Committee of the Whole
Tuesday, May 5, 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, April 7, 2015 (attached)

3. Presentations
   a. Annapolis Valley Trails Coalition, Beth Patillo
   b. No Farms No Food, Marilyn Cameron

4. CAO Report

5. Committee Reports
   a. External
      1. Valley Waste Resource Management
      2. Kings Transit Authority
         a. RFD 034-2015: 2015/16 Budget Approval
      3. Eco Kings Committee
      4. Valley Community Fibre Network
      5. Kings Partnership Steering Committee
      6. Valley Regional Enterprise Network
         a. RFD 032-2015: Changes to Inter-Municipal Agreement
b. Internal
   1. Town and Gown

6. Staff Reports for Discussion
   a. RFD 033-2015: Temporary Borrowing Resolution
   b. RFD 030-2015: Annapolis Valley Trails Coalition
   c. RFD 031-2015: Cittaslow Designation
   d. RFD 028-2015: Strategic Economic Development Partnership Fund
   e. RFD 035-2015: Food Truck Request

7. Adjournment to In Camera Meeting under section 22(2)(a)
   acquisition, sale, lease and security of municipal property of the Municipal Government Act
   a. RFD 029-2015: Approval of Sale of Land - Main Street

8. Adjournment of In Camera

9. Report from In Camera

10. 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.

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

- The Public Works Department continues to lead the Active Transportation Strategy, the Traffic Study and the Pavement Condition Index report. Draft copies of the Active Transportation Strategy and the Traffic Study will be submitted to staff this week for review and comment. The Active Transportation Strategy should be in a position to be presented publicly by the end of May;
- Tenders for Prospect Street and Cherry Lane will be advertised in May with construction scheduled to start in June;
- Construction on Kencrest is scheduled to start in late May, and once completed, the contractor will move on to Oak Avenue;
- Public Works staff have started to patch potholes and will focus on Main Street over the next few weeks prior to Convocation weekend;
- Street sweeping is scheduled for this week on Main Street and in the downtown core.

2) A Diverse, Prosperous and Sustainable Local Economy

- The Town hosted an information session on April 8th at the Wolfville Farmers Markets to discuss the WBDC decision of Council and to answer any outstanding questions;
- The Manager of Economic Development position is currently being advertised.

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

- Fotenn will be coming to the Town of Wolfville in May. More information on the schedule for this will be provided shortly;
- A public information meeting regarding a development on Gaspereau Avenue will occur on May 12th;
- New benches and arbour for Clock Park will be installed in the next few weeks;
- We will be working with our Compliance Officer and private security to have a presence during Apple Blossom weekend.

4) A Robust Active Living and Cultural Community

- Staff are conducting an internal review of recreation delivery to better assess how we can meet the needs and provide supports to our partners and user groups;
- Procurement for the Facilities Assessment will occur in the next few weeks.
5) Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

- Council received training on how to Chair an Effective Meeting as part of the April 7th COW agenda;
- We are currently reviewing our budget process to identify improvements for efficiencies and feedback;
- The UARB heard the Boundary Review Application from the Town of Wolfville on April 28, 2015 and verbally indicated that they support Council remaining at six Councillors plus one Mayor. A written decision will follow within 60 days;
- The Mayor and CAO attended Leadership training at the CAO/CEO Forum on April 9th and 10th;
- The Mayor and CAO met with other Mayors and CAO’s from Valley Towns on April 8th to explore opportunities for partnerships and synergies;
- Representatives from Council and the CAO attended a workshop on April 21st and 22nd with other representatives from partner municipalities on the Kings Partnership Steering Committee. A follow up report will come to Council with recommended next steps in the coming weeks.

6) Operational Updates

- Karen Outerlays officially started with the Town as Public Works Administrative Assistant on April 20th;
- Dan Stovel officially started with the Town as Corporate Services Administrative Assistant on April 20th;
- Staff have received “MangoApps”, a project management and internal communications tool and are working to get it up and running;
- Parks staff began the season on April 20th;
- The playing field will be a week or two weeks late opening this season due to the late winter;
- Interviews for a vacancy in the Parks Department have been completed and an offer has been made;
- The Maple Avenue compost site is scheduled to open on May 23rd, weather permitting. If the site dries up sufficiently, it may be opened May 16th;
- Kevin Kerr and Karen Outerlays have moved their offices up to the top floor at Town Hall;
- Staff are preparing the year end financials and are getting ready for the Audit. The goal is to have audited statements to Council in July;
- Interim tax bills are going out the end of April, with a due date of June 1st;
- Seven properties have received preliminary notice of tax sale due to being two or more years in arrears. Five others are receiving warning letters that they are nearing the requirement for tax sale;
- The Town has secured monthly space in the Grapevine to discuss Town initiatives;
- We are in the process of completing the compensation review for non-union positions;
- We are in the process of re-advertising for the Building Inspector position;
- We are now delivering GIS services to the Town of Windsor;
VIC staff have been hired and the VIC will open shortly;
Summer recreation staff have been hired and information on summer programs will be released in the next two weeks
1) UPDATE

The April Board Meeting was cancelled due to the storm-delayed meeting held at the end of March. The Board does not meet again until May 20th.

Valley Waste had to modify Spring Clean-Up dates in the western part of the region due to lingering snow, however Wolfville's timing remains unchanged.

Valley Waste will be moving ahead with projects for 2015/16 as planned, given the fact that a majority of the partners (including Annapolis and Kings) have approved their 2015/16 Operating and Capital budgets.

The Organizational Review is well underway and the interim report will be presented at the May 20th Board Meeting.

Valley Waste will see a rebate of operating funds rather than the shortfall that was predicted last month, mainly due to increased tonnage over the scales from HRM at Kaizer Meadows now that flow control has been relaxed. They have re-negotiated a lower than budgeted tipping fee for the 2015/16 fiscal year based on this increased tonnage. The Auditors will be working with Valley Waste on May 19th to assist in determining the surplus funds to be returned to the partners.
1) UPDATE

Kings Transit met on April 22, 2015.

The Manager’s Report has been attached for your information.

Of note, the General Manager of Kings Transit has met with Hantsport, Windsor and West Hants to discuss future options for service. There is still some interest at looking at transit options within Hants West. Stephen Foster will be meeting with the CAO’s from these municipalities again in mid-May to see they can reach an agreement.
Ridership

At year end, Kings Transit’s ridership has shown an increase of 0.11% over the previous year. Kings Transit’s ridership for 2014/15 totalled 404,917 passenger trips.

Revenue

Annapolis East has experienced an unexpected drop in revenue over the past few months. Staff is working at finding the reason for this loss and hope to have an answer in the very near future. Hants West’s revenue is down over the previous year due to service changes part way through the year.

Revenue for the core, Annapolis West, and Digby still continues to exceed the previous year’s revenue.

Kings Transit service within Hants West

Although Windsor has given notice to discontinue their service agreement with Kings Transit, Transit Manager Stephen Foster will be meeting with the CAO’s of Kings County, Hantsport and West Hants in the near future to look at options for moving forward with service within Eastern Kings, Hantsport, and West Hants.

Bike Racks

Transit staff will be busy installing bike racks in the coming days. Every year bike racks are removed in November and re-installed by the 1st of May.

Kings Transit gets a new Auditor

In February 2015, Kings Transit requested proposals for financial auditing services. We are pleased to welcome the accounting team from Grant Thornton to Kings Transit. Grant Thornton brings many years of municipal accounting experience to the Authority. The initial meeting between Kings Transit staff and the Auditors will be held Wednesday April 22.

Did you know?

Earth Day is an annual event that was first marked in 1970 in the United States and is now celebrated by one billion people in more than 190 countries including Canada.

On Earth Day, April 22, people are urged to come together to create positive change on local, national and international environmental initiatives. Did you know 1 full Kings Transit bus can take nearly 40 cars off the road.

Please, consider leaving your car at home and take the bus its good for your health, wealth, and the environment.
1) COMMENT / RECOMMENDATION – CAO
The CAO supports the recommendation of staff.

2) RECOMMENDATION
That Council formally approves the attached version of the Kings Transit Authority 2015/16 Budget.

3) DRAFT MOTION
That Council approves the 2013/14 Operating and Capital Budget of the Kings Transit Authority.

4) REFERENCES
• KTA Budget Documents

5) PURPOSE OF REPORT
This report brings forward the 2015/16 budget of the Kings Transit Authority (KTA) for approval by Town Council.

6) DISCUSSION
Each year the KTA Board reviews and approves the annual Operating and Capital Budget for KTA. The budget is then forwarded to each of the four owners of the Authority (Wolfville, Kentville, Berwick and County of Kings) for approval by each of the respective councils. The process for this process has not been consistent over the last number of years having in any given year involved:

• a presentation to a joint meeting of all four councils, or;
• a presentation to each individual council, or;
• no presentation to some council.

In addition, not all councils have, every year, formally approved the budget.

Wolfville has usually dealt with, and approved the KTA budget during the winter months each year. A copy of the KTA Board approved budget was included in the March 3 COW package as part of the Town’s budget process. The intent was to deal with the KTA budget approval at March 24th Council. As you may recall, KTA received notification that one of its service partners to the east (Town of Windsor)
was exercising its option to pull out of the service. Given the uncertainty of the budget impact that this loss of service area would have, Wolfville deferred approval of the KTA budget.

Since March, the KTA Board and General Manager have reviewed the financial impact, options available, and the GM presented a revised budget document to the Board. No formal motion was passed at this most recent Board meeting approving the revised budget. Some members of the KTA Board did not feel it necessary to approve the revised budget as it did not increase the contributions from the core partners.

Essentially the GM has worked out options and revised budget estimates demonstrating that he will be able to manage any changes in the sale of service to the eastern partners without negatively impacting the four core partners.

Given that it appears there will be no formal change to the KTA Board approved budget, each of the core partners should ensure their respective Councils carry out their due process and vote on the budget.

7) POLICY CONSIDERATIONS

None

8) BUDGET CONSIDERATIONS

Note that the Board approved KTA Budget (attached), has a requirement for Wolfville to pay $90,700 towards operating and $12,000 towards capital for the 2015/16 year. This falls within the amount included in the Town’s 2015/16 Budget for transit services (note the Town’s budget also includes an amount for Kings Point to Point, and repayment on debt utilized almost 10 years ago towards the purchase of KTA buses).

9) COMMUNICATIONS REQUIREMENTS

The decision of Council should be formally communicated to Kings Transit by way of written correspondence. Although this has not occurred in the past, it would be a positive practice to start and ensures the KTA has official notification of the decision by Wolfville Town Council, with reference to the specific Council meeting that the matter was considered.

