

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 of Public Works & Planning, Devin Lake
- Manager of Communications & Strategic Initiatives, Barb Shaw
- Manager of IT, David Hopkins
- Manager of Community Development, Nick Zamora
- Manager of Environmental Services, Martin Kehoe
- Administrative Assistant, Laura Yaroshevskaya

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	THE AGENDA WAS APPROVED AS CIRCULATED.
2. Approval of Minutes	
a. Approval of Committee of the Whole Minutes, November 4, 2025	THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 4, 2025, WERE APPROVED AS CIRCULATED.
b. Approval of Committee of the Whole In Camera Minutes, November 4, 2025	THE MINUTES OF THE IN-CAMERA COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 4, 2025, WERE APPROVED AS CIRCULATED.

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c. Approval of Special Committee of the Whole Minutes, November 12, 2025	<p>THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 12, 2025, WERE APPROVED AS CIRCULATED.</p> <p>CARRIED UNANIMOUSLY</p>
3. Declarations of Conflicts of Interest	<ul style="list-style-type: none">• Councillor Palmeter declared conflict of interest for item 4a.• The CAO declared a conflict of interest for item 10a.
4. Presentations	<ul style="list-style-type: none">• Michael Howell, Executive Director, Devour! The Food Film Festival• Deputy Chief Chad Schrader, Wolfville Fire Dept Year in Review. <p><i>Questions/Feedback</i></p> <ul style="list-style-type: none">• Rescue 31 is a Heavy Rescue Vehicle. Currently out of service and being repaired but it is time to be replaced. RFD will be coming to council in January for vehicle purchase. There is a minimum of 3-to-4-year delivery wait for vehicle.• Fire alarm call numbers – because building codes change and there are more multi-unit dwellings, the requirement is to have monitored fire alarm system. There are more fire alarm system set up now, so calls increase. Work closely with Bylaw and Fire Inspector who will continue to flag any problem sites.• Thank you to WFD for the work they do keeping us safe and the Santa letters.
5. Public Input	<ul style="list-style-type: none">• No-one for public input.
6. Staff Reports for Discussion	
a. IR 033-2025: Wastewater Treatment Plant Update	<ul style="list-style-type: none">• Martin Kehoe, Manager of Environmental Services and David Trudel, CBCL presented the pre-circulated report Wastewater Treatment Plant.• Adding a third lagoon cell to increase overall capacity as well as aeration and blower upgrades.

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	<p><i>Questions/Feedback</i></p> <ul style="list-style-type: none">• Bird watching platform doesn't require a roof.• Pleased to see how to deal with high sea level. Water level on outboard side drives the water level throughout the treatment plant. Level control manhole maintains operating depth in the lagoons at about 10ft. Downstream in UV disinfection building there is a weir that keeps the Ultraviolet bulbs submerged at all times. Downstream of that will back up. Higher level is on discharge side will work its way back up into treatment plant. By closing the valve outside disinfection building it causes level to raise. Distance between water level and top of berm is about 3 ft. to protect from overflow and equalize flow in terms of the tide. ,The level can be dropped if you know heavy rains were coming.• The two existing cells are clay lined, low permeability material to prevent loss and contamination of ground water sources. New lagoon cell is HDPE lined - a geo membrane material fused and welded on site to provide an impervious layer. Does the same thing but had to haul a lot of material in and to keep the volume down, we used this in lieu of clay line. Regulator asked similar question regarding wells in the area. Number of municipal wells in vicinity but are all up-gradient of the treatment plant so low risk of transport of contaminants.• Map of a Pumping station that goes out onto sports field. It is an emergency overflow. Not feasible or economical to pump shear amount of stormwater coming down a pipe, generally those times it is a lot more rainwater than wastewater. If a pump were to go down or capacity can't keep up it's a way to alleviate the pressure on the system. It is part of existing sewage collection system.• Storm water separation from wastewater collection systems is an ongoing challenge not unique to the Town. It is a long-drawn-out process, not a quick fix typically takes 10 to 20 years to fix. This would be something to look at during planning and budget set aside frequently to slowly pick off some projects or a separation for a street at a time. Not something you could remove in one fell swoop.• Wastewater from Grand Pre comes to our system. There is a pumping station in Grand Pre.• There is a sludge removal pond. There is a floating apparatus lifted into lagoon cells, auger lowered to bottom and moves back and forth

