
ATTENDING

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

ALSO ATTENDING

Director Corporate Services Jen Boyd, Director Finance Mike MacLean, Director Public Works Kevin Kerr and Planner Devin Lake and interested members of the Public

ABSENT WITH REGRET

Councillor David Mangle, and Councillor Carl Oldham

CALL TO ORDER

The meeting was called to order at 9:07 am

1. AGENDA APPROVAL

01-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

Amended to include:

- Addition of item 7e – RFD Electronic Voting (follow up)
- In Camera session – addition of a Contractual Issue and CAO personal development plan and performance evaluation

AGENDA APPROVED WITH THE ABOVE NOTED CHANGES

CARRIED

2. APPROVAL OF MINUTES

02-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 15, 2015 BE APPROVED AS CIRCULATED.

CARRIED

3. PRESENTATIONS

a. Dykeland Awareness Project – Madelyn LeMay and Beverly Palmeter

- Landscape of Grand Pre Society has had responsibility for the management of the UNESCO designated World Heritage Site since inscription in 2012
- Regulatory authority has not changed from before designation
- Goals for the landscape of Grand Pre Society:
 - Provide advice to ensure integrity of the site through coordinated management
 - Promote Outstanding Universal Value
 - Report to UNESCO on condition of World Heritage Site
 - Engage stakeholders in stewardship
 - Ensure conservation, protection, presentation and transmission to future generation of Outstanding Universal Value

9:16 am Councillor Dan Sparkman arrived

- Two key messages:
 - Landscape of Grand Pre Society – protection of the dykewalls so as to protect the cultural landscape
 - Marsh Body – concerned with the danger to all visitors and interruption of work: private land
- The most important part of the dyke walls is preventing erosion and dyke breach

b. E-Voting – Bernie White

- Presentation: “The Realities of E-Voting and the E-Voting Services Bulk Purchase”
- A total of 15 Regional/Rural Municipalities and Towns used e-voting in 2008, including Cape Breton Regional Municipality and Halifax Regional Municipality
- For the 2012 Municipal and School Board Elections, all 15 municipalities used e-voting only for advance vote, while 6 used e-voting only on election day, 5 used a combination of e-voting and paper ballot on election day, and 4 used paper only on election day
- The trend is towards e-voting
- Electoral mechanisms used in NS municipal elections
 - Traditional: Paper ballot / Proxy ballot / Mail-in ballot
 - Electronic: Internet ballot / Telephone ballot / Kiosk ballot
- Council’s role in elections:
 - Authorize voters to vote by mail, electronically or by another voting method via Bylaw
 - Approve election budget
 - Approve use of elector lists
 - Appoint Returning Officer
- E-voting is accessible and convenient. Surveys of non-voters indicate that being too busy, out of town or ill/disabled is a reason they did not vote
- E-voting is popular among voters. Post-election surveys indicate that a voter who has cast an electronic ballot will continue to vote electronically in future elections
- Recognized that e-voting is not the sole solution to declining turnout
- There are perceived vulnerabilities with e-voting:
 - Increased voter fraud – extremely rare in Canada.
 - Technological threats – no evidence of vote tampering or rigging in a public election using Internet voting
 - Digital divide – based on age, income and level of internet use is narrowing in Nova Scotia
- E-Voting Services Bulk Purchases
 - Conceived post-2012 election
 - Elections Review Committee recommended exploring bulk purchase of e-voting services
 - Reasons for the bulk purchase - could bring many benefits to municipalities including:
 - Efficiencies
 - Financial Savings
 - Consistency in approach, and
 - Opportunities for smaller municipal units to affordably provide e-voting
 - What does e-voting services bulk purchases mean for other municipal units:
 - Inclusion on a list of municipalities who are interested in being part of the Request for Proposals (RFP).



- There will be no contractual obligation to municipal units if they decide another course of action for the 2016 election
- Any agreement will be solely between the individual municipal unit and the vendor

10:24am Chair called a break to the Meeting

10:32am Committee of the Whole Meeting reconvened

4. CAO REPORT

The CAO's report was presented and reviewed for Council.