In addition, the Wolfville council representative (Councilor Brian) should notify the KTA Board at the earliest possible meeting.
10) REFERENCES TO COUNCIL STRATEGIC PLAN
The provision of public transit addresses aspects of Strategic Priority #1 (sustainable public infrastructure), SP #2 (Diverse, prosperous, and sustainable local economy), and SP #3 (growing population).

11) SUMMARY
Formal approval of this budget will complete Council’s role in the annual budget process of this regional service.
Revenue:

Transit ridership growth for the core has slowed down over the same period last year. The 2014/15 budget included significant growth in ridership. We have been able to maintain that number but not show significant growth above it. 2015/16 will be budgeted at 264,100 the same as the previous year. Fare revenue has remained steady in 2014/15 however it will be budgeted at $960 less than the previous year due to a change in accounting practices around ticket agents and commission sales.

Advertising Revenue: Increased by 7% over the previous year, numbers are based on actual advertising revenue from 2014/15.

Management Fees: Are down by 3% from the previous year due to a service reduction in Hants West, and slower than expected growth on Annapolis East. Digby and Annapolis West have shown a considerable growth over the same period last year which helped hold the management fees.

Mechanic Revenue: 2014/15 saw the addition of three new buses one for each of the service partners. The addition of these new buses will drop mechanic revenue by $13,500 from the previous year due to the bumper-to-bumper warranties. By the end of 2014 three of the 5 GMC cutaway buses will be taken out of service with the at least one more taken out of service by the end of the budget year. The final cutaway is still in service as a spare to fill the gap while big buses are off the road for refurbishment.

Bus Rental Revenue: Rental is down over the previous year because of the arrival of the new buses. Service partners are now able to use their own spare buses in the event of a breakdown which reduced rental revenue by $7,800. The reduction of service within Hants West reduced rental revenue by $36,000.

KINGS TRANSIT AUTHORITY KT Core

<table>
<thead>
<tr>
<th></th>
<th>2015/16</th>
<th>2014/15</th>
<th>Budget Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ridership</td>
<td>264,100</td>
<td>264,100</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Average per Rider</td>
<td>$2.51</td>
<td>$2.51</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fares</td>
<td>$663,200</td>
<td>$662,240</td>
<td>$(960)</td>
<td>0%</td>
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<tr>
<td>Advertising</td>
<td>$25,900</td>
<td>$27,750</td>
<td>$1,850</td>
<td>7%</td>
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<tr>
<td>Municipal Units-Operating</td>
<td>$578,382</td>
<td>$604,771</td>
<td>$26,389</td>
<td>5%</td>
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<tr>
<td>Municipal Units-Capital</td>
<td>$80,000</td>
<td>$80,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Maritime Bus</td>
<td>$7,200</td>
<td>$7,200</td>
<td>-</td>
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<tr>
<td>Management Fees</td>
<td>$126,200</td>
<td>$122,324</td>
<td>$(3,876)</td>
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<tr>
<td>Mechanic Revenue</td>
<td>$38,500</td>
<td>$32,100</td>
<td>$(6,400)</td>
<td>-17%</td>
</tr>
<tr>
<td>Interest/Misc</td>
<td>$100</td>
<td>$100</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Bus Rental</td>
<td>$103,800</td>
<td>$60,000</td>
<td>$(43,800)</td>
<td>-42%</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>1,623,282</td>
<td>1,596,485</td>
<td>$(26,797)</td>
<td>-2%</td>
</tr>
</tbody>
</table>
Expenditures:

Banking Fees: 2014/15 has seen an increase in banking fees. Fees have increased over the previous year. This increase is largely made up of the additional $100/month fee for handling the large volume of change deposited daily. In 2014/15 Kings Transit requested proposals for banking. Valley Credit Union offered the best price. Payroll processing fees are also up from the previous year.

Building and Vehicle cleaning: is contracted with Kings Janitorial. They require an annual increase of 4%.

Wages and Benefits: 2014 proved to be a difficult year attracting good part time staff to cover vacation and sick time. The demand for operators is increasing and many other companies are having problems attracting drivers as well. Its crucial Kings Transit offers a rate of pay that will be appealing to attract good employees. Kings Transit has always had two wage brackets, one for spare operators and one for full time employees. The wage difference of $2/ hour is a sore point amongst the permanent part time staff because they do the same job as full time employees. Included in the 2015/16 budget is an allowance for all operators to make the same wage, and a 1.67% cost of living increase was added for all staff. This puts the new wage rate at $18.27 an hour for operators. The total increase cost in wages and benefits equals an increase of 3% in the budget.

Fuel: For 2014/15, 252,000 liters of fuel was budgeted at $1.08 a liter. With the world fuel prices at a low, and predicted to be low for awhile fuel will be budgeted at $1.04 per liter for 2015/16 this generates $10,000 in savings.

Insurance: In 2014/15 Insurance jumped by 15% over the previous year. To offset some of the cost one of the GMC cutaway buses will be taken out of service saving $2,000 on insurance.

IT support: Kings Transit is working under a service agreement with Kings County’s IT department at a flat fee of $2,400/year which will generate some savings over the previous year.

Printing: We will be reprinting the schedules in 2015; the new schedule will be printed on black and white with exception of the advertising. Along with reduced printing costs of the passes and transfers the annual printing budget will be reduced by 12%.

Repairs and Maintenance: Repairs and Maintenance are down by 24%, this is due in part to the retirement of the GMC buses, utilizing on time delivery for inventory from suppliers to control inventory costs and controlling labor costs. This reduction lines up with the operational costs of 2014/15.

WCB Rates; Kings Transit is enjoying the benefit of a safe and Healthy workplace. 2015 WCB rates are set at $3.40 per assessable $100 payroll this number is down from $ 3.77 in 2014.
<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>$9,300</td>
<td>$7,000</td>
<td>($2,300)</td>
<td>-25%</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>$3,000</td>
<td>$4,800</td>
<td>$1,800</td>
<td>60%</td>
</tr>
<tr>
<td>Building Rent (Weaver Settlement)</td>
<td>$9,800</td>
<td>$9,500</td>
<td>($300)</td>
<td>-3%</td>
</tr>
<tr>
<td>Commissions on Sales</td>
<td>$31,728</td>
<td>$31,728</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Building &amp; Vehicle Cleaning</td>
<td>$40,100</td>
<td>$41,704</td>
<td>$1,604</td>
<td>4%</td>
</tr>
<tr>
<td>Bus Rental/Lease</td>
<td>$1,900</td>
<td>$1,900</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Wages and Benefits</td>
<td>$753,900</td>
<td>$778,753</td>
<td>$24,853</td>
<td>3%</td>
</tr>
<tr>
<td>CPP &amp; EI Benefits</td>
<td>$55,700</td>
<td>$56,700</td>
<td>$1,000</td>
<td>2%</td>
</tr>
<tr>
<td>CUITA Registration</td>
<td>$3,900</td>
<td>$3,900</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Employee Awards</td>
<td>$3,500</td>
<td>$3,500</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Fuel</td>
<td>$272,000</td>
<td>$262,000</td>
<td>($10,000)</td>
<td>-4%</td>
</tr>
<tr>
<td>Insurance</td>
<td>$38,600</td>
<td>$39,714</td>
<td>$1,114</td>
<td>3%</td>
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<tr>
<td>IT Support</td>
<td>$3,000</td>
<td>$2,600</td>
<td>($400)</td>
<td>-13%</td>
</tr>
<tr>
<td>Management Fees</td>
<td>$12,456</td>
<td>$11,000</td>
<td>($1,456)</td>
<td>-12%</td>
</tr>
<tr>
<td>Professional Development &amp; Training</td>
<td>$9,400</td>
<td>$9,400</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Rent/Power (Brooklyn)</td>
<td>$17,135</td>
<td>$15,694</td>
<td>($1,441)</td>
<td>-8%</td>
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<tr>
<td>Misc./Audit/Permits</td>
<td>$170,200</td>
<td>$130,000</td>
<td>($40,200)</td>
<td>-24%</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>$6,000</td>
<td>$6,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Telephone/Office Supplies</td>
<td>$31,370</td>
<td>$30,000</td>
<td>($1,370)</td>
<td>-4%</td>
</tr>
<tr>
<td>Travel/Meetings</td>
<td>$13,300</td>
<td>$12,500</td>
<td>($800)</td>
<td>-6%</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$3,800</td>
<td>$3,100</td>
<td>($700)</td>
<td>-18%</td>
</tr>
<tr>
<td>WCB</td>
<td>$27,700</td>
<td>$24,992</td>
<td>($2,708)</td>
<td>-10%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>1,517,789</strong></td>
<td><strong>1,486,485</strong></td>
<td><strong>($31,304)</strong></td>
<td><strong>-2%</strong></td>
</tr>
<tr>
<td><strong>CAPITAL RESERVE- KT</strong></td>
<td>$80,000</td>
<td>$80,000</td>
<td>-</td>
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</tr>
<tr>
<td><strong>CAPITAL RESERVE- From Bus lease</strong></td>
<td>$30,000</td>
<td>$30,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING &amp; CAPITAL</strong></td>
<td><strong>1,627,789</strong></td>
<td><strong>1,596,485</strong></td>
<td><strong>($31,304)</strong></td>
<td><strong>-2%</strong></td>
</tr>
<tr>
<td><strong>DEFICIT OR SURPLUS</strong></td>
<td>-</td>
<td>8,300</td>
<td>-</td>
<td>31,304</td>
</tr>
</tbody>
</table>
## Kings Transit Authority 2015/16 Budget Breakdown

<table>
<thead>
<tr>
<th>Total Budget</th>
<th>2015/15 $578,382</th>
<th>2015/16 $604,771</th>
<th>Increase over 2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kings County 60% =</td>
<td>$347,029</td>
<td>$362,863</td>
<td>$15,834</td>
</tr>
<tr>
<td>Berwick 5%</td>
<td>$ 28,919</td>
<td>$ 30,238</td>
<td>$ 1,319</td>
</tr>
<tr>
<td>Kentville 20%</td>
<td>$115,676</td>
<td>$120,954</td>
<td>$ 5,278</td>
</tr>
<tr>
<td>Wolfville 15%</td>
<td>$ 86,757</td>
<td>$ 90,716</td>
<td>$ 3,959</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 26,390 or 5%</td>
</tr>
</tbody>
</table>
1) UPDATE

Eco-Kings last met on April 8, 2015.

