



**ATTENDING**

- Mayor Jodi MacKay
- Deputy Mayor Jennifer Ingham
- Councillor Mike Butler
- Councillor Wendy Elliott
- Councillor Ian Palmeter
- Councillor Kelly van Niekerk
- Councillor Howard Williams
- Chief Administrative Officer, Glenn Horne
- Recording Secretary, Laura Morrison

**ALSO ATTENDING**

- Director, Finance & Corporate Services Beth Hopkins
- Director of Engineering and Public Works, Alex de Sousa
- Director of Planning and Economic Development, Devin Lake
- Manager of Communications & Strategic Initiatives, Barb Shaw
- Senior Manager of Operations, Dawson Sheehy
- Project Manager, Christa Rafuse
- GIS Coordinator, Trevor Robar

**CALL TO ORDER**

Chair, Deputy Mayor Ingham, called the meeting to order at 8:30 am.

Mayor MacKay read the Land Acknowledgement

Agenda Item	Discussion and Decisions
1. Approval of Agenda	<p><b>01-01-25 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED WITH THE ADDITION OF A CONTRACT NEGOTIATION ITEM TO IN CAMERA.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
2. Declarations of Conflicts of Interest	<ul style="list-style-type: none"> <li>• None Made</li> </ul>
<b>3. Approval of Minutes</b>	
a. Approval of Committee of the Whole Minutes, December 3, 2024	<p><b>02-01-25 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 3, 2025, BE APPROVED AS CIRCULATED.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>



Agenda Item	Discussion and Decisions
<b>b. Approval of Committee of the Whole In Camera Minutes, December 2, 2024</b>	<p><b>03-01-24 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 3, 2024, BE APPROVED AS CIRCULATED.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>4. Presentations</b>	<ul style="list-style-type: none"> <li>• PVSC (Property Valuation Services Corporation) Paul Beazley &amp; Andrew Wilsley</li> </ul>
<b>5. Staff Reports for Discussion</b>	
<b>a. IR 019-2024 Q2 YTD Financial Update</b>	<ul style="list-style-type: none"> <li>• Q2 YTD Financial Update was presented to the Audit Committee in December.</li> <li>• Overall, the Town is in a positive financial position.</li> <li>• Above Budget by \$1.3m.</li> <li>• Revenue is up \$214k reflective of additional interest earned and increase in Deed Transfer Tax.</li> <li>• Expenditures lower by \$1.1m, the largest component is RCMP staffing budget due to vacancies and reduction of overtime.</li> <li>• Contracted Services work was in progress at the time of the statements but not yet completed and not reflected in these statements which are Q2 ending September. The work has now been completed but had not been billed. Around \$300k of work was executed but not captured in these financials.</li> </ul>
<b>b. RFD 059-2024 Appointment of Auditor (Fiscal 2024_25)</b>	<p><b>04-01-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</b></p> <p><b>THAT COUNCIL APPOINT GRANT THORNTON AS THE TOWN'S AUDITOR FOR THE FISCAL YEAR – ENDING MARCH 31, 2025.</b></p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <ul style="list-style-type: none"> <li>• Working papers are intellectual property of Auditors.</li> <li>• A potential concern was flagged around the Procurement Policy and threshold of \$50k.</li> <li>• Tender for next year.</li> </ul>



Agenda Item	Discussion and Decisions
<p><b>c. RFD 060-2024: Re-Adoption of Revised Policy #120-011 Signing Authority Policy</b></p>	<p><b>05-01-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</b></p> <p><b>THAT COUNCIL APPROVE THE REVISED POLICY #120-011, SIGNING AUTHORITY POLICY, AS ATTACHED TO RFD 060-2024.</b></p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
<p><b>d. RFD 061-2024: Re-Adoption of Policy #120-008, Travel, Meal &amp; Miscellaneous Allowance Policy, and Policy #120-016 Hospitality Policy</b></p>	<p><b>06-01-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</b></p> <p><b>THAT COUNCIL RE-ADOPT POLICY #120-008, TRAVEL, MEALS &amp; MISCELLANEOUS ALLOWANCE POLICY, AS ATTACHED TO RFD 061-2024.</b></p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>07-01-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</b></p> <p><b>THAT COUNCIL RE-ADOPT POLICY #120-016, HOSPITALITY POLICY, AS ATTACHED TO RFD 061-2024.</b></p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
<p><b>6. Public Input</b></p>	<ul style="list-style-type: none"> <li>• No public comment</li> </ul>
<p><b>7. CAO Report</b></p>	<ul style="list-style-type: none"> <li>• Winter parking regulations in place. Review of processes around communication of anticipated winter storms been carried out.</li> <li>• Parks Planning &amp; Urban Forest – work progressing on multi-use path that will top Bishop Beckwith and Grand Pre dyke walls – this is a provincial project.</li> <li>• Community Development &amp; Recreation - pilot project in June 2025 with Wolfville, New Minas and Kentville running a series of widespread events, focused on biking, outdoor education and other items.</li> </ul>



