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## ATTENDING

- Mayor Wendy Donovan – In Chambers
- Deputy Mayor Oonagh Proudfoot – In Chambers
- Councillor Isabel Madeira-Voss – In Chambers
- Councillor Jennifer Ingham – In Chambers
- Councillor Jodi MacKay – In Chambers
- Councillor Mike Butler – In Chambers
- Councillor Wendy Elliott – In Chambers
- Chief Administrative Officer Erin Beaudin – In Chambers, and
- Recording Secretary, Amanda Brown – via Zoom,

## ALSO ATTENDING

- Director of Finance, Mike MacLean – In Chambers
- Director of Planning and Development, Devin Lake – via Zoom
- Director of Public Works, Kevin Kerr – via Zoom
- Director of Parks and Recreation, Kelton Thomason – via Zoom, and
- Coordinator of Administrative Services, Vanessa Pearson – Via Zoom

## MEMBERS OF THE PUBLIC – Via Zoom

- George Lohnes

## CALL TO ORDER

Chair, Mayor Donovan, called the meeting to order at 8:37 a.m.

### Agenda Item

#### 1. Approval of Agenda

### Discussion and Decisions

**07-01-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.**

**CARRIED**

#### 2. Public Input/Questions

- **George Lohnes** – Review of the Devour! presentation and asked if the culinary was the same thing as the Devour! presentation. It was advised it was not the same.
- Mr. Lohnes asked about the graduated tax and if the Town would be completing a by-law. It was advised it would be passed on to staff.
- The existing residential properties and commercial properties as part of this building will they be lost? Director MacLean advised that would be addressed further in the meeting.
- The alternatives set out in section 9 of the staff report are those going to be addressed today or are they going to be ongoing throughout the budget process?



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**Agenda Item**

**Discussion and Decisions**

**3. Comments from the Mayor**

- Mayor Donovan advised there will be another Special Committee of the Whole Meeting in February to deal further with the Strategic plan and Operation Budget.

**4. Staff Reports for Discussion**

**a. RFD 005-2021:  
One Time Capital  
Grant Request –  
Community Oven**

- Director Thomason advised throughout the RFD it outlines the ask from the Community Oven and this is based on written agreements with the Community Oven group.
- Asked to extend the contract from a one year contract to a three year contract.
- The ask by the Community Oven for the One-time Grant is a little less than the \$27,000 they indicated at the previous presentation and the ask is now \$ 24,365.95.
- It was noted the Committee of the Whole is being requested to refer the One-time Grant to Town Council for a decision not make an actual decision on approval.
- Clarification was asked if this amount will complete the project and Director Thomason indicated he was informed it would.

**08-01-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:**

**THAT COUNCIL APPROVE THE ONE-TIME CAPITAL REQUEST IN THE AMOUNT OF \$24,370 TO ASSIST AND SUPPORT FINISHING THE COMMUNITY OVEN BUILDING IN WOLFVILLE TO THE 2021-22 BUDGET PROCESS**

**CARRIED**

**b. RFD 004-2021:  
One Time Capital  
Grant Request –  
Devour!**

- Director Thomason advised the amount requested is outlined in detail for the One-time Capital Grant.
- There were questions surrounding the occupants currently in the building and it was noted this has not been determined yet and there will be further clarification from Devour! requested.
- The RFD does not speak to the approval and request of graduated tax framework. Director MacLean advised Council they should consider this as a two-part request, one being the One-time Capital Grant and the other being the graduated tax framework as there is further details that will need to be completed for the tax portion request.



**Agenda Item**

**Discussion and Decisions**

- Discussion surrounding how the Town would benefit from use of the property if the One-time Grant is provided to Devour!. It was noted an MOU would be prepared outlining the amount, as well as information and conditions for providing the One-time Grant.

**09-01-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:**

**THAT COUNCIL APPROVE THE ONE-TIME CAPITAL REQUEST IN THE AMOUNT OF \$100,000.00 TO ASSIST AND SUPPORT THE ESTABLISHMENT OF THE DEVOUR! STUDIOS AS PART OF THE 2021-22 BUDGET PROCESS.**

**CARRIED**

**c. Info Report: Draft  
2021-22 Budget V1  
– Operating  
Project Charters**

- Director MacLean reviewed with Council the Draft Budget for 2021/22 (V1). Highlights include:

**Shortfall 2021/22 V1= \$342,000**

- Last year V1 Shortfall was \$155,100
- 2019/20 Shortfall was \$86,500
- 2018/19 V1 Shortfall was \$290,000
- 2017/18 V1 Shortfall was \$102,300
- 2016/17 V1 Shortfall was \$330,000

**Non-Property Tax Revenues – Decreased by \$77,700**

**Sale of Service/cost recoveries decreases include**

- Rec Program Fees \$5,000
  - Parking Fines \$16,000
  - Interest on Investments \$25,000
  
