



ATTENDING

Mayor Jeff Cantwell, Deputy Mayor Wendy Donovan, Councillor Hugh Simpson, Councillor David Mangle, Councillor Carl Oldham, Councillor Mercedes Brian, Councillor Dan Sparkman, Chief Administrative Officer Erin Beaudin and Recording Secretary Dan Stovel

ALSO ATTENDING

Director Corporate Services Jen Boyd, Director Community Development Chrystal Fuller, Planner Devin Lake and interested members of the public

CALL TO ORDER

The meeting was called to order at 9:02 am

Mayor Cantwell took the opportunity to welcome Inspector Chris MacNaughton to the Committee of the Whole meeting and on behalf of the Town and Council, presented flowers to her on the occasion of her retirement from the Royal Canadian Mounted Police. It was with pleasure and sadness that the Mayor bid adieu to Inspector MacNaughton and thanked her for her service to the community.

Councillor Sparkman, as Chair of the RCMP Advisory Board, echoed the Mayors remarks and thanked Inspector MacNaughton for her service.

Inspector MacNaughton remarked that she has enjoyed a remarkable career that initially took her from being a civilian with the RCMP through to being a uniformed officer. Exciting opportunities were presented to Inspector MacNaughton throughout her career, seeing her achieve many significant milestones. She highlighted that it was an honourable service in representing the municipalities and the RCMP, specifically mentioning that she is very proud to be a resident of Wolfville as she moves into retirement, and will be looking for challenges down the road as she settles into retirement.

1. AGENDA APPROVAL

01-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

CARRIED

2. APPROVAL OF MINUTES

02-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 10, 2015 BE APPROVED AS CIRCULATED.

CARRIED

3. CAO REPORT

The CAO's report was presented to Council as part of the Agenda Package.

Highlights of this report included:

- All capital street projects that were undertaken this summer have been substantially completed and staff has received positive feedback. Communication was stronger to the community throughout the construction season – commend Public Works for a job well done
- Met with the WBDC representatives a few weeks ago to talk about the WBDC strategic plan. Looking at being in a position to come back to Council in January to talk about economic development and how it will look moving forward into 2016/17. Will see a Project Charter as part of the Operating Budget in January.
- A very positive workshop was held with Council and PAC to provide direction to FOTENN on key issues that are emerging as part of the Municipal Planning Strategy (MPS).
- Town of Wolfville and Acadia University have taken out a membership with the International Town & Gown Association, and the Town has been provided several access codes for the IATG. Looking at scheduling a meeting between Town of Wolfville, Acadia University and Saint Mary's University.
- Staff held a meeting with RCMP on December 7th to further discuss the MOU and Noise Bylaw enforcement by the RCMP – definitely a willingness to collaborate.
- More detailed information on the Recreational programs happening provided within the CAO's report.
- Three staff members, Director Corporate Services, Director Public Works and Chief of the Fire Department, attended a Finance Course for managers put on by AMA NS.
- There will be a special meeting in January for Committee of the Whole, date yet to be determined, to discuss operating budget.
- Town website hosting moving over to the AMA Joint Municipal Website Venture which will improve functionality.
- Dan Stovel was appointed as the Town Clerk as of December 1st.
- James Collicutt was hired as the Administrative Assistant for Community Development.
- Jennifer Boyd has received her appointment as Commissioner of Oaths which is a service that the Town has always provided in the past.
- The Town is doing a pilot project with the PVSC and this is where the value of conferences comes into play. Director Fuller attended the AMA conference this fall which led to learning about a pilot project for a permit tracking system. As a result, the pilot project will kick-off on January 1st which will essentially lead the Town to be able to track permits and building inspections. There is no requirement to purchase software, therefore a savings to the Town.
- Staff will be engaging with the Rogers Hometown Hockey Local Organizing Committee for review of Rogers Hometown Hockey and a full report will be presented to Council in the future.
- There will be a Public Meeting for an appeal on the Development at 7 Gaspereau will be held before an adjudicator from UARB.

