



# Committee of the Whole

July 2, 2019

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

## Agenda

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**1. Approval of Agenda**

**2. Approval of Minutes**

- a. Committee of the Whole Minutes, June 4, 2019

**3. Public Input / 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 there is time remaining within the thirty-minute Public Input / Question Period.

**4. Conference Update**

- a. IGTA Conference – Deputy Mayor MacKay

**5. Committee Reports (Internal)**

- a. Accessibility Advisory Committee
- b. Design Review Committee
- c. Environmental Sustainability Committee
  - i. Information Report – Climate Change Mitigation Role Workplan



- ii. Workplan presentation
- d. Planning Advisory Committee
  - i. RFD 041-2019 - 16 King Street Development Agreement
- e. Source Water Protection Advisory Committee

## **6. Staff Reports for Discussion**

- a. RFD 039 – Landmark East
- b. RFD 043 - Public Participation at Council Meetings
- c. RFD 045 - Minimum Property Standards Bylaw Amendments
- d. RFD 044 - System of Municipal Fire Inspections Amendment (Single Room Occupancies)

## **7. Request for Addition to Agenda**

- a. Closing Central Avenue

## **8. CAO Report**

## **9. Committee Reports (External)**

- a. Kings Transit Authority (KTA)
- b. Kings Point-to-Point (KPPT)
- c. Annapolis Valley Trails Coalition (AVTC)
- d. Nova Scotia Federation of Municipalities (NSFM)

## **10. Public Input / 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 there is time remaining within the thirty-minute Public Input / Question Period.





## 11. Regular Meeting Adjourned



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**APPROVAL OF AGENDA**

Moved

Seconded

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

**APPROVAL OF MINUTES**

**a. Committee of the Whole Meeting, June 4, 2019**

Moved

Seconded

That the minutes of June 4, 2019 Committee of the Whole meeting be approved as circulated and/or amended.

**STAFF REPORTS FOR DISCUSSION**

**a. RFD 041-2019: 16 King Street**

Moved

Seconded

THAT COMMITTEE OF THE WHOLE GIVE INITIAL CONSIDERATION AND FORWARD THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55275549 TO A PUBLIC HEARING BEFORE A FINAL DECISION BY COUNCIL.

**b. RFD 039-2019: Landmark East**

Moved

Seconded

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

That Council approve the circulated MOU and direct the CAO to sign this agreement.

**c. RFD 043-2019: Public Participation at Council Meetings**

Moved

Seconded

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

That Council adopt Policy # 110-010

**d. RFD 045-2019: Minimum Property Standards Bylaw Amendments**

Moved

Seconded

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

That Town Council approve the amended wording for the Property Minimum Standards Bylaw and direct staff to prepare the Property Minimum Standards Bylaw for submission to obtain



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approval, for the issuance of a Summary Offence Ticket (SOT) with Out of Court Settlement (OCS) fines, from the Department of Justice, Registry of Regulations of Nova Scotia.

e. **RFD 044-2019: System of Municipal Fire Inspections Amendment (Single Room Occupancies)**

Moved

Seconded

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

That Council amend Policy No. 220-002 System of Fire Inspections as follows:

Add a definition of Single Room Occupancy in section 4.0 Definitions; and

Add "Single Room Occupancy (four or more rental rooms)" with a frequency of inspection to be every 4 years in section 5.3 Inspection Schedule

**ADJOURNMENT**

Moved

Seconded

That the regular Committee of the Whole meeting be adjourned.

#### ATTENDING

- Mayor Jeff Cantwell,
- Deputy Mayor Jodi MacKay,
- Councillor Wendy Donovan,
- Councillor Mercedes Brian,
- Councillor Wendy Elliott,
- Councillor Carl Oldham,
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Jean-Luc Prevost

#### ALSO ATTENDING

- Director of Finance Mike MacLean,
- Director Planning & Development Devin Lake,
- Director Parks and Recreation Kelton Thomason,
- Manager Economic Development Marianne Gates,
- Administrative Services Coordinator Vanessa Pearson,
- Community Planner Jeremy Banks, and
- Interested members of the public

#### ABSENT WITH REGRETS

- Councillor Oonagh Proudfoot

#### CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:31 am

#### Agenda Item

- |                                   | <b>Discussion and Decisions</b>  |
|-----------------------------------|--|
| <b>1. Approval of Agenda</b>      | <b>01-06-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED</b><br>Amendment; Councillor Brian will provide an update on Kings Point-to-Point and there is an additional in-camera item under Section 22(2)F: Potential Litigation.<br><b>CARRIED</b> |
| <b>2. Approval of Minutes</b>     |  |
| <b>a. May 7, 2019</b>             | <b>02-05-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 7, 2019 BE APPROVED AS CIRCULATED</b><br><b>CARRIED</b>  |
| <b>b. May 7, 2019</b>             | <b>03-06-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 7, 2019 BE APPROVED AS CIRCULATED</b><br><b>CARRIED</b>  |
| <b>3. Comments from the Mayor</b> | Mayor Cantwell wanted to let it be known that the week of June 3 <sup>rd</sup> is National Bike Week. He also expressed appreciation to Manager of Economic  |

**Agenda Item**

**Discussion and Decisions**

Development Marianne Gates, for her efforts surrounding the Coronation of Chantel Peng at the Apple Blossom Festival.

**4. Public Input / Question Period**

There were no questions.

**5. Committee Reports (Internal)**

**a. Art in Public Spaces Committee**

The Art in Public Spaces Committee has been discussing the issuance of a Public Art Request for Proposal this summer, as per the [Public Art Policy \(760-002\)](#).

**i. Info Report: Public Art Proposal 2019**

An email survey and an art consultation were held to identify key themes for Public Art in the town. Key interests/themes are; Diversity (cross-generational and cross-cultural), Relationship to Nature and Agriculture Heritage (wine, apples, food).

The RFP process will include the formation of a jury for the selection of the Art piece and for staff to work with an artist until the installation is complete. A request to Council will be required as staff get further into the process and a budget can be established.

**b. Planning Advisory Committee**

The Planning Advisory Committee met on May 16, 2019 to consider changes to the MGA (Bill 58) and a Development Agreement proposal for 6 Prospect Street.

**i. Bill 58.**

This Act will affect the Municipal Government Act with changes requiring mandatory planning with minimum planning requirements. Department of Municipal Affairs presented Bill 58 to PAC at their last meeting - presentation is attached for additional context and background. The proposed amendments have very little impact on the Town of Wolfville given we have a comprehensive MPS and LUB already in place.

**ii. RFD 032-2019  
6 Prospect Street**

The applicant is seeking a development agreement to allow a six-unit building, with three units on lot PID # 55354138 and three units on PID # 55273643, located at 6 Prospect St.

Council shared the same concerns as PAC to the site plan regarding the steep grade of the driveway and the safety of pedestrians on the sidewalk. Another item of concern was that the 6 parking spaces were not split evenly between the two lots. Should one of the lots ever fall into different ownership, the parking

**Agenda Item**

**Discussion and Decisions**

would no longer meet the requirements of our Land-use bylaw which requires one parking space per unit. A final concern was that while Accessible units are required for buildings with 5 or more units, it was not a requirement for buildings with only 3 units. As this Agreement is for 6 units across two properties, it was suggested that within the Development Agreement the requirement for having an Accessible Unit is written in.

**04-06-19 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE DRAFT DEVELOPMENT AGREEMENT FOR 6 PROSPECT STREET (PID #55354138 & PID #55273643) TO A PUBLIC HEARING PENDING AN ENGINEERED PLAN BEING SUBMITTED TO STAFF TO RECONCILE SITE GRADES, ACCESS AND PARKING AREAS.**

**CARRIED**

**6. Staff Reports for Discussion**

**a. RFD 031-2019:  
Electronic Voting**

This RFD is in preparation for the coming 2020 Municipal Elections. Municipalities can decide to offer voters the option to vote electronically, on paper, or a combination of both. In the past Wolfville Council has voted to remain with paper ballots.

CAO Beaudin said that should Council move in the direction of electronic voting or a combination of both electronic and paper, the Service Provider selected to carry out the electronic voting would be brought in to have a consultation with Council and address any immediate concern of security, coercion, data integrity, etc. She also advised that the bylaw would be established in a way that could enable the Town to choose how to execute the use of paper and electronic voting.

Council decided that in order to increase voter turnout and not alienate any residents, they want staff to introduce a combination of electronic and paper ballot votes for the 2020 election.

**05-06-19 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE DEVELOPMENT OF A BYLAW AUTHORIZING VOTERS TO VOTE ELECTRONICALLY IN THE 2020 MUNICIPAL ELECTION AND THAT THERE BE NO USE OF PAPER BALLOTS.**

**DEFEATED**

**06-06-19 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR APPROVAL: THAT COUNCIL APPROVE THE DEVELOPMENT OF A BYLAW ENABLING VOTERS TO CHOOSE TO EITHER VOTE ELECTRONICALLY IN THE 2020 MUNICIPAL ELECTION, OR TO VOTE WITH THE USE OF PAPER BALLOTS.**

**CARRIED**

**Agenda Item**

**Discussion and Decisions**

**b. RFD 036-2019:  
VWRM 2019/20 Budget**

Each year, participating municipal units vote on the Valley Waste Resource Management Budget as forwarded by the Board. Wolfville Council receives a staff report on the budget with recommendation and analysis. This year, the VWRM budget would result in a 5.9% increase compared to 2018/19 contributions.

**07-06-19 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE VALLEY WASTE RESOURCE MANAGEMENT 2019/20 OPERATING & CAPITAL BUDGETS.**

**CARRIED**

**7. CAO Report**

The CAO report was attached as a regular agenda item. A few items which CAO Beaudin wanted to note were:

- The Kings Transit budget will either be available at the June Council meeting or the July Committee of the Whole.
- The Project at Tower Field will be underway, and a staff report would be coming forward on the naming of the hub.
- Congratulations to the Smile program at Acadia; they received \$500,000 from the JumpStart accessibility grant program.
- CAO Beaudin requested direction from Council on the use of the RCMP space located at 363 Main Street, as staff headcount is growing and the current office spaces are at capacity. Previous consultations indicated that the public was more in favour to keep the RCMP presence in town. It was felt that future consultations would indicate the same. Direction was given to keep the RCMP space as is and pursue the renovation of the Public Works building in order to add office space for staff, meet accessibility standards and meet fire code. It's expected that the project will go over the current budgeted amount and require approval from Council.

*Mayor Cantwell called for a 5-minute recess at 10:19 AM.  
The Meeting reconvened at 10:29 AM*

**8. Committee Reports  
(External)**

**a. Valley Waste Resource  
Management  
Councillor Elliott**

- The new collection contract is going to lead to some changes that all Wolfville residents will need to become aware of when it goes into effect next year, especially an overall four-day a week collection.
- Part of the annual compost giveaway took place in Wolfville on May 11.

Agenda Item	Discussion and Decisions
b. Kings Transit Authority Councillor Donovan	<ul style="list-style-type: none"><li>Valley Waste is now facilitating and coordinating volunteer litter pickups as the Great NS Pick-Me-Up program has been added to the Divert NS education agreement. More than 17 cleanup events have taken place since April 1, including the annual effort by Landmark East School.</li><li>The Kings Transit Board met on May 16<sup>th</sup> and May 22<sup>nd</sup>, 2019 to discuss information related to the upcoming KT Audit and 2019/2020 Budget Submission.</li></ul>
c. Kings Point to Point Transit Councillor Brian	<ul style="list-style-type: none"><li>There was a year-end surplus of \$72,812, double that of last year. Fares were \$82,211 higher than budgeted, not including a NS Poverty grant of \$9,000. The surplus is expected to be used for capital vehicle purchases. Rides were up 25% from the previous year, which was up 14% from 2016-17.</li><li>A Board Governance Policies and Procedures document was discussed, slated for approval at the June Annual General meeting. The Board voted to prohibit Councillors from holding chair or vice-chair executive positions.</li><li>The Board gave direction to the Manager, KPPT to meet with the Municipality of Kings, and the Towns of Wolfville, Kentville, and Berwick to discuss Kings' and Wolfville's funding letters that suggest increased collaboration between Kings Point to Point and Kings Transit Authority. The board moved to strike a sub-committee, further to the meetings, to determine the way forward.</li></ul>
9. Public Input / Question Period	There were no questions.
10. Adjournment to In-Camera	<b>08-06-19 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL MOVE TO AN IN-CAMERA MEETING UNDER SECTION 22(2)C &amp; F OF THE MUNICIPAL GOVERNMENT ACT FOR PERSONNEL MATTERS AND POTENTIAL LITIGATION AT 10:31 AM</b>
	<b>CARRIED</b>
11. Adjournment	<b>09-06-19 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA AND REGULAR COMMITTEE OF THE WHOLE MEETINGS BE ADJOURNED AT 10:44 AM</b>
	<b>CARRIED</b>



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**Approved by Committee of the Whole Motion 02-07-19.  
As recorded by Jean-Luc Prevost, Office of the CAO.**

DRAFT

## Town and Gown (ITGA 2019) Penn State University, Pennsylvania

Attached is a sheet on how to get all the background information and a full conference schedule – you can log in and see all of the presentations PowerPoint information.

It was a great conference. The first day was the certificate program and it was a wonderful way to see many different universities and how almost every story or struggle is the same regardless of size or location. This also gave us a base of colleagues to chat with throughout the conference.

It was nice to have one other Canadian at the conference and this was Michael Fox from Mount A. He wrote a book and it was given to us, and I'm happy to share it, on what he calls Studentification.

The biggest general take away for me were:

Town and Gown is like a marriage. It has ups and downs and take constant nurturing. Communication is key to any successful marriage – T&G is no different. BE RESPECTFUL in the way you refer/speak to one another. It was evident by the way presenters spoke, on how they felt about their other half, and how the relationship played out.

The T&G that were most successful has agreements in place on how they will work together. It is very rare to have a MOA – MANY universities and colleges did not have one. In fact, the session on how to initiate and put one in place was the most popular session by far. This was a space where I felt we were punching above our weight. We have one of the smallest Towns and Universities and we have one of the rarest things. The most unique thing – NOONE considered putting their student organizations in the agreement. I had many requests for our MOA!!! Way to go Wolfville and Acadia!

In many instances the topics being discussed were no different than ours. In many of these discussions we were making progress in discussions around our challenges. I truly felt Wolfville and Acadia have made progress and are years ahead of other governments/institutions in building quality relationships and initiatives. Some of these presentations were grand and had made incredible strides (for instance in Sustainable housing) but they also have 40,000 students and many more staff than us, therefore creating a grander impact. They had shown success in this specific area, and then were lacking in others. So, all in all, I think we should be proud of our efforts to date.



### **Certificate Program Level 1 – full day**

This day was to provide a foundation for understanding the complex issues in strengthening or repairing relations in a Town and Gown community. Cities and Towns where university students comprise a significant percent of the population face special issues. Noise, over occupancy, parking excessive littering, affordable housing and alcohol use may create friction between university and city management, as well as student renters and permanent community members. These points of conflict can be a symptom of the larger issue of a disconnect between a university and the local government. This interactive session allowed us to engage with the instructions and the others in a reflective process in planning for our future.

### **Opening remarks wither from Dr. Barron – President of Penn State University.**

He was a well-spoken man with great vision. He seemed to understand the importance of a good relationship between University and Local Government. He came to Penn State after a few years of controversy and trauma at the University and seems to have worked hard to mend these wounds.

He also directed a panel of 3 – 1 Alumni, 1 Student, and 1 Professor – all of which had taken their time at Penn State and turned their study into something tangible in the form of an entrepreneurial venture. All of which are employing people and becoming successful in their own right.

### **Enhancing Quality of Life in Our Towns Through Sustainable Planning an effort –**

This was presented by The College of Brockport State University of New York and the Superintendent for Secondary instruction at Brockport Central School District. Resources available online through sign in. This group showed that a good partnership could pay off. Opening the conversations, planning their activities (not on the same weekend when applicable) and joining forces for better community cohesion when appropriate. This group spearheaded wonderful efforts in the form of rentals (interactive map) and assisting in reducing food insecurity.

**Rev Up MKE – From Shark Tank to Storefront**, presented by Associate Director Social Innovation and VP for Public Affairs Marquette University – this initiative was brought forth by an act of violence happening (which was not common) and then in turn scaring people from this area. There was a large space that was undeveloped, and no business ventures would try their hand in this area. This idea took individuals through a shark tank like competition of a pitch, after months of working with them to plan. They have had 2 iterations of this and both have gone on to take their winnings to open up a storefront and a space is being revitalized.



## **Fabulous Flops**

A flourishing entrepreneurial Ecosystem – presented by Jason Huber, Entrepreneurial Cog Coordinator, and Spud Marshal Cultivator of Changemaker Communities. This was a walking tour where we started at their Entrepreneurial Centre which is located off campus and in their downtown. It was put here so that it wasn't seen as a University resource, but more of a community resource. All of the community uses this space. This space has wi-fi for all to use, common workspaces, board rooms, and has resources available for assistance.

There are also a few spinoffs from this – one is a newly built (was in the last days of construction when we visited) for Arts Entrepreneurs. Space for small exhibits, and making podcasts etc. The other space was a co-living arrangement for young professionals. They shared the space, but more than that they shared ideas. There was idea share boards and every month they came up with a joint project (their latest was beehive).

**Keynote Speaker** – Leon Andrews, Director, Race, Equity and Leadership Program, National League of Cities - Great presentation (not training! As he said many times, as they have an in-depth training program) on how to open your mind, how to communicate more respectfully and all around engage in better dialogue around race relations.

## **A vision of the Healthiest College Town in America**

This was a joint effort between Town and Gown to try and get all the community to be more active. They put together Yoga in the Park sessions (and sometimes these were hosted at the University President's house) and they built trails and encouraged walking and biking. I felt a sense of pride at this one, as we have done these things as well – so maybe we are the Healthiest University Town in Canada?



## **Developing Responsible Off Campus Students**

This had a large “Greek” component to the presentation, and although we do not have fraternity life, we could use the same logic to partying. This community worked hard to getting off campus handbooks, to community organizations leading the way to integrating the students into the community lifestyle. The University committed to a Community/Housing Liaison that worked with both of the parties to try to resolve and issues and misunderstandings. They also implemented rules around what students could live off campus – you had to be in your 3<sup>rd</sup> or 4<sup>th</sup> year and had to apply to live off campus (unless you were living in your family home). This project was just implemented so it will be interesting to see how this will affect enrollment for them. They felt it was a positive – and that safety and proper housing would then be available and prospective students (and their families) would buy into this theory.



## **Housing Insecurity**

Great presentation on the challenges of being housing insecure as a student. The lady presenting had a family and therefore this increased the likelihood of finding suitable housing in a student environment. She gave lots of handouts (attached) for you to review).

## **A model for Applying University Expertise to Local Challenges and Priorities**

Green Build and the Energy + Program – Sustainable Affordable Housing Solutions through Community-University-Industry Collaboration. This was a neat collaboration! A community member was downsizing and sold their home and then gifted the land to the University. The land was situated on a space that was connected via public transit and was walkable to downtown and therefore a good site for an affordability project. A project then grew from there – involving School of Architecture, the Hamer center for Community Design, Greenbuild Project (community/industry), Housing Systems Specialist (social/government) and the Planning and Community Development from the local Borough.

This house took a couple of years to get built as it was the first one and they were trying to find ways to best utilize the land within planning documents and still attain their goals. It ended up being two homes joined by a car port (attaining the planning regulations). All parties wanted to achieve a family home for each with greenspace for playing and gardening and be able to use passive energy to make it long term affordable.







## ITGA Website: How to Access Conference Presentations

1) Go to [www.itga.org](http://www.itga.org) and select Sign In from the top right corner of the page.

2) Log in using the 2019 Conference Attendee Account:

Email: Conference2019

Password:

3) Select Conference / 2019 ITGA Conference from the main menu. Select Schedule, then select the date of the session you are interested in. Select the Resources button beside each session to access the conference presentations.

Sunday, May 19, 2019

Monday, May 20, 2019

Tuesday, May 21, 2019

Wednesday, May 22, 2019

### Wednesday, May 22, 2019

#### 8:30 AM - 9:30 AM: Session 10

##### Track 2: Fraternity and Sorority Life-It's Complicated

Abstract [Resources](#)

*How Different is It? Using Data to Better Understand the Current Fraternity and Sorority Experience:* **Presenter:** Logan Davis, Outreach and Engagement Manager, Higher Education Center

##### Track 4: Dissecting the Impacts of Alcohol And Other Drugs In Our Communities

Abstract [Resources](#)

*Riots to Quiet Streets:* **Presenters:** Tricia Knoles, Community Resource Officer, Kent State Police Department; Mike Lewis, Administrative Lieutenant, Kent Police Department

##### Track 6: Enhancing Quality of Life in Our Towns Through Sustainable Planning and Efforts

Abstract [Resources](#)

*Avoid the Pitfalls of a College Expanding into the Town:* **Presenters:** Peter Melan, at-large council member; Stephen Nowroski, Director of Planning and Codes, City of Easton

##### Track 6: Enhancing Quality of Life in Our Towns Through Sustainable Planning and Efforts

Abstract [Resources](#)

*Equitable practice: Educated Landlord and Tenant Education:* **Presenter:** Chant'e Catt, Off-Campus Housing Coordinator, Humboldt State University





## Instructor Introductions

Who we ARE and who we are NOT.

### Michael Fox

Professor of Geography and Environment  
Mount Allison University, Sackville,  
New Brunswick, Canada  
Mfox@mta.ca

### Emily Allen

Asst. Vice President for Community Relations  
Northern Arizona University, Flagstaff, AZ  
Emily.Allen@nau.edu





# Today's Agenda

*A moving target*



- A** **Introductions and Discussion** w/break ▶▶
- B** **Town & Gown Programming and Practice** w/Susan Stafford from University of Colorado, Boulder ▶▶
- C** **Lunch** Please join us for the group photo ▶▶
- D** **Studentification and Action Plan** w/break ▶▶
- E** **Q & A Panel and Certificate Presentation** Please complete the post course evaluation ▶▶



## Author Introductions

Please introduce yourself:

Name, location, position/role, what excites you about today/the conference?



## Putting our puzzle together...

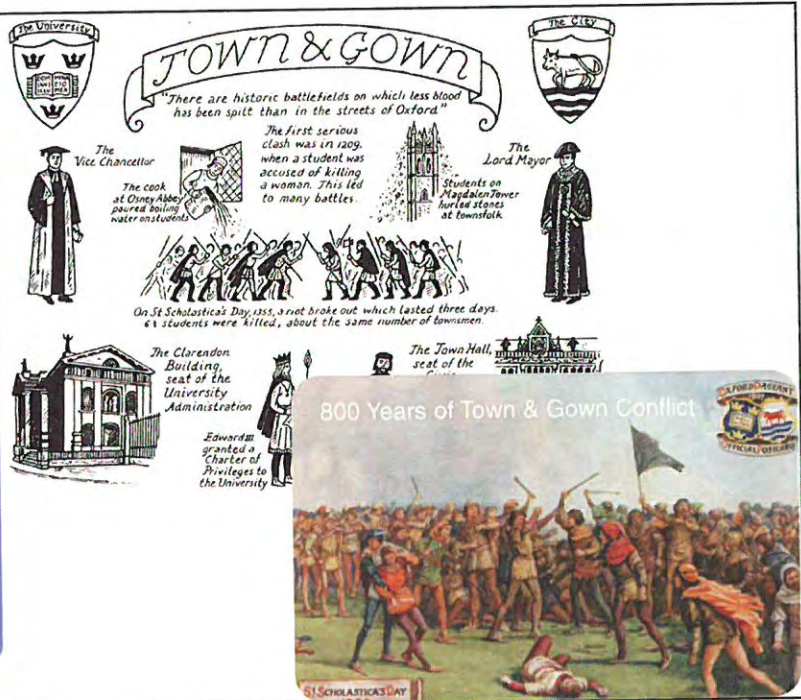
- ✦ Municipality, Community, Institution of Higher/Cont. Ed
- ✦ Size of Community: <20,000 20,001-80,000 >80,001
- ✦ Size of Institution: <5,000 5,001-20,000 >20,001
- ✦ Role: Executive, Community Member, Implementer
- ✦ Understanding of Town & Gown work
- ✦ Years of involvement in Town & Gown work



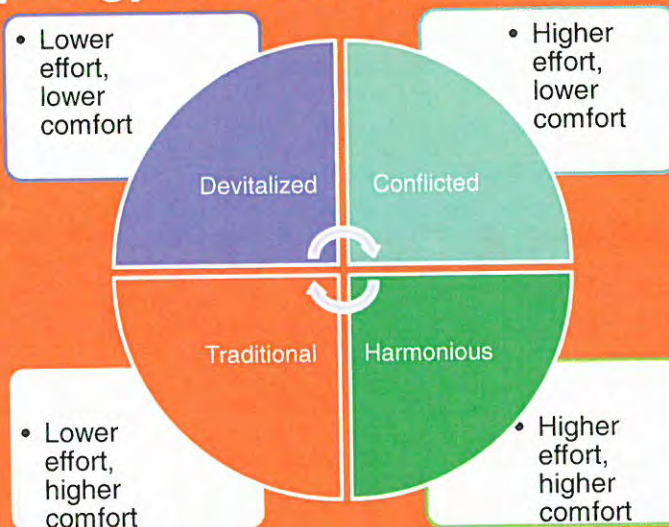
## Town & Gown Overview



Article:  
*Understanding  
 Campus and  
 Community  
 Relationships  
 through Marriage  
 and Family  
 Metaphors:  
 A Town-Gown  
 Typology*



## 4x4 Typology of Town-Gown Relationships



©2014 The Optimal College Town Assessment (OCTA)

## Dimensions with the Typology

Two distinct dimensions can be discerned:

### COMFORT LEVEL

The level of comfort that the current relationship holds for university personnel and community stakeholders.

### ENERGY/EFFORT LEVEL

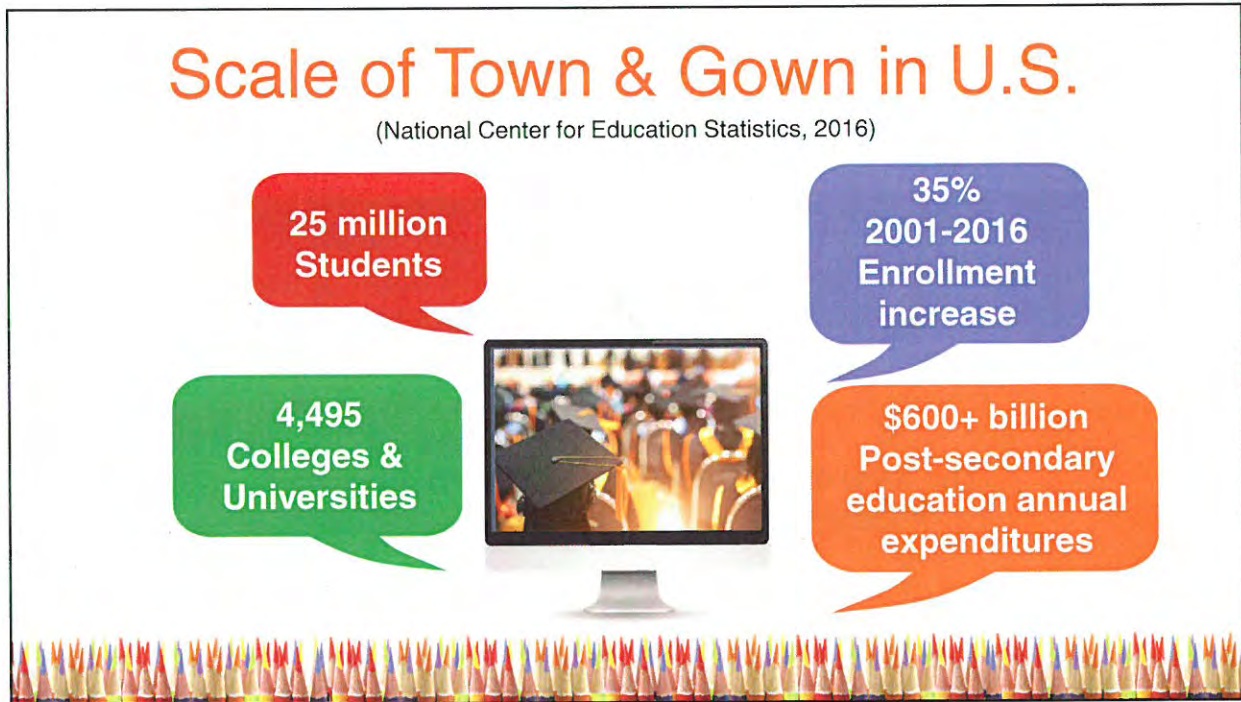
The level of energy/effort required to maintain the present state of the town-gown relationship.




How would you describe  
your town-gown  
relationship at the present?










# INTERNATIONAL TOWN & GOWN ASSOCIATION


**MISSION STATEMENT**  
The International Town & Gown Association strengthens town and gown partnerships by providing a network of professionals and resources, and identifying and sharing leading practices, innovative solutions, and professional development opportunities for municipal and university communities.

**VISION STATEMENT**  
The International Town & Gown Association is the premier resource for addressing challenges, emerging issues, and opportunities between and among institutions of higher education and the communities in which they reside.


## Our Values



**FACILITATE PARTNERSHIPS**



**EDUCATE MEMBERS**



**PROMOTE LEADING PRACTICES**



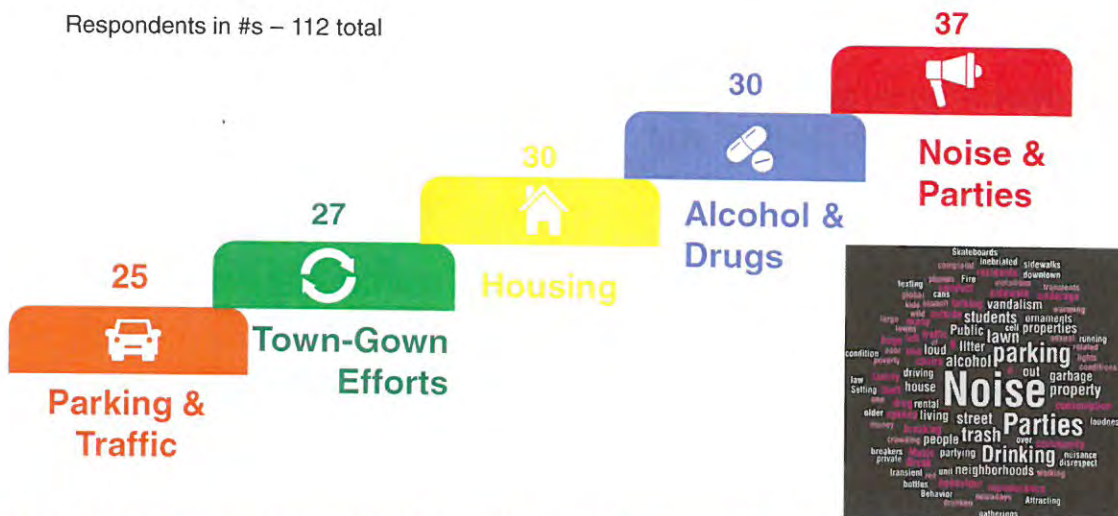
**SUPPORT MEMBER COMMUNITIES**

# ITGA Data Digest

- 01** Spring 2018
- 02** Member-wide survey
- 03** 74 total questions
- 04** 112 respondents
  - 61% higher ed
  - 32% municipal
  - 7% community

## Data Digest: Top Rated Issues of Concern

Respondents in #s – 112 total





## The College Town Relationship Mobilization Cycle



## Partnerships are Key

- There is **POWER** in Partnerships!
- Collaboration at **ALL** levels!  
Make it happen **EARLY** and **OFTEN**!
- **OPEN** and **CONSISTENT** communication
- Relationships are everything – **NURTURE** them!
- ...and please don't forget the **STUDENTS**!



**Human Capital**

- Community Liaison position

**Municipal**

- Economic Development opportunities
- Transportation enhancements/support
- Quality of Life ordinances

**Higher/Continuing Ed**

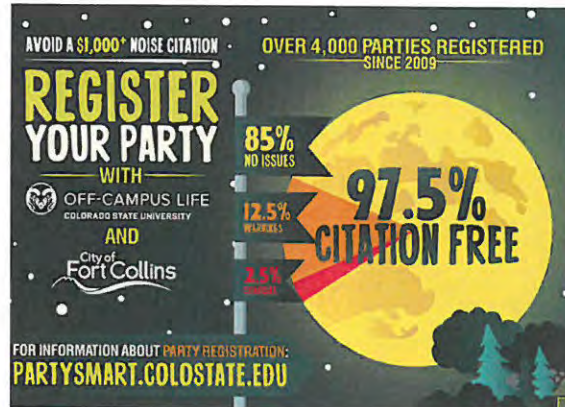
- Academic Classes
- Move-in Orientations
- Inclusion in campus planning efforts

**Partnerships**

- Town & Gown committees
- Party Registration programs
- Restorative Justice practices
- Community Welcome events
- Research, Interagency, and Regional partnerships

## Strategies

Examples from ITGA Members

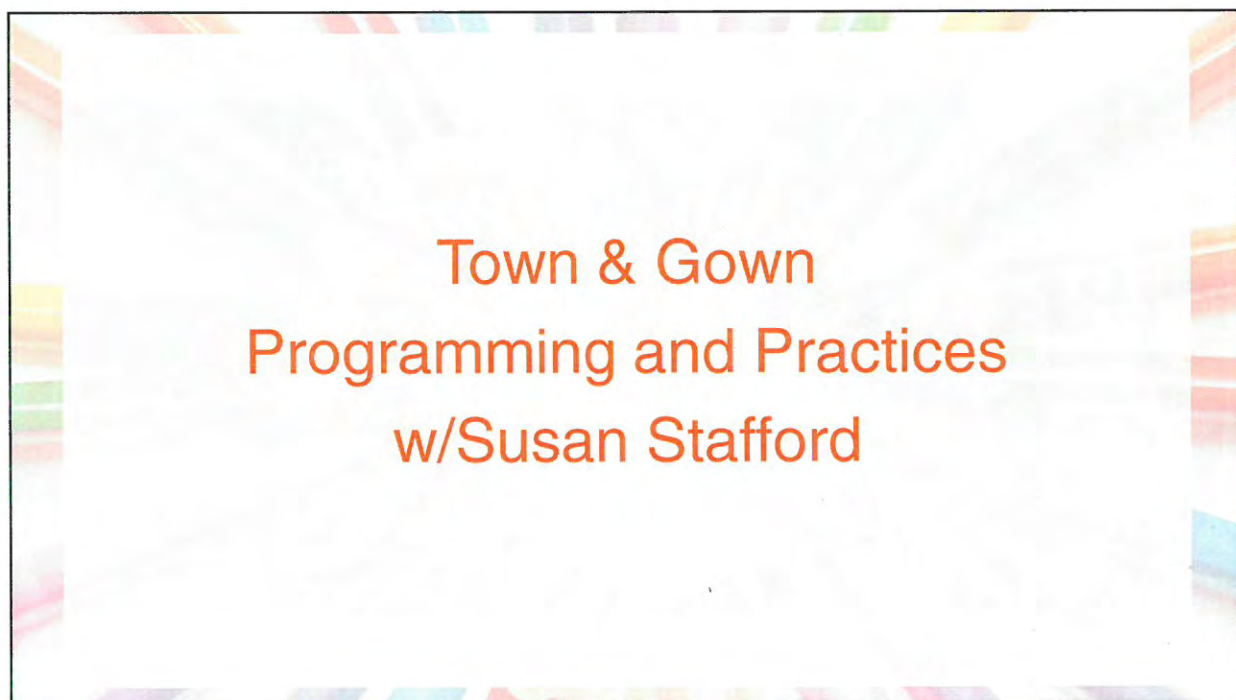
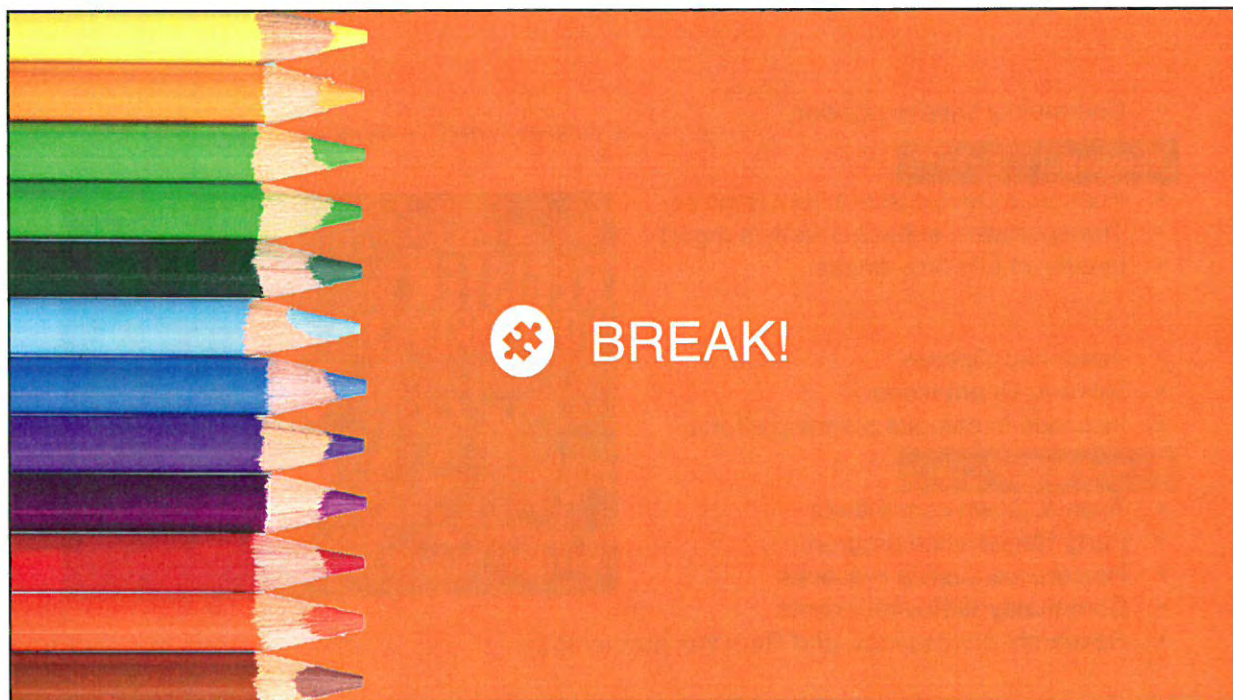



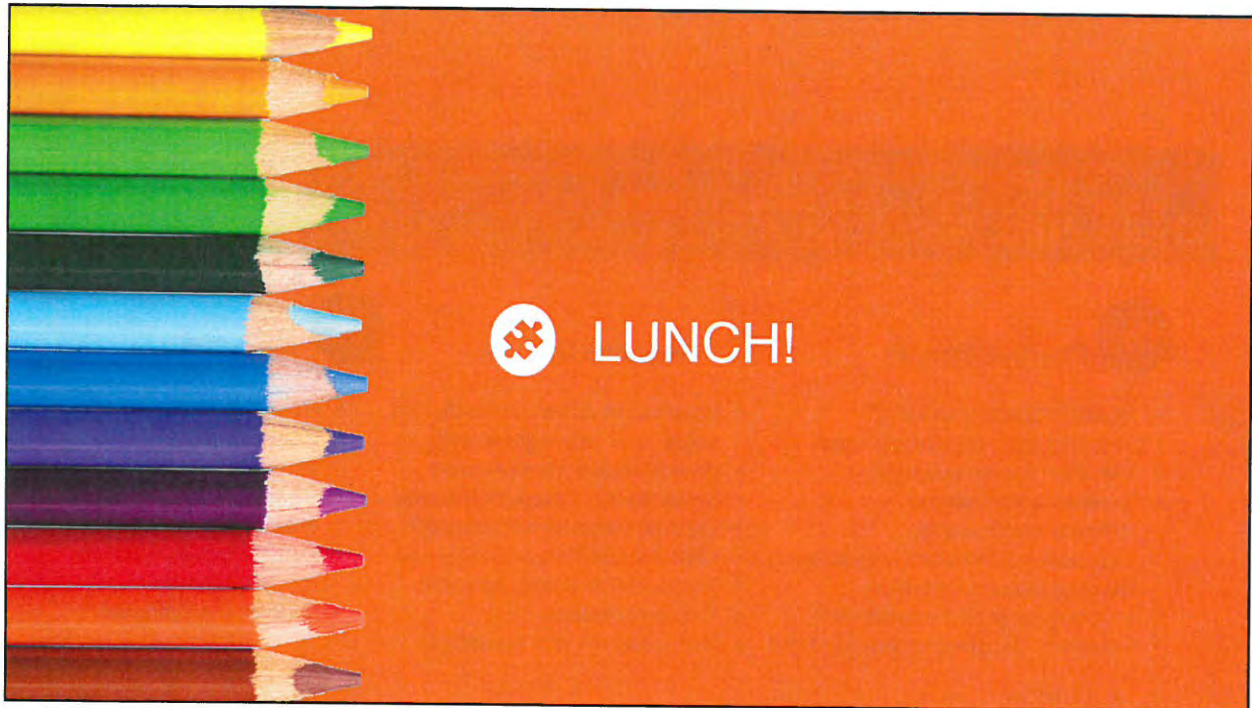
### Today's Key Message:







Municipal governments and universities need to move away from the traditional *Us Versus Them* approach to research and planning that address the pressing social issues of the day through partnership built on the recognition of the social, environmental, economic, and cultural strengths of the physical location of university-related land-uses within the larger community.







Four dimensions:

-   
Social
-   
Cultural
-   
Physical
-   
Economic

## Studentification

- Darren Smith, Professor of Geography, University of Brighton, 2002
- Research for U.K. university presidents and local government associations
- Describes the growth of high concentration of students within the localities of higher education institutions



## Effects of Studentification

- Growth of student population can have positive and negative impacts
- Effect of growth can vary depending up perspective of viewer (student, local resident, etc.)
- Studentification terms tends to be synonymous with “problems”

01

### Positive Effects

- Student housing demand
- Regeneration in housing stock
- Viability of local business
- Student volunteerism
- Prevent depopulation
- International/vibrant/dynamic feel
- Diverse cultural activities
- Investment in rental properties
- Inner-city densities/redevelopment

02

### Negative Effects

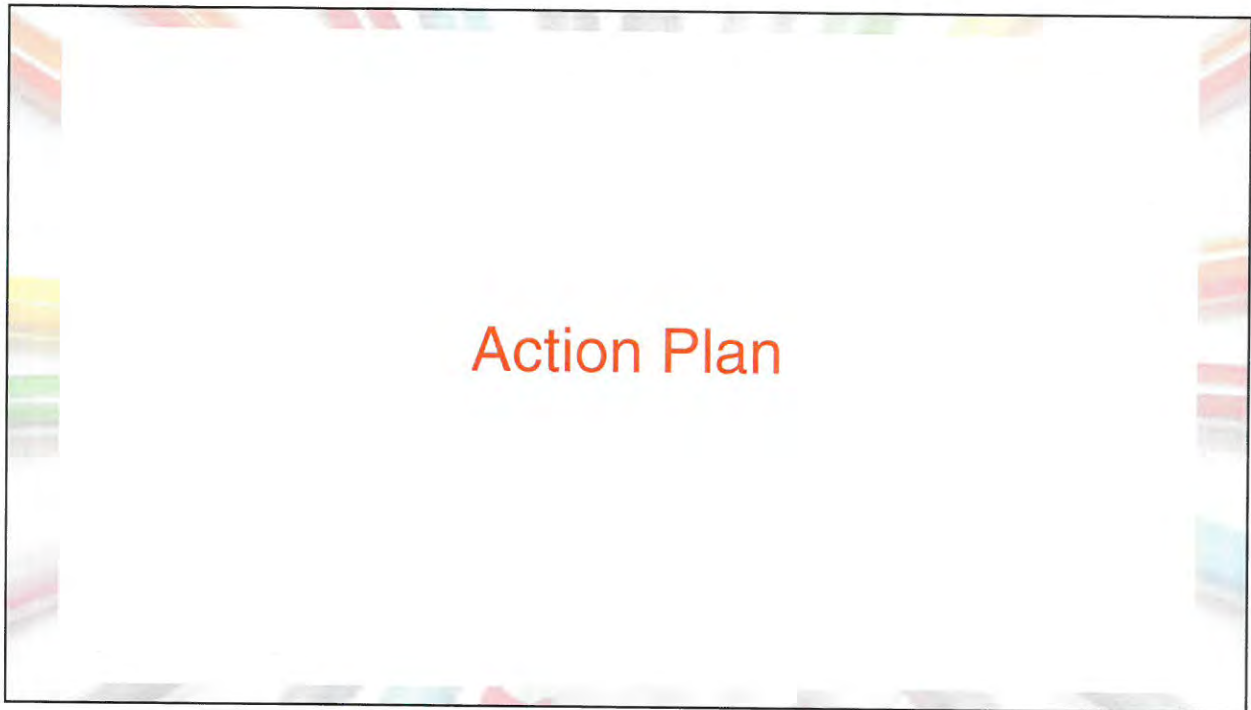
- Increase in anti-social behavior, noise, and late-night activity
- Residents feel demoralized
- Seasonality of student housing
- Lack of community integration
- Lifestyle conflicts and disputes
- Reduction in quality housing
- Property neglect
- Increased service pressures


03

### More Effects

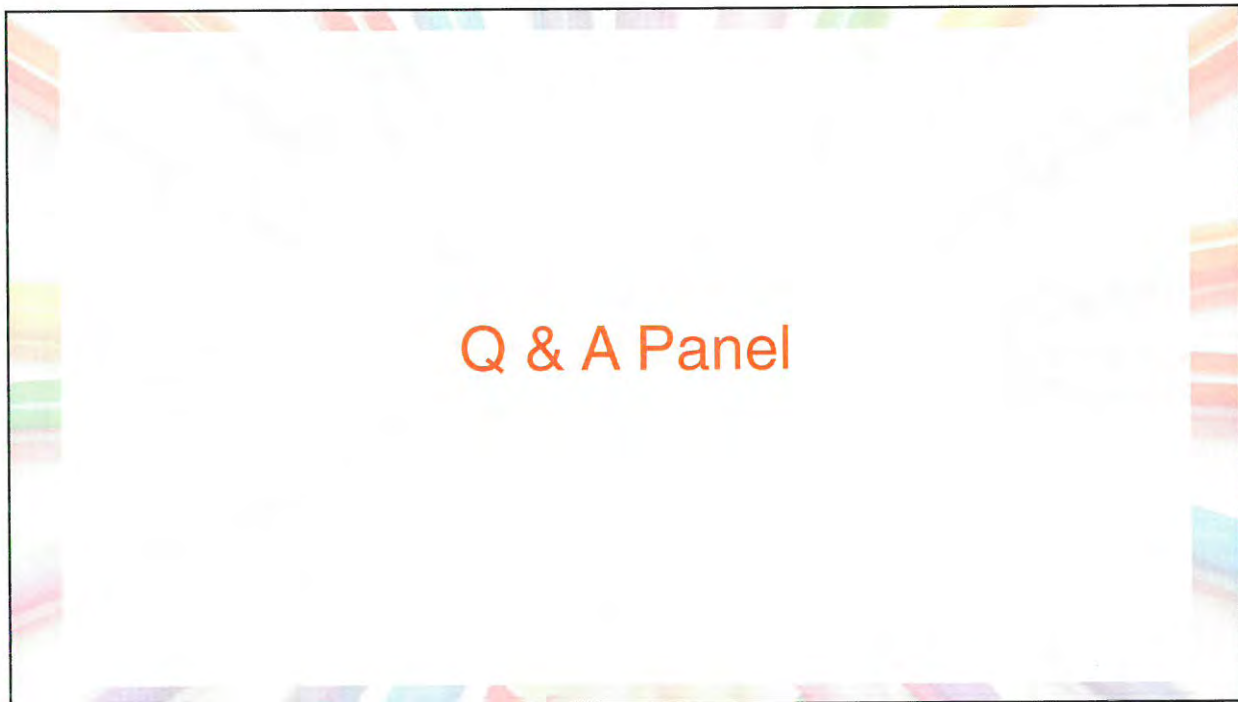
- Rise in housing prices
- Concentration of students
- Change in retail and entertainment services
- Fluctuating demand for rental housing
- Seasonal employment

How does *Studentification* show up in your community (positives/negatives/ other effects)?



