Director of Corporate Services) attended MIPIM, a world real estate investment forum. During these three days, town representatives attended workshops, listened to presentations, networked with the Canadian delegation and traveled the massive trade show. The Mayor attended special sessions specifically for Mayors, such as a Mayor’s Think Tank.

The Town sent representatives to this trade show because of a 5K grant that the Economic Development Association of Canada (EDAC) provided to the Town. This grant provided us an opportunity to assess if Wolfville was ready and able to attract international investment.

Before attendance at MIPIM staff developed deliverables for the conference based on what we hoped to get out of the MIPIM trade show. The following chart details our progress. In summary, not all our objectives were achieved; however, we gained knowledge in areas where did not expect.
<table>
<thead>
<tr>
<th><strong>Objectives</strong></th>
<th><strong>Outcomes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• To close the gap in Wolfville's approach to attracting new investment by adopting best practices learned from similar communities</td>
<td>We learned how other communities are attracting international investment. Materials were brought back demonstrating the types of project that were being pitched and the materials that were being presented. We listened to how other areas positioned themselves and what was attractive.</td>
</tr>
<tr>
<td>• Coordinate a visit from at least one potential investor and or property developer met by the Wolfville delegation</td>
<td>No contact made with potential investors. Investor meetings take a great deal more time and money to establish than anticipated. Other participants indicated that they hired professional staff to set up meetings or have been working for years to develop a network of contacts.</td>
</tr>
<tr>
<td>• Conduct follow up communications with prospects and focus on trying to get someone to make an exploratory Wolfville visit</td>
<td>A number of contacts were made and staff will follow up as appropriate.</td>
</tr>
<tr>
<td>• Conduct follow up communications with global professionals who identify Wolfville as a desirable place to live</td>
<td>No identified people who were interested in relocating.</td>
</tr>
<tr>
<td>• Integrate learnings into Wolfville’s Downtown Development Plan and the Municipal Planning Strategy to make Wolfville more investor ready</td>
<td>This will occur.</td>
</tr>
<tr>
<td>• Revise Wolfville’s Economic Development Strategy based on learnings, with potentially a more national and international focus</td>
<td>The learnings will be integrated and opportunities for more national and international focus within economic development strategies will be examined. Staff now has a much better understanding of what it will take to attract international investors. Information and learnings from MIPIM are being shared with the Valley REN.</td>
</tr>
<tr>
<td>• Wolfville becomes recognized internationally for it attributes, lifestyle and desire to attract new investment</td>
<td>The Mayor and staff were effective at promoting Wolfville when we spoke to other delegates. Specifically, the other members of the Canadian delegation learned a great deal about Wolfville and what we had to offer.</td>
</tr>
<tr>
<td>• Maintain active contact with prospects utilizing conference database</td>
<td>Staff will continue to utilize the MIPIM database to maintain active contacts and promote the rail land project.</td>
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</tbody>
</table>
What follows is a brief analysis of our learning and experience.

MIPIM was primarily focused on Europe locations and investors but there were representatives from around the world. We understand that there were well in excess of the 25 thousand people who attended, with Canadian representatives from Charlottetown, Summerside, Toronto, Montreal, Edmonton, the Economic Developers Coalition of Ontario (which consisted of a number of small municipal units) and the Town of Wolfville. Many, if not all of the Canadian municipal units were accompanied by private sector partners who had specific projects that may be of interest to other investors.

The Town did not have a booth, so we mainly circulated through the trade show to see displays and talk to people who could provide advice and information.

The Main Learnings

- Each booth was very professionally presented, involving drinks, food, lounges, meeting rooms or seminar areas. Even the more modest booths involved significant cost.
- No one knew where Wolfville was, or even Nova Scotia for that matter. Any international initiative would require a regional approach.
- Private partners are required.
- A specific project is necessary order to attract any interest.
- Establishing meetings requires connections and knowledge of the players. Other municipal units we spoke with hired a professional to set up meetings and be on site to ensure the meeting occurred. Based on our conversations, the cost per meeting ranged from $1000-1600.
- MIPIM is not an event where you get results the first year. Some participants we spoke to came last year to understand how to best leverage the opportunity then made a larger investment this year. MIPIM is a commitment that shows results over the long term.
- Developers and investors are looking for a good master plan that demonstrates openness to investment. A quality project for them is based on the articulated needs of the Municipality. Information gathered demonstrates that Municipal Units need to be facilitators of processes not just regulators.
- Foreign investors have to understand our legal and administrative systems.
- Having a university in our town is a tremendous advantage

What was gained from this experience?

