

ATTENDING

- Mayor Jeff Cantwell
- Councillor Wendy Donovan
- Councillor Wendy Elliott
- Councillor Jodi MacKay
- Councillor Oonagh Proudfoot
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Dan Stovel

ALSO ATTENDING

- Director Corporate Services Jen Boyd
- Director Finance Mike MacLean
- Director Planning & Development Devin Lake
- Manager IT Mike Long
- Manager Economic Development Marianne Gates
- Community Planner Jeremy Banks, and
- Interested members of the public

ABSENT WITH REGRETS

- Deputy Mayor Carl Oldham
- Councillor Mercedes Brian

EARLY DEPARTURES

Councillor Oonagh Proudfoot

CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:32 am

Agenda Item

Discussion and Decisions

1. Approval of Agenda

01-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

Amendments:

- Add to In-Camera Legal Advice under the Municipal Government Act, Section 22(2)(g)
- In-Camera meeting moved forward on the Agenda to immediately following question period
- The Information Report for the 2018/2019 Budget, Version 2 moved to immediately following the In-Camera meeting

THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES

CARRIED

2. Approval of Minutes

a. January 16, 2018

02-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF JANUARY 16, 2018 BE APPROVED AS CIRCULATED

CARRIED



Agenda Item 3. Question Period

Discussion and Decisions

Audrey Conroy

- Finds that the question period before the business of the day is somewhat awkward
- The Draft Committee Policy that outlines that Agenda Packages go to Committee members at least three (3) business days should also include that Agendas go on the Public Website three (3) business days in advance of the meeting
- 4. Adjournment to In-Camera

03-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 8:37 AM TO AN IN-CAMERA MEETING UNDER SECTION 22(2)(E) AND (G) OF THE MUNICIPAL GOVERNMENT ACT — CONTRACT NEGOTIATIONS AND LEGAL ADVICE ELIGIBLE FOR SOLICITOR-CLIENT PRIVILEGE

CARRIED

5. Adjournment of In-Camera meeting

04-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE IN-CAMERA MEETING COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 9:36 AM

CARRIED

6. Regular Meeting Reconvened

05-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE RECONVENED AT 9:40 AM

CARRIED

- 7. Staff Report for Discussion
- a. Information Report: 2018/19 Draft Budget Version 2
- This was Council's second look at the Town's draft 2018/19 Operating Budget, which reflects direction from the January Special Committee of the Whole meeting, as well as a couple of adjustments to line items in cases where omissions were picked up during review
- The focus with Draft Budget Version 1 was review of what changed from 2017/18 Budget to draft 2018/19 Version 1 budget. The focus now is on changes from Version 1 to Version 2, and decisions/direction needed to get to a balanced Version 3
- Work on the multi-year assumptions will continue through the month of February to enable Version 3 to include the 4 year financial projection
- Based on the direction from Council at the January 16th COW and adjusted budget estimates, the budget shortfall has gone from \$290,000 down to \$37,300
- Revenue Changes:
 - Deed Transfer Tax increase by \$40,000
 - Sale of Service Planning increase by \$11,000
 - o Interest on Tax Arrears increase by \$10,000



Discussion and Decisions

Expenditure Changes

- Sewer rates adjusted to ensure debt repayment covered
- Seasonal Wages addition of summer student in Public Works department
- Miscellaneous decrease of \$5,000 in Legislative

