
ATTENDING

- Mayor Jeff Cantwell
- Deputy Mayor Carl Oldham
- Councillor Mercedes Brian
- 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 Finance Mike MacLean
- Manager Economic Development Marianne Gates
- Community Planner Jeremy Banks, and
- Interested members of the public

CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:30 am

Agenda Item	Discussion and Decisions
1. Approval of Agenda	01-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED CARRIED
2. Approval of Minutes a. February 6, 2018	02-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 6, 2018 BE APPROVED AS CIRCULATED CARRIED
3. Presentations a. Annapolis Valley Chamber of Commerce Judy Rafuse & Heather Leeman	<ul style="list-style-type: none">• An overview of what Tourism means for the Annapolis Valley region was provided to Council• The presentation was part of an annual update and overview to Council with AVCC's request for funding• AVCC put forward a request that the tourism funding from the Town of Wolfville be a budget line item of \$4000 annually for 3 years <p>Questions from Council</p> <ul style="list-style-type: none">• Does the AVCC receive any funding from the REN? No, they will not fund but will help with content production• Are there other partners available for AVCC? AVCC is open to as many partnerships as they can create

Agenda Item

b. Wolfville Community Oven
Adam Barnett & Duncan Ebata

Discussion and Decisions

- The idea of a 'Community Oven' was pitched to Town Council for the development of a community oven in the Robie Tufts Park
- This concept would bring another level of dynamic to the Town by providing a community space
- No funding request from the Town of Wolfville as the community group will be conducting their own fund raising. The purpose of the presentation was to seek support from Council

Questions from Council

- If a group wanted to book the community oven for the day, is there a charge related to the booking? Yes, there would be a booking charge but estimated to be at a low-level of approximately \$25
- If someone wanted to book the oven, is there a priority listing of who books the oven when multiple booking requests received? A good question, but this issue has not yet been examined
- How does clean up work – does the community oven have a water supply? The concept is 'Pack In – Pack Out'
- How does the Food Bank fit into this concept? This issue has been discussed but not yet planned – still being researched
- Mayor Cantwell expressed thanks to Adam Barnett for the presentation

4. Question Period

No questions presented to Council

5. Conference Update

a. FCM Sustainable Communities Conference
Councillor Brian

- Councillor Brian attended the bi-annual Federation of Canadian Municipalities Sustainable Communities Conference in Ottawa from February 6-8, 2018

6. Committee Reports (Internal)

a. Planning Advisory Committee
Deputy Mayor Oldham

- Development Agreement Amendment – Paddy's Brewpub. This application came forward as the result of a recent plan amendment that removed the limitations on lounge seating from the MPS. The PAC was supportive of the proposed amendment
- MPS Review Update. Staff provided a brief overview to the Committee of the items currently being addressed as part of the MPS Review process and noted that the MPS Review webpage is undergoing a comprehensive update

Agenda Item
(1) RFD 022-2018
Paddy's Pub
Development
Agreement
Amendment

Discussion and Decisions

03-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE AMENDING DEVELOPMENT AGREEMENT FOR 460 MAIN STREET TO A PUBLIC HEARING ON APRIL 17, 2018, BEFORE A DECISION IS MADE BY COUNCIL

CARRIED

(2) Information Report
MPS Review Update

- This report provided an update to Council on the ongoing review of the Town's Municipal Planning Strategy and built on the update provided to both PAC and Council in December 2017
- The report provided Council with notable staff work since the last update and the latest table of contents for the MPS

Dalhousie Intern

- A Dalhousie Community Design Student has been working with Staff on preparing the completed document for review. The current MPS is almost 100 pages (+ we are bringing forward the Land Use By-law and Design Guidelines) so document preparation, formatting, research, etc have been extremely valuable contributions

Future Neighbourhoods

- A Master of Planning Studio class, under the direction of Dr. John Zuck, are developing principles and policy statements for Future Neighbourhoods

Environmental Constraints

- Staff presented the work-to-date, particularly related to Flood Risk, and received feedback from the Environmental Sustainability Committee

Asset Management

- An early draft of the Asset Management plan has been received and staff is looking at ways to use the findings to inform new development/infrastructure policy