CAO also highlighted the following:

- Director Kevin Kerr has indicated that substantial completion for Cherry Lane is expected by October 16th – gravels will be in place for the Valley Harvest Marathon
- Staff have held meetings with [DEVOUR](#) to ensure that the Town is providing support where required
- [WBDC](#) is in the process of going through a Strategic Planning Process – will present to a Special COW meeting in the future
- Planning for [Rogers Hometown Hockey](#) is well underway and a business/community communications plan is currently being implemented to communicate with residents
- [Consultations with MPS](#) took place the week of September 21st – all sessions were well executed with moderate attendance
- An operational meeting was held with representatives of Acadia, the RCMP and the Town on September 30th to debrief on September activities and determine what else should be done to address concerns with respect to noise and disturbance issues in the core area
- High incident 'hot spot' properties have been identified and staff are taking a coordinated approach addressing them through the tools of fire inspections, LUB compliance and minimum housing standards requirements
- The Draft Facilities Assessment Report is currently being reviewed with the Working Group
- Letter sent to Department of Justice requesting that RCMP be enabled to enforce the Town's Prevention of [Excessive Noise Bylaw](#)
- Tree lighting celebration is scheduled for November 14th
- Senior Management at Acadia and the Town met on September 14th to discuss common opportunities and a follow-up meeting is scheduled for December
- Budget process is well underway
- CAO continues to be involved in two major provincial initiatives – serving as Chair on the MGA Review Committee and working on the Partnership Agreement currently being negotiated between UNSM and the Province
- 336 Main St – still working its way through the court system. At the last hearing, the issue of declaratory relief was dropped from the claim. The issue is still going through court with respect to compensation
- During the last couple of weeks there were a couple of rumors regarding a stabbing in Wolfville. There was an incident regarding an individual jumping onto a police car and the investigation is ongoing



- Attached to CAO report is a letter from NS Agriculture regarding funding and support for a comprehensive flood risk assessment of agricultural dykes along the Bay of Fundy. Although deadline is October 4th, the Town of Wolfville can still indicate support but it is not recommended that financial support be provided at this time

ACTION: Staff to write the letter of support to NS Agriculture

5. CONFERENCE UPDATES

a. American Public Works Association (APWA) – Kevin Kerr

- Director Kerr attended the annual [APWA Congress](#) in Phoenix, Arizona Aug 30th – Sep 2nd, 2015.
- The Congress hosted approximately 5,500 attendees from all over the world and more than 400 vendors providing the latest equipment, technology and services
- This year’s Congress featured over 125 technical and professional development sessions in 25 different areas of interest.
- The theme was “investing in the Future” and the importance of investing in and maintaining our infrastructure to ensure the long term health of our communities.
- The APWA Congress provides a great opportunity to network with the largest gathering of Public Works professionals in the world and discuss challenges and opportunities other communities are working to address

6. COMMITTEE REPORTS

a. EXTERNAL

(1). [VALLEY WASTE RESOURCE MANAGEMENT](#) – Councillor Simpson

- The Valley Region Solid Waste-Resource Management Authority met on September 16, 2015 as per the normal meeting schedule.
- Wind turbine will be in operation in a couple of weeks
- Recycle/Reuse contest is upcoming
- In keeping with the Auditor’s on-going recommendations and as a follow-up to discussions during the last meeting, the Authority will be preparing a briefing paper for release to municipal partners seeking formal approval to proceed with the establishment of an Operating Reserve Fund.
- If approval is secured, a formal amendment to the Intermunicipal Services Agreement by all partners will be required
- Authority Staff will begin the budget development process for the 2016-2017 fiscal year soon with the goal of bringing draft Operating and Capital Budgets before the Authority during the November 2015 regular monthly meeting

i. RFD 073-2015 VALLEY REGIONAL WASTE MANAGEMENT OPERATING RESERVES

03-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL SUPPORT FURTHER RESEARCH BY VALLEY WASTE RESOURCE MANAGEMENT INTO THE ESTABLISHMENT OF AN OPERATING RESERVE AND THAT NO RESERVE BE APPROVED BY VALLEY WASTE RESOURCE MANAGEMENT UNTIL THEY HAVE PROVIDED THE FUNDING PARTNERS WITH:

