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## 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 Corporate Services Jen Boyd
- Director Planning & Development Devin Lake
- Manager Economic Development Marianne Gates
- Interested members of the public

## LATE ARRIVALS

- Councillor Oonagh Proudfoot

## CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:33 am

## Agenda Item

### 1. Approval of Agenda

## Discussion and Decisions

**01-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED**

Amendments:

- Agenda item 6b (VWRM TBR Guarantee Resolution) was deleted and deferred until the January 23, 2018 Town Council meeting

**THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES**

**CARRIED**

### 2. Approval of Minutes

#### a. December 5, 2017

**02-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 5, 2017 BE APPROVED AS CIRCULATED**

**CARRIED**

**8:38am Councillor Proudfoot arrived at the Committee of the Whole meeting**

### 3. Presentations

#### a. Valley Regional Enterprise Network Coby Milne

- The presentation to Council is part of Valley REN's commitment to provide quarterly updates to the Partners
- The Valley REN presentation updated Council on issues that the Valley REN has been involved with and what they have been doing:
  - CEO Recruitment – Interviews are expected to take place in

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**Agenda Item**

**Discussion and Decisions**

January with the CEO hired in mid-March 2018

- Staff and Board Updates
- Special Projects
  - Succession Planning
  - Entrepreneurial Toolkit – the goal is to have a set of free resources that provides not only information, but support and guidance on how to turn an idea into a business. The toolkit will be available to every municipality and will eventually be customized by municipality
  - Manufacturing Sector
- Highlights were also provided for the following:
  - Community Engagement
  - Corporate & Regional Marketing efforts
  - Moving Forward – quarterly updates will continue to be provided to Valley REN partners. Key Performance Indicators will be highlighted in the Valley REN Newsletters

**Questions from Council**

- Is the Valley REN aware of issues surrounding the 101 interchanges? The Valley REN's role is in getting the consolidated business voice articulated on how any new interchange will impact the area
- Will the Valley REN work with the Chamber of Commerce when they work on larger trips? The Valley REN does explore opportunities with the Chamber of Commerce to align efforts and collaborate

**4. Question Period** No questions presented to Council

**5. Committee Reports (Internal)**

- a. RCMP Advisory Board Councillor Donovan**
- The RCMP Advisory Board met on December 12, 2017
  - Priorities, Objectives and goals for FY 2018/19:
    - *To reduce disruption in neighbourhoods within the Town of Wolfville, leading to a safe and peaceful community*
      - Enforce the liquor act with zero tolerance for charges
      - Enhance visibility by the RCMP in the Town of Wolfville during key weekend events (Cheaton Cup / St Patrick's Day / Homecoming / Welcome Week / Apple Blossom Festival)
      - Educate residents on the process of reporting concerns and laying charges related to noise prevention bylaw
      - Increase Cannabis awareness and education as more information becomes known
  - The next meeting of the RCMP Advisory Board is scheduled for March 20, 2018



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Agenda Item	Discussion and Decisions
<b>6. Staff Reports for Discussion</b>	
<b>a. RFD 003-2018 Policy 610-001, Design Review Committee</b>	<b>03-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE AMENDMENTS TO THE DESIGN REVIEW COMMITTEE POLICY 610-001.</b> <p style="text-align: right;"><b>CARRIED</b></p>
<b>b. RFD 004-2018 VWRM TBR Guarantee Resolution</b>	Deferred to the January 23, 2018 Town Council meeting
<b>c. Operations Plan 2018-2022 Preliminary Discussion</b>	<ul style="list-style-type: none"><li>• This is the second year that a four-year Operating Plan has been presented as part of the budget process</li><li>• Although much has carried over from year 2 in the current plan, some initiatives have been added/removed to ensure workload is achievable and Council priorities are addressed</li><li>• <b>Accessibility Legislation:</b><ul style="list-style-type: none"><li>○ The Nova Scotia Accessibility Act (Bill 59) requires that all public entities:<ul style="list-style-type: none"><li>▪ Strike an Accessibility Committee; and</li><li>▪ Develop an Accessibility Plan</li></ul></li><li>○ A Committee will be struck in 2018 and work will get underway on the required Accessibility Plan</li><li>○ This initiative ties into the MPS and into the discussion on municipal space</li></ul></li><li>• <b>Municipal Planning Strategy</b><ul style="list-style-type: none"><li>○ This is intended to be finalized in 2018-19</li><li>○ This has already spanned several years and staff are aiming to get this to Council and through the public process in early to mid 2018</li></ul></li><li>• <b>Community Energy Plan</b><ul style="list-style-type: none"><li>○ A Community Energy Plan will be initiated in partnership with the Environmental Sustainability Committee</li><li>○ It is intended that this Plan will:<ul style="list-style-type: none"><li>▪ Build Staff and Community capacity</li><li>▪ Move beyond Milestone 1 in the Partners for Climate Protection Program</li><li>▪ Work in Partnership with Acadia University and other stakeholders that emerge through the process</li><li>▪ Provide a strong link between land use and energy in our Municipal Planning Strategy</li></ul></li></ul></li></ul>