Incentives for Infill Development

- Staff is working on the implementation of Bill 177 through work with the Town of Windsor. This legislation may be useful for encouraging infill development along Front St and the Rail Line in Wolfville

Website and Communications

- Project updates/information will be posted to the MPS portion of the website

Agenda Item

Discussion and Decisions

Question from the Public

- Audrey Conroy – In regard to demolition and the MPS, there should also be a statement with regard to re-purposing

7. Staff Reports for Discussion

**a. RFD 021-2018
2018/19 Budget &
Operations Plan**

The Draft Budget (Version 3) was presented to Council, along with changes from Version 2 to Version 3:

Revenue Changes

- | | |
|--|----------|
| Property Taxes | \$42,700 |
| • 1 cent change in residential and commercial tax rate | |
| Sale of Service, Planning – increase | \$33,000 |
| • Covers full year based on most recent input from Windsor | |

Expenditure Changes

- | | |
|---|----------|
| Valley Waste Resource Management | \$20,000 |
| • VWRM Board and staff working with regional CAOs to review draft budget – savings identified | |
| Kings Transit Authority | \$7,300 |
| • Removed allowance for potential deficit operation | |
| Education – Increase cost | \$85,500 |
| • Unexpected result of change in draft student ratio | |
| • Student numbers need to be verified/confirmed and this won't be finalized until later in the year | |
| Grants to Organizations – Landmark East School | \$50,000 |
| • Per Council direction, removed from 2018/19 budget pending additional information from staff | |
| • No final decision yet – essentially set aside until later | |

Op Reserves

- | | |
|--|----------|
| Use of Reserves – Landmark East School | \$50,000 |
| • Set aside pending decision later in the year | |
| Use of Reserves – Municipal Planning Strategy | \$20,000 |
| • Portion of Contracted Services in Planning intended for MPS Review (if required) | |

Items not currently identified in Version 3 of the 2018/19 Budget:

- Additional training dollars recognizing added Full Time Employment positions (Corporate Services and Public Works)
- Added resources for Parking Enforcement to build on the success of recent enforcement/education efforts
- No funding for Summer Music Series – 2017/18 funded by way of grants. May be able to fit within budget dollars

Agenda Item

Discussion and Decisions

- No additional funding for Volunteer Appreciation event
- No funding for any potential regional governance study/review/municipal modernization
- No additional allowance in Legislative/Mayor's Office for small grants/advertising outside of policy
- No allowance to increase maximum funding thru Strategic Partnership Program (SPP)
- No funding for Annapolis Valley Chamber of Commerce (AVCC) tourism request. Council indicated approval to staff to include the AVCC request for \$4000 in the 2018/19 budget, to be reflected in Version 4 for March 20 Council
- No funding to move skateboard park – may have to be mid-year decision
- Potential impact of location and support needed for community oven request
- Development of an Accessibility Plan – the Town of Wolfville was approached to be a 'Pilot Project' and will be moving forward with an Accessibility Advisory Committee to support the development of the Plan which will likely be an 18-month process. Version 4 of budget requires \$15,000 to address this project, to be funded from reserves
- There is a potential to have a booth at the upcoming FCM Conference that would be a shared marketing opportunity for the region. There are further discussions required with the REN as to who will be paying the bill for the booth

04-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE 2018/19 TOWN OPERATIONS PLAN AND RELATED OPERATING BUDGET, TEN YEAR CAPITAL INVESTMENT PLAN, AND THE WATER UTILITY THREE YEAR OPERATING AND CAPITAL BUDGET, INCLUDING THE FOLLOWING DETAILS:

- **TOWN OPERATING BUDGET WITH REVENUE & EXPENDITURES IN THE AMOUNT OF \$10,118,500:**
 - **RESIDENTIAL TAX RATE OF \$1.46 PER HUNDRED DOLLARS OF ASSESSMENT APPLIED TO TAXABLE RESIDENTIAL AND RESOURCE ASSESSMENTS;**
 - **COMMERCIAL TAX RATE OF \$3.57 PER HUNDRED DOLLARS OF ASSESSMENT APPLIED TO TAXABLE COMMERCIAL ASSESSMENTS;**