- We made valuable connections with other Canadian municipal units.
- We learned what is needed to attract international investment. This includes:
  - A great, well planned project that has demonstrated financial return for an investor
  - That talent attracts talent. Talent also attracts capital investment.
  - We need materials that specifically target the international investor
  - Our quality of life is attractive, but it’s not enough to get someone to invest.
We collected a variety of materials showing planned developments in other areas of the world which will make reference materials for staff. We know what the rest of the world is selling.

We understand that any international investment attraction program must be done at a regional or provincial level.

Our main project, the rail lands, is likely too small to attract anyone at this conference.

If the Town wishes to pursue an international investment attraction role, then resources will need to be dedicated to this initiative to create the necessary partnerships, strategies and expertise to carry out a professional approach.

We learned about an alternative financing method for a project that might work in Wolfville.

Wolfville needs to be a facilitator of the process and communications between investors and other partner, in order to eliminate or reduce hurdles to investment.

We need to continue to work with Acadia make ourselves business ready and attract talent to this region.

We developed a fact sheet and a video to take with us. This is a good tool which will be used in relation to other initiatives.

Next Steps:

1. Staff will make presentations to Economic Development professionals
2. Mayor to make presentation to Rotary
3. Staff will follow up on contacts made
4. The Economic Development Action Plan will be reviewed, and will include our learnings from MIPIM.

Conclusion:

MIPIM illustrated the level of sophistication and cooperation required to successfully attract international capital.

The Economic Action Plan needs to be reviewed. As part of that process, staff will examine where to best place our limited resources. However, future investment in MIPIM in the short to medium term is not likely to result in significant returns without significant regional cooperation and private

7) POLICY CONSIDERATIONS

N/A

8) BUDGET CONSIDERATIONS

None
9) COMMUNICATIONS REQUIREMENTS
Staff will communicate the lessons learned to the business community.

10) REFERENCES TO COUNCIL STRATEGIC PLAN
N/A

11) SUMMARY
This report outlines the lessons learned from MIPIM and next steps.
1) COMMENT / RECOMMENDATION – CAO
There is no comment required from the CAO.

2) RECOMMENDATION
This report is submitted for information purposes only.

3) REFERENCES
10 year Capital Improvement Plan
2015-16 Operations Plan
2015-16 Budget

4) PURPOSE OF REPORT
The purpose of the report is to provide Council with a brief update on projects scheduled for completion in the upcoming fiscal year.

5) DISCUSSION
The Town of Wolfville plans to complete a number of projects this fiscal year. The following information is a brief update on some of these projects and is not an all-inclusive list. The information is provided to help keep Council informed with respect to status of major projects underway.

Active Transportation Plan: The consultant WSP has completed stakeholder meetings with a number of groups including town staff, Acadia University, Annapolis Valley Trail Coalition and the Kieran Pathways Society. The recommendations of the plan are being finalized and a public presentation of the report is being scheduled. A draft report should be forwarded for review and comments within the next three weeks.

Core Area Traffic Study: The consultant (WSP) is meeting internally to ensure recommendations in the Core Area Traffic Study are consistent with recommendation in the Active Transportation Plan and should have a draft report forwarded to us for comments within the next two weeks.

Pavement Condition: Street inspections from the eastern Town limit to Sherwood Drive have been completed. The remaining street inspections are scheduled to begin by the middle of April, weather permitting and should be completed by the middle of May. Once the inspections are completed the information will be compiled in a report which should be available mid-June.
Prospect Street: Design drawings have been completed and are being forwarded for our review April 2nd. A meeting to review comments, finalize design and schedule the tender call is scheduled for the week of April 6th.

Cherry Lane: Design drawings have been reviewed and final adjustments to the contract documents are being made. A tender call is being scheduled within the next month.

