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**ATTENDING**

- Mayor Wendy Donovan
- Deputy Mayor Isabel Madeira-Voss
- Councillor Mike Butler
- Councillor Oonagh Proudfoot (*arrived 9:50am*)
- Councillor Jodi MacKay
- Councillor Jennifer Ingham
- Councillor Wendy Elliott
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Laura Morrison

**ALSO ATTENDING**

- Director of Financial Services, Mike MacLean
- Director Planning & Development Devin Lake,
- Director of Parks and Recreation, Kelton Thomason,
- Director of Public Works & Engineering, Tim Bouter
- Special Projects & Communications Coordinator, Barb Shaw
- Manager, Community Development, Nick Zamora
- Programmer, Recreation, Luke Moffatt

**CALL TO ORDER**

Chair, Mayor Donovan, called the meeting to order at 9:03 am.

<b>Agenda Item</b>	<b>Discussion and Decisions</b>	
<b>1. Approval of Agenda</b>	<b>01-02-22 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS RECEIVED.</b>	<b>CARRIED</b>
<b>2. Approval of COW Minutes January 11, 2022</b>	<b>02-02-22 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 11, 2022, BE APPROVED AS CIRCULATED</b>	<b>CARRIED</b>
<b>Approval of Special Budget COW Minutes January 20, 2022</b>	<b>03-02-22 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL BUDGET COMMITTEE OF THE WHOLE MEETING OF JANUARY 20, 2022, BE APPROVED AS CIRCULATED</b>	<b>CARRIED</b>



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<b>Agenda Item</b>	<b>Discussion and Decisions</b>
<b>Approval of In Camera Minutes Special Budget COW Meeting January 20, 2022</b>	<b>04-02-22 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL BUDGET COMMITTEE OF THE WHOLE IN CAMERA MEETING OF JANUARY 20, 2022, BE APPROVED AS CIRCULATED</b>
	<b>CARRIED</b>
<b>3. Presentations</b>	<ul style="list-style-type: none"><li>• Judy Rafuse, Landmark East</li><li>• Brittany Mastroianni, Diversity Kings</li></ul>
<b>4. Public Input / Question Period</b>	<ul style="list-style-type: none"><li>• No members of the public in attendance.</li></ul>
<b>5. Committee Reports (Internal)</b>	<ul style="list-style-type: none"><li>• Audit Committee information will form larger discussion under Q3 Financial Update.</li><li>• No other committee meetings taken place since last COW.</li></ul>
<b>6. CAO REPORT</b>	<ul style="list-style-type: none"><li>• Luke Moffatt, Programmer – newer member of staff introduced himself and provided information on Heritage Day Celebrations which this year will recognize Grand Pre’s 10-year anniversary of becoming a UNESCO heritage site. Activity kits and physical and mental health activities for the community will be available. Hopeful to have a tent with warm drinks - COVID dependent.</li><li>• COVID update – Town Hall opened to the public Monday January 31<sup>st</sup>.</li><li>• Snow clearing has been a challenge due to the amount of snow and staffing issues.</li><li>• In response to a question, it was advised Wolfville library will be receiving a supply of rapid tests and will be doing a drive thru pick up at Acadia Athletic complex parking lot. Not sure when this will take place as yet.</li><li>• In response to a question, it was advised that a capacity study for the sewer treatment plant has shown it is near capacity. Director of Public Works and Engineering advised Phase I was completed resulting in a new screening building, which screens out solids including plastics, as well as a new UV building, using a UV system rather than chlorine gas to treat. Both these buildings are safer for both operators and the environment. The volume of the lagoons themselves are insufficient for the number of users. Phase II – has been moved to year 3 in the budget and will be discussed more in depth during those discussions. Reports from a couple of years ago show that consultants recommended initial upgrades then monitoring to see impact. There was always a next phase anticipated which now appears more of a priority than anticipated in the past. When lagoons were designed in 1979, the original drawings show a third lagoon with a note saying it would need to be constructed to accommodate future growth of the town.</li></ul>
<b>7. Staff Reports for Discussion</b>	
<i>(Items 7a. V2 Budget and 7b. 3<sup>rd</sup> Quarter Financials were switched in order sequence)</i>	