Agenda Item

Discussion and Decisions

- **TAXES TO BE BILLED BY WAY OF INTERIM TAX BILL (ISSUED IN APRIL, DUE JUNE 4, 2018) AND FINAL TAX BILL (ISSUED IN AUGUST, DUE THE OCTOBER 1, 2018);**
- **INTEREST ON OVERDUE AMOUNTS TO BE CHARGED AT A RATE OF 1.25% PER MONTH**
- **TOWN CAPITAL BUDGET WITH YEAR 1 TOTALING \$3,477,300, INCLUDING CAPITAL RESERVE FUNDING OF \$1,184,000, OPERATING RESERVE FUNDING OF \$260,000, GAS TAX RESERVE FUNDING OF \$316,900, LONG TERM DEBT FUNDING OF \$1,424,400, OTHER/EXTERNAL GRANT/CONTRIBUTION FUNDING OF \$27,000, AND \$315,000 FROM THE TOWN'S WATER UTILITY FOR ITS SHARE OF STREET INFRASTRUCTURE**
- **WATER UTILITY OPERATING BUDGET WITH REVENUES OF \$1,096,400, OPERATING EXPENDITURES OF \$860,200, AND NON-OPERATING EXPENDITURES OF \$221,100**
- **WATER UTILITY CAPITAL BUDGET TOTALING \$350,000, INCLUDING DEPRECIATION RESERVE FUNDING OF \$128,300, CAPITAL FROM REVENUE FUNDING OF \$70,000, AND LONG-TERM DEBT FUNDING OF \$151,700**
- **BUSINESS DEVELOPMENT AREA RATE (PURSUANT TO SECTION 56 OF THE MUNICIPAL GOVERNMENT ACT) OF \$0.31 PER HUNDRED DOLLARS OF COMMERCIAL ASSESSMENT**

- **SEWER FEES**
 - **SEWER USAGE RATE OF \$3.36 PER 1,000 GALLONS OF WATER USED BY CUSTOMER;**
 - **FLAT RATE FEE OF \$65.00 PER QUARTER;**
 - **MINIMUM QUARTERLY CHARGE FOR ANY METERED CUSTOMER \$16.00;**
 - **SEWER CONNECTION FEE OF \$3,500, IF ONLY SEWER HOOK UP**
 - **SEWER CONNECTION FEE OF \$1,000 IF HOOK UP COMBINED WITH WATER**

- **LOW INCOME PROPERTY TAX EXEMPTION**
 - **INCOME THRESHOLD TO QUALIFY A MAXIMUM OF \$26,739;**
 - **MAXIMUM EXEMPTION OF \$625**

- **GRANTS TO ORGANIZATIONS UNDER GENERAL GOVERNMENT/ COMMUNITY DEVELOPMENT (NOT PART OF COMMUNITY PARTNERSHIP POLICY)**
 - **ACADIA SCHOLAR BURSARIES** **\$10,500**
 - **WOLFVILLE HISTORICAL SOCIETY** **\$5,000**
 - **ACADIA UNIVERSITY:**
 - **DEVELOPMENT OF**



Agenda Item	Discussion and Decisions	
	PARTNERSHIP AGREEMENT	\$35,000
	▪ EVENTS HOSTING CONTRIBUTION	\$10,000
		CARRIED
	10:50am Councillor MacKay left the Committee of the Whole meeting	
	10:51am Councillor MacKay returned to the Committee of the Whole meeting	
	10:52am Deputy Mayor Oldham left the Committee of the Whole meeting	
	10:54am Deputy Mayor Oldham returned to the Committee of the Whole meeting	
	11:00am Chair called a break to the Committee of the Whole meeting	
	11:11am Chair reconvened Committee of the Whole meeting	
b. RFD 020-2018 Property Tax Exemption Policy L'Arche Homefires	05-03-18 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:	
	<ul style="list-style-type: none"> • ADD 341 MAIN STREET, OWNER WOLFVILLE L'ARCHE HOMEFIRES, TO SCHEDULE A. <ul style="list-style-type: none"> ○ REFLECT THE APPLICATION OF THE EXEMPTION TO THE WHOLE PROPERTY; ○ REFLECT THE EXTENT OF THE APPLICATION TO PROVIDE L'ARCHE HOMEFIRES RELIEF BY APPLYING THE RESIDENTIAL TAX RATE RATHER THAN COMMERCIAL RATE, AND RELIEF FROM ALL AREA RATES, EXCEPT FIRE PROTECTION RATE. 	CARRIED
c. RFD 017-2018 Culinary Tourism Centre (CTC)	06-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO REQUEST THE RETURN OF THE \$10,000 PROVIDED TO THE CULINARY TOURISM CENTRE FOR THE COMPLETION OF A BUSINESS PLAN IN THE 2015-16 FISCAL YEAR	CARRIED
	Question Period Peter Herbin	
	<ul style="list-style-type: none"> • Wanted to assure Council that the CTC committee is still very committed to moving this project forward • Council is most supportive of this project moving forward 	

