



ATTENDING

Mayor Jeff Cantwell, Deputy Mayor Wendy Donovan, Councillor Hugh Simpson, Councillor Carl Oldham, Councillor Mercedes Brian, Councillor Dan Sparkman, Chief Administrative Officer Erin Beaudin, planner Devin Lake and Recording Secretary Dan Stovel

ALSO ATTENDING

Director Corporate Services Jen Boyd, Director Finance Mike MacLean, Director Public Works Kevin Kerr, Director Community Development Chrystal Fuller, and interested members of the public

ABSENT WITH REGRET

Councillor David Mangle

CALL TO ORDER

The meeting was called to order at 9:04 am

1. AGENDA APPROVAL

01-01-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

Agenda Amended with an adjournment to In-Camera immediately follow Agenda Approval

Agenda approved with above noted change

CARRIED

2. ADJOURNMENT TO IN CAMERA MEETING

02-01-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 9:07 AM TO AN IN CAMERA MEETING UNDER THE MUNICIPAL GOVERNMENT ACT SECTION 22(2)(G) – LEGAL ISSUE

CARRIED

3. IN CAMERA MEETING ADJOURNED

03-01-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA MEETING BE ADJOURNED AT 9:40 AM

CARRIED

4. REGULAR MEETING RECONVENED 9:46 AM

Mayor amended agenda to receive the Facilities Assessment Information Report in advance of other agenda items.

a. INFORMATION REPORT: FACILITIES ASSESSMENT REPORT

- In May 2016, the Town awarded a \$17,330 contract to WSP to complete a *Facilities Assessment and Gap Analysis*.
- Christina Townsend, Planner, WSP Canada Inc. presented the Indoor Recreation Facilities Assessment and Gap Analysis to Committee of the Whole
- The Gap analysis provides a series of recommendations (19)
- Some recommendations are facility specific, while others are general to indoor recreation facility services
- Many facilities utilized by residents for indoor recreation are not Town owned or operated. A partnership, with clear agreements, will be critical to provide secure, viable and predictable indoor recreation facility inventory for the Town.



- A key recommendation is the need to establish a formalized partnership agreement between Acadia University and the Town of Wolfville.
- Another key recommendation is the need for a Regional Recreation Facility Plan.
- The implementation plan discusses general timeframes, key individuals involved and the partnerships needed to implement the recommendations.

At the February Committee of the Whole, staff will prepare a Request for Decision (RFD) that will include a more detailed assessment of implementation approaches for the recommendations enclosed in the report.

5. APPROVAL OF MINUTES

04-01-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 8, 2015 BE APPROVED AS CIRCULATED.

Amendments to the Minutes:

- Para 7, page 9 Question period comment "The RCMP is now seen to be telling the press what the news is vice having the press report the issues" was amended to read "...the news versus having the press report the issues".

THE MINUTES WERE APPROVED WITH THE ABOVE NOTED CHANGES.

CARRIED

6. CAO REPORT

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

Highlights of this report included:

- Appeal hearing held for 7 Gaspereau Avenue on December 17, 2015 and there are 60 days in which to render a decision, but anticipate a decision before the end of January
- Ongoing meetings have been held with the RCMP to discuss the enforcement of the Town's Noise Bylaw and discussing the potential re-negotiation of an MOU for service delivery
- RCMP Advisory Board is holding a Special Joint meeting on January 19th between the RCMP Advisory Board and Town Council for feedback to the upcoming priorities for the year
- Thanks to the Thrive Facilities Access Grant there was an announcement in December for free access for residents to the Acadia pool and indoor track at specified times.
- The Town continues to participate in the Annapolis Valley Trails Coalition (AVTC) – currently focused on strategic planning
- The weekly Wolfville watershed snowshoe & hike is a success
- Kings County CAOs met on December 22nd and decided that they would meet monthly to keep ongoing communication going in Kings County
- Kings Partnership Steering Committee (KPSC) will be hosted by Berwick – next meeting will be sometime in February
- Joint Meeting of Council/Acadia Student Union (ASU) Council scheduled for February 2nd
- Winter shifts for Public Works have started
- Meet & Greet for Council and all Committee members scheduled for January 29th at the Wolfville Farmers' Market
- The [Town's website](#) hosting has changed and as a result search functions have considerably improved
- A Special COW is scheduled for January 21st dedicated to budget discussions



- An early review of the Province's numbers for the Financial Condition Index show that they are in line with what the Town has projected
- Discoveries for the application in regards to 336 Main Street wrap up today with a settlement conference scheduled for March and failing that a trial is scheduled for April
- Many municipalities in Nova Scotia, including Wolfville, have received a FOIPOP application for the disclosure of all CAO and Council expenditures for 2014 and 2015
- Fire Department responded to 14 calls with 148 man hours responding to alarms and no major mechanical issues this month
- Keeping statistics of Bylaw enforcement and compliance and will be included with CAO reports at future Committee of the Whole meetings

7. COMMITTEE REPORTS

a. EXTERNAL

(1). [KINGS TRANSIT](#) – Councillor Brian

- There was a meeting on December 15th with a presentation to the Municipality of Kings
- On December 16th the KTA Board met to discuss and approve the budget
- The Board again met on December 17th to discuss ridership improvement ideas

b. INTERNAL

(2). [PLANNING ADVISORY COMMITTEE](#) – Deputy Mayor Donovan

- The Planning Advisory Committee met on Monday, November 2nd, 2015 at which time the discussion focused primarily on considerations for development on existing lots with no frontage as well as the proposal for the creation of additional lots within the West End Lands.
- The Planning Advisory Committee and Council assembled to discuss the MPS review during a two-part workshop (Nov. 23rd & Dec. 14th) focusing on the review's "sticky issues" as identified by staff and FOTENN consultants.
- The next meeting of the Planning Advisory Committee is scheduled for February 24th.

