Committee of the Whole
Tuesday, January 9, 2018
8:30 a.m.
Council Chambers, Town Hall
359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes:
   a. Committee of the Whole Minutes, December 5, 2017

3. Presentations:
   a. Valley Regional Enterprise Network, Coby Milne

4. 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.

5. Committee Reports (Internal)
   a. RCMP Advisory Board

6. Staff Reports for Discussion
   a. RFD 003-2018: Policy 610-001, Design Review Committee Policy Amendment
   b. RFD 004-2018: VWRM TBR Guarantee Resolution
c. Operations Plan Discussion

7. **CAO Report**

8. **Committee Reports (External)**
a. Valley Waste Resource Management (VWRM) website
b. Kings Transit Authority (KTA) website
c. Annapolis Valley Trails Coalition (AVTC)
d. Race Relations and Anti-Discrimination Committee (RRADC)

9. **Adjournment to In Camera Meeting under section 22(2)(c) and (g) of the Municipal Government Act.**
a. Legal – Personnel
b. RFD 002-2018: Committee of Council Appointment – Design Review Committee

10. **Adjournment of In Camera**

11. **Regular Meeting Reconvened**

12. **Regular Meeting Adjourned**
What have we been doing?
CEO Recruitment Timeline

The search for the CEO is underway.

- **Dec 15**: Closing date for applicants
- **Jan**: Interviews
- **TBD**: Transition period
- **Nov**: Committee formed
- **Dec**: Candidates shortlisted
- **Mar**: Expected start date
**Staff and Board Updates**

**Introducing new Board Members**
- Jessy Gervais
- Bob Gaudet
- Tammy Belanger

**Change in staff roles**
- Rachel Brighton
- Jennifer Tufts
- Debbie Roza-Mercier
- Tania Vassallo

**BusinessNow! Update**
- James Schofield
Succession Planning

- In partnership with the Acadia Entrepreneurship Centre and the Annapolis Valley Chamber of Commerce.
- Four workshops held from October to November 2017.
- 10 Valley-based businesses enrolled in our pilot program.
- Positive feedback and planning for another date in 2018.
Entrepreneurial Toolkit

- The goal of the toolkit is to have a set of free resources that provides not only information, but support and guidance on how to turn an idea into a business.
- The toolkit will be available to every municipality and will eventually be customized by municipality.
- The toolkit will consist of 6 modules and the first two modules will be available (in first draft form) in late January 2018.
Manufacturing Sector

- Workforce development
- Highway interchange
- Feeder industries
McSweeney Presentation

- The Formula to Economic Development Success presented by Eric McSweeney
- Collaboration, co-operation and communication
- 32 registered, 30 attended
Collective Impact Project

Four applications

- Refresh in partnership with Acadia Entrepreneurship Centre hosted an event called Seed – A documentary: Hacking Entrepreneurship in the Annapolis Valley
- Annapolis Chamber of Commerce Young Business Leaders committee in partnership with Fusion Annapolis Valley are creating a video showcase of young entrepreneurs
- Community Inc. in partnership with Peopleworx are hosting a Business Expo and Networking
- Sheffield Mills Community Association & Glooscap First Nation & 4-H are creating an event called Kitpu, Eagle Watch Kickoff Party
Devour! Innovation Grows Here

- Growing agri-food businesses through innovation
- A panel discussion with four Valley agri-entrepreneurs
- Presented by the Valley REN as part of Devour! The Food Film Fest in October
- 60+ participants
Partners

Annapolis Valley Chamber of Commerce
  • Tourism

Valley Business Leaders' Initiative
  • Residential Attraction

Valley Regional Enterprise Network
  • Business and Workforce Attraction
What's Your Reason? Campaign

- Test campaign for What's Your Reason? on social media - December 2017
- Beta website - January 2018
- Creation of collateral materials - Early 2018
- Valley REN will fund the production of materials
- Partners will fund the execution of the promotions
- Consistent messaging will help showcase the region
Asset Database

Researching a site to host videos and images
  • Off the shelf solution
  • RFP for a custom option

Ensuring copyright and licensing is in place
  • Local photographers
  • Videographers