Oak Street & Kencrest Avenue: This contract was awarded last year. Work on Kencrest Ave is tentatively scheduled to start May 4th weather permitting. Once Kencrest is completed and the Bay Street area is dry enough work will begin on Bay Street.

Greenwich Trail: This project involves the completion of the rail trail from Cherry Lane where the current trail ends to the western Town boundary and is part of the trail system extending into the County. Draft tender documents are completed and are being forwarded for our review and comments within the next week. This project is being managed by Kings County.

6) POLICY CONSIDERATIONS

7) BUDGET CONSIDERATIONS
All projects have been included in the Town of Wolfville’s approved capital budget.

8) SUMMARY
As mentioned the information in this report is intended to provide Council with an update on some of the projects being completed this year.
1) COMMENT / RECOMMENDATION – CAO
The CAO concurs with the recommendations of staff.

2) RECOMMENDATION
Staff recommend that this project be referred to the 2016-17 budget deliberations.

3) DRAFT MOTION

4) REFERENCES
   o Letter dated March 13th, 2015

5) PURPOSE OF REPORT
To seek direction from Council on the scope and approach of the proposed review on the servicing moratorium that restricts servicing outside the Town of Wolfville boundaries.

6) DISCUSSION
The Town of Wolfville has a moratorium on the extension of sewer and water services outside the Town of Wolfville. Council passed this moratorium on May 29th, 1996, by way of a motion that stated, “that a moratorium be imposed on further out-of-town water and sewer installation until such time as policy has been established.”

Staff have searched for such a policy but have been unable to find anything. At this point, we believe no such policy was ever approved by Council. In the meantime, Council has made some limited exceptions to the moratorium; for a future Legion to the south of town and for small residential uses but never for a business venture. It appears, and according to conservation with staff who were with the Town then, all extensions very limited in nature.

The letter attached in Appendix A commits the Town of Wolfville to a review of the moratorium related to a proposed development by Lightfoot Wineries on the east end of town. As staff understand it, the proposal will include a new winery facility along with a banquets hall, commercial kitchen, wine tasting room, retail space, seasonal style tent marquee and other associated uses.
Town staff have not received a formal request for extension of services from the applicant or the County of Kings. Further, Town of Wolfville staff contacted Kings County Planning Staff to clarify if servicing from Wolfville was required for this development and if it was a key consideration in the County’s planning review. Our understanding is that for the development agreement, the County has no position on the type of servicing required, and it could either be on-site or serviced.

The March 13th letter indicated that a review of the moratorium will occur as part of the MPS review. However, the planning considerations are part of the review that would need to occur to review the moratorium. The MPS review did not include a review of the moratorium, which will likely result in an increase in scope to the RFP which was recently issued.

Since the original intent of the motion in 1996 was to develop a policy guiding future requests on the extension of serving, and one was never developed, Staff is seeking clarification from Council if a review should focus solely on the Lightfoot proposal or if a policy should be developed on the moratorium itself.

In order to ensure that staff is undertaking the work which Council wishes to see done, Staff have outlined the following options:

1. **Undertake a focused review that deals with only this request.**

   If Council wishes for a review to be focused solely on the Lightfoot issue, then staff would recommend the following:

   - A formal request from the applicant, detailing the nature of the ask
   - A report from the applicant’s engineer detailing projected loads and usage.
   - A consultation process with the business community
   - Upon receipt of this information, Staff will bring a report back to Council, including a complete policy review, with a recommendation regarding the extension.

   Staff believe that if the review is limited to this specific ask, then it can be done in house. Some minor consultant expertise may be required to confirm the effect of development on the Town’s system.

2. **Undertake a full review as part of the MPS review**

   With this option, staff would work with the successful proponent to try and include this work within the scope of the MPS review. However, it is important to note that the MPS does not have policy about extension of servicing beyond our borders and the RFP issued does not include reference to this kind of analysis. Staff anticipates that a consultant would require engineering expertise and a capacity study as part of this work.
3. **Staff undertake a full review**
   This option would direct staff, led by our Public Works and Community Development Departments, to undertake the work in house and would likely include the following:
   - A sewer and water capacity study (external consultant)
   - Engagement with the business community
   - Rate Study and possible submission to UARB for water extension
   - Drafting of a policy for Council consideration, and possibly redraft of the sewer by-law

   If Council choses this option, staff will review the capital budget and the operational plan for this year and review which projects can be deferred to a subsequent year. This project may also exceed the timeline for construction by Lightfoot Wineries.

