



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

[Website](#)

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



APPROVAL OF AGENDA

Moved

Seconded

That the agenda be approved as circulated and/or amended.

APPROVAL OF MINUTES

a. December 5, 2017 Committee of the Whole Meeting

Moved

Seconded

That the minutes of December 5, 2017 Committee of the Whole meeting be approved as circulated and/or amended.

STAFF REPORTS FOR DISCUSSION

a. RFD 003-2018: POLICY 610-001, DESIGN REVIEW COMMITTEE POLICY AMENDMENT

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: That Council approve the amendments to the Design Review Committee Policy 610-001.

b. RFD 004-2018: VWRM TBR GUARANTEE RESOLUTION

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision: 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.

ADJOURNMENT TO IN-CAMERA

Moved

Seconded

That Council move to an in-camera meeting under *the Municipal Government Act*, Section 22(2)(g), legal advice - personnel.



MOTIONS FROM IN-CAMERA

Moved

Seconded

That Council appoint Jim Morgenstern and Brian McKibbin to the Design Review Committee effective January 23, 2018.

ADJOURNMENT

Moved

Seconded

That the regular meeting be adjourned.

ATTENDING

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

ALSO ATTENDING

- Director Corporate Services Jen Boyd
- Director Planning & Development Devin Lake
- Manager Economic Development Marianne Gates
- Community Planner Jeremy Banks
- Planning Department Intern Emily Statton, and
- Interested members of the public

LATE ARRIVALS

- Councillor Wendy Elliott

CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:30 am

Agenda Item

1. Approval of Agenda

Discussion and Decisions

01-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

CARRIED

2. Approval of Minutes a. November 7, 2017

02-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 7, 2017 BE APPROVED AS CIRCULATED

CARRIED

8:35am Councillor Elliott arrived at Committee of the Whole meeting

3. Presentations

a. Kings County Family Resource Centre Melissa Connell

- The Kings County Family Resource Centre strives to strengthen the lives of families and inspire growth by providing quality programs
- Presentation made to Council to highlight how support can be provided – volunteer, promote the centre, refer families, partner to offer programs or fundraisers and donations

4. Question Period

No questions were presented to Council

Agenda Item	Discussion and Decisions
5. Committee Reports (Internal)	
a. <u>Planning Advisory Committee</u> Deputy Mayor Oldham	<ul style="list-style-type: none">• The Planning Advisory Committee met on November 29th<ul style="list-style-type: none">○ Key issues discussed at the meeting included:○ MPS Review Update – Information Report○ 329 Main Street Plan Amendment / Rezoning○ Development Agreement Amendment – Troy Restaurant○ Development Agreement Discharge – 2 Lynnwood Drive• The next meeting of the Planning Advisory Committee is scheduled for December 20th
(1) RFD 070-2017 Development Agreement Discharge, 2 Lynnwood	03-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE DISCHARGE OF DEVELOPMENT AGREEMENT 2000-04 AT 2 LYNNWOOD DRIVE (PID 55279574) CARRIED
(2) RFD 069-2017 Troy Lounge Development Agreement	04-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE DRAFT DEVELOPMENT AGREEMENT AMENDMENT FOR 12 ELM AVENUE TO A PUBLIC HEARING BEFORE A DECISION IS MADE BY COUNCIL CARRIED
6. Staff Reports for Discussion	
a. Information Report: MPS Review Update	<ul style="list-style-type: none">• Review has been ongoing since 2015. A high calibre of work and policy dialogue has taken place to-date. Staff are committed to working with PAC and Council to produce a document that the community can be proud of.• Staff are focused on bringing a completed draft to PAC and Council for review and feedback where all aspects and inter-relationships (“holistic view”) can be presented and feedback sought.• Once an additional resource is secured, Staff will bring back a more detailed timeline• After direction is provided on the full draft (and any additional analysis or consultation completed) we will proceed with public education, notification and the legislated approval process.
9:50am Chair called a break to Committee of the Whole Meeting 10:00am Chair reconvened Committee of the Whole Meeting	
b. RFD 065-2017 Landmark East Association One-Time Capital Grant Request	05-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE GRANT FOR LANDMARK EAST ASSOCIATION IN THE AMOUNT OF \$50,000 TO THE 2018/19 OPERATING BUDGET PROCESS CARRIED

Agenda Item

Discussion and Decisions

- c. **RFD 066-2017
Acadia Students'
Union One-Time
Capital Grant Request**
- No Motion put forward by Council
 - Additional information required, and issue will be brought back to the January 2018 Committee of the Whole meeting
- d. **RFD 067-2017
Regional Enterprise
Network (REN)
Evaluation Review**
- 06-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE EXTENDING THE TOWN OF WOLFVILLE'S NOTICE FOR WITHDRAWAL FROM THE VALLEY REGIONAL ENTERPRISE NETWORK TO MARCH 31, 2019**
- CARRIED**
- 07-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO BRING A FULL EVALUATION OF THE TOWN'S MEMBERSHIP WITH THE VALLEY REGIONAL ENTERPRISE NETWORK FOR COUNCIL'S CONSIDERATION IN FEBRUARY 2019**
- CARRIED**
- e. **Information Report:
Bob Stead Drive
Street Naming**
- In 2015 there was a request to Council to name a street in honour of former Mayor Bob Stead
 - The Street Naming Policy requires that the Wolfville Historical Society be consulted when considering new street names and the Society will make a recommendation based on criteria laid out in the policy
 - In May of 2015 the Wolfville Historical Society was consulted and provided a favourable response to this venture(attached).
 - In September 2017 Staff attended the Wolfville Historical Society meeting where it was put forward that one of the streets in the new West End or Maple Avenue Developments be named after former Mayor Bob Stead. The Society was supportive of this and it was decided that Staff would bring it forward to the Society once the development(s) was at a stage where the street names were needed
 - Staff suggested that one of the streets in the new subdivision be named for Bob Stead.
- f. **RFD 068-2017
Kings Standing
Committee of Mayors**
- 08-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: WHEREAS THE MAYORS OF BERWICK, KENTVILLE, KINGS AND WOLFVILLE DO MEET ON A REGULAR BASIS TO DISCUSS MATTERS OF COMMON INTEREST BETWEEN OUR RESPECTIVE COMMUNITIES;**