Cataloguing and collecting
  • Municipal material
  • Pride points
Corporate Marketing

Valley REN Communications and Marketing
Moving Forward

Quarterly Updates

- Feedback
- Actions
- Outcomes

KPI's will be included in our newsletters
- Partners Engaged
- Businesses Supported
- Community Engagement Opportunities
- Events/Workshops Held
- Communication Pursuits
- Community Organizations Engaged
Talk to us

W. Coby Milne, Interim CEO
Email: wcmilne@valleyren.ca
Call: 902 678 2200

BusinessNOW Lead:
James Schofield
Email: jschofield@valleyren.ca

Special Projects Lead:
Jennifer Tufts
Email: jtufts@valleyren.ca
UPDATE

The RCMP Advisory Board met on Tuesday, December 12, 2017. The RCMP report for the period September through November included the following highlights:

1. General
   - Total calls for service within Wolfville = 455
   - Hours of foot patrols during Homecoming week = (approximate) 68
   - Municipal bylaw complaint investigation (for year) = 62
   - Street Crime Enforcement Unit conducted a number of investigations resulting in execution of search warrants and seizure of drugs

2. Safe Roads:
   - Impaired driving charges – 19 charges (year total)
   - Summary Offense Tickets (SOTs) – 59 charges/64 warnings (year total)
   - Additional 70 SOTs issued by Traffic services
   - Check stops – 32 (year total)

3. Safety and security of all Nova Scotia
   - Human Trafficking presentations – ongoing throughout County
   - Domestic Violence Strategy – County Domestic Violence position
   - Other Crime Reduction Strategies – ongoing efforts to address cyber bullying, sexting, senior safety

4. Wolfville, Safety and Peaceful Community
   - Enforce Liquor Act – 88 charges (year total)
   - Police Presence – Foot patrols
   - Noise Prevention Bylaw – 2 charges/55 warnings (year total)

Priorities, Objectives and goals for FY 2018/19:

- To reduce disruption in neighbourhoods within the Town of Wolfville, leading to a safe and peaceful community
  - Enforce the liquor act with zero tolerance for charges
  - Enhance visibility by the RCMP in the Town of Wolfville during key weekend events (Cheaton Cup / St Patrick’s Day / Homecoming / Welcome Week / Apple Blossom Festival)
  - Educate residents on the process of reporting concerns and laying charges related to noise prevention bylaw
  - Increase Cannabis awareness and education as more information becomes known
Round Table Discussion:

- Pending Cannabis legislation and revenues once legalized – (note more discussion to take place as more information is available)
- Planned tour of the RCMP Headquarters by the Advisory Board
- A shuttle bus service will be arranged for busy event weekends e.g., Cheaton Cup and St Patrick’s Day, following its success during Homecoming
- RCMP will investigate an RCMP Open House for the WBDC to support local business knowledge of RCMP and Town’s policing practices.
SUMMARY

Design Review Committee Policy Update

The Design Review Committee Policy has been updated to better support the planning department in the interim until the Municipal Planning Strategy Review is completed and approved.

DRAFT MOTION:

That Council approve the amendments to the Design Review Committee Policy, 610-001.
1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

Section (26) of the Municipal Government Act provides the authority for Council to establish citizen advisory committees of Council by policy.

3) STAFF RECOMMENDATION

Staff recommends that Council approve the amendments to the Design Review Committee Policy, 610-001 attached to RFD 003-2018.

4) REFERENCES AND ATTACHMENTS

1. Design Review Committee Policy, 610-001 (attached).

5) DISCUSSION

The Design Review Committee Policy has been amended to better support the planning department until the Municipal Planning Strategy is approved. The new MPS – through the revised Core Commercial Design Guidelines - will further outline the terms of reference for the Design Review Committee. The amendments are highlighted in red and include changing the maximum number of committee members from 5 to up to 7. This change provides flexibility in the make-up of the Committee and inclusion of all professional areas identified in the policy if there is interest.

In section 5.1.c it states that “Council shall appoint members to the Committee every December”. This does not mean that the Committee membership will change every year; it is there to allow for a change if there are new applicants/interest. The current policy does not include a term for membership.