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**Agenda Item**

**Discussion and Decisions**

- Provide support for MGA Section 60 opportunities.
- The deliverables for the project are:
  - Update baseline (2004, 2006) data
  - Set GHG emissions reduction targets for Wolfville
  - Outline actions to reduce GHG emissions (buildings, transportation, land use, fleets, municipal services, etc)
- **Acadia/Town of Wolfville Partnership Agreement**
  - Anticipated that this will be finalized early 2018
  - A specific workplan will be developed upon execution of this agreement
  - This agreement also ties into the MPS University Section and the Alcohol Strategy
- **Signage**
  - The Wayfinding Plan will continue to be implemented with focus on:
    - Reservoir Park (including the Bike Park)
    - Rotary Field
    - Destination Trail
- **Discussion on Traffic Solutions/Lights**
  - Traffic Lights at the Four Way Stop are currently in year 2 of the Capital Investment Plan (CIP)
  - Prior to finalizing this, Council will discuss:
    - Acceptable service levels for traffic
    - Linkages to MPS and future developments (ie: policies related to the use of traffic impact studies)
    - Confirmation on whether or not to proceed with lights
- **Discussion on Library/Municipal Space**
  - Options will be further explored and narrowed down
  - Additional information will be provided to Council
- **Recreation Needs Assessment**
  - The RFP will be issued at the end of this fiscal year;
  - This will be a carry forward project into 2018/19
  - Committee members are currently in the process of refining the scope for the RFP
  - There is no funding formula for this project – being ad hoc funded by each municipality
- **Wolfville’s Birthday – Project Charter**
  - Planning is underway

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**Agenda Item**

**Discussion and Decisions**

- Celebrations will include:
  - The introduction of a 125-piece collaborative community art project to be introduced on Wolfville's Birthday
  - Event tentatively planned for March 20<sup>th</sup>
  - Expanded Mud Creek Days
  - Celebration on December 31<sup>st</sup> to mark the ending of Wolfville 125
  - Special branding
- **Parks Development**
  - Planning for the West End Park will start
  - Work on Evangeline Park will be completed
  - The lease for Seymour Gordon Quiet Park will be finalized and initial planning will occur
  - The lease for the Post Office Lawn will be finalized
- **Mill and Pave / Sidewalk Maintenance**
  - Second Year of Main Street Paving Program
  - Sidewalk repair locations are still being refined
- **Comprehensive Alcohol Strategy**
  - Strategy will be developed by fall 2018
  - Specific Projects will occur between now and the fall –
    - Shuttle Bus
    - Party Registration
    - Keep it Social Marketing Campaign with local businesses/wineries
    - Input into MPS and Municipal policies
- **Bill 177**
  - It is proposed to enable this in the MPS
  - This will be tied into the discussion on the development of the Rail Line
  - The Bylaw for Bill 177 will be done in 2018-19
- **Working with Landlords**
  - This is in follow up to a motion from Council
  - A workplan will be developed that will include linkages to:
    - Residential Rental Business Bylaw (RRBB)
    - Licensing Program
    - Comprehensive

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**Agenda Item**

**Discussion and Decisions**

- **Legislation of Cannabis**
  - This will be a priority as more information and known municipal impacts are clarified
  - This will have implications on land use, enforcement and local regulations
- **Committees**
  - Art and Public Spaces mandate will be refined
  - Environmental Sustainability will help with moving forward on the ban on plastic bags
  - Audit will be involved in recommending the Audit Firm to Council
  - RCMP Advisory have identified their local priorities for 2018-19 and will work to implement these
  - Town and Gown will become stewards of the Partnership Agreement
  - Staff will create a committee for Accessibility Issues
  - Planning Advisory Committee will continue to work on the MPS Review
- **Contracts and Leases**
  - Sewer Contract with Kings County
  - Elm Avenue Parking Lot
  - Tower Field Lease
  - Quiet Park Lease
  - EMC (Ambulance Bay) Lease
  - Regional Organizations – Valley Waste and Kings Transit
- **Request for Proposals (RFPs)**
  - Audit
  - Insurance
  - Asphalt
  - Sewer Flushing
  - Line Marking
  - Snow Removal
  - Graphic Design (Standing Offer)
- **Non-Routine Issues**
  - Union Negotiations
  - Regional Emergency Management Organization (REMO)
- **Bylaws**
  - Residential Rental Business Bylaw
  - Bill 177