 International Town & Gown Association 2019 Certificate Level I: Action Plan						
Topic (What are you trying to address?)	Partners/ Departments	Programs/ Services	Resources	Timeline	ITGA conf. session/ contact	Notes





## Q & A Panel



## Certificate Presentation





ITGA Conference Topic	Partners/ Departments	Programs/ Services	Resources	Timeline	ITGA conf. session/ contact	Notes







**A NEIGHBORHOOD OF NEIGHBORHOODS**

Avenues West • Cold Spring Park • Concordia • Martin Drive • Merrill Park • Miller Valley • The Valley/Piggsville



# OUR MISSION

**NEAR WEST SIDE PARTNERS, INC. (NWSP)** is a nonprofit organization founded through the support of five anchor institutions: Aurora Health Care, Harley-Davidson, Marquette University, MillerCoors, and Potawatomi Business Development Corporation. NWSP's Board of Directors and Working Teams are composed of institutional and business stakeholders, civic leaders and residents.

**OUR MISSION** is to revitalize and sustain the Near West Side as a thriving business and residential corridor, through collaborative efforts to promote commercial corridor development, improved housing, unified neighborhood identity and branding, and greater safety for residents and businesses.



The **Cold Spring Park** neighborhood was built on the site of the Cold Spring Park oval race track. It hosted harness races, early Wisconsin State Fairs, as well as western and traveling circus shows in the mid to late 1800s.

# IN THE HEART



VLIET STREET



35TH STREET

HWY  
175



27TH STREET

WISCONSIN AVE.





## NEAR WEST SIDE PARTNERS BOARD OF DIRECTORS

- Rana Altenburg** *Marquette University  
NWSP President*
- Heidi Chada** *Milwaukee Center for  
Independence*
- Karen Dettmer** *Milwaukee Department  
of Public Works*
- Milly Gonzalez** *Catholic Financial Life*
- Eve Hall** *Milwaukee Urban League*
- Mick Hatch** *Foley & Lardner*
- Jim Hill** *Cardinal Capital*
- Daryl Hodnett** *Aurora Health Care  
NWSP Vice President*
- Christine Holmes** *Penfield Children's Center*
- Paul Jones** *Harley-Davidson  
NWSP Treasurer*
- Vanessa Koster** *Milwaukee Department of  
City Development*
- Jay Mack** *Town Bank*
- James Madlom** *Mueller Communications, LLC*
- Capt. Jeffrey Norman** *Milwaukee Police  
Department District 3*
- Pat O'Brien** *Milwaukee Development  
Corporation*
- David Osswald** *MillerCoors  
NWSP Secretary*
- Leo Ries** *Wisconsin Preservation Fund*
- Brian Scotty** *Quorum Architects*
- Joe Tesch** *Potawatomi Business  
Development Corporation  
NWSP Vice President*
- Willie Wade** *Employ Milwaukee*
- Rick Wiegand** *Wiegand Enterprises*

## BUSINESS IMPROVEMENT DISTRICT 10 BOARD OF DIRECTORS

- Rana Altenburg** *Marquette University*
- John Hennessy** *Hennessy Group, Inc*
- Frank LaVora** *Aurora Health Care*
- Ben Lorber** *WISN TV*
- Aaron Martinez** *MillerCoors  
BID 10 Treasurer*
- Tom Schmitt** *Select Management*
- Pat McQuillan** *Central Standard Distillery*
- Dan Naumann** *Laundry Cares Foundation  
BID 10 Secretary*
- Tom Straub** *CMS Contracting, LLC*
- Jason Tolleson** *Harley-Davidson*
- Rick Wiegand** *Wiegand Enterprises  
BID 10 President*

# POWER <sup>OF THE</sup> PARTNERSHIP

Residents, area businesses, anchor institutions and all levels of local government — City, County, State, Federal and Tribal — have committed to working together to support this important Milwaukee community. It is through these partnerships and commitments that NWSP has been able to effect positive change and growth in the Near West Side.



**KEITH STANLEY**  
Executive Director,  
Near West Side  
Partners/BID 10

“It is a unique opportunity to serve as the Executive Director of an economic development organization led by institutional anchors that truly care about the community. Their sense of civic engagement is genuine and lived out through the partnership every day. We believe NWSP is a national model, poised to achieve unprecedented success that benefits our residents, employees, businesses, students and visitors who live, work and play in the Near West Side.”



As you drive through **Miller Valley**, you can see, hear and smell the beer being brewed and packaged at America's oldest large-scale brewery, Miller Brewing Co, where a single can line in the brewery fills 2,000 cans per minute.

# OF MILWAUKEE



4 miles  
**30TH STREET  
INDUSTRIAL  
CORRIDOR**



2 miles  
**FISERV FORUM**



Trick-or-treating has been a Halloween tradition of the **Martin Drive** neighborhood since the 1930s.

**HIGHLAND BLVD.**



**Aurora  
Health Care®**

**I-43**



3 miles  
**LAKE  
MICHIGAN**



**MARQUETTE  
UNIVERSITY**  
**BE THE DIFFERENCE.**



1.9 miles  
**MILWAUKEE  
RIVERWALK**

**I-94**



2 miles  
**HARLEY-  
DAVIDSON  
MUSEUM**



3 miles  
**HISTORIC  
THIRD WARD**

## NEAR WEST SIDE DEMOGRAPHICS

- 44.9%** African American, non-Hispanic
- 0.4%** American Indian or Alaska Native, non-Hispanic
- 7.3%** Asian, non-Hispanic
- 10.6%** Hispanic or Latino/a
- 32.7%** White, non-Hispanic
- 4.1%** Other, non-Hispanic

U.S. Census Bureau; American Community Survey 2011-2015 five-year estimates.



# THE GOALS

**A STRATEGIC PLAN FOR THE NEAR WEST SIDE** was developed after extensive input from anchor institutions, working teams, neighborhood associations, residents and public officials. This collaboration developed a set of goals that serves as a roadmap for the work of Near West Side Partners.



The Valley Inn is a hidden gem in **The Valley/Piggsville** and has been in the same family for nearly 60 years. The owner not only grew up in the bar – he was born there!



Decrease overall **crime**, fear and disorder.



Increase **workforce opportunities** for Near West Side residents.



Increase **owner-occupied housing** and employee **walk-to-work** programs.



Establish **grocery stores** offering fresh produce and quality food.



Establish **new restaurants and improved retail corridors** to promote small businesses.



Develop **pedestrian-focused amenities**.



Strengthen **residential associations** among Near West Side neighborhoods.



Establish **brand identity** of the Near West Side to reflect the brand of its anchors and stakeholders.



Develop 35th Street as **"Iconic Way"**; 27th and Vliet streets as thriving commercial corridors.



**Reconstruct Wisconsin Avenue** to restore Milwaukee's main street to its grandeur.



Address catalytic projects from 2004 plan and implement an updated **Near West Side comprehensive plan**.



Secure recognition of NWSP's PARC Initiative as **a national model** for community redevelopment.



"Aurora Health Care is proud to stand with other Near West Side anchor partners and business leaders to pursue our purpose of helping people live well by building healthier, stronger and more inclusive communities now and for generations to come."

**NICK TURKAL, MD**  
**PRESIDENT AND CEO, AURORA HEALTH CARE**



"At Harley-Davidson, our vision is to build strong, skilled communities where we live and work. We are honored to be a member of the Near West Side Partners, working hand-in-hand with local businesses, residents and community leaders to strengthen and enrich our vibrant and historic neighborhood"

**MATT LEVATICH**  
**PRESIDENT AND CEO, HARLEY-DAVIDSON MOTOR COMPANY, INC.**



"Marquette's faculty, staff and students are increasingly committing themselves to being conveners for our community. We want to be part of a place where we can come together with our neighbors to constructively address the complex issues that confront us all."

**MICHAEL R. LOVELL**  
**PRESIDENT, MARQUETTE UNIVERSITY**



"Miller Brewing, and now MillerCoors, has been a proud part of the Near West Side for more than 160 years. We're honored to get behind various initiatives where we go beyond providing jobs (and cold beer) to the Near West Side, to directly impacting and investing in our community and making the area a better place to live."

**KELLY GREBE**  
**CHIEF LEGAL OFFICER, MILLERCOORS**



"The Forest County Potawatomi has a strong commitment and investment in the Near West Side. Near West Side Partners has facilitated collaboration between residents, businesses and government to ensure the Near West Side is an attractive place to live and work"

**KURT O'BRYAN**  
**CEO, POTAWATOMI BUSINESS DEVELOPMENT CORPORATION**



**Setting the stage and building momentum for revitalization**, the Working Teams of NWSP focus on four priorities. This selection of achievements is illustrative of how NWSP promotes the Near West Side as a thriving business and residential corridor.

### HOUSING AND RESIDENT ENGAGEMENT

- NWSP was selected as a partner for Revitalize Milwaukee's **Block Build MKE 2017** to help refurbish 10 homes on one block in Miller Valley in a single weekend.
- Staging **housing resource fairs** with Take Root Milwaukee supports and elevates the interests of homeowners and renters.
- **CAMPus Impact** is a student organization at Marquette, focused on experience, service and relationship building in Milwaukee's Near West Side. The group's name is a combination of an acronym for all seven neighborhoods of the Near West Side (CAMP) and (us), which speaks to the students working with their neighbors.
- Residents gather at monthly **Neighborhood of Neighborhood (NeON)** meetings hosted by Harley-Davison to engage with their neighbors and to stay involved in NWSP initiatives.
- Annual surveys are conducted through **MU's Center for Peacemaking and Democracy Lab** with residents, students and employees to benchmark engagement, perceptions and other neighborhood issues.



**BLOCK BUILD MKE** 2017  
Near West Side



### COMMERCIAL CORRIDOR DEVELOPMENT

- Since its kick-off in 2016, **Rev-Up MKE** has become an annual signature event for the Near West Side and entrepreneurship in Milwaukee.
  - ▶ **21 finalists** have pitched their business in front of judges and the community in a shark-tank style competition, resulting in the NWS presence of **Pete's Pops, Hands in Harmony, Lisa Kaye Catering, KalyANa Organics, and Triciclo Peru MKE**, also providing new jobs for local residents.
- **Mobile Design Box** activates a commercial corridor storefront with art exhibitions that feature local talent and connect communities.
- Through strategic acquisitions by NWSP, Wiegand Enterprises, and Penfield Children's Center, major parcels are available for new development along the **27th Street Corridor**, an area designated as an **Opportunity Zone** for catalytic investment.



# THE PARC MODEL IN ACTION

## ADDRESSING A NUISANCE PROPERTY

The **27th Street Tobacco Shop** was the Near West Side's most problematic property, making it impossible to promote new development along the 27th Street corridor. In 2015, the Milwaukee Police Department responded to over 230 calls for service at that property. After filing the lawsuit, the calls for service dropped by nearly 90%. This **case study** demonstrates how the PARC model was deployed to address this particular nuisance in the neighborhood.



### WHO STAKEHOLDERS NWSP ANCHORS

**TOBACCO SHOP  
"NEIGHBORS"**  
Penfield, Wiegand  
Enterprises, SOHI Building,  
Residents

**NWSP WORKING TEAMS**  
Safety & Quality of Life,  
Commercial Corridor  
Development, Neighborhood  
Identity & Branding, Housing  
& Resident Engagement

- ▶ Local and State Officials
- ▶ Assembly and Senate Members
- ▶ Governor
- ▶ Secretary of Revenue
- ▶ Mayor
- ▶ City Attorney
- ▶ District Attorney
- ▶ Common Council Members
- ▶ Milwaukee Police Department Captain/Chief

### TRADE ASSOCIATIONS

- ▶ Alcohol/Tavern League
- ▶ Food dealers
- ▶ Petroleum Marketers
- ▶ Lung Association

### TOBACCO INDUSTRY REPRESENTATIVES

### LAW ENFORCEMENT LEADERS

- ▶ DA's office
- ▶ City Attorney's office
- ▶ Circuit Court Judge
- ▶ MPD/CPU

### MEDIA

Promoted and Earned

### PRO-BUSINESS ADVOCATES

### RESIDENTS

### WHAT DIAGNOSE ISSUES

#### HOW IDENTIFY STAKEHOLDERS

Immediate Neighbors – residents, businesses

#### COLLECT DATA

Calls for service, nuisance status  
Stymied investment  
Resident complaints  
Businesses/Penfield complaints  
Exhausted all available tools

#### ANALYZE EXISTING STRUCTURES & CHALLENGES

Limits of nuisance status  
80-10 City of Milwaukee ordinance  
Loophole in Wisconsin statute regarding tobacco licensure

### WHAT DEFINE INTERVENTION/ STRATEGY

#### HOW

#### DRAW ON RESEARCH AND BEST PRACTICES

Identify existing tools for violations related to Tavern League, Petroleum Marketers, etc.  
Pursue more aggressive penalties via court proceedings (e.g. drug house)  
Community Prosecution Unit (CPU) targeted approaches

#### IDENTIFY MUTUAL GOALS

Change state law to give local municipality stronger enforcement tools (Legislative Approach)  
Aggressively prosecute both the manager of the business and property owner (Legal Approach)

#### LEVERAGE RELATIONSHIPS

Anchor lobbying teams  
State legislators from area as well as supporters of anchors  
Residents  
Local law enforcement

#### BUILD CONSENSUS FOR SOLUTION

Legislative: Visits to state capitol with legislators and administration, hearing testimony of stakeholders, negotiation of bill drafts with interested parties (pro/con), media  
Legal: Court proceedings, aldermanic and resident engagement, media

### WHAT IMPLEMENT STRATEGY

#### HOW

#### MOBILIZE STAKEHOLDERS

Legislative sponsors  
Anchor lobbyists  
Engaged residents

#### TRACK PROGRESS WITH DATA

Decline in nuisance and criminal activity  
Media attention  
Growing interest by public officials, community leaders, residents

#### SEEK EARLY WINS TO MAINTAIN MOMENTUM

Legislation introduced with bipartisan support in both houses  
Hearings with testimony from stakeholders  
Court actions  
Media attention

### WHAT SHARE RESULTS

#### HOW

#### DEPLOY MEDIA RESOURCES TO HIGHLIGHT ACCOMPLISHMENTS

Favorable media stories  
Property manager and owner forced to vacate premise and sell land; Penfield agrees to purchase site.  
Bill signing ceremony with Governor and legislators  
Common Council hearings on plans for site development  
New development occurring around vacated site  
Award ceremonies  
Newsletters and other publications

#### RECOGNIZE STAKEHOLDERS

NeON Meetings  
Continued storytelling  
Working team celebrations  
Public officials recognized at various events

#### DEVELOP PLAN TO TRACK IMPACT OVER TIME

New investment  
Decrease in calls for service  
Decrease in loitering  
New development around site emerges  
NeON meetings

#### LEVERAGE COLLECTIVE EFFICACY FOR FUTURE PROJECTS

Neighbors engaged in efforts to improve neighborhood lighting and install security cameras

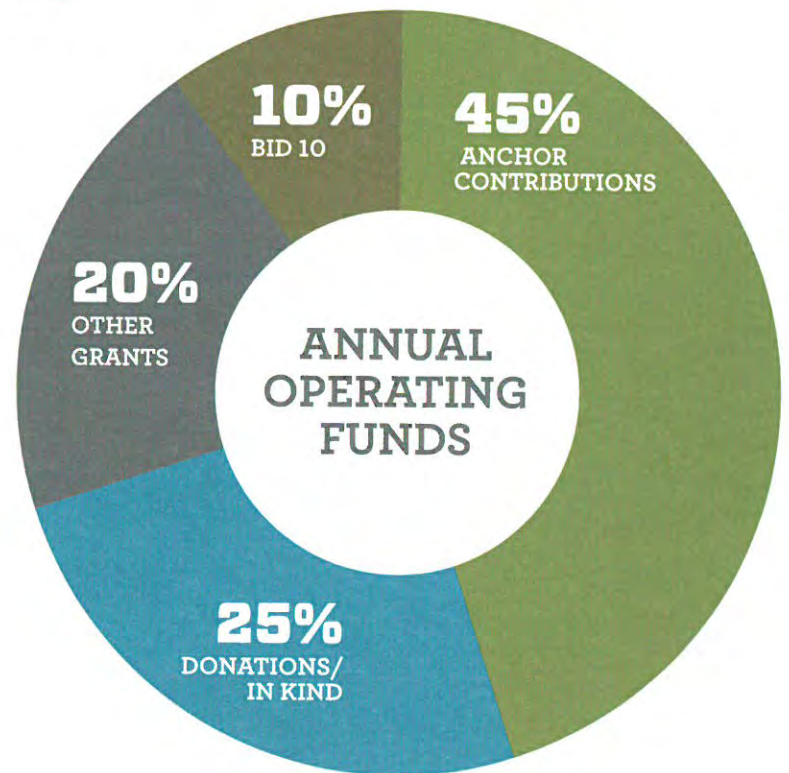
# FUNDING

**Near West Side Partners** receives nearly half its funds for annual operations from the five anchor institutions (**Aurora Health Care, Harley-Davidson, Marquette University, MillerCoors, and Potawatomi Business Development Corporation**) to support its signature grant program, the PARC Initiative.

**Business Improvement District 10** provides a sustainable source of operating funds through annual assessments of the **350+ Near West Side businesses**. Funds from BID 10 are used to support Near West Side Partners' administrative functions as well as other important activities, including:

- Promotion and marketing of **existing businesses**
- New **business recruitment** and commercial corridor development
- Façade, signage and security camera **grants**
- Public **improvements** such as art initiatives, streetscaping and wayfinding

NWSP also works diligently to identify other sources of support through a variety of grants and donations. Together these funds support programs, events and activities that **promote** and **revitalize** the Near West Side.



**To date, NWSP has received more than \$8 million through grants and related support since 2015:**

- **14+** grants from local foundations and private organizations
- **\$90K+** in pro bono public relations services from Mueller Communications
- **\$1M+** in pro bono legal services from Foley & Lardner
- **ONE \$800,000** economic development grant from Milwaukee County
- **ONE \$1.3M** federal grant from the U.S. Department of Housing and Urban Development (HUD)
- **ONE** prestigious Robert Wood Johnson Foundation grant, representing the first RWJ award in Milwaukee in decades
- **ONE** federal contract from the Patient-Centered Outcomes Research Institute (PCORI), an independent nonprofit, DC-based nongovernmental organization authorized by Congress



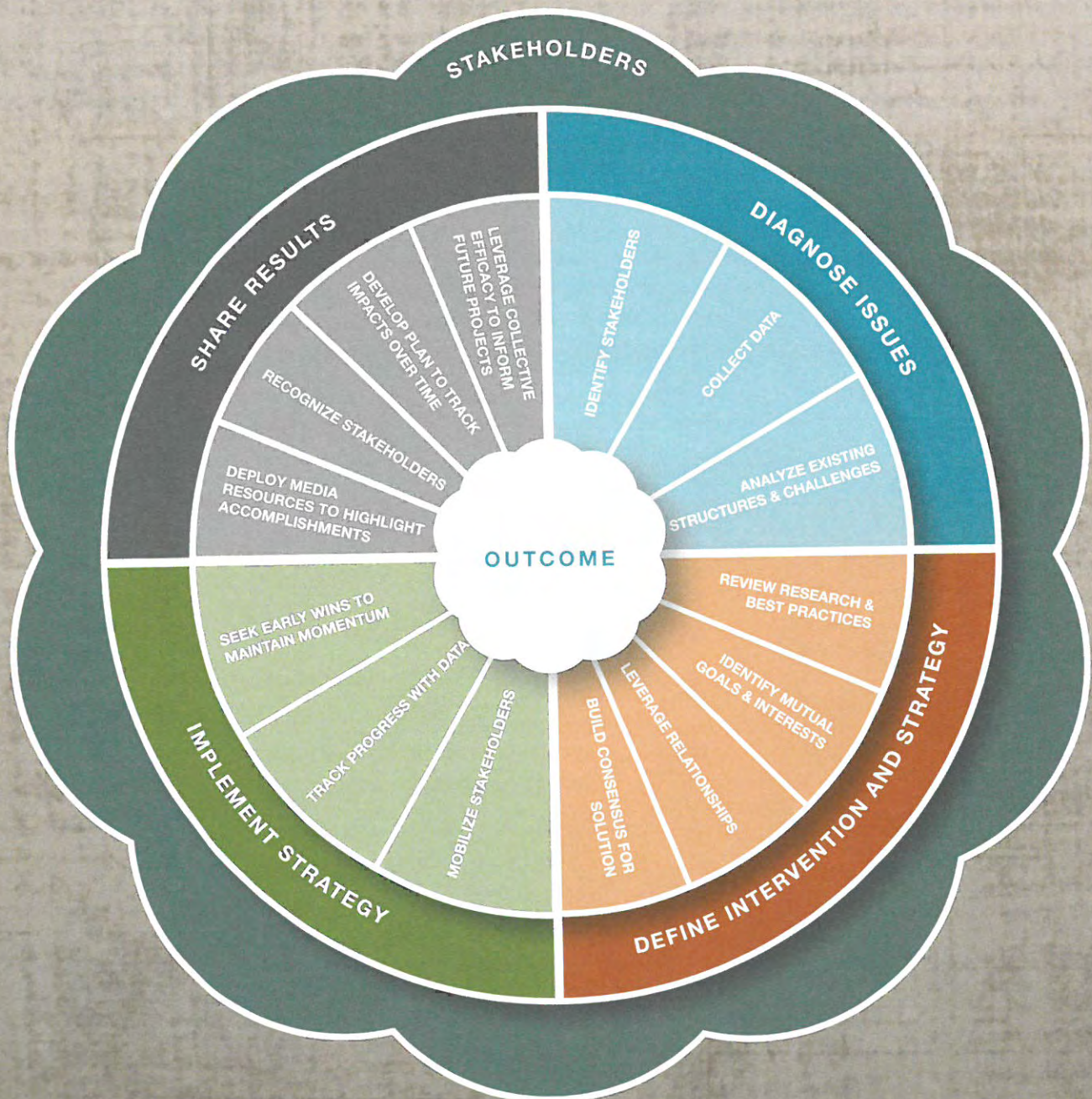
Concordia is home to three historic Bed and Breakfasts that have been in business for more than a decade.

**Please consider an investment in or donation to the Near West Side by contacting NWSP at [nearwestsidemke.org](http://nearwestsidemke.org) or 414-933-0640.**



# HOW WE DO IT

Near West Side Partners collaborates with institutional stakeholders, civic leaders and residents to set goals intended to revitalize and sustain the Near West Side. **PARC (Promoting Assets and Reducing Crime)** is a multi-year, \$1.5+ million initiative developed by NWSP to help achieve these goals through the development of appropriate interventions that promote economic development, improved housing, unified neighborhood identity and branding, and greater safety for residents and businesses.







## NEAR WEST SIDE

*A Neighborhood of Neighborhoods*

This formerly city-owned home in the Merrill Park neighborhood was lovingly restored by a committed neighbor and is a state and locally designated historic landmark.

FOR ALL YOU NEED TO LIVE, WORK AND PLAY IN THE NEAR WEST SIDE, VISIT [NEARWESTSIDEMKE.ORG](http://NEARWESTSIDEMKE.ORG)

### TAP INTO NWSP STAKEHOLDER RESOURCES

- Take a neighborhood tour
- Sign up for the monthly newsletter
- Follow us on social media
- Share your time and talent
- Dine in the Near West Side
- Find your neighborhood association in the NWS
- Be inspired by the Near West Side Design Charette
- Check out the 27th Street Comprehensive Plan

### BOOST YOUR BUSINESS

- Get your Good Neighbor designation
- Review the Small Business Safety Guide
- Ask about the Near West Side good business standards
- Apply to the RevUp MKE annual competition
- Connect with the Business Development Team and the Safety Network and Data Team
- Request the Near West Side Market Analysis
- Apply for available BID 10 grants related to: Facade, Signage or White Box

Consider a donation to the Near West Side.

Contact NWSP at [nearwestsidemke.org](http://nearwestsidemke.org) or 414-933-0640.

### NEAR WEST SIDE PARTNERS

624 North 24th Street  
Milwaukee, WI 53233

414.933.0640

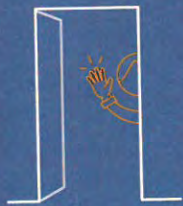
[outreach@nearwestsidepartners.org](mailto:outreach@nearwestsidepartners.org)





# Accelerating startup growth in Happy Valley

2018 Update



**2,000**

Visitors at our downtown State College space

**500+**

Entrepreneurs assisted since founding (Feb, 2016)

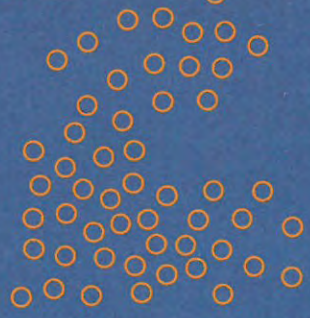
**799** Hours of SBDC consulting

**109** Applications for intellectual property clinic

**200** Ventures receiving legal advice

**61**

Startup teams graduated from accelerator programs

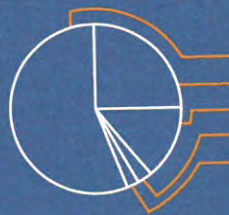


**120+**

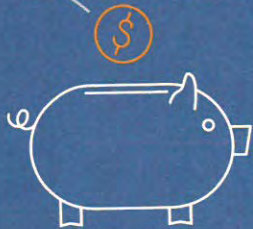
Interns placed



Percentage of founders in accelerator programs



56% Undergraduates  
25% Community Members  
14% Graduate Students  
3% Staff  
2% Faculty



**\$750k+**

In investments and awards to startups

**15**

Full time jobs created



Founders retain 100% equity

Free internet, printing, and caffeine for late nights

Startups have 24x7 access to facility for 1 year

Up to \$3,000 in funding for customer discovery





**Founded in February of 2016, the Happy Valley LaunchBox powered by PNC Bank is a signature program of Invent Penn State, a Commonwealth-wide initiative to spur economic development, job creation, and student career success.**

**Our mission is to be the hub that connects local entrepreneurs to the support, resources, and facilities they need to build a sustainable and scalable business with a viable plan for growth.**

**Our no-cost services and programs were designed to help entrepreneurs avoid common mistakes, thereby allowing them to de-risk and accelerate their businesses.**



Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.



UED# RES18-507





# Empowering Entrepreneurs in Happy Valley



happy valley

**launchbox™**

powered by PNC Bank

# Connecting local startups to the support, resources, and facilities they need to de-risk and accelerate their businesses.

As the central hub for entrepreneurship in Happy Valley, entrepreneurs can access expert advice specific to their individual needs in one convenient downtown location.

## Core Services



Co-working Space



Professional Clinics



Expert Speaker Series



Accelerator Programs





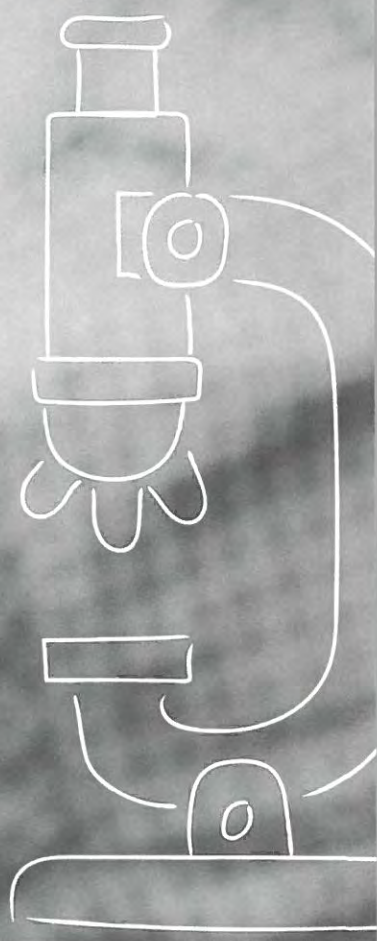
Startup Profile

## Reducing infection risk and stress for cancer patients.


**Shevy Karbasiafshar Moichor**

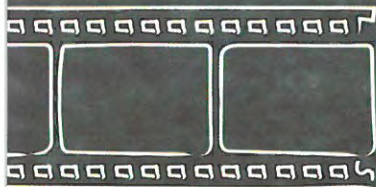
*2017/2018 FastTrack Accelerator Participant*

Inspired by his grandfather, Shevy is committed to helping chemotherapy patients reduce the stress, cost, and exposure to infection caused by traveling to a lab for regular blood testing. His smartphone application, combined with his proprietary test strips, provides a complete blood count in 30 seconds. He is currently working with physicians and researchers at Hershey Medical Center to conduct clinical trials.





 Startup Profile



## Composing and cataloging original music for advertising, TV, and film.

**Kerri Smith**  
Sonic Tree Music

*Co-working since 2017*

Kerri is a successful writer of music designed to be synced with visual media. After selling a song to Hallmark for use in one of their original movies, Kerri is leveraging co-working space and legal advice to expand her business to offer a wider selection of original music from multiple artists.

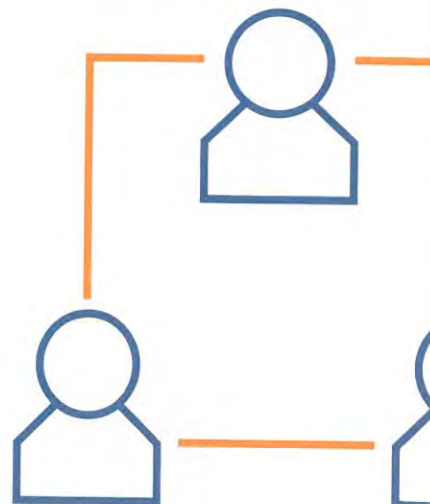


## Co-working in the heart of downtown State College.

Entrepreneurs can get work done and get inspired from others in our open co-working space. Co-workers can set up at one of our hot-desks, schedule a private meeting room, tap into free Wi-Fi and drink all the coffee they want at no cost.

**"The LaunchBox has given our business an opportunity to develop our administrative team in a professional office environment. The staff are amazingly helpful, and it's been a fantastic resource for our growing business."**

Jim Kassab  
President, Paint Ninjas





## Legal and business advice most startups cannot afford.



All services are available to everyone at no cost and are co-located in our downtown facility.

### **Penn State Law Entrepreneur Assistance Clinic**

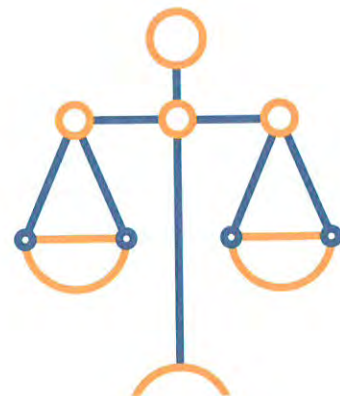
The Law Clinic provides custom legal advice to startups and early-stage businesses, including entity formation, founder and employee agreements, and investor term sheets.

### **Penn State Law Intellectual Property Clinic**

The IP Clinic provides general intellectual property counseling, patentability assessment, and trademark clearance services, as well as drafting of patent and trademark applications.

### **Small Business Development Center Startup Services**

The SBDC provides a variety of business services including market analysis, competitive research, business planning, viability assessment, capital acquisition advice, environmental management, and regulatory assistance.



DON'T QUIT YOUR  
DAYDREAM



## Actionable advice from industry and domain experts.

Our Expert Speaker Series provides entrepreneurs with actionable advice and tools they can apply directly to their ventures. Entrepreneurs can also meet 1-on-1 with experts to get advice on their specific challenges.



(Left) Digital marketing expert Brian Cliette outlines how to build successful Facebook experiments.



# Accelerator programs help founders to build viable and sustainable businesses.

Programs are designed for early-stage entrepreneurs looking to validate ideas and get their businesses off the ground.



## Idea TestLab

Helps entrepreneurs validate the feasibility of their idea becoming a viable business.



## FastTrack Accelerator

Helps startup teams test the market and acquire their first customers. Teams receive 24 x 7 access to our facilities for 1 year with space in one of our dedicated team rooms. Founders retain 100% equity.



## Hedy's Garage

Connects entrepreneurial-minded students with local companies to spin out viable ideas into new businesses.





Startup Profile



## Protecting our waterways by reducing phosphorus runoff.

**Hunter Swisher**  
**Phospholutions**

*2016 Summer Accelerator Participant*

Passionate about protecting the environment and our waterways, Hunter's patented soil amendment traps up to 98% of fertilizer in the soil, preventing runoff. Far more efficient and cost effective than conventional phosphorus fertilizers, Phospholutions products are being used by golf courses across the U.S.





Startup Profile

## Building an online community for pet “furnatics” and philanthropy.

**Kim & James Tierney**  
**Pawslt**

*2017/2018 FastTrack Accelerator Participant*

Self-proclaimed pet lovers, Kim and James are tapping into the growing pet market by connecting individuals who want to collect and share photo memories of their pets and the pets they meet. Available for both iPhone and Android, Kim and James’ mobile application also allows users to donate to local animal shelters and find pet-friendly businesses while traveling with their pets.



## Idea TestLab: Helping entrepreneurs validate the market need for their idea.

This 4-week, hands-on program guides entrepreneurs through the customer discovery process to help them better articulate the problem they are solving, confirm the target market for their solution, and evaluate where existing solutions fall short.

**"I've had the idea in my head for a few years now, but I needed that push and direction to turn my idea into something real."**

Dan Hansel  
Founder, TrophyTracks





## FastTrack Accelerator: Helping startups acquire their first customers.

This 20-week intensive, hands-on program combines 1-on-1 mentoring with lean startup tools to accelerate founders' ability to test the market and build solutions they know customers want.



**"Without participating in the LaunchBox Accelerator program, I'm pretty confident I would have hundreds of watches sitting in my attic collecting dust and credit card debt collecting interest."**

Zack Rackovan  
Founder, Ardor & Forge



## Startup Profile

# Tapping into the power of digital word-of-mouth marketing.

**Ben Tarnoff**  
**Hidlo Studios**


2017/2018 FastTrack Accelerator Participant

Ben understands the marketing power of social media, so he and his team are building the world's first automated Snapchat geofilter management platform. With input from over 100 customers, the platform streamlines scheduling and management of campaigns across multiple dates and locations and helps companies connect with a younger demographic.





Startup Profile

A photograph of Mary Elizabeth McCulloch, a woman with long blonde hair, looking upwards and to the right. She is holding a small, colorful, textured object in her hand. A white speech bubble with the word "hi!" is drawn over her head. The background is a blurred indoor setting.

## Giving a voice to the voiceless.

**Mary Elizabeth McCulloch**  
Project Vivé

*2016 Inaugural Accelerator Participant*

Dedicated to helping individuals with communication disabilities to more easily communicate, Mary Elizabeth's technology senses different types of movements allowing users to click through menus to construct audio phrases. Her patented Vox Box technology is portable, affordable, and recently won the Grand Prize in the 2017 Cisco Global Problem Solver Challenge.



## Hedy's\* Garage: Bringing town and gown together.

This unique pilot program matches motivated, entrepreneurial students with local CEOs who have deep industry expertise and ideas for scalable businesses but limited resources to pursue those ideas. Teams work through defined milestones and, if a new company is launched, have the opportunity to earn an equity stake in the new venture.

\* Named after Hedy Lamarr, a famous movie actress in the 1940's who was also a talented inventor with multiple patents, the Garage embodies Hedy's spirit and skill—and her drive to solve challenging problems.





### Public Hours

Monday through Friday  
from 8:30am to 4:30pm



### Address

224 S. Allen St.  
State College, PA 16801



### Call or Email

(814) 867-4542  
launchbox@psu.edu

## Thank you.

We want to thank our donors, sponsors, partners, and advisors whose generosity allows us to support our growing entrepreneurial community. For a complete list, please see our web site.

[LaunchBox.psu.edu](http://LaunchBox.psu.edu)



The Happy Valley LaunchBox program is supported by a generous gift from PNC Financial Services.

## Partners in Residence

- > Penn State Law Entrepreneurial Assistance Clinic
- > Penn State Law Intellectual Property Clinic
- > Penn State Small Business Development Center (SBDC)

LaunchBox is a signature program of Invent Penn State, a Commonwealth-wide initiative to spur economic development, job creation, and student career success.

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

UED# RES18-507





# MAY

**2** 6:30pm  
Snore-y Time with Dory and Nemo

**4** 11am  
Stories Alive  
2pm-4pm  
Preschool Block

April 29 - May 5 Celebrate Children's Book Week!

## May Coloring Contest

Children's Book Week is celebrating its 100th anniversary! Help us celebrate by entering our coloring contest. Pick up the coloring page at the Children's Desk today!

Ages 3-12  
One entry per child  
Submission deadline:  
**Friday, May 31 at 6pm**

You may use: crayons, colored pencils, or markers. Winners will be chosen by random drawing and notified by **June 7, 2019**.

Winners may choose a prize book or a prize from our treasure chest!



All entries will be displayed in the Children's Department and will not be returned.

**11** 11am  
Stories Alive  
2pm-3:15pm  
STEM Pillars:  
My Happy Valley Sky

**18** 11am Saturday  
Stories Alive  
2pm-4pm  
Lego Club

**25**  
LIBRARY CLOSED

**19** 2:30pm  
Sleeping Beauty Ballet

**20** Summer Reading registration begins today!

**26**  
LIBRARY CLOSED

**27**  
LIBRARY CLOSED

**2** **Snore-y Time with Dory and Nemo** 6:30pm  
DOWNSBROUGH COMMUNITY ROOM  
Wear your pajamas to a special evening storytime with Dory and Nemo. Our guests of honor will be available for photos with friends after storytime, so bring your camera! Recommended for ages 2 to 7.

**4** **Saturday Stories Alive** 11am  
CHILDREN'S ACTIVITY ROOM  
Join us for a half-hour of stories, fingerplays, and a hands-on activity to take home. Please join us by 11:15am to participate in storytime activities. Recommended for ages 2 to 7.

**Preschool Block Party** 2pm-4pm  
CHILDREN'S ACTIVITY ROOM  
Let's party! Join us for family block building activities.

**11** **Saturday Stories Alive** 11am  
CHILDREN'S ACTIVITY ROOM

- Storytimes
- Block Parties & Lego Clubs
- Special Events
- Discovery Days

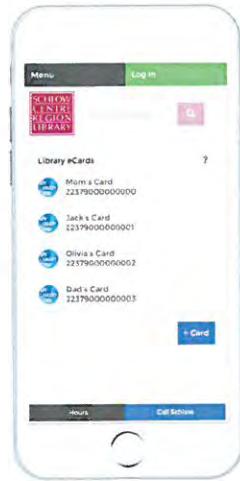
**11** **STEM Pillars: My Happy Valley Sky** 2pm-3:15pm  
DOWNSBROUGH COMMUNITY ROOM  
How do astronomers study and classify galaxies? Find out during 75 minutes of hands-on learning with an astronomer! This STEM Pillars program will focus on classifying different types of galaxies and is for parents and children ages 6-10 working together. This is a Penn State research project so researchers will be present with video recorders. Registration required. Limit: 8 families.

**18** **Saturday Stories Alive** 11am  
CHILDREN'S ACTIVITY ROOM

**Lego Club** 2pm-4pm  
CHILDREN'S ACTIVITY ROOM  
Take on a new building challenge. Design your creation and pose for a picture to be displayed in our Lego Club Hall of Fame! Recommended for grades 1-6.

**19** **Sleeping Beauty Ballet** 2:30pm  
DOWNSBROUGH COMMUNITY ROOM  
What do fairies, an evil spell, the fate of a princess, the kiss of a prince, and dancing storybook characters have in common? The Sleeping Beauty ballet! Spend an afternoon at Schlow with dancers from Nittany Ballet as they present excerpts of their upcoming spring production.

**20** **Summer Reading registration begins today!**



**My Library Card App**  
Carry multiple Schlow Library cards on your smartphone with the free "My Library Card" app!

**Follow Us**  
  
May Hours:  
Sunday 1pm-5pm, Monday-Wednesday 9am-8pm,  
Thursday 12pm-8pm, Friday 9am-6pm,  
Saturday 9am-5pm



# A UNIVERSE OF STORIES!

**!** Registration begins Monday, May 20, 2019.

Start reading and logging your progress online on **Saturday, June 1st!**

## My First Book Club | Ages Birth to 2

Read 50 books to your child, logging them online as you go, then pick a book to keep!

*\*Other prizes, tickets, and parties do not apply to those under 3 years of age.*

## A Universe of Stories! | Ages 3 to 12

### THREE PARTS OF OUR PROGRAM:

- 1. SummerQuest** - Read 10 genres and do 10 activities! Every SummerQuest participant will earn prizes.
- 2. Daily Tickets** - Earn a ticket for every day that you read at least 20 minutes! Use these tickets to enter the drawings at the library for a chance to win special bonus prizes.
- 3. Super Readers Parties** - Read 3,500 pages by July 31 to be eligible to attend one of our special reading parties!

For detailed program instructions, please pick up our Summer Calendar during your next library visit or download a copy at [schlowlibrary.org](http://schlowlibrary.org).

## Summer Reading Blasts Off!

**Saturday, June 1 – 10am-2pm**

Stop by to meet Batman Minion, Minnie Mouse, and Winnie the Pooh! Plus, plan to visit our Usborne Book Fair to stock up on books for the summer. Your purchases will help Schlow earn new books for our collection!

**10am Allegheny Winds Concert • 11am Nittany Knights Barbershop Chorus**

**2pm Magic Show by Ran-D Shine**



Register beginning Monday, May 20

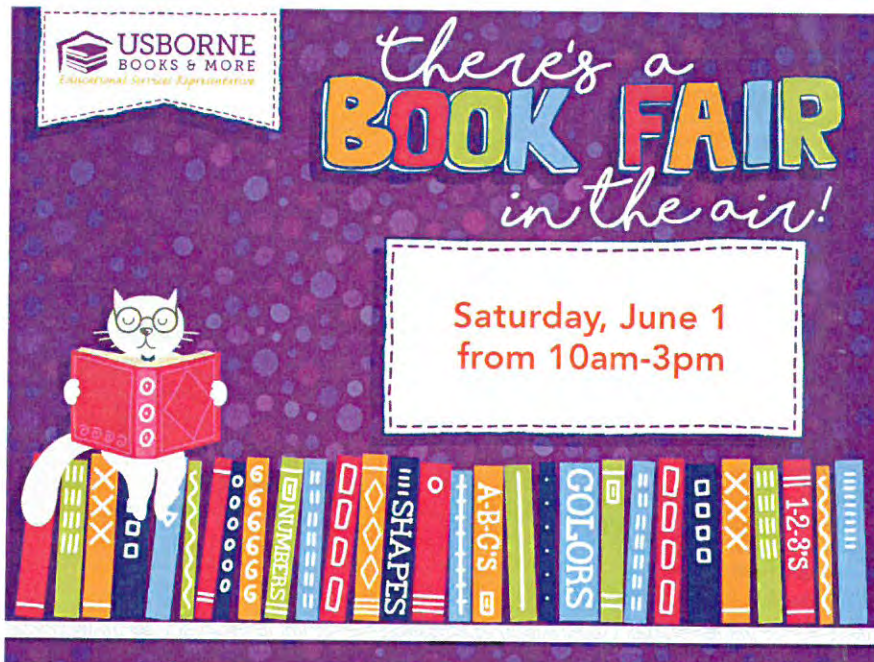
### How to Register on [reading.schlowlibrary.org](http://reading.schlowlibrary.org)

#### If your child already has an account:

- If your child participated in Summer Reading last year or a past April or November Book Club, their account still works!
- Go to [reading.schlowlibrary.org](http://reading.schlowlibrary.org) and click the green LOGIN button.
- Enter your child's username and password and click the blue Log In button.
- Let us know if you need our help! We can remind you of your child's username and/or change their password for you.
- Click the blue REGISTER button below the Summer Reading 2019 – Ages 3 to 12 image.
- Enter the required information, then click the green REGISTER button.

#### First time:

- Go to [reading.schlowlibrary.org](http://reading.schlowlibrary.org) and click the green REGISTER button.
- Enter your child's name and age, and your email address.
- Choose a password (minimum 6 characters).
- Check the confirmation box, and click the blue Sign Up button.
- You should receive a confirmation email with your username inside.
- Click the blue REGISTER button below the Summer Reading 2019 – Ages 3 to 12 image.
- Enter the required information, then click the green REGISTER button.





S	M	T	W	T	F	S
28 (April) 1pm-5pm Finals Lounge COMMUNITY ROOM	29 (April) 9am-8pm Finals Lounge COMMUNITY ROOM	30 (April) 9am-8pm Finals Lounge COMMUNITY ROOM	1 9am-8pm Finals Lounge COMMUNITY ROOM	2 12:30pm-1:30pm Research Unplugged: Graduate Edition COMMUNITY ROOM	3 4pm-5:30pm Comics Club JOYCE'S SUN ROOM	4 2pm-4pm Go & Chess Clubs MUSSER ROOM
	6 5:30pm-7:30pm Knitting Club JOYCE'S SUN ROOM	7 8am-11:59 pm Centre Gives CENTREGIVES.ORG	8 12am-8pm Centre Gives CENTREGIVES.ORG	9 6pm-7:30pm Schlow Stitches JOYCE'S SUN ROOM	10 4pm-5:30pm Comics Club JOYCE'S SUN ROOM	11 2pm-4pm Go & Chess Clubs MUSSER ROOM
12		14 6:30pm-7:30pm Nittany Valley Writers' Network COMMUNITY ROOM	15 12:15pm-1:15pm CR Active Adult Centre Book Club <i>The Prisoner in the Castle</i> By Susan Elia MacNeal NITTANY MALL	16 6pm-7:45pm* Biking in the Centre Region 101 COMMUNITY ROOM	17 4pm-5:30pm Comics Club JOYCE'S SUN ROOM	18 10am-4pm Boardgaming Meetup COMMUNITY ROOM 2pm-4pm Go & Chess Clubs MUSSER ROOM
19	20 ! <b>SUMMER READING REGISTRATION BEGINS!</b> 5:30pm-7:30pm Knitting Club JOYCE'S SUN ROOM	22 6:30pm-7:30pm Evening Book Club <i>An American Marriage</i> by Tayari Jones JOYCE'S SUN ROOM	22 2pm-3pm Afternoon Book Club <i>The Cailiffs of Baghdad, Georgia</i> by Mary Helen Stefaniak JOYCE'S SUN ROOM	23 5:30pm -7:30pm* Marketing Essentials for Small Business: a SCORE Sponsored Seminar COMMUNITY ROOM	24 4pm-5:30pm Comics Club JOYCE'S SUN ROOM	25 <b>LIBRARY CLOSED</b>
26 <b>LIBRARY CLOSED</b>	27 <b>LIBRARY CLOSED</b>	28 10am-2pm Visit Careerlink's Mobile Center IN FRONT OF LIBRARY  		30 5:30pm -7:30pm Share Your Oplold Story Initiative COMMUNITY ROOM	31 4pm-5:30pm Comics Club JOYCE'S SUN ROOM 4pm -5:30pm SCASD Recycled Art Closing COMMUNITY ROOM	1 (June) 10am-4pm Summer Reading Blasts Off! COMMUNITY ROOM

\*Registration Required.