Agenda Item	Discussion and Decisions
<p>d. RFD 019-2018 Spring 2018 Debenture Issue Approval</p>	<p>07-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE ATTACHED RESOLUTION FOR PRE-APPROVAL OF PARTICIPATION IN THE SPRING DEBENTURE ISSUE, WITH THE FOLLOWING MAXIMUM PARAMETERS:</p> <p>STREET INFRASTRUCTURE INCL SIDEWALKS, UNDERGROUND SANITARY, STORM SYSTEMS \$ 534,750 15-20 years SIDEWALK – WICKWIRE 75,000 15 years CEMETERY WALL 150,000 15 years WATER UTILITY – DISTRIBUTION LINES <u>270,000</u> 20 years TOTAL BORROWING <u>\$1,029,750</u> MAXIMUM AVERAGE INTEREST RATE SET AT 5%</p> <p style="text-align: right;">CARRIED</p>
<p>e. RFD 016-2018 Community Oven Support</p>	<p>08-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO PROVIDE A LETTER OF SUPPORT IN PRINCIPLE FOR THE WOLFVILLE COMMUNITY OVEN</p> <p style="text-align: right;">CARRIED</p> <p>09-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO WORK WITH THE COMMUNITY OVEN GROUP TO DEVELOP AN AGREEMENT THAT DETERMINES THE LOCATION, MAINTENANCE RESPONSIBILITY, INSURANCE, FIRE/BUILDING/PERMIT REQUIREMENTS AND OTHER REQUIRED DETAILS</p> <p style="text-align: right;">CARRIED</p>
<p>8. CAO Report</p>	<p>The CAO’s report was presented to Council as part of the Agenda Package</p> <p>CAO highlighted the following issues from the report:</p> <ul style="list-style-type: none"> • There are three active FOIPOP requests which fall to the Director of Finance, which translates to a lot of work above and beyond the typical duties for the Director of Finance
<p>9. Committee Reports (External)</p>	
<p>a. <u>Valley Waste Resource Management (VWRM)</u> Councillor Elliott</p>	<p>2018-19 Operating and Capital Budgets</p> <ul style="list-style-type: none"> • Draft Budgets were presented. Discussions resulted in the draft budget being turned back to staff for further investigation targeting four (4) key areas. A Special authority meeting will be called for the purpose of further considering the draft budgets