**Agenda Item**

**Discussion and Decisions**

**a. Info Report 003-2022: 3rd Quarter Financial Update**

- Director of Financial Services reported on the pre-circulated Information Report 3<sup>rd</sup> Quarter Financial Update including:
  - December 31/21 Financial Variance Report, including Y/E Forecast – Town Operating Fund & Water Utility
  - Summary of Significant Variances by Division – Town Operating Fund
  - December 31/21 Capital Project Summary
- Water Utility – losses are less than originally forecast.
- Property Taxes – prepayment plan is being utilized more than past years.

**Break 10:20am-10:30am**

**b. Info Report 005-2022: V2 Budget**

- Changes from V1 to V2 - \$142k closer to budget due to estimate changing on expenses for legal, operations and supplies.
- Tax Rate CAP is higher than COLA (cost of living allowance), therefore drop in the residential tax rate on CAPPED properties by 1¼ cents this results in a 4.1% increase in the rate which is equal to the cost of living.
- **Council advised they support dropping the residential capped tax rate to be in line with the COLA increase.**
- It was noted PowerPoints are typically posted on the Wolfville Blooms site after all the meetings. An interactive portion will be added to this PowerPoint to enable residents of the town to input their own house values and see what their new tax rate would be. This rate is based on properties that qualify for the CAP to see what their tax rate will be.
- **Mayor Donovan requested staff check to see if a further overall reduction in the residential rate by ¼ cent could be managed to achieve 2 cents reduction rather than 1¼ cents.**
- In response to a question, it was advised that the Acadia Major Event is typically a large sporting event that the town supports, however, due to COVID nothing has taken place in last couple of years. It is being looked at again for this summer.
- **Apple Blossom festival - \$2k contribution from the Town. Staff will look further into what part of the festival the Town would like to see this contribution attached to and come back to Council with options**
- In response to a question, it was advised Stage Prophets grant would not be made if the production did not go ahead. The question was asked as to whether residents of the town could get advance notice of tickets.
- **Council gave direction to staff to proceed with the additional staffing as noted in the budget and phasing the pension plan adjustments over two years.**

**LUNCH BREAK 11:35am to 12:05pm**

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**Agenda Item**

**Discussion and Decisions**

- Sidewalk condition index map still in draft which was included in November Budget package.
  - In response to a question, it was advised that the \$30k earmarked to refurbish the boxcar is for accessibility ramps and access for storage. There will be community access and performance space also.
  - Police Review – low estimate assessment cost at \$55k, however, this may change once scope is identified and decisions made regarding what can be done in-house.
  - In response to a question CAO Beaudin advised the Camera pilot scheme is still in progress. It stalled as the company asked to change the terms from 6-month pilot to 2 years; as well technology is expected to change. Policy is in draft but still some work to be done.
  - **Council direction is to leave the operating reserves as is and if need to request an adjustment it can come back to Council.**
  - Parks plan and crosswalks are in the Capital Budget.
  - Operating costs are used to maintain existing sidewalks and Capital budget would be used if adding a new sidewalk.
  - Operating costs could include looking into traffic calming and parking. Director Bouter will look at rotary parking in conjunction with road concerns at Victoria.
  - Victoria is scheduled to be totally rebuilt including storm water issues underground.
  - Active Transportation work ongoing. Director Lake advised a lot of work goes into pulling together a multiyear grant package and wanted to clarify Council are giving the green light to implementing this and allowing staff to go after grants.
  - In response to a question Director Bouter confirmed it is included in the plan plant new trees to replace those that are lost. Director Bouter reminded Council that the project was adjusted in earlier stages to allow for the least number of trees to be removed and that any trees that were removed would be replaced. However, recommendation is to wait until construction is completed before planting new trees, to ensure of the best area to plant.
  - **A tour of the Highland area will be arranged with Councillors and Directors Lake and Bouter.**
  - **Council gave direction to staff to continue the Overall AT network and to pursue the grants.**
  - Parks – Pickleball was moved from year 1 of the budget to year 2 as there were still some points to be clarified.
  - Parking at Rotary, which was in year 4 of the budget, was moved to year 2.
  - **Parks Master Plan will come back to Council at a later date, however, Council is comfortable with the budget moves for Pickleball Courts and Parking at Rotary.**
- c. Info Report 004-2022:**
- More detailed report to be presented to March COW.