4. **Refer discussion to 2016-2017 budget deliberations.**
   - This option would not provide Mr. Lightfoot with an answer for several years, but would allow Council to budget for the work and for staff resources to complete this task.

**7) POLICY CONSIDERATIONS**
Staff have not undertaken a full policy review. However, the MPS is silent on the moratorium, as is the sewer by-law. A full policy review should occur as part of this review.

**8) BUDGET CONSIDERATIONS**
Depending on the scale and scope of the review, budget implications may occur.

**9) COMMUNICATIONS REQUIREMENTS**
In 1996, Council adopted the moratorium, at least in part, from the business community having concerns about development on the town’s borders. It will be very important to engage the business community to ensure that its concerns and perspectives are included.

**10) REFERENCES TO COUNCIL STRATEGIC PLAN**

**11) SUMMARY**
This issue has brought to light the fact that no policy was ever developed regarding the extension of water and sewer outside Town boundaries. Staff agree that a policy should be developed but are seeking clarification on the priority and scope of the review outlined in the March 13th letter.
SPECIAL TOWN COUNCIL MEETING

IN ATTENDANCE: Mayor Gwen Phillips, Councillor Ray Hynes, Councillor Sally Martens, Councillor Robbins Elliott, Councillor Robert Stead, Councillor Charles Richardson, Chief Administrative Officer Roy Brideau, Town Solicitor James Dewar, and Secretary Lorraine Jones.

ABSENT: Deputy Mayor Jeff Cantwell out of province.

ALSO ATTENDING: Representatives from the business community.

PURPOSE OF MEETING: To discuss the connection of water and sewer services to Peter Elderkin at the West boundary of the Town of Wolfville located in the Municipality of the County of Kings, and to discuss a letter from Mr. Elderkin forwarded to members of Council on the above noted issue.

Councillor Richardson questioned whether 4 or 6 Councillors had agreed to the application approval. He said that there is a letter on file dated May 6 from staff advising that Council had approved the connection subject to 4 conditions and was signed by Gregg Morrison and Peter Elderkin. He stated that he took exception to this letter saying he approved the application when he did not approve it.

Mr. Brideau responded that efforts were made to make sure that all agreements were tight and the Town was protected. Councillor Hynes specified that control (shut off) should be located on Town property. The conditions of the letter were normal practice and it was made clear that the conditions must be met.

Councillor Richardson expressed concern that the Town does not have written confirmation that the Town made this decision. He said he was distressed that staff had used Council's name.

Mr. Brideau reiterated that the process was initiated on what he found to be a clear direction from Council. The letter was written on the basis of protecting the Town. At the meeting of April 22 no minutes were taken because there were staff issues being dealt with which were not public. The issue was again discussed at the May 21 Council meeting.

Mayor Phillips noted that at the May 21 meeting the information from the April 22 meeting had been entered in the minutes and the issue had been tabled.

After further lengthy discussion Councillor Elliott suggested that members of the gallery be heard from. Mayor Phillips concurred and asked John MacKay to address Council.

Mr. MacKay said the Town has come under tremendous regulations with the implementation of the Architectural Guidelines on Main Street. The property in question is 50 feet outside of Town; it appears to be part of Town property to the average citizen; he can do what he wants and build what he wants in the County. The Town has a lot of interest in making Main Street look better. He said he would just as soon keep the water in the Town to be used by the Town's residents. This business would be competing directly with Wolfville merchants. He further reiterated that the property looks like it is in Town but it is not.

Mayor Phillips indicated that the concerns of the business community had not come to Council until late last week. She inquired from the Solicitor if different rates could be charged for consumers outside of Town. The Solicitor replied in the negative.

Councillor Richardson requested information on other consumers outside of Town. Mr. Brideau advised that there were 6 outlets - one to a Town employee and five to Mr. Elderkin.
Perley Coldwell commented that there was no policy in place and it seemed like the time period is very short. He questioned what the rush was to approve the application.