Section 5.3.d “For any design that the Committee feels is exemplary, it may recommend to Council the waiving of all or a portion of application, building and development fees for the specific proposal” has been removed from the policy. Staff feels that it should be the sole discretion of Council and not a recommendation from a citizen’s committee to waive development fees, especially when there is no criteria for “exemplary”.

The remaining amendments are administrative changes to align the policy with other Committee of Council policies and clearly identify the terms of the committee – i.e. open meetings, conflict of interest, member commitment criteria, etc.
6) FINANCIAL IMPLICATIONS

N/A.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

N/A – the amendments to this policy are operational.

8) COMMUNICATION REQUIREMENTS

The amended policy will be communicated to all Design Review Committee members and updated in the Town’s records.

9) ALTERNATIVES

That Council not approve the amendments to the policy.
1.0 Purpose

To establish the mandate, goals, objectives and operating procedures of a Design Review Committee.

1.1 Goal:
To inform the planning process by providing peer review of development applications that require interpretation of the Town of Wolfville’s architectural guidelines.

1.2 Objectives:
- To inform staff reports to PAC and enhance information for Council and the Community.
- To provide Subject Matter Expert review to development applications falling under the town’s Architectural Guidelines.
- To enhance staff recommendations to the PAC.
- To provide recognition for exceptional development.

2.0 Scope

This Policy is applicable to all members of the Design Review Committee.

3.0 References

3.1 Town of Wolfville’s Architectural Guidelines

4.0 Definitions

4.1 Committee means the Design Review Committee.
4.2 PAC means the Planning Advisory Committee.
4.3 Planning Staff means the Director of Planning or the Community Planner for the Town of Wolfville.
4.4 Subject Matter Expert means a person with a deep understanding and/or a professional designation in landscape architecture, engineering, heritage, architecture, planning, or urban design.
5.0 Policy

5.1 Membership

a. The Committee will be composed of a maximum of 5 people up to seven (7) professionals in the following fields:
   - Architect
   - Heritage expert
   - Engineer
   - Planner
   - Urban Designer
   - Landscape Architect
   - Other qualified professional, as recommended by Planning Staff

b. Members of Council will not be appointed to the Committee.

c. Council shall appoint members of the Committee every December.

d. Applications for the appointments of the Committee shall be invited by public advertisement.

e. If a member vacates the Committee for any reason at any time before that member’s term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.

f. The role of chair will circulate among Committee members.

5.2 Qualifications

a. Members shall be a member of, or retired from, their respective professional associations, with the exception of the heritage expert.

b. Members shall abide by the code of conduct of their respective professional associations.

c. Members shall live, own a business or work within the Town of Wolfville. If criteria can’t be met, Council may appoint appropriate professional representatives at its discretion.

d. If the committee has a heritage expert, Council will be of the opinion that the individual chosen has significant knowledge and experience in that field.

e. Any member of the Committee is eligible for reappointment.

f. Every member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.
5.3 Mandate and Responsibilities

a. To provide professional advice to staff regarding compatibility of development proposals with the applicable Architectural Guidelines prescribed in the Municipal Planning Strategy.

b. If requested, to provide comment on potential changes to the Architectural Guidelines or on Architectural or Design related policies the Town is considering.

c. For each development proposal, the Committee shall:

- Receive a brief staff presentation on the proposal, drawings and a design brief prepared by the developer.
- Be permitted to ask questions of the applicant on issues relating to architecture and urban design.
- Make a recommendation to PAC regarding compatibility with the Architectural Guidelines.

d. For any design that the Committee feels is exemplary, it may recommend to Council the waiving of all or a portion of application, building and development fees for the specific proposal.

5.4 Rules of Engagement

a. The committee shall not receive any presentations, questions, or comments from the public.

b. Any committee member who has an existing client relationship with the developer submitting the proposal shall not participate in the review of the specific project.

c. The Committee is subject to the principles set out in the Municipal Conflict of Interest Act.

d. Subject to Section 22 of the Municipal Government Act, meetings of the Committee are open to the public.