The Town of Wolfville will be increasing their contribution to the Eco-Kings summer student position this year to allow it to be funded for the 2015 summer season through existing budgets within the Community Development Department. The Town was also successful in securing a Canada Summer Jobs Grant to offset the costs of the position on behalf of Eco-Kings. As a result, the student will undertake some of the Active Transportation, Trail Development and Bicycle Safety/Education work that Wolfville would like to achieve over the summer months. The student may also work with Wolfville, along with the other Towns, to pilot a community garden project using Town planters during the summer.

Interviews for the position were held in April and the successful candidate was Kaitlyn Bell. Kaitlyn will start work on May 18th and will report through the Town of Wolfville’s Community Development Department. Currently, the CAO’s from Wolfville, Kentville and Berwick are working to finalize Kaitlyn’s workplan for the summer.
1) UPDATE

The next Board Meeting is scheduled for May 11, 2015.

Representatives from the VCFN Board met with myself and Jeff Hanshaw on April 16th. The purpose of the meeting was to discuss a facilitated session scheduled with the VCFN Board on June 8th. The goal of this session is to determine what the vision for the VCFN is moving forward and how best to structure the VCFN (operational contracts, IT group support, board composition) to achieve this vision. The session on June 8th will be facilitated by Ron MacLean, who is a seasoned IT professional with knowledge in fibre network applications.

In the meantime, the CAO’s and IT professionals from all partnering municipalities, along with representatives from Acadia and NSCC will be meeting to discuss their ideas on how to maximize the VCFN asset. This discussion will inform the session on June 8th. I have also approached the Chamber of Commerce on providing a business representative to be part of the discussions.
1) UPDATE

Representatives from all partnering municipalities in the KPSC came together for a two-day session on April 21st and 22nd. The session was facilitated by Gordon MacIntosh, who is nationally renowned in the field of municipal relations.

A follow up report on the session will be presented to each partnering Council, highlighting next steps, in the coming month.
1) COMMENT / RECOMMENDATION – CAO
The CAO recommends that Council approve the changes to the Valley REN Inter-Municipal Agreement.

2) DRAFT MOTION
That Council approve the three amendments to the Valley REN Inter-Municipal Agreement as recommended by the Liaison and Oversight Committee at their April 25, 2015 meeting.

3) REFERENCES
- Current Inter-Municipal Agreement
- Approved Valley REN 2015-2016 Budget (Expenditures)

4) PURPOSE OF REPORT
The purpose of this report is to highlight the changes to the inter-municipal agreement for the Valley REN as proposed at the April 25, 2015 Liaison and Oversight Committee meeting.

5) DISCUSSION
At the April 25, 2015 Liaison and Oversight Committee meeting, three amendments have been requested to the existing Valley REN Inter-Municipal Agreement, which was originally signed on March 20, 2014. These changes are as follows:

First Proposed Amendment
Section 10 (Current)
(a) All meetings of the Board of Directors require a quorum consisting of a majority of the maximum number of persons that may be appointed to the Board. If a quorum is not present, no business may be transacted at the meeting.

Proposed Amendment
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.
Second Proposed Amendment

Section 7 (Current)

(a) All meetings of the Liaison and Oversight Committee require a quorum consisting of three-quarters (75%) of its total membership. If a quorum is not present, no business may be transacted at a meeting of the Liaison and Oversight Committee.

Proposed Amendment

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.

Third Proposed Amendment

The current funding formula that is reflected in the existing agreement was based on the former contributions to the Regional Development Authorities and is as follows:

<table>
<thead>
<tr>
<th>Partner</th>
<th>Total$</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berwick</td>
<td>17,790</td>
<td>6.3%</td>
</tr>
<tr>
<td>Bridgetown</td>
<td>7,022</td>
<td>2.5%</td>
</tr>
<tr>
<td>Glooscap</td>
<td>7,500</td>
<td>2.6%</td>
</tr>
<tr>
<td>Hantsport</td>
<td>7,407</td>
<td>2.6%</td>
</tr>
<tr>
<td>Kentville</td>
<td>34,572</td>
<td>12.2%</td>
</tr>
<tr>
<td>Middleton</td>
<td>14,722</td>
<td>5.2%</td>
</tr>
<tr>
<td>Windsor</td>
<td>19,275</td>
<td>6.8%</td>
</tr>
<tr>
<td>Wolfville</td>
<td>34,572</td>
<td>12.2%</td>
</tr>
<tr>
<td>West Hants</td>
<td>51,715</td>
<td>18.2%</td>
</tr>
<tr>
<td>Kings Co</td>
<td>88,950</td>
<td>31.4%</td>
</tr>
<tr>
<td></td>
<td>283,525</td>
<td>100%</td>
</tr>
</tbody>
</table>
The proposed change to the funding formula is to charge a base amount of $7,500 per Municipal partner, with the remaining balance of the contributions required calculated on a 50/50 basis using uniform assessment and population. Glooscap First Nations would pay the base amount and the Town of Hantsport will no longer be a direct contributor.

<table>
<thead>
<tr>
<th>Partner</th>
<th>Base</th>
<th>UA</th>
<th>Population</th>
<th>Total $</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berwick</td>
<td>7,500</td>
<td>140,623,797</td>
<td>2,454</td>
<td>13,953</td>
<td>4.6%</td>
</tr>
<tr>
<td>Bridgetown</td>
<td>7,500</td>
<td>45,778,417</td>
<td>949</td>
<td>9,817</td>
<td>3.2%</td>
</tr>
<tr>
<td>Glooscap</td>
<td>7,500</td>
<td>-</td>
<td>-</td>
<td>7,500</td>
<td>2.5%</td>
</tr>
<tr>
<td>Hantsport</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Kentville</td>
<td>7,500</td>
<td>469,480,187</td>
<td>6,094</td>
<td>26,024</td>
<td>8.5%</td>
</tr>
<tr>
<td>Middleton</td>
<td>7,500</td>
<td>102,397,635</td>
<td>1,749</td>
<td>12,144</td>
<td>4.0%</td>
</tr>
<tr>
<td>Windsor</td>
<td>7,500</td>
<td>212,997,499</td>
<td>3,785</td>
<td>17,372</td>
<td>5.7%</td>
</tr>
<tr>
<td>Wolfville</td>
<td>7,500</td>
<td>439,002,523</td>
<td>4,269</td>
<td>22,765</td>
<td>7.5%</td>
</tr>
<tr>
<td>W Hants Co</td>
<td>7,500</td>
<td>987,743,103</td>
<td>15,454</td>
<td>50,261</td>
<td>16.5%</td>
</tr>
<tr>
<td>Kings Co</td>
<td>7,500</td>
<td>3,317,054,129</td>
<td>47,772</td>
<td>145,164</td>
<td>47.6%</td>
</tr>
</tbody>
</table>

67,500  5,715,077,290  82,526  305,000  100.0%

Base Amount $7,500
Municipal Contributions $305,000
Total Budget $610,000

6) BUDGET CONSIDERATIONS
The Town of Wolfville will witness a cost savings of $11,807 annually as a result of the recommended changes to the formula. In anticipation of this change, Wolfville’s 2015/16 Operating Budget reflects the recommended level of contribution.
Valley REN – Inter-Municipal Agreement

This Inter-Municipal Agreement sets forth a framework for the creation of a Regional Enterprise Network between:

The Glooscap First Nation, band council pursuant to the Indian Act (Canada);
Province of NS

AND

The Town of Windsor, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (the “MGA”);

AND

The Town of Hantsport, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (the “MGA”);

AND

The Town of Wolfville, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (the “MGA”);

AND

The Town of Kentville, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (the “MGA”);

AND

The Town of Berwick, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (the “MGA”);

AND

The Town of Bridgetown, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (the “MGA”);

AND

The Town of Middleton, a municipal body corporate pursuant to Section 8 of the Municipal Government Act (the “MGA”);

AND

The Municipality of the County of Kings, a municipal body corporations pursuant to Section 7 of the MGA;

AND

The District of the Municipality of West Hants, a municipal body corporations pursuant to Section 7 of the MGA;

(Collectively, the “Partners”)

Dated March 17, 2014
WHEREAS the Partners are — together with various agencies and departments of the Provincial and Federal Governments, as well as band councils under the Indian Act (Canada) — partners in regional economic development;

AND WHEREAS the Partners wish to partner to ensure regional economic development strategies that considers assets, business community, sector strengths, regional opportunities and challenges, and takes into account provincial and regional priorities;

AND WHEREAS the Partners agree that Regional Enterprise Networks ("RENs") are best positioned to navigate and guide regional economic development in Nova Scotia, while supporting business growth and retention in communities;

AND WHEREAS Section 60 of the MGA provides authority for municipalities to enter into agreements with other municipalities, villages, service commissions, the Government of the Province of Nova Scotia or of Canada or a department or agency of either of them, or a band council pursuant to the Indian Act (Canada) to provide or administer municipal services on such terms and conditions as the municipalities may agree, and for the municipalities to delegate responsibility for the provision of such services to a body corporate;

AND WHEREAS economic development is a service which municipalities and first nation communities in Nova Scotia are empowered to provide under the MGA;

AND WHEREAS the Partners have agreed to establish a REN (regional enterprise network) Valley REN as a body corporate, and delegate responsibility for guiding economic development in their region to it;

AND WHEREAS the Partners which to set out the terms and conditions for the creation of the Valley REN, and for certain matters related thereto;

NOW THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Partners agree as follows:

Dated March 17, 2014
1. Definitions

In this Agreement:

(a) “Audit Committee” means the Audit Committee for the Valley REN, as appointed by the Liaison and Oversight Committee hereunder;

(b) “Auditor” means a registered municipal auditor as this term is used in Section 457 of the MGA who is appointed by the Audit Committee to audit the financial affairs of the Valley REN;

(c) “Board of Directors” means the Board of Directors of the Valley REN;

(d) “Capital Costs” means the amount expended by the Valley REN for the acquisition of lands, construction of buildings and structures upon lands, and equipping and fixturing of lands, buildings and structures, including those amounts which by general practice would typically form part of an entity’s capital costs as designated by those practicing accounting in Canada under GAAP;

(e) “Contribution Agreement” means an agreement between the Province and the REN which outlines a multi-year funding agreement for the Valley REN;

(f) “Federal Government” means Her Majesty the Queen in right of Canada, as represented by various federal ministries and governmental agencies;

(g) “Fiscal year” means the Valley REN’s fiscal year, which shall be a twelve (12) month period commencing on April 1 of every year and ending on March 31 of every subsequent year;

(h) “FRAM” means the Financial Reporting and Accounting Manual prescribed from time to time under the MGA;

(i) “GAAP” means Canadian generally accepted accounting principles, as established from time to time by the Canadian Institute of Chartered Accountants or the Public Sector Accounting Board, or any successor institutes, applicable as at the relevant date, and applied on a consistent basis;

(j) “Liaison and Oversight Committee” means the Liaison and Oversight Committee of the Valley REN, as established hereunder;

(k) “Operating Costs” means the costs associated with operating and administering the Valley REN;

(l) “Province” means Her Majesty the Queen in right of the Province of Nova Scotia, as represented by various provincial ministries and governmental agencies, including the Ministry of Service Nova Scotia and Municipal Relations;

(m) “Recruitment and Nominating Committee” means the Recruitment and Nominating Committee of the Valley REN, as appointed by the Liaison and Oversight Committee hereunder;

(n) “Region” means the geographic region of Nova Scotia that is made up of the Municipalities’ respective territorial jurisdictions; and

(o) “uniform assessment” has the same meaning as in the Municipal Grants Act, R.S.N.S. 1989, c. 302, as amended from time to time.