  - Sewer revenues \$57,500 (12.7%)
  - Grants - Fed, Prov, & other - decreases \$85,600
- Decreased grant revenues include:
- \$30,000 PNS Grant – Inspire ends fiscal '20/21
  - \$46,500 FCM – 2 year term ends Feb/21
  - \$8,400 for Employment Grants – none secured at this time for summer 2021



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**Agenda Item**

**Discussion and Decisions**

**Expenditures**

- **Staff Related Costs – overall increase** **\$2,900**  
(if grant related staff excluded from subtotal, increase would be \$62,900)

**Annual Pay Changes**

- Non-Union – COLA/Merit \$23,100
- Union – Collective Agreement \$21,000
- Salary Adj (including added weeks) \$21,000
- Note Training dollars have been reduced to \$28,100

**Proposed Initiatives:**

- Special Projects/Administrative permanent position \$55,000
- Summer Student – GIS Support \$12,000
- Junior Engineer position – Public Works \$70-85,000
- Second Building Inspector – Planning & Development \$mid-high 50,000
- Climate Change Mitigation (extension of term) – Planning & Development \$30,000
- Increase of 1 seasonal position to year-round – Parks & Recreation \$7,600

**External – IMSA’s, Provincial Mandatory:**

- Overall Increase \$109,400

**Capital Program & Reserves:**

- Capital Program (Principal & Interest on debt & reserves)
  - Increase of \$86,500
  - Key to long term sustainability of capital plan
- Transfer from Operating Reserves
  - Decrease of funding of \$305,000
  - Version 1 Budget assumes zero options available for 2021/22

**Adjournment for Break**

Adjournment for a break at 9:59 a.m.

**Reconvene from Break**

Meeting reconvened at 10:09 a.m.

**Use of Operating Reserves**

**Tax Rate Information – Current Assumptions**

- Residential rate \$1.475 (unchanged from 2020/21)
- Commercial rate \$3.585 (unchanged from 2020/21)

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**Agenda Item**

**Discussion and Decisions**

**Impact on Property Taxes**

- Overall 1.58% increase in revenue
- Residential base 1.89% revenue increase
- Commercial base 0.01% revenue increase

**Operating Budget Options – Reserves -**

- Noted that Council should revisit in February the already committed funds to Landmark, Acadia and Chrysalis House to determine when and if those funds should be disbursed.

**Capital Budget Discussion Points –**

- Library
- Asset Management Plan
- MPS
- It was noted the Library should still proceed as it originally was agreed upon previously as the report is almost completed. Should there be a study for a Regional facility, perhaps the consultants could review the existing plan and provide comments surrounding if the Library should proceed in Wolfville.

**Overall – What’s not included in Version 1 of Draft Budget:**

- Sidewalk & Street Priorities
- Willow Bank Cemetery
- Acadia University – Status of pool
- Impact of Accessibility Assessment of Town Hall Complex
- Willow Bank Cemetery – Based on discussions with Chris Fuller it would draw the reserves down quicker than the 10 years previously projected, it is more in the 5 year range.
- It was noted by Mayor Donovan there was an offer from a Councillor to assist with developing a Board for the Cemetery. CAO Beaudin suggested this continue to be put on the Committee of the Whole Agenda for future meetings including the February meeting to have time to obtain further information.



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<b>Agenda Item</b>	<b>Discussion and Decisions</b>
<b>d. Direction on SPP/ CPP Process and Renewal of Agreements</b>	<ul style="list-style-type: none"><li>• Deferred to the February Committee of the Whole Meeting.</li></ul>
<b>5. Public Input/Question Period</b>	<ul style="list-style-type: none"><li>• <b>George Lohnes</b> – He is disappointed to hear the reserves from Willow Bank Cemetery is down to 5 years from the previous 10 projected. He is urging Council to continue to look into the situation.</li><li>• Respecting the Culinary Tourism Center, in review he notes there are directors on the Board who are also involved with Devour! project. He would like Council to review the MOU with Acadia Student Union and the Town as it was a priority for this year to support the Culinary Tourism Center. Council needs some clarity of what the support is.</li><li>• Council needs to take into mind we may go through another summer where there are restrictions as the Province has made it clear the vaccinations will not be completed until at least September. As a result, the Apple Blossom has postponed to 2022. This may again also be an impact on tourism in the downtown core.</li></ul>
<b>6. Adjournment of Regular Meeting to In-Camera</b>	<p><b>10-01-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE BUDGET MEETING ADJOURN TO IN-CAMERA UNDER SECTION 22(2)(c) OF THE MUNICIPAL GOVERNMENT ACT AT 11:37 A.M.</b></p> <p><b>CARRIED</b></p>
<b>7. Adjournment of In-Camera Meeting</b>	<p><b>11-01-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA MEETING ADJOURN AT 11:58 A.M.</b></p> <p><b>CARRIED</b></p>
<b>8. Adjournment of Regular Meeting</b>	<p><b>12-01-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE BUDGET MEETING ADJOURN AT 11:58 A.M.</b></p> <p><b>CARRIED</b></p>

**Approved by Committee of the Whole Motion 03-02-21, February 2, 2021**  
**As recorded by Amanda Brown, Assistant, Office of the CAO.**