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- | <b>Agenda Item</b>   | <b>Discussion and Decisions</b>  |
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| <b>Library/Town<br/>Hall Next Steps</b>                          | <ul style="list-style-type: none"><li>• Council would like an easy-to-read pros and cons lists for both site options. Director Lake to complete.</li></ul>   |
| <br><b>d. RFD 010-2022:<br/>Pace Policy</b>                      | <p><b>05-02-22 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</b></p> <p><b>That Council amend selected clauses in PACE Policy 610-007 to read as follows:</b></p> <p><b>5.1.3 The owner of the property must not be in arrears on any property tax, rates, or charges. In those instances where the owner has less than one year of ownership, the Town reserves the right to require a credit report before considering project approval</b></p> <p><b>5.7.2 Payable through pre-authorized payments over a term of 5, 10 or 15 years. The Town and customer must mutually agree to the loan term before a project is authorized by the Town to proceed</b></p> <p><b>5.9.1 The property is located in Zone A-2 Year area as defined in the Development Constraints Map, Schedule B of the Town’s Land Use Bylaw</b></p> <p style="text-align: right;"><b>CARRIED</b></p> |
| <br><b>e. RFD 008-2022:<br/>606 Main Street<br/>DA Discharge</b> | <p><b>06-02-22 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</b></p> <p><b>That Council approve the discharge of development agreement DA-09-02 - 606 Main Street – 859949 Alberta Ltd.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| <br><b>f. Virtual Meeting<br/>Policy (Verbal<br/>Discussion)</b> | <ul style="list-style-type: none"><li>• Deferred to March COW.</li></ul>   |
| <br><b>8. Committee Reports (External)</b>                       |  |
| <b>a. <u>Valley Waste<br/>Resource<br/>Management</u></b>        | <ul style="list-style-type: none"><li>• Nothing to add</li></ul>   |
| <b>b. <u>Diversity Kings</u></b>                                 | <ul style="list-style-type: none"><li>• Nothing to add</li></ul>   |



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<b>Agenda Item</b>	<b>Discussion and Decisions</b>
c. <u>Recreation Task Force</u>	<ul style="list-style-type: none"><li>• Nothing to add</li></ul>
d. <u>IMSA Working Group</u>	<p><b>07-02-22 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</b></p> <p><b>That council instructs the CAO to collaborate with the other CAO's in Kings County in the preparation of a draft Diversity Intermunicipal Services Agreement.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
e. <u>WBDC</u>	<ul style="list-style-type: none"><li>• Deputy Mayor Madeira-Voss advised the meeting which took place last week was centred around discussion of Coordinator's position. However, when the discussion moved toward the agreement with the Town the Deputy Mayor excused herself from any further part.</li></ul>
f. <u>Kings Point to Point</u>	<ul style="list-style-type: none"><li>• Cllr Proudfoot advised no meeting took place, but new Manager has been hired.</li></ul>
<b>9. Workshop Discussions</b>	<ul style="list-style-type: none"><li>• Emergency Preparedness for Councillors (Dan Stovel) – Deferred.</li><li>• Communications Update &amp; Discussion (Barb Shaw)</li></ul>
<b>10. Public Input / Question Period</b>	<ul style="list-style-type: none"><li>• No members of the public present.</li></ul>
<b>11. Regular Meeting Adjourned to In Camera</b>	<p><b>08-02-22 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING ADJOURN AT 3:31pm</b></p> <p style="text-align: right;"><b>CARRIED</b></p>

**Approved by Committee of the Whole Motion xx-03-22, March 1, 2022**  
**As recorded by Laura Morrison, EA/Town Clerk, Office of the CAO.**