



Town Council

Monday, April 20, 2015

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

1. Approval of the Agenda
2. Poetry Challenge
3. Approval of the Minutes of March 23, 2015 (attached)
4. Comments from the Mayor
5. Presentations
 - a. We are Empowered
6. Motions/Recommendations from Committee of the Whole, April 7, 2015 (attached):
Supporting Reports:
 - a. RFD 024-2015: Moratorium Review with Supplementary Report
 - b. RFD 025-2015: Facilities Assessment with Supplementary Report
7. New Business
 - a. RFD 026-2015: CPP Recommendations
 - i. CPP Presentations
 - b. Information Report – Wolfville Business Meeting
 - c. RFD 027-2015: Kings 2050 Recommendations



8. Notice of Motions

9. Correspondence

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. Regular meeting adjourned

FOR IMMEDIATE RELEASE
posted on March 11, 2015

Canada

Poets.ca THE LEAGUE OF
CANADIAN POETS

Celebrate National Poetry Month
April 2015 is National Poetry Month in Canada



Poets.ca THE LEAGUE OF
CANADIAN POETS

Writers'
Guild
of Alberta



THE CITY OF
CALGARY
Proudly serving a great city

National Poetry Month 2015

The League of Canadian Poets (LCP) is pleased to announce the 17th anniversary of National Poetry Month (NPM) in Canada will take place throughout the month of April. The official NPM theme for 2015 is **Food and Poetry**. Food nourishes, grounds and connects us, much like poetry. Without food as without poetry, we go hungry. Inspired by Rachel Rose's inaugural speech as Vancouver's Poet Laureate, we want to investigate the ways in which "food is personal, political, sensual and powerful".

"Everyone has something to say about food, whether it is the activist challenging the cruelties of conventional farming, the exile remembering the waft of spices on lost streets, or the child writing about the sockeye salmon she buys at Granville Island. Food is personal, political, sensual, and powerful. It concerns every one of us. It's time to write hymns to dumplings, sonnets to community gardens, love lyrics to beekeepers, odes to the food banks that fed your family while you were sick, pantoums to the lost spices of home now that you are an exile, fierce free verse about conventional chicken farming, performance poetry about guerilla gardens, hymns to the feasts your grandmother prepared, incantations about poverty and food insecurity and bohemian rhapsodies about dumpster diving."

– Rachel Rose

The LCP is pleased to sponsor a series of **Food and Poetry** themed readings and events across Canada for NPM. For more info, visit us online at www.poets.ca.

Poetry Awards

On Wednesday April 1 join us online at www.poets.ca when we reveal the shortlists for the 2015 Gerald Lampert, Pat Lowther and Raymond Souster Memorial Awards, and the winner of the 2015 Sheri D. Wilson "Golden Beret" Spoken Word Award.

What: Announcement of the Shortlists for the 2015 NPM Awards
When: Wednesday, April 1, 2015
Where: Online at www.poets.ca
Time: 10:00AM

Official NPM Blog and Hashtags

Follow along with all the fun on the LCP's official NPM blog at www.poets.ca/blog. Like us on FB or follow us on Twitter @CanadianPoets. Join the NPM conversation by using the hashtags #eatingpoetry & #NPM15.

Official NPM Poster and Bookmark

The official NPM 2015 poster and bookmark was designed by Jeremy McCormick. They are available for free download on www.poets.ca



Mayor's Poetry City Challenge 2015

Calgary mayor Naheed Nenshi challenges his fellow mayors across Canada to have a local poet read a poem at the opening of their Council meetings in March or April. The challenge is a celebration of UNESCO's World Poetry Day (March 21) and National Poetry Month in April. The purpose is to celebrate poetry, writing, small presses and the contribution of poets and all writers to the cultural life in our communities. It also celebrates libraries, and the work of so many mayors and municipalities to promote the Arts, culture, and literacy and reading. Join the NPM conversation by using the hashtag #MayorsPoetryChallenge.



About National Poetry Month

Established in April 1998 by the LCP, NPM brings together schools, publishers, booksellers, literary organizations, libraries, and poets from across the country to celebrate poetry and its vital place in Canada's culture

About the League of Canadian Poets

The LCP is the professional organization for established and emerging Canadian poets. Founded in 1966 to nurture the advancement of poetry in Canada, and the promotion of the interests of poets, it now comprises some 700 members. The League serves the poetry community and promotes a high level of professional achievement through events, networking, projects, publications, mentoring and awards. It administers programs and funds for governments and private donors and encourages an appreciative readership and audience for poetry through educational partnerships and presentations to diverse groups. As the recognized voice of Canadian poets, it represents their concerns to governments, publishers, and society at large, and maintains connections with similar organizations at home and abroad. The League strives to promote equal opportunities for poets from every literary tradition and cultural and demographic background. For more information, check out www.poets.ca, or follow us on Twitter @Canadianpoets.

Media Contact:

Hazel Millar
hazel@bookthug.ca

Supplementary Report Moratorium Review

Date: April 20th, 2015
Department: Administration

1) REFERENCES

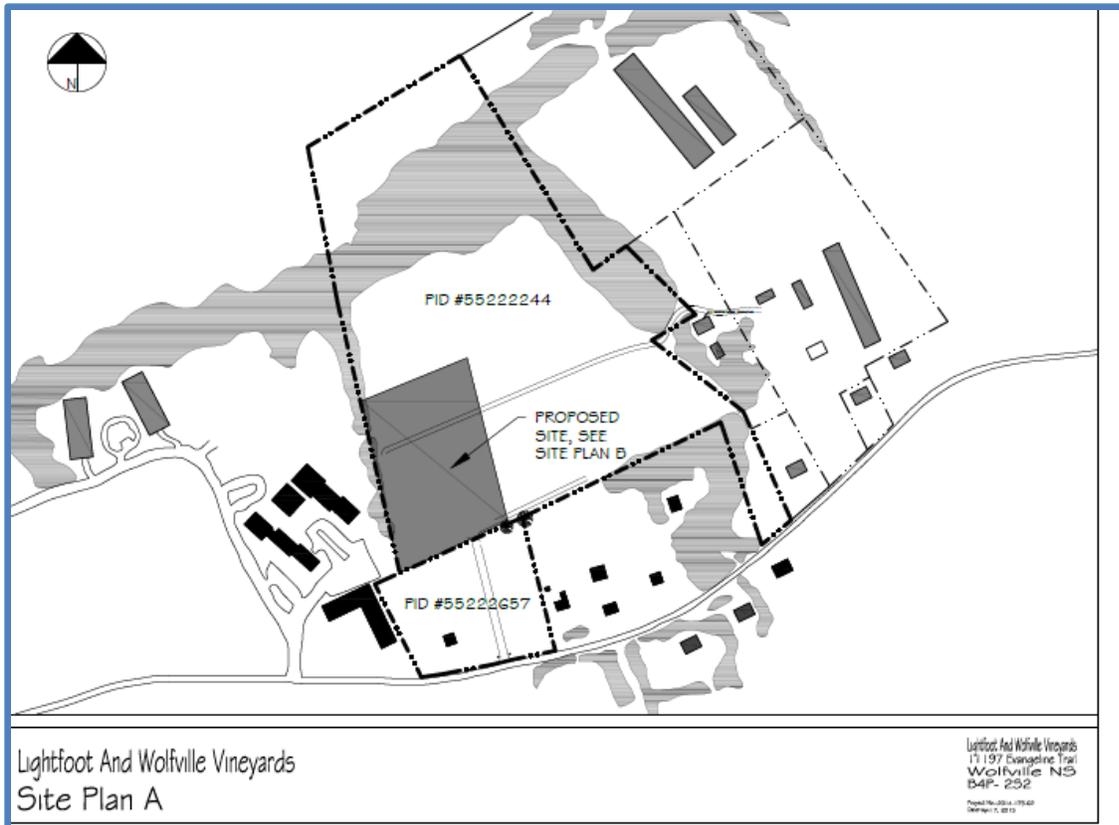
COTW report – April 7th, 2015

2) PURPOSE OF REPORT

This information is provided as supplementary to the April 7th, 2015 RFD# 024-2015, where Committee of the Whole recommended that the moratorium review be considered as part of the 2016-2017 budget deliberations.