# MAY

More info at [schlowlibrary.org](http://schlowlibrary.org)

HOURS: Monday through Wednesday 9am-8pm | Thursday 12pm-8pm | Friday 9am-6pm | Saturday 9am-5pm | Sunday 1pm-5pm





# SUMMER READING



**Teen 12-17**

**Adult 18+**

**REGISTRATION BEGINS MAY 20TH**

**JUNE 1–AUGUST 21**

- ◆ Join us for ***A Universe of Stories*** this summer with the Teen (12-17) and the Adult (18+) program.
- ◆ Read & review books, attend events, complete quests, and challenge yourself to read!
- ◆ This year's grand prizes are out of this world!
- ◆ Don't miss our all-ages, music-filled Blast off on **Saturday, June 1st!**

**Registration begins Monday, May 20th**

**Look for more information in our summer calendar, coming soon!**





PennState

# sustainable... communities

*Partnerships and Possibilities*

2017–2018 | Annual Report



This 2017–2018 Sustainable Communities Collaborative Annual Report celebrates an outstanding year of student research and work with communities, culminating in a sense of “coming of age” for our program. The following pages feature some of the exceptional projects ranging from equity and inclusion to protecting the watershed that were completed by students with support from their respective faculty and community partners. Through this collaborative effort, Penn State students inform constituencies, expand capacity to take next steps, and inspire new solutions and change.

With generous support from PepsiCo, the SCC model has expanded to five Commonwealth campuses in 2017–2018. Beaver, Behrend, Altoona, Abington, and Brandywine campuses have created a network of localized community partners and are active participants in a growing Penn State network. In the spirit of statewide partnerships and collaboration among campuses and communities, the SCC initiated the first collaborative exchange in which faculty and students from one campus partner with a community organization at another campus. A prime example is the story about University Park architecture students working on re-envisioning an Altoona landmark. Read more about this project starting on page 28.

Now in its fifth year, the SCC program and its associated projects are maturing. Whether students developed a portfolio of social media messages, or collected the data to populate a grant application, our community partners are recognizing the value of collaborating with SCC and Penn State. We are making a real difference. We are a partner for sustainability. We are Penn State.



**Ilona Ballreich**

Sustainable Communities  
Program Manager

## Leadership

**Paul Shrivastava**  
Chief Sustainability Office and Director  
of the Sustainability Institute

**Michele Halsell**  
Assistant Director

**Ilona Ballreich**  
Sustainable Communities  
Collaborative Program Manager

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Graphic Designer

**Kevin Sliman**  
Communications Manager

**Tori Indivero**  
Editor

**Whitney Lloyd**  
Writer

**Grace Lifested**  
Sustainability Institute Writing Intern

**Sydney Simin**  
Sustainability Institute Writing Intern

## The Star Rating System

The Sustainable Communities Collaborative continues to subscribe to the STAR Communities Rating System as a guide for its community partners and a systematic approach of organizing projects across disciplines and applications. According to the STAR Community Rating System, a sustainable community thinks and acts systemically, instills resiliency, fosters innovation, redefines progress, lives within means, cultivates collaboration, ensures equity, embraces diversity, inspires leadership, and continuously improves.

The STAR Community Rating System is signified by color-coded dots on a comprehensive project index on pages 34–35.



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## Briefs



### Battle of the Bowls

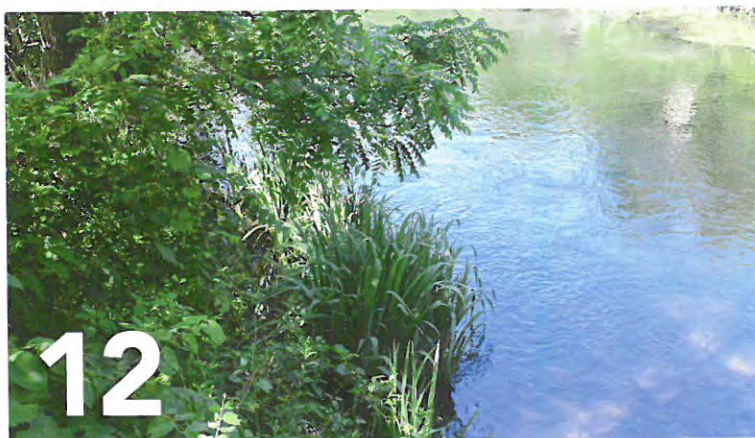


### Nature's Medicine



### When Good Food Goes Bad

In six articles, find out how ten different partners benefitted from SCC projects over the last academic year. Projects included studying the type of cup ice cream should be served in, determining how to get students outdoors, planning community-wide composting communication, and much more.



### Water: Come Drought or Flood

Water is connected to many facets of sustainability. From storm water management to water scarcity, six water-related Sustainable Community Collaborative projects are highlighted here.



### Commonwealth Campuses

In spring 2017, the Sustainable Communities Collaborative invited proposals from Penn State Commonwealth Campuses and expanded the SCC model to five additional locations through a mini-grant funded by PepsiCo.



### Features

Learn how fraternities are becoming greener, how architecture students are creating a vision for Altoona, and how the relationship between Penn State and State College has grown through SCC.



## Penn State's Sustainability Institute

Penn State is a public research university that educates students from Pennsylvania, the nation, and the world, and improves the well-being and health of individuals and communities through integrated programs of teaching, research, and service. The University has embraced sustainability as a foundational principle that enriches all of its pursuits and missions and is committed to advancing the understanding and resolution of sustainability challenges on campus, in our communities, and around the world. Because of this need, the Sustainability Institute was created.

Penn State's Sustainability Institute's mission is to lead and support Penn State in the pursuit of sustainability across all functions:

- *Teaching and learning*
- *Research and discovery*
- *Outreach and engagement*
- *Administration and operations*

At Penn State, sustainability is defined as meeting the needs of the present while enhancing the ability of future generations to meet their own needs.

This mission can be achieved by developing lifetime competencies for sustainability in our faculty, staff, and students; enabling transformation and alignment of systems, policies, and opportunities around sustainability; inspiring others through the communication of our successes, failures, and learning; and demonstrating the value of this approach at the individual, institutional, and global scales.



2017-18 was a year of growth and success for the SCC. We saw increases in a number of areas, including campuses. The infographic (left) provides a quick look at the number of projects, partners, and locations.





**Annual Report 2017–2018**  
**Community Partners:**

State College Borough  
ClearWater Conservancy  
Pennsylvania Senior Conservation Corps  
Bellefonte Borough  
Huntingdon Borough  
Huntingdon County Business & Industry  
The Eco Farm  
Centre Region Council of Governments  
Arts Altoona  
Greenwood Furnace State Park  
Canoe Creek State Park  
The Spring Creek Watershed Association  
The Spring Creek Watershed Commission  
The Susquehanna Greenway Partnership  
The YMCA of Centre County

**Penn State Partners:**

Office of Human Resources  
Office of Ethics and Compliance  
Stand with State  
Interfraternity Council  
The Sustainability Institute  
Wind Energy Competition



# BATTLE OF THE BOWLS

Class: ERM 497 | Faculty: Judd Michael  
College of Agricultural Sciences  
Penn State Partner: The Berkey Creamery

The Berkey Creamery is one of Penn State's most popular destinations on the University Park campus. It also faces one of the biggest issues in the food industry today: polystyrene (a.k.a. Styrofoam). The Creamery uses polystyrene cups and bowls to serve ice cream, milkshakes, and hot beverages. Polystyrene has already been banned by many cities, such as

Baltimore and San Francisco, due to its harmful nature.

Students examined the issue by comparing the use of polystyrene containers to the use of compostable paper cups, including cost, environmental impacts, and performance to determine the overall better option.

Although compostable containers may produce more carbon as they decompose, they present no end-of-life burden when compared to the harmful side effects of polystyrene, such as the absorption of toxic chemicals and the slow rate of decomposition, which is estimated at 500 years. Polystyrene can also be harmful to humans when heated, making it a bad candidate for hot coffee or tea.

Based on the teams' findings, compostable paper cups would be a better option for the Creamery.

To assess performance of the containers, the team gathered observational data from seventy-five customers and found the average person finished their ice cream in 12.8 minutes. They compared how long ice cream would last in a paper cup versus a polystyrene cup, and determined that in the time a person takes to eat a bowl of Creamery ice cream, there is no difference in insulating performance. The survey also revealed that customers would be willing to pay more for an environmentally friendly container.

Polystyrene is a much cheaper option, thus the reason why many businesses choose it over a more sustainable product.







# harnessing THE Sun

*Class: EGEE 437 | Faculty: Jeffrey Brownson  
College of Earth and Mineral Sciences  
Community Partners: State College Borough,  
Bellefonte Borough, Canoe Creek State  
Park, Greenwood Furnace State Park*

In the EGEE 437 classroom, students learn about the fundamentals of solar energy conversion systems, including photovoltaics and solar thermal. This knowledge is then put to the test with opportunities to turn theory into practice with a number of local partners interested in the potential for solar energy designs.

In the spring of 2018, partners included two municipalities, State College and Bellefonte, and two state parks, Canoe Creek and Greenwood Furnace State Parks. Each provided multiple application sites. As public institutions, these partners are interested in overall savings but are also limited to specific pay-back periods that determine the utility of projects over time.

Bellefonte tasked students to analyze solar applications at their own wastewater treatment plant as well as on their municipal buildings' rooftops. The borough was interested in multiple aspects, including a solar-powered electric vehicle charging station, and roof top solar panels designed to be compliant with the established historic building codes of Bellefonte. Students produced designs and design-specific evaluations, comparing options to apply solar-generated power to the borough's electrical demands directly, storing it, or selling it to the net. Fiscal analysis included options for grants, power purchase agreements, and selling solar renewable energy credits to offset the initial investment.

Student project reports offered a variety of recommendations, including exploration of a larger solar array at an off-site location.

As with Bellefonte's historic district regulations, the state parks also present their own set of aesthetic challenges. At Greenwood Furnace, the historic context of the park and its remaining historic buildings had to stay unencumbered by solar panel applications, and at both sites, the natural landscape needed to be similarly preserved. The primary focus thus became the cabins, pavilions, and visitor and learning centers on site. The energy load of facilities with year-round occupation tended to be far greater than the solar energy produced with rooftop installations, so students suggested entering into a power-purchase agreement, if a larger solar array could be developed within the park systems.

State College was also interested in using solar to satisfy energy demands. The primary focus was a warm storage facility located remotely from the downtown office buildings. Students devised a feasible design without compromising the existing structural integrity of the building, and also met the borough's fiscal constraints by providing a financial analysis and recommendations for current financial incentives.



# CARING FOR COMMUNITY

Over the last three years, students in COMM 473 have addressed traffic and pedestrian safety in State College. Students taking the course this year focused on creating a campaign that could be successful with limited human and financial resources.

*Class: COMM 473 | Faculty: Tara Wyckoff  
Donald P. Bellisario College of Communications  
Community Partner: State College Borough  
Penn State Partner: Stand for State*

"The students created a template that could be implemented repeatedly for maximum reach," says Tara Wyckoff, assistant teaching professor. "The campaign has strong social media and media relations components that involve a persona they created to deliver a memorable but meaningful message."

Students worked directly with the State College Police Department and Officer Adam Salyards to determine this year's project objectives, decreasing both pedestrian crosswalk violations and vehicle distracted behavior -- or distracted drivers -- by 10 percent each.

After conducting research, the students reported two key research insights. First, there is an "us versus them" mentality between the residents of State College and the students, as well as between drivers and pedestrians. And second, apathy is high and there is little motivation to change pedestrian roadside behavior.

The students developed several ideas for the public outreach initiative. These included creating an online training module, a video, and memes. The campaign is targeted to be implemented during Penn State's new student orientation.

It was also shared with ninth-graders at the State College Area High School during their traffic and pedestrian safety unit in health class.

Separately, another section of COMM 473 worked on a campaign for the Penn State bystander intervention program, Stand for State. After determining that students are unaware of how to be proactive in a risky situation, the class created a proposal to address this problem. The key messages are called the "3Ds" — direct, delegate, and distract. The campaign plan includes a detailed timeline with specific activities that coordinate with local and national awareness events. Students also created special incentives for Penn State students based on student social behavior and by focusing on local attractions and events.





# NATURE'S MEDICINE

*Class: LER 460 | Faculty: Tom Hogan  
College of the Liberal Arts  
Community Partner: ClearWater Conservancy  
Penn State Partner: Shaver's Creek*

One of central Pennsylvania's most attractive features is the access to nature and outdoor recreational opportunities, including on the University Park campus. Despite relatively easy access to these natural spaces, many rarely make it a point to linger and enjoy the outdoors. This was the premise of a project inspired by Penn State's Shaver's Creek Environmental Center. Students in LER 460, Human Resource Ethics, explored how to raise awareness of the many restorative health benefits of spending time outside, specifically focusing on students on Penn State's University Park Campus.

Students realized early in their research that the demands of college and work coupled with the distractions provided by technology led to a decrease in time spent outside and participation in outdoor activities. Taking proverbial baby steps, students designed a campaign to encourage their peers to spend just five minutes without technology outdoors. Based on their research, students focused their campaign on creating awareness about the benefits of spending time outside, including stress relief, improved mental health, and heightened energy. The campaign also identified green spaces on campus. Students tested their strategy with the "Outdoor Campaign Day" at the HUB-Robeson Center where they collected pledges to spend time outdoors and shared their research findings and information about Shaver's Creek and other prominent outdoor locations.

ClearWater Conservancy, a non-profit organization dedicated to the conservation of natural spaces in Centre County, relies often on volunteers to assist with programs in support of its mission. With guidance from ClearWater's volunteer coordinator, students in LER 460 were tasked to develop a

PowerPoint presentation and a handbook for volunteers. Both documents contain information about the organization; its mission, events, and activities; its expectations from volunteers; and other helpful information relating to the role of the volunteer for the organization. While the PowerPoint presentation maintains a very upbeat and positive approach, the handbook also addresses additional policy items, including financial transactions, harassment policy, substance use, eligibility, and termination.

According to Rhonda Rumbaugh, volunteer coordinator, "We had a good experience with the LER 460 students. They conducted research into best practices and produced the onboarding PowerPoint and a volunteer handbook which are helpful tools." The project is already generating spin-offs: a policy for volunteer recognition and volunteer ambassadors for the organization.





# BECOMING A SMART CITY

What began as an idea to find a technology that would deliver an aggregate count of available parking spaces in downtown State College parking decks turned into a full-scale assessment of what it would take for State College Borough to become a “smart city.”

In short, smart cities use data and technology to create efficiencies, improve sustainability, create economic development opportunities, and enhance quality of life for people living and working in the city. It also means that the city has a smarter energy infrastructure.

State College Borough aspires to be on the cutting edge of small, local governments integrating smart technologies into their infrastructure, but does not have the staff or resources to determine a path forward on their own. Cue eager and energetic Penn State students.

Students enrolled in Integration and Problem Solving researched various tools and processes that would best position the borough for this transition, specifically considering infrastructure, security risks, costs, and staffing. The students also analyzed the benefits and drawbacks of becoming a “smart city,” as well as what types of future proofing would be needed to sustain a series of smart technologies.

After a semester of work, the team found that the borough could potentially benefit from smart technologies in three areas: monitoring traffic flow to increase efficiency in parking; increased energy efficiency and cost savings; and attracting future residents to the downtown area.

The team advised the borough, however, that in order to implement these types of technologies, they would have to consider allocating not only a budget and staff, but also develop a new department to maintain the smart technologies.

Borough representatives received the recommendations well and plan to work with a future IST class to begin implementation of a smart technology to increase parking efficiency downtown.

*Class: IST 440W | Faculty: Michael Hills  
College of Information Sciences and Technology  
Community Partner: State College Borough*







# WHEN GOOD FOOD GOES BAD

Organics recycling and composting have grown in popularity and prevalence around the country in recent years, and the Centre Region Council of Governments (CRCOG) wants to bring this practice even closer to home. CRCOG plans to expand its curbside refuse and recycling program to include organics, similar to the program offered to State College Borough residents. This new program will include Benner, College, Ferguson, Harris, and Patton townships. The plan is to have this program up and running by May of 2020, but before the project can launch, CRCOG wants to reach out to members of these communities to educate and inform them of what the program is, how it works, and how it benefits residents and the community as a whole.

Americans waste up to 160 billion pounds of food every year, according to the Harvard Food Law and Policy Clinic. When food waste is sent to a landfill, the decomposition process creates methane gas, a highly persistent greenhouse gas. Food waste is also physically heavy and results in higher tipping fees for local governments. Curbside composting programs can be seen as a winning proposition: saving money and reducing greenhouse

gas emissions. They also make residents more aware of food waste and may lead to reductions in the amount of food wasted each year.

CRCOG worked with Penn State classes COMM 473 and BA 442, during the fall and spring semesters respectively. Students determined which messages were critical to the successful roll-out of the program and how to effectively inform residents of the new program. Both classes conducted research to find the best ways to reach community members. The classes worked to create smart and effective ways to familiarize residents with the project and educate them on what can and cannot be organically composted and recycled. The students' recommendations include stickers notifying residents on what should be organically composted, a newsletter with information about the program, a video that can be shared on Facebook and other social media platforms, as well as newspaper ads and other means of communication.

"It's been great, both classes have provided good information. The classes from the fall semester helped us understand what kind of messages we needed to be sending out, and that we didn't need to make it fancy for

*Class: COMM 473 | Faculty: Tara Wyckoff  
Donald P. Bellisario  
College of Communications  
Community Partner: Centre Region  
Council of Governments*

*Class: BA 442 | Faculty: Karen Winterich  
Smeal College of Business  
Community Partner: Centre Region  
Council of Governments*

people to understand it," says Pam Adams, CRCOG Refuse & Recycling Program Administrator. "Working with the Penn State classes was reaffirming in a lot of ways." Students also worked with local elementary schools on projects that focused on finding ways to engage and educate elementary school students within the district on composting. CRCOG plans to launch their creative, engaging public education campaign by May 2019.



# COME DROUGHT OR FLOOD

Water is connected to many facets of sustainability. From storm water management to water scarcity, water-related issues lead headlines and fuel conversations in communities of all sizes and locations across the globe.

This section highlights six water-related Sustainable Community Collaborative projects.

One area of interest in Centre County is the 90,000-acre Spring Creek Watershed. It is, by watershed standards, relatively small. However, it is well defined and studied closely in part because of Penn State's footprint in the middle of the watershed. It provides 99 percent of the drinking water for about 160,000 residents.

Proposed changes to the built or natural environment within the watershed could have damaging consequences. These changes are likely to be scrutinized by a well-educated public who understands the broader implications of changes in land use or new development. Additionally, local interest and expertise also manifests itself in the number of organizations and volunteers who are actively involved in the watershed. All of these aspects provide opportunities for students to connect to community initiatives and to address defined challenges that require the specific skills and knowledge that students attain during their course of study.

Applying learned knowledge to these real-world water challenges is not only at the core of SCC projects, it provides real-world experiences for students—in everything from navigating local politics to the unpredictability of nature.







## Q&A WITH MEGAN MARSHALL AND JEFFREY CATCHMARK

Megan Marshall, associate teaching professor, and Jeffrey Catchmark, associate professor, both in agricultural and biological engineering, discussed the importance of the Sustainable Communities Collaborative (SCC) to their coursework in biological engineering in the College of Agricultural Sciences.

### *Q: How did you get involved with the SCC?*

A: A colleague suggested SCC as a great way to find community projects. In fall 2015, we started a two-semester course sequence (BE 460 in the fall, followed by BE 466 in the spring) that is required for all seniors in the biological engineering major. In these courses, the students tackle a real-world problem posed by faculty, industry, or community sponsors. Student teams draw on what they know and are challenged to learn about new topics while working on the same project over two semesters. In the fall semester, the students complete a project proposal and in the spring semester, they complete their projects, including a final design report. We simply would not be able to offer this valuable two-semester, project-based experience for our students without SCC.

### *Q: Why do these projects appeal to you as a teacher?*

A: SCC projects make great learning experiences. The projects are open-ended. The project partner has a goal, but it still needs to be clearly defined. This type of open-ended problem challenges students to sort through possible solutions, analyzing tradeoffs, and prioritizing needs. The team interacts with the community partner and knows that the partner is counting on them. Also, these SCC projects often have a direct impact on people's lives. This energizes the students and elevates the quality of work.

### *Q: How are your students impacted by these projects?*

A: SCC projects provide the students with valuable experiences to prepare them for their careers, including maintaining a healthy, productive team; adapting to evolving sponsor needs; and interacting with the community partner and community members. Several student teams have had the opportunity to present at and/or attend community meetings. For example, one team not only gained insight on how local government worked but also heard community member concerns and used these concerns to inform their design on a storm water project.

### *Q: How have you seen SCC projects impacting the communities you are serving?*

A: In some cases, the work completed by the students is just the beginning for the community. For example, in 2016–2017, we had two project teams working with Bellefonte Borough on site and process design for a community composting facility. The work completed by the student teams could then be built upon by the borough as it wrote grant proposals for funding the facility. In other cases, the work completed by the students might be used immediately. In 2017–2018, the Student Farm at Penn State had two completed projects (an improved wash-and-pack station and a storage system for irrigation water in the winter/produce in the summer) that are already in use.

### *Q: How does adding sustainability into your curriculum make students think differently about their future work?*

A: Sustainability is central to the biological engineering discipline. Our goal is to find sustainable engineering solutions to the grand challenge of how to provide a growing world population with food, fiber, water, fuel, and other essentials under increasing environmental constraints. So, while sustainability is not new to BE students, SCC projects challenge students to determine the best solution to a problem.

*Class: BE 460/466*

*Faculty: Megan Marshall & Jeffrey Catchmark  
College of Agricultural Sciences*

*Community Partners: Bellefonte Borough, Huntingdon  
Borough, Monongahela River Town Program, Yoga Farm  
Penn State Partner: Student Farm*



## BIG SPRING

The Big Spring in Bellefonte produces 10 million gallons of water per day — half flows into Spring Creek, while the other half is allocated to Bellefonte Borough. Of its share, Bellefonte uses about half and sells less than a million gallons to a commercial bottling plant. A project undertaken by Biological Engineering Design I & II students focused on how to best utilize the remaining surplus of about a million gallons.

Students examined and outlined the design considerations for a water bottling plant, including the pros and cons of glass versus plastic bottles. They calculated shipping weight, cost, and manufacture of the vessels, and plastic was determined to have the smallest carbon footprint.

Students also discussed ethical considerations relating to quality of life for residents. They recommended hosting a public input session at the onset of the project, considering renewable energy sources for the plant, planning for the business thoroughly, and designing for architectural sensitivity relating to the historic nature of the community.

In conclusion, despite an almost \$900,000 estimated annual profit for a water bottling operation, students felt that it was not the best choice for the community. The students suggested Big Spring water may better provide the feedstock for a value-added operation, such as a brewery.

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## BACKWATER

SCC student projects are often defined by a situation or condition that requires a solution specific to the problem site. In the case of the Rice Landing boat launch site on the Pumpkin Run Creek the identified problem was excessive silting. This made the boat launch, near the creek's confluence with the Monongahela River, ineffective and costly to maintain. The assumption was that silt built up from the Pumpkin Run Creek tributary could be controlled and minimized by certain applications.

However, students in BE 460/466 discovered that sediment loading from Pumpkin Run Creek was negligible. They concluded that the Monongahela River itself caused the backwater effect, which resulted in significant deposits of sediment at the boat launch site. The students suggested relocation of the boat launch to a new site directly on the river, about one and a half miles upriver from the existing site. Students provided a preliminary and comparable design and cost estimates for the new site, with costs well under the current dredging budget.

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## PERFECT STORM

In Huntingdon, the perfect storm has been brewing. Like many rural communities, Huntingdon lacks the resources to address the effects of recurring severe storm events, as well as newly emerging needs caused by the expansion of the built environment with more hardscape and housing.

An SCC partnership between Huntingdon Borough and students in BE 460/466 is providing first insights to sustainable solutions with student research identifying underlying causes and informing next steps.

The student team met with borough officials and community members on multiple occasions. The borough provided a budget and existing engineering documents relating to the impacted area. Students adjusted parameters over the course of the year as it became evident that the affected area was larger than originally anticipated.

An aesthetically pleasing, minimally invasive, and affordable solution which focused on green infrastructure design was proposed. The design relies on Best Management Practices that work in tandem with community awareness and individual property owner action. In addition to raingardens and vegetated channels on private and public property, the student team proposed adjustments to existing infrastructure and creation of new channels to effectively avoid roadway flooding and water damage to private properties in the area.



# VIRTUAL ATLAS ASSETS

The Spring Creek Watershed Association promotes actions that protect and enhance the quality of life, the environment, and the economy throughout the Spring Creek Watershed while maintaining and improving the high quality of Spring Creek and its tributaries. The Association's work has never been more important with increasing pressure from development and population growth in the area. Utilizing its website and populating it with interactive and engaging material, the Association would like to create visibility for the organization and its mission, to engage new audiences, and to become a resource for educators, local governments, and the public. Based on the model of an atlas, students developed narratives, infographics, and other visual elements, such as story maps, to populate a virtual atlas – the online Spring Creek Watershed Atlas.

In the broader context of the Land Use Dynamics class CED 309, students address questions relating to the finite resource of land, and also interpret and evaluate landscape and land use practices while considering environmental practicality, economic feasibility, and institutional acceptability. To better understand the challenges facing Spring Creek, the SCC organized a field trip for students with local experts providing on-site information about the history of the area and its development, the importance of local trout fishery, and best management practices in action. The tour was led by staff representatives from the ClearWater Conservancy, Trout Unlimited, and the Watershed Association.

Students created resource materials explaining urban growth trends in the watershed and the benefits of riparian buffers, best management

*Class: CED 309 | Faculty: Katherine Zipp  
College of Agricultural Sciences  
Community Partner: The Spring Creek Watershed Association*

*Class: COMM 471 | Faculty: Tara Wyckoff  
Donald P. Bellisario College of Communications  
Community Partner: The Spring Creek Watershed Association*

practices, and community action in support of preserving the watershed. Students' work provided key insights about the water quality and specifically nitrate infiltration; research on how community gardens could curtail storm water runoff; and recreational opportunities in the watershed relating primarily to trout fisheries and the effects of water temperature and storm water runoff on trout populations.

On behalf of the Watershed Association the SCC then turned to a public relations, media, and methods course, COMM 471, to examine visibility of the online atlas and to create media campaigns suited to different audiences. Students determined that television was not going to generate increased awareness of this online resource, and focused instead on social media, local publications, Penn State-centric media, public service announcements, and direct mail to reach target audiences. Students identified fellow undergrads as a target audience, as well as K-12 educators in local schools. Media pitches focused on popular topics, such as outdoor recreational opportunities in the watershed, land development trends, and homeowner tips to reach residential audiences. Students created portfolios of media kits for specific target audiences with tailored messaging to ensure appropriate procurement of news and media coverage.



# TESTING THE WATERS

The Centre County Pennsylvania Senior Environmental Corps (CCPaSEC) has been monitoring streams across Centre County for nearly a decade. In partnership with the SCC, CCPaSEC was seeking data collection on water quality at Bald Eagle Creek and Buffalo Run to validate the data published on the Centre County Conservation District website. The students installed solar-powered water quality monitoring stations at four locations, which collected data at fifteen-minute intervals over a two-month period during the fall semester. This was beneficial because hydrologic data measurements are generally only taken monthly. Students sought to use the monitoring skills learned in class to provide continuous hydrologic data to CCPaSEC. Students collected data related to flow monitoring, water quality, and weather conditions as well as basic soil properties and water movement in soils.

Students also conducted a macroinvertebrate assessment at Bald Eagle Creek. When water samples are collected to assess water quality, they represent the quality of the water only at the time the sample was collected. However, macroinvertebrates that live in the stream can serve as an indicator of water quality over longer periods of time. The CCPaSEC conducts a macroinvertebrate survey twice a year. Through the partnership with CCPaSEC, the class conducted the fall 2017 macroinvertebrate survey.

*Class: ASM/ERM 309 | Faculty: Heather Gall  
College of Agricultural Sciences  
Community Partner: Centre County Pennsylvania  
Senior Environmental Corps*





- Let the facilitator know if your comment isn't captured accurately
- Additional ideas or thoughts can be shared on the notecards

# DISCUSSING THE WATERSHED'S FUTURE



Centre County Commissioners formed the Spring Creek Watershed Commission (SCWC) in 1997. Today, elected officials from twelve of the fourteen local municipalities in the watershed serve on the Commission. They meet monthly to coordinate projects and programs with the overall goal to develop a long-range comprehensive watershed management plan to protect and enhance the quality of life within the watershed.

In the spring of 2018, water in the Spring Creek Watershed became a sudden and, to many residents, unexpected hot-button issue with the proposed establishment of a water bottling operation by an international corporation in the watershed. Ensuing public reaction exemplified how conflicts between parties with different views of "the public good" are often difficult to resolve, especially in the environmental and natural resource arena. Creating common ground through mediation and alternative dispute resolution is the subject of an experiential course for law students.

Although plans for the bottling plant were withdrawn, increased public interest in the management of the watershed convened with the intentions of the class to help the community and the Commission to proactively plan for an integrated watershed management plan.

"The opportunity for the Spring Creek Watershed Commission to work with Lara Fowler and eighteen law students was a wonderful learning experience for everyone. The forum allowed us to receive impartial input and to gather concerns from residents. This was indeed a unique learning experience for the students, the Watershed, and our local residents. Everyone involved made the Forum a learning opportunity," said Dennis Hameister, Chair of the Spring Creek Watershed Commission and Harris Township Supervisor.

Leading up to the water forum, students participated in all aspects of planning for the event. They toured the watershed, familiarizing themselves with its unique attributes and regional differences, such as the socio-economic make-up. They interviewed professionals, stakeholders, and leaders in the community representing municipalities, citizens, businesses, and various other perspectives. Students examined appropriate spaces for the forum and its breakout sessions, and utilized the online platform Placespeak to encourage additional dialogue, disseminate information, and ensure transparency.

*Class: EXPR 972 | Faculty: Lara Fowler  
Penn State Law  
Community Partner: Spring Creek  
Watershed Commission*

The forum was held at the Central Pennsylvania Institute of Science in Bellefonte on April 18, 2018. More than 100 stakeholders and elected officials attended and discussed key questions relating to challenges, vision, and steps toward the future. The overall consensus was that people are passionate about the watershed and want to plan proactively to develop an integrated water resource management plan. Restoring relationships was identified as the initial step toward creating a common future vision consisting of an integrated water resources management plan including ground and surface water systems; a coordinated governance model; publicly accessible information and data on the watershed; and plans for protection of the aquifer and a possible water reservoir. Participants also outlined next steps necessary to achieve their overall vision, including management of such an effort, assessment of current watershed conditions for both surface and groundwater, continued research, public education, and participation and development of effective legislation.

Halfmoon Township supervisor, Mark Stevenson concluded, "[This was] a championship effort all around. I am impressed with the students and the seriousness and ability they displayed...I am glad we sponsored this event."

In debriefing with the students following the event, Fowler noted how excited they were that people were able to come together for meaningful conversation about water as a critical issue. Both she and the students look forward to seeing what comes out of the longer watershed management planning process.



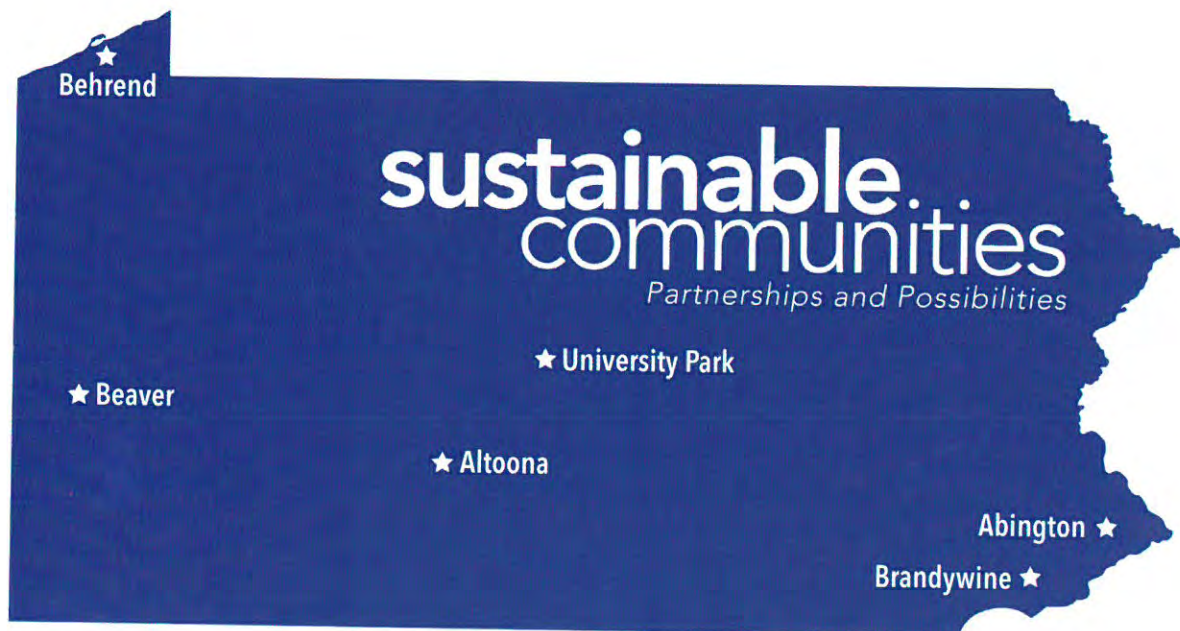
# COMMONWEALTH CAMPUSES

In spring 2017, the Sustainable Communities Collaborative invited proposals from the Penn State Commonwealth Campuses to expand the SCC model to additional locations through a mini-grant funded by PepsiCo. Through a competitive application process each selected campus would be awarded \$5,000 to launch a pilot program, with renewable funding for three years. The goal was to create a network of SCC programs at Penn State and to form a community of practice, sharing ideas, standardizing operational procedures, and elevating the visibility of our common work.

Of the proposals received, five commonwealth campuses received the PepsiCo mini-grant based on the merit of their proposed projects and experience in sustainability and engaged scholarship: Abington, Altoona, Beaver, Behrend, and Brandywine.

Awardees gathered in the summer of 2017 at University Park for a two-day training session. SCC administrators shared documents developed and reviewed by Penn State's legal team to facilitate all aspects of the program, including a memorandum of understanding, project agreement forms, tips, best practices and sample statements, and survey formats.

Campus representatives reconvened at the end of the spring semester. Their individual success stories are outlined on the following pages. In the fall of 2018, the SCC plans to expand to two additional campuses through a similar process.





Most of the SCC efforts at Penn State Beaver focused on food insecurity in the local area. Partnering with the Salvation Army, the county's point of distribution for the Pittsburgh Greater Area Food Bank, and the River Towne Food Alliance, a newly formed non-profit, students in several classes were involved in improving the local food system through starting a campus garden, holding community tables, creating a food map, composting efforts, and installing a food pantry on campus.

In the spring of 2017, students in SUST 200 taught by Angela Fishman designed a campus garden, built greenhouse tables out of old bed frames from the campus residence halls, and planted seedlings. Students from the Pathways to Success: Summer Start Program built and maintained the garden throughout the summer months. In the fall semester, Crista Sabo's Math 035 and Cory St. Esprit's CivComm 211 students maintained the garden and picked produce, which was delivered to the Salvation Army. Many pounds of tomatoes, squash, lettuce, and other vegetables were then placed into food banks around the county.

Students in SUST 200 developed and conducted monthly community tables with clients of the Salvation Army for which they solicited quality meals from local restaurants and stores to share with area homeless. A different group of students was encouraged to participate each month. Stephanie Petroski's BIO 230W students participated one month and provided engaging science activities for the homeless children after dinner. In all cases, the college students left with a new understanding of what it means to be homeless.

Another group of students in SUST 200 started a food map of the county showing local sources of quality food as well as food deserts where fresh food is not readily available. The following spring, students initiated a pre-consumer compost effort with Campus Housing and Food which resulted in about forty pounds of waste per week being put to good use. Thanks to a donation of food-grade barrels, rain barrels to service the garden were constructed. The students also installed and stocked a food pantry in a discreet location for the campus community. Students in Fishman's STAT 200 class conducted surveys on perceptions of food insecurity and desires for food pantry items. They also monitored and analyzed the utilization of the pantry over the semester.

Globally, students in Fishman's SUST 200 and JoAnn Chirico's CivComm 211 participated in a Model United Nations exercise on campus. The topic dealt with international water rights. This event was opened to the campus the second year with more than double the participants. Also, students in SUST 200 worked on food system and wool projects for Seeds of Help, an organization working in the highlands of Guatemala.





# BEHREND

Penn State Erie, The Behrend College, utilized the PepsiCo Grant to expand capacity of its existing Greener Behrend Program. With leadership from director Ann Bolla Quinn, Greener Behrend has been active in community outreach and ecological sustainability from hiking trails to community gardens. The new collaboration with the SCC leveraged the grant award to increase the number of projects in the community and to build lasting relationships with community partners.

The majority of projects during the inaugural partnership year focused on alleviating food insecurity, a pressing concern affecting 40,000 local residents in the community. Greener Behrend worked with over half a dozen local organizations to educate the community about nutrition and effective gardening, provide grown and gleaned food, build community gardens and cold frames, and teach young children about the importance of handwashing.

The PepsiCo partnership also introduced a new cooperative relationship with local retailer Giant Eagle who supported projects with free reusable bags, soap, and shopping carts. These successful efforts in the food systems realm at Penn State Behrend have been further strengthened with the expansion of the Penn State Student Farm to the Behrend and Beaver campuses.

Greener Behrend's focus on gardens and the natural environment also included expansion of the Weed Warriors program, in which Penn State Behrend students identify and eradicate invasive plants to help beneficial native plants flourish. This year, based on the Weed Warriors' identification of invasive weeds, the Erie City Housing Authority as project partner removed them and planted native replacements to keep the park healthy and beautiful.

The student projects also included the design of a natural play space for the Bright Horizons Early Learning Center with a focus on pollinator and sensory garden spaces.

"Student scholarship efforts helped with all the projects Greener Behrend took on this year, from biology to communications courses," says Bolla Quinn. "SCC projects encompassed students, faculty, and community goals. None of these community relations would have happened without the SCC."



Penn State Abington campus is located within Abington Township in Montgomery County, fifteen miles from Center City Philadelphia. With nearly 4,000 students, Penn State Abington is a residential campus that offers baccalaureate degrees in nineteen majors, with opportunities for research, honors classes, and athletics.

The township has a population of over 50,000 residents. Its origins date back to the 1700s with some of the oldest transportation routes, industries, and churches in the county if not the region. Abington has been identified as one of the most desirable communities to live in and has achieved a 3-STAR community rating for its commitment to sustainability. Sustainability efforts are led by the Abington Township Environmental Advisory Council, a volunteer organization. The Penn State Abington PepsiCo grant is being used to strengthen this relationship.

The STAR Community Rating system is the nation's leading framework and certification program for local sustainability. Cities and counties use STAR to measure their progress across social, economic, and environmental performance areas. The STAR framework helps communities assess their efforts in seven key areas and allows for an almost "personalized" approach to meet the communities' sustainability needs.

This robust framework can also be used effectively to help identify and define projects to be addressed by college classes. Pairing goals, partners and classes is a time-intensive effort, and Penn State Abington's sustainability champion and community resident, Gary Calore, proposed hiring an intern to facilitate the process. This intern will develop environmental justice and waste diversion strategies for STAR certification points.

The PepsiCo mini grant also supported a student competition and Sustainability Fair on campus that included a poster session for student sustainability-focused projects and the roll-out of a Green Reward program to be adopted within the township.







Drawing on his matchmaking skills, Tom Shaffer, director of the Center for Community Based Studies at Penn State Altoona, connected heritage and sustainability via an annual event: Canal Jam. The event, in its second iteration in 2017, celebrates the heritage-rich traditions dating back to pre-railroad days and the early development of Central Pennsylvania. The canal era refers to the period from early 1800 until 1889, when the Main Line Canal served to connect Philadelphia and Pittsburgh and was the main artery for westward movement and development.

“Despite its impact, the canal era in Pennsylvania is almost unheard of today,” Shaffer said. “Its physical infrastructure was almost entirely buried by the Pennsylvania Railroad Company beginning in 1854. Small sections of canal locks and aqueducts remain, mostly in isolated locations and in crumbling condition.”

In addition to celebrating the heritage of Pennsylvania’s Main Line Canal, Shaffer saw an opportunity for education beyond history. Starting with recycling and composting, Canal Jam aimed to be a zero-waste event. Furthermore, food vendors sourced their food locally.

“Increasingly in this historic area, heritage and sustainable economic development are being recognized as mutually supportive,” Shaffer said. “The Canal Jam project embodies this progressive approach to building and sustaining vibrant communities.”

Shaffer added that the real takeaway and draw of Canal Jam lies in the practical value of tapping local heritage.

“Communities that forget their heritage easily lose their way,” he said.

Recognizing this, the Altoona Blair County Development Corp. has adopted “The First Frontier” as its campaign theme for regional economic development. Additionally, the Pittsburgh-to-Harrisburg Mainline Canal Greenway, which traces the path of the old canal, is an important driver of the region’s outdoor recreation industry.

Plus, Blair County, the community partner to many Penn State Altoona collaborations, is exploring the Community STAR Rating System as a guide to more sustainability focused initiatives. Historic preservation and the arts and culture are part of its foundations. Similarly, economic development is one tenet of the United Nations’ Sustainable Development Goals.

“Canal Jam celebrates our history, our students, our food and promotes sustainability at the festival level,” Shaffer said.

Another Canal Jam is planned for 2019, with additional focus on collecting data related to the sustainability efforts at the event.

Other courses offered at Penn State Altoona this past year that worked with the community to develop sustainable solutions include Shaheed Mohammad’s COMM 470 class, that worked with Blair County Planning; COMM 495 taught by Mary Lou Nemanic, who worked with ArtsAltoona; Lacey Wallace’s CRIMJ 441 class, that worked with Healthy Blair County Coalition/Rural Impact County Challenge; and SRA 460 taught by Seth Volpe, who worked with Rails-to-Trails of Central PA.



For Penn State Brandywine, sustainability has long been a visible emblem of their mission. Since 2009, the campus Sustainability Committee has fostered community partnerships, helped the campus achieve Penn State Green Paws status, participated in national Fair Trade conferences, and hosted hunger banquets, educational outreach programs, and various awareness campaigns. The Brandywine campus even offers sustainability-themed courses and an Earth Sustainability Certificate as part of its academic programming.

In the summer of 2017, with additional help from the PepsiCo Challenge Mini Grant, Penn State Brandywine's Sustainovation (Sustainability + Innovation) Team was formed. This faculty and staff group from across the campus, under the co-leadership of faculty members Laura Guertin in earth science and Karen Theveny in communications, actively works with the community partners of: Tyler Arboretum, Ridley Creek State Park, Media Food Bank, and the Pennsylvania Earth Science Teachers Association (PAESTA) on sustainability-themed engaged scholarship activities. All activities were developed with Penn State's definition of sustainability and mapped to the United Nations Sustainable Development Goals (SDGs). The Sustainovation Team was recognized with the campus Teamwork Award in Spring 2018 and selected as a "Pennsylvania Environmental Resource Consortium Sustainability Champion" for 2017–2018.

During Tyler Arboretum's Pumpkin Days fall festival, students developed activities to draw attention to the use of plastic straws. They created a Sustainability Research Station where they educated visitors and provided hands-on activities for kids.

Tyler Arboretum and Ridley Creek State Park were also the focus of a communication class's efforts to produce videos promoting the parks. Students' work included all aspects of the creative process, from writing the script to filming, still photography, editing, and production. This work complemented a social media strategy developed for the arboretum by a senior level marketing class.

Students in IST 440W created a web-based tour of the trees along Ridley Creek State Park's multi-use trail with students in communications providing photographs of the trees, resulting in an interactive and updated educational product. Future work will include a GPS location tree database and interactive quiz.

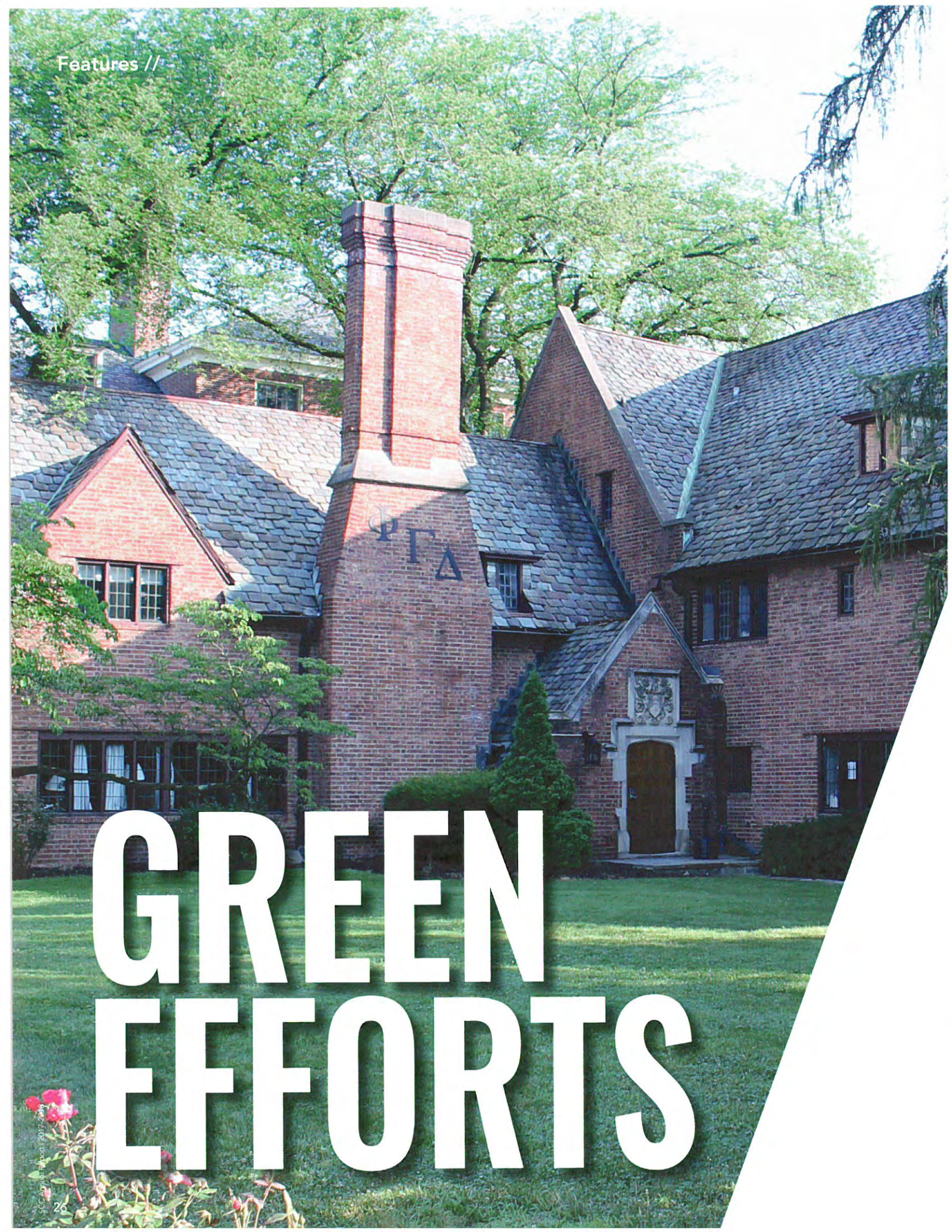
An ongoing partnership between Brandywine and the Pennsylvania Earth Science Teacher Association (PAESTA) inspired a project with students enrolled in EARTH 100 in the fall of 2017. Students authored short stories relating to sustainability and the SDGs for use in middle and high schools across the state. Stories are available on the PAESTA online database for teaching and curricular materials.

