

# **MEMORANDUM OF UNDERSTANDING**

**Between**

**TOWN OF WOLFVILLE**  
**hereinafter referred to as The Town**

**And**

**ACADIA UNIVERSITY**  
**hereinafter referred to as Acadia**

**And**

**ACADIA STUDENTS' UNION**  
**hereinafter referred to as the ASU**

This Memorandum of Understanding (MOU) is made and entered into by and between The Town, Acadia, and the ASU. The entities listed above may collectively be referred to as the Parties to this MOU.

## **I. PURPOSE:**

In late 2016, representatives from the Town and Acadia embarked on discussions to formalize and strengthen our mutual commitment to work together to ensure that our collective community is positioned to maximize opportunities. It was determined that the best path forward would be to develop a Partnership Agreement between the two institutions, alongside the ASU, to provide undertakings that the Parties could commit to over the next few years to achieve our mutual strategic goals.

Recognizing that we are stronger together than if working in isolation, the Town, Acadia and the ASU wish to transcend the traditional Town and Gown framework to deliver the most integrated university town model in Canada and to truly materialize on the goal of becoming a learning community. This Partnership Agreement Framework lays the foundation on how we will mobilize to ensure that we can best meet the needs of our community and respective institutions.

## **II. KEY PRINCIPLES:**

The Parties have been guided by the following key principles in the development of this Partnership Agreement.

- ***Wolfville is only Wolfville with Acadia and Acadia is only Acadia with Wolfville.***  
The Town and Acadia recognize that both entities are intrinsically intertwined. Both entities will live up to their full potentials of success with the support and partnership of the other.
- ***We must invest in each other through dedicated resources, funding and collaborative partnerships.***  
The Town and Acadia believe that greater benefit will be achieved if each invests in the other's success.
- ***We have a joint responsibility to commit to a high standard of community livability for all residents of Wolfville.***  
All residents of Wolfville deserve to live in a town that is attractive, safe, and where neighbours respect each other. In instances where this becomes jeopardized, the Town and Acadia will work together to address the issues, promptly and collaboratively.
- ***We have a joint responsibility to ensure the success of all Acadia students.***  
Acadia students gain experience and knowledge not only through Acadia's academic programs and on-campus experiences, but by integrating as proud citizens of the Town of Wolfville. Their involvement as residents of Wolfville should be enriching and should contribute to the overall positive experience students have at Acadia.

### III. SHARED GOALS:

- (1) The Parties will communicate openly and frequently with each other, with students of Acadia, with permanent residents of the Town and with other key stakeholders. To these ends, the Parties will:
  - a. jointly develop and implement an integrated communications plan;
  - b. improve informal lines of communication between staff at both institutions by pairing a member of each management team with another to improve ongoing communication flow;
  - c. jointly leverage communication opportunities, such as the Grapevine, campus communication efforts and social media;
  - d. pair Town Councillors with Acadia Students' Union Councillors to facilitate and maintain shared experiences;
  - e. jointly host an annual forum to address any community concerns and inform the broader community on the successes and challenges of the previous year with respect to both institutions;
  - f. Town Council shall, no less frequently than once per calendar year, invite the President of Acadia and the President of the ASU to attend a Town Council meeting, for the purpose of advising the Town Council about events and issues at Acadia;
  - g. The Board of Governors of Acadia shall, no less frequently than once per year, invite the Mayor of the Town to attend a meeting of the Board of Governors for the purpose of advising the Board of Governors about events and issues in the Town;

- h. The ASU shall, no less frequently than once per calendar year, invite the Mayor of the Town to attend a Student Council Meeting for the purpose of advising the ASU about issues and events in the Town;
- i. Encourage and support staff of both organizations to get involved in each others' committees, projects and initiatives to improve communication and ensure direct feedback;

(2) The Parties will pursue and leverage joint economic development opportunities. To this end, the Parties will:

- a. in conjunction with Destination Acadia, mutually pursue the hosting of events that provide economic development benefit to both the Town and Acadia with an intention of hosting no less than one such event per year;
- b. explore the role of the Annapolis Valley Events and Sports Tourism Association (AVESTA) in the furthering of these goals;
- c. support the efforts of the proposed Culinary Tourism Centre;
- d. provide opportunities and resources for students wishing to open businesses in Wolfville after graduation;
- e. continue to support the Wolfville Farmers Market, which is provided annual funding through the Town and building space through a partnership with Acadia;
- f. support the efforts of the Town's annual signature events including but not limited to: Devour, Deep Roots and Valley Harvest Marathon;
- g. support the efforts of Acadia's signature events including, but not limited to: Welcome Week, Homecoming, Cheaton Cup, Acadia Performing Arts Series, the ASU Craft Show and the Huggins Science Seminar;
- h. encourage linkages between the WBDC and students for business planning, research development and employment opportunities.