4. Mayor's Update

a. Regional Governance

- The three town Mayors (Wolfville, Kentville and Berwick), and the Warden of Kings County met in Kentville on November 26th to discuss the Governance Review.
- Much has fallen off the rails in the last little while – everything in the past appeared to be tunnelling towards amalgamation.
- At this stage there is a desire to breathe new life back into the Kings Partnership Steering Committee (KPSC), and look at bringing back Kings2050 which has not gone by the wayside and is still active.
- To move ahead with any kind of Governance Review, it appears the mood is not there by all four parties represented. Wolfville is on record as being in favor, Berwick is on record as not being interested in partaking, and Kentville as well has expressed no interest in going into Governance Review.
- While onboard, The Mayor of Wolfville was not willing to commit to binding arbitration in a Government funded study from which the findings would be binding with no appeal process – not prepared to put the Town in that scenario until all players are willing to sit and discuss the issues.
- Looking at the KPSC growing and opening up the Kings2050 review – taking on the regional aspects of sharing of services and sharing of rules & regulations.
- Agreed unanimously, with a press release being sent out last week, that Kings 2050 would be reviewed and the Gordon MacIntosh report from the KPSC working group (April 2015), although no timeline has yet been set.
- CAO will follow up with the CAO of Kentville for setting any meeting dates early in 2016 – Council requested to be kept advised of issues discussed and what the plan is for meeting early in the New Year.
- CAO read a letter from the Province in follow-up to the meeting that Gordon Smith had with Council in November.

5. CONFERENCE UPDATES

a. UNSM Annual Conference

- The [Union of Nova Scotia Municipalities \(UNSM\) annual conference](#) was held in Halifax, NS November 3-6, 2015.
- The 2015 UNSM Fall Conference [presentations](#) included (listed alphabetically):
 - Asset Management for Municipalities – A focus on the City of Fredericton
 - Capital Investment Plan – Asset Management
 - Changing the Conversation about Tourism
 - Engaging Immigrants in Nova Scotia Municipalities
 - Engaging People with Disabilities
 - Engaging Youth in Municipal Government
 - It is Better to Work Together – PVSC
 - Moving from Senior to SEEN – Empowering Individuals and Communities
 - Municipal Alcohol Presentation – November 4, 2015
 - Municipal Government Act Review – UNSM Caucus Updates
 - Municipal Role in Affordable Housing
 - Proposed UNSM Strategy to tackle Capped Assessment Program



- Race Relations and Anti-Discrimination Committee – County of Kings
- Strategies for Municipalities to Engage Diverse Communities
- Trans Canada Trail – UNSM Caucus Meetings
- UNSM CE and Cultural Action Plan
- UNSM Extended Producer Responsibility (EPR) Panel – November 2015
- Update – Nova Scotia Asset Management Initiative
- The UNSM Spring Workshop is scheduled for May 4-6, 2016.
- The issue of “Moving from Senior to Seen – Empowering Individuals and Communities” was proposed as an agenda item for the Town & Gown Committee – accepted by Chair of the Committee, Councillor Mangle.

b. Atlantic Mayors Congress

- The [Atlantic Mayors’ Congress](#) met in Shediac, NB October 28-30, 2015.
- The mayors of municipalities throughout Atlantic Canada are called upon to deal with many issues in common. By participating in this congress they share information, stimulate economic development and tourism, develop unified policy in dealing with other levels of government, forge bonds of mutual support and lobby other levels of government.
- Presentations presented at the meeting are available through the [Atlantic Mayor’s Congress website](#):
 - Nova Scotia 211
 - Major Events in Atlantic Canada
 - Immigration in Nova Scotia
 - Citizenship and Immigration Canada – Express Entry and Employer Liaison
 - Immigration Toolbox
 - Homarus Inc Lobster Hatchery Presentation
 - Halifax Housing Needs Assessment
- The next meeting of the Atlantic Mayors’ Congress is scheduled for Wednesday, May 25, 2016 in Bridgewater, NS.

6. COMMITTEE REPORTS

a. EXTERNAL

(1). [VALLEY WASTE RESOURCE MANAGEMENT](#) – Councillor Simpson

- The Valley Region Solid Waste-Resource Management Authority met on November 18, 2015.
- The major project completed was the start-up of the Wind Turbine.
- The Authority dedicated a great deal of time and effort to the review of the draft Operating and Capital Budgets for 2016-2017 resulting in the finalization of a draft budget for forwarding to participating partners for consideration and approval.
- The Authority continues to anticipate a significant surplus at the end of the current fiscal year now estimated to be in the area of \$676,000. In keeping with Policy, any surplus funds will be returned to partners in their proportional share following the annual audit.
- The Authority announced that the 2016-2017 Draft Operating and Capital Budget results in a decrease in funding requirements from partners of approximately 3%.
- Organizational review completed, looking at enacting the associated recommendations and a services & facilities review will be conducted – one of the major issues is that three of the senior

staff will be retiring in the coming year, or year after, and replacements must be found to get the right people in the jobs.

