



ATTENDING

Mayor Jeff Cantwell, Deputy Mayor Carl Oldham, Chief Administrative Officer Erin Beaudin, Councillor Mercedes Brian, Councillor Wendy Donovan, Councillor Wendy Elliott, Councillor Jodi MacKay, Councillor Oonagh Proudfoot and Recording Secretary Karen Outerleys

ALSO ATTENDING

Director Community Development Chrystal Fuller and interested members of the public

EARLY DEPARTURE

Councillor Wendy Elliott

CALL TO ORDER

Chair called the meeting to order at 9:05 am

1. AGENDA APPROVAL

05-10-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

CARRIED

2. APPROVAL OF MINUTES

a. 06-10-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 6, 2016 BE APPROVED AS CIRCULATED

Amendment:

- Page 3 of 6 under Kings Transit 1st bullet "...seniors reach out position funded by ..." amended to read "...seniors reach out position funded by Age Friendly Grant "

THE MINUTES WERE APPROVED WITH THE ABOVE NOTED CHANGES

CARRIED

3. STAFF REPORTS FOR DISCUSSION:

a. RFD 068-2016: INDOOR RECREATION FACILITY AND GAP ANALYSIS

Council initiated a study to examine the indoor recreation facilities to identify gaps and potential areas for investment. Specifically, Council was interested in ascertaining information on the following:

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

This information is necessary so that Council can make informed decisions on capital investments for recreation infrastructure, and for staff to make informed decisions about recreation program planning and delivery and recommendations to Council for future policy and strategic partnership development.

The *Recreation Facilities Assessment and Gap Analysis* report was completed in December 2015 and included several recommendations. RFD 068-2016 outlines each recommendation and groups them in actionable categories for Council to consider what steps, if any, should be taken.

07-10-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

THAT COUNCIL FORWARD THE RECOMMENDATIONS FROM THE *FACILITY ASSESSMENT AND GAP ANALYSIS* TO THE KPSC FOR CONSIDERATION OF A REGIONAL RECREATIONAL FACILITY PLAN THAT ADDRESSES, AT A MINIMUM, THE FOLLOWING:

- **RECOMMENDATION 8.3: BEGIN DISCUSSIONS BETWEEN ACADIA AND REGIONAL MUNICIPALITIES REGARDING MORE FORMAL COST SHARING ARRANGEMENTS.**
- **RECOMMENDATION 1.3: THROUGH A REGIONAL RECREATION FACILITY PLAN, THE NEED FOR AN ADDITIONAL ICE SURFACE WITHIN KINGS COUNTY SHOULD BE MORE FULLY ANALYZED.**
- **RECOMMENDATION 2.2: UNDERTAKE A FORMAL ASSESSMENT OF AQUATIC NEEDS IN THIS REGION.**
- **RECOMMENDATION 3.1: UNDERTAKE FORMAL ASSESSMENT OF A REGIONAL NEED FOR ADDITIONAL GYMNASIUM AND INDOOR TURF FACILITY.**
- **RECOMMENDATION 8.4: WORK WITH REGIONAL MUNICIPALITIES AND ACADIA TO CREATE A REGIONAL RECREATIONAL FACILITY PLAN TO ASSESS REGIONAL NEEDS FOR MAJOR FACILITY DEVELOPMENT.**

CARRIED

THE REMAINING RECOMMENDATIONS WITHIN RFD 068-2016 REGARDING THE *FACILITY ASSESSMENT AND GAP ANALYSIS REPORT* WILL BE DISCUSSED AT A FUTURE COMMITTEE OF THE WHOLE MEETING

b. INFORMATION REPORT: FACILITIES CONDITION ASSESSMENT

The Facility Condition Assessment was completed to determine the spatial needs of the corporate operations, quantify the physical condition of building components within each building, recommend options to optimize energy efficiency and water reduction at each facility and recommend a maintenance and capital improvement schedule for each facility.

The condition assessment looked at the following municipal facilities:

- Town Hall complex (which includes Administration, RCMP, Fire and EHS)
- Community Development and Public Works Complex
- Recreation Centre
- Visitor Information Centre
- Wolfville Library

There are a number of decision points Council will have to consider in the coming months and the financial implication of these decisions will be flushed out as the decision process proceeds. The Town Hall, Library and Visitor Information Centre are all nearing the end of their useful life based on either condition or current configuration. Decisions with respect to upgrading these facilities or planning for new facilities will need to be made so appropriate long term planning can begin.



c. INFORMATION REPORT: INTRODUCTION TO ASSET MANAGEMENT PLAN (AMP)

The Asset Management Plan (AMP) will determine the condition of the Town's existing assets and will develop a realistic and affordable maintenance plan and long term capital improvement program for the replacement of assets. The plan will also review existing levels of service being provided for each asset and provide recommendations on the levels of service. The plan will serve as the guiding document used to ensure the Town gets maximum benefit out of every asset while maintaining acceptable levels of service.

The AMP will be a tactical plan for managing the Town's high value assets and provide necessary information to inform strategic long term planning. It will ensure appropriate preventative maintenance is incorporated into future operational plans to ensure long term sustainability and maximum benefit is achieved from every asset while maintaining acceptable levels of service.

This plan will help Wolfville access Federal Gas Tax Funding. Section 12(1) of the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds states "it is a requirement that Municipalities participate in the Asset Management Plan in a manner deemed satisfactory by Nova Scotia". Municipal Asset Management Plans will inform a Provincial Asset Management Plan, which must be developed and in implementation stages by December 31, 2016.

The operational outcomes of the AMP will be to:

1. Determine the current condition of Wolfville's infrastructure assets and develop a preventative maintenance plan for each asset with a projected maintenance budget.
2. Identify the expected life cycle for each asset and incorporate this information into Wolfville's current long term capital investment plan.

As part of the plan, a condition assessment program will be developed and Town staff trained to gather the appropriate level of condition assessment information required to maintain the AMP. It is important to understand that the plan should be simple but able to grow in size and complexity as it is rolled out.

4. QUESTION PERIOD

- Thanks were directed to Director Jen Boyd in her role as Returning Officer for the 2016 Municipal Election along with the desire to see a wider range of voters turn out for the next election in 2020

5. SPECIAL MEETING ADJOURNED

08-10-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE BE ADJOURNED AT 11:49 AM

CARRIED

Approved by Committee of the Whole Motion 02-11-16, November 1, 2016

As recorded by Karen Outerleys, AA Public Works