(3). [ART IN PUBLIC SPACES](#) – Councillor Simpson

- The Art in Public Spaces Committee met on December 16, 2015 primarily to discuss the placement of the Mona Parsons Memorial Statue, identifying potential sites for future small-scale projects and the Clock Park water feature.
- An additional source of funding for the Clock Park water feature was identified through a Provincial program that the Committee will explore and a two-phase request for proposals (RFP) was agreed upon. The project jury will select an artist/conceptual design which the Committee can then work with to raise additional funds for the water feature. Staff will begin working on the two-phase RFP and bring this back to the Committee for comment.
- The next meeting of the Art in Public Spaces Committee is scheduled for February 2nd.



8. STAFF REPORTS FOR DISCUSSION:

a. RFD 001-2016: CULINARY TOURISM CENTRE (CTC) PROJECT

The Town received a request for funding for the CTC Project from the Wolfville Business Development Corporation (WBDC). In 2015 the WBDC commissioned a feasibility study for a culinary tourism centre (CTC). The CTC is intended to support and capitalize on our existing culinary and wine assets.

05-01-16 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL PROVIDE A \$10,000 GRANT FROM THE STRATEGIC ECONOMIC DEVELOPMENT PARTNERSHIP FUND TO THE CULINARY TOURISM CENTRE (CTC) WITH THE FOLLOWING CONDITIONS:

- i. THE CTC NON-PROFIT WITH A FUNCTIONING BOARD IS ESTABLISHED BY MARCH 31, 2016. NO FUNDS WILL BE DISBURSED UNLESS THIS CONDITION IS MET; AND**
- ii. ADDITIONAL FUNDING SOURCES TO COMPLETE THE BUSINESS CAN BE SECURED.**

CARRIED

b. RFD 057-2015: CORE AREA TRAFFIC STUDY

WSP Canada was retained to complete a traffic study in Wolfville's downtown core. The study assessed existing and projected traffic operations to identify deficiencies in the transportation network, conduct a pedestrian crosswalk review to determine appropriate levels of crossing control and prepare functional plans and cost estimates for the proposed improvements.

06-01-16 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ACCEPT THE CORE AREA TRAFFIC STUDY AS PRESENTED, WITH THE EXCEPTION OF THE RECOMMENDATION OF ACADIA STREET AND CENTRAL AVENUE, AND AUTHORIZE STAFF TO PROCEED WITH IMPLEMENTATION OF RECOMMENDATIONS CONTAINED IN THE STUDY BASED ON BUDGETARY APPROVAL.

CARRIED

c. RFD 002-2016: FIRST READING OF HERITAGE PROPERTY BYLAW

The Town's Heritage Property Bylaw Ch 47, approved by Council on January 13, 2015, was submitted to the Department of Municipal Affairs for approval by the Minister on June 12, 2015. The Town has been notified that because this Bylaw replaces the previous Heritage Property Bylaw that a clause to that affect must be stated in the Bylaw.

07-01-16 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE FIRST READING TO AMEND THE HERITAGE PROPERTY BYLAW CHAPTER 47.

CARRIED

d. RFD 003-2016: COMMITTEE APPOINTMENT – AUDIT COMMITTEE

08-01-16 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT THE COMMITTEE APPOINTMENT FOR THE SPECIFIED TERM AS OUTLINED IN RFD 003-2016:

- AUDIT COMMITTEE – GORDON JOICE (1 YEAR TERM)**

CARRIED



e. RFD 089D-2015: PRELIMINARY LIST – MUNICIPAL ELECTION 2016

09-01-16 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE USE OF ANY PERMANENT REGISTER OF ELECTORS ESTABLISHED AND MAINTAINED FOR USE IN A FEDERAL OR PROVINCIAL ELECTION AS THE METHOD FOR PRODUCING THE PRELIMINARY LIST OF ELECTORS FOR THE 2016 MUNICIPAL ELECTION.

CARRIED

f. INFORMATION REPORT: POLLING DIVISIONS – MUNICIPAL ELECTION 2016

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. Section 9(1) states “on or before the thirty-first day of March in a regular election year, the returning officer shall divide the polling districts in the municipality into such divisions for purposes of better taking the vote as he deems necessary, and shall forthwith report the divisions to the council.” The returning officer is recommending the Town of Wolfville be divided into two polling divisions for the 2016 Municipal Election.

9. QUESTION PERIOD

No questions arose from the public.

The in-camera items scheduled for the Committee of the Whole were deferred to the Special Town Council meeting immediately following Committee of the Whole.

10. REGULAR MEETINGS ADJOURNED

10-01-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING BE ADJOURNED AT 11:31 PM

CARRIED

Approved by Committee of the Whole Motion 02-02-16

As recorded by Dan Stovel, AA Corporate Services