Penn State Brandywine has successfully paired volunteer opportunities with academic engagement in the local community. The SDGs are providing a framework that includes empowering girls in STEM field studies and food security at the local level, and has proactively expanded the understanding of sustainability among college students of all disciplines and in the community at large.

# BRANDYWINE








# GREEN EFFORTS





As any student will tell you, Greek life can be a big part of the Penn State experience. However, with so many young men in one house, energy consumption and waste can also quickly turn into big issues. The Interfraternity Council, and specifically Penn State fraternity chapters Delta Chi and FIJI (Phi Gamma Delta), worked with SCC and Smeal College of Business students to take the first steps toward a more sustainable way of life for students living in multi-residential housing.

With nearly forty brothers living in the FIJI house, waste piles up quickly. So BA 442 students identified ways to increase and encourage recycling in the house. A key component to this concept was the addition of more recycling bins throughout the house, making recycling more convenient for its residents. Students proposed the use of signs located above each bin to indicate which type of recyclable goes where, much like the ones seen on Penn State's campus. The push to change the social norm in the house to boost and encourage recycling was seen in action, and the brothers' attitudes towards recycling and energy related issues are changing for the better in the process.

**"The SCC and BA 442 partnership exemplifies this, as working with the Phi Gamma Delta fraternity allowed my peers and me to gain hands-on experience implementing behavior change and social marketing strategies we discussed in class. The recommendations we proposed to the FIJI fraternity leadership will make an impact in waste reduction at the house, and I am excited to see future initiatives that are spearheaded by BA 442 students."**

**– Robert Ost**

Environmental Resource Management,  
BA 442 student, B.S., Class of 2018,

The brothers of Delta Chi worked with BA 442 to come up with ideas on how to cut back on their overall energy consumption. Examining laundry and lighting habits in the house, BA 442 students suggested an education campaign on laundry best practices and lighting usage. Brothers were taught that washing clothing in cold water not only saves up to 90 percent of energy used for laundry, but cleans clothes just as well as using hot water. By switching to cold water, Delta Chi could reduce energy consumption by almost 75 percent,

*Class: BA 442 | Faculty: Karen Winterich  
Smeal College of Business  
Community Partner: State College Borough  
Penn State Partner: The Interfraternity Council*

providing significant energy cost savings. The new laundry plan would be encouraged by putting signs on the washing machines, reminding brothers to use cold water.

**"Penn State promotes student involvement in co-curricular experiences: opportunities which encourage students to apply what they learn in the classroom to their work in their student organizations or communities."**

**– Robert Ost**

The brothers of Delta Chi also worked with the BA 442 students on the use of lighting in the house. Before the project, lights were left on constantly throughout the day regardless of need or usage. The obvious remedy of turning off lights when leaving a room is only the beginning for energy savings. It was also recommended that fraternity houses make the switch to LED lightbulbs, which are more energy efficient, and conduct an audit for installation of sensors and timers. BA 442 students suggested additional steps including addressing the use of charging devices and exploring incentives provided by the power company to become more energy savvy.

FIJI sustainability chair Wes Hoffman hopes to see green efforts such as these reach other fraternity houses as well. "I think it could be successful by educating the new members before rush and during their individual new member programs." With thirty fraternities in the Borough of State College, a more sustainability minded attitude from the houses would be a welcome benefit for the community as well as the individual members of each house.



## Features //

**“Our goal is the building of an artistic community through socialization thereby removing the often isolating effect of working as an artist in a rural area. Imagine a large space for artists to work, classes to be taught, exhibitions and art talks to be held.”**

**– The Altoona Renaissance Team, 2017**

This statement was the underlying premise of a collaboration between ARCH 432, instructed by Lisa Iulo and Nathaniel Belcher, and the Altoona Renaissance Team during the spring 2018 semester. The mission of the team was to redevelop the former Kress building as the anchor of an emerging cultural district in downtown Altoona. Students were tasked with creating a vision for the building that would excite potential investors as a catalyst for economic development. The new vision was to include exhibition and event spaces to engage the public in visual and performing arts activities; spaces for art production and education; and residences and commercial spaces, including a local food and beverage establishment.

SCC projects always start with a meeting of stakeholders: The community partner, faculty, and the SCC facilitator or project manager. One of the new local cafés in downtown Altoona was the backdrop to a mid-winter meeting before the start of the spring semester.

As soon as the semester began, the SCC coordinated a student visit of the site. Penn State Altoona Commonwealth Campus partner Tom Shaffer arranged for a meeting space and tour of the building and neighborhood. Students heard from Matthew Pacifico, Altoona Mayor, about the community’s challenges and opportunity.

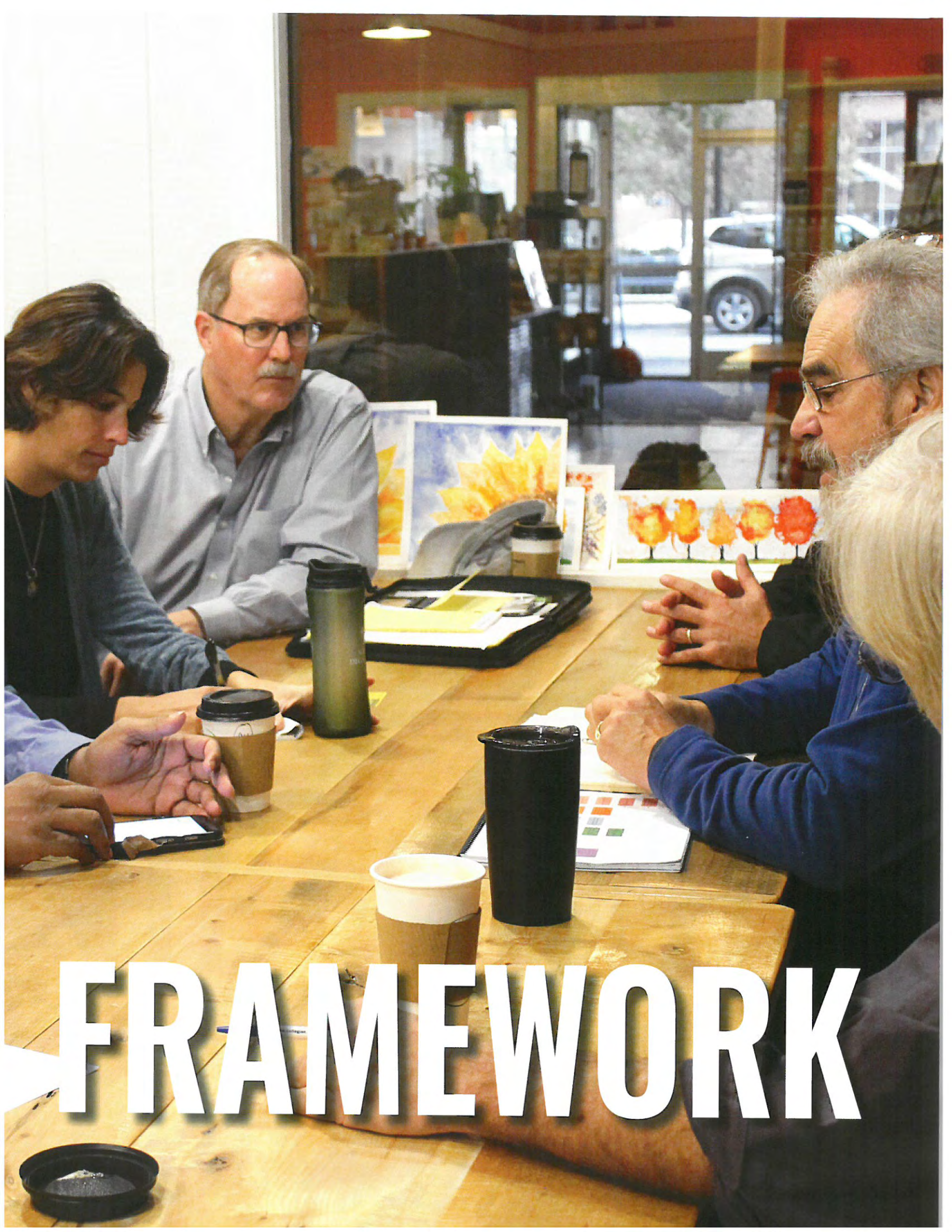
Back in the studio, student teams developed conceptual models based on their research, program, and site analysis. About a month into the semester, a delegation of community partners traveled to University Park and participated in a schematic design review for students to gather further input and clarifications from their client.

A more detailed design was presented in a similar format halfway through the semester, with definite themes emerging. Some of the designs were based on the railroad culture prominent in Altoona, others focused on natural or programmatic elements to guide the design. Students followed the Living Building Challenge, a rigorous design approach in support of sustainability in the built environment.

Students presented their final designs at the end of the semester in a flurry of culminating activities. First, the SCC Expo in State College brought together community members, fellow students, and Penn State faculty and administration for a poster exhibition of all SCC projects. On the following day, students gave their final presentations to a select panel of professional architects and faculty at the Stuckeman School. The crowning event for community partner and students was a special public reception in the Altoona Heritage Center, making local front-page news on the following day.

*Class: ARCH 432 | Faculty: Lisa Iulo and Nathaniel Belcher  
College of Arts and Architecture  
Community Partner: The Altoona  
Renaissance Team*






# FRAMEWORK



# TOWN AND GOWN





State College, nestled in the pastoral landscape of central Pennsylvania is the proverbial college town. The majority of the borough's residents are students, and Penn State is the foremost influence on just about anything that happens there. From football to business, and traffic to housing, the symbiotic relationship between town and gown is ever present but also ever changing. When State College signed on as the inaugural partner for the newly established Sustainable Communities Collaborative (SCC) in the fall of 2013, Borough Manager Tom Fountaine immediately recognized an opportunity for shaping the community's future with help from Penn State students, utilizing the knowledge and research housed at the university.

In spring of 2018, as the borough completed its fifth year as the most significant SCC partner, and Fountaine states, "The Borough of State College has been beyond grateful and proud of the work that's been accomplished by the Sustainable Communities Collaborative. This is a true Town-Gown partnership, which works to elevate and expand the opportunities for faculty, staff, and students to be involved in the community; connects residents to the work done on campus; and strengthens civic responsibility. This partnership has helped further goals and mission of the borough; to foster a safe, vibrant, diverse and sustainable community."

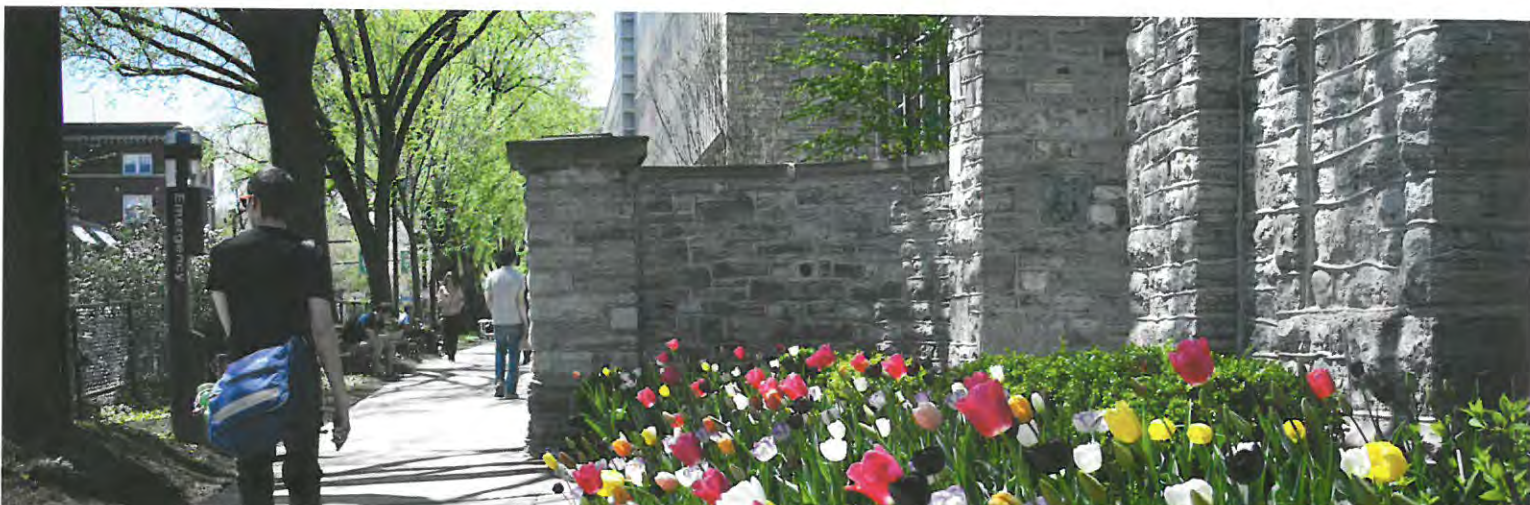
This burgeoning focus on sustainability has been captured by the adoption of the borough's first Sustainability Plan in 2018, and achieving a platinum Pennsylvania Sustainable Community Certification.

The accomplishments of the SCC partnership include significant work with the human resources and police departments at the borough, addressing employee training and equality, and traffic and pedestrian safety respectively. Students engaged citizens in discussions about water and skate parks, developed engineering data for stormwater mitigation and solar installations, conducted greenhouse gas inventories and sustainability messaging research. Students in the College of Information Sciences and Technology are currently working on the first smart speaker application for parking.

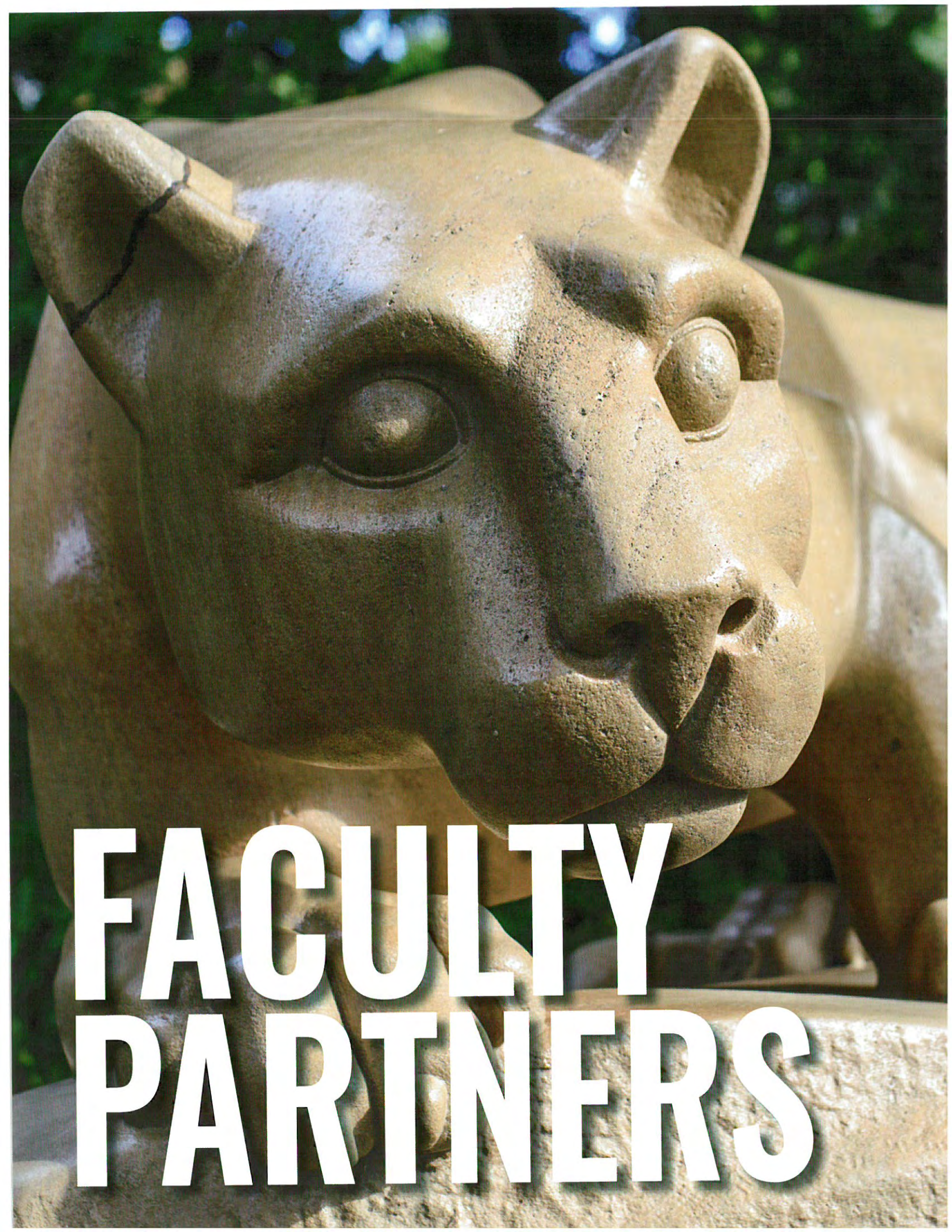
"The Penn State students and faculty have worked as valuable consultants to the borough, and because of their efforts we've received valuable information and recommendations to address important local issues," Fountaine says. "Their efforts have made State College an attractive community to young professionals, businesses, entrepreneurs, and anyone looking to relocate to the area."

The borough has also been a gracious host for the semester-end celebrations that bring together community partners, students, faculty, administrators, and the public to be inspired and enlightened by the collaborative projects.

"The State College Borough Council, my staff, and I personally appreciate the hard-work, and the contributions everyone involved in the Sustainable Communities Collaborative has made to the State College community. To the students that have been involved in this work, I hope your experience was as rewarding as the impacts you have had on the Borough of State College," Fountaine concludes.

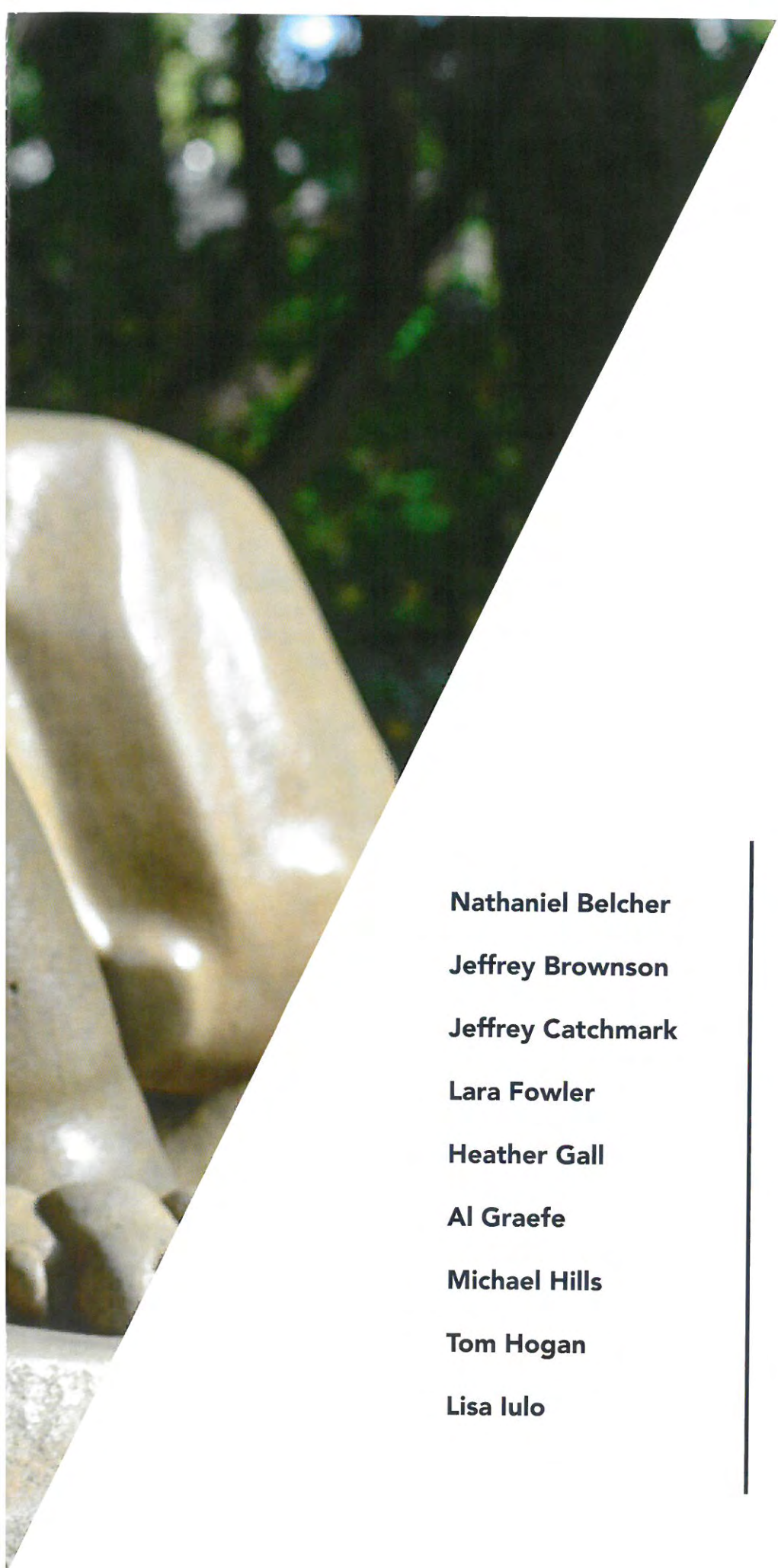






# FACULTY PARTNERS





**Nathaniel Belcher**

**Jeffrey Brownson**

**Jeffrey Catchmark**

**Lara Fowler**

**Heather Gall**

**Al Graefe**

**Michael Hills**

**Tom Hogan**

**Lisa Iulo**

**Megan Marshall**

**Martin McGann**

**Judd Michael**

**Brandi Robinson**

**Matt Royer**

**Janet Swim**

**Karen Winterich**

**Tara Wyckoff**

**Katherine Zipp**



College	Project Title	Course
College of Agricultural Sciences	Food Processing/Oil Seed	BE 460
College of Agricultural Science	Bio Digester	
College of Agricultural Sciences	Compost/Mulch/Bio Solids Feasibility Outline	BE460
College of Agricultural Sciences	Monongahela Silt/Rices Landing	BE 460
College of Agricultural Sciences	Huntingdon Borough Storm Water	BE 460
College of Agricultural Sciences	Big Springs Water Project	BE460
College of Agricultural Sciences	Centred Outdoors Evaluation	HDNRE
College of Agricultural Sciences	Water Quality Monitoring	AMS/ERM 309
College of Agricultural Sciences	Watershed Atlas - Story Maps	CED 309
College of Agricultural Sciences	Paper vs. Styrofoam	ERM 497
College of Agricultural Sciences	Garden Design @ YMCA	HORT 368
College of Agricultural Sciences	Rain Garden Workshop	3 Interns
College of Arts and Architecture	Art Maze Design	ARCH 432
Smeal College of Business	Curbside Composting	BA 442
Smeal College of Business	Starbucks Reusable Cup Project	BA 422
Smeal College of Business	Penn State University Wind Energy Comp.	BA 422
Smeal College of Business	Energy Savings Strategy in Fraternities	BA 422
Donald P. Bellisario College of Communications	Traffic Safety Campaign Wrap-up	COMM 473
Donald P. Bellisario College of Communications	Watershed Atlas Website PR Plan	COMM 471
Donald P. Bellisario College of Communications	PR Campaign/Media Kit	COMM 471
Donald P. Bellisario College of Communications	Composting PR Plan Messaging	COMM 473
College of Earth and Mineral Sciences	GHG Inventory - Transportation	Student Capstone, Kelli Vollkomer
College of Earth and Mineral Sciences	Solar Energy Installations	EGEE 437
College of Earth and Mineral Sciences	Solar Feasibility	EGEE 437
College of Information Sciences and Technology	Alexa Project	IST 440
College of Information Sciences and Technology	Resiliency Planning III	IST 440
Penn State Law	Spring Creek Watershed Management Plan	EXPR 972
College of the Liberal Arts	Young Professional Retention/Recruitment	LER 460
College of the Liberal Arts	Internship Design	LER 460
College of the Liberal Arts	Restorative Health Benefits	LER 460
College of the Liberal Arts	Non Profit Volunteer Policy	LER 460
College of the Liberal Arts	Nepotism Policy for Local Governments	LER 460
College of the Liberal Arts	PSU Ethics: Conflicts of Interest; Unit Plan; Youth	LER 460
College of the Liberal Arts	Energy Messaging	PSYCH 490



**STAR Rating**  
 Built Environment  
 Climate|Energy  
 Economy|Jobs  
 Educat|Arts|Comm  
 Equity|Empower  
 Health|Safety  
 Innovation|Process  
 Natural Systems

Partner	Faculty	Page	Built Environment	Climate Energy	Economy Jobs	Educat Arts Comm	Equity Empower	Health Safety	Innovation Process	Natural Systems
Yoga Farm	Jeffrey Catchmark	-								●
Yoga Farm	Jeffrey Catchmark	-		●						●
Huntingdon Borough	Megan Marshall	-		●						
Monongahela River Town Program	Megan Marshall	pg 15								●
Huntingdon Borough	Megan Marshall	pg 15	●							●
Bellefonte Borough	Megan Marshall	pg 15								●
Centred Outdoors	Al Graefe	-					●			●
Centre County Pennsylvania Senior Conservation Corp.	Heather Gall	pg 17								●
Spring Creek Watershed Commission & Assoc.	Katherine Zipp	pg 16	●							●
Berkey Creamery	Judd Michael	pg 6		●						
YMCA of State College	Martin McGann	-	●		●					●
Bellefonte Borough	Matt Royer	-	●							●
Arts Altoona	Lisa lulo, Nathaniel Belcher	pg 28		●	●					
Centre Region Council of Governments	Karen Winterich	-		●					●	
Sustainability Institute & Starbucks Coffee	Karen Winterich	-		●					●	
Penn State Wind Energy Team	Karen Winterich	-		●						
Penn State IFC; State College Borough	Karen Winterich	pg 26		●						
State College Borough	Tara Wyckoff	pg 8	●				●			
Spring Creek Watershed Commission & Assoc.	Tara Wyckoff	-	●							●
SCC Study Away Pittsburgh	Tara Wyckoff	-			●	●				
Centre Region Council of Governments	Tara Wyckoff	pg 11		●						●
State College Borough	Brandi Robinson	-		●						
Canoe Creek State Park; Greenwood Furnace State Park; State College Borough	Jeffrey Brownson	pg 7		●						
Bellefonte Borough	Jeffrey Brownson	-		●						
State College Borough	Michael Hills	pg 10								●
State College Borough	Michael Hills	-					●			
Spring Creek Watershed Commission & Assoc.	Lara Fowler	pg 18	●			●				●
HCBI (Huntingdon)	Tom Hogan	-		●						
Penn State OHR	Tom Hogan	-	●	●						
Penn State Shaver's Creek	Tom Hogan	pg 9					●			●
ClearWater Conservancy	Tom Hogan	-				●			●	
Huntingdon Borough	Tom Hogan	-				●				
Penn State Ethics (5)	Tom Hogan	-		●		●				
State College Borough	Janet Swim	-		●						



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# SUSTAINABLE DEVELOPMENT GOALS



The Sustainable Communities Collaborative uses the UN Sustainable Development Goals as a framework for engaged scholarship in our communities.

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# Humboldt Tenant Landlord Collaboration (HTLC): An Educated Landlord and Renter Program

Masters of Social Work Students (MSW): Ashley Bradshaw, Katelyn Harris & Sonya Woody



## Introduction:

The Humboldt Tenant Landlord Collaboration (HTLC) is an educational program designed to address the rising need for off-campus student housing in higher education. According to Crutchfield and Maguire (2018), 10.9% of California State University students have reported experiencing homelessness in the last year. At 19%, the number of HSU students experiencing homelessness is even higher (Maguire, O'Neill & Anderson, 2016).



## Purpose:

The purpose of the HTLC program is to foster healthy working relationships between student renters and landlord/property managers, while embodying equitable practices. The focus of the program is to create community, build trust, increase students' access to housing, improve student retention rates and increase one's quality of life.



## Methods:

HTLC held three town hall meetings to gather community stakeholders (n=120) in part to collect data for educational modules that best supported the community needs. After using a general inductive approach to analyze our data, in the third town hall meeting our team presented the results to our community (Thomas, 2006). The research focused on qualitative analysis in which themes emerged. The themes informed the HTLC educational modules that will be available at HSU via a hybrid classrooms in Fall 2019.

## MODULES FOR HUMBOLDT TENANT LANDLORD COLLABORATION



### Landlord Best Practices

- Building community relationships
- Landlord rights
- Best practices for deposits
- Property care and repairs
- Expectations and lease agreements

### Finance

- Basics on budgeting
- How to write checks
- Improving credit score
- Banking skills
- Sustainable finances

### Indigenous Perspective

- Acknowledgement of Yost territory
- History of local indigenous tribes
- Resources on campus for Indigenous students

### Emotional/Service Animals

- Service animal deposit practices
- Respectful practices around animal caretaking
- Licensing and vaccines
- Rights of ESA owner

### Community Resources

- Mental health resources
- Skillshare/campus resources
- Things to do in the area
- Outdoor safety

### Tenant Best Practices

- Building community connections
- Tenant legal rights
- Understanding your lease
- How to clean and care for property
- Fairly etiquette
- How to be a good neighbor

### Mediation/Conflict Resolution

- Restorative practices
- Communication skills
- Active listening skills

### HSU Housing Liaison Support

- Who they are
- What they do
- How they can support students with housing needs

### Data/Phisher Protection

- When personally identifiable information (SSNs, creditcard numbers, passwords) and why you shouldn't send it over email
- Spotting fraudulent emailers
- Verbal abx
- Understanding and limiting your online data footprint

**For further information:**  
Contact Chante Gatt at  
Housinglison@humboldt.edu

**Acknowledgements:**  
Chante Gatt, Jennifer Maguire, ODELL TAPP, Kimberly Steier, Sashreen Colegrove-Raymond, and so much more! Check out our acknowledgment paper to see all of our amazing contributors.

**References:**

1. Crutchfield, P., & Maguire (2018). Study of student basic needs based needs initiative at Humboldt State University. (2018). Humboldt State University.
2. Maguire, J., O'Neill, A., & Anderson, C. (2016). California state University food and housing security survey: emerging patterns from the Humboldt State University data. Humboldt State University.
3. Humber, J. (2019). The role of higher education in a team-informed approach to research, policy, and practice. ASHE Higher Education Report, 45(6), 718.
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# No Longer Invisible:

## A Summary of College Student Homelessness on the North Coast

### HOW MANY HOMELESS STUDENTS?

#### Currently homeless:

- 2016 CR 7 %

#### Homeless In the last 12 months:

- 2017 HSU 19 %

#### Homeless since Starting College:

- 2015 HSU 15%
- 2016 CR 16 %

### WHERE HOMELESS STUDENTS SLEEP:

- Couch surfing
- In their car
- Camper
- Camping in the woods
- Camping in camp grounds
- Friend's Garage

### HOW CAMPUSES MEET BASIC NEEDS:

- Showers
- Lockers for storage
- Warm spaces
- Safety
- Food

Several studies examined college student homelessness at both College of the Redwoods and Humboldt State University (Maguire, O'Neill, & Aberson, 2015; Crutchfield & Maguire, 2018; O'Neill & Mancus, 2016; O'Neill & Bowers, 2018).

Regardless of adverse living conditions, many college students still progress towards graduation.

### Issues:

*"It's really taxing mentally, physically. I understand why people drop out."*

*"I didn't wanna let my professors know because I've always had this problem of showing. You know, people perceive me as like a victim or you know, a needy person or not responsible. So there's those stigmas."*

*"There are people like me sitting in the library over there. Watch who does not leave the library for 8-9 hours at a time. They're homeless. Or they live in their vehicle or this, that, or the other. People kinda don't understand that as well. They already have to learn so why not be in a place where you can learn where it's comforting and [a] safe environment and there's people you know. It's warm."*

### Consequences:

The more food insecure or more often a student experienced homelessness, the more symptoms of poor mental and physical health experienced in the last 30 days, and the more days missed of school or work missed

### Recommendations

- EBT and Restaurant Meals Program at campus markets and restaurants
- 24-hour safe spaces on campus (i.e. in the library or a parking lot)
- All student access to campus showers, lockers, and cooking space
- Establish a single-point of contact, such as a basic needs resource liaison
- Co-locate services and supports in one location
- Provide scholarships for emergency housing to pay rent and or housing deposit for the semester







# Houseless in Humboldt County, CA

Definition: A person without reliable shelter is considered houseless.

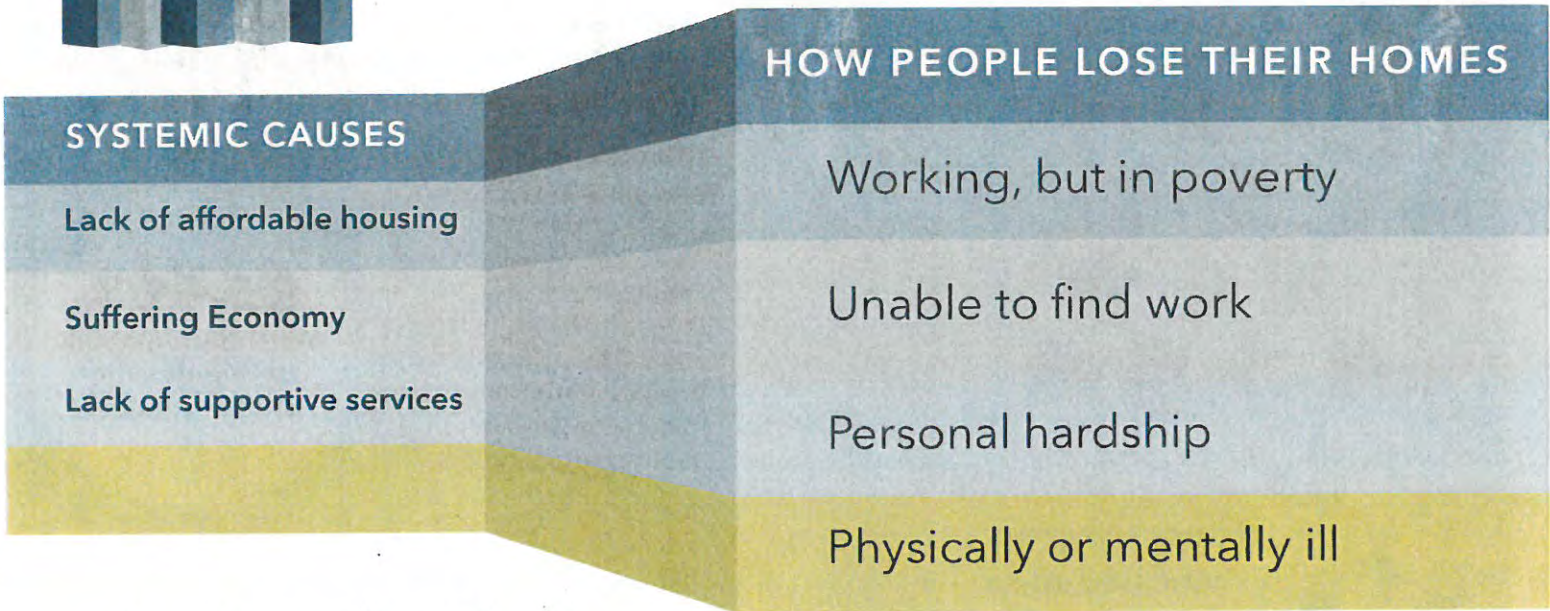


**Humboldt County is not alone.  
Homelessness is a concern nationwide.**

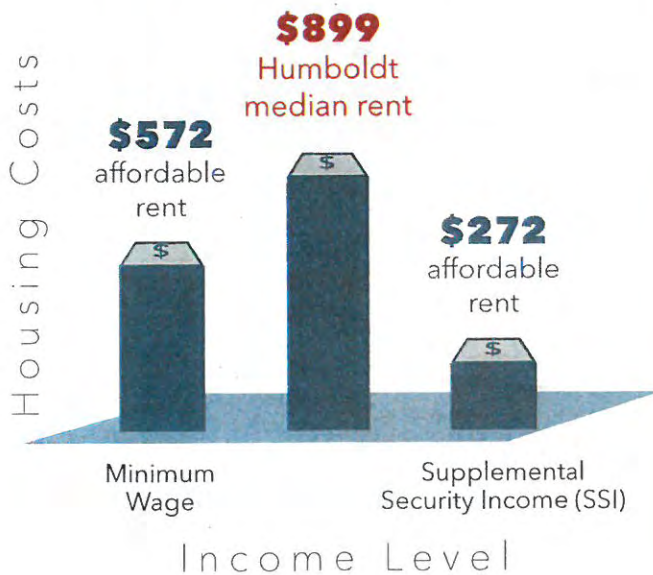


According to a Jan. 2015 Housing and Urban Development (HUD) survey, an estimated **546,580** people in the United States are houseless.<sup>2</sup>

**That's a population larger than the city of Seattle.**



**Low-income households can't afford housing.<sup>3</sup>**



*HALF of Humboldt households spend **more than 35% of their income** on rent.<sup>1</sup>*

**"It only takes one bad event to end up homeless."**

- houseless stroke survivor

**1 in 5**

Humboldt State University students reported being without housing one or more times last year.<sup>6</sup>



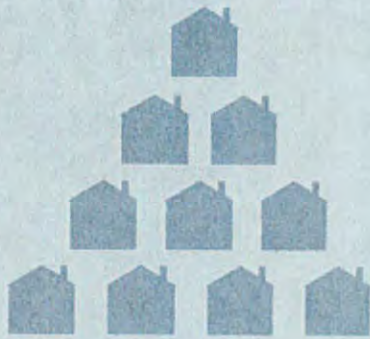


# Approaches to Reducing Homelessness

We are all a part of one community. Homelessness is a system-wide issue that will require creative, collaborative solutions.

## THREE APPROACHES TO REDUCING HOMELESSNESS:<sup>2</sup>

### Providing Housing First as a Stable Foundation

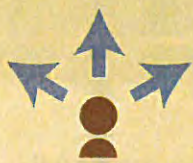


Housing first provides homes to people regardless of whether they are sober, working, or healthy. **Providing homes has been proven successful and is surprisingly cost-effective.**

#### Homelessness Prevention through Rapid Re-housing Works:

*American Recovery and Reinvestment Act:*  
From 2009-12, the U.S. invested \$1.5 billion to prevent chronic homelessness by providing housing and case management.<sup>4</sup>

**85-95%**  
were housing stable six months after program ended.



### Empowering Individuals with Choices and Training

This approach provides individuals with choices about their future such as job seeker assistance, life skills training and education.



### Alleviating Symptoms with Supportive Resources

This approach provides resources like food, clothing, shelter or mental health resources. This is the most common intervention strategy.

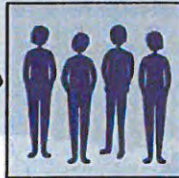
## SOURCES

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6. Crutchfield, Rashida and Jennifer Macguire. "Study of Basic Student Needs." California State University. January 2018. Accessed Aug 18, 2018. [https://www2.calstate.edu/impact-of-the-csu/student-success/basic-needs-initiative/Documents/BasicNeedsStudy\\_phasell\\_withAccessibilityComments.pdf](https://www2.calstate.edu/impact-of-the-csu/student-success/basic-needs-initiative/Documents/BasicNeedsStudy_phasell_withAccessibilityComments.pdf)



# What Happens When Serious Mental Illness Isn't Treated?

**8.1 million**  
people suffer from  
serious mental illness.



Every year,  
**3.9 million**  
people have **untreated**  
serious mental illness.

This leads to...

## POOR SHORT-TERM TREATMENT AND EMERGENCY ROOM BOARDING

**90%** of emergency physicians reported that patients with serious mental illness were being "held" in ERs for lack of hospital beds for psychiatric patients.



## VICTIMIZATION



Depending on the crime, individuals with severe mental illness are **2 - 140 times more likely to be victimized.**

## HOMELESSNESS

**169,000 homeless adults**  
have untreated serious mental illness.



## CRIMINALIZATION



44 states and D.C. hold **more people with serious mental illness in jails and prisons** than the largest remaining psychiatric hospital.

Approximately **20%** of inmates in jails and **15%** of inmates in state prisons are now estimated to **have a serious mental illness.**

## FATAL LAW ENFORCEMENT ENCOUNTERS

People with untreated mental illness are **16 times more likely** to be killed during a police encounter.



## SUICIDE

Individuals with bipolar disorder have a suicide risk **15 times higher** than the general population, and suicide is the **most common** cause of death in schizophrenia.

**It doesn't  
have to be  
this way.**

With timely and effective treatment, people with serious mental illness can stay out of jail and off the streets, living healthy lives.

Take the Treatment Advocacy Center pledge to support more access to inpatient beds.









## Housing Alternative Insights (HAI)

### Tips for Students to Help Mobilize Community Change!

***“IT TAKES  
CONSISTENCY,  
DEDICATION, AND  
TIME. THINGS CAN  
TAKE YEARS TO GET  
RESULTS. ALSO,  
PEOPLE WILL TAKE  
YOUR IDEAS AND ROLL  
WITH THEM,  
DON'T LET EGO OR  
OFFENSE OVERWHELM  
YOU AND BE PROUD  
THAT THINGS ARE  
GETTING DONE,  
WHETHER YOU ARE  
DOING THEM OR NOT.”***

***CHANT'E CATT, HSAA***

HSAA HAI Research Insights  
Drs. Jen Maguire & Pam Bowers  
HSU Department of Social Work  
and Chant'e Catt, HSAA President  
Contact us by email:  
jennifer.maguire@humboldt.edu;  
pamela.bowers@humboldt.edu;  
luchadorlavender@gmail.com

### STEPS TO HELP YOU GET STARTED!

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**Step 1:** Identify the key issue and find out everything you can about it.

**Step 2:** Demonstrate the issue of need with evidence (and if you don't have it, create it)

**Step 3:** Be crystal-clear about why it matters and create a message that others can remember.

**Step 4:** Seek out valuable contributing partners.

**Step 5:** Strategic planning – know your needs and “asks” and create plan (e.g., logic models and/or the Strengths, Needs, Opportunities and Challenges assessments (SWOC) are helpful).

**Step 6:** Attend stakeholder meetings on and off campus.

**Step 7:** Leverage internal and external funding opportunities to help support action items.

**Step 8:** Advocate for state and federal legislative policy change for sustainable impact.

### START WHERE YOU ARE AND GET INVOLVED ON CAMPUS!

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Join HSU Homeless Student Advocate Alliance or start a student club: Club funds are available to facilitate campus activities (i.e., a speaker series, campus dialogue, film screening and discussion, and much more): <https://clubs.humboldt.edu/>

Ask faculty how to get involved in their research or work with them to apply for the following internal funding opportunities:

- Research Scholarship and Creative Activities (RSCA) funds to develop a research project:  
<https://www2.humboldt.edu/pmc/portal/research-scholarship-and-creative-activities-program-rsca-ay-1516>
- Diversity Program Grants:  
<https://www2.humboldt.edu/diversity/diversity-program-grants>
- Apply for a Humboldt Loyalty Grant to support campus programs:  
<https://www2.humboldt.edu/.../Humboldt-Loyalty-Grant-Submission-Guidelines-2016-17.pdf>

### DO NOT FORGET!

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- Remember to take care of yourself, too!
- Networking does not just mean you know someone, it means you reciprocate information.
- Thank your contacts, and check-in with them from time to time.







## Student Housing Issues

As a joint venture between the Office of Housing and Residence Life and the Division of Student Affairs, the Off-Campus Housing Liaison position was created on January 3, 2018 and managed by the Director of Housing and Residence Life. The primary goal of this 20 hour per week Student Assistant position is to support students looking for off-campus housing and to provide resources to aid students in that process. On August 1, 2018 this position transitioned to a .80 FTE SSP I position with a search process to begin in the Fall 2018 semester to fill this as a permanent staff position through the Office of Housing and Residence Life as the Off Campus Housing Coordinator.

The Off-Campus Housing Liaison worked with 110 students during the period for which this report is written. Mostly supporting students finding places to live off campus, the Liaison also supported students needing referrals in dealing with lease issues with a landlord as well as supporting landlords in getting their rental units filled. The breakdown is as follows:

	Number	Percent
Needing Help Finding Off Campus Housing	88	80%
Dealing With Legal / Landlord Issues	11	10%
Having Questions About On Campus Housing	6	5%
Landlords With a Rental to Offer	4	4%
Needing Help Finding Employment	1	1%
<b>Total</b>	<b>110</b>	<b>100%</b>

### Specific Housing Related Challenges Facing Humboldt State University

Humboldt State University is a destination campus that attracts students from out of our area. According to fall the 2017 Geographic Origin of Current Students 85.2%, of matriculated students are not local residents<sup>[1]</sup>. Accessing housing for students is difficult as found in our recent Market Demand Analysis (Brailsford and Dunlavey study, 2017). In summary, there are many barriers students face, for example:

- Housing is heavily impacted by the general population, students, marijuana grow houses and tourism focused rental options.
- Efforts to diversify the campus' student body can have pushback from some property managers and landlords in the community. Students of color experience racial inequality.
- There are mixed attitudes towards the students by community members, with Students of Color experiencing micro- and macro-aggressions and many experience outright discrimination while trying to secure off campus housing.
- Students typically must rent on an academic year calendar that aligns with fall and spring semesters. This means students must be prepared to rent on a twelve month or month to month pattern instead of a semester term rental. Often times this practice causes financial burden because students may have to move to Humboldt months sooner than they had planned in order to gain housing. This creates problems for students who move to Humboldt thinking that they can find a rental as the semester starts.