Dated March 17, 2014
2. **Establishment of Valley REN**

(a) The Partners hereby agree to form a body corporate, known as the Valley Regional Enterprise Network (referred to herein as the "(Valley REN)"), upon the terms and conditions set out in this Agreement.

(b) This Agreement shall be filed with the Registry of Joint Stock Companies, and upon such filing shall create a body corporate pursuant to Section 60 of the MGA.

3. **Core Activities**

The core activities of the Valley REN are:

- Develop, implement, and monitor a regional economic development strategy that is reflective of provincial and regional (participating municipal and First Nation band councils) economic development priorities. The strategy should consider assets, business community, sector strengths, and regional challenges and opportunities. The strategy should also align with provincial priorities in order to maximize the REN's leverage of programs, policies and services.

- Cultivate close working relationships with the business community and work with key partners to support the development and attraction of new businesses, and retain and expand existing businesses. RENs will support local businesses in navigating, and making referrals to, programs and services.

- Inform partners and stakeholders about local business-climate conditions as well as regional challenges and opportunities. RENs will work with partners and stakeholders to provide investment-readiness and labour market information.

4. **Powers**

In addition to any other powers explicitly set out in this Agreement or which a body corporate may have under the laws of Nova Scotia, the Valley REN shall have all powers necessary to deliver the services described herein and to perform any and all things necessary for the achievement of the Valley REN's objects, including, without limiting the generality of the foregoing, the following:

(a) the full and delegated authority of the Partners to contract with any party hereto or any third party for the provision of any service or facility necessary or advisable to carry out the objects of the Valley REN, including, but not limited to, contracts of employment with the CEO and any other persons employed by the Valley REN; and

(b) the power to accept gifts, assignments, devises and bequests of real and personal property, as well as the power to apply them to the fulfillment of the objects of the Valley REN.

(c) The REN shall not be authorized to initiate or authorize any purchase of capital costs.

5. **Funding**

(a) It is anticipated that the Partners and the Province will enter into a Contribution Agreement to establish the level of funding that the Partners on the one hand and the Province on the other will provide to the Valley REN on an annual basis.

Dated March 17, 2014
(b) The municipal and first nation share of the core funding will be divided amongst the partners the basis of the following:

<table>
<thead>
<tr>
<th>Participation Unit</th>
<th>Allocated</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annapolis-Royal</td>
<td>$ -</td>
<td>0.0%</td>
</tr>
<tr>
<td>Berwick</td>
<td>$ 17,790</td>
<td>6.2%</td>
</tr>
<tr>
<td>Bridgetown</td>
<td>$ 7,022</td>
<td>2.5%</td>
</tr>
<tr>
<td>Hantsport</td>
<td>$ 7,407</td>
<td>2.6%</td>
</tr>
<tr>
<td>Kentville</td>
<td>$ 34,572</td>
<td>12.1%</td>
</tr>
<tr>
<td>Middleton</td>
<td>$ 14,722</td>
<td>5.2%</td>
</tr>
<tr>
<td>Windsor</td>
<td>$ 19,275</td>
<td>6.8%</td>
</tr>
<tr>
<td>Wolfville</td>
<td>$ 34,572</td>
<td>12.1%</td>
</tr>
<tr>
<td>Co-Annapolis</td>
<td>$ -</td>
<td>0.0%</td>
</tr>
<tr>
<td>Co West Hants</td>
<td>$ 52,873</td>
<td>18.6%</td>
</tr>
<tr>
<td>Co Kings</td>
<td>$ 88,950</td>
<td>31.2%</td>
</tr>
<tr>
<td>Glooscap</td>
<td>$ 7,500</td>
<td>2.6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 264,839</td>
<td>100%</td>
</tr>
</tbody>
</table>

20 Mun & Prov

(b) The municipal and first nation share of the core funding will be divided amongst the partners the basis of the following:

<table>
<thead>
<tr>
<th>Participation Unit</th>
<th>Allocated</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annapolis-Royal</td>
<td>$ -</td>
<td>0.0%</td>
</tr>
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<td>$ 17,790</td>
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<td>Hantsport</td>
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</tr>
<tr>
<td>Middleton</td>
<td>$ 14,722</td>
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<tr>
<td>Windsor</td>
<td>$ 19,275</td>
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<tr>
<td>Wolfville</td>
<td>$ 34,572</td>
<td>12.1%</td>
</tr>
<tr>
<td>Co-Annapolis</td>
<td>$ -</td>
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<tr>
<td>Glooscap</td>
<td>$ 7,500</td>
<td>2.6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 264,839</td>
<td>100%</td>
</tr>
</tbody>
</table>

(c) The Partners will pay their respective shares to the REN in two equal amounts on April 1 and September 1 of the fiscal year. A ten percent (10%) per annum interest rate will be applied to unpaid amounts that are greater than thirty (30) days in arrears.

(d) Subject only to the withdrawal and termination provisions of this Agreement, the Partners agree to commit to five-year terms of funding the Valley REN.

6. Budget and Revenue

(a) The Liaison and Oversight Committee shall confirm the amount of revenue that will be received by the REN for the coming fiscal year by January 1st of every year.

Dated March 17, 2014
(b) On or before March 1st of every year, the Board of Directors shall approve a budget and business plan for the Valley REN for the coming fiscal year. The budget and business plan are submitted to the Liaison and Oversight Committee for information.

(c) The budget shall include the anticipated Operating Costs, Capital Costs, revenues, funding contributions from each of the Partners and the Province, deficit or surplus from the preceding fiscal year, and such other information as may be required from time to time.

(d) The budget shall be prepared in accordance with GAAP and FRAM, funding contracts and the REN’s own financial policies.

7. Liaison and Oversight Committee

(a) The main functions of the Liaison and Oversight Committee shall be:

   i. Strategic Input to Board of Directors – Providing advice and input to the Board of Directors to develop its Regional Economic Development Strategy.

   ii. Accountability for outcomes – Ensuring that the Board of Directors achieves the goals it establishes in the Regional Strategy.

   iii. Financial Accountability – Ensuring that the REN has excellent financial management.

   iv. Self-Governance – Ensuring that it follows and publishes its own rules of governance.

   v. Communication – Ensuring excellent communication, feedback and strong linkages with the Board of Directors.

(b) The Liaison and Oversight Committee shall consist of:

   i. one elected official from the Council of each of the Municipalities or Band, or their designate; and

   ii. members appointed by the Province pursuant to a Contribution Agreement between the Province and the Partners.

(c) A Liaison and Oversight Committee shall be established and will be responsible for:

   i. approving the 3-year regional economic development strategy for the Valley REN;

   ii. monitoring and evaluating the implementation of the regional economic development strategy;

   iii. reviewing and approving any agreements between the Valley REN and any other entity which would require the Valley REN to expend a sum or sums of money in excess of $100,000, and directing the CEO to execute same on behalf of the Valley REN;

   iv. reporting and communicating with the Municipalities and the Province;

   v. appointing the members of the Recruitment and Nominating Committee;

   vi. appointing the members of the Board of Directors, based upon the recommendations from the Recruitment and Nominating Committee; and

Dated March 17, 2014
vii. appointing the members of the Audit Committee.

(d) Those members of the Liaison and Oversight Committee who are elected council officials (or their designates) are responsible for:
   
   i. reporting on the Valley REN’s progress to their respective Councils;
   
   ii. communicating their respective Councils’ thoughts on the Valley REN’s progress to the Liaison and Oversight Committee; and
   
   iii. soliciting the approval of their respective Councils for continuation of funding to the Valley REN.

(e) Members of the Liaison and Oversight Committee are those members of council, or their designates, who shall serve on the committee at the pleasure of their respective councils.

(f) The Liaison and Oversight Committee shall meet at least twice a year.

(g) The Liaison and Oversight Committee shall, on an annual basis, appoint a Chair.

(h) The Liaison and Oversight Committee shall, on an annual basis, appoint a Vice-Chair.

(i) The Liaison and Oversight Committee Chair and Vice-Chair shall have written position descriptions.

(j) Decisions of the Liaison and Oversight Committee shall be made by majority vote with each member having one vote, including the Chair and Vice-Chair.

(k) All meetings of the Liaison and Oversight Committee require a quorum consisting of three-quarters (75%) of its total membership. If a quorum is not present, no business may be transacted at a meeting of the Liaison and Oversight Committee.

(l) All members present at a meeting of the Liaison and Oversight Committee, including the person presiding, shall vote on a question.

(m) A member of the Liaison and Oversight Committee who fails or refuses to vote on a question is deemed to have voted in the negative.

(n) In the event of a tie in a vote on a question, the tied vote results in the motion failing.

(o) Expenses of the Liaison and Oversight Committee shall be provided by the REN as approved within the budget.

8. Recruitment and Nominating Committee

(a) A Recruitment and Nominating Committee shall be appointed annually by the Liaison and Oversight Committee and shall consist of the following members:

   i. two members of the Liaison and Oversight Committee who are elected officials of the Partners (or their designates);

   ii. two members of the Liaison and Oversight Committee who are appointed by the Province; and

   iii. member(s) of the Board of Directors at the discretion of the Liaison and Oversight Committee.

(b) The Recruitment and Nominating Committee shall be responsible for:

Dated March 17, 2014
a. developing director selection criteria and identifies and evaluates potential candidates

b. recruiting and recommending candidates to serve on the Board of Directors to the Liaison and Oversight Committee; and

c. ensuring (through the recommendation of candidates) that the Board of Directors is made up of individuals who, collectively, have the required competencies and personal attributes to carry out their responsibilities effectively; and

d. having a competency matrix that is updated annually and when vacancies arise. The competency matrix is used to identify competency "gaps" on the Board and direct the search for new candidates; and

e. ensuring the Board has a Board succession plan to ensure the orderly turnover of directors.