(2). KINGS TRANSIT AUTHORITY – Councillor Brian

- The King’s Transit Authority (KTA) regular board meeting was held on November 25, 2015.
- Restructuring has taken place at Kings Transit on recommendation from the auditors and the recent loss of the West Hants route.
- Kings Transit will be assisted the Town of Wolfville with Rogers Hometown Hockey by providing shuttle services to and from designated park and ride lots on Saturday and Sunday.
- Kings Transit Board of Directors welcomed Peter Muttart to the Board, replacing former Authority Board Chair Emma VanRooyen.
- Settling in with new financial services provided by the Town of Berwick.
- On December 15th an update will provide an update to the Municipality of Kings – ideas about how to compensate for the loss of service to Kings County.
- Budget preparations are on track, and the Board is meeting on December 17th to discuss ridership improvements.

(3). ECO KINGS – Councillor Mangle

- The Eco-Kings Action Team met on November 17, 2015, and the Chair’s update is included with this Committee Update report.
- The Committee took the opportunity to discuss its future direction in the context of potential opportunities and challenges for municipalities posed by the new Federal Government’s anticipated climate change policies.
- To effectively grasp opportunities and comply with senior government policy requirements, Eco-Kings recommends that each of the four Kings County municipal units form its own Sustainability Committee to recommend climate change and sustainability plans specific to its own jurisdiction. This has already been going on for some time in Kentville and it is understood that the issue is being recommended in Berwick.
- Eco-Kings invites Councils to consider using the Eco-Kings table, when opportunities exist for more effective environmental action and financial advantages, as a forum where the individual sustainability committees can meet and discuss regionally significant issues.

03-12-15 MOTION: 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 PREPARE A REPORT WITH TERMS OF REFERENCE REGARDING THE TOWN OF WOLFVILLE’S FORMATION OF ITS OWN SUSTAINABILITY COMMITTEE AND HOW IT WILL RELATE TO THE MUNICIPAL CLIMATE CHANGE ACTION PLAN (MCCAP)

CARRIED

(4). VALLEY COMMUNITY FIBRE NETWORK (VCFN) – Councillor Simpson

- A big event happened on December 7th – Internetworking Atlantic Inc (IAI), who does the book keeping and markets the VCFN has been purchased by Rogers. There is now the requirement to examine the impact for the fibre network - this will lead to a Request for Proposals (RFP) for an operating partner.
- There is a lot of interest by the municipalities with VCFN – other municipalities are interested in becoming partners.



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- Having this network works towards keeping the market price lower.
 - Trying to figure out operations and administration, which will eventually be determined through the RFP process.
 - CAO highlighted that the VCFN board will take steps in the interim to ensure that any conflicts of interest that might arise with Bruce MacDougall's participation with the Board is minimized. Proactive steps will be taken to protect VCFN.

b. INTERNAL

(1). PLANNING ADVISORY COMMITTEE – Deputy Mayor Donovan

- The Planning Advisory Committee met on Monday, November 23, 2015 for a special workshop with staff, Council and FOTENN consultants.
- Cancelled the December 2nd PAC meeting due to lack of activity.
- The workshop provided an overview of the MPS review process and related documents, followed by a summary of the progress thus far.
- Director Fuller introduced the “Issues & Options” report – the first step in strategically addressing key issues in the MPS review – and discussed the checklist tool for decision-making, receiving positive feedback from the workshop members. The tentative release date for the first draft of the MPS was noted to be in early-March.
- There was not enough time allotted to address all of the issues and it was decided that the workshop would reconvene on Monday, December 14th, 2015 to conclude the discussion during a short session.
 - Councillor Mangle highlighted that his schedule will not permit his attendance at this meeting due another work commitment.

(2). TOWN AND GOWN – Councillor Mangle

- The Town & Gown Committee met on Tuesday, November 24, 2015.
- The Acting Student Union President has been fully appointed as Student Union President.
- There will be a focus of future Town & Gown Committee meeting agendas to shift some of the conversation from strictly bylaw enforcement to discussions around more of how the Town of Wolfville and Acadia University can cooperate and leverage the relationship that the Town has with Acadia University.
- The Committee will still address many of the issues that drive actions, particularly as those around welcoming back students in September, but the Committee wants to move beyond those issues and talk about partnerships.
- Looking into the future at how the Town & Gown Committee can be more fully integrated – a real interest in accomplishing this in the future.
- Rogers Hometown Hockey event, November 28-29, was highlighted as an excellent example of cooperative engagement between the Town of Wolfville and Acadia University.