Further to this end, the Town will:

- a. provide \$10,000 annually to Acadia University to support the hosting of events that are of mutual benefit to both the Town and Acadia University through Destination Acadia

Further to this end, Acadia will:

- a. Provide research support to the culinary and wine sector through initiatives such as the Innovation Pavilion.

(3) Acadia and the Town will manage our facilities and infrastructure in a strategic manner. To this end Acadia and the Town will:

- a. pursue shared tenders to achieve economies of scale;
- b. provide to the other, on the provision of reasonable notice, access to meeting space when required and at no cost to the requesting party;
- c. work collaboratively on the parking management strategy currently under development;
- d. pursue energy initiatives together, including but not limited to, the installation of electric car stations and the increased use of Acadia's central heating plant;
- e. jointly plan for recreational amenities. Additionally, appropriate financial contributions will be provided by both institutions for recreational amenities that benefit both the Acadia population and residents of the Town. Acadia will ensure that its facilities remain open and available to residents of the Town on substantially the same basis as those facilities are available to members of the Acadia community;
- f. review all existing facilities agreements, both in written and verbal form, and update as required;
- g. remain active partners and provide leadership on the Valley Community Fibre Network;
- h. explore IT efficiencies and synergies for mutual benefit.

Further to this end the Town will:

- a. address issues surrounding housing, parking, active transportation, open space/parks and general infrastructure into policies of the MPS in the University section;
- b. provide \$15,000 annually to Acadia to support the summer and March break day camp programs delivered by Acadia. Should Acadia cease to provide summer and March break day camps on behalf of the Town, this funding from the Town to Acadia will cease;
- c. provide up to \$35,000, based on a 50-50% cost sharing formula with Acadia, in 2018-19 to participate in a joint business planning exercise for the Acadia Athletic Complex. Once completed, Town Council will consider an appropriate ongoing annual contribution to the operations of the Acadia Athletic Complex.

Further to this end Acadia will:

- a. Provide space at venues such as the Acadia Festival Theatre to community groups, such as Women in Wolfville and Fezziwig on a cost recovery basis;
- b. Provide \$10,000 in 2018-19, and leverage any additional amount required to cost share with the Town on a 50-50% cost sharing basis, to participate in a joint business planning exercise for the Acadia Athletic Complex.

(4) The Town will leverage the academic opportunities that Acadia provides. To assist the Town in this matter, Acadia will:

- a. encourage research opportunities for faculty and students that support community initiatives and challenges;
- b. encourage and celebrate student volunteerism and involvement throughout the community;
- c. together with the Town, promote the opportunity for community members to attend formal academic lectures free of charge;
- d. together with the Town, promote local co-op opportunities for students, including working for the Town;
- e. endeavour to provide (with the support of the Town), lectures in the community that benefit the community;
- f. encourage the community to utilize Acadia's students first for any research requirements;
- g. develop a list of subject matter experts within Acadia to improve the connection between Acadia's academic community and the Town of Wolfville

Further to this end the Town will:

- a. continue to provide annual academic bursaries up to \$10,000 and \$500 to support the success of local Acadia students

(5) The Parties will integrate their strategic planning to mutual benefit. To this end the Town will:

- a. grant Acadia and the ASU an opportunity to provide meaningful feedback into the development of annual budget and operations plans. Acadia and the ASU will identify the appropriate office(s) to be engaged;
- b. ensure Acadia and the ASU are consulted on bylaws and policies that impact the community

Further, to this end, Acadia will:

- a. solicit and will accept meaningful input from the Town on Acadia's Campus Plan

Further, to this end the Town, Acadia, the ASU will:

- a. solicit and accept, from the other, feedback about strategic planning;
- b. invite representatives from the other party to sit on internal committees where the committee's work affects the other party, including Destination Acadia and Acadia 2025;
- c. review their respective ownership of land, and consider land arrangements, sales and purchases where mutually beneficial to do so;
- d. have staff meetings on issues affecting all parties;
- e. explore the identification and measurement of key performance indicators to measure the effectiveness of this partnership

(6) The Parties will work together to promote community harmony. To this end, the Parties will:

- a. develop and work together to implement a comprehensive community alcohol strategy;