3) DISCUSSION

At the request of Council, Director Kerr and Director Fuller met with Michael and Jocelyn Lightfoot to seek additional information regarding their request for a water and sewer extension to their property to the east of town, just outside the town boundaries.



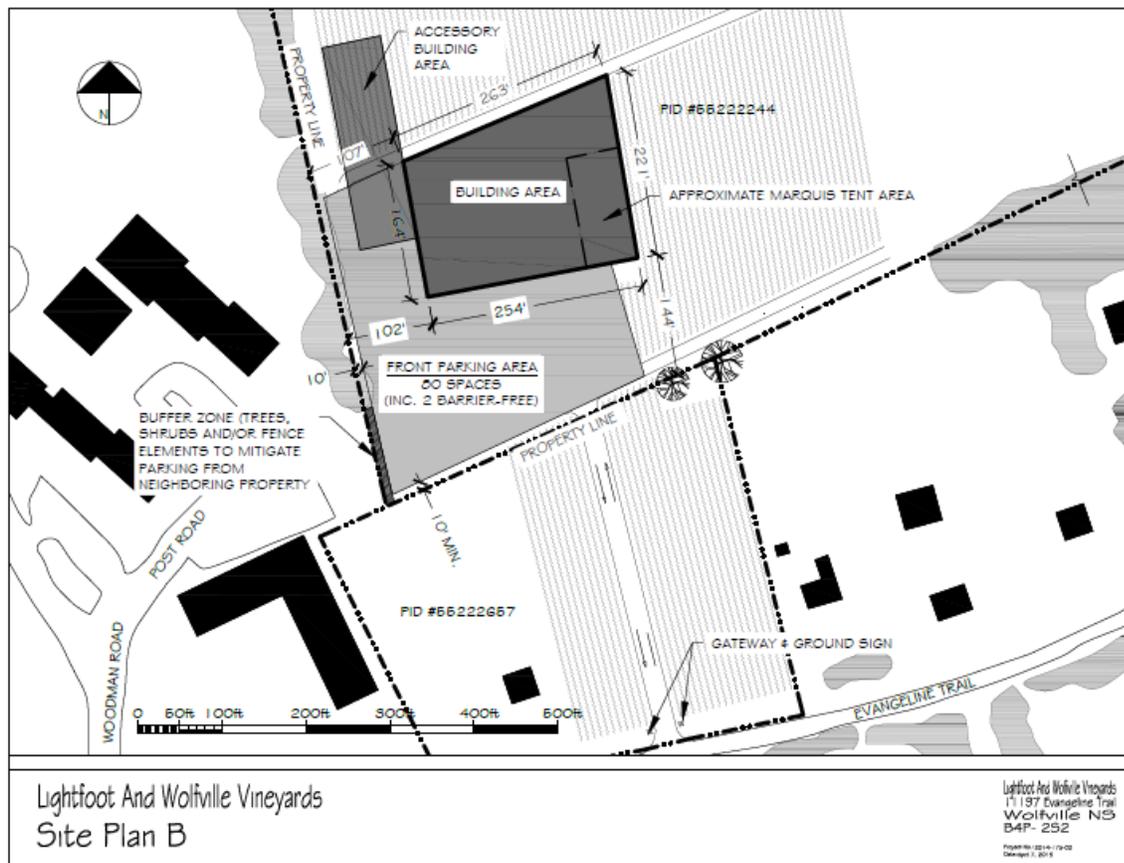
Supplementary Report Moratorium Review

Date: April 20th, 2015

Department: Administration

The Lightfoot's properties, located within the Municipality of the County of Kings, are the home to an organic winery operation plus a long standing family farming operation run by the Lightfoot family, which has deep roots in Wolfville. The Lightfoot's intent is to build an approximately 8000 sq. foot building to accommodate winery related tourist functions that will include a special events venue, a commercial kitchen, wine tasting facilities and a retail store. The Lightfoot property is going through the development agreement process with the County to secure planning approval for the project. If successful, the DA will be in place in June, with construction anticipated to begin in July.

The Lightfoots provided elevations of the proposed building designed by Vincent Den Hartog and a site plan illustrating an attractive building that will be set among fields of grapes.



The Lightfoots wish to connect to town water and sewer and are fully prepared to pay for all required construction costs. Although they hope construction will begin in July of 2015, the anticipated opening of the building is the summer of 2016. They are hoping that Council can establish a policy regarding servicing or find a solution for this particular situation by Spring of 2016, which would be latest for them

Supplementary Report Moratorium Review

Date: April 20th, 2015
Department: Administration

to have a decision from the town. Otherwise, they will need to build an on-site septic system and construct a well for potable water.



Lightfoot And Wolfville Vineyards
Concept Elevations

Lightfoot And Wolfville Vineyards
11187 Evangeline Trail
Wolfville, NS
B4P-2S2
Project No. 2014-17018
Date: April 7, 2015

Servicing Considerations

The Town of Wolfville wastewater treatment facility is operating below the design capacity of the facility and currently has the capacity to accept an additional 1160 households or approx. 3100 people. The flow to the facility is greatly affected by inflow and infiltration associated with wet weather flows and as I&I is addressed the capacity of the facility will improve. The wastewater flows from the winery are estimated at 6100 gpd which represents less than 1% of the total design capacity, or expressed as potential development represents approximately 30 households.

The potable water system also has the capacity to accommodate the proposed winery. The current system consist of two wells, each capable of pumping approx. 576-648,000 gpd. The average daily water consumption is approx. 575,000 gpd. The proposed winery is projected to use approx. 6100 gpd which represents approx. 1% of the current usage.

Supplementary Report Moratorium Review

Date: April 20th, 2015

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A more refined determination of usage and effect on the water and wastewater systems should be completed before the moratorium is lifted and additional requests for services considered.

4) OPTION

COTW has made a recommendation. However, given the fact that the Lightfoots need a decision by spring 2016, Council may wish to undertake this review more immediately. If Council wishes to do so, then staff recommends that a consultant be hired to undertake the review and prepare a draft policy for Council, which shall include consultations with the business community. Staff estimates the cost of this work would be 20K. If Council is interested in this approach, staff will develop a project charter to make sure the scope is fully understood and refine the cost estimates

5) BUDGET CONSIDERATIONS

If Council wishes to proceed with a more immediate review of the moratorium, then the work would need to be referred to a consultant for immediate action, with funds from the operating or capital reserves. The final determination of which reserve will depend on the scope of the study and whether it can legitimately fit with a capital program.

Although the use of reserves is an option, Council should consider:

- During our budget discussions it was pointed out that there will be a shortfall as we move towards year ten of the Capital Investment Plan. This shortfall will occur despite significantly drawing down the operating reserves (as capital reserves would be depleted). In Year 9 of the CIP, the Town's capital reserves will be depleted and the operating reserves will be below the current FCI threshold of 10%.
- The Town has not yet completed one month of its 2015/16 fiscal year and an unbudgeted reserve amount may be approved to fund a recreation facilities inventory.
- The use of reserves should be, and was, considered during the budget process to ensure their use is beneficial in the short term without negatively impacting the long term plan for such funds. Although the use of the reserve funds contemplated in this report is a relatively small % of the total amount currently available (under 2%), each unplanned use of the reserves will have to be made up at some point in the future.