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<p>b. RFD 047-2025: Amendments to the Acadia, ASU, Wolfville MOU</p>	<p>to vacuum out sludge from bottom. It then gets pumped to a shore-based piece of equipment for transportation out to a municipal solid waste landfill. West Hants is the nearest landfill. The sludge will require to be removed less often with the third lagoon. Generally, it is between 15 to 20 years for lagoons to have sludge removed. When de-watering there could be a smell from lifting the material up from the bottom. This year was a bad year for smells with the long dry summer. Harder during extreme high temperatures to get the oxygen into the pond as the wastewater lagoon temp will rise.</p> <ul style="list-style-type: none">• Going forward staff will be doing mathematical levels each year on sludge.• Aeration upgrades are important not to have smell and to be in line with regulatory permit limits.• ERRIS is federal government reporting system and stands for Effluent Regulatory Reporting Information System.• Throughput on average is 7100m³ per day on average. Allowance from Atlantic Canada guidelines per person is 0.38m³ a day on average.• Exact numbers on what this community uses and what percentage of surface water been put through our system will be shared.• Any upgrades for future will be supported by measuring the strength of the wastewater and how its performing on effluent side. This is Phase II but eventually data will support the next Phase III. <p>Break from 10am to 10:12am</p> <p>01-12-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</p> <p>THAT COUNCIL APPROVE THE REVISED MEMORANDUM OF UNDERSTANDING BETWEEN ACADIA UNIVERSITY, THE ACADIA STUDENTS' UNION AND THE TOWN OF WOLFVILLE AS RECOMMENDED BY THE TOWN & GOWN COMMITTEE.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p><i>Discussion/Comments</i></p>

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	<ul style="list-style-type: none">- The MOU is a tool that facilitated the parties coming together. It requires enthusiastic buy in from all parties which we have, even if not always in alignment.- Organically all parties come together in everything they do. The people driving this are thinking about one another in a way that didn't happen in the past.- First MOU of its kind to include student's union. Created in 2018/19.
<p>c. RFD 049-2025: Municipal Asset Naming Policy</p>	<p>02-12-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</p> <p>THAT COUNCIL APPROVE THE POLICY#110-MUNICIPAL ASSET NAMING AND RENAMING POLICY AS ATTACHED RFD 049-2025 AS AMENDED TO INCLUDE THE ACADIAN COMMUNITY IN ALL APPROPRIATE AREAS AND THAT COUNCIL REPEAL POLICY#610-004 STREET NAMING POLICY AND THAT COUNCIL REPEAL #120-007 MUNICIPAL LANDS AND FACILITIES NAMING POLICY.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p><i>Discussion/Comments</i></p> <ul style="list-style-type: none">• Comment from number of discussions from someone who works for HRM on street naming policy, and it was felt important to name streets if doing so after a person, that that person has passed.• Acadians will be named specifically in the appropriate places in the policy. There is no formal organized group for consultation.• Profound discussion at the committee meeting, and there is a hierarchy of importance when making considerations.• Currently there are no active requests right now to rename but it is covered in the policy. Committee could not identify areas in Town at this point that require renaming. Acadia is not covered by this policy.• Commented that in 1893 when Town was created there was a decision made to name most streets after trees. <p>03-12-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</p> <p>d. RFD 045-2025: Code of Conduct Policy Revisions</p>