Agenda Item

Discussion and Decisions

AND WHEREAS THE MAYORS HAVE DETERMINED TO COMMIT TO THE ENSHRINEMENT AND FORMALIZATION OF THIS MODEL OF COOPERATION AND CONSENSUS BUILDING BY REQUESTING THEIR RESPECTIVE COUNCILS TO APPROVE THE CREATION OF A STANDING COMMITTEE OF MAYORS;

BE IT RESOLVED THAT COUNCIL OF THE TOWN OF WOLFVILLE APPROVE THE CREATION OF SUCH A STANDING COMMITTEE, WITH THE FOLLOWING TERMS AND MANDATE:

- 1. THE COMMITTEE SERVING IN AN ADVISORY ROLE TO THE RESPECTIVE COUNCILS;**
- 2. THE SERVING MAYOR OF EACH MUNICIPAL UNIT IS, EX-OFFICIO, THE MEMBER OF THE COMMITTEE REPRESENTING THE MAYOR'S MUNICIPAL UNIT;**
- 3. COUNCILS SHALL RECEIVE REPORTS FROM THE COMMITTEE IN THE SAME MANNER AS OTHER STANDING COMMITTEES OF THE MUNICIPAL UNIT;**
- 4. EACH MAYOR'S UNIT WILL BE RESPONSIBLE FOR ANY AND ALL OF ITS MAYOR'S INDIVIDUAL EXPENSES ASSOCIATED WITH PARTICIPATION ON THE COMMITTEE; AND**
- 5. THE COMMITTEE SHALL:**
 - ANNUALLY APPOINT ONE MAYOR AS CHAIR (WITH THE CHAIR'S MUNICIPAL UNIT PROVIDING ADMINISTRATIVE SUPPORT TO THE COMMITTEE, E.G., RECORDING AND DISTRIBUTING OF MINUTES);**
 - DEVELOP A WORK PLAN, THE ELEMENTS OF WHICH ARE TO BE SUPPORTED BY THE MEMBER CAOS; AND**
 - NOT LESS THAN ANNUALLY, CONVENE A MEETING OF ALL ELECTED OFFICIALS OF THE MEMBER UNITS FOR THE PURPOSES OF REVIEWING WORK PLANS OF THE COMMITTEE AND OTHER ITEMS OF MUTUAL INTEREST**

CARRIED

7. Conference Reports

a. UNSM Annual Conference

- Members of Council and the CAO attended the 2017 UNSM Annual Conference in Halifax, Nova Scotia at the Westin Hotel November 7-10, 2017**

8. CAO Report

The CAO's report was presented to Council as part of the Agenda Package

- CAO didn't offer highlights of her report, it is attached for the committee to review.**
- Director Corporate Services introduced the Town's new IT Manger - Mike Long, and Dalhousie Intern Emily Statton working in Community Development**

Agenda Item	Discussion and Decisions
9. Committee Reports (External)	
a. <u>Valley Waste Resource Management (VWRM)</u> Councillor Elliott	<ul style="list-style-type: none">• The Valley Region Solid Waste-Resource Management Authority met on November 15th• Construction of the Sustane Plant near Chester is underway and is expected to be well tested and in operation by April 2018• The recruitment process to replace the retiring General Manager is well underway with Gerald Walsh and Associates facilitating the process with the selection committee. Richard Ramsay has been engaged to serve as Interim General Manager as this process moves forward
b. <u>Kings Transit Authority (KTA)</u> Councillor Brian	<ul style="list-style-type: none">• The Kings Transit Authority met on November 2nd• The Board and staff continue to work on the Acadia U-Pass initiative
c. <u>Kings Point-to-Point (KPPT)</u> Councillor Brian	<ul style="list-style-type: none">• The Kings Point-to-Point Board met on November 28th• The next meeting is scheduled for January 23, 2018
d. <u>Valley Community Fibre Network (VCFN)</u> Mayor Cantwell	<ul style="list-style-type: none">• Nothing significant to report
e. <u>Annapolis Valley Trails Coalition (AVTC)</u> Councillor MacKay	<ul style="list-style-type: none">• The AVTC Board met on November 16th• The majority of the meeting was spent participating in a presentation and review of consultant Mike Trinacity's "Harvest Moon Trailway Assessment and Implementation Plan" (Phase 1). The report discusses the AVTC's obligations to provide amenities and signage that meet regulatory standards and create a "welcoming and quality experience to both the local and visiting trail user"
f. <u>Wolfville Business Development Corporation (WBDC)</u> Councillor Donovan	<ul style="list-style-type: none">• The WBDC Board of Directors met on Tuesday, November 21st• Wolfville's Manager Economic Development provided an update on the Town's Alcohol Policy initiative and changes to the MPS Bylaw related to lounge capacity – Planning staff will contact lounge owners to discuss any changes to current development agreements• Downtown parking was identified as a topic of interest with further discussion planned for January
g. <u>Race Relations and Anti-Discrimination Committee (RRADC)</u> Councillor Proudfoot	<ul style="list-style-type: none">• There was great response to a Workshop that was put on by the Committee and Horizons, called "Stepping Up"• The Workshop was for non-indigenous people• Discussions ongoing to further fund the initiative of the Workshop