Agenda Item	Discussion and Decisions
	<ul style="list-style-type: none"> <li>• Community Planning – staff from CMHC joined Wolfville staff to look at some of the Town initiatives related to the Housing Accelerator Fund.</li> <li>• Staff working with Rick Hansen certified Architect to complete assessment of accessible washrooms at Town buildings to assess accessibility upgrades required.</li> <li>• Storm Water management project - working with CBCL, working around known challenges we have regarding storm water.</li> <li>• Woodman Grove study related to traffic calming, infrastructure and improvements in that area in the Spring.</li> <li>• Addition to the CAO report now includes Responses to public input from last COW and most recent council meeting in your package.</li> <li>• Introductions of new staff members in Department of Engineering and Public Works, Christa Rafuse, Project Manager and Dawson Sheehy, Senior Manager of Operations.</li> </ul> <p><b><i>Discussions/Questions from Council</i></b></p> <ul style="list-style-type: none"> <li>• Awaiting a revised scope from CBCL, with likelihood of starting detailed survey of existing storm water system this winter.</li> <li>• Messaging for winter parking bans starts early around the need to secure legal overnight parking. We reach out through landlords and WBDC for awareness. The East End Gateway Parking lot is available for short stay overnight parking. No more than a few days. Also available is a short-term parking pass from Acadia for legal parking through the winter months. Messaging through social media, posted in kiosks and at Town Hall and on our website. In advance of a storm, we activate a site wide notice on every page of the website with a hotlink to information page. Also through direct communication. Over the holiday season, we did receive questions from people checking where they can park while visiting the Town.</li> <li>• Businesses can sign up to Regional Emergency Management Centre email notifications to receive texts in relation to incoming winter storms.</li> <li>• Short term parking is a few nights. Compliance checks are done on a regular basis.</li> <li>• Soups and Sides on January 27<sup>th</sup> is council listening session. Inviting all the community to join council at the Farmers Market to enjoy soup and to share their feedback with council.</li> <li>• Next week will be first Special COW budget meeting.</li> </ul>



Agenda Item	Discussion and Decisions
<b>8. Committee Reports (Internal)</b>	
<b>a. Accessibility Committee</b>	<ul style="list-style-type: none"> <li>Report should say this is the Town’s third Access by Design plan, not second.</li> </ul>
<b>b. Audit Committee</b>	<ul style="list-style-type: none"> <li>As submitted</li> </ul>
<b>c. RCMP Advisory Board</b>	<ul style="list-style-type: none"> <li>As submitted</li> </ul>
<b>9. Committee Reports (External)</b>	
<b>a. Inter-Municipal Services Agreement (IMSA)</b>	<ul style="list-style-type: none"> <li>Feedback received around challenges regarding the challenges being experienced due to the KTA app being down. There is a phone number to call, and communications have improved. The new app will run much better and will be available in a few weeks.</li> </ul>
<b>b. Wolfville Business Development Corporation (WBDC)</b>	<ul style="list-style-type: none"> <li>As submitted</li> </ul>
<b>10. Public Input</b>	<ul style="list-style-type: none"> <li>No public input</li> </ul>
<b><i>Break - 10am until 10:10am</i></b>	
<b>11. Regular Meeting Adjourned to In Camera under sections 22(2) (c) &amp; (e) of the MGA</b>	<b>08-01-25 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING ADJOURN TO IN-CAMERA UNDER SECTION 22(2) (C) PERSONNEL MATTERS AND 22(2)(E) CONTRACT NEGOTIATIONS AT 10:11am.</b>
<b>12. Regular Meeting Reconvened and Adjourned</b>	<b>09-01-25 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING ADJOURN AT 11:30am.</b>

Approved by Committee of the Whole Motion 02-02-25 February 2025  
 As recorded by Laura Morrison, Manager of Administration & Town Clerk