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	<p>THAT COUNCIL APPROVE THE AMENDMENTS TO POLICY#110-011 CODE OF CONDUCT POLICY FOR ELECTED MUNICIPAL OFFICIALS AS ATTACHED TO RFD 045-2025.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
e. RFD 044-2025: Routine Access Policy Revisions	<p>04-12-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</p> <p>THAT COUNCIL APPROVE THE AMENDMENTS TO ROUTINE ACCESS POLICY #120-010 AS REFLECTED IN RFD 044-2025 WITH FURTHER AMENDMENTS TO ADD TWO DEFINITIONS OF THE RESPONSIBLE OFFICER AND THE REVIEW OFFICER AS DEFINED IN THE MGA</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
f. RFD 048-2025: Committee & Council Meeting Schedule for 2026	<p>05-12-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</p> <p>THAT COUNCIL ADOPT THE 2026 COUNCIL & ADVISORY COMMITTEES OF COUNCIL MEETING SCHEDULE AS ATTACHED TO RFD 048-2025.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
g. RFD 050-2025: Devour Deck Timing Extension	<p><i>Councillor Palmetter declared a conflict of interest and moved to the public gallery.</i></p> <p>08-12-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</p> <p>THAT COUNCIL APPROVE THE ATTACHED MOU AMENDMENT #3 WITH THE SLOW-MOTION FOOD FILM FEST SOCIETY AND DIRECT THE CAO TO SIGN AND EXECUTE THIS AMENDMENT TO ENABLE AN EXTENSION TO</p>

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h. IR 032-2025: Quarterly Ops Plan Update	<p>THE DECK CONSTRUCTION ON THE NORTH SIDE OF THE DEVOUR! COMPLEX ON MAIN STREET.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p><i>Questions/Feedback</i></p> <ul style="list-style-type: none">• Ongoing discussions around consistency of signage and with building officials.• In process of marking elevation of park so people can see what dyke elevations will be and in process of bringing back what those options will be. They are required to use the top elevation.• Not believed to be any substantial change in deck plan from the last one but this will be checked.• Accessibility is part of the building codes and the deck and door will be fully accessible. <ul style="list-style-type: none">• This is the second of two in-year updates on Ops Plan. Final update will come in consideration of next year's plan as a transition point, what has been completed, what will carry forward and what will be priorities in next year.• Report in the package continues the same reporting approach used in June which shows what projects are complete, what have yet to be started and those that are ongoing. Substantial amount ongoing and will never be completed.• In July we had 80% in ops plan ongoing or progress, today we are at 68%. In July 8% complete, today 28% complete. In July there were 10 initiatives yet to start, now at 3 initiatives, and those 3 are likely not taking place this year so we would look to see if they are going into next year's Ops plan.• Of the number of in progress and ongoing initiatives, most are expected to be completed before the fiscal year end. Those that aren't will be starting point for next year's ops plan.• A substantial amount of core work is not included in ops plan but do take up a lot of staff time.• There are multiple unseen projects – such as the activation of Kings REMO in response to Lake George Wildfire. Seven or eight municipal staff involved and in the Emergency Management centre, so they were not available to Town in their regular roles at those times.

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	<ul style="list-style-type: none">• Proposed policy and program changes from organizations we have an association with, such as NSFM, Provincial government, other Intermunicipal Organizations where we partner – when they come forward with changes that affect the town it requires a marshalling of resources from the town, such as policy changes. Hard to predict in terms of resource allocation but we must make time for.• Staffing challenges – we have run 14 staff competitions since February, not including annual intake for Recreation and Parks & Public Works that come to us on an annual basis. Not had a single day in this fiscal year we have been at 100% staffing. Creates challenges to move things forward, despite that it has been incredible to watch different folks across the organization take on responsibilities or initiatives they wouldn't necessarily be involved with and move a body of work forward. When you look at 28% of initiatives complete it is not telling the full picture of what we have achieved this year. It will be significantly higher when fiscal year complete. Amount of activity and progress made on number of strategic fronts has been impressive, due to entirely to staff team that has taken every challenge as an opportunity. Can't thank them enough for everything they have been doing.• Appreciate the plain language and use of legend in the report. Thank you to CAO and staff for all the work.• Typo re Grocery Store Public Art – should read April/May 2026.• Memory Café has been supported by a few different grants over the years, last year New Residents for Seniors, this year was from NS Mental Health Foundation and have received varying amounts from Mud Creek Rotary over the years.• Formatting issue in Ops Plan report. This will be fixed, sent to council and posted on the website.
7. CAO Report	<ul style="list-style-type: none">• Worked well with RCMP during homecoming weekend. Vast majority of student behaviour was incredibly respectful and reasonable. Did have 30 calls for service to RCMP. Ongoing discussions with Acadia to look at more on campus events.• Thanks to Manager of Community Development and staff for Night of Lights event.• Encourage you to take a walk through Willow and Waterfront Park to experience Wolfville Glows.