Agenda Item	Discussion and Decisions
10. Adjournment to In-Camera meeting	<ul style="list-style-type: none">RRADC may be coming to Councils to request funding to further continue the Workshops
	09-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 11:05 AM TO AN IN-CAMERA MEETING UNDER SECTION 22(2)(C)(G) OF THE MUNICIPAL GOVERNMENT ACT
	<ul style="list-style-type: none">PERSONNEL MATTERS RFD 057-2017: COMMITTEES OF COUNCIL APPOINTMENTSLEGAL ADVICE
11. Adjournment of In-Camera meeting	10-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 11:36 AM
	CARRIED
12. Regular Meeting Reconvened	11-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE RECONVENED AT 11:37 AM
	CARRIED
13. Motions from In-Camera Meeting	CARRIED
a. RFD 057-2017 Committees of Council Appointments	12-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT, EFFECTIVE DECEMBER 12, 2017, THE FOLLOWING COMMUNITY MEMBERS TO THE <u>COMMITTEES OF COUNCIL</u> FOR THE PERIOD OF TERMS INDICATED (TERMS OF SERVICE TO EXPIRE END-DECEMBER OF THE APPLICABLE YEAR):
	<u>ART IN PUBLIC SPACES</u>
	<ul style="list-style-type: none">JESSIE FORMAN, TWO YEAR APPOINTMENTKRYSTAL TANNER, THREE YEAR APPOINTMENT
	<u>AUDIT COMMITTEE</u>
	<ul style="list-style-type: none">GORDON JOICE, TWO YEAR APPOINTMENT
	<u>PLANNING ADVISORY COMMITTEE</u>
	<ul style="list-style-type: none">OMAR BHIMJI, TWO YEAR APPOINTMENTSTEVE MATTSON, THREE YEAR APPOINTMENTMARY COSTELLO, THREE YEAR APPOINTMENT
	WOLFVILLE REGIONAL HOUSING AUTHORITY
	<ul style="list-style-type: none">JENNIFER SMITH

Agenda Item

Discussion and Decisions

WOLFVILLE BUSINESS DEVELOPMENT CORPORATION

- **HUGH SIMPSON**

CARRIED

14. Adjournment

**13-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE
REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT
11:39 AM**

CARRIED

Approved by Committee of the Whole Motion 02-01-18, January 9, 2018

As recorded by Karen Outerleys, AA Public Works

DRAFT



Valley REN
Valley Regional
Enterprise Network




What have
we been
doing?

Corporate
Marketing

Regional
Marketing

Moving
Forward

Talk
to us



What have we been doing?

**CEO
Recruitment
Timeline**

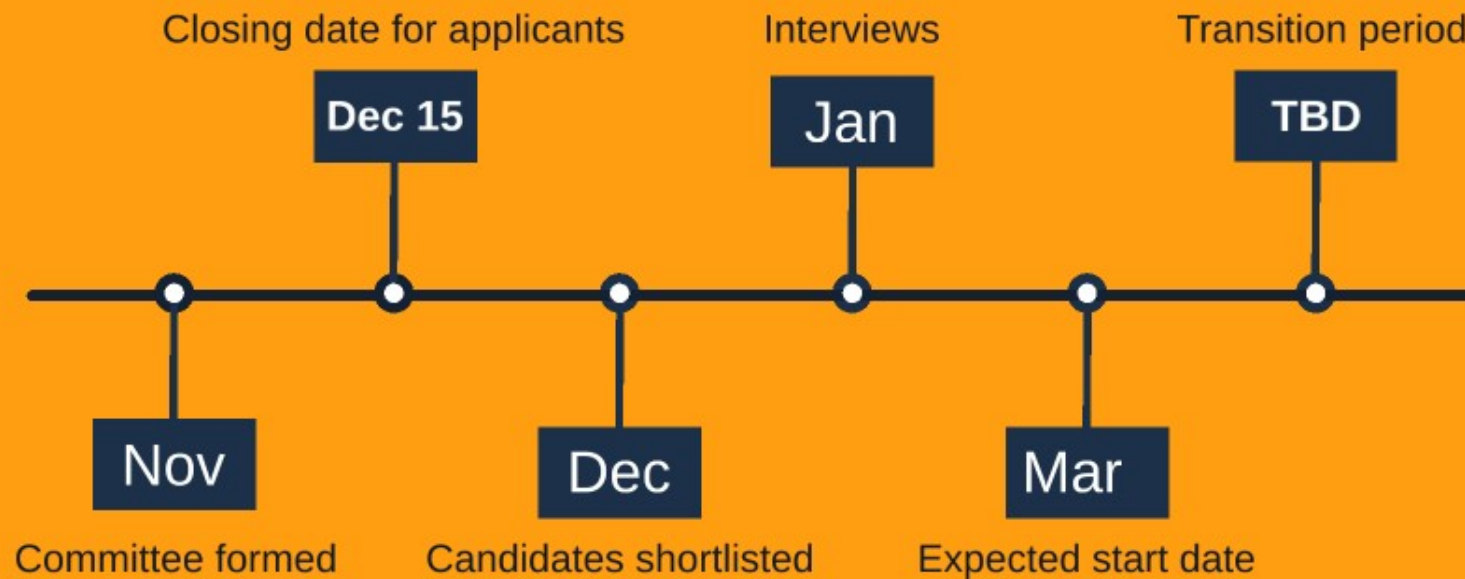
**Staff and
Board
Updates**

**Special
Projects**

**Community
Engagement**

CEO Recruitment Timeline

The search for the CEO is underway.



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

A graphic with a large orange circle on the left containing the text 'Community Engagement'. To its right are three smaller dark blue circles, each containing a sub-point. The background is a blurred image of a person's hands and a watch.

Community Engagement

***McSweeney
Presentation***

***Collective
Impact
Project***

***Devour!
Innovation
Grows Here***

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 a 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*



Valley REN
Valley Regional
Enterprise Network



What have
we been
doing?

Corporate
Marketing

Regional
Marketing

Moving
Forward

Talk
to us



Regional Marketing

Choose Annapolis Valley

Partners

**What's Your
Reason?
Campaign**

**Asset
Database**

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



Valley REN
Valley Regional
Enterprise Network



What have
we been
doing?

Corporate
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Marketing

Moving
Forward

Talk
to us

Corporate Marketing

Valley REN
Communications and
Marketing

Website	Social Media	Newsletters
valleyren.ca	@valleyren	Valley REN Voice
Business Resources	Facebook	Update
Events/ Workshops	Twitter	Inform
Community Engagement	Instagram	Showcase
Success Stories	LinkedIn	Engage



Valley REN
Valley Regional
Enterprise Network



What have
we been
doing?