• Additional use of Operating Reserves

- FCM Conference (\$10,000) reserves used to cover budget increase (2017/18 to 2018/19) to allow all members of Council to attend FCM conference in Halifax
- CAO/Corporate Services Programming Costs (\$10,000) relates to pilot projects/initiatives coming from Alcohol Harms Working Group
- Grants to Organizations Landmark East School (\$50,000) –
 Council to await further information before making a decision
- Grants to Organizations Acadia (\$35,000) work continues on the development of a Partnership Agreement
- Operating Equipment/Supplies Parks (\$28,800) specifically for three sets of bleachers, container for storage, and wharf repairs (carried over from 2017/18). Will need to address the issue of how to fund these cost increases without reserves in future budget years
- Wolfville 125 (\$30,000) covers additional costs for Wolfville 125 celebrations
- New Banners Festivals & Events (\$8,000) supports adding to inventory of banners available for events. Will need to address the issue of how to fund these cost increases without reserves in future budget years
- The following items are not in the current Version 2 of the Draft Budget:
 - Additional training dollars recognizing added Full-Time Equivalents (FTE) positions (Corporate Services and Public Works), replacing previously contracted services
 - Added resources for Parking Enforcement to build on the success of recent enforcement/education efforts
 - No funding for a Summer Music Series 2017/18 funded by way of grants
 - o No additional funding for Volunteer Appreciation event
 - No funding for any potential regional governance study/review
 - No revenue adjustment regarding COLA

10:50am Chair called a break to Committee of the Whole meeting 10:58am Committee of the Whole meeting reconvened



Discussion and Decisions

- Director Finance provided an overview of issues with regard to COLA and Taxes. After reviewing data showing a 1 cent change to tax rate would result in an overall increase to the 2017 residential tax base of less than 1% (less than COLA), Council directed that staff proceed with a one cent tax increase for both residential and commercial properties for the Draft Budget Version 3
- Director Finance provided Council with a recap of the Town's Ten Year Capital Investment Plan (CIP)/Capital Budget. It was noted, although the Ten Year CIP is funded there are trends in the later years showing potential shortfalls in years 11 onwards. Efforts need to continue to address long term funding looking out 30, 50 and even 70 years
- The following Outstanding items were identified to Council:
 - Wolfville Water Utility
 - Impact of Rate Study annual dividend from Utility to Town being considered. Possibility of \$30,000 - \$50,000 new revenue to the Town
 - Timing most likely rates will be impacted starting July 1st or October 1st
 - Asset Management Plan (AMP)
 - Although Wolfville is doing better than most Towns in terms of capital funding (refer to provincial indicators), it is likely the AMP will recommend an even higher level of capital asset funding levels
 - Expect to use AMP findings to inform 2019/20 budget process
- It is anticipated that a balanced budget for 2018/19 will be presented to Council at the March Committee of the Whole meeting
 - 11:48am Councillor Donovan left the Committee of the Whole meeting
 - 11:49am Councillor Donovan returned to the Committee of the Whole Meeting
- 8. Committee Reports (Internal)
- a. Environmental
 Sustainability
 Committee
 Councillor Brian
- The Environmental Sustainability Committee met on Monday, January 15, 2018
- Key issues discussed with the Committee included:
 - o Plastic bag usage
 - Community Energy Planning



Discussion and Decisions

- Municipal Planning Strategy Extreme Water Events
- The next regularly scheduled meeting of the Environmental Sustainability Committee is March 22, 2018
- b. Emergency
 Management
 Advisory Committee
 Mayor Cantwell
- The Emergency Management Advisory Committee met on Monday, January 22, 2018
- An overview of proposed changes to the Town's Emergency Management Plan was provided to the Committee
- (1) RFD 059-2017 Emergency Management Plan, Change 2