Agenda Item	Discussion and Decisions
	Corporate Strategic Plan
	<ul style="list-style-type: none">The plan continues to be a high priority. The Authority will move forward with the project in mid-April
	General Manager Recruitment
	<ul style="list-style-type: none">The Authority's General Manager recruitment process continues to move forward successfully under the guidance of Consultant, Gerald Walsh and Associates
	Plastic Film Update
	<ul style="list-style-type: none">Municipalities and Regional Authorities across the Province have been having the discussion around a potential province-wide ban on single-use plastic bags. Twenty-six municipalities have expressed support so far. One municipality is opposed, and several others have yet to weigh in on the topic. The province has also issue a public opinion poll to gauge interest from the public
b. <u>Kings Transit Authority (KTA)</u> Councillor Brian	<ul style="list-style-type: none">Version two of the budget was discussed with a commitment to incorporating the information requested by municipal partnersFederal and Provincial funding is being sought for the development of a strategic plan to increase ridershipFederal Transit Funding, with the \$80,000 yearly capital contribution from the municipal units, and \$375,000 from the Province, has allowed Kings Transit to:<ul style="list-style-type: none">Install free wifi on the busesPurchase 2 new busesHave Automatic Vehicle Location (an app with real-time bus location) and Computer Assisted Dispatch (automatic voice and visual stop announcements)Order a new bus shelter for Digby and one for after-hours at the New Minas DepotUpdate all bus cameras; andInstall an accessible pad and bus stop exit at the depot in New Minas
c. <u>Kings Point-to-Point (KPPT)</u> Councillor Brian	<ul style="list-style-type: none">There's been an 8% growth in individual fares for January, bringing total receipts for the fiscal year to \$14,062 above budgetTotal Overhead Costs for the year were \$12,934 below budget in spite of two vehicle inspections last month. KPPT is required to have motor vehicles inspections every six months and the standards are more rigorous than for the general public
d. <u>Valley Community Fibre Network (VCFN)</u> Mayor Cantwell	<ul style="list-style-type: none">Nothing significant to report

Agenda Item	Discussion and Decisions
e. Annapolis Valley Trails Coalition (AVTC) Councillor MacKay	<ul style="list-style-type: none">• The financial statements were provided, indicating that the organization is in good standing. An increase in spending, primarily due to travel expenses related to work being done at opposite ends of the trail concurrently, was offset by increased revenue from the Destination Trail grant and trail coordinator services rendered• The proposed 2018 trail projects were discussed, with Wolfville's major project of re-routing the trail near the trail head location at the east end gateway on the slate. Also listed is Wolfville's trail head development at the same location.• The announcement of the Harvest Moon Trail's inclusion as part of the Trans Canada Trail was discussed, and what this means in terms of increased funding opportunities, exposure and tourism in the area. The major point is that Federal funding can now be accessed due to this designation
f. <u>Wolfville Business Development Corporation</u> (WBDC) Councillor Donovan	<ul style="list-style-type: none">• WBDC is participating in Wolfville 125 working group. Members will be asked to have 12.5 off sales the weeks around the March 25 Wolfville 125 event. A contest will be run for a chance to win a WBDC gift basket• HRM bill boards were reviewed. These will run for 4 weeks.• The Wolfville Brand document will be used to market the brand in future WBDC promotions• Destination Acadia is exhibiting in Saltscapes. A partnership with WBDC, town and Acadia should be explored for this event.• The cost for a light at skatepark Parking lot has been confirmed \$25 a month. Permission is required from the town. This will be explored with the town• Affiliate membership confirmed as \$200 + \$10 per employee to a maximum of \$500. A package will be developed to market to potential affiliate members• Parking continues to be identified as number one concern from members. A meeting is planned with town staff to look at plans to improve parking
g. <u>Race Relations and Anti-Discrimination Committee</u> (RRADC) Councillor Proudfoot	<ul style="list-style-type: none">• Nothing significant to report

10. Adjournment to In- 10-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE

Agenda Item	Discussion and Decisions
Camera	COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 11:46 AM TO AN IN-CAMERA MEETING UNDER SECTION 22(2)(E)(G) OF THE MUNICIPAL GOVERNMENT ACT: a. CONTRACT NEGOTIATIONS (VWRM) b. LEGAL ADVICE ELIGIBLE FOR SOLICITOR-CLIENT PRIVILEGE CARRIED
11. Adjournment of In-Camera Meeting	11-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 12:51 PM CARRIED
12. Regular Meeting Reconvened	12-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT REGULAR MEETING OF COMMITTEE OF THE WHOLE BE RECONVENED AT 12:52 PM CARRIED
13. New Business	13-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT COUNCILLOR DONOVAN AS VICE CHAIR OF THE PLANNING ADVISORY COMMITTEE, TO SERVE AS CHAIR IN THE EVENT THAT THE DEPUTY MAYOR IS UNAVAILABLE. CARRIED
14. Adjournment	14-03-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 1:02 PM CARRIED

Approved by Committee of the Whole Motion 02-04-18, April 3, 2018

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