Mayor Phillips advised that Council recognizes the need for a policy; however, the Town has been undergoing a number of changes and staff have been under considerable stress. Council has to prioritize what things have to be done. A policy is needed but developing that policy will take time.

Mr. Coldwell said the property owner is not a taxpayer to the Town so why should the Town cater to his needs. He suggested that the Town take a 30 day period to make a decision so that the committee could consider all aspects of the issue.

Mr. Brideau stated that if the applicant resided within Town boundaries, the application would never have come to Council. The application would have been made to the Town, the estimate would have been paid and the connection made.

Mr. Elderkin has borne the costs of his application- an estimate for service, fire hydrant tapping, the equivalent of a sewer lift station had all been at his expense.

Councillor Martens stated that the liability question was the most important issue to be dealt with and she thought this was why today's meeting had been called.

Mr. Brideau advised that a letter of coverage had been received and sent to the Town's Solicitor for his comment. Verbal approval from Randy Edwards, the Town's insurance agent, had been received and written approval had been received on May 23.

Councillor Richardson noted that it had taken a month to get written approval.

Mr. Brideau suggested that if every confirmation is requested in writing, government will move very slowly.

Councillor Richardson inquired of the Solicitor whether a telephone conversation could be considered legal. The Solicitor stated that it depended on the matter. Perfection requires everything in writing.

Councillor Richardson questioned why the letter had gone out before the written confirmation had been received.

Mayor Phillips reminded Councillors that it was important that Council hear from the business community.

David Cavanagh noted that businesses in Town are having a difficult time to survive. He suggested it would be even more difficult if Mr. Elderkin decided to expand his business to a grocery store. He questioned if the Town would or could cut off the service if this were to happen. The Town would be providing service to a business outside of Town limits that was in direct competition to Town businesses.

Peter Herbin expanded on previous comments, noting that by providing service to the Elderkin property the land value of the property would be increased. However, this would not be a benefit to the Town since the property is located in the County. The benefit would be to Mr. Elderkin.

Mr. Herbin said that a policy is needed and it should be done immediately to prevent further developments. As well he stated that efforts should be made to stop this particular development.

Joe Rafii commented that by giving Mr. Elderkin service a precedent would be set paving the way for future requests from Stirlings for example. He questioned whether the water supply could handle additional demands. He said the sewer system on Main Street is already having problems and mentioned the problems The Coffee Merchant has been having which have been reported to Mr. Morrison.
Mr. Coldwell questioned whether the Town would be making money on the water and sewer if the service were provided. Mr. Brideau advised that there was a pre-paid estimate fee of $2,222.65. The estimated annual income from the service would be approximately $400.00.

It was noted that the Water Utility is a separate entity from the Town's general operations and is not subsidized by the Town. There would be no net profit involved.

Mr. Brideau commented on the process, noting that the application had been received, had been discussed and was brought to Council. Developing a policy will take further time. The application has already taken time of Council, Solicitor and administration.

Councillor Richardson said he felt it was a behind closed doors decision.

Mr. Brideau reminded Council that the action was taken at a Council meeting.

Paul Taylor stated that washing apples for shipping is a business venture that would have a direct impact on downtown Wolfville. He said he has some questions and real concerns about the issue. If Town services are available outside of Town, it may be easier to relocate businesses outside of Town. He felt it was important to have a policy in place even if it takes a little longer.

Councillor Martens said she felt the businesses had concerns and raised valid points. There has to be a policy developed and it will take time. She questioned if the Town does not do the hookup and bears the costs, would the actual cost be $2,200.00.

Mr. Cavanagh said he appreciates the predicament the Town staff are in but felt the businesses had legitimate concerns.

In response to Councillor Richardson's comment that this was an issue between Council and staff, Mayor Phillips stated that this is an issue for Council, not staff and Council.

Mr. Cavanagh said every new hookup should be considered a new customer. If the applicant should change from a farm market to a grocery store, it could affect the whole downtown area.

Mr. Brideau confirmed that the application is specific: it is for a farm market only. If he deviates from that use, the water service would be turned off and a new application would have to be made.

Councillor Stead stated that competition is a factor; it will always be there whether this application is approved or not. He further stated that if anyone has money to build a 10,000 square foot store, the money required for water and sewer would not be a significant cost.