- Many of the property managers and agencies here in the area will not allow students to apply unless they take the time to physically explore properties that are listed. There are few agencies that allow a family member or friend to view a property for a prospective tenant. This makes it difficult for students who do not live in the area to be accepted to a property.
- No matter the age, rental history, or credit history one must have a cosigner. For students who have no family or community support, this creates a huge disparity. It is also very frustrating for students who have a rental history, good credit, employment, and references as some feel that their hard work is of no value.
- Pets, especially dogs are a large factor in why students have a hard time finding adequate housing. In a small sample of 21 students, 8 students had pets (38.1%) posing a significant barrier for those students looking for housing.

When students do arrive at Humboldt County there is a chance that they may become homeless. According to the recent survey done by The CSU Chancellor's Office HSU is experiencing the highest levels of student homelessness in the system.

***“10.9 percent of CSU students reported experiencing homelessness one or more times in the last year. Based on the combined Housing and Urban Development and the U.S. Department of Education definitions. HSU campus numbers (n=1,415): HSU homelessness in last 12 months is 19% (highest in CSU) HSU homelessness in last 30 days is 7.3%.” [2].***

In addition, we know from this same survey that Students of Color, low-income students, foster youth, and first-generation students are at the highest risk of becoming homeless.

### **Understanding our Students and Their Needs**

At the end of the spring 2018 semester a survey was conducted of all students receiving services from the Off Campus Housing Coordinator. The purpose of this survey was to collect information that can help support student housing needs; to identify common issues students face with housing while they transition to Humboldt County for University; to assess consumer satisfaction, and to collect input from the students that will create a well-rounded support service. It is found that the Off-Campus Housing Coordinator position is a great addition to the student support efforts HSU has instituted in recent years. The service has proven to be well received, needed and helpful, yet there is still a demand for deeper programming to be created around housing students.

#### *Process*

A database of students who called the Off-Campus Housing Liaison for assistance was collected from January 3, 2018, until June 25, 2018. A survey was created to collect consumer feedback. Of 116 students emailed 3 times to take the survey, 21 responded. A summary is provided here and the entire results can be seen at Appendix 1.

- 71.5% of respondents were Juniors and Seniors at HSU
- Only 1/3 of respondents are using loans to pay for housing, 65% qualify for financial aid
- 38% of respondents report having a pet



- The average monthly rent paid by respondents was \$737 / month
- 90% of respondents listed Arcata as their preferred place to live
- 50% of respondents have roommates they want to live with, 29% have a spouse/partner

### **Goals for the 2018-19 Academic Year**

- Create a training program for students and landlords
- Develop training material and resources for including Emotional Support Animals
- Create a full housing mobile app and a comprehensive web page that will allow students to connect with housing and basic needs resources in an up-to-date, easy format.
- Develop a legal services resource list for tenant and landlord disputes.
- Develop a Cosigner support program.
- Support Arcata Equity work in promoting housing equity practices throughout the city and county.
- Bridging HSU with community partners and members.
- Develop mediation services referral resources for roommates, and/or landlord issues.
- Develop an “Adopt a Student” program that utilizes community members who have resources that can help students including scholarships, housing, and mentoring.
- Initiate a fundraising campaign for Housing Scholarships.
- Create more student-focused housing that offers low barrier acceptance of students.

### **The Off Campus Housing Link**

**<https://housing.humboldt.edu/resident-resources/off-campus>**

I offer an assortment of support and service to students who may be houseless, couch-surfing, in search of housing, or transitioning from On-Campus to Off-Campus living. I even help with landlord and roommate issues.

I am more than happy to schedule an in-class presentation, or have a phone call/meeting with any student, staff, faculty or administrator.

If you have any links, listings or information that you believe would be helpful for Off-Campus web-page, or myself, please send them my way.

### **Many great resources**

#### **Student Affairs Resources**

**<https://studentaffairs.humboldt.edu/resources-and-options-hsu-student-community>**

#### **Well-being page**

**<https://wellbeing.humboldt.edu/>**

#### **The Canvas Well-being Map**



**<https://canvas.humboldt.edu/courses/13948>**

We are here to support all students, and welcome connection and solidarity with each discipline and office throughout HSU. Please let me know how I can be of service to your department, and the students.

Chant'e Catt

# The Student Housing Coordinator Chant'e Catt Advocates and Helps Students with Off-Campus Housing.

The Student Housing Liaison is a key member of the Housing and Residence Life staff with responsibilities in three general areas including: (1) helping current students transition from the on-campus to off-campus housing market, (2) working with students and community members to develop connections and advocate for the housing needs of students, and (3) work with property managers and landlords to create greater access to housing for students. This position reports to the Director of Housing and Residence Life.

## General responsibilities include:

- Provides advocacy and support for HSU students seeking housing off campus
- Develops and maintains a database of property managers and landlords in the greater Arcata area
- Develops and maintains a database of students who need help finding access to housing in the greater Arcata area
- Assessment of off-campus student needs and community concerns
- Develop an active, ongoing campaign to support and educate students about off-campus housing
- Work with the transportation committee at the City of Arcata to develop bus routes that best support student transportation needs
- Work with local community agencies to develop relationships and support to help students find access to housing
- Actively work to engage students and community members in support of the Equity Arcata initiative
- Provide day to day coordination and response to student questions regarding access to housing off campus
- Meet with students to understand and support their needs regarding off campus housing
- Provide programming and resources for students interesting in off-campus housing
- Develop and maintain a web presence for Off Campus Housing related information and initiatives
- Develop an education video series and other online media to educate landlords and students about off campus living and renting
- Case management
- Updated Listings Newsletter
- General advice on local housing themes and schemes
- Education on protecting Data and personal information
- Referral to supportive services
- Printing, faxing, emailing important documents for housing
- Strategic planning on individual housing needs
- Rides to court house for cases around off-campus housing
- Help with organization of financial documents needed to rent
- Rides to viewings of homes
- Facetime options for students out of the area to view listings with Landlords that agree
- Education on rights and responsibilities as tenant or landlord
- Presentations locally and across the nation on best practices around student housing Off-Campus
- Event planning for Off-Campus Housing conferences, webinars, and outreach
- Mediation between roommates and landlords or property managers
- Special Programs development





## COMMITTEE UPDATE

Title: Accessibility Advisory Committee

Date: July 2, 2019

Department: Committees of Council

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### UPDATE

The AAC met on Monday, June 10<sup>th</sup>, 2019 and below are the updates:

- The Committee did a quick review of the Community Launch Event held in early May and discussed possible next steps for Committee member involvement. This focused on more community engagement/outreach with possible discussions/presentations to WBDC, seniors groups, and Acadia students upon their return to classes. The goal would be to continue efforts to build awareness and opportunities for feedback.
- Discussion took place around need to develop a template for the annual Report Card that is to be reviewed, evaluating progress on the actionable items in the Plan.
- Staff updated the Committee on the next steps to be carried out in the coming months. These include:
  - Audit/inventory of a portion of the built environment, this first step focused on accessible parking in the downtown core between gateways and up to the Wolfville School. Goal is to identify most appropriate locations and develop standard around size of designated space, location of curb cuts and then to appropriately mark spaces and put curb cuts in where required.
  - The Town's webpage is being reviewed with an eye to updating, and the timing fits with the Accessibility Plan goal of improving communication with the public. Staff have reached out to IT staff at Acadia to help in review of the webpage, including ways to make the page more accessible.
- Committee discussed timing of upcoming meetings. To date meetings have been held monthly, however with the Plan approval by Council much of the work now rests with staff to carry out. For now, the Committee agreed to change to quarterly meetings, with the possibility of going to bi-monthly as the need arises.
- Agnieszka Hayes and Birgit Elssner were reconfirmed as Chair and Vice Chair respectively.



## COMMITTEE UPDATE

Title: Design Review Committee  
Date: July 2, 2019  
Department: CAO



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### UPDATE

The Design Review Committee met on June 18<sup>th</sup>, 2019 to discuss proposed alterations to the Tattingstone Inn, and to review a second time the proposed architecture of a proposal for 16 King Street.

Comments regarding the Tattingstone Inn focused on the changing concepts at the Tattingstone Inn, encouraging heritage preservation and a request for the developer to consider the existing architecture of the building. These comments have been circulated to the Developer and another meeting regarding the Tattingstone Inn is anticipated.

## COMMITTEE UPDATE

Title: Environmental Sustainability Committee

Date: June 24, 2019

Department: Planning & Development

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### UPDATE

The Environmental Sustainability Committee met on June 24, 2019. The Agenda for the meeting included the following:

1. Town of Wolfville Climate Mitigation Draft Workplan (*see Info Report "Climate Change Mitigation Workplan Presentation" for more information*)
  - a. Presentation
  - b. Discussion
2. Renewable Energy in Wolfville
  - a. Wind
  - b. Solar
    - i. Public Works building update
    - ii. Horton Highschool
    - iii. Solar Electricity for Community Buildings Pilot Program
3. Updates
  - a. Town Hall for Green New Deal (PPT overview attached)
  - b. MELG meeting recap (Agenda attached)
  - c. Single use plastic bag ban update (News stories attached?)
  - d. Kings Power (Regional Energy Utility) meeting recap (Agenda and PPT attached)
  - e. Acadia UPass (PPT attached)
  - f. Summer student hires
  - g. MPS update



## INFORMATION REPORT

Title: Climate Change Mitigation Workplan Presentation

Date: 2019-07-02

Department: Planning and Development

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## SUMMARY

### Climate Change Mitigation Workplan Presentation

The purpose of this report is to provide information on the above-mentioned project and confirm Council's direction with respect to the workplan of the Climate Change Mitigation Coordinator. The programs and initiatives included in the workplan are scheduled over the next 20 months. The Climate Change Mitigation Coordinator's workplan is supported by an approved budget of \$60,000.

## INFORMATION REPORT

Title: Climate Change Mitigation Workplan Presentation

Date: 2019-07-02

Department: Planning and Development

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### 1) CAO COMMENTS

No comment.

### 2) REFERENCES AND ATTACHMENTS

- Climate Change Mitigation Workplan Presentation

### 3) DISCUSSION

Last November, Wolfville's mayor and council voted unanimously to "take a position against the further development of fossil fuel resources in the region," and to support "no further fossil fuel development in NS." This important decision has led the Town of Wolfville to take climate change mitigation initiatives to the next level through regional work with other municipalities, a local energy reduction campaign, partnerships to support solar power and electric vehicle charging stations, and the creation and hiring of a new staff position: the Climate Change Mitigation Coordinator.

Funding to support the new position is provided through the Municipalities for Climate Innovation Program (MCIP) delivered by the Federation of Canadian Municipalities and funded by the Government of Canada. Wolfville was the only town in Atlantic Canada to receive funding through MCIP, along with 57 other municipalities/towns in other parts of Canada.

The Climate Change Mitigation Coordinator is responsible for developing a greenhouse gas emissions reductions plan, building on the Town's position in the Partners for Climate Protection Program, working with municipalities across the province as part of 'Transition 2050' in partnership with the Clean Foundation, and moving forward with the Inspire Wolfville campaign.

A workplan for the Climate Change Mitigation Coordinator has been developed with support of Town staff, stakeholders, and members of the Wolfville Community. Staff wanted to confirm Council's direction with respect to proceeding with the workplan.

### 4) FINANCIAL IMPLICATIONS

The Climate Change Mitigation Coordinator's workplan is supported by an approved budget of \$60,000.

### 5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Wolfville's current Municipal Planning Strategy includes a "Vision and Declaration of Sustainability", and notes that "it shall be the intention of Council to enhance individual and community well-being and welfare through economic development safeguards the welfare of future generations (and) to reduce our ecological footprint and dependence on fossil fuels."

On May 21<sup>st</sup>, 2019 Council declared a Climate Emergency.



## INFORMATION REPORT

Title: Climate Change Mitigation Workplan Presentation

Date: 2019-07-02

Department: Planning and Development

---



Environmental Sustainability is a core principle of the Town's Strategic Plan 2017-2021,

### 6) COMMUNICATION REQUIREMENTS

This project, and *Inspire Wolfville*, shall involve extensive direct communication, advertising and public activities to promote climate-mitigation actions and environmental awareness, contained within the existing budget and approved by Staff.

### 7) FUTURE COUNCIL INVOLVEMENT

Council will receive regular updates on progress made on the workplan through reports of the Town's Environmental Sustainability Committee.



**(Draft) Climate Change Mitigation Workplan / June 24, 2019**  
**Omar Bhimji**



# Overview

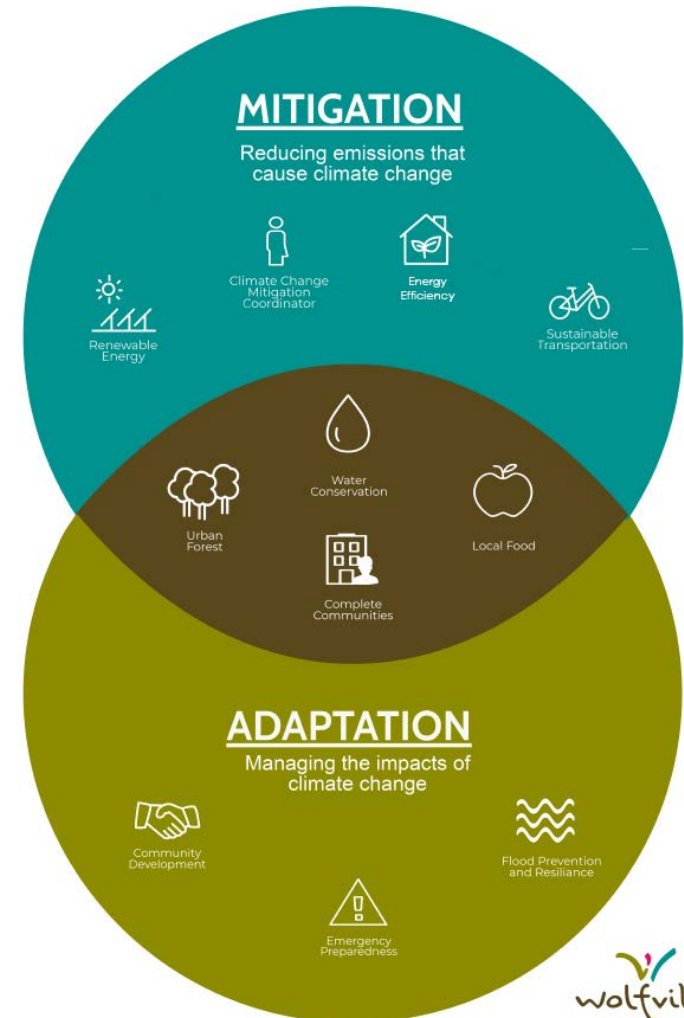
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- Introduction
- Framing the issue
- Workplan

# Climate Change Mitigation

- Renewable energy
- Energy efficiency
- Sustainable transportation
- Urban forests
- Water conservation
- Local food
- Complete communities





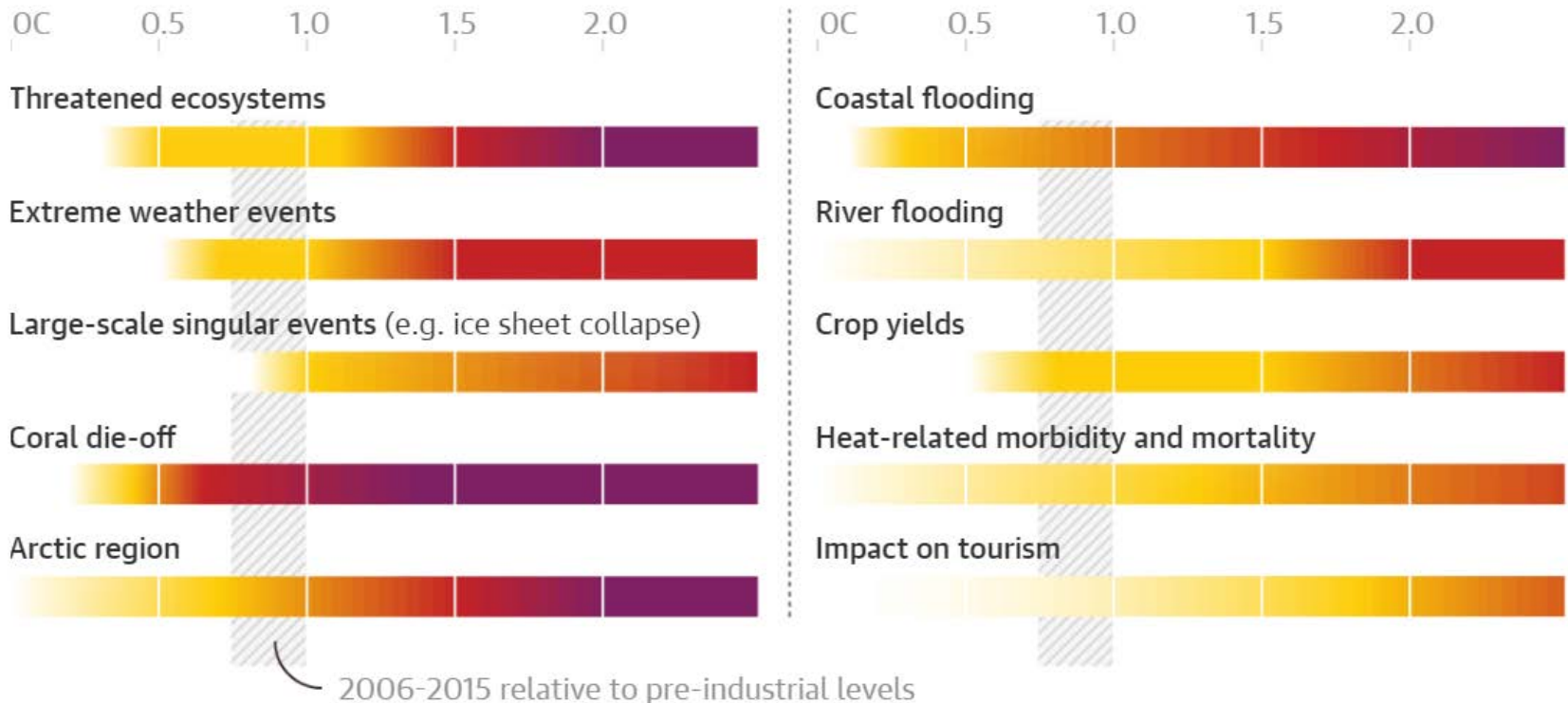
# Rising temperatures, rising risks



## Key to impacts and risks



## Global mean surface temperature change relative to pre-industrial levels, C



# Getting to 1.5°C



## To keep to 1.5°C

CO<sub>2</sub> emissions would have to decline by

**45%** before **2030**



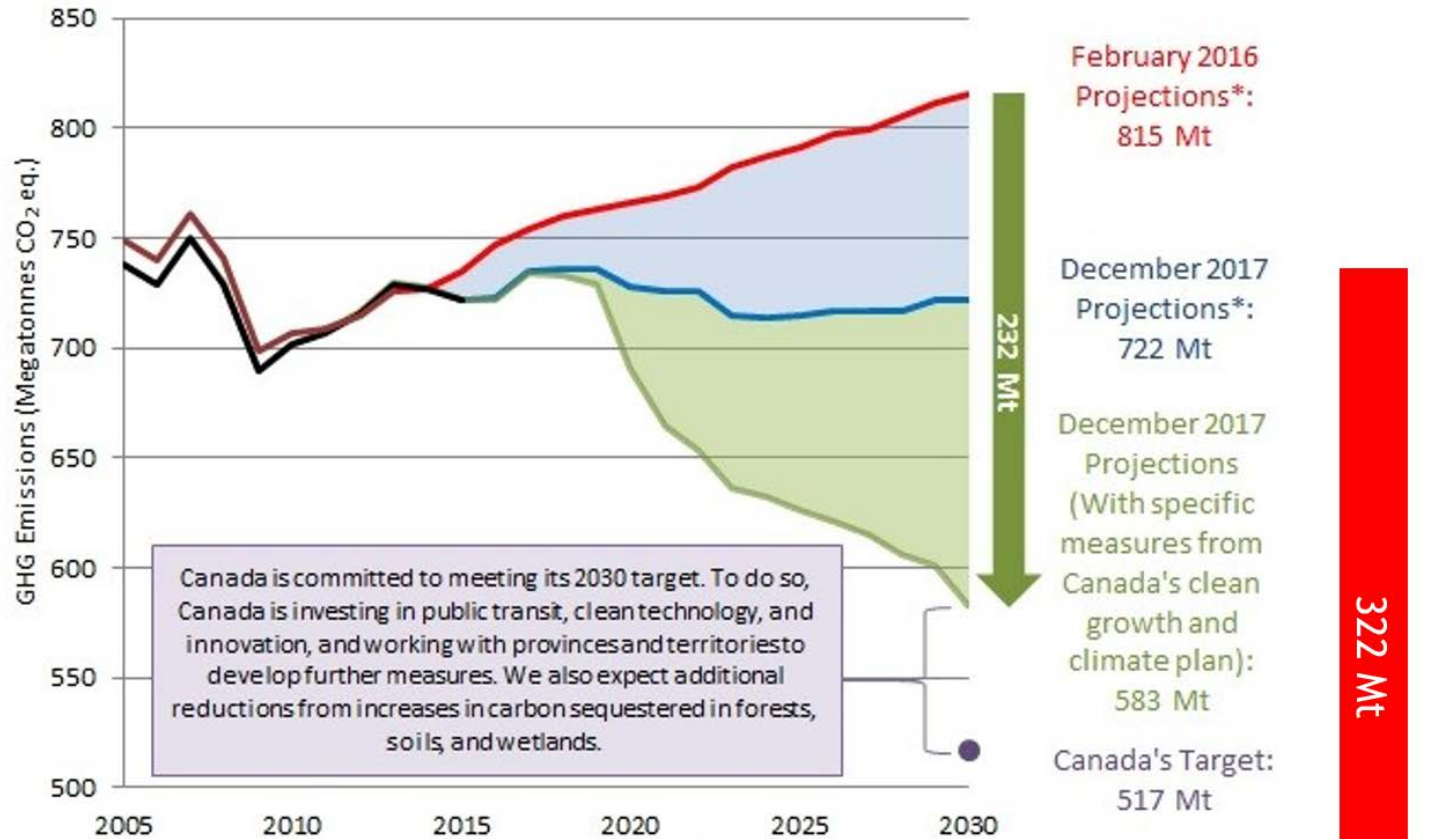
renewable energy will need to supply

**70-80%** of power by **2050**





# Getting to 1.5°C



Canada is committed to meeting its 2030 target. To do so, Canada is investing in public transit, clean technology, and innovation, and working with provinces and territories to develop further measures. We also expect additional reductions from increases in carbon sequestered in forests, soils, and wetlands.

\*These scenarios are the "with measures" scenarios as defined by the UNFCCC.

394 Mt

# A Concerned Community



150+ residents from Wolfville and the surrounding region participated in the Town Hall-style meeting to help shape a Green New Deal for Canada in June 2019



# Workplan

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- Short term actions (the next 3 months)
- Medium term actions (3 – 12 months)
- Longer term actions (12 – 24 months)

# Partners for Climate Protection



The screenshot shows the website for the Partners for Climate Protection (PCP) program. At the top, there are logos for ICLEI (Local Governments for Sustainability) and FCM. Below the logos is a navigation menu with 'HOME', 'PROGRAMS', and 'PARTNERS FOR CLIMATE PROTECTION'. The main heading is 'Partners for Climate Protection'. The text below the heading reads: 'Join this national network of 350+ municipalities and learn how to reduce greenhouse gas emissions and act on climate change.' There are three paragraphs of text below, describing the program's goals, the five-step Milestone Framework, and the benefits of membership. At the bottom, there is a 'Quick facts' section with three columns: '350+' municipalities participating, '180+' local climate change action plans prepared, and '5' Regional Climate Advisor teams available to support you.

Short term

- GHG Inventory

Medium term

- Emission Reduction Targets

- Action plan

Long term

- Implementation

## Quick facts

**350+**

municipalities participating

**180+**

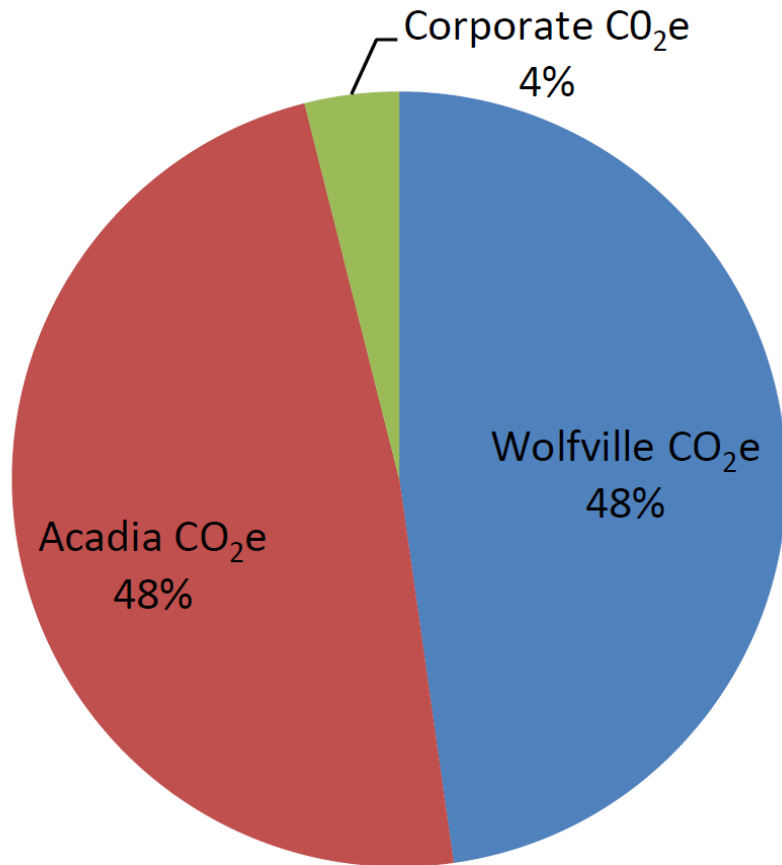
local climate change action plans prepared

**5**

Regional Climate Advisor teams available to support you



# GHG Emission Sources: 2006



Town of Wolfville:  
Corporate

- 4%

Town of Wolfville:  
Community

- 48%

Acadia University

- 48%

# Town of Wolfville: Corporate



## Short term

- Public works solar installation
- Wastewater treatment plant upgrade





# Town of Wolfville: Corporate



## Medium term

- Building energy efficiency study / upgrades

## Long term

- Street lights
- Well and pump station
- Fleet procurement and management
- Operations and policy



# Town of Wolfville: Community



## Short term:

- Outreach / data collection
- Residential energy program planning
- Community building solar power pilot
- Inspire Wolfville campaign development



# Inspire Wolfville



- Themes: legacy, efficiency, community, leadership
- Impacts: ghg's, savings, health, economic dvlp.
- Outreach: email, events, media, door to door, WoM
- Actions: transportation, energy, waste, diet

# Town of Wolfville: Community



Medium term:

- Developer engagement
- Micro transit
- Inspire Wolfville campaign
- Residential energy program



# Town of Wolfville: Community



Long term:

- Kings Power / regional energy utility
- Zoning and bylaws



## Short term

- Electric vehicle charging station
- UPass referendum

## Medium term

- Renewable energy
- Energy manager

## Long term

- Carbon neutral
- Car free



## COMMITTEE UPDATE

Title: Planning Advisory Committee  
Date: July 2, 2019  
Department: CAO



### UPDATE

The Planning Advisory Committee met on June 20<sup>th</sup>, 2019 to discuss a proposed development agreement for 16 King Street. See RFD 041-2019 (16 King Street) for more information.

**REQUEST FOR DECISION 041-2019**

Title: Development Agreement Proposal  
16 King Street  
Date: 2019-07-02  
Department: Planning and Development

---



**SUMMARY**

The applicant is seeking a development agreement to allow for the construction of a single-unit dwelling, pending subdivision of 16 King Street.

*Motion from PAC*

*STAFF RECOMMENDS THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL REGARDING THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55275549 AND THAT THE ATTACHED DRAFT DEVELOPMENT AGREEMENT BE FORWARDED TO COUNCIL FOR INITIAL CONSIDERATION BEFORE A PUBLIC HEARING IS HELD.*

*CARRIED*

**DRAFT MOTION from PAC:**

THAT COMMITTEE OF THE WHOLE GIVE INITIAL CONSIDERATION AND FORWARD THE DRAFT DEVELOPMENT AGREEMENT FOR PID 55275549 TO A PUBLIC HEARING BEFORE A FINAL DECISION BY COUNCIL.

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## REQUEST FOR DECISION 041-2019

Title: Development Agreement Proposal  
16 King Street  
Date: 2019-07-02  
Department: Planning and Development

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### 1) CAO COMMENTS

None required.

### 2) LEGISLATIVE AUTHORITY

See Staff report (attached) titled: Development Agreement Proposal, 16 King Street.

### 3) STAFF RECOMMENDATION

As above.

### 4) REFERENCES AND ATTACHMENTS

- (a) See Staff report (attached) titled: Development Agreement Proposal, 16 King Street, June 20, 2019 – including the Draft Development Agreement.

### 5) DISCUSSION

The applicant is seeking a development agreement to allow for the construction of a single-unit dwelling pending a subdivision of 16 King Street.

Members of Planning Advisory Committee discussed the development application and subdivision process, the need to ensure drainage is appropriately handled as determined by the Town of Wolfville Engineer, and the architectural design of the area. Residential Architectural guidelines, and comments from the Design Review Committee were also discussed during the review of this application. For information on the assessment of the Design Review Committee, please see attached staff report.

### 6) FINANCIAL IMPLICATIONS

If approved this proposal will offer an additional dwelling unit with a substantially reduced environmental impact, increase the volume of dwelling units during growing demand and increasing rents, and offer increases to Town of Wolfville property tax incomes which can be used to offset growing infrastructure deficits, strengthen enforcement activities and/or increase recreation programming.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See Staff report (attached) titled: See Staff report (attached) titled: Development Agreement Proposal, 16 King Street, June 20, 2019.

### 8) COMMUNICATION REQUIREMENTS

If approved, a public hearing will require advertising and direct mail to residents.

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**REQUEST FOR DECISION 041-2019**

Title: Development Agreement Proposal  
16 King Street  
Date: 2019-07-02  
Department: Planning and Development

---



**9) ALTERNATIVES**

Alternatives to the above recommendation may include:

- a. Recommend the proposal, subject to specific changes.
- b. Recommend specific changes and that another review by the Planning Advisory Committee take place.



**REQUEST FOR DECISION 041-2019**

Title: Development Agreement Proposal  
16 King Street  
Date: 2019-07-02  
Department: Planning and Development

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**ATTACHMENT (A)**

**Staff report (attached) titled: Development Agreement Proposal, 16 King Street, June 20, 2019.**

# REPORT TO PLANNING ADVISORY COMMITTEE

## Development Agreement Proposal

### 16 King Street

Date: June 20, 2019

Department: Planning & Development



<b>APPLICANT</b>	Peter & Johanne McLeod
<b>PROPOSAL</b>	To allow for the construction of a single-unit dwelling.
<b>LOCATION</b>	16 King Street (PID 55275549)
<b>LOT SIZE</b>	17,868 ft <sup>2</sup>
<b>DESIGNATION</b>	Low Density Residential
<b>ZONE</b>	Low Density Residential (R-1A)
<b>SURROUNDING USES</b>	Low Density Residential, Park Area (Willow Park, Millenium Trail, Rotary Pak). Nearby commercial uses (downtown).
<b>ARCHITECTURAL GUIDELINES</b>	The existing property is the 'Willow Park' Residential Architectural Control area.
<b>NEIGHBOUR NOTIFICATION</b>	Email list from PIM meeting; Newspaper ads and notices mailed to surrounding property owners within 100 metres; Sign placed on property

### PROPERTY LOCATION





**REPORT TO PLANNING ADVISORY COMMITTEE**  
**Development Agreement Proposal**  
**16 King Street**

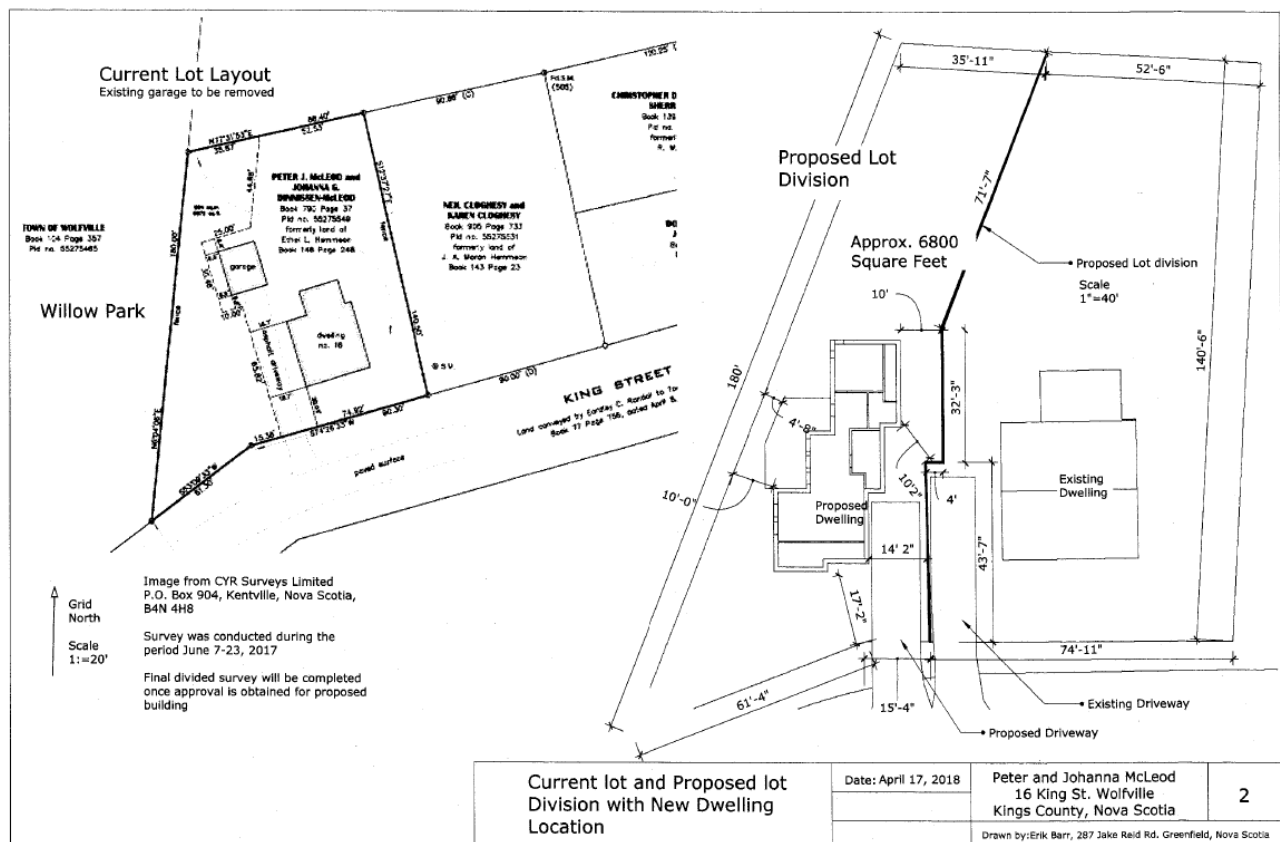
Date: June 20, 2019  
 Department: Planning & Development



**PROPOSAL**

The applicant is seeking a development agreement to allow for the construction of a single-unit dwelling with attached garage and accessory dwelling. For elevations of the proposed building, see Attachment 4, Draft Development Agreement. The lot currently contains a single-unit dwelling fronting on King Street and non-landscaped greenspace south of the dwelling. The existing 16 King Street property would be subdivided to create this development opportunity.

Proposed Site/Landscaping Plan (Figure 2)

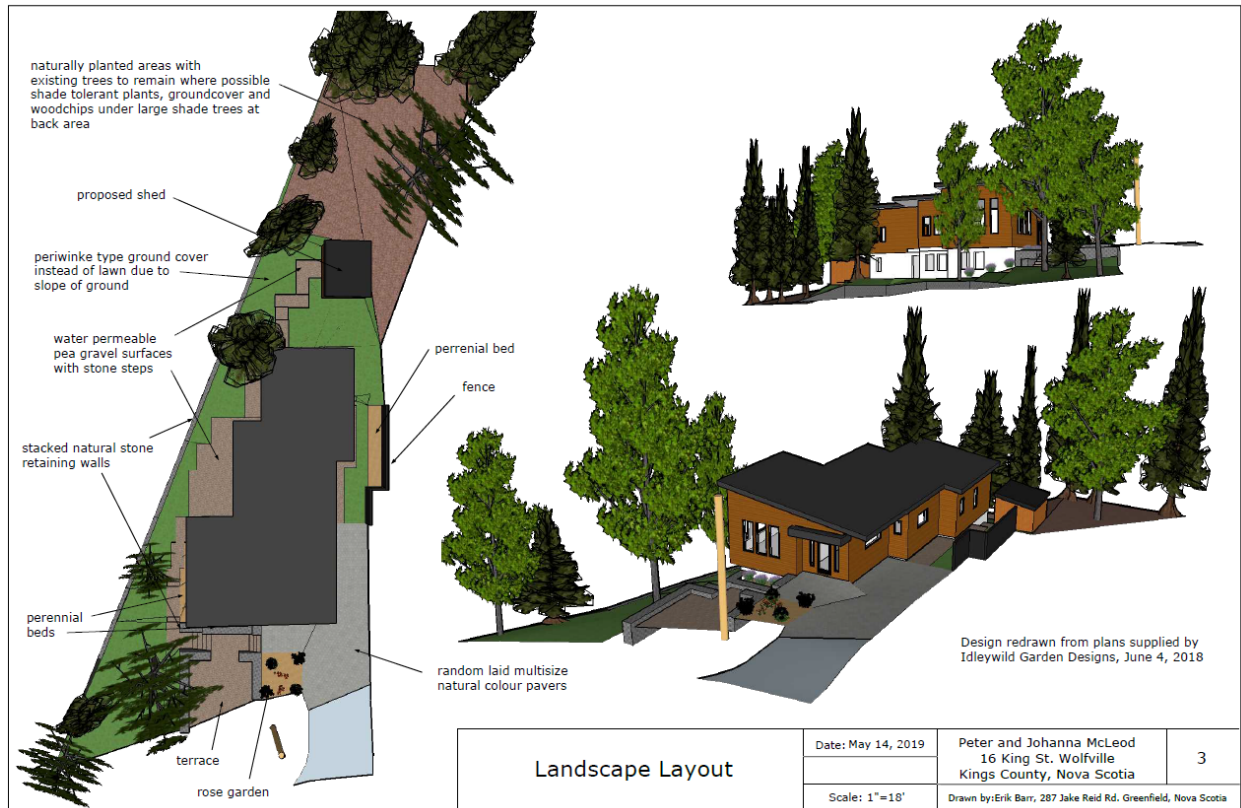


**REPORT TO PLANNING ADVISORY COMMITTEE**  
**Development Agreement Proposal**  
**16 King Street**

Date: June 20, 2019  
 Department: Planning & Development



Proposed development fronting on King Street, looking south-east (figure 3)



<b>Landscape Layout</b>	Date: May 14, 2019	Peter and Johanna McLeod 16 King St. Wolfville Kings County, Nova Scotia	3
	Scale: 1"=18'	Drawn by: Erik Barr, 287 Jake Reid Rd. Greenfield, Nova Scotia	

**PROCESS & NEXT STEPS**

Section 230 of The Municipal Government Act (MGA) establishes the process for the approval of a Development Agreement. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person or by the Applicant.

The first stage of the application review process began at the Public Information Meeting (PIM) held on June 5, 2018. Property owners within 100 metres of the development were notified by mail, indicating that the site was subject to a development agreement application. The purpose of the PIM was to provide the public with an opportunity to offer preliminary feedback on the request and allow the applicant to answer any questions that would arise. Notes from this session have been included as 'Attachment 2' and assisted the review process in identifying issues, support or concerns raised by residents. The subject property is located within the 'Willow Park' Architectural Control Area requiring review by the Town's



# REPORT TO PLANNING ADVISORY COMMITTEE

## Development Agreement Proposal

### 16 King Street

Date: June 20, 2019

Department: Planning & Development



Design Review Committee (DRC). The Application was submitted to the DRC for review Tuesday June 11, 2019.

The next step in the Development Agreement process (as shown below), will be to have the Planning Advisory Committee (PAC) review this report and provide a recommendation to Council. Council will then provide Initial Consideration, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council.

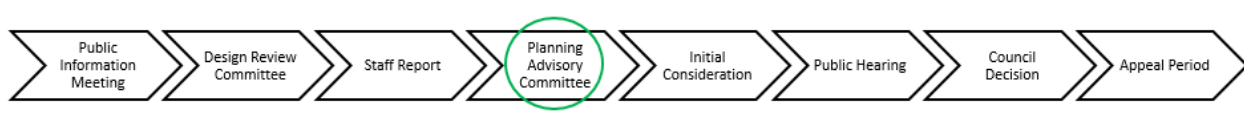


Figure 4 – Development Agreement Process

## POLICY REVIEW & DISCUSSION

The property is designated Low Density Residential in the [Municipal Planning Strategy](#) (MPS) and zoned Low Density Residential (R-1A in the [Land Use Bylaw](#) (LUB). The property is approximately 17868 ft<sup>2</sup> in size with a steep-slope on the east-side of the property. No other development constraints are present.

### Land Use By-Law

Policy 7.3 of the Land Use By-Law requires new dwellings within Architectural Control Areas to be built in accordance with Municipal Planning Strategy (MPS) Part 12 policies. MPS policy 12.1.7 requires new main buildings within an Architectural Control Area to be considered through a Development Agreement Process. MPS policies 12.1.4 and 12.1.5 require the building to be consistent with the principles of the relevant Architectural Guidelines Manual and in context with the neighborhood.

### **Part 7 – Low Density Residential (R-1A) Zone**

#### *“7.3 Developments Permitted by Development Agreement*

- *Institutional developments of a limited nature (subject to MPS Policy 8.7.1)*
  - *Bed & Breakfasts in excess of 3 rooms and Inns (subject to MPS Policy 8.7.4)*
  - *Bed & Breakfasts with a dormitory room that has an occupant load larger than four persons (subject to MPS Policy 8.7.4)*
  - *new dwellings located within an Architectural Control Area (subject to MPS Part 12)*
  - *additions or alterations (more than 25% of the total floor area) to existing buildings located in an Architectural Control Area (subject to MPS Part 12)*
  - *additions or alterations (more than 10% of the total floor area) to registered heritage buildings (subject to MPS Part 12)*
- 4)”

# REPORT TO PLANNING ADVISORY COMMITTEE

## Development Agreement Proposal

16 King Street

Date: June 20, 2019

Department: Planning & Development



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### **Municipal Planning Strategy**

The Municipal Planning Strategy (MPS) includes a number of policies for Council to consider when reviewing such an application. This section provides relevant policies for this development proposal and discussion on criteria set out within these policies. The issues are discussed in the following section.

#### **Part 5 – Objectives**

Within the list of objectives outlined in Part 5 of the MPS, the two objectives most relevant to the proposed development are 5.1.9, 5.1.12. and 5.1.19. These objectives read as follows:

*“5.1.9 to manage growth and control land use and development in a manner that will minimize urban sprawl and increase density and reduce conflicts between land uses in a manner that is compatible with the Town’s Sustainability Declaration and Vision.”*

*“5.1.12 to encourage the preservation of the architectural and cultural heritage of the Town and minimize the impact of new development on this heritage.”*

*“5.1.19 to consider flexible policies and regulations which enable opportunities for the principles of new urbanism to be incorporated into residential and subdivision design and development.”*

#### **Part 6 – Conservation and Environmental Stewardship**

*“6.1.4 to require that new developments not adversely affect existing residential or other development, with particular regard to proper drainage and erosion control and site grading.”*

#### **Part 8 – Residential Development and Land Use**

*“8.1.3 to permit in areas zoned Residential Single Unit Dwelling (R-1A):*

- *single unit dwellings*
- *parks and playgrounds”*

*“8.1.4 to establish a Low Density Residential (R-1A) zone in the Land Use By-law, as shown on Schedule A, the Zoning Map of the Land Use By-law, within a portion of the area designated Low Density Residential.”*

*“8.1.5 to permit in the areas zoned Low Density Residential (R-1A):*

- *single unit dwellings*
- *single unit dwellings with an accessory dwelling unit*
- *existing multi-unit dwellings*
- *home occupations*



**REPORT TO PLANNING ADVISORY COMMITTEE**  
**Development Agreement Proposal**  
**16 King Street**

Date: June 20, 2019

Department: Planning & Development



- 
- *Bed & Breakfasts (with 3 or less guestrooms)*
  - *parks and playgrounds*

*“8.5.1 to permit in areas zoned Low Density Residential (R-1A) or designated Medium Density Residential (MDR), High Density Residential (HDR) and Comprehensive Development District (CDD), one accessory dwelling unit in conjunction with a single unit dwelling.”*

**8.6 USES PROHIBITED OR LIMITED THROUGHOUT RESIDENTIAL DESIGNATIONS**

*“8.6.5 to limit the area dedicated to bedrooms in all residential dwellings.”*

*“8.7.4 to ensure the following criteria are met when council is considering proposals in areas zoned Low Density Residential (R-1A) or designated Medium Density Residential (MDR), High Density Residential (HDR), and Comprehensive Development District (CDD) designations for Bed & Breakfasts in excess of 3 guestrooms and Inns by development agreement:*

*(a) the proposed use is located within a designated Architectural Control Area;*

*(b) development is in accordance with policies 12.1.4, 12.1.5, and 18.6.1.”*

**Part 12 – Architectural Heritage**

*“12.1.3 to incorporate special provisions in the Land Use By-law for the lands designated Architectural Control areas with respect to the public facades of:*

- *new buildings*
- *additions or alterations to existing buildings*
- *accessory structures greater than 50 sq. metres in total area*

*In order to ensure the compatibility of new buildings and additions and alterations with the established architectural character of the neighbourhood these special provisions shall control architectural style, building length to width ratio; height, roof shape and the appearance of exterior cladding and roof materials, architectural details and the shape and the size of porches, doors and windows and window area to wall area ratio.”*

*“12.1.4 to require that all developments located within a designated Architectural Control Area be consistent with the design principles and guidelines contained in the appropriate Architectural Guidelines Manual.”*

*“12.1.5 to ensure that when considering development agreements, the architectural character of any proposed new building, or the addition to or alteration of any building is visually compatible with the established architectural character of other buildings in the neighbourhood, in terms of height, bulk, scale, roof shape, materials, and relationships of windows and doors and architectural details. Require that the applicable Design Review checklist contained in the Architectural Guidelines Manuals be satisfactorily completed as part of the development*

**REPORT TO PLANNING ADVISORY COMMITTEE**  
**Development Agreement Proposal**  
**16 King Street**

Date: June 20, 2019

Department: Planning & Development



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*agreement application.”*

*“12.1.6 to consider only by development agreement in areas designated as Residential Architectural Control Area proposals for new main buildings and additions to existing buildings that constitute more than 25% of the building floor area in accordance with policy 18.6.1. Additions to registered heritage buildings that constitute more than 10% of the building floor area of the existing heritage building shall also require a development agreement in accordance with policy 18.6.1.”*

**Part 13 – Transportation, Public Services and Utilities**

*“13.1.4 to require future developments to make provision for pedestrians, cyclists, transit users and automobiles.”*

*“13.5.3 to require a developer to design and install water distribution lines in accordance with appropriate municipal standards as provided for in the Subdivision By-law and/or servicing agreement.”*

*“13.6.1 to continue to meet all Provincial and Federal requirements with respect to sewage treatment.”*

**Part 16 – Landscaping, Lighting, Open Storage and Accessory Structures**

*“16.1.1 to require landscaping in any development subject to a development agreement and to establish time frames for its installation, in order to enhance or preserve the character and environment of the neighbourhood, to provide screening or buffers and to reduce conflict with adjacent land uses. Multi-unit residential development will require a landscape plan prepared by a landscape architect or certified landscape designer.”*

*“16.1.4 to regulate the amount, type and location of outdoor storage and display on a lot.”*

*“16.1.5 to regulate the amount of impermeable surfaces in all residential developments.”*

*“16.1.6 to regulate the use, size, number and location of accessory structures.”*

*“16.1.8 wherever possible to protect existing trees and to replace trees that require removal.”*

**Part 18 – Implementation**

The criteria outlined in Policy 8.7.4 of the MPS states that a “development is in accordance with Policy .... 18.6.1.” Policy 18.6.1 of the MPS contains general policies that are to be considered for all development agreement applications. An overview of outstanding issues arising from these general criteria is reviewed



# REPORT TO PLANNING ADVISORY COMMITTEE

## Development Agreement Proposal

### 16 King Street

Date: June 20, 2019

Department: Planning & Development



below in Table B while a summary of the entire policy, with Staff comment to each criterion, is provided as *Attachment 1*.