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	<ul style="list-style-type: none">• All lights in Town were done by Parks staff. Working on this for some time, thanks to them.• Period Positivity Workshop December 7.• Special COW tomorrow evening for Housing Accelerator Fund Implementation program.• Harvest Moon Trail upgrades – section of 3 metre wide concrete path.• Old Burial Ground, fence removed for upgrades.• Oak Trail culvert and trail section raised. Crusher dust will be added when weather more agreeable.• Asphalt patching complete and sweeping taking place.• 3 new SCADA Radios installed at Water Treatment Facility.• Development update in package.• RFP for 5-year Audit contract will close just before Christmas. A decision for Audit Committee to make. <p><i>Questions/Feedback</i></p> <ul style="list-style-type: none">• For Asphalt paving – we achieved what we set out to complete. If something happens now, we could fall behind, but completed everything we wanted to.• Congratulations to Luke Moffatt, Recreation Programmer for winning the award. Rec hub was part of it but it was for a larger collaborative project with New Minas and Kentville in June for Recreation month.• Thanks for putting up owl boxes.
8. Committee Reports (Internal)	
a. Planning Advisory Committee (PAC)	<ul style="list-style-type: none">• Verbal report from Mayor MacKay.• Kudos to the committee for getting through all the MPS and LUB documentations with all recommendations coming back to Council tomorrow evening.• The committee members were thoroughly prepared, with incredible feedback and suggestions. Everything highlighted will be presented in tomorrow's Special COW meeting. Can't thank them enough.• Thanks to Bev Boyd who has been a member and Heritage Rep on that committee for past 6 years or so.• Clarify that tomorrow night's meeting is open to the public.• Impressed with the ability of staff to pivot.

Agenda Item	Discussion and Decisions
9. Committee Reports (External)	
a. Valley Regional Services (VRS)	<ul style="list-style-type: none">As submitted.
b. Valley Regional Enterprise Network (VREN)	<ul style="list-style-type: none">As submitted.No update from VREN on marketing levy.VREN is attending council meetings by request to share the same information that was shared at the joint meeting.We were asked for feedback about the joint meeting which was given.We won't be in a position to entertain any further requests on that or have them into a meeting until late winter/early spring.
10. Regular Meeting Adjourned to In Camera under Section 22(2)(c) Personnel Matters	<p>THE REGULAR MEETING ADJOURNED TO IN CAMERA AT 11:22AM UNDER SECTION 22(2)(c) OF THE MGA PERSONNEL MATTERS.</p> <ul style="list-style-type: none"><i>CAO declared a conflict of interest and left the room.</i>
11. Regular Meeting Resumed at 1:02pm	
12. Motions from In Camera Meetings	
a. RFD 052-2025 Full-Time Compliance Coordinator	<p>09-12-2025 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:</p> <p>THAT COUNCIL APPROVES INCREASING THE PERMANENT POSITION OF COMPLIANCE OFFICER FROM PART-TIME TO FULL-TIME HOURS, EFFECTIVE IMMEDIATELY.</p> <p>CARRIED UNANIMOUSLY</p>
13. Regular Meeting Adjourned	<p>THE REGULAR MEETING ADJOURNED AT 1:03PM</p>

Approved by Committee of the Whole at meeting of January 13, 2026
As recorded by Laura Morrison, Manager of Administration & Town Clerk