Further discussion of the competition issue took place and the question of whether or not the Town is encouraging competition if it approves the Elderkin application. It was pointed out that there are no other commercial clients outside of the Town boundaries.

Wayne Merrill noted that Council may have hidden control that they do not recognize. With the Eye Road situation in the County perhaps the Town could exercise considerable control over those wishing to hook up to Town services.

The Town Solicitor indicated that the applicant must agree to take water service for a one year period.

It was noted that the farm market could be a year round operation.

Councillor Hynes questioned whether the Town could be liable for delays and loss of business. The Solicitor indicated that there is that risk.

Mr. Merrill noted that water service to Mr. Elderkin is covered and he does not see a problem with the hookup; however, he felt a policy somewhat like the architectural guidelines should be developed. The merchants should not be at a disadvantage.
Councillor Hynes questioned whether changing from a farm market to a quasi-convenience store would be justification to withdraw service. The Solicitor advised that would be a judgment call.

Mr. Brideau inquired if a definition of a farm market would be beneficial. The Solicitor stated that a definition could be incorporated into the agreement or contract.

Mayor Phillips advised that Mr. Elderkin's letter of May 23 must be brought to the table for discussion.

A short break was requested at 10:05 a.m.

Council was reconvened at 10:24 a.m.

Councillor Richardson requested copies of Mr. Elderkin's letter for the public. It was agreed that the letter would be read and not copied.

Following the letter being read Mayor Phillips asked for a motion to bring the May 21 motion back to the table.

**MOTION: STEADE/ELLIOTT THAT THE MAY 21 MOTION BE BROUGHT BACK TO THE TABLE.**

The motion was back on the table for discussion and was open to the table for comments.

Councillor Richardson said the Town has to make a decision on where it wants to handle this particular fight. He said the Town will have a problem down the road regarding the concerns of the downtown business community. He suggested that the letter by staff be treated as an error; the Town has insurance coverage for such occurrences and should utilize it. The Town should not proceed with the hookup at this time but should start developing a policy for all connections outside of Town and get it in place as quickly as possible.

Councillor Martens questioned the amount quoted in the letter that the Town would be liable for.

Mr. Brideau indicated that interest on the $2,200.00 together with any or all other costs such as trenching the highway would be a cost to the Town.

Councillor Martens further questioned whether a total of the other costs was available.

The Solicitor indicated that any money Mr. Elderkin has spent in relying on the Town's commitment to supply service would be liable to the Town. There would be no loss of income. The cost of the building is an expense he can look to the Town to pay.

Councillor Richardson questioned whether staff had informed Mr. Elderkin that a policy would be put in place in one week.

Mr. Brideau advised that he had met with Mr. Elderkin after the April 15 meeting and advised him that the matter had been tabled. Mr. Elderkin indicated that he could not wait until May or June. Mr. Brideau had advised him of upcoming meetings and suggested that it might be possible to discuss the application at one of these meetings.

Councillor Elliott stated this has been a very productive session. The views of the businessmen have been heard. The permission granted deals with the farm market operation only. If he changes use, the Town can exercise its authority. And the matter is of some urgency.

Councillor Hynes stated that this is a simple application similar to an ordinary household. The Town can withdraw service if necessary. The farm market will go there no matter what the Town does, and it may possibly be in the Town's best interests to have some measure of control even if only for water and sewer. Policy is needed for future requests. Councillor Hynes said that Council should be supportive of staff. He said he had no difficulty with giving a limited amount of water to that site with proper control.
Councillor Stead commented that Council has to recognize that the boundary is an issue but is not significant; neither is competition for downtown businesses. Council must not put itself in a position of making a hasty decision. He said he has no difficulty with extending service to a customer who is already paying for 5 meters. He further said he would vote for the motion; however, he would expect that Council will quickly proceed to establish policy. He did not see it as an issue that staff had done something which Council would have not wanted them to do.

Mayor Phillips commented that the issues the business people have brought forward are significant and have to be addressed as they relate to policy for provision of water and sewer. She indicated that she hoped the business community would be involved in developing the policy.

Councillor Elliott suggested that Ms. Brideau be the liaison between Council and the business community.

Mayor Phillips indicated that input from the Wolfville Business Development Corporation to do good research and obtain a strong background was necessary.