06-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE CHANGE 2 TO THE TOWN OF WOLFVILLE'S EMERGENCY MANAGEMENT PLAN

CARRIED

- c. Town & Gown
 Committee
 Councillor Proudfoot
- The Wolfville-Acadia Town & Gown Committee met on Tuesday, January 30, 2018
- Acadia and the Town of Wolfville will be submitting a bid to host the 2019 International Town & Gown Association (ITGA) Conference, June 2-5, 2019 at Acadia University
- Alcohol Strategy Workplan is in place through September with meetings scheduled every month and a planning session scheduled for June 2018
- d. Art in Public Spaces
 Councillor Elliott
- The Art in Public Spaces Committee met on Thursday, January 25,
 2018. Issues discussed included:
 - Committee Policy discussion
 - Update on Mona Parsons & Family Day holiday the provincial heritage holiday, February 19, will be designated Mona Parsons Day this year and festivities will include a Mona Parsons birthday celebration on February 17
 - Town War Memorial & Unknown Soldier discussion the condition of the statue is a concern and repairs are needed
 - The next regularly scheduled meeting of the Art in Public Spaces Committee is April 19, 2018
- e. <u>Audit Committee</u> Councillor MacKay
- The Audit Committee met on Friday, January 26, 2018
- Director Finance provided the Committee with a 2017/18 3rd Quarter Financial Update and Year-End forecast
- The update was intended to provide the Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to the budgeted expectations up to the most recent guarter end
- The next regularly scheduled meeting of the Audit Committee is May 18, 2018



(1) Information Report: 3rd Quarter Financial Update

Discussion and Decisions

- The key to his year's report is the forecast surplus, which is expected to be just over \$317,000. A surplus of this size equates to a 3.2% variance from budget overall
- As a comparison, a year ago the Town was looking at a forecast surplus of less than 1% (\$83,200), and two years ago it was more than 3% (\$341,000)
- The forecast surplus is a result of both revenues (expected to end year \$143,700 more than budget) and expenditures (expected to end year \$165,000 less than budget)
- f. Planning Advisory
 Committee
 Deputy Mayor

Oldham

- The Planning Advisory Committee met on January 31, 2018
- Public Participation Meeting 329 Main Street. The development of this site is limited by the instance of split-zoning and the application seeks to re-designate and re-zone portions of the subject property from Low Density Residential (R-1A) to Central Commercial (C-1)
- Plan Amendment 329 Main Street. The Committee noted a concern for the lack of buffering provisions in the MPS & LUB and the inability to impose any such limitations on as-of-right development
- Development Agreement Lot 3 Gaspereau Avenue. The proposed development for this site consists of two 4-unit residential buildings with a maximum of 8 bedroom per building
- Development Agreement 472 Main Street. The development agreement amendment is the result of a recent plan amendment that removed the limitations on lounge seating from the MPS
- Development Agreement 185 Main Street. The proposed development for this site is facilitated by a recent plan amendment that re-designated and re-zoned the subject property from Low Density Residential (R-1A) to Medium Density Residential (R-2/4) to allow for a third dwelling unit to be created
- The next regularly scheduled meeting of the Planning Advisory Committee is February 28, 2018

(1) RFD 008-2018 185 Main Street 07-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE DEVELOPMENT AGREEMENT FOR 185 MAIN STREET TO A PUBLIC HEARING ON MARCH 20, 2018, BEFORE A DECISION IS MADE BY COUNCIL

CARRIED

12:00pm Mayor Cantwell declared a Conflict of Interest and left the Committee of the Whole meeting. Councillor Donovan assumed Chair of the meeting



Agenda Item (2) RFD 009-2018

Lot 3 Gaspereau Ave

Discussion and Decisions

08-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE DEVELOPMENT

AGREEMENT FOR LOT 3 GASPEREAU AVENUE TO A PUBLIC HEARING ON

MARCH 20, 2018, BEFORE A DECISION IS MADE BY COUNCIL

CARRIED

12:08pm Mayor Cantwell returned to Committee of the Whole meeting and resumed Chair of the meeting

(3) RFD 010-2018 472 Main Street Development Agreement Amendment 09-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT
COMMITTEE OF THE WHOLE FORWARD THE DEVELOPMENT
AGREEMENT FOR 472 MAIN STREET TO A PUBLIC HEARING ON MARCH
20, 2018, BEFORE A DECISION IS MADE BY COUNCIL

CARRIED

12:11pm Chair called a break to the Committee of the Whole meeting 12:30pm Committee of the Whole meeting reconvened