Corporate
Marketing

Regional
Marketing

Moving
Forward

Talk
to us

Moving Forward

Quarterly Updates

- Feedback
- Actions
- Outcomes

KPI's will be included in our newsletters

- Partners Engaged
- Businesses Supported
- Community Engagement Opportunitites
- Events/Workshops Held
- Communication Pursuits
- Community Organizations Engaged



Valley REN
Valley Regional
Enterprise Network



What have we been doing?

Corporate Marketing

Regional Marketing

Moving Forward

Talk to us

Talk to us



Valley REN

Valley Regional
Enterprise Network

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



Valley REN
Valley Regional
Enterprise Network



What have
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Corporate
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INNOVATION GROWS HERE

Valley REN Voice

IN THIS ISSUE – JANUARY 2018

Growing agri-food business through innovation

Devour! The Food Film Fest brings awareness to audiences on the impact of food, food culture and the current food systems in our lives. Through various interactive industry sessions, festival-goers gained hands-on experience – from inspiring panels with high profile participants to various culinary events.

This year, four agricultural entrepreneurs in the Annapolis Valley shared their struggles and successes in an engaging panel discussion hosted by the Valley REN as part of the festival program.

The panel members were Patricia Bishop of TapRoot Farms, Mike Lightfoot of Lightfoot & Wolfville Vineyards, Andrew Rand of Randsland Farms, and Kirk Havercroft of Sustainable Fish Farming (Canada) Ltd., which does business as Sustainable Blue. Ted Grant, Chair of Taste of Nova Scotia, was the panel host.

Valley REN is pleased to promote agri-food innovation while supporting the culinary tourism industry that in turn introduces visitors to the Annapolis Valley.

More than 60 people attended the event held at Wayfarers' Ale Society in Port Williams. Visit www.valleyren.ca to view the video that features valuable lessons from these agri-innovators.

National recognition for Indigenous business

The Valley REN would like to recognize the honour given to our partner, Glooscap First Nation, and our board member, Tammy Belanger. Her business, Green Leaf Enterprises in Wilmot, received the *2017 Indigenous Private Sector Business of the Year* award from Cando (Council for the Advancement of Native Development Officers). Glooscap First Nation was chosen as Cando's *Community of the Year*.



Valley REN visits France

Dan Mullen, Valley REN board member joined Mayors Snow and Muttart on a mission to Clermont Ferrand in France for the International Network of Michelin Cities.



Award winning Community

2017 Cando Economic Developer Award winners: (Left to right) Tammy Belanger, Green Leaf Enterprises, Chief Sidney Peters, Glooscap First Nation, Rose Paul, EDO with Paqtnkek Mi'kmaw Nation.

Choose Annapolis Valley

In December, Valley REN launched a regional marketing social media test campaign called What's Your Reason? This consisted of 10 reasons why investors, visitors, residents and businesses should *Choose Annapolis Valley*. Those reasons included:

- ➔ Caring Communities
- ➔ Excellent Education
- ➔ Innovation Grows Here
- ➔ Supportive Business Culture
- ➔ Natural Beauty
- ➔ Recreation and Culture
- ➔ Communities Working Together
- ➔ Agricultural Diversity
- ➔ Professional Talent
- ➔ Affordable Lifestyle

Valley REN will be working in partnership with Annapolis Valley Chamber of Commerce and Valley Business Leaders' Initiative to develop a regional marketing initiative over the



next year. The results and feedback from test campaigns will help to build a library of material that can be used by municipalities and other organisations that wish to promote the region as a place to attract new residents, visitors and professional talent. What's Your Reason? Follow us:

@chooseannapolisvalley



FOR MORE INFORMATION

Visit www.chooseannapolisvalley.ca to see how the campaign unfolds. Don't forget to like, share and comment.

Contact: Jennifer Tufts, Special Projects

Email: jt tufts@valleyren.ca

Phone: 902 678 2200 Ext 2



Valley REN interim CEO, W. Coby Milne, (centre) shows the partnership agreement signed with i-Valley, represented here by Terry Dalton, president (left) and Barry Gander, director and co-founder (right). Barry Gander is also a director on the Valley REN board.

Valley REN & i-Valley partner to pursue Smart Region status

The Valley REN has signed a partnership agreement with the i-Valley Intelligent Community Association to pursue an international Smart Region designation for the Annapolis Valley. A Memorandum of Understanding (MOU) signed in October commits the Valley REN and i-Valley to work together to prepare the Annapolis Valley for global recognition as a Smart Region. The formal designation would be issued under the ISO 37120 standard managed by the World Council on City Data (ISO 37120 Sustainable Development of Communities: Indicators for City Services and Quality of Life).

As part of this project, the existing ISO 37120 standard – which includes 100 social, economic and service indicators across 17 themes – will be modified to suit rural communities.

The Valley REN is contributing \$30,000 to i-Valley to develop the data and work with the Global Cities Institute at the University of Toronto to modify the ISO standard for this region. The funding will also cover project management and the cost of obtaining the ISO licence from the World Council on City Data (WCCD). The Acadia Institute for Data Analytics at Acadia University will play a major role in preparing the data.

QUARTER 3 (2017 – 2018)



Partner Engagement

Valley REN strives to work closely with its partners in the Annapolis Valley region. Building relationships makes the Valley a better place to do business.



James Schofield, BusinessNOW Lead pilots the Enterprise in the Valley Pumpkin Fest Regatta

Community Engagement Opportunities

The Valley REN staff and board believe it is important to participate in community events, training opportunities and relationship building.



Community Organisations Engaged

The Valley REN introduced the Collective Impact Project to encourage collaboration amongst community groups and agencies to build on the 'We Choose Now' action points.

FOR MORE INFORMATION

Contact: W. Coby Milne, Interim CEO

Email: wcmilne@valleyren.ca

Phone: 902 678 2200 Ext 6



The Valley REN has increased engagement with their social media sites and will be redesigning their corporate website in 2018.

