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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 Finance Mike MacLean
- Director Public Works & Parks Kevin Kerr
- Accountant Jenny Johnson
- Director Planning & Development Devin Lake
- Manager Economic Development Marianne Gates, and
- Interested members of the public

**CALL TO ORDER**

Chair, Mayor Cantwell, called the Special meeting to order at 5:01 pm

**Agenda Item**

**Discussion and Decisions**

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| <b>1. Approval of Agenda</b>                               | <b>10-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED</b><br>Amendments: <ul style="list-style-type: none"><li>• Adjournment to In-Camera will not be required – Agenda item 5 removed from the agenda</li></ul> <b>THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES</b><br><b>CARRIED</b>  |
| <b>2. Approval of Minutes</b><br><b>a. January 9, 2018</b> | <b>11-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 9, 2018 BE APPROVED AS CIRCULATED</b><br><b>CARRIED</b>   |
| <b>3. Question Period</b>                                  | Audrey Conroy <ul style="list-style-type: none"><li>• Pleased to note in the budget, under improving quality of life, several items relating to housing. Pleased to see that Council is looking at promoting a housing program, looking to work with cooperatives, and in year 3 looking for a strategic partner to create a housing project for the Town of Wolfville.</li></ul> |



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**Agenda Item**

**Discussion and Decisions**

**4. Staff Reports for Discussion**

**a. Information Report:  
2017/18 Operating  
and Capital Budget**

- The goals of presenting the Draft 2018/19 Budget to Committee of the Whole at the January 16<sup>th</sup> Special meeting were identified as being:
  - To provide Council an overview of major revenue and expenditure changes from 2017/18 budget to 2018/19 draft budget
  - Review 2018 Assessment Roll and Summary data, and
  - Discuss options to achieve a balanced budget
- The presentation of the Draft 2018/19 Budget, Version 1 follows the formal process started by Committee of the Whole (COW) in November where preliminary budget information was reviewed, as well as a tentative Capital Investment Plan (CIP)
- As per the Standard Operating Procedure, January is Council's first look at draft estimates for the upcoming year based on the initiatives/projects/service levels expected to be addressed in the upcoming year
- The focus with Draft Budget Version 1 is on 2018/19, with the multi-year assumptions being developed through February and March
- Draft Budget Version 1 shows a move back towards a larger shortfall at almost \$290,000. A year ago, the draft 2017/18 shortfall was \$102,300, in 2016/17 it was \$329,800, and in 2015/16 it was \$51,700
- Options identified were either tax increases and/or other funding (possibly reserves) and/or expenditure cuts
- The impact of a 1 cent tax increase was outlined to Council:
  - 84% of existing tax base would have tax increase of less than 1.6%
  - 46% of existing tax base would have tax increase less than 1.5%
  - 20% of existing tax base would have no tax increase or decrease
  - 17% of existing tax base would still have a decrease
- A summary of key budget changes was provided to Council
- Operating Budget: Not included and/or decisions not yet made in the Draft 2018/19 budget:
  - Bylaw Department – Parking Enforcement service level increase
  - Kings Region Cooperative efforts
  - Wolfville Water Utility
  - Asset Management Plan (AMP)
  - Ten Year Capital Investment Plan (CIP)
  - Tax exemptions – changes to property tax exemption policy pending
  - Grants or organizations
- In terms of moving forward with the next version of the Budget, Council will be provided year-end forecasts, as provided to the Audit Committee on January 26<sup>th</sup>, at the February Committee of the Whole



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<b>Agenda Item</b>	<b>Discussion and Decisions</b>
	meeting
	<ul style="list-style-type: none"><li>• The budget process will continue according to the following timeline:<ul style="list-style-type: none"><li>○ January 17 – February 1: Management Team to incorporate COW feedback into second draft of budget (V2)</li><li>○ February 6 (Committee of the Whole Meeting): V2 and key decisions</li><li>○ February: Public Engagement Session, if required, beneficial</li><li>○ March 6 (Committee of the Whole Meeting): Draft 3 (final draft).</li><li>○ March 20: Final 2018/19 Operations and Budget approval at regular Council Meeting</li></ul></li></ul>
<b>b. RFD 005-2018 Municipal Fees Policy Annual Review</b>	<b>12-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE MEETING FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE AMENDMENTS TO THE MUNICIPAL FEES POLICY, 140-015 EFFECTIVE APRIL 1, 2018</b>
	<b>CARRIED</b>
<b>5. Adjournment to In-Camera</b>	Agenda item deleted
<b>6. Adjournment</b>	<b>14-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 7:03 PM</b>
	<b>CARRIED</b>

**Approved by Committee of the Whole Motion 02-02-18, February 6, 2018**

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