(4) RFD 007-2018 MPS/LUB Amendments 329 Main Street 10-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL GIVE FIRST READING TO THE MUNICIPAL PLANNING STRATEGY AND LAND USE BYLAW AMENDMENTS, AS ATTACHED TO RFD 007-2018, TO RE-DESIGNATE AND RE-ZONE PORTIONS OF THE 329 MAIN STREET PROPERTY, AS OUTLINED IN THE RESOLUTION, AND FORWARD TO THE MARCH 20, 2018 PUBLIC HEARING AND TOWN COUNCIL MEETING FOR SECOND READING

CARRIED

11-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT
COMMITTEE FO THE WHOLE FORWARD THE FOLLOWING MOTION TO
COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO BRING BACK
OPTIONS FOR ADDITIONAL BUFFERING PROVISIONS BETWEEN
COMMERCIAL AND RESIDENTIAL PROPERTIES IN ADVANCE OF THE
COMPREHENSIVE PLAN REVIEW DRAFT

CARRIED

12:57pm Councillor Proudfoot left the Committee of the Whole Meeting

- 9. Staff Reports for Discussion
- a. Information Report 2018/19 Draft Budget

See Agenda item 7a

Version 2



b. RFD 012-2018
Property Tax
Exemption Policy
Update

Discussion and Decisions

12-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE FOLLOWING CHANGES TO POLICY 140-014:

- AMEND SCHEDULE A TO PROVIDE WOLFVILLE HISTORICAL SOCIETY RELIEF FROM ALL AREA RATES, EXCEPT FIRE PROTECTION RATE
- REMOVE ST GEORGE'S LODGE, GASPEREAU AVENUE PROPERTY, FROM SCHEDULE C

CARRIED

13-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL REPEAL POLICY 140-008

CARRIED

c. RFD 011-2018 Policy Amendments 14-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE AMENDMENTS TO POLICY 110-001, COMMITTEES OF COUNCIL POLICY

CARRIED

15-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE AMENDMENTS TO POLICY 120-012, WOLFVILLE & ACADIA TOWN AND GOWN COMMITTEE POLICY

CARRIED

d. RFD 006-2018 Three Phase Power MPS Amendment 16-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE AMENDING MOTION 40-03-17 TO READ THAT COUNCIL APPROVE GIVING SECOND READING TO THE MUNICIPAL PLANNING STRATEGY AMENDMENT AS OUTLINED IN RESOLUTION 2 – ATTACHMENT 2 TO RFD 010-2017 THAT POLICIES 8.4.4(C) AND 13.4.5 BE REMOVED FROM THE MUNICIPAL PLANNING STRATEGY WHICH WOULD ALLOW OVERHEAD (ABOVE GROUND) POWER AND COMMUNICATION INFRASTRUCTURE

CARRIED

- e. Information Report MPS Review Update
- This report provided Council an update related to the ongoing review of the Town's Municipal Planning Strategy and built on the update provided to both PAC and Council in December 2017
- Staff are striving to provide a monthly update on MPS progress to Council

10. CAO Report

The CAO's report was presented to Council as part of the Agenda Package CAO highlighted issues brought forward at the January 31, 2018 Municipal Modernization session in Halifax:

• The province is in the very early stages of trying to develop something



Discussion and Decisions

that will move Nova Scotia forward

- Structural reform is an issue that the Province has been grappling with for a number of years
- The Province is looking at what can be done in collaboration with municipalities to bring this issue forward and give regions some ownership of those issues that might work for them
- Interested in looking at ways in which to share revenues and expenses for regional projects
- Province is looking at mandating regional planning
- Looking at ways in which to maximize regional structure investments
- Looking at the Regional Enterprise Networks and economic development
- Representatives from all of Kings County attended the one-day session
- There will be further sessions on the issue of municipal modernization in the future