5.5 Administration

a. The Committee shall convene at the request of Planning Staff.

b. If the Committee is unable to schedule a meeting within 10 business days of being called by Planning Staff, the application shall proceed directly to PAC.

c. A summary of the Committee meeting and any recommendations shall be forwarded as part of the staff report to the PAC for consideration.
5.6 Policy Review

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

_________________________  _________________________
CAO                                    Date
SUMMARY

Municipal Debt Guarantee – Valley Waste Temporary Borrowing Resolution

Similar to each municipal unit having to set up an approved Temporary Borrowing Resolution (TBR) to provide funding for their annual capital budgets, Valley Waste Management Resources (VWRM) must also set up approved TBR’s. However, in their case it requires participating municipal partners to approve Guarantee Resolutions. This RFD deals with the required guarantee.

DRAFT MOTION:

That Council approve the attached Guarantee Resolution in the amount of $33,210, covering the Town’s share of the long term debt funding required by the 2017/18 Capital Budget for Valley Waste Resource Management.
1) CAO COMMENTS

The CAO supports the recommendation of Staff.

2) LEGISLATIVE AUTHORITY

- MGA Sections 60 and 88

3) STAFF RECOMMENDATION

That Council approves the Guarantee resolution as presented

4) REFERENCES AND ATTACHMENTS

1. Copy of Guarantee Resolution wording required for this item (attached).
2. Copy of memo from VWRM Finance Manager noting purpose of debt.

5) DISCUSSION

The attached resolution is the standard wording being utilized to establish the municipal guarantees.

The total borrowing requirement noted ($514,000) comes from the 2017/18 VWRM approved budget. The Town’s share of $33,210 represents 6.46% of the total debt financing.

This step in the process is required by NS Dept. of Municipal Affairs. It should be noted that these guarantees are not factored into the Town’s debt service ratio as monitored by DMA. The Town would only be required to step in if VWRM was unable to meet its repayment obligations.

VWRM requires the signed documents back before the end of January to get the remainder of their borrowing in place.

6) FINANCIAL IMPLICATIONS

The impact of debt repayment will be factored into VWRM long term financial planning, and the Town will incur its share of those repayments as part of the annual operating budgets of the Authority in future years.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Not applicable.

8) COMMUNICATION REQUIREMENTS
The Mayor and Director of Finance will sign Guarantee Resolution once approved. Duly signed copies will then be forwarded to Geoff McCain at VWRM. No further communication is required.

9) ALTERNATIVES

No real options available as Council has already approved the capital budget spending covered by this guarantee. If guarantee not approved, VWRM would not be able to fund their 2017/18 capital program.
Memorandum

TO: Municipal CAO’s
FROM: Geoff McCain, Finance Manager
DATE: December 13, 2017
SUBJECT: Approval of Municipal Guarantees for TBR #17/18-2

At today’s meeting of the Valley Region Solid Waste-Resource Management Authority (Valley Waste) it was moved and seconded to approve the Temporary Borrowing Resolution File #17/18-2 in the amount of $514,000 which represents the Capital Borrowing requirements for the Authority as approved with the 2017-2018 Budget.

This TBR will cover the purchase of the following items:
- two pick-up trucks with a total budgeted amount of $76,000;
- one rear compacting unit with a budgeted amount of $45,000;
- one Rolloff truck with a budgeted amount of $215,000;
- tipping floor repairs at the Western Management Centre with a budgeted amount of $60,000;
- replacement of the incoming weigh scale at the Western Management Centre with a budgeted amount of $78,000;
- organics containment structure at the Eastern Management Centre with a budgeted amount of $40,000.

As part of the process for Valley Waste to receive the Minister of Municipal Affairs’ approval, the municipal partners must each approve a guarantee for their percentage share of the total value of $514,000.