Key Performance Indicators

Partners Engaged



19

Partners include: Black Business Initiative, Valley Community Fibre Network, Nova Scotia Community College, Nova Scotia Business Inc., Valley Business Leaders' Initiative,

Annapolis Valley Chamber of Commerce, Acadia University.

Community Organisations Engaged



9

Our Collective Impact Project supported four collaborative initiatives run by nine different agencies including: Refresh Annapolis Valley, Acadia Entrepreneurship Centre, AVCC Young Business Leaders

Committee, Community Inc., Peopleworx, Glooscap First Nation and Kings County 4H.

Businesses Supported



22

Ranging from pre-revenue to 20 plus employees in all identified sectors from Annapolis Royal to West Hants. Business support includes: business planning, coaching,

accessing programs, resources and funding and relationship building.

Events Held



3

Events have included: Succession Planning pilot program (Oct – Nov), Growing agri-food businesses through innovation (Oct 27), The Formula for Economic Development (Nov 16)

Community Engagement Opportunities



13

Our staff and board participated in the following: Hants County Fair, Valley Pumpkin Fest Regatta, Devour! The Food Film Fest, Annapolis Valley Chamber of Commerce Awards, Junior

Achievement Training, Launchbox, Big Data Congress, Atlantic Food Summit, Communications and Economic Network, Seed: Hacking Entrepreneurship and a Micro Research project.

Communication Pursuits



9

This includes corporate marketing plans, press releases and social media initiatives. These include Devour! The Food Film Fest, Choose Annapolis Valley campaign, i-Valley Smart City project,

Collective Impact Projects, Michelin Cities trip to France

CEO Update

by W. Coby Milne

Succession Planning Pilot Program

The Valley Regional Enterprise Network, in partnership with the Acadia Entrepreneurship Centre and the Annapolis Valley Chamber of Commerce, developed a multi-phase training program on business succession planning. The Succession Planning Program ran from October to November 2017 and provided small business owners the opportunity to understand the available options for a successful business transition. In the feedback survey that followed the session, 100% of the participants noted that they would recommend this program to someone they know. Because of the success of the pilot program, the Succession Planning Program will run again at a future date and time. Stay tuned for more details when they are available!

Entrepreneurial Toolkit

The Valley REN has started a project to compile and distill the various resources available for prospective entrepreneurs to start a business in the Valley. The goal of the toolkit is to have a set of free resources that provides not only information, but also support and guidance on how to turn an idea into a business. We are working with partners who are actively engaged in providing resources, supports and/or training to start-ups and entrepreneurs in the Valley. 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. The remainder of the modules will be rolled out throughout 2018.

Recruitment of the Valley REN CEO

The Board of Directors for the Valley REN has been actively searching for a new CEO. A search committee was struck that included members of the Board of Directors and representatives from the LOC. The Committee felt that there was enough skill and experiences in recruitment within the committee and opted to not go with a recruitment firm to lead the search. The job posting went live on November 15, 2017 and closed on December 15, 2017. The candidates that made the first round of the short list will be contacted in early January 2018. The Committee hopes to be able to have an offer of hire to a successful candidate by early February 2018.

The Formula for Economic Development

In November 2017, Valley REN invited Eric McSweeney to present "The Formula for Economic Development Success®". The session laid out all the economic development pieces and how to fit them together using the research and experience that McSweeney has gathered over the years of working with economic development agencies. He presented a unique visual and graphical presentation of what economic development really is, what the activities pieces are, how they fit together, and in what order. The aim of the presentation was to offer people and organizations an opportunity to leverage the economic development process by working together to achieve success. The session was attended by 30 people from different organisations across the Annapolis Valley region.

SPECIAL PROJECTS AND EVENTS



Succession Planning Pilot Program

Participants of the Succession Planning workshops at Acadia speed dating with experts.



Entrepreneurial Toolkit

A toolkit as a guide to resources and supports that will be accessible to start-ups and entrepreneurs in the Valley.



The Formula for Economic Development

Presented by Eric McSweeney of McSweeney Associates. Eric presented a wealth of information about stakeholders working together to improve the regional climate and make the Annapolis Valley investment ready.

Valley REN adds to the team

Jennifer Tufts joins the Valley REN as the Special Projects Lead, responsible for managing projects that support businesses across sectors and for partnership ventures, regional marketing and investment readiness initiatives with our funding municipalities.

Jennifer previously worked with the Kings Regional Development Agency on project management, strategic planning, communications and relationship development.

Jennifer has previous experience working in the not-for-profit sector in the Annapolis Valley, including working for the Canadian Cancer Society as their District Coordinator for the Annapolis Valley Region.



Debbie Roza-Mercier joins the Valley REN as the Communications & Administrative Officer. She has worked in the not-for-profit sector for over 20 years in both Canada and the UK. Her background includes fund development, marketing and communications and event management.

Debbie has sat on a number of Boards and Committees and her love of music and photography has included volunteering at several music festivals and events as a photographer as well as producing several fundraising concerts.

Debbie's role includes making the Valley REN more efficient as well as developing both corporate communications and regional marketing projects. Her job includes administrative support for the Valley REN Board and Liaison and Oversight Committee.

The Valley REN team (below from left to right): Tania Vassallo, Research Assistant; Jennifer Tufts, Special Projects Lead; James Schofield, BusinessNOW Lead; Debbie Roza-Mercier, Communications & Administrative Officer; W. Coby Milne, Interim CEO; Rachel Brighton, Research Lead

Valley REN Board welcomes

The Board and staff of the Valley REN, and our Liaison and Oversight committee – which represents our regional partners and the province – are pleased to welcome three new board members.



Tammy Belanger (Owner, Green Leaf Enterprises, Wilmot) Tammy has owned her own business for 17 years. She has been married for 27 years and has 5 children. Tammy volunteers with the Middleton High School girls' hockey team and is a member of Glooscap First Nation.