(c) Unless specified otherwise in the governing legislation, Board members are independent from management and have no material interest in the organization; and

(d) The Committee shall ensure that the Board publishes the name, appointment term and a comprehensive biography for each director on its web site.

(e) The Committee shall have written terms of reference that set out its roles and responsibilities.

9. **Audit Committee**

(a) An Audit Committee shall be appointed annually by the Liaison and Oversight Committee and shall consist of the following members:

i. one official representative of the Province;

ii. three elected officials, or their designates, from the Partners;

iii. the Chair of the Board of Directors; and

iv. the CEO (*ex officio*).

(b) The Audit Committee shall be responsible for:

i. appointing the Auditor;

ii. conducting a detailed review of the financial statements of the Valley REN with the Auditor on an annual basis;

iii. evaluating the adequacy of the internal control systems of the Valley REN;

iv. reviewing the conduct and adequacy of the audit;

v. investigating such matters arising out of the audit as may appear to the Audit Committee to require investigation;

vi. any other matters determined by the Liaison and Oversight Committee to be the duties of the Audit Committee; and

Dated March 17, 2014
vii. making recommendations to the Liaison and Oversight Committee and the Board of Directors.

(c) In carrying out their duties, the Auditor and the Audit Committee shall have unrestricted access to all activities, records, property, and personnel of the Valley REN.

(d) The Audit Committee shall, on an annual basis, appoint a Chair.

(e) The Audit Committee shall, on an annual basis, appoint a Vice-Chair.

(f) The Audit Committee Chair and Vice-Chair shall have written position descriptions.

(g) The Committee shall have written terms of reference that set out its roles and responsibilities.

(h) The Audit Committee shall meet at least two times per year.

(i) All meetings of the Audit Committee shall require a quorum of 50% plus 1. If a quorum is not present, no business may be conducted at the meeting.

(j) For certainty, the REN is subject to review by the Municipal Auditor General with respect to grants and funding received directly or indirectly from the Municipalities.

(k) Committee members are financially literate and at least one member has accounting or related financial management expertise.

(l) Members of the Committee are independent from the external auditors.

(m) The Committee annually reviews its terms of reference and assesses its effectiveness in meeting the needs of the Board of Directors.

(n) The external auditor reports directly to the Committee, not to management.

(o) The Committee has an auditor independence policy and pre-approves all non-audit services to be provided to the organization by the external auditor.

(p) The Committee meets from time to time with the external and internal auditors without management present.

(q) The Committee reviews any proposed changes to the roles and duties of the organization’s chief financial officer or financial support person.

(r) The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair.

10. Board of Directors

(a) The main tasks of the Board of Directors shall be:

   a. Regional Economic Development Strategy – Overseeing the development and implementation of the regional economic development strategy, in addition to annual financial and business plans;

   b. Building Relationships – Ensuring excellent communication and sound working relationships with the Liaison and Oversight Committee, and other partners and stakeholders;

Dated March 17, 2014
c. Performance Management – Understanding how activities and services align with the mandate and objectives of the regional economic development strategy, and ensuring that there are procedures in place to monitor, measure, review, and improve REN performance outcomes;

d. Strong Financial Stewardship – Stewarding the financial health of the organization by ensuring that strong financial management skills and appropriate accountability measures are in place;

e. Governance and Policy Development – Ensuring the existence of a sound governance framework, including all the policies, practices, and procedures that define the decision-making process and delineate the roles and responsibilities of the Board and the CEO;

f. Managing the CEO – Ensuring that there is a process in place to hire, manage and evaluate the CEO.

g. Executive Limitations – The board prescribes the boundaries of prudence and ethics within which the CEO makes decisions about the means by which to achieve the objectives.

(b) A Board of Directors shall be established and will be responsible for:

1. Meeting with the Liaison and Oversight Committee at least once annually to report on all activities of the Valley REN, including, but without limiting the generality of the foregoing, progress relative to the mandate, strategies, and objectives outlined in the regional economic development strategy and any agreement entered into between the Valley REN, the Municipalities and the province;

2. Delivering an annual report and audited financial statements to the Liaison and Oversight Committee by July 31st of the following fiscal year;

3. Coordinating and holding a joint annual general meeting open to all the Municipalities to report on all activities of the Valley REN;

4. Reviewing and approving Contribution Agreements, and directing the CEO to execute same on behalf of the Valley REN;

5. Subject to the oversight of the Liaison and Oversight Committee as set out in Article 7 of this Agreement, reviewing and approving agreements between the REN and other entities that are consistent with the approved regional economic development strategy and that support the work of the Department of Economic and Rural Development and Tourism, Nova Scotia Business Inc., Innovacorp, Service Nova Scotia and Municipal Relations, and other economic development agencies of the first nation community, Municipalities, the Province, or the Federal Government, and directing the CEO to execute the same on behalf of the Valley REN;

6. Appointing a CEO;

7. Setting the terms to evaluate the CEO’s performance on an annual cycle;

8. Developing, reviewing and approving written policies for the Valley REN;

Dated March 17, 2014
9. Considering recommendations from the Audit Committee, implementing those it decides are reasonable to adopt; and

10. Subject to the other provisions of this Agreement, such other matters determined by the Board of Directors and/or the Liaison and Oversight Committee that are consistent with the regional economic development strategy.

(c) The Board of Directors shall consist of eight to twelve business or community members.

(d) Subject to the provisions regarding appointments to the inaugural Board of Directors and replacing vacant positions, appointments to the Board of Directors are for a term of one to three years, with an option to serve a maximum of a total of two consecutive terms.

(e) The appointments to the inaugural Board of Directors shall be for the following terms:
   i. one-third of the members shall be appointed for a one year term;
   ii. one-third of the members shall be appointed for a two year term; and
   iii. one-third of the members shall be appointed for a three year term.

(f) Appointments to the Board of Directors shall be made by the Liaison and Oversight Committee.

(g) The Board of Directors shall, on an annual basis, appoint a Chair.

(h) The Board of Directors shall, on an annual basis, appoint a Vice-Chair.

(i) The Board Chair and Vice-Chair shall have written position descriptions.

(j) Decisions of the Board shall be made by majority vote, with each member having one vote, including the Chair and Vice-Chair.

(k) All meetings of the Board of Directors require a quorum consisting of a majority of the maximum number of persons that may be appointed to the Board. If a quorum is not present, no business may be transacted at the meeting.

(l) All members of the Board of Directors present at a meeting of the Board, including the person presiding, shall vote on a question.

(m) A member of the Board of Directors present at a meeting who falls or refuses to vote on a question before the Board is deemed to have voted in the negative.

(n) In the event of a tie in a vote on a question, the question shall be determined in the negative.

11. **CEO Hiring Committee (ad hoc)**

(a) This Committee is responsible and accountable in assisting the Board in the recruitment and selection of a CEO to ensure the effective operations of the REN.

   Specifically the Committee will:

   i. Develop a hiring procedure for recruiting and evaluating potential candidates of CEO, including approving a job description and selection criteria.

Dated March 17, 2014
ii. Recruit, evaluate and recommend a CEO to be the head of the administrative branch of the Valley REN.

(b) The Committee shall have written terms of reference that set out its roles and responsibilities.

12. **Chief Executive Officer (CEO)**

(a) The CEO is the head of the administrative branch of the Valley REN, and is responsible to the Board of Directors for the proper administration of the affairs of the Valley REN in accordance with its policies and procedures.

(b) The members of the Liaison and Oversight Committee and the Board of Directors shall communicate with the employees of the Valley REN solely through the CEO, except that the Liaison and Oversight Committee and the Board of Directors may communicate directly with employees of the REN to obtain or provide information.

(c) The Board of Directors shall provide direction on the objectives, policies and programs of the Valley REN to the CEO.

(d) The Board creates and publishes the CEO’s position description.

(e) The Board describes in writing the annual assessment process for the CEO.

a. The Board has a job description that sets out in detail the responsibilities of the CEO.

b. The Board establishes annual performance expectations for the CEO each year.

c. The Board annually assesses the CEO’s performance against the position description and the performance expectations agreed upon at the beginning of each year.

d. The Board has an established written process for dealing with any complaints/internal and external regarding the conduct of a Board member or a CEO.

13. **New Municipalities joining the Valley REN**

A municipality, village, or band council pursuant to the Indian Act (Canada) that is not a party to this agreement may, with the unanimous consent of the parties that are then members of the Valley REN, join the Valley REN, effective the first day of the following fiscal year, as of which date the joining municipality, village, or band council shall be a “Municipality” for the purposes of, and subject to all the terms and conditions of, this Agreement, including the funding requirements set out in Article 5.

14. **Withdrawal and Termination**

(a) A Municipality may withdraw from the Valley REN at the beginning of any fiscal year by giving written notice to the Chair of the Liaison and Oversight Committee and the Chair of the Board of Directors a minimum of twelve (12) months in advance of the fiscal year in which the participating municipality intends to withdraw.

(b) The parties may unanimously agree to terminate this Agreement and dissolve the Valley REN at any time, provided that any such agreement be in writing and signed by the duly authorized representative(s) of each Municipality and Band Council.

Dated March 17, 2014
(c) Upon notification of withdrawal of any party or the execution of a unanimous agreement to dissolve the Valley REN, the Board of Directors shall determine each party's share of the assets and liabilities of the Valley REN, up to and including the withdrawal date or date of dissolution, in accordance with the following principles:

i. Each party's share of the assets of the Valley REN shall be based upon the total amount of funding they have provided to the Valley REN up to the date of withdrawal, as compared to the total amount of funding provided by all the parties up to the date of withdrawal; and

ii. Each party's proportionate responsibility for the liabilities of the Valley REN shall be based upon the total amount of funding they have provided to the Valley REN up to the date of withdrawal, as compared to the total amount of funding provided by all the parties up to the date of withdrawal.

(d) The Board of Directors shall then provide written notification to all the parties as to how it proposes that the assets and liabilities be distributed in accordance with the principles in clause (c).

(e) After receiving the notification referred to in clause (d), any party shall have sixty (60) days to challenge the proposed settlement by referring the matter to the dispute resolution process set out in Article 16. If no dispute is brought forward by the expiration of this period, the decision of the Board of Directors will be deemed to be accepted, and shall be final and binding upon all the parties.

15. Dispute Resolution

(a) If a dispute arises during the term of this Agreement, and if the dispute cannot be settled through negotiation, the parties agree to try in good faith to settle the dispute by mediation.

(b) Fifty percent (50%) of costs of mediation will be borne by the party raising the dispute.

(c) A mediator shall have all the powers conferred by, and mediation will take place in accordance with, the provisions of the Commercial Mediation Act, S.N.S. 2005, c. 36, except where its provisions are inconsistent with the provisions of this Agreement, in which case the provisions of this Agreement will prevail.