Please find attached six copies of the municipal guarantee for your municipal unit, as prepared by Service Nova Scotia and Municipal Relations for your review and approval by Council. If you would be so kind as to place this on your next meeting Agenda and once approved, have these six copies signed, sealed and five copies returned to Valley Waste, it would be greatly appreciated (the sixth copy is for your records). We would appreciate receiving the signed guarantees as soon as conveniently possible so that we are fully prepared for bridge financing until the next debenture issue is released.
TOWN OF WOLFGVILLE

GUARANTEE RESOLUTION

WHEREAS the Valley Region Solid Waste-Resource Management Authority was incorporated on October 1, 2001 pursuant to Section 90 of the Municipal Government Act;

AND WHEREAS the Authority has determined to borrow the aggregate principal amount of Five Hundred Fourteen Thousand Dollars ($514,000) for the purpose of several vehicles and an outgoing scale at the Eastern Management Centre and has applied to the Town of Wolfville for its guarantee;

AND WHEREAS the Authority has requested the Town of Wolfville, a municipality that executed the instrument of incorporation of the Valley Region Solid Waste-Resource Management Authority, to guarantee the said borrowing;

AND WHEREAS Section 88 of the Municipal Government Act, provides that no guarantee of a borrowing by a municipality shall have effect unless the Minister has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Town of Wolfville does hereby approve the borrowing of Five Hundred Fourteen Thousand Dollars ($514,000) for the purpose set out above;

THAT subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Town unconditionally guarantee repayment of Thirty-Three Thousand Two Hundred Ten Dollars ($33,210) of the principal and interest of the borrowing of Five Hundred Fourteen Thousand Dollars ($514,000) for the purpose set out above;

THAT upon the issue of the Temporary Borrowing Resolution, the Mayor and Clerk of the Town do sign the guarantee attached to the Temporary Borrowing Resolution of the Valley Region Solid Waste-Resource Management Authority and affix hereto the corporate seal of the Town.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the Council of the Town of Wolfville held on the day of 2017.

GIVEN under the hands of the Mayor and the Clerk and under the Seal of the Town this day of 2017.

Mayor

Clerk
1) Improving Quality of Life for All

- A recap from the Annapolis Valley Regional Library on the future needs of the library consultation has been provided to staff. A report with considerations and next steps will be brought to Council in early 2018;
- Stakeholders continue to meet to discuss moving forward with a comprehensive alcohol strategy for the Town. The group is now working to develop a party registration program and an educational campaign around safe drinking guidelines and keeping it social. The next meeting is scheduled for January 5th;
- The RFP for the East End Gateway Design has been awarded to Ekistics Plan + Design. A public consultation session will be held on January 15th from 7:00 pm – 9:00 pm;
- Staff are participating in a working group to develop a regional recreation assessment for Kings County. A draft term of reference has been developed and staff are in the process of providing comment. Once finalized, staff will provide an update to Council on the scope of work and expected financial contributions of each participating municipality. We have $13,700 budgeted for this project in the 2017-18 budget;
- The Town’s afterschool programming resumes the week of January 8th;
- The Resolution Run had 134 participants;
- The New Year’s Skate had 100 participants;
- Discussions have started with community stakeholders and the Province to hold Heritage Day events that celebrate Mona Parsons in 2018;
- Wolfville 125 preparations have started as the date of our incorporation is March 20th. The Wolfville logo will be modified to add “125” for the year;

2) Maximizing Our Infrastructure Investments

- Wickwire sidewalk is completed. Landscaping will be finalized in the spring;
- The draft asset management plan is currently being reviewed by staff.
- All contracted asphalt repairs and water cuts have been repaired for the season;
- Staff responded to two water main breaks over the Holiday break – one on Christmas Day and one on New Year’s Day.

3) Leveraging our Economic Opportunities

- Staff are working on eleven open Development Agreement/Plan Amendment files. These have been outlined in the MPS update provided in the December COW package;
- Staff are preparing for the Public Hearing on 12 Elm Avenue (Troy Restaurant) for a development agreement amendment to remove lounge seating restrictions from their existing DA and possibly the restrictions on amplified music as well;
- Staff are preparing for the Public Information Meeting for 329 Main Street for their Plan Amendment to change part of the subject property (currently split) from a residential
zone/designation to commercial in order to match the rest of the subject property, currently zoned C-1 and designated Central Commercial;

- Staff continue to work with WBDC to finalize the 2017-2021 agreement;
- The business registry information has been distributed to businesses and will launch in January.