6) COMMUNICATIONS REQUIREMENTS

Any action on this will require consultations with the business community and the WBDC.

SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development



1. COMMENT / RECOMMENDATION – CAO

The CAO supports the recommendations of staff.

2. RECOMMENDATION

That Council approve the recommendation from the Committee of the Whole (RFD-025-2015) as well as the attached Project Charter for the Recreation Facilities Assessment and Gap Analysis.

3. DRAFT MOTION

Council approves the completion of a Recreation Facilities Assessment and Gap Analysis and the attached Project Charter, with an upside limit of 20k, with 10K to come from operating reserves.

4. PURPOSE OF REPORT

This report provides supplementary information regarding the engagement of a consultant to complete a comprehensive inventory and gap analysis of indoor recreation facilities within the Town. In particular, the report will address:

1. The scope of the project in more detail
2. Identifies the most appropriate method of procurement for the project,
3. Outlines the roles and responsibilities of the consultant, staff and the Task Force Committee, and
4. Provides a Project Charter for the project.

5. DISCUSSION

Background

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

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

SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development

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

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

Rationale

Completion of this project will provide information necessary to inform:

1. Strategic long term planning for recreation facility investment and siting;
2. Recreation program planning and delivery;
3. Future policy development around facility use agreements and fee structures;
4. Strategic partnership development and formalization.

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

Scope

Purpose: To inventory existing indoor facilities and current and projected user trends in order to identify and analyze any facility gaps, deficits or limitations and provide recommendations for operational and capital recreation planning and strategic partnerships.

Objectives:

- To better understand the specifics regarding availability, space, capacity, operational costs, usage trends, user fees, physical conditions, and utility of all community indoor recreation facilities, town-owned and non-town owned;
 - To understand current facility usage, project and assess future needs of facility users and document and make recommendations to address unmet demands;
 - To examine the roles and priorities of facility owners in the community;
 - To assess the Town's dependence on non-municipal facilities, identify opportunities for strategic partnership development and make recommendations around how to successfully establish those partnerships; and
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SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development

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

Deliverables:

1. A comprehensive inventory and analysis of all indoor recreation facilities in Wolfville, categorized into a user friendly database with a user friendly data collection tool that can be linked to our internal mapping system, so that facility assessment information and condition data can be mapped, categorized and routinely updated.
2. Documentation of current user trends, unmet demands, projected future user needs and a gap analysis with recommendations on how to address any gaps.
3. Specific recommendations for future recreation capital investment by the town (in Town owned and non-Town owned facilities), and an evaluation process Council can use to guide future decision making around new recreation capital investment.
4. Recommendations on how to maximize efficiency and usage of existing facilities through strategic partnerships with, at least, Acadia University and Wolfville School, and a plan for how those partnerships should be developed.
5. Facilitated workshop with Task Force Committee and Staff to prioritize recommendations and develop an implementation plan for the findings.

Process:

The process must include the following components – assessment, engagement, analysis, recommendations. Any available background information (user group lists, user trends, statistics, etc.) will be provided to the consultant by Town staff. The consultant will develop the specific process for achieving the deliverables outlined in the scope of the project but the expectation is that all indoor recreation facilities within the Town will be visited by the consultant at least once, all facility managers will be interviewed by the consultant, there will be a mechanism for collecting broader based information from the community to assess community needs, where possible the consultation process for the MPS will be leveraged to gather facility information to reduce redundancy and guard against consultation fatigue within the community.

Procurement

Under the Town's Procurement Policy (Policy No. 1221-03) this project is characterized as mid-range procurement of goods and services (between \$1,001 and \$25,000). The policy stipulates that where a standing offer exists, the goods and services must be procured under the standing offer. If there is no standing offer, competitive quotes are required. In this case, no standing offer for recreation planning services exists. Although we could explore standing offers through the Province of Nova

SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development

Scotia's website, staff recommends that we proceed by obtaining competitive quotes and selecting the supplier that will provide the best value to the Town of Wolfville.

Roles and Responsibilities

Consultants

The consultants will be responsible for all of the deliverables outlined in the scope of this project. The consultants will create the process and tools for data collection, analyse the data and make recommendations.

Staff

The project will be managed by the Director of Community Development in order to integrate, where appropriate, the data collection for the facilities assessment with the data collection (focus groups, etc.) for the MPS. The two projects may also be coordinated by the Director of Community Development with respect to recommendations around future capital investment needs and the intersection between siting of new facilities within the MPS. The consultant will report directly to, and take direction from, the Director of Community Development.

Task Force Committee

Staff recommends that the committee be no larger than 6 people. The suggested make up of the committee would be - 2 councillors, 1 staff member, 1 representative from Acadia University (preferably with a decision making role within the organization), a representative from Wolfville School (either a staff member or a member of the Home and School executive), and one community member. The staff member will facilitate the committee so that all Task Force members can fully participate.

The Task Force Committee will meet with the consultant three times during the course of the project. There will be an initial kick off meeting at which the Task Force Committee will provide feedback on the consultant's strategy and methodology and help refine it as needed. At this initial meeting, the Task Force Committee will also develop a strategy for community outreach. Ensuring that there is broad, and in depth, stakeholder and community consultation will be key to ensuring that relevant and comprehensive information is obtained. The second meeting with the consultant will be after the information has been gathered and before the analysis is done. At this meeting, the Task Force Committee will approve the work done to date, provide feedback on the data collection phase and input into the analysis phase. The final meeting will be a workshop which the consultant will facilitate, at which the Task Force Committee will prioritize the recommendations and develop an implementation framework to be presented to Council.

6. POLICY CONSIDERATIONS

- Procurement Policy
- Committees Policy

SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development

- MPS Plan Amendment Process

7. BUDGET CONSIDERATIONS

The budget for this project is \$20,000 with \$10,000 coming from the Department of Health and Wellness Active Living Branch's Planning Assistance Grant (already secured) and \$10,000 coming from the Town's operating reserve, if approved.

8. COMMUNICATIONS REQUIREMENTS

The communication process for community and stakeholder engagement will be developed by the consultant and approved by the Task Force Committee.

9. SUMMARY

Please see the Project Charter, attached.

SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development

RECREATION FACILITIES ASSESSMENT AND GAP ANALYSIS

PROJECT CHARTER 2015

Goal: To complete a Facilities Assessment and Gap Analysis for all Town owned and non-Town owned indoor recreation facilities within the Town.

Recreation Vision:

Council adopted a recreation vision which will inform the Facilities Assessment and Gap Analysis.

“A Wolfville in which everyone is engaged in meaningful, accessible recreation experiences that foster:

- **Individual wellbeing:** Individuals with optimal mental and physical wellbeing, who are engaged and contributing members of their families and communities
- **Community wellbeing:** Communities that are healthy, inclusive, welcoming, resilient and sustainable
- **The wellbeing of places and spaces:** Natural and built environments that are appreciated, nurtured and sustained. “

Relationship to Council’s Strategic Plan:

Council’s Strategic Plan establishes 5 strategic goals. The anticipated data collection and findings in the Facilities Assessment and Gap Analysis will relate to the strategic goals as follows:

1. *Well Maintained and Sustainable Public Infrastructure*
 - a. This project will help Council better understand the physical conditions, operational costs, and utility of all indoor recreation facilities (town owned and non town owned)
 - b. This project will provide recommendations regarding future capital investment in recreation infrastructure.
2. *A Growing Population Encompassing all Ages and Stages who live in Safe, Attractive, Cohesive Neighbourhoods*
 - a. Analysis of facility availability and unmet demands, projected future needs, and recommendations on how to fill any gaps to make facilities accessible for all residents.
3. *A Robust Active Living and Cultural Community*
 - a. Facility availability, quality, and accessibility directly impact recreation program planning and citizen participation.
 - b. Understanding our community and creating strategic partnerships that support active and cultural pursuits for all residents.

SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

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4. *Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team*
 - a. Findings and recommendations from this project will inform future policy development around facility use agreements, fee structures and strategic partnerships.
 - b. This information will provide financially prudent recommendations for future capital investment in indoor recreation facilities.
 - c. The implementation framework will be integrated with other corporate plans and strategies including the MPS review.

Objectives:

1. To better understand the specifics regarding availability, space, capacity, operational costs, usage trends, user fees, physical conditions, and utility of all community indoor recreation facilities, town-owned and non-town owned;
2. To understand current facility usage, project and assess future needs of facility users and document and make recommendations to address unmet demands;
3. To examine the roles and priorities of facility owners in the community;
4. To assess the Town's dependence on non-municipal facilities, identify opportunities for strategic partnership development and make recommendations around how to successfully establish those partnerships; and
5. To identify any facility deficits, as compared to industry standards, understand how those deficits affect recreation program planning and participation, and make recommendations on how to address those deficits.

Assumptions:

- Many existing facilities are aging, have programming limitations and are costly to operate.
- The MPS review and the Facilities Assessment and Gap Analysis will be integrated where appropriate, particularly with regards to recommendations for future siting of recreation facilities.

Guiding Principles:

The guiding principles speak to how this project will proceed and our approach. Council, staff, and others involved in this project will base our actions on these principles:

1. **Respect** for the diversity within our community.
 2. **Hearing** the views and needs of our partners such as Acadia University, Wolfville School and the many service groups and recreation associations managing or using the facilities within the Town.
 3. That Wolfville will **serve our residents** while fitting into the **broader regional picture**.
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SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development

4. That the implementation framework resulting from this project will be ***practical and manageable*** moving forward.

Deliverables:

1. A comprehensive inventory and analysis of all indoor recreation facilities in Wolfville, categorized into a user friendly database with a user friendly data collection tool that can be linked to our internal mapping system, so that facility assessment information and condition data can be mapped, categorized and routinely updated.
2. Documentation of current user trends, unmet demands, projected future user needs and a gap analysis with recommendations on how to address any gaps.
3. Specific recommendations for future recreation capital investment by the town (in Town owned and non-Town owned facilities), and an evaluation process Council can use to guide future decision making around new recreation capital investment.
4. Recommendations on how to maximize efficiency and usage of existing facilities through strategic partnership with, at least, Acadia University and Wolfville School, and a plan for how those partnerships should be developed.
5. Facilitated workshop with Task Force Committee and Staff to prioritize recommendations and develop an implementation plan for the findings.

Process:

The process must include the following components – assessment, engagement, analysis, recommendations. Any available background information (user group lists, user trends, statistics, etc.) will be provided to the consultant by Town staff. The consultant will develop the specific process for achieving the deliverables outlined in the scope of the project but the expectation is that all indoor recreation facilities within the Town will be visited by the consultant at least once, all facility managers will be interviewed by the consultant, there will be a mechanism for collecting broader based information from the community to assess community needs, where possible the consultation process for the MPS will be leveraged to gather facility information to reduce redundancy and guard against consultation fatigue within the community.

Roles and Responsibilities:

Consultants

The consultants will be responsible for all of the deliverables outlined in the scope of this project. The consultants will create the process and tools for data collection, analyse the data and make recommendations.

SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development

Staff

The Director of Community Development will be the Project Manager, in order to integrate, where appropriate, the data collection for the facilities assessment with the data collection (focus groups, etc.) for the MPS. The two projects may also be coordinated by the Director of Community Development with respect to recommendations around future capital investment needs and the intersection between siting of new facilities within the MPS. The consultant will report directly to, and take direction from, the Director of Community Development.

Task Force Committee

Staff recommends that the committee be no larger than 6 people. The suggested make up of the committee would be - 2 councillors, 1 staff member, 1 representative from Acadia University (preferably with a decision making role within the organization), a representative from Wolfville School (either a staff member or a member of the Home and School executive), and one community member. The staff member will facilitate the committee so that all Task Force members can fully participate.

The Task Force Committee will work meet with the consultant three times during the course of the project. There will be an initial kick off meeting at which the Task Force Committee will provide feedback on the consultant's strategy and methodology and help refine it as needed. At this initial meeting, the Task Force Committee will also provide input on strategies to link the consultant to the community. Ensuring that there is broad, and in depth, stakeholder and community consultation will be key to ensuring that relevant and comprehensive information is obtained. The second meeting with the consultant will be after the information has been gathered and before the analysis is done. The final meeting will be a workshop which the consultant will facilitate at which the Task Force Committee will prioritize the recommendations and develop an implementation framework to be presented to Council.

Communication:

- The consultants will report directly to the Project Manager.
- The consultants will develop a process for engaging stakeholders and the broader community and this plan will be approved by the Task Force Committee.
- The Town will also use their standard communication practices regarding opportunities to provide input into the development of the plan.
- The consultants will facilitate the Task Force Committee workshop to develop the implementation framework and will present their findings, their recommendations, and that framework to Council.

SUPPLEMENTARY MEMO TO RFD 025-2015

Recreation Facilities Assessment and Gap Analysis

Date: April 20th, 2015

Department: Community Development

Anticipated Timelines:

The timelines for this project are ambitious so that the recommendations and implementation plan can inform capital budget planning for the 2016/2017 fiscal year.

May 2015	Competitive quotes received and consultant engaged.
June 2015	Background research, process and tool development and selection, kickoff meeting with Task Force Committee
July/August 2015	Data collection (site visits, stakeholder interviews, focus groups etc.) and second meeting with Task Force Committee.
September 2015	Gap analysis, draft recommendations, Task Force Committee workshop to set priorities and develop an implementation framework.
October 2015	Final recommendations to Council.

REQUEST FOR DECISION # 026-2015

Date: April 20, 2015
Department: Community Development



1) COMMENT / RECOMMENDATION – CAO

The CAO supports the recommendations of staff.

2) RECOMMENDATION

Based on the number of applicants for Community Partnership Program funding, we recommend providing funding for the following categories to the applicants outlined in this report:

Festivals and Events: \$ 25,953.23

Programs: \$ 4,008.63

Facilities: \$ 13,858.21

Total: \$ 43,820.07

3) DRAFT MOTION

That Council approve the recommended 2015/16 Community Partnership Program funding allocation of \$45,366.84 to groups identified in RFD 026-2015 and in accordance with the operating budget approved for the 2015/16 year.

4) REFERENCES

- Community Partnership Program, Reference Policy No. 1221-69
- Standard Operating Procedure of the Community Partnership Program, Reference Policy No. 1221-69.
- Operating budget as approved for fiscal year 2015/16

5) PURPOSE OF REPORT

To provide council with information on Community Partnership Program applicants request for funding, and to approve said requests as per policy.