Bob Gaudet (Personnel Manager, Michelin North America [Canada] – Waterville facility). Bob graduated from Acadia University with a BBA. After working for several years as a purchasing agent in the Alberta oilfield industry, Bob returned to Nova Scotia to start a career with Michelin. He first worked in the Granton plant and then transferred to the Annapolis Valley for the start-up of the Waterville facility. Bob has held many roles in his 37-year career with Michelin, which include supply chain, IT, quality technician, production management, and Environment, Health, and Safety. He is currently the Facility Personnel Manager.

Bob's other community involvement has included chairing the Annapolis Valley Safe Communities Coalition and membership of the VBLLI.

Jessy Gervais (Partner, Canopy Creative) Jessy is a marketing and brand



development consultant focusing on digital advertising and sales-funnel optimization. He graduated from Acadia University in 2017 with a double degree (BBA of International Business) with a partnered university, the ICN Business School in Nancy, France.

Valley REN helps new, natural soap business



Business partners and step-siblings Jasmine Lomond and Brendon Meister

launched

Maritime Treasure Goat Therapy and Products in October 2017.

At their home-based business in North Alton, they milk one of their three goats to produce a range of natural goat-milk soaps, which they sell through craft and farmers' markets, two Fresh New You stores in Kentville and Truro, and direct orders.

"Things have been unfolding better than I expected," says Brendon, who shares Jasmine's love for animals and was the inspiration for the business. During his recovery from a brain injury in 2016, Jasmine noticed how the routine of caring for animals seemed to improve his memory, motivation and independence.

They began their soap-making business to get value from their livestock and advance Brendon's recovery. Jasmine, who has a Bachelor's degree in chemistry, applied her knowledge to the manufacturing process. Their vision is to buy a farm, develop their business, and build a homestead to care for clients with brain injuries as part of a recovery program.

Along with strong support from their family, Jasmine says the partnership has benefited from business planning and marketing advice from the Valley REN. Learn how our BusinessNOW services can help you start and accelerate your business

FOR MORE INFORMATION

Contact: James Schofield, BusinessNOW

Email: jschofield@valleyren.ca

Phone: 902 678 2200 Ext 1

Collective Impact Project

The Valley REN is advancing the "*We Choose Now*" Action Points through our Collective Impact Project.

We are pleased to announce the first two recipients of funding through this project launched in September. Up first is Refresh Annapolis Valley, which has partnered with Acadia Entrepreneurship Centre to show *Seed: Hacking Entrepreneurship in the Annapolis Valley*, a documentary screening and expo on November 21. The event was co-organised by 14 regional organisations with the aim of beating our start-up

ecosystem drum for Global Entrepreneurship Week.

Our second recipient is the Young Business Leaders committee of the Annapolis Valley Chamber of Commerce, which has partnered with Fusion Annapolis Valley to produce a youth-focused video called *Growing Entrepreneurs*. This will showcase young entrepreneurs who want to promote local entrepreneurship and build partnerships to benefit the Valley and our province.

The Collective Impact Project provides community organizations with single-project funding up to a maximum of \$1000. Visit

<http://www.valleyren.ca/collective-impact-project/> for the guidelines and application form.



FOR MORE INFORMATION

Contact: Debbie Roza-Mercier, Communications & Administrative Officer

Email: drozamercier@valleyren.ca

Phone: 902 678 2200 Ext 4

Collective Impact Project recipients have included (Top right) Young Valley Leaders Committee in partnership with Fusion Annapolis Valley and the Annapolis Valley Chamber of Commerce. (Bottom left) Refresh Annapolis Valley with Acadia Entrepreneurship Centre.



COMMITTEE UPDATE

Title: RCMP Advisory Board
Date: January 9, 2018
Department: CAO



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

COMMITTEE UPDATE

Title: RCMP Advisory Board

Date: January 9, 2018

Department: CAO



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.

REQUEST FOR DECISION 003-2018

Title: Design Review Committee Policy Update

Date: 2018-01-09

Department: Corporate Services



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.

REQUEST FOR DECISION 003-2018

Title: Design Review Committee Policy Update

Date: 2018-01-09

Department: Corporate Services



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.

REQUEST FOR DECISION 003-2018

Title: Design Review Committee Policy Update

Date: 2018-01-09

Department: Corporate Services



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.



POLICY

Design Review Committee

Policy Number:
610-001

Supersedes Policy Number:
Not Applicable

Effective Date
2013-12-10

Approval By Council Resolution No.
06-12-13

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.



POLICY

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.~~



POLICY

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.



POLICY

5.6 Policy Review

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

CAO

Date

REQUEST FOR DECISION 004-2018

Title: Municipal Guarantee – VWRM TBR

Date: 2018-01-09

Department: Finance



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.

REQUEST FOR DECISION 004-2018

Title: Municipal Guarantee – VWRM TBR

Date: 2018-01-09

Department: Finance



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

REQUEST FOR DECISION 004-2018

Title: Municipal Guarantee – VWRM TBR

Date: 2018-01-09

Department: Finance



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 WOLFVILLE
GUARANTEE RESOLUTION

\$33,210

Valley Region Solid Waste-Resource
Management Authority

WHEREAS the Valley Region Solid Waste-Resource Management Authority was incorporated on October 1, 2001 pursuant to Section 60 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

For DMA Use Only

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

CAO REPORT

January 9, 2018

Department: Office of the CAO



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.

COMMITTEE UPDATE

Title: Valley Waste Resource Management (VWRM)
Date: January 9, 2018
Department: Office of the CAO



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.