4) Operational Updates

- Staff continue to work on the draft 2018-19 budget and Operations Plan. A draft will be presented at the special COW meeting in January;
- Year end forecasts for the current fiscal year are being compiled. An update will go to the Audit Committee on January 26th and to COW in February;
- Third quarter water bills were prepared in late December and will be mailed by January 5th;
- The 2018 Assessment Roll was downloaded on January 3rd. An analysis will be provided to assist with the budget discussion. Overall there was a limited increase in residential assessments and commercial assessments are relatively unchanged;
- Public Works staff began their winter hours on January 1st;
- Parks staff have been laid off for the season and will start back in April 2018;
- Hatch, exp and Stantec were the three successful engineering firms that responded to our RFP to assist with capital projects for the next three years;
- The Water Rate study is well underway. The expectation is to have a draft ready for Council’s consideration in February before submitting anything to the UARB. The current timeline would likely result in rate changes being effective at the start of the second quarter of 2018-19;
- A new FOIPOP application was received on January 3rd, bringing the total to 6 for this fiscal year.
UPDATE

The Valley Region Solid Waste-Resource Management Authority met on December 13, 2017 in keeping with the normal meeting schedule.

Corporate Strategic Plan
Rick Ramsey, acting general manager, has recommended the authority develop a corporate strategic plan. With his expertise, that process will begin in January.

Stockpiling of Plastic
The board had a lengthy discussion about the stockpiling of plastic. Members were alerted that it is against the law in Nova Scotia to landfill plastic.

Single Use Plastic Bags
A regional plan to create a bylaw banning single use plastic bags is looking hopeful, but will require cooperation from all of the municipal units. Chair Jane Bustin would like to see this issue on the UNSM agenda.

The next meeting of the Valley Region Solid Waste-Resource Management Authority is scheduled for Wednesday, January 17, 2018.
UPDATE

In December 2017 Meg Hodges (Mun. of Kings), General Manager Stephen Foster, and Councillor Brian participated in discussions with the Acadia Student Union about a U-Pass proposal. It was decided to postpone the ASU referendum until the next fiscal year.

On December 6th Councillor Brian boarded the Kings Transit bus at 9:30 am in Wolfville and took a trip to and from Annapolis Royal in a “Board on the Bus” day. It was an enjoyable trip with many picturesque views - the view from the bus is entirely different than from a car. Councillor Brian plans to repeat the trip in the summer with my bicycle on the bus rack and spend more time in Annapolis Royal.

Excerpt from chair Pauline Raven (Mun. of Kings)’s report:

“Paul (Mun. of Kings), Linda (Mun. of Digby), Stephen (General Manager, Kings Transit), Mercedes and I had a lovely lunch in Annapolis Royal on December 6. We missed those who couldn't make it but made up for it with lots of good conversation and discussions :)

On the way there, we spoke with several passengers and got an interesting sample of who uses the bus. On the way back east, it was dark, rainy and the bus was very busy. We didn't approach anyone much to chat. The bus drivers are well known to many passengers and ready with a friendly greeting and a chat if things aren't too busy. We have a service to be very proud of.
UPDATE

Chair’s Report

Beth is requesting each municipal unit submit annual work plans & requests for 2018 by the end of January to Beth. Municipal presentations will begin at the end of March, and data and reports must be organized. There will be no meeting in January, and Rick is being relegated to “office duty” for 2 months.

Financial Update – approved as presented

CCH funds will be received as per Meg Cuming.

Mike Trinacty’s Report

An assessment report based on trail usage presented to stakeholders of conditions and recommendations.

3 reports were created.

Reports circulated electronically - Observations cover Surfacing, Gates, Signs, Neat Things to Do, who should do this, DNR responsibilities, AVTC Responsibilities. KCTS Responsibilities, Planning. Economic development, recreation, Kingston duties Berwick Responsibilities., Aylesford, AVTC items groups require to have done, Waterville,

It was noted that uniformity of signage across counties would be ideal.

Noted that too many signs might ruin the ride.

The group is to pull together what info we as individual municipalities have and then discuss a signage strategy in next meeting.

Trail Coordinator’s Report

Construction Update Report presented and circulated electronically.

Also offering trail control, chainsaw safety for Ridge Runners, groomer training, risk management, and targeting trail safety issues via assistance from RCMP. We are working on how complaints will be logged and addressed.

Next meeting: Feb 15, 2018