6) DISCUSSION

The CPP program supports three types of request, each with unique criteria. The following is a breakdown of applicants, and staffs recommendation:

REQUEST FOR DECISION # 026-2015

Date: April 20, 2015

Department: Community Development

Festivals & Events

Organization	Amount Requested	Amount Eligible	Staff Recommended Amount	Requires Presentation	Rational for Recommendation
Acadia Performing Arts Series	\$5,000	\$5,000	\$2,500	No	*applicant budget shows surplus thus lesser need for financial support.
Uncommon Common Art	\$5,000	\$5,000	\$2,500	No	*program not evolving to a sustainable model. *funded at approximately 3K last year.
Devour! Food Film Festival	\$5,000	\$5,000	\$5,000	No	*festival continues to grow and evolve and is a significant economic driver to town *signature event *demonstrated financial need *asked for additional monies which will be address outside of the CPP program
Stage Prophets	\$4,500	\$5,000	\$2,500	No	*not located in Wolfville but promotes regional arts and may have positive local impacts.
Valley Summer Theatre Society	\$5,000	\$5,000	\$5,000	No	*demonstrated financial need *demonstrated tourism impacts to Wolfville
Deep Roots Music Cooperative	\$5,000	\$5,000	\$5,000	No	*signature event for Wolfville with significant economic impact
Sub-total	\$29,500	\$25,000*	\$22,500		
Staff recommend these applicants not receive funding					
A.T.J. Productions	\$3,453.23	\$0 (ineligible)	\$0	Yes	Application incomplete
Landmark East	\$5,000	\$0 (ineligible)	\$0	No	Request to support golf tournament. Not eligible under program criteria

REQUEST FOR DECISION # 026-2015

Date: April 20, 2015

Department: Community Development

Facility

Organization	Requested Amount	Amount Eligible	Recommended Amount	Requires Presentation	Rational for Recommendation
Acadia Cinema Coop	Not Specified	\$3,450	\$3,450	No	*amount dictated by policy
Wolfville Farmers' Market	\$5,000	\$3,078.75	\$3,078.75	No	*amount dictated by policy
Wolfville Curling Club	Not Specified	\$4,479.21	\$4,479.21	No	*amount dictated by policy
Wolfville & District Lions Club	Not Specified	\$2,850	\$2,850	No	*amount dictated by policy
Sub-total	\$5,000*	\$13,857.96	\$13,857.96		

Program

Organization	Requested Amount	Amount Eligible	Recommended Amount	Requires Presentation	Rational for Recommendation
Wolfville Tritons Swim Club	\$4,300	\$4,008.63	\$4,008.63	No	*amount dictated by policy
Sub-total	\$9,300	\$4,008.63	\$4,008.63		*amount dictated by policy
Integrity Cheer Elite	\$5,000	\$0 (ineligible)	\$0	No	Shows no financial need

Note: The CCP policy requires that any request that exceeds more than 2500 must present to Council. However, staff have only invited new applicants or where previously funded applicants are seeking funding for a new or changed program, facility or event.

7) POLICY CONSIDERATIONS

- The applications are evaluated based on the principles and criteria established in the CPP policy. These are:

- Financial Sustainability: Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation

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- Financial Management: Groups must generate funds besides those provided by the Community Partnership Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.
- Openness and Accessibility: Groups should be open and accessible to members of the community and show a willingness to involve others in their work.
- Active Living: Groups that offer an active and healthy living component for members and participants 18 years of age and younger, or adults 55 years or older will be given priority when considered in the allocations of funds.

- Each group that requested more than \$2,500 in funding must present to Council under the current policy; however, staff is recommending council only meet with groups that are new, and or innovating in the program.

-Staff are revising the CPP program and this will be brought to Committee of the Whole this fiscal year.

-In the 2015/16 budget, an additional 20K was allocated as a result of the changes to the economic development structure. Staff will bring a report to the May 5th COTW regarding parameters for disbursing this 20K

8) BUDGET CONSIDERATIONS

The budget establishes the following funding thresholds under the CPP program.

Festivals & Events	\$32,300
Program & Facility	\$30,000
Historical Society	\$10,000
Booster	\$500
Other (increase in 2015/2016))	\$20,000
TOTAL:	\$92,800

- It has been observed by staff over the last several years that the majority of funding requests are submitted for the February 1st deadline, with fewer requests for the August 1st deadline. In order to compensate for the distribution of applicants, staff has taken the \$92,800 total budgeted CPP dollars, and rationalized 70% of the budget to the February applicants, and 30% to the August applicants.

REQUEST FOR DECISION # 026-2015

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9) COMMUNICATIONS REQUIREMENTS

Communication requirements will consist of the following:

- Several groups are requested to present to Council
- Letter to all applicants, followed by a cheque to those who will receive funding.

10) REFERENCES TO COUNCIL STRATEGIC PLAN

Strategic Direction #2

- A diverse, Prosperous, and Sustainable Local Economy

Strategic Direction #3

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

Strategic Direction #4

- A Robust Active Living and Cultural Community

11) SUMMARY

Are making recommendations on the CPP program funding allocations to Council as per policy.

INFORMATION REPORT TO COUNCIL

Business Meeting of April 8th, 2015

Date: April 20th, 2015

Department: Community Development



1) COMMENT / RECOMMENDATION – CAO

For information purposes only. As a take away from this decision, and the feedback on communications surrounding it, the RFD template now has a section on communications and staff have developed an internal tool to guide communications considerations.

2) RECOMMENDATION

No recommendation

3) REFERENCES

- RFD regarding WBDC decision – February 7th, 2015
- Notes from April 8th meeting (attached)

4) PURPOSE OF REPORT

To provide an overview, lessons learned, cost overview and next steps from the April 8th meeting.

5) DISCUSSION

On April 8th, the Department of Community Development scheduled a workshop and open house with the business community. The intention of the meeting was allow some time for informal discussion and to begin the process of working with the business community on economic development issues. This meeting was important in order to communicate directly with the business community as there are concerns arising from the recent decision regarding funding to the Wolfville Business Development Corporation (WBDC).

Staff thought it important to engage an independent and impartial facilitator to moderate and lead the discussion and to have solid communication approach in place, as there is an acknowledge problem with how the communication were handled regarding the WBDC decision. With that in mind, staff engaged Infuse Communication, who hired Kent Williams as a facilitator.

The workshop was designed as a result of a number of interviews held with business community representatives, in order to gauge:

- What the main issues should be for the workshop.
- What information is needed to be conveyed?
- To identify the best format for the workshop.

INFORMATION REPORT TO COUNCIL

Business Meeting of April 8th, 2015

Date: April 20th, 2015

Department: Community Development

The facilitator then designed a session based on the feedback received. It was clear from the outset of the workshop that the format and content did not adequately address the main issues that the business community wished to discuss. The format of the meeting was quickly adapted to more of a question and answer session between Council/Staff and the business community.

The notes from this session are attached.

Outcomes:

There were several important learnings from this session that will guide staff as we move forward:

- We need to improve communication with the business community on all fronts. This includes timing of capital projects, future initiatives, major decisions that impact the business community, just to name a few.
- The reasons for the WBDC decision are not well understood and we must continue to provide information to assist people in understanding why Council made this decision.
- There continues to be split in opinion on if Council made the right decision, but everyone agreed that the process for it was not good.
- There was a stated desire for the business community to be involved in the hiring of the Economic Development Manager.
- This session provided an opportunity for some to have “their say” on the WBDC decision, and the lines of communication are starting to open.
- There is a feeling of wariness and lack of trust in the Town. We must work to address this and rebuild our relationships.