- **A DOLLAR LIMIT TO BE PLACED ON THE RESERVE ACCUMULATION,**

- **CRITERIA THAT CONTRIBUTE TO AN ANNUAL SURPLUS THAT WILL RESULT IN THOSE FUNDS NOT BEING CONSIDERED FOR THE RESERVE, AND**
- **CRITERIA THAT PROVIDE THE GUIDELINES ON WHEN AND HOW THE OPERATING FUND RESERVE CAN BE UTILIZED.**

CARRIED

(2). [KINGS TRANSIT AUTHORITY](#) – Councillor Brian

- There was no meeting was held in September
- Following recommendations of the Auditors, the General Manager and the Kings Transit Authority board completed an internal re-structuring – it has been two weeks and the organization has been running well
- Following the September 30 deadline for withdrawal of funding from Windsor and West Hants, and following the Nova Scotia Utilities and Review Board decision, the service from Wolfville to Brooklyn has been discontinued
- As of August 10, Councillor Brian is serving as Chair to the Kings Transit Authority board

(3). [ECO KINGS](#) – Councillor Mangle

- The Eco-Kings Action Team met on Tuesday, September 8, 2015
- The Committee discussed whether it was prudent to pursue the [Connect2](#) funding and if this would be the responsibility of a Sustainability Coordinator should the committee be successful in obtaining one for the area
- The Committee also discussed the perceived lack of funding for the rail trail – the section between Wolfville and Greenwich in particular is expensive to develop

(4). [VALLEY COMMUNITY FIBRE NETWORK \(VCFN\)](#) – Councillor Simpson

- A VCFN Board meeting was held on September 28, 2015
- After consideration of responses received to the Legal Services Request for Proposals (RFP), a motion was passed to engage the services of BTWlaw to act as the solicitor for the VCFN
- School boards have been approached about using VCFN
- Not intended as residential service support – focused on businesses

(5). WOLFVILLE INTER-CHURCH COUNCIL MEETING – Mayor Cantwell

- As Chair, Mayor Cantwell took the opportunity to advise those in attendance that the Wolfville area Inter-Church Council would be hosting a meeting at 7:00pm, October 14th at the Wolfville Baptist Church respecting the Syrian Refugee issue
- Likely coming out of the meeting will be a recommendation regarding sponsoring a refugee family to settle in the Wolfville area

b. INTERNAL

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

- The Planning Advisory Committee (PAC) met on Thursday, September 30, 2015
- At this meeting, the PAC acted as the Heritage Advisory Committee (HAC) for the Library Roof project
- The PAC discussed the status of the Christie House – one of the oldest heritage buildings in the Town of Wolfville. There is a developer who is currently in negotiation with Acadia University to relocate the home to another space within the town



- The [MPS review](#) consultation week took place September 23-26 and was a very successful week. Consultation will continue in January 2016 with FOTENN representatives returning for additional workshops, consultations and information gathering
- The next meeting of the PAC will take place on November 2, 2015
- Planner Devin Lake provided a presentation on the re-roofing of the Wolfville Library for initial consideration

i. RFD 068-2015 LIBRARY ROOF

04-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ACCEPTS THE RECOMMENDATION OF THE HERITAGE ADVISORY COMMITTEE FOR ROOFING OPTION #3 (DIAMOND SHAPED METAL SHINGLES), WITH THE COLOUR OF THE SHINGLES AS CLOSE TO THE ORIGINAL AS POSSIBLE

CARRIED

(2). [TOWN AND GOWN](#) – Councillor Mangle

- The Town & Gown Committee met on Tuesday, September 29, 2015
- As a follow-up to the Council-to-Council meeting in Sackville NB, Thursday, July 9, 2015, there will be a Wolfville-Acadia hosted meeting on Friday, October 30, 2015

(3). [RCMP ADVISORY BOARD](#) – Councillor Sparkman

- The RCMP Advisory Board met on Tuesday, September 29, 2015
- CAO presented a Draft Standard Operating Procedure to formalize the process of setting local policing priorities
- The Compliance Officer presented an update on what data is being tracked through a tracking tool for Enforcement Case Files
- Sgt Power brought forward a letter that was sent by NS TIR regarding the rainbow crosswalk at Main St and Linden Ave. As it is currently painted, Sgt Power stated that the sidewalk is considered to be unsafe
 - Director Kerr recommended that the crosswalk be repainted white this Fall