(3). RCMP ADVISORY BOARD – Councillor Sparkman

- The RCMP Advisory Board met on Tuesday, December 1, 2015.
- As a follow-up to the September 29th meeting, the Board further discussed the implementation of the Standard Operating Procedure (SOP) for the development of Policing Objectives and Priorities and Goals. The Draft SOP was referred back to Staff for revision and will be brought forward to the Board at the next meeting.
- There is a renewed cooperation with the RCMP in moving forward and the last meeting of the RCMP Advisory Board was a very positive meeting.
- Ongoing effort is being made in the development of performance measures, and they will be presented to the Board once a template has been prepared. Any strategic discussions regarding the development of performance measures will include consultation with the RCMP.
- The issue of RCMP support to the Town of Wolfville Noise Bylaw was brought forward. From the RCMP perspective, this is a process through which to continually refine policing services with municipalities. One of the avenues looked at was the fact that by allowing RCMP to support enforcement of Noise Bylaws, it would be one more tool in the RCMP tool belt. There is the requirement to refresh the Bylaws in consultation with not only the Town and the RCMP but also the Town's Solicitor. Through a collaborative effort with the RCMP and the Town Solicitor, staff will revise the Noise Bylaw to the point where it can be enforced by the RCMP.
- Going forward, there is interest in reviewing and updating the June 2000 Memorandum of Understanding for roles and responsibilities with the Town of Wolfville and the RCMP.
- Inspector MacNaughton presented a proposal to the Board for the funding of a Kings District Domestic Violence/Sexual Assault Investigator/Coordinator, mutually funded by the Municipality of Kings, Town of Berwick and the Town of Wolfville. This proposal is being presented to the Committee of the Whole for consideration as a separate Request for Decision.
- Of note, Inspector MacNaughton announced her retirement at the Board meeting.
- The next RCMP Advisory Board meeting is scheduled for January 19, 2016 as a special meeting outside the regularly scheduled quarterly meetings to further discuss yearly policing priorities and review the SOP.
- Concern raised regarding communications with the public to ensure that they are aware of the issues such as events like Homecoming Week – reports such as that submitted by Sgt Power are useful to provide to the public. Details of how the Town and the RCMP are working together need to be better communicated to the public.

04-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL REFERS THE RCMP REQUEST FOR PARTIAL FUNDING TOWARDS A PERMANENT COMMUNITY BASED DOMESTIC ASSAULT INVESTIGATOR POSITION TO THE TOWN'S 2016/17 BUDGET PROCESS.

CARRIED

(4). ART IN PUBLIC SPACES – Councillor Simpson

- The Art in Public Spaces Committee met on November 21st, 2015.
- The initial discussion around the Project Charter for the Clock Park Water Feature was primarily focusing on budgetary concerns.
- It was agreed upon by the Committee that Council's budget of \$25,000 for this project was insufficient and that more funding for the decidedly "iconic" water feature should be sought out in the form of donations while continuing to move forward with the approval process.



- In support of this decision to maintain momentum, the Committee elected to assemble an information package for distribution to potential donors, seek clarification on Council's contribution towards siting costs for the project and look into alternative sources of funding for the project in the form of private or government grants.
- The upcoming meeting of the Art in Public Spaces will focus on locations for the Mona Parsons statue project.

6. STAFF REPORTS FOR DISCUSSION:

a. RFD 086-2015: COUNCIL COMMITTEE APPOINTMENTS - 2016

05-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE COUNCIL COMMITTEE APPOINTMENTS AS OUTLINED IN RFD 086-2015, WITH THE ADDITIONS HIGHLIGHTED DURING DISCUSSIONS.

CARRIED

Highlighted that Councillor Mercedes Brian was the Alternate Committee representative for the Eco-Kings Committee.

b. RFD 091-2015: COMMITTEE APPOINTMENTS - 2016

06-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT THE COMMITTEE APPOINTMENTS FOR THE SPECIFIED TERMS AS OUTLINED IN RFD 091-2015:

- **ART IN PUBLIC SPACES – SALLY BENEVIDES HOPKINS (1 YEAR TERM)**
- **RCMP ADVISORY BOARD – JOAN BOUTILIER (3 YEAR TERM); AND**
- **MUNICIPALITY OF KINGS RACE RELATIONS AND ANTI-DISCRIMINATION COMMITTEE – Mayor Jeff Cantwell**

CARRIED

Noted by CAO that Town staff has not been able to find a community member to express interest in being a member of the MoK RRADC, therefore in discussion with Mayor Cantwell, he has put his name forward.