Follow up and next steps

To respond to the meeting and be proactive, these are the next steps that staff either have or will take:

- a) Follow up email – The Mayor sent a follow up email and copy of the notes to participants who left email addresses and the meeting notes were posted on our website.
- b) Grapevine – On April 30th, the Town will launch its inaugural page in the Grapevine. The bulk of this page will be dedicated to economic development Issues.
- c) Hiring Committee for Economic Development Manager – Staff think it is a great idea to have the involvement of the business community in the Hiring of the Economic Development Manager and are working on how that occur.
- d) Make progress on other initiatives will continue that support economic development – These include:

INFORMATION REPORT TO COUNCIL

Business Meeting of April 8th, 2015

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Department: Community Development

- Parking Management Study (in data collection phase)
 - Municipal Planning Strategy review (consultant selected and project kick off will occur on April 21st)
 - Core Area Traffic Study – scheduled completion in late spring or early summer.
 - Active Transportation Study – scheduled completion in late spring or early summer
 - Drafting of a Vendor By-law – working group struck but awaiting new planner to complete the work
 - Consideration of Citta Slow designation
 - Downtown Development Plan implementation
- e) Staff (Director Fuller) attended the WBDC board meeting on April 9th and received helpful feedback on the previous night's meeting. Staff has already followed up with the Board on some of the issues raised and are scheduling a meeting with the board or sub-committees of the board to deal with the following issues:
- Valley Magic Wine Bus
 - Assistance that the town can provide during this time of transition
 - Providing clarity on the parameters of the funding offered to WBDC for 2015/2016
 - Information sharing on current projects that town has scheduled for 2015/16

Longer term actions include:

- a) Developing a communication approach with the business community – This is a priority and more action will occur over the following months
- b) Reviewing our Economic Action Plan – This will be a priority of the Economic Development Manager
- c) Initiating a Business Retention and Expansion Program (BRE) – Discussion is already taking place with the Regional Enterprise Network (REN) on what its BRE program will look like and how the Town can leverage this activity.

6) POLICY CONSIDERATIONS

N/A

7) BUDGET CONSIDERATIONS

Staff are taking the unusual step of providing a full cost accounting of the workshop. The Community Development department regularly holds meetings and the funding source for these events are from the individual budget of the specific department. The typical cost of one of these meetings varies,

INFORMATION REPORT TO COUNCIL

Business Meeting of April 8th, 2015

Date: April 20th, 2015

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depending on the format, but ranges between \$400 - \$1000 depending on meeting venue, advertising costs, materials, outside supports and refreshment level. The cost of this meeting is in keeping with the costs associated with the workshops for the Downtown Development Plan consultations.

What follows is the breakdown of this meeting which will be funded out of the operating budget of the Community Development department.

Date	Company	Use	Amount	HST	Total
8-Apr-15	Wolfville Farmer's Market	Building Rental	\$175.00	\$26.25	\$201.25
8-Apr-15	Infuse Public Relations (Robyn)	Public Relations	\$285.00	\$42.75	\$327.75
8-Apr-15	Integral Facilitation Project (Kent)	Meeting Facilitation	\$250.00	\$37.50	\$287.50
8-Apr-15	Independent Grocer	Meeting Goodies	\$44.26	\$1.25	\$45.51
7-Apr-15	Atlantic Superstore	Meeting Goodies	\$100.25	\$9.53	\$109.78
8-Apr-15	Pronto Pizza	Meeting Goodies	\$255.72	\$38.36	\$294.08
TOTAL			\$1,110.23	\$155.64	\$1,265.87

8) SUMMARY

This outlines the results, costs and go-forward strategy from the April 8th meeting.

Notes from the Public Meeting regarding economic development

April 8, 2015

In Attendance: Mayor Jeff Cantwell, Deputy Mayor Wendy Donovan, Councillor David Mangle, Councillor Mercedes Brian, Councillor Carl Oldham, Councillor Dan Sparkman, CAO Erin Beaudin, Director of Finance Mike MacLean, GIS Technician Trevor Robar, Administrative Assistant Erin Schurman-Kolb

Approximately 50-60 members of the public

Although a workshop format was proposed, it was agreed that a question and answer session was needed. After a recess, Council answered a variety of question from the floor.

a) Frustration and anger was expressed over how Council made the decision and the communication around the decision

The Town acknowledged that the communication was poor and that the process for making the decision was not ideal.

b) Question relating to the salary of the Executive Director and if that played a part in Council's decision

The compensation package for the ED was not at issue

c) The tax bills currently state 'WBDC levy'. Why is the town taking away WBDC's funding source? If business wants to pay it, then what concern is it of the Town's?

- The current structure of collecting and distributing monies from the 'downtown businesses' to the WBDC does not seem to be working.
- Although taxes are collected from the businesses located within the specified area (Downtown Area Rate), this does not properly reflect where business is happening in Wolfville. The largest

fundes of the WBDC, according to the 'levy', were the Wolfville Water Utility and the Acadia Student Union.

- Council has decided the Town of Wolfville will no longer be funding and WBDC **and** collecting the 'levy' any longer. Although this method of collecting the levy and essentially handing it over to the WBDC has worked in the past, the WBDC will need to discuss how funding is going to take place in the future with the businesses they represent.
- Moving forward, tax bills will now read 'Business Area Rate' and not 'Downtown WBDC Levy'.

d) *The Town does not have a plan for economic development. Why remove the funding from WBDC and not have a plan?*

The Town of Wolfville does have a plan in place that includes:

- i. Hiring an Economic Development Manager
- ii. The Economic Action Plan approved by Council
- iii. Business Attraction and Retention Program (BRE)
- iv. Improving communication with businesses

e) *Can there be business representatives on the hiring committee for the economic development manager*

Yes. Chrystal Fuller, Director of Community Development, will coordinate this.

f) *With the closing of Pete's, how is the Town going to support local businesses?*

Economic Development and Business Development are separate items. According to the Municipal Government Act, a function of the Town of Wolfville is Economic Development. To eliminate the overlap of services/ double funding by the Town and the WBDC, the Town of Wolfville will now concentrate on Economic Development. A part of this will be the hiring of an Economic Development Officer by the Town of Wolfville.

g) *What is the town doing with the extra money from the reduction in funding to WBDC?*

This year, funding in the amount of \$40,000 will be provided to the WBDC by the Town to aid in this transition. This money cannot be spent on wages and is to allow the WBDC to build a move forward strategy in the 2015-2016 year.

- h) Concerns expressed about the lack of effectiveness of the WBDC and that this is a move forward. However, the process around this decision was so poor that it's hard to trust the town.*

This move is an opportunity for the WBDC to spread its wings and fly on their own. The WBDC is not a Town owned entity and an employee of the WBDC is not an employee of the Town. This move will separate the WBDC from Council and allow autonomy.

- i) What is going to happen to the WBDC now?*

WBDC elections are held in May and local businesses need to get engaged and help the WBDC move forward in this time of change.

At this time, it was decided that the meeting should wrap up for the evening. Although this was a good meeting that allowed open Q&A and hopefully a better understanding of the decision made, it is not the end of the conversation.

The workshop scheduled to take place at this meeting should still take place at a later date- and not six months down the road. The next Public Information Meeting will be a facilitation meeting on how to best move forward with the changing times and finance structure.

REQUEST FOR DECISION # 027-2015

Recommendation from PAC – Kings 2050

Date: April 20th, 2015

Department: Community Development



1) COMMENT / RECOMMENDATION – CAO

The CAO supports the recommendations of PAC. The Towns of Berwick and Kentville have been informed as to the motions before Council for consideration.

2) PAC RECOMMENDATION

PAC recommend that Council send a letter to Kings County Council applauding the good work that has been done on Kings 2050 to date, outlining the Town of Wolfville's initial concerns with the aspects of the County's draft Municipal Planning Strategy that will impact the Town of Wolfville, requesting a Council to Council meeting to discuss these concerns and explore a process for planning around the Town of Wolfville borders, and asking for a status update on the regional planning deliverables that came out of the Kings 2050 Phase 2 report.

PAC recommend that Council direct staff to meet with Kings County staff to get more detailed information regarding the proposed changes to the County's Municipal Planning Strategy and Land Use Planning By-law in order to do a more in depth analysis of the impact of those changes on the Town of Wolfville and to ensure that there is meaningful integration and understanding of the proposed Kings County MPS and the Town of Wolfville MPS review process.