(d) If the dispute is not resolved by mediation within 90 days of the initiation of that procedure, the dispute may be referred to arbitration by any party thereto. The arbitration decision is final, and is binding upon all the parties to the dispute.

(e) An arbitrator or arbitral panel shall have all the powers conferred by, and arbitration will take place in accordance with, the provisions of the Commercial Arbitration Act, except where its provisions are inconsistent with the provisions of this Agreement, in which case the provisions of this Agreement will prevail.

(f) Allocation of the costs of arbitration will be determined by the arbitrator or the arbitral panel.

16. Conflict of Interest

(a) Where a member of the Liaison and Oversight Committee, the Recruitment and Nominating Committee, the Audit Committee, or the Board of Directors, either on the

Dated March 17, 2014
member's own behalf or while acting for, by, with or through another, has any direct or indirect financial interest in any matter and is present at a meeting of the Committee or Board at which the matter is the subject of consideration, the member shall:

i. as soon as practicable after the commencement of the meeting disclose the interest and the general nature thereof;

ii. withdraw from his place as member and leave the room in which the meeting is held for the duration of the consideration of the matter;

iii. refrain from taking any part in the consideration or discussion of the matter and from voting on any question relating to the matter; and

iv. refrain from attempting in any way, whether before, during or after the meeting, to influence the decision of the council or local board with respect to the matter.

(b) Where the member was not present at a meeting at which a matter in which the member, either on the member’s own behalf or while acting for, by, with or through another, has any direct or indirect financial interest was the subject of consideration, the member shall disclose the interest at the next meeting the member attends, and the provisions of subsection (1) shall apply to the member in respect of the matter.

(c) A member shall comply with this Section in respect of any matter in which the member intends to obtain a financial interest, either on the member’s own behalf or while acting for, by, with or through another.

(d) A member has an indirect financial interest in any matter if the member or the member’s nominee:

i. is a shareholder in, or director or senior officer of, a corporation that does not offer its shares to the public

ii. has a substantial interest in, or is a director or senior officer of, a corporation that offers its shares to the public; or

iii. is a member of a body, whether incorporated or not

17. Code of Conduct and Ethics

(a) The Board shall adopt a written Code of Conduct and Ethics for directors, officers and employees.

(b) The Board shall make a copy of the Code available to Board members and staff and any interested parties.

(c) The Board shall describe how the Board monitors compliance with the code.

(d) The Board shall adopt a Code of Conduct and Ethics that is consistent with the Standards of Ethical Conduct for Public Sector Organizations.

(e) The Board shall publish its Code of Conduct and Ethics.

18. Governing Law

This Agreement shall, in all respects, be governed by, and construed and enforced in accordance with, the laws of the Province of Nova Scotia.

Dated March 17, 2014
19. Waiver of Agreement

Failure by any party to insist upon the strict performance of any of the covenants, terms, provisions or conditions in this Agreement shall not be construed as a waiver or relinquishment of such covenant, term, provision or condition, but the same shall continue and remain in full force. No waiver shall be deemed to have been made unless expressed in writing.

20. Amendment or Modification

This Agreement may not be amended except by written instrument signed by all the parties who, as of the date of the amendment, have not withdrawn from the Valley REN.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the parties and their respective successors and assigns.

Dated March 17, 2014
### 2015/16 Budget Summary >> Final Draft To L/O

**Revenue**

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annapolis Royal</td>
<td>$ -</td>
<td>Not a partner under the current agreement</td>
</tr>
<tr>
<td>Berwick</td>
<td>$ 17,790</td>
<td></td>
</tr>
<tr>
<td>Bridgetown</td>
<td>$ -</td>
<td>Dissolved 2015/16 - part of Annapolis County - participation questionable</td>
</tr>
<tr>
<td>Hantsport</td>
<td>$ 7,407</td>
<td></td>
</tr>
<tr>
<td>Kentville</td>
<td>$ 34,572</td>
<td></td>
</tr>
<tr>
<td>Middleton</td>
<td>$ 14,722</td>
<td></td>
</tr>
<tr>
<td>Windsor</td>
<td>$ 19,275</td>
<td></td>
</tr>
<tr>
<td>Wolfville</td>
<td>$ 34,572</td>
<td></td>
</tr>
<tr>
<td>County Annapolis Royal</td>
<td>$ -</td>
<td>Not a partner under the current agreement</td>
</tr>
<tr>
<td>County Kings</td>
<td>$ 88,950</td>
<td></td>
</tr>
<tr>
<td>County West Hants</td>
<td>$ 52,873</td>
<td></td>
</tr>
<tr>
<td>Glooscap First Nations</td>
<td>$ 7,500</td>
<td></td>
</tr>
<tr>
<td>Province of Nova Scotia</td>
<td>$ 277,661</td>
<td></td>
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</table>

**Expenses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Salaries</td>
<td>$ 300,983</td>
<td>4-6 staff</td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruitment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training and Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Rent</td>
<td>$ 27,300</td>
<td>BRE training/ staff development</td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial</td>
<td>$ 60,900</td>
<td></td>
</tr>
<tr>
<td>Legal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional/Consulting</td>
<td></td>
<td>Strategic Plan development, Investment Readiness</td>
</tr>
<tr>
<td>Board Events/Training</td>
<td>$ 12,100</td>
<td>retreats / working dinners / strategy launch</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>Board meetings / functions</td>
</tr>
<tr>
<td>Meetings/Functions</td>
<td></td>
<td>ads/ print materials / etc...</td>
</tr>
<tr>
<td>Recruitment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations Office Consumables</td>
<td>$ 38,060</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Technology</td>
<td>$ 74,500</td>
<td>to be defined ... relevant to Rural Economic Development</td>
</tr>
<tr>
<td>Events/Travel/Conference</td>
<td></td>
<td>Website development, Business package, Municipal communications</td>
</tr>
<tr>
<td>Web Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newsletter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>$ 7,652</td>
<td></td>
</tr>
<tr>
<td>HST</td>
<td>$ 33,827</td>
<td>(Expect a percentage of this to be recouped)</td>
</tr>
</tbody>
</table>

**Surplus [deficit]**

$ -5 0
1) COMMENT / RECOMMENDATION – CAO
The CAO supports the recommendation of staff.

2) RECOMMENDATION
That Council approves the standard borrowing resolution, as provided by the Department of Municipal Affairs (DMA) in order to facilitate funding requirements of the 2015/16 capital budget program until such time as permanent funding can be put in place with the 2016 Spring Debenture issue.

The amount of the approval to be as approved in the 2015/16 Budget (page 35 of 2015/16 Operations Plan document).

3) DRAFT MOTION
That Council approves the attached Temporary Borrowing Resolution totaling;
• TBR #15/16-?? street infrastructure/facility upgrades/sewer equip. $1,879,250
To cover loan facilities with the Bank of Montreal until such time as the short term loans are replaced with debenture borrowings as per the 2015/16 Capital Budget, Ten Year Capital Investment Plan (CIP) and Capital Asset Funding Policy.

4) REFERENCES
• 2015/16 Operations Plan, including Ten Year CIP
• Capital Asset Funding Policy

5) PURPOSE OF REPORT
This report starts the process of putting appropriate/required documentation in place to provide debt financing for the 2015/16 capital projects, as outlined in the approved budget.

6) DISCUSSION
Annually this is a housekeeping matter as it relates to capital purchases/projects previously approved by Council as part of the annual budget process.
The **TBR forms the first required step** in the process by which Town’s obtain debenture funding through the NS Municipal Finance Corporation (MFC). It also becomes part of the paperwork required by the Bank of Montreal to set up the temporary loan facility. The TBR template issued by SNSMR is a standard form with a twelve month term.

The budget plan is to replace the TBR funds with 10 to 15 year debenture proceeds (in accordance with Town Policy on capital asset funding). Based on our expected capital financing, the Town’s total debt repayments over the next 6 years will be approximately:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>Debt Service Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/15</td>
<td>$436,000</td>
<td>(5.2% DSR)</td>
</tr>
<tr>
<td>2015/16</td>
<td>$482,000</td>
<td>(5.7% DSR)</td>
</tr>
<tr>
<td>2016/17</td>
<td>$603,000</td>
<td>(6.7% DSR)</td>
</tr>
<tr>
<td>2017/18</td>
<td>$724,000</td>
<td>(7.9% DSR)</td>
</tr>
<tr>
<td>2018/19</td>
<td>$749,000</td>
<td>(8.0% DSR)</td>
</tr>
<tr>
<td>2019/20</td>
<td>$827,000</td>
<td>(8.7% DSR)</td>
</tr>
<tr>
<td>2020/21</td>
<td>$854,000</td>
<td>(8.8% DSR)</td>
</tr>
</tbody>
</table>

Our total own source revenue is budgeted to be $8,760,100 (total revenue less school board funding and provincial/federal grants). As demonstrated by the debt service ratio calculations, the town’s debt costs are well within the capacity of town to manage. Projections of future funding requirements (including increased debt payments) are based on transfers to reserves moving up or down with changes in debt repayments. This provides consistent/predictable capital contributions in relation to the town’s tax requirement.

As noted during the budget discussions/process this past winter, part of the debt assumptions are connected to Year 2 of the CIP, and the possibility of a section of Main Street (Westwood to Cherry) receiving BCF grants. If this grant funding is not received then the debt repayment estimates noted above (years 2017/18 and forward) could be higher, pending 2016/17 budget decisions.

### 7) POLICY CONSIDERATIONS
This borrowing is consistent with the Town’s Capital Asset Funding Policy.

### 8) BUDGET CONSIDERATIONS
Already covered as part of the budget process.
9) COMMUNICATIONS REQUIREMENTS

There will be formal communications with external sources in two areas:

- With Department of Municipal Affairs to obtain the draft resolution wording and, after Council resolution, Ministerial approval;
- With BMO to arrange our line of credit renewal based on the approved TBR amount.

10) REFERENCES TO COUNCIL STRATEGIC PLAN

The process of obtaining approval for Temporary Borrowings relates to the Capital Budget which is a key to Council Strategic Priority #1.

11) SUMMARY

The debt financing dealt with in this RFD relates to the 2015/16 Capital Budget previously approved by Council. This represents the first step in the process required to obtain long term financing. The resolution wording itself is provided by the province, and the documents themselves go back to the province for approval by the Minister of the Department of Municipal Affairs.
1) COMMENT / RECOMMENDATION – CAO
The CAO supports the recommendations of staff.