Advertisements for future Committee openings should openly engage the Community. These positions should be seen as a good stepping stone for those interested in future participation a members of Council.

c. RFD 089A-2015: ELECTION PROJECT CHARTER

07-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE 2016 MUNICIPAL ELECTION PROJECT CHARTER (AS AMENDED AT THE COMMITTEE OF THE WHOLE MEETING, DECEMBER 8, 2016) AS A FRAMEWORK TO GUIDE THE 2016 MUNICIPAL ELECTION PROCESS FOR THE TOWN OF WOLFVILLE.

CARRIED



d. RFD 089B-2015: APPOINTMENT OF RETURNING OFFICER

08-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT JENNIFER BOYD AS THE RETURNING OFFICER FOR THE TOWN OF WOLFVILLE FOR THE 2016 MUNICIPAL ELECTION.

CARRIED

e. RFD 089C-2015: DELEGATION OF AUTHORITY

09-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

THAT COUNCIL DELEGATE THE POWER TO APPOINT AN ASSISTANT RETURNING OFFICER, IF APPLICABLE, TO THE CHIEF ADMINISTRATIVE OFFICER.

THAT COUNCIL DELEGATE THE AUTHORITY TO MAKE, REVISE AND AMEND THE TARIFF OF FEES AND EXPENSES TO BE PAID TO ANY PERSON FOR THEIR SERVICES AND EXPENSES UNDER THE MUNICIPAL ELECTIONS ACT AND MAY SIMILARLY REVISE AND AMEND THE TARIFF AND PROVIDE FOR A METHOD OF RENDERING AND VERIFYING ACCOUNTS FOR PAYMENT AS PART OF THE 2016 MUNICIPAL ELECTION FOR THE TOWN OF WOLFVILLE AND ELECTORAL DISTRICT 10 FOR THE NOVA SCOTIA SCHOOL BOARD ELECTIONS (IF APPLICABLE) TO THE CHIEF ADMINISTRATIVE OFFICER

THAT COUNCIL DELEGATE AUTHORITY TO THE RETURNING OFFICER TO SET THE DATE OF THE FIRST ADVANCE POLL

CARRIED

f. RFD 090-2015: VENDOR BYLAW – PROJECT CHARTER

10-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVES THE PROJECT CHARTER TO GUIDE THE DEVELOPMENT OF A VENDING BYLAW.

CARRIED

g. RFD 071-2015: POLICY MAKING & MANAGEMENT POLICY 110-007

11-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ADOPTS THE POLICY MAKING & MANAGEMENT POLICY 110-007 FOR THE TOWN OF WOLFVILLE.

CARRIED

h. RFD 092-2015: APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR

12-12-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE RETENTION OF DAN STOVEL AS THE EMERGENCY MANAGEMENT COORDINATOR FOR THE TOWN OF WOLFVILLE AS REQUIRED BY TOWN OF WOLFVILLE EMERGENCY MEASURES BYLAW 57.

CARRIED

7. QUESTION PERIOD

Wendy Elliott raised the issue regarding RCMP communication, highlighting that the RCMP in September changed the way in which they were communicating with the Press. Press used to meet with the RCMP media officer. The issue is that there is no longer face-to-face communications with the RCMP regarding issues that occurred. As a personal observation, the RCMP is under-staffed. The RCMP is now seen to be telling the press what the news is versus having the press report the issues.



8. ADJOURNMENT TO IN CAMERA MEETING

13-12-15: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 11:20 PM TO AN IN CAMERA MEETING TO DISCUSS THE FOLLOWING ISSUES:

- **Wickwire DA Compliance (SECTION 22(2)(G) – LEGAL ADVICE ELIGIBLE FOR SOLICITOR-CLIENT PRIVILEGE)**

CARRIED

9. IN CAMERA/REGULAR MEETINGS ADJOURNED

14-12-15: IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA AND REGULAR MEETING BE ADJOURNED AT 12:12 PM

CARRIED

Approved by Committee of the Whole Motion #-01-16

As recorded by Dan Stovel, AA Corporate Services