Councillor Hynes asked if it would be possible to have a moratorium imposed until the policy is developed. The Solicitor advised it could be done.

Councillor Richardson thanked the business community for being here today. He said they would not have been here and would not have known about this issue if the process had been allowed to continue. He said the public was not aware of what was going on. Council can make a decision at one meeting and then at a closed meeting have it changed. He said it was extremely important to state that the process was not followed here and that there was basically an out of synch deal done.

Mayor Phillips stated that she took exception to that remark and asked Councillor Richardson to put proof of any deal on the table.

Councillor Martens also expressed her exception to Councillor Richardson's accusation.

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

**MOTION: HYNES/RICHARDSON THAT A MORATORIUM BE IMPOSED ON FURTHER OUT OF TOWN WATER AND SEWER INSTALLATIONS UNTIL SUCH TIME AS A POLICY HAS BEEN ESTABLISHED.**

In discussion Councillor Stead raised the question of a service on Maple Avenue which is under discussion with Mr. Morrison and involves several contractors would be included in the moratorium.

On question to the Solicitor of whether it is unreasonable to put a moratorium in place, he advised it would not be unreasonable.

**ON QUESTION BEING CALLED, THE MOTION CARRIED.**

**MOTION: RICHARDSON/MARTENS THAT A POLICY BE PUT IN PLACE, DEVELOPED THROUGH SPECIAL MEETINGS IF REQUIRED, FOR INSTALLATION OF WATER AND SEWER SERVICES OUTSIDE OF TOWN.**

The Solicitor noted that it should be established who is to do what and by when.

Councillor Richardson stated that by the end of September policy should be developed.

Mayor Phillips reiterated that consultation with the business community must be included in the policy development process.
Mr. Brideau noted that normal practice would be for the Management Group to develop policy, bring it to Council and Council would direct as it sees fit.

Councillor Stead questioned whether the end of September was a reasonable target date, given the issues to be considered.

The Mayor said there were two issues to be dealt with - one, the water and sewer issue and the other, the concerns of the business community which are much more far reaching.

Mr. Brideau cautioned that the issue of fair play must be satisfied; namely, in Town versus outside of Town. He asked if it would be appropriate for staff to provide a timeline to Council on this issue with specific information, and it was so agreed. Staff will have a timeline ready for presentation to Council at its June 17 meeting.

**ON QUESTION BEING CALLED, THE MOTION CARRIED.**

**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED.**

[Signatures]

MAYOR

SECRETARY
March 13, 2015

Mr. Ian Watson
Planner
Municipality of the County of Kings
100 Cornwallis Street
Kentville NS

Re: Letter of Intent for servicing for Lightfoot & Wolfville Development Highway 1, East of Wolfville Town Limits

Dear Mr. Watson;

The Town of Wolfville has had a request from Mr. Michael Lightfoot to connect Wolfville’s water and sewer services to his planned retail development on Highway 1 east of the Town boundary.

Currently the Town provides sewer services to Grand Pre, for which the Municipality pays utility charges. As well, sewer services currently extend approximately 200 m beyond the Town boundary on Gaspereau Avenue. These extensions predate a moratorium on service extension passed by a previous council. So while there is precedent this council would need to consider whether the current moratorium should be lifted and under what circumstances. The cost for extending these services would be the responsibility of the developer, should the Town approve this extension.

We understand Mr. Lightfoot is working through a development agreement with the Municipality, for which this correspondence was requested. While it is not possible at this time for the Town to approve an extension we can commit to looking at this specific situation in the context of our upcoming MPS review (slated for our 2015/16 budget year). In the process of that review the Town will consider/assess Wolfville’s water and sewer capacity to build-out and implications of service extension beyond our borders. The Municipality of the County of Kings plans for growth areas, as outlined in your pending new MPS, will also be a consideration for the Town.

wolfville.ca
While there are a number of items to be considered it is to our collective benefit to have developments such as this in our region and Wolfville Town Council commits to a full review and consideration of this request.

Sincerely

Wendy Donovan
Deputy Mayor

cc: Jeff Cantwell, Mayor
    Erin Beaudin, CAO
    Chrystal Fuller, Director of Community Development