2) RECOMMENDATION
Staff recommends that Council endorse the Destination Trail name “Harvest Moon Trailway” as presented by the Annapolis Valley Trails Coalition (AVTC) and that staff be given direction to work with the Annapolis Valley Trails Coalition and its member trail groups and municipalities to develop a more formalized agreement to move this initiative forward including how the groups will work together, how decisions will be made, financial contributions and next steps.

3) DRAFT MOTIONS
1. That Council endorse the Destination Trail name “Harvest Moon Trailway” as presented by the Annapolis Valley Trails Coalition at the May 5, 2015 Committee of the Whole meeting.
2. That Council direct staff to develop a more formalized agreement with the Annapolis Valley Trails Coalition (and its member municipalities and trail groups) to move this initiative forward.

4) REFERENCES
- Physical Activity Strategy
- Information report to Council on Greenwich Trail, December 9th, 2014

5) PURPOSE OF REPORT
The purpose of this report is to provide an update on the status of the Destination Trail initiative, as supplemental information to the Annapolis Valley Trails Coalition’s presentation to Committee of the Whole, and to seek direction to work with the Trails Coalition to develop a more formalized process for moving the initiative forward.
6) DISCUSSION

The Destination Trail

- 115 km recreational trail on or beside the railway line, and is book-ended by the historic National Parks, of Grand Pre and Annapolis Royal
- An opportunity for a collaborative initiative to create a unified active transportation and tourism project for the Valley.
- Is supported by The Annapolis Valley Trails Coalition (AVTC) comprised of multi-use trail user groups and land owners/managers (including municipalities)
- Trail is projected to be complete by 2019

Naming and Branding

A Destination Trail Subcommittee of the Annapolis Valley Trails Coalition (AVTC) was formed in Spring 2014 to guide marketing, promotions, branding, monitor and evaluate trail readiness, act as liaison to trail towns, link to the Nova Scotia Tourism Association (NSTA), oversee and guide project phasing, establish governance of destination trail, and develop and guide implementation of work plan. Funding was received from the Nova Scotia Tourism Association to support Naming and Branding for the Destination Trail. The Request for Proposals for the Naming and Branding was awarded to Upland/Breakhouse. Guided by the Destination Trail Subcommittee, the Naming and Branding process involved an extensive tour of the trail, a broad based survey of users, and meetings with stakeholders. Although there was disagreement among members of the Destination Trail Subcommittee and the consultant’s first recommended name was not approved by the committee, the “Harvest Moon Trailway” was ultimately endorsed by the Annapolis Valley Trails Coalition. The consultant has completed a logo as well as concept level designs for trailhead entrance signs, highway signs, and trail wayfinding signs (based on existing sign templates from Celtic Shores and Rumrunners – the Province’s current Destination Trails)

Next Steps

It became clear during the course of the Naming and Branding phase of this initiative that a more formal agreement creating a clear governance structure for the Destination Trail must be created. Because each section of the trail is owned and/or managed by a different group or municipality, it is important that decision making and roles and responsibilities are outlined and agreed to in order to move forward. It is also important that municipal units are fully aware of the financial implications of decisions made regarding trail construction. Things like trailheads, signage, other associated costs and all maintenance cost within Town limits would be the responsibility of the Town. More work needs to be done to formalize a proposal for what this structure looks like, which will come back to Council for approval.
7) POLICY CONSIDERATIONS
N/A

8) BUDGET CONSIDERATIONS
The Destination Trail was included in the 2015/16 Capital Budget approved by Council with specific dollars identified in Year 1 for development of Rail Trail West (under Community Infrastructure), Year 2 for the Trail Head, and Year 3 for development of Rail Trail East. At this stage, no further budget decision is required as the funding is in place to be utilized as work continues with the AVTC.

9) COMMUNICATIONS REQUIREMENTS
Staff will work with the AVTC and other municipal units and trail groups and communicate Council decisions to them.

10) REFERENCES TO COUNCIL STRATEGIC PLAN
1. Well Maintained and Sustainable Public Infrastructure – including off road paths and trails.
   a. Wolfville has a comprehensive, well promoted, community- wide active transportation corridor of walking and biking trails that connect neighbourhoods to major public places and to the beautiful natural areas of our Town and region.
2. A Diverse, Prosperous, and Sustainable Local Economy
   a. Wolfville is a mecca for outdoor enthusiasts who want to hike, bike, and walk through the region and rest at the end of their enjoyable day.
   a. Community services are easily accessed by those who choose, or must walk to those services.
   b. Active transportation is fully integrated in community.
4. A Robust Active Living and Cultural Community
   a. Active living components are integrated into the infrastructure plan of wolfville and neighbouring communities.
   b. Tourists from around the Country and the world come to Wolfville to enjoy the biking and walking opportunities of the surrounding area, the wineries, and the ambience of the Town.

11) SUMMARY
See “discussion”.

Request for Decision, Page 3 of 3
1) COMMENT / RECOMMENDATION – CAO
The CAO supports the recommendations of staff.

2) RECOMMENDATION
That Committee of the Whole recommend to Council that it support the volunteer drafting of the application to Cittaslow and authorize the application.

3) DRAFT MOTION
That Council support a Cittaslow Designation Application, including payment of the initial application fee and first year of membership fees, subject to the following:
   a. That the application is prepared by community volunteers, and
   b. That a community based, volunteer driven organization is established to coordinate Cittaslow projects.

4) REFERENCES
   • Presentation to Council on December 9th, 2014
   • “Cittaslow Designation: Implications for the Town of Wolfville” – report presented to Council

5) PURPOSE OF REPORT
To seek direction from Council regarding the Cittaslow designation application.

6) DISCUSSION
On December 9, 2014 Council received a report on the implications for the Town of attaining a Cittaslow Designation. “Cittaslow is an international organization committed to environmental conservation, the promotion of sustainable development and the improvement of urban life.”\(^1\) A team of community volunteers undertook a review of the Cittaslow designation and recommended that Council submit an application to attain this designation.

\(^1\) Page 3 of “Cittaslow Designation: Implications for the Town of Wolfville” Full report can be found in the December 9\(^{th}\), 2014 Council package.
The report lists the possible benefits to the Town of Wolfville as:

- Promotion of the Wolfville brand
- Supports economic development and tourism
- Building on and increasing community capacity by joining many separate initiatives under one umbrella
- Supports and encourages planning policy and research
- Supports Acadia and potentially leverage partnership opportunities.

The volunteer group, spearheaded by Jim Morgenstern, has volunteered to lead the application process but is seeking Council support for the project. There is a 600 Euro one time, non-refundable application fee and a 1,125 Euro annual membership fee.

Staff thinks this designation fits with Wolfville’s values and beliefs. It also supports our reputation as a place regionally as where the “slow food” movement is embraced, and our culinary and wine industry plays a key role in this. Staff also believe that there may indeed be benefits to this designation which are well articulated by the Cittaslow report.

The main concern regarding seeking the designation relates to staff capacity and then acting upon any future designation that we receive.

A) Staff capacity – Staff have no additional capacity to manage this project at this time.
B) Acting upon the designation – If we are successful in achieving the designation, it will be important for the community to take a leadership role in acting on this designation. Often this can involve staff time to support the community.

It is important to note that if volunteers take on this project, submit the application and take on the initiatives under the designation, that this designation could promote place-making and community development that would benefit Wolfville.

**Options:**

1. Support proceeding with the application, including payment of the initial application fee and first year of membership fees, subject to the following:
   a. That the application is prepared by community volunteers
   b. That a community based organization, volunteer driven organization is established to coordinate Cittaslow projects.

2. Not proceed with seeking the designation

3. Consider designation in the 2016/17 fiscal year when additional staff capacity is available.
7) POLICY CONSIDERATIONS
See Cittaslow report “Cittaslow Designation: Implications for the Town of Wolfville”

8) BUDGET CONSIDERATIONS
The one time application fee would cost approximately 300 dollars CDN with yearly fee estimated at $1,400 CDN.

This could be accommodated within existing budget.

9) COMMUNICATIONS REQUIREMENTS
Staff would inform the community volunteers of Council’s decisions.

10) REFERENCES TO COUNCIL STRATEGIC PLAN
A Cittaslow Designation would support all the strategic initiatives of Council, particularly 2, 3, and 4.

Strategic Directions
1. Well Maintained and Sustainable Public Infrastructure
2. A Diverse, Prosperous, and Sustainable Local Economy
3. A Growing Population Encompassing all Ages and Stages who Live in Safe, Attractive, Cohesive, Neighbourhoods
4. A Robust Active Living and Cultural Community
5. Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

11) SUMMARY
This report outlines options and a staff recommendation regarding the Cittaslow report presented to Council in December of 2014.
1) COMMENT / RECOMMENDATION – CAO
The CAO supports the recommendations of staff. It is critical that the $20,000 retained by the Town from the Business Development Area Rate be utilized to support key economic development initiatives within the Town.

2) RECOMMENDATION
Staff recommend that Council forward the draft criteria for the Strategic Economic Development Partnership Fund to Council for approval.

If Council wishes to make significant changes to the criteria that COW direct staff to make changes as per the feedback of Council and bring the updated criteria to a future COW for consideration.

3) DRAFT MOTION
That Council adopt the draft criteria that would apply only to the 2015-2016 fiscal year for the grants totalling $20,000 and that staff review any existing proposals and bring recommendations for disbursement of the funds to a subsequent COW meeting.

4) REFERENCES
- Community Partnership Program
- Economic Action Plan
- Council Strategic Plan
- Downtown Development Plan
- WBDC draft budget

5) PURPOSE OF REPORT
The purpose of this report is to provide Council with draft criteria for the allocation and disbursement of $20,000 of grant monies. The criteria enclosed are for discussion purposes and staff are seeking feedback on the criteria.
6) DISCUSSION

The Community Partnership Program (CPP) was established by policy of Council to support programs, facilities and events that benefit the Town of Wolfville. However, the Town received a number of requests that fall outside of the CPP funding guidelines which Council has expressed an interest in supporting. In the 2015/16 Operating Budget there is a $20,000 increase to grants to organizations that was intended to support activities previously supported by the WBDC; however, no policy exists to guide the disbursement of these funds. This report outlines potential guidelines for Council consideration.

The intention of the CPP program is to support economic and community development in the Town of Wolfville. Council has expressed a strong desire to promote Wolfville as a destination and hub of cultural and economic activity. With this in mind, it would seem appropriate to focus the dollars not specifically allocated to the CPP program on initiatives or programs that would provide significant economic development possibilities for the town.

The total amount for disbursement is $20,000 and as such staff believe that instead of many smaller grants that a few larger amounts to fewer organizations would be beneficial. The intention with this budget is to get the maximum “bang for the buck” and staff is purposing to call this one-time program the “Strategic Economic Development Partnership Fund.”