VALLEY WASTE-RESOURCE

DECEMBER 2017



PAGE 1 OF 2

Management Minute

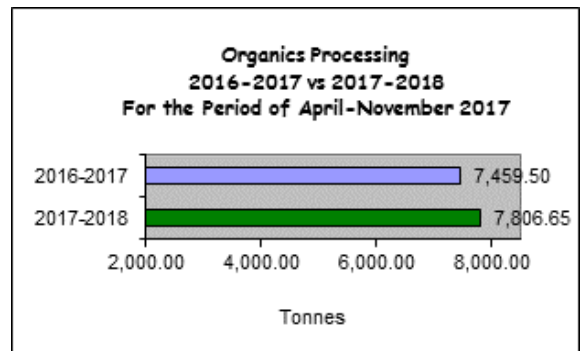
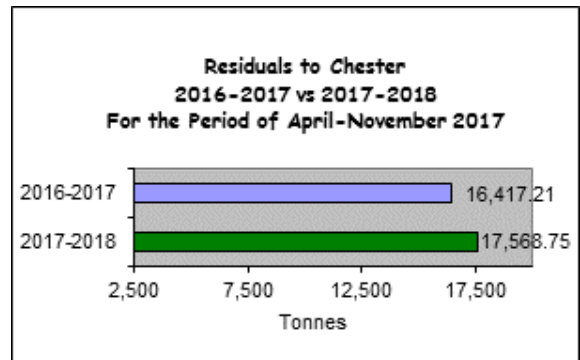
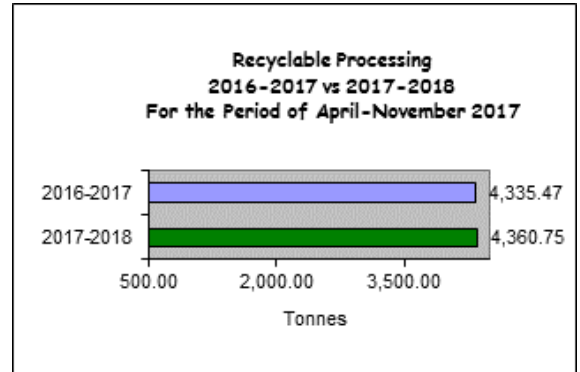
KEY TOPICS OF INTEREST

The Valley Region Solid Waste-Resource Management Authority met on December 13, 2017. It was reported during the meeting that the development of the Draft Operating and Capital Budget for the 2018-2019 fiscal year is well underway.

The Authority is pleased to be embarking on the development of a Corporate Strategic Plan drawing upon Interim General Manager Ramsay's expertise, as facilitator, for this important project. All involved recognize the benefit of taking the necessary steps to ensure direction in planning for the future provision of programs and services offered under the umbrella of the Authority's operations. The goal will be to develop key strategic priorities and to identify objectives to accomplish each priority while understanding that the Strategic Plan will be a living document requiring flexibility and constant review.

The General Manager recruitment process is successfully moving forward under the guidance of Consultant, Gerald Walsh and Associates.

The Authority held the annual election of Chair and Vice-Chair in keeping with Policy. The elections resulted in incumbent, Jane Bustin, representing the Town of Berwick, being re-elected to serve in her position of Chair and incumbent, John Kinsella, representing the Town of Annapolis Royal, re-elected to serve in his position of Vice-Chair. A hearty congratulations is extended to both and the Authority is looking forward to a successful 2018!



THE MUNICIPALITIES OF ANNAPOLIS AND KINGS AND THE TOWNS OF ANNAPOLIS ROYAL,
BERWICK, KENTVILLE, MIDDLETON AND WOLFFVILLE:

YOUR PARTNERS IN WASTE REDUCTION

WWW.VWRM.COM~~902-679-1325~~1-877-927-8300



PROVINCIAL ACTIVITY: REGIONAL CHAIRS AND REGIONAL COORDINATORS

Activity at the provincial level continues with key topics of interest including:

Regional Chairs Workshop: The Regional Chairs as well as members of the Regional Coordinators, Managers & Directors, NSE, Divert NS and UNSM met on Thursday, November 30th.

Presentations were provided that explained the history of solid waste legislation in Nova Scotia, how municipalities work together to manage materials, educate and enforce the public, and work with Divert NS and industry to reach a high diversion rate. Also shared were the costs associated with our diversion program. Following the presentations, a workshop was conducted that prioritized what key areas the stakeholders could work together on. The workshop discussion resulted in five key areas of focus for stakeholders:

- Extended Producer Responsibility (EPR) - Collaborate and reach consensus for new legislation for packaging and paper as well as for household hazardous waste (HHW) materials. Expansion of the electronics stewardship program.
- Development of a commodities board to manage and market difficult items such as construction and demolition debris and low grade blue bag materials. Include procurement for recycled materials.
- Province-wide education strategy on waste reduction, reuse and repair.
- Education of solid waste challenges, uncertainties and costs to municipal councils.
- Diversion credit stabilizing/smoothing.

Recycling Markets: The seriousness of global recycling markets is beginning to cause issues for Nova Scotia recycling facilities. Plastic film (bags) is being stockpiled in at least two recycling facilities. They are asking the province for permission to temporarily landfill plastic film until markets become available. There are also some challenges with mixed paper, mixed plastics and glass. As a step toward acknowledging and addressing this important issue, the Authority has directed staff to prepare a Report regarding plastic film (single use shopping bags) for further consideration during the next meeting.



The Valley Waste Team wishes our participating municipal partners, their teams, and families all the very best of the Holiday Season and a safe, healthy, happy and successful 2018!



UPCOMING MEETING

The next meeting of the **Valley Region Solid Waste-Resource Management Authority** will be held on **Wednesday, January 17, 2018** beginning at **9:00am** in the Board Room in keeping with the normal meeting schedule.

COMMITTEE UPDATE

Title: Kings Transit Authority (KTA)
Date: January 9, 2018
Department: Office of the CAO



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.

COMMITTEE UPDATE

Title: Annapolis Valley Trails Coalition (AVTC)
Date: January 9, 2018
Department: Office of the CAO



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

REQUEST FOR DECISION 002-2018

Title: Committee of Council Appointment – Design Review

Date: 2018-01-09

Department: Corporate Services



SUMMARY

Committee of Council Appointment – Design Review Committee

To Council to consider accepting the Committee appointments as outlined in RFD 002-2018.

DRAFT MOTION:

That Council appoint Jim Morgenstern to the Design Review Committee effective January 23, 2018.

That Council appoint Brian McKibbin to the Design Review Committee effective January 23, 2018.

REQUEST FOR DECISION 002-2018

Title: Committee of Council Appointment – Design Review

Date: 2018-01-09

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1) CAO COMMENTS

No comment required.

2) LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA)

3) STAFF RECOMMENDATION

Committee appointments are at the discretion of Council.