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<b>Agenda Item</b>	<b>Discussion and Decisions</b>
	<ul style="list-style-type: none"><li>○ MPS and LUB (includes Sidewalk Café, Swimming Pool Bylaw and guidelines for the extension of municipal services)</li><li>○ REMO Bylaw</li><li>○ Taxi Bylaw - potential</li><li>● <b>Policies</b><ul style="list-style-type: none"><li>○ Fire Protection Rate</li><li>○ Hospitality</li><li>○ Snow and Ice Clearing</li><li>○ Low Income Property Tax Exemption</li><li>○ Meals, Travel and Miscellaneous Expenses</li><li>○ Employee Compensation Policies</li><li>○ Council Code of Conduct – potential</li></ul></li><li>● <b>Not included in the Plan but will need further discussion</b><ul style="list-style-type: none"><li>○ Regional Discussion on Unification</li></ul></li></ul>
<b>7. CAO Report</b>	The CAO's report was presented to Council as part of the Agenda Package
<b>8. Committee Reports (External)</b>	
<b>a. <u>Valley Waste Resource Management (VWRM)</u> Councillor Elliott</b>	<ul style="list-style-type: none"><li>● The Valley Waste-Resource Management Authority met on December 13, 2017</li><li>● Corporate Strategic Plan – The acting general manager has recommended the authority develop a corporate strategic plan</li><li>● Single Use Plastic Bags – A regional plan to create a bylaw banning single use plastic bags is looking hopeful, but will require cooperation from all municipal units</li></ul>
<b>b. <u>Kings Transit Authority (KTA)</u> Councillor Brian</b>	<ul style="list-style-type: none"><li>● In December 2017, discussions were held with the Acadia Student Union about a U-Pass Proposal. It was decided to postpone the ASU referendum until the next fiscal year</li></ul>
<b>c. <u>Kings Point-to-Point (KPPT)</u> Councillor Brian</b>	<ul style="list-style-type: none"><li>● Nothing significant to report</li></ul>
<b>d. <u>Valley Community Fibre Network (VCFN)</u> Mayor Cantwell</b>	<ul style="list-style-type: none"><li>● Nothing significant to report</li></ul>
<b>e. <u>Annapolis Valley Trails Coalition (AVTC)</u> Councillor MacKay</b>	<ul style="list-style-type: none"><li>● Municipal units are to submit annual work plans and requests for 2018 by the end of January</li><li>● Municipal presentations will begin at the end of March</li><li>● There will be no meeting of the AVTC in January, and the next</li></ul>



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<b>Agenda Item</b>	<b>Discussion and Decisions</b>
	regularly scheduled meeting is February 15, 2018
<b>f. <u>Race Relations and Anti-Discrimination Committee (RRADC)</u> Councillor Proudfoot</b>	<ul style="list-style-type: none"><li>• The RRADC January meeting was held Monday, January 8, 2018 and details of this meeting will be provided at the February Committee of the Whole meeting</li></ul>
<b>9. Adjournment to In-Camera</b>	<p><b>04-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 9:42AM TO AN IN-CAMERA MEETING UNDER SECTION 22(2)(G) OF THE MUNICIPAL GOVERNMENT ACT – LEGAL ADVICE - PERSONNEL</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>11:28am Councillor Donovan declared a Conflict of Interest and left the Committee of the Whole meeting</b></p>
<b>10. Adjournment of In-Camera meeting</b>	<p><b>05-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 11:33 AM</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>10:34am Councillor Donovan returned to the Committee of the Whole meeting</b></p>
<b>11. Regular Meeting Reconvened</b>	<p><b>06-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE RECONVENED AT 10:34 AM</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>12. Motions from In-Camera Meeting</b>	
<b>a. RFD 002-2018 Committees of Council Appointments</b>	<p><b>07-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT JIM MORGENSTERN TO THE DESIGN REVIEW COMMITTEE EFFECTIVE JANUARY 23, 2018</b></p> <p style="text-align: right;"><b>DEFEATED</b></p> <p style="text-align: center;"><b>ABSTENTION – COUNCILLOR DONOVAN (CONFLICT OF INTEREST)</b></p> <p><b>08-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT BRIAN MCKIBBIN TO THE DESIGN REVIEW COMMITTEE EFFECTIVE JANUARY 23, 2018</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p style="text-align: center;"><b>ABSTENTION – COUNCILLOR DONOVAN (CONFLICT OF INTEREST)</b></p>





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**Agenda Item**  
**13. Adjournment**

**Discussion and Decisions**  
**09-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE  
COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 10:52 AM  
CARRIED**

**Approved by Committee of the Whole Motion 11-01-18, January 16, 2018**

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