Proposed criteria:

- Supports the culinary and wine industry.
- Significant tourism and visitor attraction potential, which can be demonstrated and documented.
- Directly supports our existing business sector.
- Builds on successful initiatives supported by the WBDC.
- Initiative has significant partnerships or other sources of funding and has demonstrated a financial need.
- One-time events will not be funded, but rather long-term, sustained activities will be supported.
- Helps to keep Wolfville “on the map” locally, provincially and nationally. Supports the Downtown Vision.

Summary of requests received to date:

- Annapolis Valley Chamber of Commerce – The request is to support the 2015 Tourism Marketing Plan.
- Kings Volunteer Resource Centre – To support the work of the KVRC, which is focused on supporting and attracting volunteers.
- Kings Senior Safety – To support the work of this organization that focuses on seniors abuse prevention.
• Culinary Epicentre Project – A project to create a food and wine hub in the region. The project is currently undertaking a feasibility assessment which should be completed in the fall. Although staff have not received a specific ask in relation to this project, we anticipate that one may be received, depending on the results of the feasibility assessment.

• Devour! The Food Film Fest – Devour has asked for an additional $5,000 in funding and would like to come to Council to make a presentation.

**Draft criteria**

To assist Council in its evaluation of the draft criteria proposed by staff, the projects of which staff are aware that are seeking funding or may seek funding are shown below. This is not a comprehensive list, but is shown only to demonstrate what kinds of projects would fit the criteria. Many of these projects are existing requests in to Council.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Total request</th>
<th>Multi-year</th>
<th>Supports Tourism</th>
<th>Supports Business Sector</th>
<th>Supports culinary and wine</th>
<th>WBDC</th>
<th>Financial need</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVCC – Tourism ad</td>
<td>$6,000</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Volunteer Resource Centre (Council has received a presentation)</td>
<td>$2,000</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Seniors Organization (Council received a presentation)</td>
<td>$3,600</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Culinary Epicentre Project– no request yet we anticipate one. (presentation pending)</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Devour (presentation pending)</td>
<td>$5,000</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Masters Curling (no formal ask but letter from MOK)</td>
<td>No specifics</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>???</td>
</tr>
</tbody>
</table>

**Process**

At this time, staff are not recommending establishing a formal application process and timeline for this fund as there have already been several requests for funding that are not covered by the CPP. Using the draft criteria, Devour and the AVCC tourism project would be eligible for funding, leaving approximately half the fund to deal with any other requests that arise throughout the year.
Council would approval all grant allocations through motion and applicants under this fund would make a presentation to Council before any granting of funds.

7) POLICY CONSIDERATIONS

CPP Policy

The CPP policy provides guidance as the type of projects Council wishes to support, particularly in policy 1, 2 and 3 stated below.

1. The Town will consider providing limited financial assistance to non-profit organizations and registered charities that are providing recreational and cultural services to residents, and/or visitors to the Town of Wolfville through the Community Partnership Program.

2. The Town will consider providing limited financial assistance to support major cultural events or festivals that have the potential to bring significant direct or indirect economic, social, health or community benefits to Wolfville through the Community Partnership Program. Local community events may also be considered for limited financial assistance.

3. The Town will consider providing limited financial assistance to facility operators whose facilities are available for use by the community

Downtown Development Plan

The Downtown Development Plan established the following goal for Wolfville. There are a number of specific recommendations in the plan, but this vision captures best the feeling that Council wishes to have in Wolfville. Staff recommend that potential funding help achieve this vision.

Vision for Downtown Wolfville

-Alive...Inviting...Connected...

Our Downtown welcomes everyone. Streets are filled with busy shops, cafes, lively entertainment and thriving businesses. You can feel the energy and see the innovation and creativity everywhere.

Our spectacular waterfront, downtown neighbourhoods and parks are connected by trails and walkways for easy movement and enjoyment.

Downtown is where it’s happening – fun and discovery, anytime of the year.
The Economic Action Plan


**Economic Action Plan Goals**

The two established goals for the economic action plan are:

1. To enhance the foundation so business can be successful and residents can find the opportunities they are looking for within their town.

2. To establish Wolfville as the premier food and wine destination of the Atlantic Provinces.

8) OPTIONS

1. Use the existing CPP criteria to guide the disbursement of the funds. – The funds could be disbursed according to the existing criteria. This would mean that Devour and the AVCC would not be funded/receive additional funding.

2. Develop other criteria – Staff are recommending that Council establish criteria as outlined in this report. These criteria would apply only to these funds in this budget year. If Council so wishes, the establishment of this funding source could be referred to the 2016/2017 budget deliberations. Staff are also in the process of revamping the CPP program and the draft criteria proposed in this report would only apply to this year; however, these criteria may be incorporated into the revised CPP program.

9) BUDGET CONSIDERATIONS

Total budget is $20,000

10) COMMUNICATIONS REQUIREMENTS

Staff would communicate with organizations that would be eligible for this fund any criteria adopted by Council. Any organization that Council does not fund would receive a personal call to explain the process and inform them that the CPP program is under review, thereby potentially changing the eligibility requirements.

In addition, it will be important to communicate to any successful submissions under this fund that this is a one-time only program.
11) REFERENCES TO COUNCIL STRATEGIC PLAN

These funding criteria support Strategic Directions #2, #3 and #4 of Council’s Strategic Plan.

Strategic Directions
1. Well Maintained and Sustainable Public Infrastructure
2. A Diverse, Prosperous, and Sustainable Local Economy
3. A Growing Population Encompassing all Ages and Stages who Live in Safe, Attractive, Cohesive, Neighbourhoods
4. A Robust Active Living and Cultural Community
5. Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

12) SUMMARY

See “discussion”. 
1) COMMENT / RECOMMENDATION – CAO
The CAO supports the recommendation of staff.

2) RECOMMENDATION
That Council direct staff to work with the Edible Sideshow to review the request, and if upon review it is
deemed acceptable by staff, identify potential locations, remuneration and other details and this be
brought back to a subsequent Council meeting for Council discussion and approval.

3) DRAFT MOTION
That Committee of the Whole direct staff to review the request by the Edible Sideshow and return to
Council with a recommendation.

4) REFERENCES
- RFD-032-2014 – Interim Mobile Vending Policies
- RFD-033-2014 – Interim Mobile Vending Policies
- RFD 063-2014 – Direction to staff to draft a Vendor By-law (October 2014)

5) PURPOSE OF REPORT
Staff have received a request to locate a food truck on town property and this report provides
background and options for dealing with this request.

6) DISCUSSION
In 2014 Staff identified the need to develop a vendor by-law to enable staff to deal with request for
vending. Council initiated a project to develop a vendor by-law and struck a working group to guide the
drafting of the by-law. The intention was to have a vendor by-law approved for the 2015 season but
staff have not met this timelines, primarily due to a lack of staff capacity.

The idea of a vendor by-law has cause concern in the business community, particularly with the bricks
and mortar restaurants. In response to this concern, Council approved an Interim Vendor Policy for 2014
that permitted food trucks only during Mud Creek Days and Devour but with no provisions to permit
mobile vending on town lands.
In 2014, the Town also saw its first regular food truck, The Edible Sideshow, which located itself on private property behind the Al Whittle Theatre. Previous Town practice has been to permit vending on private property as long as the zoning allows for commercial uses.

On April 28th, 2015 staff received a request form the Edible Sideshow to locate the food truck on Town land two days a week. The letter of request is attached.

Staff is seeking direction on this request and if Council wishes to accommodate this request or wait until the Vendor Working Group has finished its work. Staff have not reviewed the request, as it was only recently received. However, given that the Edible Sideshow wishes to begin operation in May, staff wanted to deal with this request as expeditiously as possible and to seek direction from Council before working with the vendor on the specifics of the request.

If Council wishes staff to review the request, we would bring back a formal recommendation at the next Council meeting.

**Options:**

1. Refer request to Vendor Working group and await its recommendations before proceeding.
   - This would not allow the use on Town land this summer. However, the Edible Sideshow has found other locations in and around town.
   - Would allow Council to have concrete recommendations before dealing with this particular issue, which does cause concern to a segment of the restaurant owners in town.

2. Consider this request as a “one off” given that it is an existing food truck that operated within the Town limits in 2014. Staff would return with a recommendation on location, costs and other details for Council final approval.
   - Council expected to have a Vendor by-law in place by this time had communicated this intent to this particular vendor last summer.
   - The Edible Sideshow established itself last summer along Front Street and appeared to create foot traffic and increase the level of vibrancy. However, this is anecdotal only.
   - Staff are not sure at this point, even if Council wishes to allow for the food truck on town land that a suitable location can be found that would not impact parking or other town activities.

**7) POLICY CONSIDERATIONS**

There is not policy established to guide this request. The Downtown Development Plan encourages consideration of vending.
8) BUDGET CONSIDERATIONS
None at this time.

9) COMMUNICATIONS REQUIREMENTS
Any decision of Council would be communicated to the business community. It is important to note that food trucks were a contentious issue when preliminary consultations were undertaken on the Vendor by-law.

10) REFERENCES TO COUNCIL STRATEGIC PLAN
The issue of vending particularly related to strategic direction #2. However, staff are dealing with this request in a way that responds to strategic direction #5.

**Strategic Directions**
1. Well Maintained and Sustainable Public Infrastructure
2. A Diverse, Prosperous, and Sustainable Local Economy
3. A Growing Population Encompassing all Ages and Stages who Live in Safe, Attractive, Cohesive, Neighbourhoods
4. A Robust Active Living and Cultural Community
5. Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

11) SUMMARY
This report outlines options to deal with a request to locate a food truck on town lands.
Proposal to the Town of Wolfville

Regarding:
Rental location for The Edible Sideshow
Food Truck

May 15th to November 30th 2015

The Edible Sideshow Food truck, owner Lisa Boehme, would like to rent from the Town of Wolfville the following:

3 spots at Waterfront Park to park the food truck
Hours: 11 am to 6pm
Two days of the week, (days not confirmed at this time)
Food Truck will pay the Town a rental rate of $25. per day
use of electrical outlet at Waterfront Park

Truck will provide all garbage containers and be responsible for clean up of the surrounding area and removal of garbage.

Truck will not be parked in the designated spaces overnite.

The Town will provide signage as to the designated truck parking spots and days of the week the truck is operational once those days are finalized. To assure that those spaces are reserved.

Upon acceptance of this proposal The Edible Sideshow Food Truck will provide the following:

Business License
Food Permit #
Truck Insurance

Sincerely,

Lisa Boehme
902 599 1108
theediblesideshow@gmail.com