- b. designate and identify a single point of contact for community complaints;
- c. explore creating a joint community liaison position, as a pilot project. The purpose of this position, once created, would be to address concerns and questions from the community about neighbourhood livability;
- d. explore designating Residence Advisors (RA's) in off campus areas;
- e. develop an off-campus living program for students and integrating this as a support service as part of student life;
- f. communicate with landlords about their responsibilities and help landlords establish appropriate rental agreements for student housing;
- g. continue to explore the use of the Non-Academic Judicial Process to address issues where appropriate;
- h. develop, monitor and implement housing policies that support harmonious living on and off campus;

Further, to this end, Acadia and the ASU will:

- a. develop and implement a Student Code of Conduct to address on and off-campus issues through a judicial process;
- b. establish policies and programs that enhance student sensitivity to their surrounding community;

Further, to this end the Town will:

- a. arrange with Acadia and/or the ASU to have the Town's Compliance Officer maintain regular office hours on campus;
- b. provide \$10,000 in 2018-19 to assist in the development of the Comprehensive Alcohol Strategy and consider on-going support thereafter.

#### **IV. IMPLEMENTATION:**

- 1) The Parties will provide representatives to the Wolfville and Acadia Town and Gown Committee as follows:
  - a. President and Vice-Chancellor of Acadia University;
  - b. 1 additional member of the Board of Governors and/or Senate (2 year term);
  - c. President of the Acadia Student Union;
  - d. One member of the SRC
  - e. Mayor of the Town of Wolfville;
  - f. 1 additional member of the Town Council (2 year term);
  - g. 1 member of the Wolfville community. Both the Town and Acadia will cause notice of this position and its subsequent vacancy to be advertised publicly. The member so chosen shall be selected by the other 6 Committee members (2 year term).

- 2) The Wolfville and Acadia Town and Gown Committee will be chaired by the Mayor of the Town of Wolfville and the President and Vice-Chancellor of Acadia University on an alternating annual basis. The Mayor of the Town of Wolfville will chair during the remainder of the 2018/19 fiscal year;
- 3) The mandate of the Wolfville and Acadia Town and Gown Committee will be to serve as stewards of this Memorandum of Understanding and to promote the Shared Goals stated above;
- 4) The Wolfville and Acadia Town and Gown Committee will meet on a semi-annual basis, or as required, in November and May of each year of this Agreement;
- 5) A joint annual workplan will be submitted by Chief Administrative Officer (Town of Wolfville) and Vice President Finance & Administration (Acadia University) to the Wolfville and Acadia Town and Gown Committee for endorsement at the November meeting. This Workplan will be developed with feedback from:
  - a. Key staff at both institutions through regular joint meetings of management staff;
  - b. The Acadia Student Union through regular meetings with the ASU President and Executive Team
- 6) Once endorsed by the Wolfville and Acadia Town and Gown Committee, the joint annual workplan will be submitted for review to Wolfville Town Council, ASU and the Acadia University Executive;
- 7) Once approved, the joint annual workplan will be embedded into the Town's four-year Operations Plan and Acadia University's Annual Business Plan;
- 8) The Chief Administrative Officer (Town of Wolfville), and Vice President Finance & Administration (Acadia University) will report on a semi-annual basis to the Wolfville and Acadia Town and Gown Committee on progress on the implementation of the annual joint workplan. Feedback and direction from the Wolfville and Acadia Town and Gown Committee will be provided if required. A summary of year-to-date accomplishments will be presented at the May meeting of the Wolfville and Acadia Town and Gown Committee;


#### **V. LENGTH OF AGREEMENT**

The Parties anticipate that this MOU will remain in effect indefinitely.


A formal review of this MOU will be conducted every 4 years, with its first undertaken in the 2022/23 fiscal year to ensure that the shared goals and key principles are still relevant and current. Any changes as a result of these reviews may require an amending agreement by the Parties.

Any Party may withdraw from this MOU with one year written notice.


In witness whereof, the parties hereto have executed this MOU as of the last date written below:

  
\_\_\_\_\_  
JEFF CANTWELL,  
Mayor  
Town of Wolfville

October 12, 2018  
DATE

  
\_\_\_\_\_  
ERIN BEAUDIN,  
CAO  
Town of Wolfville


Oct 12 / 18  
DATE

  
\_\_\_\_\_  
PETER RICKETTS,  
President  
Acadia University

12<sup>th</sup> Oct, 2018  
DATE

  
\_\_\_\_\_  
CHRIS CALLBECK  
Vice President Finance & Administration and CFO  
Acadia University

October 12, 2018  
DATE

  
\_\_\_\_\_  
GEORGE PHILP,  
President  
Acadia Students' Union

Oct. 12, 2018  
DATE