4) REFERENCES AND ATTACHMENTS

- Policy 610-001, Design Review Committee
- Committee Application – Jim Morgenstern
- Committee Application – Brian McKibbin

5) DISCUSSION

The Town Clerk has received a Committee of Council application from Jim Morgenstern for appointment to the Design Review Committee to be considered by Council.

Committee member Lisa Tondino resigned from the Committee on September 6, 2017 and Brian McKibbin submitted an application shortly thereafter. Mr. McKibbin was invited to participate on the Design Review Committee, which he has been doing; however, there is no record of an official appointment. Mr. McKibbin's application is attached for consideration.

a. Design Review Committee (DRC)

Reference: [Policy No. 610-001](#)

Name	Appointed
Angela Morin, Landscape Architect	2014-02
Michael Napier,	2014-02
John Whidden, Heritage expert	2014-02
Wil Lang, Architect	2014-02
Brian McKibbin,	

- Devin Lake, Director Planning & Development
- Jeremy Banks, Community Planner

If the amendments to the Design Review Committee Policy are approved, the membership for the Committee will change from a maximum of 5 people to up to 7. The wording of the amendment means

REQUEST FOR DECISION 002-2018

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that there is flexibility for the Committee to operate with less than 7 members and/or ensure that a balance of professionals is appointed to provide well rounded discussion and recommendations.

6) FINANCIAL IMPLICATIONS

Not Applicable

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Council Strategic Principles:

1. **Affordability:** N/A
2. **Transparency:** This decision supports municipal involvement in the Town of Wolfville Committees of Council
3. **Community Capacity Building:** Community involvement in the Committees of Council decision-making process
4. **Discipline to Stay the Course:** N/A
5. **United Front:** N/A
6. **Environmental Sustainability:** N/A

8) COMMUNICATION REQUIREMENTS

Once appointed, the new Committee appointments will be updated to the Town of Wolfville website upon being effective and announced via Social Media (Twitter/Facebook). Letters acknowledging appointments will be drafted for Mayoral signature.

9) ALTERNATIVES

If the amendments to the Design Review Committee are accepted Council is not required to appoint 7 people to the Committee.

TOWN OF WOLFVILLE

COMMITTEE APPLICATION FORM



Applicant Name

Street Number & Name

Postal Code

Home Telephone

Work/Cell Telephone

E-mail Address

Occupation

Are you currently serving on a Committee and re-offering? **Yes** **No**

If yes, please identify the Committee: _____

Application for appointment to (Committee Name): _____

Organization/Sector you are representing (if applicable):

Describe your work experience and, if applicable, your educational background:

Why are you interested in serving the Town of Wolfville on this committee?

What contribution do you believe you can make to this committee?

What past contributions have you made on a similar committee or organization?

What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

BACKGROUND INFORMATION At the discretion of the Committee, and dependent also on each applicant's expression of interest, all or some of the applicants may be invited to attend a short interview with Council. The purpose of such interviews is to allow applicants an opportunity to elaborate on their application.

Are you interested in such an interview? **Yes** **No**

The final approval of appointments is given by the Council. If you require any additional information about the Committee appointment process or if you have any questions about any of the bodies to which appointments are to be made, please contact the Town Clerk's Office at 902-542-5767. The personal information on this form will be used to assist the Town Council in selecting appointees for various Town of Wolfville Committees. Questions about this collection may be referred to the Town Clerk, 359 Main St., Wolfville NS B4P 1A1; Tel: 902-542-5767

NOTE: BY SIGNING THIS APPLICATION FORM, I HEREBY CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF MY PERSONAL INFORMATION PROVIDED ON THIS FORM. I UNDERSTAND AND AGREE THAT THIS PERSONAL INFORMATION MAY BE DISCLOSED TO THE PUBLIC AND TO THE MEDIA BY THE TOWN OF WOLFVILLE, UPON REQUEST, AND MAY BE INCLUDED IN PUBLICLY DISCLOSED COMMITTEE AND COUNCIL REPORTS, AGENDAS AND ON THE TOWN OF WOLFVILLE'S INTERNET WEB SITE.

Applicant Signature

Date

TOWN OF WOLFVILLE

COMMITTEE APPLICATION FORM



BRIAN MCKIBBIN

7 LAURA MOORE RD.

Applicant Name

Street Number & Name

B4P0B7

9025427143

Postal Code

Home Telephone

Work/Cell Telephone

bmkarch@bellaliant.net

Architect.

E-mail Address

Occupation

Are you currently serving on a Committee and re-offering?

Yes

No

If yes, please identify the Committee:

N/A.

Application for appointment to (Committee Name):

DESIGN REVIEW

Organization/Sector you are representing (if applicable):

N/A.

Describe your work experience and, if applicable, your educational background:

Registered Architect with 35 yrs
CANADIAN WORK EXPERIENCE

Why are you interested in serving the Town of Wolfville on this committee?

TO assist staff and council with matters
of LOCAL ARCHITECTURAL INTEREST

What contribution do you believe you can make to this committee?

To provide peer review of Professional Architectural submissions

What past contributions have you made on a similar committee or organization?

Past member of URBAN DESIGN Review Committee in TOWN of Dundas ~ ONT.

What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

Negotiating with clients, building contractors and PUBLIC officials for 35 years while still remaining relatively sane.

BACKGROUND INFORMATION At the discretion of the Committee, and dependent also on each applicant's expression of interest, all or some of the applicants may be invited to attend a short interview with Council. The purpose of such interviews is to allow applicants an opportunity to elaborate on their application.

Are you interested in such an interview? Yes No

The final approval of appointments is given by the Council. If you require any additional information about the Committee appointment process or if you have any questions about any of the bodies to which appointments are to be made, please contact the Town Clerk's Office at 902-542-5767. The personal information on this form will be used to assist the Town Council in selecting appointees for various Town of Wolfville Committees. Questions about this collection may be referred to the Town Clerk, 359 Main St., Wolfville NS B4P 1A1; Tel: 902-542-5767

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Applicant Signature Date