11. Committee Reports (External)

- a. Valley Waste
 Resource
 Management
 (VWRM)
 Councillor Elliott
- The Valley Region Solid Waste-Resource Management Authority met on January 17, 2018
- The draft Operating and Capital Budgets for the 2018-2019 Fiscal Year were introduced and will be forwarded to partner municipalities for comment. The budget will be brought forward to Town Council at the February 20, 2018 Town Council meeting
- The Authority is developing a Corporate Strategic Plan
- The Authority's General Manager recruitment process is successfully moving forward
- b. <u>Kings Transit</u>
 <u>Authority</u> (KTA)
 Councillor Brian
- The Kings Transit Authority met on January 24, 2018
- The General Manager of Kings Transit Authority has resigned and a search committee has been struck to interview candidates
- Fare revenue was solid for December but ridership was down for the same period
- The Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) app will be up and running in February
- The Kings Transit 2018/19 budget will be brought forward to Town Council at the February 20, 2018 Town Council meeting
- c. Kings Point-to-Point
 (KPPT)
 Councillor Brian
- The Kings Point-to-Point Board met on January 23, 2018
- The next regularly scheduled meeting of the KPPT Board is Tuesday, February 27, 2018



Discussion and Decisions

d. Valley Community **Mayor Cantwell**

Nothing significant to report Fibre Network (VCFN)

- e. Wolfville Business **Development** Corporation (WBDC) **Councillor Donovan**
- The WBDC met on Tuesday, January 9, 2018
- The WBDC has sold its share in the Wolfville Magic Wine Bus
- The WBDC membership will be surveyed in 2018.
- Budget Report budget submission to the Town is being prepared. The Board is encouraged to meet with Council as the budget process for 2018/19 is underway
- f. Race Relations and **Anti-Discrimination Committee** (RRADC) **Councillor Proudfoot**

Nothing significant to report

12. Motions from In-Camera Meeting

a. RFD 013-2018 Insurance

17-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL AUTHORIZE STAFF TO RENEW THE TOWN'S INSURANCE REQUIREMENTS FOR THE NEXT TWO FISCAL YEARS (2018/19 AND 2019/20) WITH THE UNSM ENDORSED PLAN AS PROVIDED BY MCTI/FRANK COWAN COMPANY

CARRIED

b. RFD 001-2018 **Regional Emergency** Management Organization (REMO) 18-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO **COUNCIL FOR DECISION:**

WHEREAS SECTION 60 OF THE MUNICIPAL GOVERNMENT ACT PROVIDES FOR THE DELIVERY OF MUNICIPAL SERVICES ON SUCH TERMS AND CONDITIONS AS AGREED BY THE PARTICIPATING UNITS, AND FOR THE **DELEGATION OF SERVICE DELIVERY TO A PARTY TO AN AGREEMENT; AND**

WHEREAS THE FOUR MUNICIPALITIES IN KINGS COUNTY EXECUTED THE KINGS REGIONAL EMERGENCY SERVICES AGREEMENT ON SEPTEMBER 27, 2006 TO PROVIDE A COORDINATED JOINT MUNICIPAL RESPONSE TO AN EMERGENCY WITHIN THE COUNTY OF KINGS; AND

WHEREAS A REGIONAL EMERGENCY MANAGEMENT ORGANIZATION HAS NEVER BEEN CREATED TO FURTHER THE INTENTIONS OF THE **REGIONAL EMERGENCY SERVICES AGREEMENT; AND**

WHEREAS THE FOUR MUNICIPALITIES IN KINGS COUNTY WISH TO HAVE A REGIONAL EMERGENCY MANAGEMENT ORGANIZATION IN PLACE BY



Agenda Item Discussion and Decisions

APRIL 1, 2018.

BE IT RESOLVED THAT THE TOWN OF WOLFVILLE'S TOWN COUNCIL APPROVE BECOMING A SIGNATORY TO THE REMO INTERMUNICIPAL SERVICES AGREEMENT (2018) WITH THE TOWN OF BERWICK, TOWN OF KENTVILLE, TOWN OF WOLFVILLE AND MUNICIPALITY OF THE COUNTY

OF KINGS

CARRIED

13. Adjournment 19-02-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE

COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 1:33 PM

CARRIED

Approved by Committee of the Whole Motion 02-03-18, March 6, 2018

As recorded by Dan Stovel, AA Corporate Services/Town Clerk