3) DRAFT MOTION

Be it resolved that Council send the letter attached to this report to Kings County Council and directs staff to meet with Kings County staff regarding Kings County's Municipal Planning Strategy and Land Use By-law in order to do a more in depth analysis of the impact of those changes on the Town of Wolfville and to ensure that there is meaningful integration and understanding of the proposed Kings County MPS and the Town of Wolfville MPS review process.

4) REFERENCES

- PAC report dated April 15th, 2015 regarding Kings 2050.

5) PURPOSE OF REPORT

To seek Council's direction regarding actions related to Kings 2050.

6) DISCUSSION

See attached PAC report.

REQUEST FOR DECISION # 027-2015

Recommendation from PAC – Kings 2050

Date: April 20th, 2015

Department: Community Development

7) POLICY CONSIDERATIONS

See attached PAC report.

8) BUDGET CONSIDERATIONS

None.

9) COMMUNICATIONS REQUIREMENTS

- If draft letter is approved, then it will be sent to the Warden of Kings County.
- Staff will follow up with Kings County planning staff.

10) REFERENCES TO COUNCIL STRATEGIC PLAN

The MPS review is part of the Town of Wolfville's implementation of the strategic plan. Achieving some level of regional land use planning assists in carry out many, if not all of the strategic priorities of Council.

11) SUMMARY

PAC has made 2 recommendations for Council's consideration.



Date

RE: Kings 2050

Dear Warden Brothers,

On behalf of Wolfville Town Council, and in the spirit of regional collaboration, I'm writing to invite Kings County Council to a meeting with the Town of Wolfville Council to discuss the proposed regional planning framework. Wolfville Staff and Council support a process that ensures both the Town's and County's plans are integrated to the mutual benefit of our municipalities and the region as a whole.

At the outset, we want to applaud Kings County Council's leadership in initiating Kings 2050. Consultation on this initiative has been, and continues to be, far reaching and in depth. Pressing and complex regional issues such as energy and the environment have been addressed proactively. This approach is one we hope to emulate as we embark on our own Municipal Planning Strategy.

While the County's proposed Municipal Planning Strategy is comprehensive, it does not address the manner in which the County's plans may influence those of adjacent municipalities, and how to mitigate any negative impact. The Phase Two Regional Approach report proposes a number of Statements of Regional Interest and some processes for moving forward as a region. On October 7, 2014, the Town of Wolfville endorsed, in principle, the statements of regional interest approach to inter-municipal planning. A motion of Council was passed to request that the Department of Municipal Affairs participate in and provide funding to refine and finalize a regional plan based on:

1. Proposed statements of regional interest;
2. Development of a review/dispute resolution process;
3. Draft any needed changes to the Municipal Government Act;
4. Develop and submit to the 4 municipal units an MOU that enables a regional planning framework;
5. Adopt a dispute resolution process; and
6. Establish mechanisms to operationalize the statements of regional interest.

To the best of our knowledge this approach has also been endorsed by the other Towns in the region but has not yet been endorsed by the County of Kings. We would like a status update on the regional planning process.

The Town of Wolfville is eager to move forward. To do so we believe there is need for a regional planning mechanism to address issues that affect one or more of the municipalities within the region, and to ensure that all municipal voices are meaningfully engaged and integrated into the planning



process. Once such a process is formally developed and adopted, it could be incorporated into both the County plan and the Town of Wolfville's plans. Such a process will support continued collaboration in the interest of the entire region.

Without a regional plan to guide us, the County's MPS becomes the de facto regional land use plan for Kings. As such, we believe that The Town(s) must have meaningful input into your process. With that in mind, we offer the following considerations.

Upon initial review of the County's proposed Municipal Planning Strategy, there are a number of issues of concern, particularly around our borders. While our staff have not yet fully explored the details of the County's Plan changes, and have not yet seen the proposed draft of the Land Use By-Law, some of these issues we wish to highlight are:

1. *Urban Centres* - The expansion of some urban centres within the Municipality of the County of Kings, the change from to urban centres, and the extent to which, if at all, Town capacity for growth has been factored into regional projections.
2. *Density* - Increased density within the urban centres and the potential for infill of non-farm dwellings in the agricultural high capability zone, particularly around the borders of Wolfville (Ridge Road, Lower Wolfville)
3. *Cluster Housing* - The inclusion of cluster housing in the agricultural mixed use zone and the circumstances under which agricultural high capability land could be rezoned to allow cluster housing, particularly around the borders of Wolfville.
4. *Greenwich* - The farm commercial zone in Greenwich and the potential for larger commercial and industrial uses by development agreement.
5. *Economic development* – Failure to adequately recognize the Towns as cultural and economic centres of the region and the benefit that those centres bring to the County and the region.

We look forward to hearing from you to set up a date for the joint council meeting and to participating in what we know will be a fruitful and productive discussion on regional collaboration that will benefit both our municipalities and the region.

Sincerely,

Mayor Jeff Cantwell

PAC REPORT – KINGS 2050

Date: April 15, 2015

Department: Community Development

1) RECOMMENDATION

Staff recommends that PAC recommend that Council sends a letter to Kings County Council regarding Kings 2050 and that Council directs staff to work with Kings County Council to do a more in-depth analysis of the proposed changes to the County's plan and how it can and should be integrated with the Town of Wolfville's plan.

2) DRAFT MOTIONS

1. PAC recommend that Council send a letter to Kings County Council applauding the good work that has been done on Kings 2050 to date, outlining the Town of Wolfville's initial concerns with the aspects of the County's draft Municipal Planning Strategy that will impact the Town of Wolfville, requesting a Council to Council meeting to discuss these concerns and explore a process for planning around the Town of Wolfville borders, and asking for a status update on the regional planning deliverables that came out of the Kings 2050 Phase 2 report.
2. PAC recommend that Council direct staff to meet with Kings County staff to get more detailed information regarding the proposed changes to the County's Municipal Planning Strategy and Land Use Planning By-law in order to do a more in depth analysis of the impact of those changes on the Town of Wolfville and to ensure that there is meaningful integration and understanding of the proposed Kings County MPS and the Town of Wolfville MPS review process.

3) REFERENCES

- Kings 2050 Memorandum of Understanding
- Kings 2050 Phase 1 report
- Kings 2050 Phase 2 report
- Municipality of the County of Kings Draft Municipal Planning Strategy
- Wolfville Town Council Motion – October 7, 2014.

4) PURPOSE OF REPORT

PAC REPORT – KINGS 2050

Date: April 15, 2015

Department: Community Development

The purpose of this report is to provide PAC with an overview of proposed policies in the County of Kings' Municipal Planning Strategy that may have an impact on the Town of Wolfville.

5) DISCUSSION

Background

On December 7th, 2011, the Mayors of Berwick, Kentville and Wolfville, and the Warden for the Municipality of the County of Kings signed a Memorandum of Understanding confirming their shared interest in cooperating in the long-term sustainable development of Kings County, in its entirety through the Kings 2050 initiative. Since the signing of the MOU, a group of municipal staff from all units in the Kings Region, along with a representative from the Province, have been meeting regularly to guide the Kings 2050 project. Known as the 2050 Management Team, this working group has guided a number of regional planning initiatives including a series of background reports, maps, and studies (including regional infrastructure assessment, population density mapping, and demographics), the Kings 2050 Vision document based on extensive community feedback, which provides clear direction about people's desired future of the Kings Region, a Regional Municipal Climate Change Action Plan that mapped predicted worst case flooding and storm surge events and identified common issues to all Kings Region municipalities, and draft statements of regional interest concerning settlement, economic development, municipal facilities and environmental projection that could be used to coordinate planning initiatives for all Kings Region municipalities.