Staff believe the development proposal is consistent with the intent and criteria set out in Policy 18.6.1 of the MPS. A summary table for MPS Policy 18.6.1 with Staff comment to each criterion is provided in *Attachment 1*.

<b>TABLE B: Outstanding issues from Policy 18.6.1</b>	
<i>b) iii. the type and intensity of use</i>	<ul style="list-style-type: none"><li>• The proposed use is a one-unit dwelling structure.</li><li>• The proposed use (one- single unit dwelling) is enabled by development agreement and is consistent with other uses in the area.</li></ul>
<i>b) Iv. the height, mass or architectural design of proposed buildings</i>	<ul style="list-style-type: none"><li>• The property is located within the Willow Park residential architectural control area.</li><li>• Staff believe this design is appropriate as it is a variation that is permitted in “Willow Park” residential architectural control area</li></ul>
<i>g) Iv. adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area</i>	<ul style="list-style-type: none"><li>• Adequate landscaping provided (See Landscape Plan included in Attachment 4, Draft Development Agreement)</li></ul>

## REVIEW FROM OTHER DEPARTMENTS

Additional review to be provided by Public Works as the application progresses toward a Public Hearing.

A Stormwater management plan is anticipated, as well as concerns regarding construction on steep slopes.

## PUBLIC INFORMATION MEETING

The Town held a Public Information Meeting on March 12, 2019. Notes from this meeting are included as Attachment 2. No issues were raised.

## REPORT TO PLANNING ADVISORY COMMITTEE

### Development Agreement Proposal

#### 16 King Street

Date: June 20, 2019

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### DESIGN REVIEW COMMITTEE

Comments from the Design Review Committee focused on the value of site-specific architecture, and the appreciation that this building was designed to the shape of the site. Recommendations from Design Review Committee focused on ensuring dark, or wood-toned exterior coloring to match the nearby vegetation.

### SUMMARY OF DRAFT DEVELOPMENT AGREEMENT PROVISIONS

- To permit one, single-unit dwelling pending subdivision

### COMMENTS & CONCLUSIONS

The application is for a single-family dwelling near a downtown area, within an existing architectural control area. It increases density in an otherwise low-density neighborhood adjacent to parklands, greenspace and a diversity of amenities.

Staff believe the development proposal meets the overall intent of the Municipal Planning Strategy and is consistent with relevant policies.

### STAFF RECOMMENDATION

Staff recommends that the Planning Advisory Committee provide a positive recommendation to Council regarding the Draft Development Agreement for PID 55275549 and that the attached Draft Development Agreement be forwarded to Council for Initial Consideration before a Public Hearing is held.

### ATTACHMENTS

1. Policy Summary Tables
2. Public Information Meeting Notes
3. Excerpts From Residential Architectural Controls For Main Street "B" Area
4. Draft Development Agreement



## ATTACHMENT 1 – Policy Summary Tables

**Policy 18.6.1** of the MPS states the general policies for all development agreements. As part of the review for this section, staff may have contacted other departments or outside agencies to seek specific information. The following table outlines the policy and provides Staff comment:

General Development Agreement Policies of the MPS (Section 18.6.1)	Staff Comment
<i>(a) to ensure that the proposal conforms to the intent of the MPS and to all other applicable Town By-Laws and regulations, except where the application for a development agreement modifies the requirements of the LUB or Subdivision By-Law.</i>	<ul style="list-style-type: none"> <li>This proposal is enabled for consideration by development agreement and in Staff's opinion the proposal is consistent with the intent of the MPS.</li> </ul>
<i>(b) to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:</i>	
<i>i) the type and intensity of use</i>	<ul style="list-style-type: none"> <li>The proposed use is one (1)-unit, single (1) dwelling structure.</li> <li>The proposed use (one- single unit dwelling) is enabled by development agreement and is consistent with other uses in the area.</li> </ul>
<i>ii) the height, mass or architectural design of proposed buildings</i>	<ul style="list-style-type: none"> <li>The property is located within the Willow Park residential architectural control area.</li> <li>The proposed development is not visible from Main Street, yet has been reviewed by the Design Review Committee. Staff believe this design is appropriate for the variations permitted on King Street as advised by the Design Review Committee.</li> </ul>
<i>iii) hours of operation of the use</i>	<ul style="list-style-type: none"> <li>Not applicable (residential use)</li> </ul>
<i>iv) outdoor lighting</i>	<ul style="list-style-type: none"> <li>outdoor lighting will be required to not cause negative impacts to adjacent properties</li> </ul>
<i>v) noise, vibration, or odour</i>	<ul style="list-style-type: none"> <li>Potential noise is consistent with neighboring uses and noises (residential use)</li> </ul>
<i>vi) vehicles and pedestrian traffic</i>	<ul style="list-style-type: none"> <li>The one – single-unit dwelling on this property will not impact the overall functionality of the road network.</li> </ul>
<i>vii) alteration of land levels/or drainage patterns</i>	<ul style="list-style-type: none"> <li>not evaluated yet</li> </ul>

viii) deprivation of natural light	<ul style="list-style-type: none"> <li>No issues anticipated.</li> </ul>
<b>(c)</b> to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following:	
i) sanitary and storm sewer systems	<ul style="list-style-type: none"> <li>not evaluated yet</li> </ul>
ii) water systems	<ul style="list-style-type: none"> <li>not evaluated yet</li> </ul>
iii) schools	<ul style="list-style-type: none"> <li>No issues</li> </ul>
iv) recreation and community facilities	<ul style="list-style-type: none"> <li>No issues</li> </ul>
v) fire and police protection	<ul style="list-style-type: none"> <li>No issues</li> </ul>
vi) street and walkway networks	<ul style="list-style-type: none"> <li>No issues</li> </ul>
vii) solid waste collection and disposal systems	<ul style="list-style-type: none"> <li>No issues</li> </ul>
<b>(d)</b> to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the town to absorb capital and/or maintenance costs related to the development.	<ul style="list-style-type: none"> <li>No costs to be incurred by the Town as the development requires no additional infrastructure or maintenance on behalf of the Town of Wolfville.</li> </ul>
<b>(e)</b> to ensure that the proposal does not cause environmental damage or damage to adjacent properties through:	
i) pollution of soils, water or air	<ul style="list-style-type: none"> <li>No Issue</li> </ul>
ii) erosion or sedimentation	<ul style="list-style-type: none"> <li>No issue</li> </ul>
iii) interference with natural drainage systems	<ul style="list-style-type: none"> <li>No issue</li> </ul>
iv) flooding	<ul style="list-style-type: none"> <li>No issue</li> </ul>
<b>(f)</b> to ensure that the proposal protects and preserves matters of public interest such as, but not limited to:	
i) historically significant buildings	<ul style="list-style-type: none"> <li>No issues</li> </ul>
ii) public access to shorelines, parks and public and community facilities	<ul style="list-style-type: none"> <li>No issues</li> </ul>
iii) important and significant cultural features, natural land features and vegetation	<ul style="list-style-type: none"> <li>No issues</li> </ul>
<b>(g)</b> to ensure that the proposed site and building design provides the following:	



<p><i>i) useable active transportation networks that contribute to existing active transportation links throughout the community</i></p>	<ul style="list-style-type: none"> <li>• not applicable (residential use)</li> <li>• access to Rotary Park, Willow Park and the Harvest Moon Trail is nearby.</li> </ul>
<p><i>ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property</i></p>	<ul style="list-style-type: none"> <li>• not applicable (residential use)</li> </ul>
<p><i>iii) facilities for the safe movement of pedestrians and cyclists</i></p>	<ul style="list-style-type: none"> <li>• not applicable (residential use)</li> </ul>
<p><i>iv) adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area</i></p>	<ul style="list-style-type: none"> <li>• Adequate landscaping provided (See Landscape Plan)</li> </ul>
<p><i>v) screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins</i></p>	<ul style="list-style-type: none"> <li>• Utilitarian elements are to be screened</li> </ul>
<p><i>vi) safe access for emergency vehicles</i></p>	<ul style="list-style-type: none"> <li>• No issues</li> </ul>
<p><i>vii) adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation</i></p>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<p><i>viii) architectural features, including but not limited to, mass, scale, roof style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition</i></p>	<ul style="list-style-type: none"> <li>• The proposed development is compliant with the Architectural guidelines and has been reviewed by the Design Review Committee. See 18.6.1(b)ii for more details</li> </ul>

<p><i>ix) useable outdoor amenity space for use of residents in a residential development</i></p>	<ul style="list-style-type: none"> <li>• patio amenity space on site, near Rotary Park, Willow Park, and nearby Harvest Moon Trail, recreational areas.</li> </ul>
<p><i>x) accessible facilities for the storage and collection of solid waste materials</i></p>	<ul style="list-style-type: none"> <li>• Facilities are provided as shown on the approved site/landscaping plan</li> </ul>
<p><i>xi) appropriate consideration for energy conservation</i></p>	<ul style="list-style-type: none"> <li>• Building will have to meet current building code requirements</li> </ul>
<p><i>xii) appropriate consideration of and response to site conditions, including but not limited to; slopes, soil, and geological conditions, vegetation, watercourses, wet lands, and drainage</i></p>	<ul style="list-style-type: none"> <li>• site conditions have been taken into consideration, existing trees have been preserved where possible.</li> </ul>
<p><b>(h)</b> <i>where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage</i></p>	<ul style="list-style-type: none"> <li>• No issues identified</li> </ul>



**Policy 18.6.2** establishes what conditions may be established in the development agreement. The conditions are limited to those listed, and to the specific policies guiding the particular type of development.

<b>Policy 18.6.2 of the MPS</b>	
<b>SECTION 18.6.2</b>	<b>STAFF COMMENT</b>
<p><b>18.6.2</b> that a development agreement may contain such terms and conditions that are provided for in Section 227 of the Municipal Government Act which ensures that the proposed development is consistent with policies of this Municipal Planning Strategy. The agreement may include some or all of the following:</p> <ul style="list-style-type: none"> <li><b>(a)</b> the specific type of use;</li> <li><b>(b)</b> the size of the structure(s) within a development;</li> <li><b>(c)</b> the percentage of land that may be built upon and the size of yards, courts, or other open spaces;</li> <li><b>(d)</b> the location of structure(s) in relation to watercourses, steep slopes and development constraint areas;</li> <li><b>(e)</b> storm water drainage plans;</li> <li><b>(f)</b> the maximum and minimum density of the population within the development; the architectural design or external appearance of structures, in particular its compatibility with adjacent structures, where required by policy;</li> <li><b>(g)</b> traffic generation, access to and egress from the site and impact on abutting streets and parking;</li> <li><b>(h)</b> landscape design plan indicating the type, size and location of all landscaping elements that buffer or screen the development. This may also</li> </ul>	<ul style="list-style-type: none"> <li>• The draft Development Agreement includes terms and conditions in relation to many of the items included in 18.6.2.</li> </ul>

<p><i>include fencing, walkways and outdoor lighting;</i></p> <p><b>(i)</b> <i>open storage and outdoor display;</i></p> <p><b>(j)</b> <i>public display or advertising;</i></p> <p><b>(k)</b> <i>maintenance of the development;</i></p> <p><b>(l)</b> <i>any other matter which may be addressed in the Land Use By-law or Subdivision By-Law, such as parking requirements, yard requirements, etc.;</i></p> <p><b>(m)</b> <i>site specific information relating to soils, geology, hydrology and vegetation.</i></p>	
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## ATTACHMENT 2 - Public Information Meeting Notes

Public Information Meeting  
6.30 PM – Council Chambers  
Development Agreement Proposal  
16 King Street

### Attending

*Staff:* Planner Jeremy Banks & Assistant Development Officer James Collicutt

*Applicants:* Peter & Johanne McLeod

*7 Members of the Public*

Planner Jeremy Banks began the meeting with a PowerPoint presentation that provided an overview of the proposal to construct a single-unit dwelling on a portion of the property that will be subdivided from 16 King Street. The relevant background information, applicable policies, land use considerations, architectural guidelines and process were reviewed as they relate to the proposal.

Mr. Banks then looked to the public for any comments or questions.

### Public Comment & Questions:

#### **Neil Cloghesy, 12 King Street asked:**

- How long does the process take?

*Mr. Banks replied:*

- They average 3-6 months, but each application varies.

At this time there were no further questions and Mr. Banks adjourned the meeting at 6.38 PM.

## ATTACHMENT 3 – EXCERPTS FROM RESIDENTIAL ARCHITECTURAL CONTROLS FOR WILLOW PARK AREA

### 3.6 Willow Park

King Street  
Orchard Avenue  
Victoria Avenue  
Willow Avenue

#### Quiet Park Setting



The area is very quiet with few houses and is defined by its parks and natural landscape. Overall the density of housing in this area is quite low compared to other areas such as Central Wolfville. It wraps around the south side of the

densely populated areas of Central Wolfville and Seaview. Within its boundaries is Willow Park, a passive recreation area which has access from Main Street and Victoria and Willow Avenues. Rotary Park is also located in this area and provides facilities for active outdoor recreation.

#### *Streetscapes*

Homes are spread out, with varying depths of setbacks from the streets. Victoria Street is the only street that has a regular rhythm of houses with similar setbacks and side yards. Willow Avenue and Orchard Avenue do not have sidewalks, while King Street and Victoria Avenue have a sidewalk on one side. Sections of this area have very steep wooded slopes which may have discouraged house construction. Also, the lots are among the largest in the Town. These two factors create a sparsely developed area despite its proximity to the Downtown core.



#### *Architectural Styles*

Some of the homes in this area are more than a century old, while the remaining are at least thirty years old or more. Victoria Avenue has some Classical Revival, Modified Queen Anne, Post War and Ranch Style bungalows. Housing is more dense and regular on this street than on the other streets in the area. Orchard Avenue has a rural setting of large old homes set on large lots which were at one time part of farms. These farms are on the east side of the street, while the west side is an undeveloped steep forested slope. King Street has an estate feel with large homes built in the last half century. Willow Avenue meanders through the area from Main Street past Willow Park, and is flanked with dense mature trees. The homes along Willow Avenue are primarily Classical Revival.



**ATTACHMENT 4 – Draft Development Agreement**

**DRAFT DEVELOPMENT AGREEMENT**

This **Development Agreement** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BETWEEN:

**PETER J MCLEOD and JOHANNA G DINNISSEN-MCLEOD**

(Hereinafter called the “Developer”)

OF THE FIRST PART

- and -

**TOWN OF WOLFFVILLE**

A municipal body corporate,  
(Hereinafter called the “Town”)

OF THE SECOND PART

WHEREAS the Developer has requested that the Town enter into a Development Agreement relating to the use and development of the Lands (PID 55275549) pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval for the development of the Lands is that the parties enter into this Development Agreement;

AND WHEREAS the Town Council of the Town, at its meeting on **October 16<sup>th</sup>, 2018** approved entering into this Development Agreement to permit the establishment of a single unit dwelling and accessory structure on the Lands, subject to the registered owner of the Lands entering into this Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Development Agreement and other valuable consideration the Developer and the Tenant and the Town agree to the following terms.

**1. Schedules**

The following schedules form part of this Development Agreement:

- Schedule “A” – Legal Parcel Description of Lands
- Schedule “B” – Site / Landscape Plan
- Schedule “C” – Architectural Design



## DRAFT DEVELOPMENT AGREEMENT

### 2. Definitions

#### 2.1 In this Development Agreement:

“Building By-Law” means Chapter 65 of the By-Laws of the Town of Wolfville.

“Developer” means the owner(s) of the lands, their heirs, successors, assigns, and all subsequent owners of the lands.

“Development” means a single-unit dwelling.

“Development Officer” means the Development Officer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

“Engineer” means the Engineer appointed by the Town of Wolfville under the provisions of the *Municipal Government Act*.

“Effective date” means the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.

“Lands” means the real property in the Town of Wolfville owned by the Developer, PID 55275549, and as described in Schedule “A”.

“Land Use By-Law” means the Land Use By-Law of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By-Law adopted by Council on September 23, 2008, and recorded at the Kentville Land Registry Office on November 6, 2008, as Document Number 92078600.

“MGA” means the *Municipal Government Act*, S.N.S. 1998, c. 18, as amended.

“Municipal Planning Strategy” means the municipal planning strategy of the Town of Wolfville in force from time to time, adopted and amended by the Wolfville Town Council under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Municipal Planning Strategy adopted by Council on September 23, 2008, and recorded at the Kentville Registry of Deeds Office on November 6, 2008, as Document Number 92078543.

“Planning Documents” means Land Use Bylaw, Municipal Planning Strategy, and Subdivision Bylaw.

#### 2.2 Where terms (words or phrases) are not defined in this Development Agreement, definitions in the Town’s planning documents shall apply. Where terms are not defined in the planning documents, definitions in the MGA shall apply. Where terms are not defined in the aforementioned sources, their ordinary meaning shall apply.

## **DRAFT DEVELOPMENT AGREEMENT**

### **3. Relevance of Planning Documents and Other Regulations**

- 3.1** This Development Agreement contains definitions and regulations for the Development. It complements the Town's Planning Documents. Unless specified in this Development Agreement, requirements in the Town's Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.
- 3.2** Regulations outside of this Development Agreement or the Town's Planning Documents may be applicable to the Development. However, the terms of this Development Agreement shall not be materially changed in order to comply with such regulations without an amendment to this Development Agreement.

### **4. Background**

The Developer wishes to construct a single (1)-unit residential building.

### **5. Terms**

#### **5.1 Development Conditions**

##### **5.1.1 Permits and Approvals**

- 5.1.1.1** This Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this Agreement.
- 5.1.1.2** The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.
- 5.1.1.3** Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.
- 5.1.1.4** No occupancy permit shall be granted for this Development until all provisions of this agreement are met, except for landscaping requirements that cannot be met due to seasonal restrictions.



## DRAFT DEVELOPMENT AGREEMENT

### 5.1.2 Land Use

5.1.2.1 The following uses are permitted:

- (a) One (1) single unit dwelling and any other as-of-right uses permitted in the corresponding zone of the Land Use By-law, as amended from time to time.
- (b) Any accessory buildings, structures or uses permitted by the Land Use Bylaw for the corresponding zone.

### 5.1.3 Landscaping & Site Requirements

5.1.3.1 The Development shall conform to the zone standards of the Land Use By-law for areas zoned Low Density Residential (R-1A), except as otherwise established by this Agreement.

5.1.3.2 All Development shall occur on the Lands.

5.1.3.3 Development on the Lands shall be built generally in accordance with the Site Plan and Specifications of Schedule "B". Landscaping or accessory building requirements as shown in Schedule "B" may be varied to accommodate locations, varieties of plants, and other minor details.

5.1.3.4 The Developer shall establish and maintain all non-hard surface areas on the Lands as landscaped areas.

5.1.3.5 Storm water runoff from the Lands shall not be directed onto adjacent properties unless permission is obtained from the adjacent property owner for the direction of such storm water runoff. A storm water drainage plan addressing storm water runoff as well as sediment controls during construction shall be submitted to and approved by the Town Engineer prior to the commencement of construction.

5.1.3.6 No parking shall be permitted on non-hard surfaced areas of the site.

5.1.3.7 The Developer shall provide adequate off-street parking as required in the Land Use Bylaw.

### 5.1.4 Municipal Services

5.1.4.1 The parties agree that municipal sanitary sewer and water services are available.

5.1.4.2 The Town makes no warranties, guarantees or claims as to the adequacy of the Town's water supply to provide the recommended Fire Flow

**Commented [ME1]:** Not sure this is necessary for a single unit dwelling.

## **DRAFT DEVELOPMENT AGREEMENT**

amounts for protection of the building from fire. The Developer shall satisfy itself that the available fire flows are satisfactory to meet its needs.

### **5.1.5 Refuse Storage and Utility Equipment**

**5.1.5.1** Refuse, compost, recyclables, and other similar matters shall be stored within the building(s), or within accessory structures or containers pursuant to the requirements of the Land Use Bylaw, Valley Region Solid Waste-Resource Management By-Law, and other applicable regulations.

**5.1.5.2** Utility equipment such as mechanical and electrical equipment shall be visually screened by fencing or landscaping.

### **5.1.6 General Maintenance and Operation**

**5.1.6.1** Buildings, landscaping, and other related features shall be maintained in good condition, pursuant to the Town's Property Minimum Standards By-law.

### **5.1.7 Architecture**

**5.1.7.1** The developer shall build the one (1) new residential building with roof lines, windows and front entries, generally as illustrated in Schedule "C", Architectural Design.

### **5.1.8 Timing**

**5.1.8.1** This Development Agreement shall be deemed to be in effect on the day the Agreement is registered in the registry as per section 228(3) of the MGA. Unless otherwise specified, all time requirements imposed in this Development Agreement shall be calculated from that date, the effective date.

**5.1.8.2** All development enabled by this agreement shall be completed within three (3) years. Upon failure to meet this timing requirement, the Town may discharge this Development Agreement without the consent of the Developer or Tenant.

### **5.1.9 Amendment**

**5.1.9.1** With the exception of matters which the Town and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.



## **DRAFT DEVELOPMENT AGREEMENT**

**5.1.9.2** Following are matters in this Development Agreement which the Town and the Developer do not consider to be substantive:

- (a) The requirements for completion imposed by section 5.1.8.2.

### **5.1.10 Expenses**

**5.1.10.1** The Developer shall pay all costs and expenses incurred by the Town related to this Development Agreement.

### **5.1.11 Liability**

**5.1.11.1** The Developer shall be liable for any damage caused to persons or public or private property by the Developer or any contractor or other individual doing work related to the Development. The Developer shall indemnify the Town and save it harmless from any claim, cause of action, or liability in any way relating to the Development. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to insure the responsibilities which the Developer is assuming in this section.

### **5.1.12 Default**

**5.1.12.1** If the Developer fails to comply with or breaches any of the terms of this Development Agreement or any legislation applicable to this Development Agreement, the Town, at its sole option, may:

- (a) after 30 days notice in writing to the Developer, enter the lands and perform any obligation with which the Developer has failed to comply; or
- (b) Terminate this Development Agreement; or
- (c) Take no action.

**5.1.12.2** Any election by the Town to take no action on a breach of this Development Agreement by the Developer shall not bar the Town from exercising its rights under this Development Agreement on any other breach.

**5.1.12.3** Any expenses incurred by the Town in exercising its rights under section 5.1.12.1, shall be paid by the Developer to the Town. Any expenses arising out of the entry of the Lands and performance of the obligations may be recovered by the Town from the Developer by direct suit and shall form a charge upon the Lands. The Developer shall pay interest on any sum so expended by the Town at the same monthly rate charged by the Town for tax arrears on the outstanding balance from time to time. Such interest costs shall be treated as an expense.

## **DRAFT DEVELOPMENT AGREEMENT**

**5.1.12.4** For any work conducted by the Town in accordance with 5.1.12.1 the Town shall be considered a contractor and the Developer shall continue to be liable in accordance with 5.1.11.1.

### **6. Administration**

The Development Officer administers this Agreement. His/Her decision is final and binding on all parties.

### **7. Warranties by the Developer**

#### **7.1 Title and Authority**

**7.1.1** The Developer warrants as follows:

- (a) The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Development Agreement to validly bind the Lands.
- (b) The Developer has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

### **8. Full Agreement**

#### **8.1 Other Agreements**

- 8.1.1** This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Developer. No other agreement or representation, whether oral or written, shall be binding.
- 8.1.2** This Development Agreement shall not be a precedent for any other agreement either between the Town and the Developer or between the Town and any other party.



**DRAFT DEVELOPMENT AGREEMENT**

**9. Notice**

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville  
359 Main Street  
Wolfville, Nova Scotia  
B4P 1A1  
Attention: Development Officer

and if to the Developer:

Peter J Mcleod  
Johanna G Dinnissen-Mcleod  
50 Stewart Street  
Toronto, Ontario  
M5V 1H6

**10. Headings**

The headings used in this Development Agreement are for convenience only. If any of the headings are inconsistent with the provisions of the Development Agreement which it introduces, the provisions of the Development Agreement shall apply.

**11. Binding Effect**

This Development Agreement shall ensure to the benefit of and be binding upon the parties to this Development Agreement, their respective successors, administrators, and assigns.

**12. Execution**

In witness of this Development Agreement the parties have signed and delivered it to each other on the date set out at the top of the first page.

SIGNED AND DELIVERED

In the presence of:

\_\_\_\_\_  
Witness

) TOWN OF WOLFVILLE  
)  
)  
) By \_\_\_\_\_  
) MAYOR  
)  
)  
) By \_\_\_\_\_  
) TOWN CLERK  
)  
)

**DRAFT DEVELOPMENT AGREEMENT**

SIGNED AND DELIVERED )  
In the presence of: )  
 ) By \_\_\_\_\_  
 ) Peter J Mcleod  
\_\_\_\_\_)  
Witness )  
 )  
 ) By \_\_\_\_\_  
 ) Johanna G Dinnissen-Mcleod

CANADA  
PROVINCE OF NOVA SCOTIA  
COUNTY OF KINGS

I certify that on \_\_\_\_\_, 2019, \_\_\_\_\_ a  
witness to this agreement came before me, made oath, and swore that the **TOWN OF WOLFVILLE**,  
caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed  
their hands in its name and in its behalf in his/her presence.

\_\_\_\_\_  
A Commissioner of the Supreme Court of Nova Scotia

CANADA  
PROVINCE OF NOVA SCOTIA  
COUNTY OF KINGS

I certify that on \_\_\_\_\_, 2019, \_\_\_\_\_ a  
witness to this agreement came before me, made oath, and swore that **PETER J MCLEOD and JOHANNA  
G DINNISSEN-MCLEOD** the same to be executed by its proper officers who affixed its Corporate Seal and  
subscribed their hands in its name and in its behalf in his/her presence.

\_\_\_\_\_  
A Commissioner of the Supreme Court of Nova Scotia



**DRAFT DEVELOPMENT AGREEMENT**

**Schedule "A" – Property Description**

ALL that certain lot, piece or parcel of land situate, lying and being in Wolfville, in the County of Kings and Province of Nova Scotia, on the North side of King Street and bounded and described as follows:

COMMENCING at a stake in the North boundary of said King Street, said stake marking the Southwest corner of lands of J. A. M. Hemmeon;

THENCE North 10 degrees 13 minutes East 140.5 feet along the West boundary of said lands of said J. A. M. Hemmeon to the Northwest corner thereof;

THENCE North 79 degrees 50.5 minutes West 88.4 feet, more or less, to the East boundary of lands of the Wolfville Park Commission;

THENCE South 28 degrees 51.5 minutes West by the East boundary of lands of the Wolfville Park Commission 180 feet, more or less, to a granite monument in the North boundary of King Street;

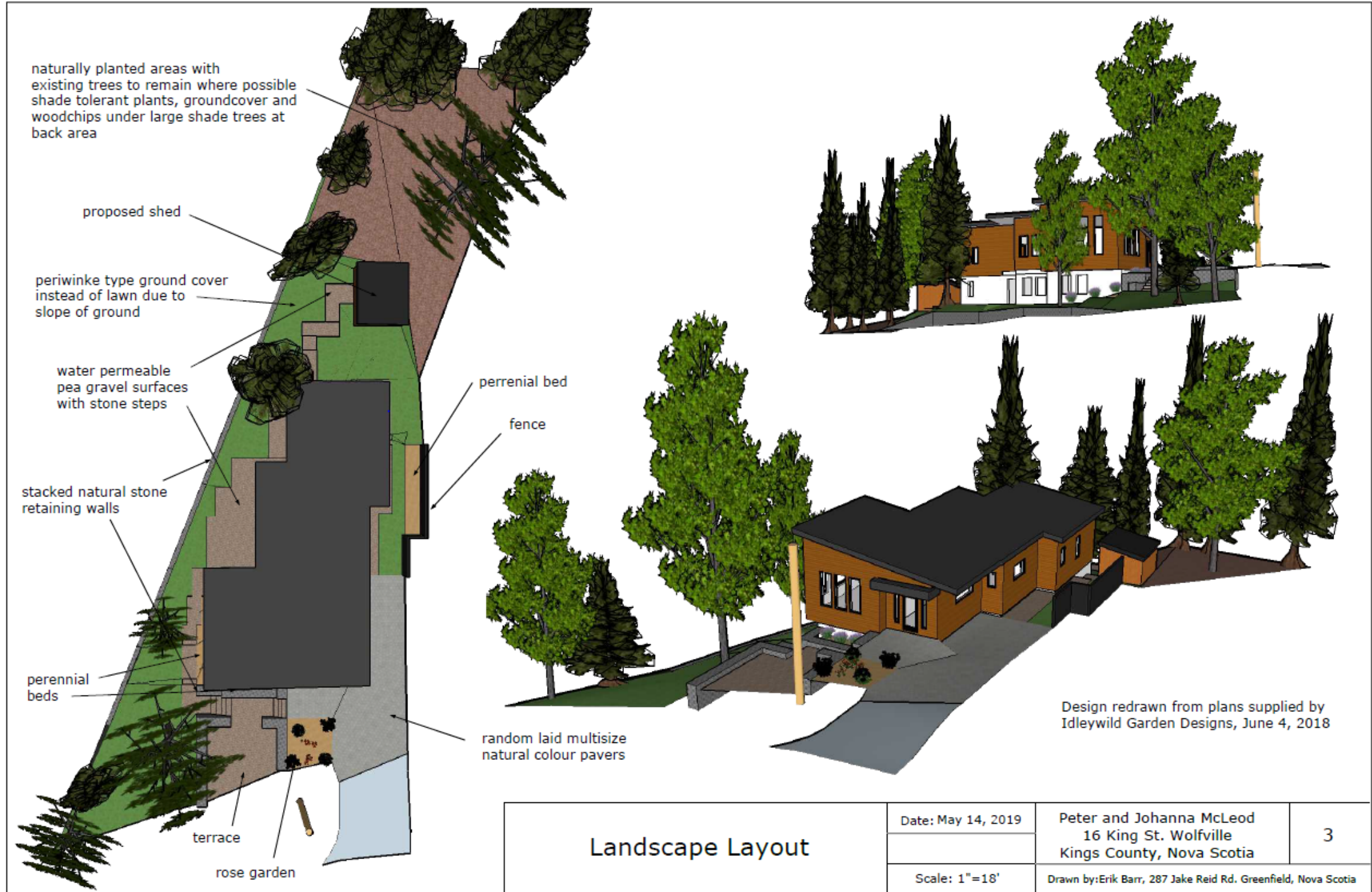
THENCE by the North boundary of King Street North 76 degrees East 61.3 feet to an iron bar in said boundary of King Street;

THENCE by said North boundary of King Street South 82 degrees 43 minutes East 90.3 feet to the place of beginning;

The parcel complies with the subdivision provisions of Part IX of the Municipal Government Act.

**DRAFT DEVELOPMENT AGREEMENT**

**Schedule "B" Site / Landscape Plan**



<b>Landscape Layout</b>	Date: May 14, 2019	Peter and Johanna McLeod 16 King St. Wolfville Kings County, Nova Scotia	3
	Scale: 1"=18'	Drawn by: Erik Barr, 287 Jake Reid Rd. Greenfield, Nova Scotia	



**DRAFT DEVELOPMENT AGREEMENT**

**Schedule "C" – Architectural Design (Elevations)**

The image displays four architectural elevation drawings of a building. The South Elevation shows a structure with a gabled roof, a central entrance with a small porch, and three windows on the left. The East Elevation is a two-story rectangular building with a flat roof, featuring a large window on the left and two smaller windows on the right. The North Elevation shows a building with a gabled roof, a central entrance, and a balcony on the right side. The West Elevation is a two-story building with a flat roof, a central entrance, and a balcony on the right side. A table at the bottom right of the drawing area contains project information.

<b>Elevations</b>	Date: May 14, 2019	Peter and Johanna McLeod 16 King St. Wolfville Kings County, Nova Scotia	<b>6</b>
	Scale: 1/8" = 1'	Drawn by: Erik Barr, 287 Jake Reid Rd. Greenfield, Nova Scotia	

## COMMITTEE UPDATE

Title: Source Water Protection Committee

Date: July 2, 2019

Department: Committees of Council

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### UPDATE

The Source Water Protection Committee met June 19<sup>th</sup>. The Committee toured the two well sites, Cherry Lane and Wickwire and then the water treatment facility. One of the treatment plant operators was on hand to conduct the tour and answer questions from the committee members. Committee member, Terry Hennigar provided additional information on the hydrogeology and condition of the aquifer.



**REQUEST FOR DECISION 039-2019**

Title: Landmark East MOU  
Date: 2019-07-02  
Department: Planning and Development

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## SUMMARY

### Landmark East School Expansion- One Time Capital Request MOU

In January 2017, Landmark East School formally approached the Town for a capital grant contribution toward their planned facility expansion. Since their presentation at the January 2017 Committee of the Whole Meeting (COW), there have been a number of staff reports and additional presentations provided to Town Council.

In July 2018, Council passed the following motion:

22-07 -18

IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL APPROVE A ONE TIME GRANT OF \$50,000 TO LANDMARK EAST FUNDED FROM THE TOWN OPERATING RESERVE

When discussing this motion, Council asked Staff to work with Landmark to develop a Memorandum of Understanding (MOU) and bring this to Council for consideration prior to issuing the contribution.

In February 2019, the MOU was brought to Council in RFD- 003-2019. Council asked staff to confirm with Landmark East School staff two items:

1. Is it possible to increase facility use daily time during the school year; and
2. Are only organized groups/organizations, with liability insurance, eligible to book the facilities?

#### **DRAFT MOTION:**

That Council approve the circulated MOU and direct the CAO to sign this agreement.

## REQUEST FOR DECISION 039-2019

Title: Landmark East MOU  
Date: 2019-07-02  
Department: Planning and Development

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### 1) CAO COMMENTS

Over the past few years, Council has made it a practice to execute MOU's with organizations that receive significant grant contributions from the Town. This practice ensures that it is clear from the beginning what the expectations for both the Town and the grant recipient are. In the case of the Landmark East grant, Council felt that access to the space for the community would help to fill a void in the Town and was an integral part of what was to be covered in the MOU. The key question for Council is does the proposed available community access, and parameters around this, meet the expectation of Council?

### 2) LEGISLATIVE AUTHORITY

MGA 65 au (V)  
Town Policy 710-003 Grants to Organizations

### 3) STAFF RECOMMENDATION

Staff do not provide recommendations related to one-time capital grants requests.

### REFERENCES AND ATTACHMENTS

- a. Request for Decision 046-2018 – attached
- b. MOU

### 4) DISCUSSION

Council directed Staff to develop a MOU to ensure expectations were clear and that adequate time is secured for community use of the new facilities.

Times and procedures were discussed previously, but this MOU outlines specific items reviewed in detail by school administration. Operation as a school is understandably Landmark East's priority. There is time available to the community when the school is not in session; however, time is very limited and must be strictly controlled when school is in session. There is also concern about general public use of the facility. Only groups or organizations will be able to book the gymnasium and cafeteria space, and they must provide adequate liability insurance and assume liability for all members. Landmark East will develop a procedure for this process and will inform the Town as this unfolds. The maker space facility is only for school use and is not available for booking.

Additionally, a clause was added with timelines to ensure contributed funds would be returned should Landmark East not proceed with the project.



## REQUEST FOR DECISION 039-2019

Title: Landmark East MOU  
Date: 2019-07-02  
Department: Planning and Development

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At this time, the Development Agreement application for the proposed new building (gymnasium, cafetorium, additional parking, landscaping, etc) is still being reviewed by Staff and has not been presented to the Planning Advisory Committee for review and recommendation to Council.

The following highlights the pertinent sections of the MOU as follows:

LANDMARK EAST shall:

2.1.a. Ensure that the gymnasium and cafetorium are open to the public during the summer school break and other school holidays as well as limited time during the school term. Note, the maker space will not be available to the public. The gymnasium and cafetorium will be available for booking, for a fee in accordance with 2.1.c, and with provision of a liability insurance certificate, for use by community groups/organizations or Town rental during the following dates/times:

- July-August- Most times available
- Christmas Break- Two weeks, most times available
- Spring Break- Two Weeks, most times available
- September to June, during the school year. A minimum of 10 hours per week as follows:
  - Monday – Friday 1:15pm-3:15pm;
  - Weekends: Not certain of school use, but do not envision much community time on Saturday or Sunday during the school year.

b. Access and Security: Groups/organizations must book the facilities, provide adequate liability insurance and assume responsibility for their members.

c. LANDMARK EAST will set an hourly rate for rental of the facilities. The opening rate will be established at \$30.00 per hour. Subsequently, LANDMARK EAST will inform the Town by January 31 of each year of the rate for the year starting April 1.

d. Collaborate with the Town regarding booking procedures, scheduling and reservation of the facilities by outside parties to ensure equitable access to community groups/organizations.

e. Communicate to the Town of Wolfville any changes in construction plans.

f. Communicate to the Town of Wolfville any changes to schedules or cancellations in regard to the expansion.

g. Acknowledge Town support publicly.

h. Ensure that construction of the project is completed by December 2022. The Town of Wolfville reserves the privilege of extending this deadline, in the Town's sole discretion, if sufficient information is provided to the Town indicating that completion of the facility is imminent. However, if the expansion is not built by March 2023, the \$50,000 will be returned to the Town.

July 2019 Update:

## REQUEST FOR DECISION 039-2019

Title: Landmark East MOU  
Date: 2019-07-02  
Department: Planning and Development

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Landmark East staff confirmed the following:

1. The time indicated in the MOU is the only time that can be confirmed at this time. Once the facility opens and regular school use is determined, there may be additional times available. This is unable to be specified at this time.
2. Only organized groups/organizations can rent the facilities. These group must have liability insurance and take full responsibility for their members who partake in activities at Landmark East School.

### 5) FINANCIAL IMPLICATIONS

The \$50,000 request is not currently a budgeted request. If Council decides to execute the MOU and provide the grant, the \$50,000 will likely come from reserves.

### 6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided here, covered under previous reports.

### 7) COMMUNICATION REQUIREMENTS

A cheque presentation and media release will be completed.

### 8) ALTERNATIVES

- Council denies this request at this time, and delays further review of this request for funding until after the proposed development agreement has been resolved.
- Council denies this request at this time, and directs Staff to make significant changes to the MOU and bring back to Council for consideration before the resolution of the proposed development agreement.



MEMORANDUM OF UNDERSTANDING made this \_\_\_ day of \_\_\_\_\_, 2019.

BETWEEN:

Town of Wolfville (“Wolfville”)  
OF THE FIRST PART  
AND

Landmark East Association who operate Landmark School (“LANDMARK EAST”)  
OF THE SECOND PART

**WHEREAS** LANDMARK EAST is raising funds to complete a new learning center as an expansion on their current school location;

**AND WHEREAS** Wolfville and LANDMARK EAST recognize the importance of the provision of facilities to members of the public, and wish to work together to make available such facilities;

**AND WHEREAS** Wolfville has agreed to provide funding in the amount of \$50,000 to LANDMARK EAST, to be designated towards construction of the expansion;

**AND WHEREAS** Wolfville and LANDMARK EAST wish to create a transparent governance mechanism to ensure that the facilities at LANDMARK EAST are used safely and with fair access to all parties;

**THEREFORE**, in consideration of the covenants and agreements contained in this Memorandum of Understanding, the parties agree as follows:

**1. PURPOSE**

1.1 The purpose of this Memorandum of Understanding is to ensure a clear, transparent and mutually agreeable funding agreement is in place to govern issues related to LANDMARK EAST’s use of funds provided by Wolfville for the purpose of building a new learning center as an expansion on their current school location. The new complex will include a high school size gym, a creative maker-space, and cafetorium. The new facility would be an expansion on the site of the current facility.

LANDMARK EAST School is maintained and operated by LANDMARK EAST Association, a non-profit society registered under the Nova Scotia Societies Act. LANDMARK EAST Association is a registered charity, BN 11900 5015 RR 0001.

This Memorandum of Understanding will aid in strengthening the partnership between these two organizations to promote community use of the new facility.

## 2. RESPONSIBILITIES AND EXPECTATIONS OF LANDMARK EAST

### 2.1 LANDMARK EAST shall:

- a. Ensure that the gymnasium and cafetorium are open to the public during the summer school break and other school holidays as well as limited time during the school term. Note, the maker space will not be available to the public. The gymnasium and cafetorium will be available for booking, for a fee in accordance with 2.1.c, and with provision of a liability insurance certificate, for use by community groups/organizations or Wolfville rental during the following dates/times:
  - o July-August- Most times available
  - o Christmas Break- Two weeks
  - o Spring Break- Two Weeks
  - o September to June, during the school year. A minimum of 10 hours per week as follows:
    - Monday – Friday 1:15pm-3:15pm;
    - Weekends: Not certain of school use, but do not envision much community time on Saturday or Sunday during the school year.
- b. Access and security: Groups/organizations must book the facilities, provide adequate liability insurance and assume responsibility for their members.
- c. LANDMARK EAST will set an hourly rate for rental of the facilities. The opening rate will be established at \$30.00 per hour. Subsequently, LANDMARK EAST will inform Wolfville by January 31 of each year of the rate for the year starting April 1.
- d. Collaborate with Wolfville regarding booking procedures, scheduling and reservation of the facilities by outside parties to ensure equitable access to community groups/organizations.
- e. Communicate to Wolfville any changes in construction plans.
- f. Communicate to Wolfville any changes to schedules or cancellations in regard to the expansion.
- g. Acknowledge Wolfville support publicly.
- h. Ensure that construction of the is completed by December 2022. Wolfville reserves the privilege of extending this deadline, in Wolfville's sole discretion, if sufficient information is provided to Wolfville indicating that completion of the facility is imminent. However, If the expansion is not built by March 2023, the \$50,000 will be returned to Wolfville.
- i. Provide to Wolfville a certificate indicating proof of insurance on the property, a minimum of \$5,000,000.
- j. Provide, within seven (7) days of a request being made, full and complete answers to all enquiries related to the facility by Wolfville. LANDMARK EAST shall not decline to answer any one or more enquiries related to the facility posed by Wolfville on the basis that the subject of the enquiries relates, in whole or in part, to matters specifically excluded by this Memorandum of Understanding.
- k. Defend, indemnify and save harmless the Town of Wolfville, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from



disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of LANDMARK EAST, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by LANDMARK EAST in accordance with this Contract, and shall survive this Memorandum of Understanding.

- I. Comply with all applicable laws of the Province of Nova Scotia and the Dominion of Canada and all by-laws and policies of Wolfville and any other municipal jurisdiction in which LANDMARK EAST provides Deliverables in accordance with the terms of this Memorandum of Understanding.

2.2 LANDMARK EAST shall not:

- a. Represent that LANDMARK EAST and Wolfville are partners or joint ventures.
- b. Represent that Wolfville guarantees the performance of the Deliverables or provides any control over or oversight of the activities of LANDMARK EAST

2.3 Any other services provided by LANDMARK EAST to Wolfville shall be agreed upon by Wolfville and LANDMARK EAST, and may be at a cost to Wolfville.

### **3. RESPONSIBILITIES AND EXPECTATIONS OF WOLFVILLE**

3.1 Wolfville shall:

- a. Provide \$50,000.00 in funding in total to LANDMARK EAST. Payment will be made within 30 days of the signing of this Memorandum of Understanding.

3.2 Wolfville shall not:

- a. Direct the manner in which LANDMARK EAST fulfills its obligation to users of the expanded facilities, as set out in the Memorandum of Understanding.
- b. Provide any control over or oversight of LANDMARK EAST in the fulfillment of its obligations as set out in this Memorandum of Understanding.
- c. Provide any guarantee of the performance of LANDMARK EAST.

3.3 Any other support provided by Wolfville shall be agreed upon by Wolfville and LANDMARK EAST, and may be at a cost to LANDMARK EAST.

### **4. RELATIONSHIP BETWEEN WOLFVILLE AND LANDMARK EAST**

4.1 Wolfville and LANDMARK EAST are not partners or co-ventures and nothing in this Memorandum of Understanding or otherwise constitutes either party as a partner or co-venture of the other party to this Memorandum of Understanding.





**6.0 TERM**

**6.1** This Memorandum of Understanding will be valid on the last day signed by an authorized representative of Wolfville or LANDMARK EAST.

**IN WITNESS WHEREOF** the parties hereto have caused this Memorandum of Understanding to be properly executed on the dates hereinafter set forth

**SIGNED, SEALED AND DELIVERED**

in the presence of

\_\_\_\_\_  
Erin Beaudin, Chief Administrative Officer  
Town of Wolfville

\_\_\_\_\_  
Name, Title  
LANDMARK EAST Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**REQUEST FOR DECISION 046-2018**

Title: Landmark East Expansion – Request Grant Contribution  
Date: 2018-07-03  
Department: Finance

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## SUMMARY

### Landmark East School Expansion- One Time Capital Request

In January 2017 Landmark East School formally approached the Town for a capital grant contribution toward their planned facility expansion. Since their presentation at the January 2017 Committee of the Whole Meeting (COW), there have been a number of staff reports and additional presentations provided to Town Council.

This report follows the most recent Landmark East presentation which occurred at last months COW meeting. The original request for grant funding was \$100,000, and since January 2017 different amounts have been discussed, with an amount of \$50,000 recently being included as an early draft of the Town’s 2018/19 Operating Budget. Council set aside any final decision on a grant as the 2018/19 budget was finalized, with the understanding that an RFD would come back to Council once additional information was obtained by staff to help inform Council’s decision.

As per the Grants to Organization Policy, 710-003, staff is not making a recommendation regarding the grant request. This report (as well as referenced documents) should provide Council sufficient information to decide whether Council believes a grant is appropriate, and if appropriate at what dollar level.

#### **DRAFT MOTION:**

None provided as no recommendation provided.



## REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution

Date: 2018-07-03

Department: Finance

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### 1) CAO COMMENTS

No additional comments are provided at this time.