05-10-15 MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE RE-PAINTING OF ALL CROSSWALKS IN TOWN THIS FALL IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR CANADA (MUTCDC)

CARRIED

- The Town of Wolfville sent a letter to Minister Whalen at the Department of Justice to seek support from the RCMP in the enforcement of the Town of Wolfville's Noise Bylaw
- Councillor Oldham was appointed as Vice-Chair to the RCMP Advisory Board

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

- The Art in Public Spaces Committee met on September 8, 2015
- The meeting focused on the project charter of the Clock Park Water Feature – the aim of the Committee is to have the Project Charter before the Committee of the Whole at the November 2015 meeting



- The Committee held a brief discussion surrounding the Mona Parsons statue sharing that the February holiday in 2017 will be named Mona Parsons Day – this may coincide with the unveiling of the Mona Parsons statue that is already in the works for the Town
- The next meeting of the Art in Public Spaces Committee will take place October 22, 2015

7. STAFF REPORTS FOR DISCUSSION:

a. RFD 066-2015: RECORDS MANAGEMENT POLICY 120-013

06-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ADOPTS THE RECORDS MANAGEMENT POLICY 120-013 FOR THE TOWN OF WOLFVILLE

CARRIED

b. RFD 072-2015: PROCLAMATIONS POLICY 120-014

07-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ADOPTS THE PROCLAMATION POLICY 120-014 FOR THE TOWN OF WOLFVILLE

CARRIED

c. RFD 070-2015: PLANS – MIND MAP

08-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE RECOMMENDATIONS “NOT TO BE DONE” AND “NOT COMPLETED – TO BE DONE” OUTLINED IN RFD 070-2015 BASED ON THE REVIEW OF FIFTEEN OF THE TOWN’S PLANS, REPORTS AND STRATEGIES.

CARRIED

ACTION: Staff to amend Report Cards as put forward at Committee of the Whole Meeting

d. RFD 057-2015: CORE AREA TRAFFIC STUDY

09-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE CORE AREA TRAFFIC STUDY BE POSTPONED UNTIL THE NEXT COMMITTEE OF THE WHOLE MEETING – OCTOBER 10, 2015

CARRIED

ACTION: Staff to include RFD 057-2015 as an agenda item in the October 10, 2015 Committee of the Whole meeting

e. RFD 054-2015: E-VOTING

Councillor Sparkman raised the issue regarding the number of people in Wolfville who have asked that the Town change to e-voting. CAO stated that staff was unaware of any requests from the community

While there has been no direct request from the community for e-voting, the question has not been put out to the community. Councillor Sparkman’s opinion is that if there is a change to the voting system, the request should come from the community. Any change needs to come about based on a request from the community – no evidence presented for any reason to change the current paper ballot system.

8. REQUEST FOR AGENDA ITEM:

a. Video Surveillance System

- Councillor Simpson put forward the issue of having a Video Surveillance System installed within the Town of Wolfville.



10-10-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL REFER THE PURCHASE AND INSTALLATION OF A VIDEO SURVEILLANCE SYSTEM TO THE 2016/17 BUDGET CARRIED

ACTION: Staff to include Video Surveillance System as an agenda item in the October 20, 2015 Town Council Agenda

9. QUESTION PERIOD

No questions arose from the Public.

9. ADJOURNMENT TO IN CAMERA MEETING 12:09 PM

11-10-15: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COW MEETING BE ADJOURNED TO AN IN CAMERA MEETING TO DISCUSS A PERSONNEL MATTER AND A CONTRACTUAL ISSUE CARRIED

10. IN CAMERA / REGULAR MEETING ADJOURNED

12-10-15: IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA AND REGULAR MEETING BE ADJOURNED AT 12:53 PM CARRIED

Approved by Committee of the Whole Motion 33-10-15

As recorded by Dan Stovel, AA Corporate Services