In May, 2014, the Province and the Municipalities in the Kings Region received the Kings 2050 Regional Approach Report, prepared by Stantec. As part of Kings 2050 Phase Two, Stantec was tasked with building on the Kings 2050 Vision document, consulting with each municipal unit and recommending a policy and administrative framework to coordinate regional planning issues on an on-going basis. This report recommended four Statements of Regional Interest concerning Settlement, Economic Development, Municipal Facilities and Environmental protection. These statements are modeled on the Statements of Provincial Interest and are intended to become the basis for managing regional planning issues.

On October 7, 2014, Wolfville Town Council passed a motion endorsing, in principle, the statements of regional interest approach to inter-municipal planning proposed in the 2014 Kings 2050 Regional Approach Report and asking the Department of Municipal Affairs to participate and provide funding to:

- Refine and finalize a regional plan, based on the proposed statements of regional interest; and

PAC REPORT – KINGS 2050

Date: April 15, 2015

Department: Community Development

- Design a review/dispute resolution process; and
- Draft any needed changes to the Municipal Government Act; and
- Develop and submit to the 4 municipal units a MOU that enables a regional planning framework, adopts a dispute resolution process and establishes mechanisms to operationalize the Statements of Regional Interest.

And that all work associated with the above deliverables be overseen and managed by a team of elected officials and staff representing each of the participating municipalities equally. Although the concept of regional planning statements on specific issues was endorsed by the municipalities within the region, a process for moving this aspect of Kings 2050 forward has not been identified or agreed upon.

Overview of Issues

The statements within the Phase 2 Regional Report, if adopted, would provide a framework for regional decision-making within Kings. The statements address four broad issues of regional concern; the encouragement of an appropriate pattern of settlement within the region, sharing in efforts to encourage economic development as well as in the benefits that may result; collaboration on the development of municipal facilities used by regional residents and equitable sharing of the costs. While adoption of these regional statements may impinge on the relative freedom of local governments in the Kings Region, it is an important mechanism to ensure that regional interests are given priority.

The Municipality of the County of Kings has released their draft Municipal Planning Strategy for review and comment and, in the absence of a broader process for regional cooperation and planning, their plan will serve as the de facto plan for the region. Staff's initial review of the County's draft Municipal Planning Strategy, and the proposed changes to their Land Use By-Law, has raised a number of issues that will directly or indirectly impact the Town of Wolfville, or that will need further clarification before Town Council can meaningfully respond to the proposed changes. Those issues are summarized below:

1. *Urban Centres*

The proposed Kings County MPS creates multiple urban centres, generally defined as areas where one or more types of urban services are provided (such as central sewer and water, sidewalks, or municipal roads) with the goal of identifying and clearly defining areas where urban development is encouraged. All of the existing "growth centres" in the Kings County current plan, become urban centres in the new plan (E.g. New Minas, Coldbrook, Centreville). Some areas currently identified as Hamlets become urban centres (E.g. Greenwich, South Berwick, Avonport) and at least one area not previously identified as a growth centre (North Alton) has become one.

PAC REPORT – KINGS 2050

Date: April 15, 2015

Department: Community Development

Within these urban centres, some boundaries have been expanded quite significantly (E.g. Waterville/Cambridge/Coldbrook, New Minas) and others expanded to a lesser extent (North Kentville, Greenwich).

It is worth noting that a new “Urban Holding” zone has been created within many of the urban centres, with the goal of identifying appropriate areas that may be needed to accommodate future demands for urban development (beyond the year 2050). County Council intends to plan for road, active transportation and water and sewer service network connections in these areas in anticipation of future development. While the intent is to delay development in these areas, an “exceptional economic development opportunity” may arise that leads to development within these areas.

The land available for development in these urban centres is based on projected Kings County growth and development patterns. However, the existing capacity for growth and development within the Towns has not been factored into this assessment. This reality, coupled with the fact that the urban centre boundaries have been expanded in many cases, means that there is may be an overabundance of vacant land and development will not be directed, as intended, to those urban centres (including the Towns) that are most appropriate for new development. Staff does not have the exact acreage increase in urban centre development capacity but getting that information from the County would provide a clearer picture.

The Kings 2050 Regional Approach Report notes that “growth centre boundaries may be modified and new growth centres may be added subject to review and approval by all Kings regional Municipal units.” Unfortunately, a process for this review and approval has not yet been developed yet these changes are being proposed in the County’s draft MPS.

2. Density

In addition to increasing the amount of available land for development within the urban centres, the County’s draft MPS encourages increased density within those urban centres. In particular, there is greater flexibility for multi-unit buildings being allowed as of right in the Mixed Density (NX), Medium Density (NM) and Mixed Residential-Commercial Neighbourhood (RC) zones. The goal is to identify lands where the development of complete residential neighbourhoods is promoted and to allow for a variety of housing options and more efficient service delivery.

As well as increasing the density within the Urban Centres, limited infill will be permitted within the Agricultural High Capability (AH) zone (in areas that are surrounded by existing residential development) and cluster housing (up to 8 dwellings within a cluster) in the Rural Mixed Use Zone (RM). These changes are relevant to the Town of Wolfville because the bulk of the perimeter of the Town is bordered by the AH zone (Ridge Road, Lower Wolfville) with the RM zone on the Wolfville Ridge. On the Western border of the Town, the Eastern part of Greenwich is characterized by the Farm Commercial (FC) zone which permits a variety of commercial and industrial uses that support and complement agriculture and agri tourism activities, as of right.

PAC REPORT – KINGS 2050

Date: April 15, 2015

Department: Community Development

Larger commercial and industrial uses may be allowed by development agreement. Currently there is no formal process for mutually addressing issues on our borders.

3. *Economic Development*

The Phase 2 Regional Report goal around economic development is “to encourage the development of the Kings regional economy for the benefit of all communities and residents” with the basis that “the benefits of economic development should be fairly shared among municipalities and communities”. There is no formal process for addressing economic development at the regional level or dealing with regional opportunities. The Regional Enterprise Network may be the mechanism to address this.

The County’s draft MPS, no doubt because it is County rather than Regionally focused, does not adequately recognize and reinforce the Towns as cultural and economic centres of the region, and the benefit that those centres bring to the County and the region. At times it seems that the plan has been created without sufficient analysis of the impact and capacity of the Towns.

6) REFERENCES TO COUNCIL STRATEGIC PLAN

Strategic Direction #2 – A diverse, prosperous and sustainable local economy.

Strategic Direction #3 – A growing population encompassing all ages and stages who live in safe, attractive, cohesive neighbourhoods.

Strategic Direction #5 – Efficient and effective leadership from a committed and responsive executive and administration team.

7) SUMMARY

In order to ensure that the Town’s concerns are meaningfully addressed in the Kings County plan, staff recommends a letter from Town Council to Kings County Council containing the following information:

- Applauding the County’s leadership and the work done to date on Kings 2050;
- Acknowledging the excellent content within the plan that will be integrated and emulated in the Town of Wolfville’s MPS review;
- Identifying some of the broad concerns that affect the Town of Wolfville including planning on our borders, expansion of urban centres in the County, increased density within multiple zones, and economic development.

PAC REPORT – KINGS 2050

Date: April 15, 2015

Department: Community Development

- Proposing a Council to Council meeting in which the Town of Wolfville can voice their concerns to the County of Kings and where there can be some discussion around a process for ensuring that the Town of Wolfville is involved in planning around its borders.

Staff is also looking for direction to do a more in depth analysis of the Kings County MPS and proposed changes to their Land Use By-Law and to work with County staff to ensure that there is a good understanding of the Kings County MPS and the Town of Wolfville MPS (as the process for amendment moves forward) and how the two plans can be integrated to the mutual benefit of both municipalities.