### 2) LEGISLATIVE AUTHORITY

- MGA 65 au (V)
- Town Policy 710-003 Grants to Organizations

### 3) STAFF RECOMMENDATION

No recommendation provided, as per Policy guidelines for this type of request.

### 4) REFERENCES AND ATTACHMENTS

- Minutes – January 17, 2017 COW meeting – Landmark East presentation - attached
- Direction Request 001-2017 (February 2017 COW meeting) – attached
- Request for Decision 018-2017 (March 2017 COW meeting) - attached
- Request for Decision 065-2017 (December 2017 COW meeting) - attached
- Presentation documents (eg. Economic Impact analysis provided at June 2018 COW)
- Wolfville Indoor Recreation Facilities Assessment & GAP Analysis – attached

### 5) DISCUSSION

As illustrated by the number of reference documents and related meetings, this topic has been before Council numerous times in the last year and a half. As noted at their presentation during the June 5<sup>th</sup> COW meeting, Landmark East is looking for a decision from Council. Each of the above noted documents contains information that councilors may want to consider in making a decision as to whether or not to Town provide direct financial support to this project.

This RFD will attempt to cover points of clarification from previous discussions, but it will not repeat all information noted in those reports. As a matter of summary, the following are the motions passed (or direction given) at COW or Council during the period since the 1<sup>st</sup> presentation:

#### **Motions/direction from March 2017 COW**

**20-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE GRANT FOR LANDMARK EAST SCHOOL IN THE AMOUNT OF \$100,000 TO THE 2017/18 OPERATING BUDGET PROCESS**

**21-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE TAKE THE LANDMARK EAST SCHOOL EXPANSION MOTION 20-03-17 OFF THE TABLE**

**CARRIED**

**REQUEST FOR DECISION 046-2018**

Title: Landmark East Expansion – Request Grant Contribution  
Date: 2018-07-03  
Department: Finance

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**22-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE FUNDING OF LANDMARK EAST SCHOOL UNDER THE ONE-TIME CAPITAL GRANT REQUEST**

**CARRIED**

**23-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE GRANT FOR LANDMARK EAST SCHOOL IN THE AMOUNT OF \$100,000 TO THE 2017/18 OPERATING BUDGET PROCESS**

**CARRIED**

**k. RFD 022-2017: 2017/18 BUDGET AND OPERATIONAL PLAN**

Version 4 of the 2017/18 Operating Budget will be brought forward to Council at the March 21<sup>st</sup> Town Council meeting. Committee of the Whole directed staff to put forward a Motion for the 2017/18 Operating Budget that would include the following:

- A one-time grant request to Wolfville School Playground in the amount of \$50,000, and
- A one cent (\$0.01) tax increase to residential assessments

Committee of the Whole discussed that the one-time grant request for Landmark East School would be deferred until the 2018/19 Operating Budget.

**December 2017 COW**

**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**

**February 2018 COW**

- **Additional use of Operating Reserves**
- Grants to Organizations – Landmark East School (\$50,000) – Council to await further information before making a decision

**June 2018 COW**

Presentation made by Landmark East School regarding the school expansion and their fundraising goals.

In addition to the information contained in the staff reports noted under the reference section of this report, the presentation in June provided an opportunity to clarify when the new facility would most likely be available for use by the community at large. One of the questions from council in June was around availability during daytime hours, to which Landmark indicated that would likely be possible.



## REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution

Date: 2018-07-03

Department: Finance

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Subsequent to the June presentation, staff sought clarification/refinement of the likely hours the facility would be available, what if any restrictions might be in place in giving public access while students are around, and whether the Indoor Recreation Facilities & Gap Analysis Report noted access to day time facilities as a weakness within the Town.

### **Access time and process**

Staff looked to not only clarify the times available, but also how the school might handle members of the public coming into a facility while students are on campus. Generally speaking, most schools do not allow members of public (parents most times) to enter school property without checking in at the office. Landmark school indicates the following:

- Access and security: We will definitely have a guest sign in system but because this building will be separate from our existing academic centre we do not foresee having every guest completing a criminal records check before they can enter and use the facilities.
- The facility will be available for public use or town rental during the following dates/times:
  - Summer- Most times available
  - Christmas Break- Two weeks
  - Spring Break- Two Weeks
  - September to June, during the school year:
    - Monday - Friday
    - Available 7:00am-9:15am; 10:30am-12:00noon; 1:00pm-3:40pm;
    - Weekends: Not certain of school use at this time, but do not envision too much community time on Saturday or Sunday during the school year. There may be some early morning availability on these days.

### **Findings of the Indoor Recreation Facilities Report**

The Direction Request 001-2017 made reference to the facilities report, essentially noting there were no clear findings that indicated the Landmark East facilities would address. Staff have gone back and reviewed the report and found that there were waiting lists for Gym time as demonstrated by town staff, but this is not quantified in the report. Wolfville School Gym was closed for renovations when the assessment was completed. The only recommendation regarding gymnasium space was to suggest a regional rec assessment.

At this point in time, it is clear that some hours of use would be made available by Landmark to the community. It is less clear that those times resolve high priority weaknesses within current town facilities.

## REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution

Date: 2018-07-03

Department: Finance

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### **General Discussion Points**

It is important for members of Council to review the previous staff reports, as there are details in those documents that may assist in arriving at a decision point.

With regard to financial implications, if the grant is approved, staff believe the most practical approach would be to approve a withdrawal from the Town Operating Reserve account to cover the cost of the grant, assumed to be \$50,000 at this time. This is consistent with the direction/discussion that occurred during budget deliberations. Given the initial shortfall in the 2018/19 budget, the use of reserves makes sense.

Note, with the March 31<sup>st</sup> year end Financial Statements almost complete, the Town's Unrestricted Operating Reserve balance will be in the area of \$2 million. Equally important to note, current projects show that all available reserve funds (operating and capital) have been identified as needed funding for the Town's 10 Year Capital Investment Plan.

Council does have the authority to approve a grant to the school. The reasons for providing the grant, or any grant, can vary. In order to reach a decision within a timeframe that might assist Landmark in future fundraising efforts, Council should consider making the decision with the information at hand. If the grant is provided, that decision should be made with the understanding that the funding is going to a valued facility in the Town, and also that the facility itself may not fill an identified niche as covered in the Town's Indoor Facilities review.

### **6) FINANCIAL IMPLICATIONS**

The implications have been covered in earlier reports. A couple of brief points to keep in mind would be:

- The Economic Impact Report provided by Dr. VanBlarcom illustrates the positive impact a project like this can have in the immediate future (construction phase) as well as longer term view (additional payroll/salary and related multiplier effect on the economy).
- Dr. VanBlarcom's report does not quantify how much, if any, dollars the Town would recover directly thru property taxes. Generally speaking the positive spinoff from these projects attribute to private business (as illustrated in the report), and federal/provincial governments through increased income taxes (both corporate and personal). Municipal units see very little direct benefit.
- Landmark East School is an exempt assessment, i.e. the Town does not derive any property taxes related to that location. This contrasts with L'Arche in which their new facility is taxable assessment and the Town now receives approximately \$24,000 a year in tax revenue (net of tax relief provided by Town Policy).



## REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution

Date: 2018-07-03

Department: Finance

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The above points highlight that the amount of grant provided, via reserves, are dollars that will not be recovered in the foreseeable future.

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided here, covered under previous reports.

### 8) COMMUNICATION REQUIREMENTS

Letter should be sent advising Landmark East of Council decision.

### 9) ALTERNATIVES

Generally speaking the options are:

- Approve the grant in the amount of \$50,000 (or other amount if Council desires)
- Turn down the grant request
- Defer decision to a future date is more information required by Council

**REQUEST FOR DECISION 043-2019**

Title: Public Participation at Meetings

Date: 2019-07-02

Department: Office of the CAO



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## SUMMARY

### Public Participation at Council Meetings Policy

The Town of Wolfville currently does not have a formal written policy on how often, and for how long the public can participate and ask questions and offer comments, at regular Council and Committees of Council meetings.

The current practice is to have two public input sessions on the agenda, one after approval of previous minutes at the front of the meeting and one towards the end of the meeting. The public is provided with two x thirty (30) minute sessions and each person is permitted to speak for two (2) minutes maximum at each session. If there is sufficient time available during the session members of the public can return to the podium to make further comment/question for another two (2) minute period. This practice has not been formally reviewed by Council since its inception.

If Council adopts a policy to clarify the configuration and rules of public participation/input at future council and committee meetings, this Policy will be incorporated as part of a draft Procedures of Council Bylaw being brought to Council later in the fall 2019.

#### **DRAFT MOTION:**

That Council adopt Policy # 110-010.



## REQUEST FOR DECISION 043-2019

Title: Public Participation at Meetings  
Date: 2019-07-02  
Department: Office of the CAO



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### 1) COMMENT / RECOMMENDATION – CAO

The CAO support the recommendations of staff.

### 2) LEGISLATIVE AUTHORITY

[Nova Scotia Municipal Government Act](#) (NS MGA)

### 3) STAFF RECOMMENDATION

Staff recommends that Council approve the motion to create a policy as outlined in this report.

### 4) REFERENCES AND ATTACHMENTS

- [Township of Clearview, Ontario](#)
- [Municipality of the District of Chester, NS](#)
- [Town of Kentville, NS](#)
- [Municipality of the County of Kings, NS](#)

### 5) PURPOSE OF REPORT

The purpose of this report is to provide Council with current information on public participation and input practice at Council meetings and request that Council adopt a new Policy 110-010 to ensure clarity for Council, staff and the public in future.

### 6) DISCUSSION

Historically, the Town had one Question Period per meeting and up until September 2017, this fell at the end of each Council and/or Committee of Council meeting. In October 2017 the Question Period was changed to be closer to the beginning of the meeting, and in April 2018 a further Question Period was added to each meeting allowing for questions and comments at the beginning and end of each meeting. All agendas currently read:

**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.**

There are various configurations of public participation and input sessions across Canadian Municipalities. Some municipal units do not offer any time for public input at regular Council

## REQUEST FOR DECISION 043-2019

Title: Public Participation at Meetings  
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meetings; some choose to have shorter public participation times than Wolfville; some offer less time or more time for an individual to speak; some have just one public input period per meeting.

Below are some quick examples for comparison and discussion purposes:

Town of Clearview, ON – 15 minute public participation session with individuals having 5 minutes to speak

Municipality of the District of Chester, NS – 15 minute Public Input session

Town of Kentville, NS – 10 minute public session

Municipality of the County of Kings, NS – 2 minutes allowed per individual with one ‘Comments from the Public Session’, and no overall time noted for the session.

Public attendance at Wolfville Council and Committees of Council meetings vary depending upon the subject matter. In the interest of being open and transparent about how and when members of the public can provide comments and questions, the following suggested wording will be included in Council and Committee meeting agendas if this policy is adopted:

### **Public Participation/Input**

PLEASE NOTE:

- Public Participation is limited to 30 minutes
- Each Person is limited to 3 minutes
- Questions or comments are to be directed to the Chair
- Questions shall not refer to personnel matters, litigation or potential litigation or planning matters that have already had a public hearing or any item considered confidential.

**Remember, please share the time with your fellow citizens.**

There are a number of items for Council discussion and agreement including:

- the number of Public Participation sessions per Council meeting with the options being no session, one session or two sessions
- the length of time each speaker is allowed and whether they are allowed to return to the podium during the same public participation session
- that Council will accept both questions and comments from the public
- that in the event the member of the public presenting a question or comment is disrespectful to proceedings that the Chair will close down the public participation session immediately
- that some comments questions will not be answered at the meeting but a response will be provided in a subsequent CAO Report to Committee of the Whole

## **7) FINANCIAL IMPLICATIONS**

Not Applicable



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### 8) 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

### 9) COMMUNICATION REQUIREMENTS

Communication on Meeting agendas and having the Policy on the website if adopted.

### 10) ALTERNATIVES

To not approve the Policy.

To approve the Policy with amendments.

# Public Participation at Council meetings

<b>Policy Number:</b> 110-010	<b>Supersedes Policy Number:</b>
<b>Effective Date</b>	<b>Approved By Council (Motion Number):</b>

## 1.0 Purpose

To establish a policy for the effective management of public participation during Council and Committee meetings.

## 2.0 Scope

This Policy is applicable to all Town Council and Committee of Council Meetings. This Policy does not apply to the Town and Gown Committee.

## 3.0 Definitions

- 4.1 **Public Participation Session** – a period of time during public meetings when members of the public can offer their comments and ask questions of Council
- 4.2 **Chair** – Mayor or designated Chair of a Committee of Council.

## 4.0 Policy

- 5.1 Members of the public will have the opportunity to make comments and ask questions during one, thirty (30) minute public participation session at Council meetings and all Advisory Committees of Council.
- 5.2 Individual members of the public can speak for a maximum of three (3) minutes during the public participation session.
- 5.3 Public participation sessions will be scheduled at the beginning of each meeting after the adoption of minutes of previous meetings.
- 5.4 Members of the public will address the Chair directly with questions and comments.
- 5.5 Comments and questions will not be entertained that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred.
- 5.6 The Chair, in consultation with the CAO and/or staff designate, will determine if a question posed can be immediately answered or if it needs to be referred to staff for further follow up. Any responses not immediately provided will be provided in a subsequent CAO Report to Committee of the Whole.





**REQUEST FOR DECISION 045-2019**

Title: Property Minimum Standards Bylaw

Date: 2019-07-02

Department: Planning & Development

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## **SUMMARY**

### **Property Minimum Standards By-law Amendments**

The Property Minimum Standards Bylaw was passed on October 8<sup>th</sup>, 2013. The proposed amendments are minor in nature and do not propose any substantial changes.

On review it was determined that the wording in the Bylaw could be more clear to avoid interpretation issues. Staff would like to have the bylaw offence sections designated under the Summary Offence Tickets (SOT) Regulations as an alternative to a long form information process. The SOT process would allow for an out of court settlement (OCS) option for the offences in the bylaw. The OCS would be the minimum penalty set out in the Property Minimum Standards Bylaw, plus victim fine surcharge of 15% and court costs for a single offence. Multiple offence incidents would be handled by the long form process.

The requested action to update and strengthen the Property Minimum Standards Bylaw is expected to assist the staff in dealing with substandard properties within the Town in an expeditious and efficient manner.

#### **DRAFT MOTION:**

That Council approve the amended wording for the Property Minimum Standards Bylaw and direct staff to prepare the Property Minimum Standards Bylaw for submission to obtain approval, for the issuance of a Summary Offence Ticket (SOT) with Out of Court Settlement (OCS) fines, from the Department of Justice, Registry of Regulations of Nova Scotia.



## REQUEST FOR DECISION 045-2019

Title: Property Minimum Standards Bylaw

Date: 2019-07-02

Department: Planning & Development

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### 1) CAO COMMENTS

The CAO supports the recommendation of Staff.

### 2) LEGISLATIVE AUTHORITY

Authority for the Town to adopt such a bylaw is found in Sections 172 and 181 of the Municipal Government Act (MGA). Section 8 of the Summary Proceedings Act of Nova Scotia permits offences contained in municipal by-laws to be designated as SOT offences.

### 3) STAFF RECOMMENDATION

Staff's recommendation to Council is to approve the amended wording and have the bylaw sent to the Department of Justice, Registry of Regulations for approval for the issuance of a SOT with an OCS for offences under the Property Minimum Standards Bylaw.

### 4) REFERENCES AND ATTACHMENTS

1. Copy original of Property Minimum Standards Bylaw passed on October 8<sup>th</sup>, 2013 (attached).
2. Amended Draft of the Property Minimum Standards Bylaw (attached).
3. Draft of the Schedule M-27 wording for Summary Offence booklet (attached).

### 5) DISCUSSION

The Property Minimum Standard Bylaw was passed in October 8<sup>th</sup>, 2013. On review it is felt by staff that a revision of some of the wording would be appropriate to clarify any possible interpretation issues in the by-law. Furthermore, staff would like to have the bylaw offence sections designated under the Summary Offence Tickets (SOT) Regulations as an alternative to a long form information process under the Summary Proceedings Act. The SOT process would allow for the immediate notice of an offence charge, the exact circumstances of the offence, a date to pay the out of court-settlement (OCS) or inform the courts the intent to challenge the offence and the amount of the OCS if they decided to pay. The OCS would be the base penalty set out in the Property Minimum Standards Bylaw, of two hundred dollars (\$200.00) plus victim fine surcharge of 15% and court costs to a final OCS of three hundred and fifty-two dollars and fifty cents (\$352.50) for a single offence. The OCS would have a graduated fine schedule for a second offence of four hundred dollars (\$400.00) plus victim fine surcharge of 15% and court cost to an OCS of five hundred and eighty two dollars and fifty cents (\$582.50) and third or subsequent offences of nine hundred dollars (\$900.00) plus victim fine surcharge of 15% and court costs to an OCS of one thousand, one hundred and fifty seven dollars and fifty cents (\$1157.50).

More complicated multiple offence incidents would still be handled by the long form process which requires a mandatory court appearance.

## REQUEST FOR DECISION 045-2019

Title: Property Minimum Standards Bylaw

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The requested action to update and strengthen the Property Minimum Standards Bylaw is expected to assist the staff in dealing with substandard properties within the Town. The Summary Offence Ticket with an out of court-settlement (OCS) will ensure an expeditious and efficient process for the simple singular Property Minimum Standards Bylaw offences.

Changes to the Property Minimum Standards Bylaw starts with the correction of the Municipal Government Act sections for authority to establish the bylaw. Further general amendments updated the reference sections to the appropriate statutes and codes throughout, to reflect standards of the Nova Scotia Building Code, National Building Code of Canada and the National Plumbing Code of Canada.

The definition section of the bylaw received an addition of “land, and “property” sections. These two clarifications in the definitions which are utilized throughout the bylaw replaced wording, like “buildings, grounds, yards, lawns which are included in these two new definitions. Additionally, the definition of “Single Room Occupancy” has been included to clarify what these living arrangements mean.

The Section of General Duties and Obligations, Section 4(b) is changed to clarify the standard that older buildings are to be maintained which is at the time of the original build. The addition of Section 4(d) allows for testing of materials, equipment, devices, construction, and remedial methods if needed as for a determination as a requirement of the Bylaw. As Section 4(d) relates to all sections of the Bylaw, Sections 6(2)(b), Structural Soundness and 6(12)(c), Electrical Services, are removed due to redundancy.

Standards for Buildings, Section 6(1)(a), under Fire Prevention is clarified to read, “other Town of Wolfville Bylaws or any Provincial legislation”. Drainage and Prevention of Dampness, Section 6(3)(b) has been amended to add “moisture” but remove mold and mildew, the result of the moisture and dampness. Experts are not needed for the detection of dampness and moisture which is the cause of the for mold or mildew. “Property” has replaced “building” in Pest Prevention and Control, Section 6(4). Interior Walls, Ceiling and Floors, Section 6(5)a had “the ceiling” added to the section. Stairs, Decks and Balconies, Section 6(9)(b) is a clarification of the standard expected that guards and handrails will be repaired or replaced with the appropriate legislation.

The Heating Section, 11(a) has been updated to reflect the National Building Code of Canada standards of 22 degrees Celsius in all living spaces and 18 degrees Celsius in unfinished basements during outside winter temperatures. This is an increase of 2 degrees in all living spaces and an additional standard for unfinished basements.

Most important changes are in the Penalties, Section 8(2) and 8(3) of the Bylaw. Section 8(2) is the addition of the authority of a Bylaw Enforcement Officer on probable grounds to issue a Summary Offence Ticket (SOT) for a single violation. The amendment to 8(3) sets out the base penalty for the issuance of a SOT for first, second, third and subsequent offences under this bylaw.



## REQUEST FOR DECISION 045-2019

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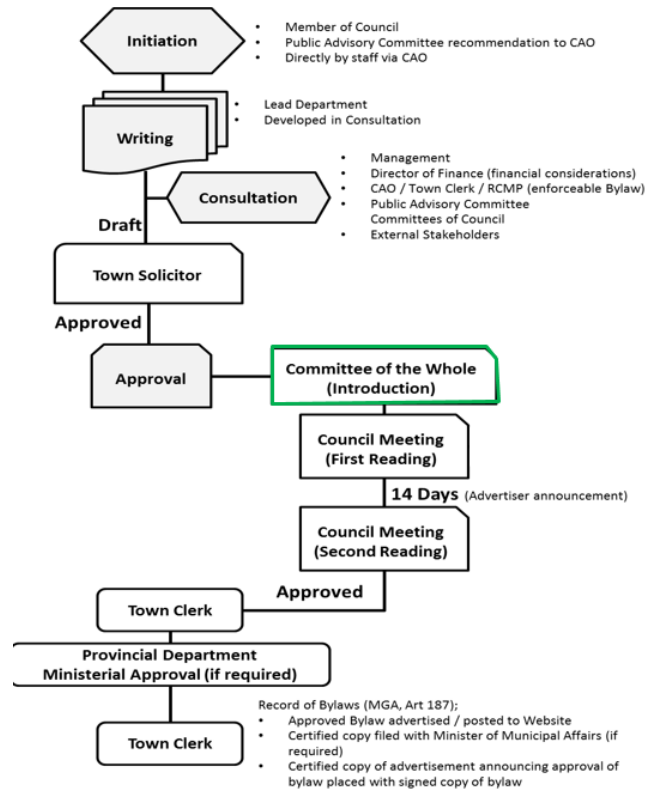
Department: Planning & Development



## 6) PROCESS AND COMMUNICATION REQUIREMENTS

This decision does not warrant communication requirements as the changes are minor in nature and do not change the intention of the bylaw only a clarification of wording. The change to the use of the Summary Offence Ticket with an out of court settlement for minor single offences would not affect the community but makes internal processes more expeditious and efficient.

The Bylaw Development Process (as per the Municipal Government Act) is as follows:



## 7) ALTERNATIVES

- Council could decide to have all Property Minimum Standards Bylaw offences dealt with by way of a long form process to ensure a mandatory court appearance for all infractions regardless of the severity.
- Council could decide to approve the wording change but not to move forward to the Summary Offence Ticket process.



## **PROPERTY MINIMUM STANDARDS BYLAW**

Be it enacted, by the Council of the Town of Wolfville under the authority of Section 172 and Section 181 of the Municipal Government Act, as amended:

### **1 Title**

This bylaw shall be titled and referred to as the 'Property Minimum Standards Bylaw'.

### **2 Background**

Section 172 of The Municipal Government Act gives Council the authority to establish by-laws. Section 172(a) allows by-laws to be created for the health, well-being, safety and protection of persons, whilst Section 172(jb) allows by-laws to be created that set standards for the maintenance and sightliness of property and section 181 allows by-laws to be created to prescribe minimum standards for buildings occupied for residential and commercial purposes.

The purpose of this bylaw is to establish a set of minimum standards for properties in The Town of Wolfville and outline the responsibilities of property owners in this regard.

### **3 Definitions**

In this Bylaw:

- (1) "Accessory Building" means a subordinate building or structure on the same lot as the main building devoted exclusively to an accessory use.
- (2) "Appointed Person" means the Building Inspector, By-Law Enforcement Officer of the Town of Wolfville, or any other person appointed by the Chief Administrative Officer who is empowered by legislation to enforce this By-law.
- (3) "Building" means any structure, whether temporary or permanent, used or capable of use for the shelter, accommodation or enclosure of persons, animals, materials or equipment and includes the grounds, lawns and accessory buildings on the property of the building.
- (4) "Building Inspector" means the building inspector of the Town of Wolfville.
- (5) "By-Law Enforcement Officer" means a person appointed by the Chief Administrative Officer who is a Special Constable or By-Law Enforcement officer pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this By-law.
- (6) "Council" means the Council of the Town of Wolfville.





- (7) “Dwelling Unit” means one or more habitable rooms used or capable of use by one or more individuals as an independent and separate housekeeping establishment in which separate kitchen and sanitary facilities are provided for the exclusive use of such individual or individuals, with a private entrance from outside the building or from a common hallway or stairway inside the building.
- (8) “Habitable Room” means a room in a dwelling unit used or intended to be used for living, sleeping, cooking or eating purposes.
- (9) “Occupier” means any person who resides in or uses a Dwelling Unit and includes, but is not limited to, a tenant or the owner of the Dwelling Unit.
- (10) “Owner” includes any one or combination of the following as defined in the Municipal Government Act:
  - (a) A part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,
  - (b) In case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building,
  - (c) A person who occupies shores, beaches or shoals, and
  - (d) In the absence of proof to the contrary, the person assessed for the property.

#### **4 General Duties and Obligations**

- (a) The Owner of a building shall maintain the building to the standards as provided in this By-Law.
- (b) The Owner of a building shall maintain the building to the standard to which it was required to be built.
- (c) The standards of this By-Law are minimum standards and this By-Law shall not be construed so as to lessen the requirements for the construction, repair, or alteration of a building imposed by any other Town of Wolfville By-Law or any other applicable legislation.



## **5 General Property Standards**

### **(1) Grounds and Lawns**

- (a) Grounds and lawns and the general landscaping of a property shall be maintained in a clean and tidy condition and shall not be unsightly in relation to neighboring properties.
- (b) Without limiting the generality of paragraph 5(1)(a), the following standards shall apply to grounds and lawns:
  - (i) Any vehicle, trailer, boat, furniture or equipment that is discarded, derelict, dismantled, or in an abandoned condition shall not be parked, stored or left in any yard.
  - (ii) Lawns, hedges, bushes and landscape plantings shall be maintained as required to prevent them from becoming overgrown or unsightly.
  - (iii) Yards shall be maintained free of rubbish and debris.
  - (iv) Any furniture that is designed and manufactured for indoor use shall not be placed outside of a dwelling.
  - (v) Appliances including, but not limited to, refrigerators, stoves, and freezers shall not be left in yards, interior stairways, or hallways and shall not be used as placed of storage.
- (c) Nothing in this by-law shall prevent a building owner from establishing vegetable gardens or other non-conventional landscape treatments such as tall ornamental grasses and perennial flowers, provided that such installations are appropriately maintained and tended commensurate with a residential setting.

### **(2) Walks, Steps, Driveways & Parking Areas**

- (a) Steps, walks, driveways, and parking areas and similar areas of a yard shall be maintained to:
  - (i) afford safe passage under normal use and weather conditions,
  - (ii) keep the surface free of loose, unstable or uneven surfaces,
  - (iii) keep the surface free of water ponding.
- (b) Parking of vehicles in yards shall be in accordance with the requirements of the Town of Wolfville Land Use By-Law in force and as amended from time to time.

### **(3) Storage of Waste/Resource Materials**

Every building shall be provided with adequate storage facilities for storage of waste/resource materials in accordance with the Town of Wolfville Solid Waste/Resource





Management By-Law and such facilities shall be maintained in a clean and sanitary condition.

**(4) Accessory Buildings**

Accessory buildings shall be maintained in good repair and free from hazards or conditions which may affect health or cause fire or unsafe conditions.

**6 Standards for Buildings**

**(1) Fire Prevention**

- (a) The Owner of every building shall provide fire and smoke alarm systems as required by the Town of Wolfville Building By-Law.
- (b) Fire and smoke alarm systems shall be maintained in an operational condition at all times.
- (c) All required fire separations shall be maintained so as to adequately prevent the spread of fire from one compartment to the next.

**(2) Structural Soundness**

- (a) Every part of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any load to which it may normally be subjected.
- (b) The Appointed Person may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made or sufficient evidence or proof be submitted, at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, devices, construction or foundation meets the prescribed requirements.

**(3) Drainage and Prevention of Dampness**

- (a) Every basement, cellar, crawl space and similar space shall be adequately ventilated and drained.
- (b) Every floor, ceiling, both sides of every interior wall and the interior side of every exterior wall in a building shall be maintained free from excessive dampness and mould and mildew.



**(4) Pest Prevention and Control**

Buildings shall be kept reasonably free of rodents and insects.

**(5) Interior Walls, Ceilings and Floors**

- (a) Every wall in a building shall be reasonably smooth and level and maintained so as to be free of all protruding, broken or decayed structural components or wall coverings.
- (b) Shower walls and walls abutting bathtubs shall be impervious to water.
- (c) Every floor in a building shall be reasonably smooth and level and maintained so as to be free of all protruding, broken or decayed structural subfloor or floor coverings.
- (d) Finish flooring in kitchens, bathrooms, toilet rooms, shower rooms and laundry rooms shall be maintained to be reasonably impervious to water.

**(6) Foundations and Exterior Walls**

- (a) All foundation supports forming part of a building shall be maintained in good repairs so as to prevent settlement of the building.
- (b) The components of every exterior wall of a building and the exterior wall shall be maintained, weather tight, free of loose or unsecured objects and materials, prevent the entrance of insects and animals and prevent deterioration due to weather, insects and animals.

**(7) Roofs, Eaves troughs and Gutters**

- (a) Roofs shall be kept weather tight and free from leaks.
- (b) Every eaves trough, roof gutter and down pipe shall be kept in good repair.
- (c) Every roof shall be kept free from loose or unsecured objects and materials, dangerous accumulations of snow and ice, and all other fire and accident hazards.

**(8) Windows and Doors**

- (a) Windows, doors, skylights and basement or cellar hatchways shall be maintained in a good repair, weather tight and reasonably draft free.
- (b) All windows that are operable and exterior doors shall have suitable hardware so as to allow locking or otherwise securing from inside.
- (c) At least one window in each sleeping room shall meet egress standards as required by the Provincial Building Code.





- (d) Doors between an attached garage and the remainder of the building shall be fitted with weather stripping and a self-closing device to prevent the passage of gases into the remainder of the building.

**(9) Stairs, Decks and Balconies**

- (a) Interior and exterior stairs, porches, balconies, decks and landings shall be maintained in good repair so as to be free of holes, cracks, and other defects which may constitute accident hazards. Existing stair treads or risers that show excessive wear or are broken, warped or loose and any supporting structural members that are decayed or deteriorated shall be repaired or replaced.
- (b) Guards and handrails in accordance with the requirements of the Town of Wolfville Building By-Law shall be provided on all stairs, porches, balconies, decks and landings.

**(10) Egress**

- (a) Every building and dwelling unit shall have a safe, continuous and unobstructed passage from the interior of the building or dwelling unit to the exterior grade level.
- (b) Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached through an operable window or door operable from inside without requiring keys or specialized knowledge.
- (c) Any required egress shall not pass through a room in another dwelling unit or a service room, or a private room or space within the same dwelling unit.

**(11) Heating**

- (a) Every dwelling unit shall be provided with suitable heating facilities for maintaining a minimum indoor ambient temperature of 20 degrees Celsius throughout the dwelling unit.
- (b) The heating facilities shall be maintained in good working condition so as to be capable of heating the dwelling unit safely to the required standard.
- (c) Where a heating system or part thereof or any auxiliary heating system or unit burns solid or liquid fuel, a place or receptacle for storage of the fuel shall be provided and maintained in a convenient and safe location free from fire and accident hazards.



- (d) Fuel fired heating appliances shall be located in areas and locations so as not to create a fire or accident hazard or obstruct an egress from a dwelling or dwelling unit.
- (e) Heating appliances relying on combustion for heat production shall be provided with an adequate source of make-up air.
- (f) Every dwelling unit shall have a thermostat, or other suitable means for the purpose of controlling heat within the dwelling unit.
- (g) Chimneys, smoke pipes, connections, etc., shall be maintained in good working order and be capable of conveying spent gases to the exterior of the building safely.

### **(12) Electrical Services**

- (a) The electrical wiring, fixtures, switches, receptacles and appliances located or used in every building shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards
- (b) Lighting fixtures shall be installed throughout all buildings of adequate number, location and size to provide sufficient illumination so as to avoid health or accident hazards in the normal use of the building.
- (c) If in the opinion of the Appointed Person, there is doubt as to the safety of the electrical system or parts thereof, the Appointed Person may direct that tests of materials, equipment, devices and construction methods be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device or construction meets the prescribed requirement.

### **(13) Plumbing**

- (a) All water supply pipes shall be provided with an adequate supply of potable running water from the Town of Wolfville Municipal water system.
- (b) All bathroom, kitchen and laundry plumbing fixtures shall be provided with an adequate supply of hot and cold running water. Hot water shall be capable of being supplied at a temperature of not less than 43 degrees Celsius and not greater than 60 degrees Celsius. A mixing valve shall be provided where required by the Town of Wolfville Building By-Law.
- (c) All plumbing, including drains, water supply pipes, toilets and other plumbing fixtures shall be maintained in good working condition, free of leaks and defects and all water pipe and appurtenances thereto shall be protected from freezing.





- (d) Every fixture shall be of such materials, construction and design that will ensure the exposed surfaces of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, or other imperfections that may harbor germs or impede thorough cleansing.
- (e) All plumbing fixtures shall be connected to the Town of Wolfville sanitary sewage collection system through water seal traps and be appropriately vented.
- (f) All appliances intended to supply the hot water to plumbing fixtures shall be equipped with a temperature relief valve.

**(14) Natural Light and Ventilation**

- (a) All basements, cellars, and attics and roof spaces shall be ventilated.
- (b) All dwelling units shall provide windows for natural light in accordance with the Town of Wolfville Building By-Law.
- (c) All dwelling units shall be adequately ventilated in accordance with the requirements of the Town of Wolfville Building By-Law.
- (d) All systems of mechanical ventilation shall be maintained in good working order.

**(15) Bathroom Facilities**

- (a) Every Dwelling Unit shall be provided with at least one bathroom which includes a water closet, lavatory and bathtub or shower, connected to a piped supply of potable water and an acceptable means of sewage disposal.
- (b) Every bathroom shall be fully enclosed and provided with a door equipped with a privacy latch.

**(16) Sleeping Rooms**

A room to be used for sleeping purposes shall:

- (a) have a minimum floor area of 7.0 square metres;
- (b) have a minimum floor area of 5.0 square metres per occupant where occupied by more than one person;
- (c) have a minimum ceiling height of 2.0 metres over at least 60% of the floor area;
- (d) not serve any other uses such as a lobby, hallway, closet, bathroom, laundry room, stairway, kitchen or service room.



**(17) Kitchens**

Every Dwelling Unit shall contain a kitchen area equipped with a sink, served with hot and cold running water, storage facilities, and a counter top work area covered with material that is easily cleanable. Space shall be provided for a stove and a refrigerator including appropriate electrical connections.

**(18) Cleanliness**

The Occupier of a Dwelling Unit shall maintain its contents, fixtures and fittings to a standard that does not present a hazard to persons, health or property. The Occupier shall ensure that:

- (a) Areas used for the preparation or cooking of food shall be kept reasonably clean;
- (b) Garbage and waste shall be cleared away and not allowed to accumulate, rot or fester;
- (c) Bathrooms, sinks, showers and tubs shall be maintained in a sanitary manner;
- (d) Feces from domestic pets will be cleared away and disposed of in an appropriate manner;
- (e) Used sanitary items, diapers, birth control devices, medicines and other potentially hazardous items will be disposed of in an appropriate manner.

**7 Enforcement**

Any *Appointed Person* is authorized to enforce this By-Law.

- (1) An *Appointed Person* may enter a property in order to carry out an inspection to ensure compliance with this Bylaw, so long as such entry is made in accordance with the requirements of Part XXI, Section 503(3) of the Municipal Government Act, as amended.
- (2) If after an inspection, an *Appointed Person* is satisfied that in some respect, the building or the property or the both of them, do not conform to the standards prescribed in this By-Law, the *Appointed Person* shall serve or cause to be served by personal delivery or registered mail to the owner(s) of the property, an Order to Comply and may at the same time provide all occupants of the building with a copy of the Order.
- (3) Every Order to Comply shall contain:
  - (a) the standards to which the building does not comply;
  - (b) the date after which the building must comply with the order and will be subject to a reinspection to ascertain compliance with the Order.



- (c) The action that will be taken against the owner should the building not comply with the prescribed standards at the time of the reinspection.
  
- (4) Where an order has been served upon an owner, and the owner provides the Appointed Person with a schedule outlining specific time frames within which the work specified in the Order will be completed, the Appointed Person may accept or amend the schedule at which time the schedule will become a part of the Order.
  
- (5) An owner may appeal an Order to the Town Council within seven days after the Order is served.
  
- (6) Where an owner fails to comply with the requirements of an Order within the time specified in the Order, the Appointed Person may have a contractor enter upon the property and carry out the work specified in the Order.
  
- (7) Where the Town carries out the work specified in the Order, the Town may charge and collect the costs thereof as a first lien on the property affected.

## **8 Penalties**

- (1) Failure to meet each and every standard specified in this By-Law shall constitute a separate and distinct offence.
  
- (2) Any person who contravenes any provision of this Bylaw, or fails to comply with the terms of an Order issued subject to this Bylaw commits an offence that is punishable on summary conviction by a fine of not less than \$200 and not more than \$10000 and to imprisonment of not more than 30 days in default of payment thereof.
  
- (3) In any prosecution or proceeding in respect to any contravention of, or failure to comply with any provision of this By-Law, which contravention or failure of compliance continues from day to day, the Court or Judge before whom the matter of such contravention or failure of compliance is heard, may, in addition to the penalty imposed for such contravention or failure, impose a further penalty for each day during which such contravention or failure has been continued.

## **9 REPEAL**

The Minimum Housing and Maintenance Standards Bylaw passed by Town Council on 16<sup>th</sup> November 1981 and approved by the Minister on 27<sup>th</sup> November 1981 is repealed.





**FIRST READING: September 10, 2013**

**SECOND READING: October 8, 2013**

**CERTIFICATE**

I, Michael MacLean, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the 8<sup>th</sup> day of October, 2013.

Notice of the said Bylaw passing was published in **THE ADVERTISER**, a newspaper circulating in the said Town on the 22<sup>nd</sup> day of October, 2013.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this 23<sup>rd</sup> day of October, 2013.

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**MICHAEL MACLEAN**  
Town Clerk

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## PROPERTY MINIMUM STANDARDS BY-LAW

Be it enacted, by the Council of the Town of Wolfville under the authority of Section 172 and Section 181 of the Municipal Government Act, as amended:

### 1 Title

This bylaw shall be titled and referred to as the 'Property Minimum Standards By-law'.

### 2 Background

Section 172(1) of The Municipal Government Act gives Council the authority to establish by-laws. Section 172(1)(a) allows by-laws to be created for the health, well-being, safety and protection of persons, whilst Section 172(1)(jb) allows by-laws to be created that set standards for the maintenance and sightliness of property and section 181 allows bylaws to be created to prescribe minimum standards for buildings occupied for residential and commercial purposes.

The purpose of this by-law is to establish a set of minimum standards for properties in The Town of Wolfville and outline the responsibilities of property owners in this regard.

### 3 Definitions

In this Bylaw:

- (1) "Accessory Building" means a subordinate building or structure on the same lot as the main building devoted exclusively to an accessory use.
- (2) "Appointed Person" means the Building Inspector, By-law Enforcement Officer of the Town of Wolfville, or any other person appointed by the Chief Administrative Officer who is empowered by legislation to enforce this By-law.
- (3) "Building" means any structure, whether temporary or permanent, used or capable of use for the shelter, accommodation or enclosure of persons, animals, materials or equipment and includes the grounds, lawns and accessory buildings on the property of the building.
- (4) "Building Inspector" means the building inspector of the Town of Wolfville.
- (5) "By-law Enforcement Officer" means a person appointed by the Chief Administrative Officer who is a Special Constable or By-law Enforcement officer pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this Bylaw.



- (6) "Council" means the Council of the Town of Wolfville.
- (7) "Dwelling Unit" means one or more habitable rooms used or capable of use by one or more individuals as an independent and separate housekeeping establishment in which separate kitchen and sanitary facilities are provided for the exclusive use of such individual or individuals, with a private entrance from outside the building or from a common hallway or stairway inside the building.
- (8) "Habitable Room" means a room in a dwelling unit used or intended to be used for living, sleeping, cooking or eating purposes.

(9) "Land" means grounds, lawns, and yards of developed properties and includes undeveloped property lots.

(10) "Occupier" means any person who resides in or uses a Dwelling Unit and includes, but is not limited to, a tenant or the owner of the Dwelling Unit.

(11) "Owner" includes any one or combination of the following as defined in the Municipal Government Act:

- a) A part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,
- b) In case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building,
- c) A person who occupies shores, beaches or shoals and
- d) In the absence of proof to the contrary, the person assessed for the property.

(12) "Property" means any buildings, structures, part of a building or structure erected on land, and includes vacant land.

(13) "Single Room Occupancy" means a rental housing type wherein one or two people are housed in a single room within a dwelling unit, wherein the tenants share bathroom and kitchen facilities.

#### 4 General Duties and Obligations

- a) The Owner of property shall maintain the property to the standards as provided in this Bylaw.



- b) The Owner of a building shall maintain the building to the **accepted building practice at the time of the original build or building code requirements at the time of the original build.**
- c) The standards of this Bylaw are minimum standards and this By-Law shall not be construed to lessen the requirements for the construction, repair, or alteration of a **property** imposed by any other Town of Wolfville Bylaw or any other applicable legislation.
- d) The Appointed Person may direct that tests of materials, equipment, devices, **construction and remedial methods be made, or sufficient evidence or proof be submitted, at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, devices, construction or remedial actions meets the prescribed requirements of this By-law.**

## 5 General Property Standards

### (1) Grounds and Lawns

- (a) **Property** shall be maintained in a clean and tidy condition and shall not be unsightly in relation to neighboring properties.
- (b) Without limiting the generality of paragraph 5(1)(a), the following standards shall apply to **land**:
  - (i) Any vehicle, trailer, boat, furniture or equipment that is discarded, derelict, dismantled, or in an abandoned condition shall not be parked, stored or left on **land**.
  - (ii) Lawns, hedges, bushes and landscape plantings shall be maintained as required to prevent them from becoming overgrown or unsightly.
  - (iii) **Property** shall be maintained free of rubbish and debris.
  - (iv) Any furniture that is designed and manufactured for indoor use shall not be placed outside of a dwelling.
  - (v) Appliances including, but not limited to, refrigerators, stoves, and freezers shall not be left in yards, interior stairways, or hallways and shall not be used as places of storage.
- (c) Nothing in this by-law shall prevent a building owner from establishing vegetable gardens or other non-conventional landscape treatments such as tall ornamental grasses and perennial flowers, provided that such installations are appropriately maintained and tended commensurate with a residential setting.

### (2) Walks, Steps, Driveways & Parking Areas

- (a) Steps, walks, driveways, and parking areas and similar areas of a yard shall be maintained to:

- (i) afford safe passage under normal use and weather conditions,
  - (ii) keep the surface free of loose, unstable or uneven surfaces,
  - (iii) keep the surface free of water ponding.
- (b) Parking of vehicles in yards shall be in accordance with the requirements of the Town of Wolfville Land Use By-Law in force and as amended from time to time.

**(3) Storage of Waste/Resource Materials**

Every building shall be provided with adequate storage facilities for storage of waste/resource materials in accordance with the **Valley Region Solid Waste-Resource Management Bylaw** and such facilities shall be maintained in a clean and sanitary condition.

**(4) Accessory Buildings**

Accessory buildings shall be maintained in good repair and free from hazards or conditions which may affect health or cause fire or unsafe conditions.

**6 Standards for Buildings**

**(1) Fire Prevention**

- a) The Owner of every building shall provide fire and/or smoke alarm systems as required by **the Nova Scotia Building Code**.
- b) Fire and/or smoke alarm systems shall be maintained in an operational condition at all times.
- c) All required fire separations shall be maintained to adequately prevent the spread of fire from one compartment to the next.

**(2) Structural Soundness**

- a) Every part of a building shall be maintained in a structurally sound condition to can sustain safely its own weight and any load to which it may normally be subjected.

**(3) Drainage and Prevention of Dampness**

- a) Every basement, cellar, crawl space and similar space shall be adequately ventilated and drained.

- b) Every floor, ceiling, both sides of every interior wall and the interior side of every exterior wall in a building shall be maintained free from excessive moisture and dampness.

**(4) Pest Prevention and Control**

- a) Property shall be kept reasonably free of rodents and insects.

**(5) Interior Walls, Ceilings and Floors**

- a) Every wall and ceiling in a building shall be reasonably smooth, level and maintained to be free of all protruding, broken or decayed structural components or wall coverings.
- b) Shower walls and walls abutting bathtubs shall be impervious to water.
- c) Every floor in a building shall be reasonably smooth and level and maintained to be free of all protruding, broken or decayed structural subfloor or floor coverings.
- d) Finish flooring in kitchens, bathrooms, toilet rooms, shower rooms and laundry rooms shall be maintained to be reasonably impervious to water.

**(6) Foundations and Exterior Walls**

- a) All foundation supports forming part of a building shall be maintained in good repairs to prevent settlement of the building.
- b) The components of every exterior wall of a building and the exterior wall shall be maintained, weather tight, free of loose or unsecured objects and materials, prevent the entrance of insects and animals and prevent deterioration due to weather, insects and animals.

**(7) Roofs, Eaves troughs and Gutters**

- a) Roofs shall be kept weather tight and free from leaks.
- b) Every eaves trough, roof gutter and down pipe shall be kept in good repair.
- c) Every roof shall be kept free from loose or unsecured objects and materials, dangerous accumulations of snow and ice, and all other fire and accident hazards.

**(8) Windows and Doors**

- a) Windows, doors, skylights and basement or cellar hatchways shall be maintained in a good repair, weather tight and reasonably draft free.



- b) All windows that are operable and exterior doors shall have suitable hardware to allow locking or otherwise securing from inside.
- c) At least one window in each sleeping room shall meet egress standards as required by the Nova Scotia Building Code.
- d) Doors between an attached garage and the remainder of the building shall be fitted with weather stripping and a self-closing device to prevent the passage of gases into the remainder of the building.

**(9) Stairs, Decks and Balconies**

- a) Interior and exterior stairs, porches, balconies, decks and landings shall be maintained in good repair to be free of holes, cracks, and other defects which may constitute accident hazards. Existing stair treads or risers that show excessive wear or are broken, warped or loose and any supporting structural members that are decayed or deteriorated shall be repaired or replaced.
- b) Guards and handrails in unsafe condition shall be repaired or replaced in accordance with the requirements of the Nova Scotia Building Code.

**(10) Egress**

- a) Every building and dwelling unit shall have a safe, continuous and unobstructed passage from the interior of the building or dwelling unit to the exterior grade level.
- b) Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached through an operable window or door operable from inside without requiring keys or specialized knowledge.
- c) Any required egress shall not pass through a room in another dwelling unit or a service room, or a private room or space within the same dwelling unit.

**(11) Heating**

- a) Every dwelling unit, during outside winter design temperatures, shall be provided with heating facilities capable of maintaining a minimum indoor ambient temperature of no less than;
  - (1) 22 degrees Celsius in all living spaces, and
  - (2) 18 degrees Celsius in unfinished basements,as required by the National Building Code of Canada.

- b) The heating facilities shall be maintained in good working condition to can heat the dwelling unit safely to the required standard.
- c) Where a heating system or part thereof or any auxiliary heating system or unit burns solid or liquid fuel, a place or receptacle for storage of the fuel shall be provided and maintained in a convenient and safe location free from fire and accident hazards.
- d) Fuel fired heating appliances shall be in areas and locations so as not to create a fire or accident hazard or obstruct an egress from a dwelling or dwelling unit.
- e) Heating appliances relying on combustion for heat production shall be provided with an adequate source of make-up air.
- f) Every dwelling unit shall have a thermostat, or other suitable means for the purpose of controlling heat within the dwelling unit.
- g) Chimneys, smoke pipes, connections, etc., shall be maintained in good working order and can convey spent gases to the exterior of the building safely.

### **(12) Electrical Services**

- a) The electrical wiring, fixtures, switches, receptacles and appliances located or used in every building shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards
- b) Lighting fixtures shall be installed throughout all buildings of adequate number, location and size to provide sufficient illumination to avoid health or accident hazards in the normal use of the building.

### **(13) Plumbing**

- a) All water supply pipes shall be provided with an adequate supply of potable running water from the Town of Wolfville Municipal water system.
- b) All bathroom, kitchen and laundry plumbing fixtures shall be provided with an adequate supply of hot and cold running water. Hot water shall be capable of being supplied at a temperature of not less than 49 degrees Celsius and not greater than 60 degrees Celsius. A mixing valve shall be provided not to exceed 49 degrees Celsius in tubs and showers where required by the National Plumbing Code Act of Canada.
- c) All plumbing, including drains, water supply pipes, toilets and other plumbing fixtures shall be maintained in good working condition, free of leaks and defects and all water pipe and appurtenances thereto shall be protected from freezing.
- d) Every fixture shall be of such materials, construction and design that will ensure the exposed surfaces of all parts are hard, smooth, impervious to hot and cold

water, readily accessible for cleansing and free from blemishes, cracks, or other imperfections that may harbor germs or impede thorough cleansing.

- e) All plumbing fixtures shall be connected to the Town of Wolfville sanitary sewage collection system through water seal traps and be appropriately vented.
- f) All appliances intended to supply the hot water to plumbing fixtures shall be equipped with a temperature relief valve.

#### **(14) Ventilation**

- a) All basements, cellars, and attics and roof spaces shall be ventilated.
- b) All dwelling units shall be adequately ventilated in accordance with the requirements of the **Nova Scotia Building Code Act**.
- c) All systems of mechanical ventilation shall be maintained in good working order.

#### **(15) Bathroom Facilities**

- a) Every Dwelling Unit shall be provided with at least one bathroom which includes a water closet, lavatory and bathtub or shower, connected to a piped supply of potable water and an acceptable means of sewage disposal.
- b) Every bathroom shall be fully enclosed and provided with a door equipped with a privacy latch.

#### **(16) Sleeping Rooms**

A room to be used for sleeping purposes shall:

- a) have a minimum floor area of 7.0 square metres;
- b) have a minimum floor area of 5.0 square metres per occupant where occupied by more than one person;
- c) have a minimum ceiling height of 2.0 metres over at least 60% of the floor area;
- d) not serve any other uses such as a lobby, hallway, closet, bathroom, laundry room, stairway, kitchen or service room.

#### **(17) Kitchens**

Every Dwelling Unit shall contain a kitchen area equipped with a sink, served with hot and cold running water, storage facilities, and a counter top work area covered with material that is easily cleanable. Space shall be provided for a stove and a refrigerator including appropriate electrical connections.





**(18) Cleanliness**

The Occupier of a Dwelling Unit shall maintain its contents, fixtures and fittings to a standard that does not present a hazard to persons, health or property. The Occupier shall ensure that:

- a) Areas used for the preparation or cooking of food shall be kept reasonably clean;
- b) Garbage and waste shall be cleared away and not allowed to accumulate, rot or fester;
- c) Bathrooms, sinks, showers and tubs shall be maintained in a sanitary manner;
- d) Feces from domestic pets will be cleared away and disposed of in an appropriate manner;
- e) Used sanitary items, diapers, birth control devices, medicines and other potentially hazardous items will be disposed of in an appropriate manner.

**7**

**Enforcement**

Any *Appointed Person* is authorized to enforce this By-law.

- (1) An *Appointed Person* may enter a property to carry out an inspection to ensure compliance with this Bylaw, so long as such entry is made in accordance with the requirements of Part XXI, Section 503(3) of the Municipal Government Act, as amended.
- (2) If after an inspection, an *Appointed Person* is satisfied that in some respect, the building or the property or the both of them, do not conform to the standards prescribed in this Bylaw, the *Appointed Person* shall serve or cause to be served by personal delivery or registered mail to the owner(s) of the property, an Order to Comply and may at the same time provide all occupants of the building with a copy of the Order.
- (3) Every Order to Comply shall contain:
  - a) the standards to which the building does not comply;
  - b) the date after which the building must comply with the order and will be subject to a re-inspection to ascertain compliance with the Order.
  - c) The action that will be taken against the owner should the building not comply with the prescribed standards at the time of the re-inspection.
- (4) Where an order has been served upon an owner, and the owner provides the Appointed Person with a schedule outlining specific time frames within which the work specified in

the Order will be completed, the Appointed Person may accept or amend the schedule at which time the schedule will become a part of the Order.

- (5) An owner may appeal an Order to the Town Council within seven days after the Order is served.
- (6) Where an owner fails to comply with the requirements of an Order within the time specified in the Order, the Appointed Person may have a contractor enter upon the property and carry out the work specified in the Order.
- (7) Where the Town carries out the work specified in the Order, the Town may charge and collect the costs thereof as a first lien on the property affected.

## 8 Penalties

- (1) Failure to meet every standard specified in this Bylaw shall constitute a separate and distinct offence.
- (2) Any Bylaw Enforcement Officer, who believes on reasonable and probable grounds that there has been a violation of this by-law, may issue a Summary Offence Ticket.
- (3) Any Owner or Occupier, who contravenes any provision of this Bylaw, or fails to comply with the terms of an Order issued subject to this Bylaw, shall be liable to a penalty of no less than two hundred dollars (\$200.00) for the first offence, not less than four hundred dollars (\$400.00) for the second offence, and not less than nine hundred dollars (\$900.00) for the third and subsequent offences.
- (4) In any prosecution or proceeding in respect to any contravention of, or failure to comply with any provision of this Bylaw, which contravention or failure of compliance continues from day to day, the Court or Judge before whom the matter of such contravention or failure of compliance is heard, may, in addition to the penalty imposed for such contravention or failure, impose a further penalty for each day during which such contravention or failure has been continued.

## 9 REPEAL

- (1) Any previous Property Minimum Standards Bylaws and amendments thereto are repealed upon coming into force of this Bylaw.



**Clerk's Annotation for Official Bylaw Book**

Date of first reading: 2019-06-00

Date of advertisement of Notice of Intent to Consider: 2019-06-00

Date of second reading: 2019-06-00

Date of advertisement of Passage of By-law: 2019-06-00

Date of mailing to Minister a certified copy of By-law: 2019-06-00

I certify that this **PROPERTY MINIMUM STANDARD BYLAW # 46** was adopted by Council and published as indicated above.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

DRAFT



# Schedule M-27

## Town of Wolfville Bylaw

### Property Minimum Standards, Chapter 46

Offence	Section	Out of Court Settlement
Owner failing to maintain buildings to the by-law minimum standard (specify).	4(a)	
first offence		\$352.50
second offence		\$582.50
third or subsequent offence		\$1157.50
Owner failing to maintain the building to the accepted building practice or building code of the original build.	4(b)	
first offence		\$352.50
second offence		\$582.50
third or subsequent offence		\$1157.50
Owner or occupier failing to comply with terms of an issued Order.	8(2)	
first offence		\$352.50
second offence		\$582.50
third or subsequent offence		\$1157.50
Owner or Occupier contravening provisions of bylaw (specify)	8(2)	
first offence		\$352.50
second offence		\$582.50
third or subsequent offence		\$1157.50

**REQUEST FOR DECISION 044-2019**

Title: System of Fire Inspections Policy Amendment –  
Single Room Occupancies  
Date: 2019-07-02  
Department: Planning & Development

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## **SUMMARY**

### **System of Municipal Fire Inspections Amendment – Single Room Occupancies**

The purpose of this report is to amend the System of Municipal Fire Inspections Policy to include Single Room Occupancies in the occupancy class for fire and life safety inspections.

#### **DRAFT MOTION:**

That Council amend Policy No. 220-002 System of Fire Inspections as follows:

- Add a definition of Single Room Occupancy in section 4.0 Definitions; and
- Add “Single Room Occupancy (four or more rental rooms)” with a frequency of inspection to be every 4 years in section 5.3 Inspection Schedule.

## REQUEST FOR DECISION 044-2019

Title: System of Fire Inspections Policy Amendment –  
Single Room Occupancies  
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### 1) CAO COMMENTS

The CAO supports the recommendation of Staff.

### 2) LEGISLATIVE AUTHORITY

The Nova Scotia Fire Safety Act and Regulations provide guidance to Municipalities for creating a System of Municipal Fire Inspections policy.

### 3) STAFF RECOMMENDATION

Staff recommend that Council approve amending the System of Municipal Fire Inspections Policy 220-002 to include Single Room Occupancies.

### 4) REFERENCES AND ATTACHMENTS

1. Policy 220-002 System of Fire Inspections
2. May 2018 Staff Presentation on Rental Licensing

### 5) DISCUSSION

#### Fire Inspections Background

As of February 2003, Sections 13 & 14 of the Nova Scotia Fire Safety Act & Regulations require that municipal units implement a system of fire inspections for specific buildings within their boundaries. In 2016, a System of Municipal Fire Inspections Policy was updated and adopted (attachment 1).

Improving our Fire Inspections has been a process. This area of the planning and development department has been given much more attention and focus since the hiring of a senior building official in 2018. Recent actions include:

- FIANS training has been undertaken by Staff and will continue in order to obtain Fire Inspector certifications.
- A physical review of potential properties to be entered into the fire inspection program has been undertaken in order to obtain details of existence, number and type of occupancies in Wolfville. A web-based GIS fire inspection tracking system has been created.
- Existing fire inspection files have been reviewed and the information now resides in the GIS.
- Forms have been created for internal use as well as others for property owner/manager's use in completing their monthly maintenance reports (alarms, exits & extinguishers).
- Staff have met with Fire Officials from other municipal units to gain knowledge on how they conduct fire inspections and what systems they have in place for managing their files.
- Additional resources have been hired – a P/T casual Fire inspector.



## REQUEST FOR DECISION 044-2019

Title: System of Fire Inspections Policy Amendment –  
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- Inspections have been carried out (requests and from existing files). Most recently properties have been identified in the west end of Town that require fire inspections and have started scheduling and conducting inspections on these properties. Letters to property owners indicating deficiencies have been prepared.
- Met multiple times with the provincial Fire Marshall, Fred Jeffers, to discuss the Town's approach and gain additional insight onto how they should be addressed. All appeals of fire inspection orders are through the Fire Marshal's Office.

### Single Room Occupancies

Over the course of the Municipal Planning Strategy (MPS) review there has been discussion regarding single unit (and multi-unit) dwellings where individual rooms are rented, with or without an owner/manager living on the premises, otherwise known as “boarding houses,” “Lodging Houses” or Single Room Occupancies (SRO) – see attachment 2 for additional background. A separate Rental Licensing Bylaw has been considered as a means of regulating and inspecting these uses; however, Staff felt that the building blocks of a Rental Licensing program were not in place and incremental improvements required before a full licensing system is considered:

- Creating a definition that is common to multiple by-laws – “Single Room Occupancies”
- Work on advancing work on Short-term rentals in the LUB
- Improving our System of Municipal Fire Inspections Policy to include these dwelling types.
- Including Single Room Occupancies in the Minimum Property Standards By-law.
- Including regulation in the new Land Use By-law (LUB) for these dwelling types.

A new section will be added to the LUB to include regulation for dwellings being used for SROs with four or more rental rooms to comply with the following:

- In areas zoned R-2 – maximum of 6 rental rooms per detached dwelling unit. A maximum of 3 rental rooms per unit of semi-detached or duplex.
- In areas zoned R-3, R-4 and C-2 – the floor area of rental rooms will be limited to 50% of the floor area of the associated dwelling unit to a maximum of 10 rental rooms.
- A current Fire and Life Safety Inspection Report showing compliance with the Fire Safety Act.
- A fee (yet to be determined).
- Parking requirements in compliance with part 6 of the LUB.

Dwellings with three or less rental rooms are exempt from these requirements and will be permitted in all zones.

Existing dwellings with SROs that exceed the number of rental rooms will be permitted to continue as a non-conforming use, provided they meet all other SRO and LUB requirements.

## REQUEST FOR DECISION 044-2019

Title: System of Fire Inspections Policy Amendment –  
Single Room Occupancies  
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Staff met with the Provincial Fire Marshall and he agreed that the term “single room occupancy” is synonymous with “boarding houses” and the inspection requirements for “boarding houses” under the Fire Safety Act and Regulations would apply to SROs.

Staff are proposing the following amendments to the System of Fire Inspections Policy to provide the Fire and Life Safety Inspector with the authority to perform inspections of dwellings being used for SRO’s:

Add to 4.0 Definitions

***Single Room Occupancy** means a rental housing type wherein one or two people are housed in single rooms within a dwelling unit, wherein tenants share bathroom and kitchen facilities.*

Add to section 5.3.1:

<u>Occupancy Class</u>	<u>Frequency of Inspection</u>
<i>Single Room Occupancy (four or more rental rooms)</i>	<i>Every 4 years</i>

### Other Tools

Since the initial discussions on a Rental Licensing System or By-law the Town has made progress in other areas that can contribute to improved quality of life for residents and respond to concerns, including:

- Partnership Agreement with Acadia
- Nuisance Party By-law
- Enforcement and Landlord compliance
- Alcohol Working Group

The amendments to the System of Municipal Fire Inspections proposed are another tool to move us toward improved neighbourhood harmony, better building maintenance and life safety.

## 6) PROCESS

An amendment to the System of Municipal Fire Inspections requires a motion of Council (anticipated at the regular July Council meeting).

## 7) ALTERNATIVES

That Council not approve the amendment to the System of Fire Inspections Policy.

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## POLICY

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<h3>System of Municipal Fire Inspections</h3>	
<b>Policy Number:</b> 220-002	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date</b> 2016-02-16	<b>Approval By Council Resolution No.</b> 16-02-16

### 1.0 Purpose

The objectives of this policy are:

- 1.1 Improve Fire Safety within the Town of Wolfville; and
- 1.2 To meet our obligations as stated in the Nova Scotia *Fire Safety Act and Regulations*; and
- 1.3 To implement the system of Fire Inspections in a manner which acknowledges the finite resources of the Town through application of a risk-based approach; and
- 1.4 To do so in a manner which least inconveniences tenants and businesses.

### 2.0 Scope

This Policy is applicable to Town of Wolfville Municipal Staff involved in conducting Fire Inspections.

### 3.0 References

- 3.1 Nova Scotia Fire Safety Act

### 4.0 Definitions

- 4.1 **Municipal Fire Inspector** is a person appointed by a Municipality as a Municipal Fire Inspector pursuant to the Fire Safety Act.
- 4.2 **The Fire Safety Act** is an Act to educate and encourage persons and communities to apply the principles of fire safety so as to prevent fires, preserve human life and avoid unwarranted property loss due to the destructive forces of fire as amended from time to time, cited Fire Safety Act 2002,c.6.s.1.
- 4.3 **Fire Safety Regulations** mean regulations respecting fire safety made by the Governor in Council as amended from time to time pursuant to Section 51 of Chapter 6 or the Acts 2002, the Fire Safety Act.
- 4.4 **Assembly Occupancy (Group A)** is defined by the National Building Code of Canada as meaning the occupancy or the use of a building, or part thereof, by gathering of persons





## POLICY

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for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food and drink.

- 4.5 **Residential Occupancy (Group C)** is defined by the National Building Code of Canada as meaning the occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntary detained.
- 4.6 **Business and Personal Service Occupancy (Group D)** is defined by the National Building Code of Canada (2010) as meaning the occupancy or use of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.
- 4.7 **Mercantile Occupancy (Group E)** is defined by the National Building Code of Canada as meaning the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.
- 4.8 **Industrial Occupancy (Group F)** is defined by the National Building Code of Canada as meaning the occupancy or use of a building or part thereof for assembling, fabricating, manufacturing, processing, repairing or storing of goods and material.

### 5.0 Policy

5.1 Pursuant to Section 19 of the *Fire Safety Act* this Policy establishes a “system of Municipal Fire Inspections” to provide compliance with the Act and Fire Safety Regulations and that recognizes municipal resources and priorities based on a risk assessment.

5.2 Pursuant to Section 19 of the *Fire Safety Act*, Council shall appoint one or more Municipal Fire Inspectors, whom shall carry out the System of Municipal Fire Inspections in accordance with the requirements of the *Fire Safety Act and Fire Safety Regulations*.

### 5.3 Inspection Schedule

5.3.1 Inspections shall be carried out initially, and then upon the cycles noted below:

<u>Occupancy Class</u>	<u>Frequency of Inspection</u>
Assembly Occupancies (Group A)	Every 3 years
Residential Occupancies (Group C) 4 or more units	Every 4 years
Business and Personal Service Occupancies (Group D)	Every 5 Years
Mercantile occupancies (Group E)	Every 5 years
Industrial Occupancies (Group F)	Every 5 years



## POLICY

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- 5.4 While it is anticipated that the Town will be asked to inspect particular buildings for the purpose of increasing fire safety from time to time, it will not carry out pre-purchase fire inspections.
- 5.5 Notwithstanding s5.4 herein, the Municipal Fire Inspector may deem that in order to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.
- 5.6 Where a building contains Group D or E occupancies as well as residential occupancies, it shall be inspected at the appropriate interval to the residential occupancy.
- 5.7 Order to Comply.**
- 5.7.1 Upon inspection of land or premises, the Municipal Fire Inspector may, under Section 25(1) of the Fire Safety Act, issue to the owner of the land or premises, an order directing compliance within a set time frame to rectify a condition, depending upon the circumstances, including the criteria in para 5.7.2 below;
- 5.7.2 Further to para 5.7.1 above, time for compliance will be determined by the Municipal Fire Inspector based on the following criteria:
- a) The degree of risk to life and safety;
  - b) Occupancy type;
  - c) Number of occupants;
  - d) Serving of alcohol;
  - e) The amount of time reasonably required by the owner to comply, including whether the deficiency has been subject to previous compliance requests or directives from any source.
- 5.7.3 The owner of the land or premises regarding which an order for compliance has been issued will contact the Municipal Fire Inspector's office to arrange an inspection within 5 working days prior to the time limit of the order or when the work has been completed, whichever comes first.
- 5.7.4 Where the owner of a building, land or premises fails to comply with an order issued by the Municipal Fire Inspector the Municipality shall take action as set out in Section 44 and Schedule 32 of the NS Fire Safety Act.
- 5.8** The Fire Inspector shall keep fire inspection records on behalf of the municipal unit that includes inspection reports, correspondence and orders. These records shall be made available to the Provincial Fire Marshall upon request.



## POLICY

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### 5.9 Policy Review

This policy will be reviewed every year from effective/amended date.

A handwritten signature in blue ink, appearing to read 'M. Bruden', is written above a horizontal line.

CAO

February 19, 2016

Date





**Rental Licensing**

**Committee of the Whole Discussion**

May 1, 2018

- Plan review began in 2015. Residential Rentals (specifically Boarding or Lodging Houses) a primary concern
- FoTenn focused on this aspect and produced background work (Housing Symposium) and a draft by-law
- Issue was proceeding toward first reading:

07-06-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION ON OCTOBER 17, 2017: THAT COUNCIL GIVE FIRST READING TO THE RESIDENTIAL RENTAL REGISTRATION BYLAW, CH101 CARRIED

- After a review by current Staff, seeking direction from Council moving forward.

- Rental properties have a combination of residential and commercial characteristics.
  - Parking, Noise, etc.
- Rental Conversion pressure – large older homes
- Life Safety (Fire Inspections)
- Meeting Student Housing Needs – safe, adequate housing
- Shift to smaller household sizes and aging demographics
- Short-term Rentals and Tourism
- Lifestyle conflicts / renter and homeowner tensions
- Impacts on Affordability
- Impacts on housing options and choice
- Neighbourhood Character
- Property Maintenance



- Workshop on student housing issues– Jan 30, 2015
- [Sticky Issues workshop with PAC and Council](#) – December 2015
- [Fotenn Discussion paper on RRRBs](#) – February 2016
- [Core Area Consultation](#) – June 2016
- [Meeting with Landlords](#) – Fall 2016
- Many one on one consultations with individual property owners/residents concerned about property standards -  
Ongoing
- [White Paper on RRRB's prepared for Symposium](#) – January 2017
- [Housing Symposium](#)- January 2017
- [Jurisdictional Scan](#) – Ongoing

## Symposium Conclusion

The day's discussion provided various points of view on what is residential rental housing. Much of the discussion was focused on single family home owners, particularly home values and whether they would be increasing or decreasing with this form of change if implemented. However, consensus was formed that a registration or licensing rental housing for this type of use is required to keep parties accountable. Consensus regarding registration and licensing details were not confirmed and still need to be reviewed at a later date.

# What are others doing?



## Residential Rental Licence By-Law

### Purpose of By-law

To address sub-standard housing conditions in rental units and protect the amenity, character and stability of residential areas

### What Units Require a Licence

Any building containing four or less rental units and converted dwellings. Apartment and townhouse buildings are exempt.

### Contact Us

General By-Law Inquiries  
Phone: 519-930-3510  
E-mail: [building@london.ca](mailto:building@london.ca)

General Licence Inquiries  
Phone: 519-930-3515  
E-mail: [licensing@london.ca](mailto:licensing@london.ca)

Register a Complaint  
Phone: 519-661-4660  
E-mail: [enforcement@london.ca](mailto:enforcement@london.ca)

[Residential Licensing By-Law](#)

### Related Content

- [Fire Inspection](#)
- [Property Standards](#)
- [Zoning](#)
- [Rental Licence Documents](#)

### How Do I...

- [Obtain or renew a licence?](#)
- [Report a non-licensed unit?](#)
- [Find a licensed rental unit?](#)

NEWS BUSINESS OPINION SPORTS ARTS LIFE CAREERS OBITS

NEWS LOCAL NEWS FEATURED: HELP WANTED VIDEOS FOLLOW THE MONEY 100 YEARS OF POIN

**JOIN THE WEEKENDERS** STOP CLICKING AROUND RATES FROM \$129 CAD

## Rental licensing defeated 5-4, but beefed up enforcement approved

"You'll have three dedicated people who'll be able to respond," Mayor Drew Dilkens said

BRIAN CROSS

Published on: February 6, 2018 | Last Updated: February 6, 2018 9:11 AM EST

### Residential Rental Licences



The City of Waterloo's **residential rental housing licensing by-law** (no. 2011-047) give us the ability to manage low-rise residential rental housing in the City.

It balances the needs of property owners with those of residents looking for safe, adequate and properly maintained rental accommodation, while limiting the impact of large rental housing units on residential neighbourhoods.

Under this program, landlords must apply for a licence and renew it annually by April 1. If a rental property sells, the new owner must apply for a new licence,...

### Quick Links

- ▶ [By-laws](#)
- ▶ [Careers](#)
- ▶ [Council and Committee Meetings](#)
- ▶ [Facilities](#)
- ▶ [News Centre](#)

## City considers residential rental licensing system

By [Elliot Ferguson](#), Kingston Whig-Standard  
Monday, December 18, 2017 4:36:42 EST PM

# Halifax landlord licensing studied to prevent 'ongoing safety issues'



## Work to-date has been focused on a particular land use – Boarding or Lodging Houses

“Lodging House” means a Dwelling with three (3) or more Lodging Units which are provided to persons in return for remuneration. Lodging Houses exclude Accommodations, Bed and Breakfasts, Nursing Homes and Residential Care Facilities.

“Lodging Unit” means a room in a Lodging House that is used or designed to be used primarily for sleeping accommodations, which: a) Is provided to a person or persons in exchange for remuneration; b) Is used exclusively by the resident or residents of the room; c) Is not normally accessible to persons other than the resident or residents of the room; d) Has access to a kitchen, but does not have exclusive use thereof; and e) Has access to sanitary facilities, but may or may not have exclusive use thereof.

“Household” means one or more persons living together as a single independent housekeeping unit, with common use of and access to all areas of a Dwelling Unit.

- Clearly define a Lodging House as having 4 or more units
- Require licenses for all lodging houses that contain 4 or more lodgers
- License would be issued upon demonstration of the following:
  - Compliance with the Land Use Bylaw, including parking
  - Submission of a floor plan that complies with the LUB
  - Compliance with the Fire Code
- The circumstances under which the Development Officer may refuse a licensing application, and appeal provisions. Grounds for refusing a license include:
  - Non-compliance with Fire and LUB
  - Breach of other Town bylaws
  - Outstanding enforcement orders
- Yearly renewal of the license and a yearly registration fee
- An enforcement section that enables suspension or revocation of the license for noncompliance with the LUB or Fire Code

- The bylaw would only apply to a small number “Lodging House” (or Boarding House) properties (approx. 15-20 at most). The scope is very limited in Staff’s view.
- Short-term rentals would not be addressed and have been a topic of discussion / issue of concern.
- Building Official / Fire and Life Safety Inspector is being hired and should be involved in formulating the overall approach. This new Staff person would play a key role in any licensing system implemented.
- Staff lacks an overall understanding on the location and number of lodging units in the Town and the proposed approach would not contribute to an improved understanding of the overall rental market.
- Much of what is in the proposed bylaw is already covered in other legislation such as the Land Use Bylaw, Minimum Housing Standards Bylaw and Fire Safety Act, Waste Management.
- Better enforcement provisions required – penalties need to be added to the Bylaw in order to be able to write Summary Offence Tickets.



- Status Quo (do nothing)
- Proceed with first reading with By-law as written
- Explore amendments to existing By-laws to regulate Lodging/Boarding Houses
- **Bring revised approach with MPS in the Fall of 2018 (Recommended)**

Staff are recommending that time be taken to explore a revised Rental Licensing approach.

## Goals:

- Life safety
- Better handle on short- term rentals
- Better understanding of the overall rental market
- Improve communication and compliance with Landlords

# Revised approach - Next Steps

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- Apply the by-law to all rental properties to create a Residential Rental Licensing System.
  - Focus on Life Safety (“the safest student housing in the Province”) through the use of our System of Municipal Fire Inspections.
  - Get a handle on short-term rentals (AirBnB).
  - Work toward a better understanding of the overall rental market.
- There needs to be additional investigation into the mechanics of applying a licensing system to all rentals – this would include large apartment buildings all the way down to someone renting a room in their house or a short-term rental. Iterations of this and phasing need to be explored further. Exemptions for homeshare and other situations need to be explored. Short-term rentals (Airbnb) in different formats (e.g. whole house, just a room, separate dwelling) needs to be understood.
- Amend the Land Use By-law to define and enable land uses – e.g. “Lodging Houses” and “Lodging Units” as part of MPS Draft 2 presented in July. Need to ensure consistency with other relevant bylaws. Can and should move forward with MPS process.
- Focus groups with Landlords and property owners to discuss the approach and issues
- Amend Fire Inspections Policy and System of Municipal Fire Inspections to allow inspections for fewer units/lodging units
- Work on legal issues (e.g. enforcement)
- Think through realistic roll-out given our capacity (phased-in, buy-in from owners, fines for non-compliance, application requirements, etc)



**e. RFA 002-2017  
Options to Hold  
Landlords  
Accountable**

**26-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT  
COUNCIL DIRECT STAFF TO ASSESS OPTIONS TO HOLD PROPERTY  
OWNERS/LANDLORDS ACCOUNTABLE FOR ACTIONS OF THEIR  
TENANTS THAT INTERFERE WITH THE ENJOYMENT OF ADJACENT  
RESIDENT'S PROPERTIES**

**CARRIED**

A more robust rental licensing system would contribute to better communication with Landlords. The Landlord would be required to sign off on certain terms and conditions as part of acquiring a license. An [educational component](#) could also be included. The Town would have the ability to revoke a rental license under certain circumstances. In addition to this, a rental licensing system and the addition of a full time Building/Fire Official would lead to more of a presence on properties through a system of rental unit inspections.

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That Council direct Staff to explore a revised Rental Licensing approach that would be brought back to Council for consideration in the fall of 2018 **with the Municipal Planning Strategy and Land Use By-law.**

**REQUEST FOR AGENDA ITEM**  
(Insert Item Title)  
Submitted by: Mayor Cantwell  
Submitted on: June 26<sup>th</sup>, 2019



The Request for Agenda Item form is to be used by the Mayor and Councillor's to request an item to be added to the Committee of the Whole agenda for consideration. All Request for Agenda Item forms should be submitted at least **10 BUSINESS DAYS** prior to the scheduled Committee of the Whole meeting to the Chief Administrative Officer. Exceptions may be made for extraordinary circumstances.

**Date of Committee of the Whole requested: July 2<sup>nd</sup>, 2019**

**Recommendation(s)**

(provide the recommendation(s) and/or motion that you would like Committee of the Whole to forward to Council for consideration)

COMMITTEE OF THE WHOLE RECOMMENDS  
to COUNCIL to DIRECT STAFF to ACCEPT CENTRAL AVE AS  
A "PEDESTRIAN" (BIKES + SCOOTERS) ONLY STREET FOR A PERIOD OF  
4 TO 6 MONTHS WEEKS ~~FROM~~ DURING AUGUST & SEPTEMBER.

**Summary**

(provide a Brief description of item/background for this request)

As we attempt to improve walkability and pedestrian/vehicle safety in Wolfville, I believe there should be consideration of improved "walking" space. This may allow for improved access for those wishing to do business on both Central Avenue and Front St. (subjective I understand)

**Expected Outcome:**

- In Camera Discussion
- For information/discussion purposes only
- Recommend an action to the CAO
- Promote clarification/renewal or production of a policy or procedure
- Recommend a motion for approval by Council





## **1) Improving Quality of Life for All**

- Try it in Wolfville events have been planned with the first event scheduled for June 29th at 2 pm. Events will continue every Saturday afternoon over the next 8 weeks;
- Wolfville free summer concert series begins June 30th and runs every Sunday for 8 weeks;
- Staff continue promoting the new Earth Leadership Camps. Four camps have been planned over July and August;
- Staff have been challenged by the spring weather, however open and green spaces are taking shape;
- Canada Day events are scheduled and have been promote. Festivities will begin at 11 a.m., in Willow Park;
- Staff organized a Wolfville Physician Appreciation reception with clinic retention as the goal. Meaningful dialogue took place and Council and staff will continue building this relationship;
- Staff visited all town restaurants to touch base and collect up to date menus for the Visitor Information Centre;
- Staff will be involved in the development of a large event attraction strategy in collaboration with other regional partners to increase events and impact economic development;
- The Town's Climate Change Mitigation Coordinator has been reviewing background information and formulating workplans for both the FCM funded Partners for Climate Protection work and the Low Carbon Communities 'Inspire Wolfville' program. The Coordinator will provide an update to Council at the July Committee of the Whole meeting.

## **2) Maximizing Our Infrastructure Investments**

- Staff in Parks and Recreation and Public Works continue to work together to plan upgrades to the East End Gateway;
- Planning is underway for improvements at the Post Office site with work expected to start in early August;
- Construction on Gaspereau Avenue upgrade began Friday June 21st and is scheduled to be completed by the end of July;
- Construction on Seaview Ave was delayed slightly and is scheduled to start the week of July 2 and be completed by the end of August;
- The contract for Westwood Ave reconstruction has been awarded to Howard Little Excavating. Work is expected to start in early August and be completed by the end of October;

## CAO REPORT

July 2, 2019

Department: Office of the CAO



- 
- Tenders for the purchase of 2 new ½ ton trucks and the replacement of the backhoe and a small loader closed June 27<sup>th</sup>;
  - Staff are continuing conversations with Acadia regarding the naming of the Recreation Park at Tower Fields. A further update will be provided at the July Council meeting;
  - Design for the installation of new pedestrian crossing signals on Main St at University Ave (pilot project) is being finalized for tender by early August;
  - Tender documents for the shoreline protection project have been received for review and should be out by mid July;
  - A draft stormwater management plan is expected within the next couple of weeks for review and a final plan submitted by the end of August;
  - Staff have scheduled the first stage of the audit/inventory required for the Accessibility Plan for late July. This work will involve an assessment of the accessible parking needs in the downtown core (between gateways and up to Wolfville School), identification of most appropriate locations for designated spaces, size/configuration of spaces, curb cuts required, and general assessment of sidewalk/crosswalk conditions.

### 3) Leveraging our Economic Opportunities

- Staff attended the REN AGM and the Chamber of Commerce Women of excellence Awards. Several Wolfville businesswomen were finalists;
- The WBDC annual meeting elected Jill Delaney as President and Lynda MacDonald as Vice President. Staff met with the new executive to discuss the continued positive working relationship;
- Work continues toward a Library Feasibility study/report that will be presented to Council in the fall.

### 4) Operational Updates

- Staff are installing street banners on Main St and Front St. and new banners have been ordered for Clock park;
- Staff have ordered new signage for Reservoir Park to be installed in the next couple of weeks. Additionally, a number of downtown Wolfville maps will also be installed;
- Staff recognize that critical to the interests of the Parks and Recreation team is more external communication and engagement. With that, we are now working more closely with Corporate Communications to ensure brand standards are begin met and improved communications will result;
- Rainfall in excess of 70 mm on Friday June 21 created short term flooding issues throughout the Town with no major damage reported;
- Staff are working with the auditors to finalize year end consolidated financial statements. The process is underway with a planned Audit Committee date of Friday, July 5<sup>th</sup>;

## CAO REPORT

July 2, 2019

Department: Office of the CAO



- 
- Audit of VCFN records is near completion and VCFN Board has started the process to contract the accounting work to a private 3rd party;
  - Staff are issuing 1st Quarter water/sewer bills the first week of July, due end of July;
  - Staff coordinating the review of the Town's website has reached out to IT resources at Acadia University to assist in improving the accessibility of the Town's website;
  - GIS Staff continue to provide support to the Planning Department in a number of areas, including the MPS and Bylaw/Compliance services;
  - GIS Staff are scheduled in mid-late July to carry out the 2019 update of the Pavement Condition index for streets, forming part of the Asset Management Plan process. Additional work will also include developing a criteria for a condition index for sidewalk condition. The data will further inform the Asset Management Plan;
  - Management Team has started early discussions on 2020/21 budget process;
  - Staff continue to work with Developers on Development Proposals (as-of-right through Development and Building Permits and the Development Agreement process to Council);
  - Staff will hire a summer student to support the Climate Change Coordinator through the 'Inspire Wolfville' program;
  - Staff are working with a consultant to prepare the final drafts of the Municipal Planning Strategy, Land Use By-law, Design Guidelines, and Subdivision By-law ("Draft 3"). Staff will present an overview and process at the July 16th Town Council meeting and also at the July 18th PAC. Council and PAC will have the remainder of the summer to review before an adoption process begins in the fall;
  - Staff are attending the Canadian Institute of Planners Conference in Ottawa, ON July 3-6;
  - Staff are working on finishing projects in Windsor as part of the Shared Serve arrangement the Town has held with Windsor up until April 1, 2019. The Director of Planning will continue to provide limited service related to planning and sustainability leading up to the consolidation of Windsor and West Hants;
  - Staff continue focusing on Fire Inspections with training and bringing on a temporary resource to formulate a baseline of initial inspections and to better action the Municipal System of Fire Inspections requirements;
  - Staff are working on updates to the property minimum standards by-law and working with the Building/Fire Official, Development Officer, and legal to better deal with Rental Businesses in the Town (e.g. licensing) and align definitions. These issues will be brought to Council in July for direction.



## COMMITTEE UPDATE

Title: Kings Transit Authority (KTA)  
Date: July 2, 2019  
Department: Office of the CAO



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### UPDATE

The Kings Transit Board met June 26<sup>th</sup>, 2019.

#### From Chair's Update:

- The campaign for the roll out for the UPass will begin next week.
- Attended the Green New Deal Town Hall community conversation session on June 19<sup>th</sup> at Acadia. Noted that a reasonable amount of the conversation related to micro-transit initiatives and discussion as well as commuter transit to Halifax. *We should follow up and get summary notes from the organizers of that event.*

#### General Manager's Report

- Sales of student passes for the summer a little slow
- Fuel prices continue to be low, working to the benefit of KT
- Ridership shows a total increase of 4.6% year over year, with all routes showing an increase with the exception of the Core, which experienced a 1.39% decline **year over year** (*comparing the current month to the same month the previous year*). It should be noted that the CORE has over 18,000 riders per month while Digby and Annapolis West with between 1,500 and 2,500 riders monthly show significant percentage gains even with a small increase in riders (both of which had **year over year** increases of over 20%).
- When comparing year to date for all routes the CORE shows a slight decrease in ridership although is up a small amount relative to current year budget estimates. Annapolis East is also down slightly when comparing year to date ridership, although slightly above budget estimates for the year. Annapolis West, Hants Border, and Digby are up year to date over previous year although below current year budget estimates.
- Following request will provide ridership information in the future as a full 12 months to current date making it easier for Board Members to visualize highs and lows throughout the

## COMMITTEE UPDATE

Title: Kings Transit Authority (KTA)

Date: July 2, 2019

Department: Office of the CAO

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- **New Business**

- The Board reviewed the letter from the Town of Wolfville that accompanied the notice of approval of the 2019/2020 Operating and Capital Budgets:
  - **Re Point # 1** – direction to undertake a route review: KT does not have the staff or the technology at this time to undertake a reliable route review. However, one of the things that will be applied for if/when the PTIF (Public Transit Infrastructure Funding) grants become available will be technology to help the organization to more accurately monitor ridership use allowing better assessments to be made. The GM is planning to undertake some level of route review on three routes in the coming months.
  - **Re Point #2** – It is difficult to achieve a better fare to municipal contribution ratio in part because of the age of the buses, which add considerably to the cost of this service. It was noted that fares have been increased although not in time for the previous year to show a more favourable ratio.
  - **Re Point # 3** – It was noted that the capital purchases indicated would not be pursued in the absence of federal or provincial grants.
  - **Re Point # 4** – Once the audit, currently underway, is complete the GM will go back to member councils to identify the funds required to address the Capital Reserve Fund overdraft position. The audit should be completed within the next month or so. Note: the representative from Annapolis County noted that their Council did not think that an organization structured as Kings Transit is could have an operating reserve, as any unused funds are returned to the partners. *If that is in fact the case then after paying off the amount owing on the capital debt it would require including future funding to be part of the operating budget as a separate line item. To be discussed further following the audit.*
  - **Re Point # 5** – The request for the Board to update the cost sharing formula to reflect current populations garnered some discussion. Not all Board Members supported a per capita reflection of population. It was agreed that this work needs to be done and the Board is waiting for support from the partners to focus on this and related initiatives.

Respectfully Submitted

Councillor

Wendy Donovan

## COMMITTEE UPDATE

Title: Kings Point-to-Point (KPPT)  
Date: July 2, 2019  
Department: Office of the CAO



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### UPDATE

June 25th, 2019 was the Board meeting and Annual General Meeting for Kings Point to Point Transit Society.

Passenger efficiency (the ratio of distance traveled to distance with a paying passenger) is up to 91.5 %. The larger vehicles have carried up to four people who use wheelchairs and their attendants, which would be four paying passengers for the distance. Halifax trips are up as well, almost always for medical reasons. These trips have no deadheading (returning empty).

Two new vehicles will be purchased this year and two will be declared surplus.

Revenue was up 30.6% over last year.

The Annual General Meeting was attended by guests Mayor Peter Muttart, Deputy CAO Rob Frost, Chair Kings Transit Authority Councillor Meg Hodges (all from the Municipality of the County of Kings), Renate Tweedy, Sou'West Nova Transit Association, and Dale Arnburg.

The bylaws were changed to prohibit councillors from serving as chair or vice-chair. The chair continues to not have a vote, except to break a tie. There was considerable discussion on these issues.

Dale Arnberg joined the board. The new executive is Chair Helen Juskow, Vice-Chair Shelley McMullen, Treasurer Councillor Lynn Pulsifer (Town of Kentville), and Secretary Chris Goddard (Representative for the Town of Berwick).

Counsellor Mercedes Brian



## COMMITTEE UPDATE

Title: Annapolis Valley Trails Coalition (AVTC)  
Date: July 2, 2019  
Department: Office of the CAO



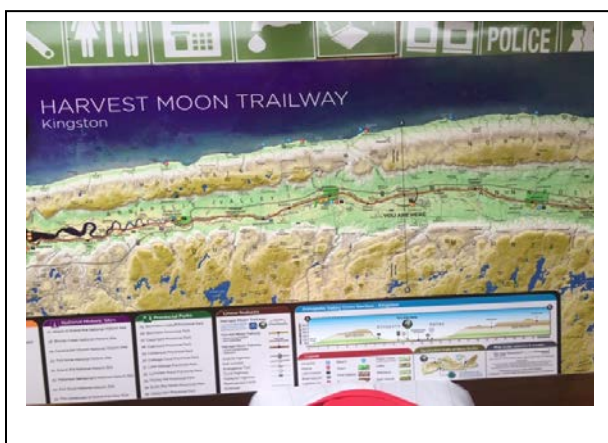
### UPDATE

The Annapolis Valley Trails Coalition (AVTC) Annual General Meeting was held on June 20<sup>th</sup>, 2019:

- 1) Presentation from Sherry Fillmore, Association of NS Geocaching was very interesting. They are trying to set up a passport book for geocaching on the Harvest Moon Trail and AVTC is collaborating on this. This is a great economic driver to the area. The top geocacher in Nova Scotia lives right here in Wolfville. His name is Hugh Chipman. Very interesting statistic that I found out is that the first geocaching in Canada started in Nova Scotia. There are 30,000 teams in Nova Scotia geocaching. It is becoming a very economic development business for towns and cities.
- 2) We had the election for the AVTC board which I am on again and I also have been elected as vice chair.
- 3) Rick Jacques, Trail Coordinator, gave his report on the Harvest Moon Trail. The trail is now fully open from Annapolis Royal to Grand Pre. Major signs will be up soon on the trail. They hope to have 12 sign kiosks up this summer.
- 4) A Destinations trail website will be developed soon. We are reviewing proposals now for the website and will select one. Price will be about \$24,000 which we will share with two other groups - The Rum Runners trail group and The Celtic Shore trail group. Each group can put up their own content on this shared site.

Next meeting will be in September. Below are photos of some of the new trail signage that will be going up.

Counsellor Carl Oldham



June 26<sup>th</sup>, 2019

**TO: NSFM Board**

**FR: Juanita Spencer, CEO, Nova Scotia Federation of Municipalities**

**RE: NSFM BOARD REPORT, JUNE 21<sup>ST</sup>, 2019**

I am pleased to send you the highlights of the NSFM Board Report from our June 21, 2019, meeting. We would be pleased to answer any questions that may arise or hear any comments and/or suggestions.

Also attached is the update on our initiatives report.

1. **Wood Energy Projects:** Staff from the Department of Lands and Forestry delivered a presentation to the NSFM board on wood energy projects in Nova Scotia.
2. **Department of Municipal Affairs and Housing (DMAH) Update:** Staff from DMAH provided the NSFM Board with an update on the merger of the Department of Municipal Affairs and Housing Nova Scotia, effective June 3<sup>rd</sup>, 2019.
3. **Short Term Rentals:** The NSFM Board discussed the topic of short-term rentals (Airbnb) and decided that a letter should be written to DMAH emphasizing the importance of land-use planning remaining a municipal responsibility.
4. **Port Hawkesbury Airport:** The NSFM board discussed the topic of the Port Hawkesbury Airport and decided to direct staff to write a letter.
5. **NSFM Bylaw Revisions:** Proposed NSFM bylaw revisions with a digital change log were presented to the Board with a request that board members take the draft back to their municipalities for review and comment.
6. **NSFM Rules and Procedures Document:** A new rules and procedure document was presented and adopted.
7. **Women's Forum and Youth Forum:** The NSFM Board directed staff to investigate the creation of a women's forum and a youth forum for municipal elected officials.
8. **Approval of 2018 Audited Statements:** The 2018 draft audited statements were approved.

## Board Initiatives Report – June 2019

**NSFM Vision:** Effective local government and strong, sustainable communities

**NSFM Mission:** To enable effective local government for Nova Scotia’s communities by facilitating strategic advocacy, education and collaboration

### Initiatives

#### 1. CAP

Since February 2019 NSFM has led a steering committee with AMA and PVSC representation to strategically work towards a solution to the CAP issue. We have met with the Minister of Municipal Affairs and his staff on several occasions and have met with many key stakeholders. We have held meetings with policy staffers at the PC and NDP caucus offices, have given a presentation to the NDP caucus, and are preparing to meet with the Liberal, and PC caucuses. We are feeling positive vibes from the province but also know we are operating under a tight timeline. As meetings are planned for the days leading up to the board meeting, a more thorough update will be provided at the meeting.

#### 2. EPR

At the Provincial/Municipal roundtable meeting on the 30<sup>th</sup> of October the Province asked NSFM to consult Nova Scotian businesses on the EPR proposal being developed in collaboration with the Solid Waste Chairs. NSFM and municipal solid waste staff throughout Nova Scotia received responses for a month and a half, with the consultation period ending on March 15<sup>th</sup>, 2019. The results of the consultation were collated and added to the EPR proposal produced by the Solid Waste Management Regional Chairs Committee Priorities Working Group. The Priorities Working Group met several times between March and May to develop drafts of the proposal, with the final EPR proposal being presented to the Regional Chairs on May 16<sup>th</sup>, 2019, where it was approved for submission to Nova Scotia Environment. After some additional finishing touches, the 88-page proposal was delivered to Minister Wilson on June 5<sup>th</sup>, 2019. The proposal was also sent to all NSFM members, and a CBC story by Michael Gorman covered the release. A spokesperson for the Minister of Environment has stated that the Minister will hold off on making any statements about the EPR proposal until the long-awaited efficiency study, another project of the Solid Waste Management Regional Chairs Working Group, is complete and submitted. NSFM staff expect this report to be complete and submitted by Regional Chairs in July 2019. Updates will follow as they are made available.



### **3. Roads**

At the November conference it was hoped that a new funding agreement for roads would be in place by June 2019. A committee was struck to address this resolution, and a joint municipal-provincial roads committee is now underway. The committee has now finalized its work plan, and tasks have been assigned to committee members, with some work starting to trickle in. More updates will be provided on this as they become available. and any proposals or ideas regarding agreements will be circulated for comment well in advance of any substantive discussion on the topic.

### **4. Accessibility**

Accessibility is one of the most significant issues facing municipalities. In the 2019 budget the Province allotted \$1M for accessibility related issues, and in our press release that followed, we noted that municipalities are looking for a substantially greater amount of financial assistance to help us become compliant with the Provincial accessibility legislation. Municipalities are being asked to ensure their communities are accessible by 2030.

### **5. NSFM's Contract to Support the Administration of the Gas Tax Fund**

NSFM recently met with staff at DMA as part of our monthly scheduled meetings to discuss our work to support the administration of the Gas Tax Fund (GTF) in Nova Scotia. DMA staff reported that a signed contract for the work to be delivered in 2019-20 is forthcoming (there is a delay in getting the contract to NSFM due to the recent cabinet shuffle). For the services NSFM proposes to provide to support municipalities in meeting the requirements of the GTF, including federal communications and asset management requirements, NSFM is requesting \$125,000 for the 2019-20 fiscal.

### **6. Asset Management**

NFSM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement. On March 31, NSFM staff delivered a brief presentation at FCM's Annual Conference in Quebec City on the paper developed for its workshops to integrate climate considerations into asset management planning.