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
1. Approval of Agenda          10-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE
                               AGENDA BE APPROVED AS CIRCULATED
                               Amendments:
                               • Adjournment to In-Camera will not be required – Agenda item 5
                                 removed from the agenda
                               THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES
                                 CARRIED

2. Approval of Minutes a.       11-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE
January 9, 2018                MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 9,
                               2018 BE APPROVED AS CIRCULATED
                                 CARRIED

3. Question Period             Audrey Conroy
                               • 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.
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<th>Agenda Item</th>
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<td>4. Staff Reports for Discussion</td>
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| 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 16th Special meeting were identified as being:  
  o To provide Council an overview of major revenue and expenditure changes from 2017/18 budget to 2018/19 draft budget  
  o Review 2018 Assessment Roll and Summary data, and  
  o 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:  
  o 84% of existing tax base would have tax increase of less than 1.6%  
  o 46% of existing tax base would have tax increase less than 1.5%  
  o 20% of existing tax base would have no tax increase or decrease  
  o 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:  
  o Bylaw Department – Parking Enforcement service level increase  
  o Kings Region Cooperative efforts  
  o Wolfville Water Utility  
  o Asset Management Plan (AMP)  
  o Ten Year Capital Investment Plan (CIP)  
  o Tax exemptions – changes to property tax exemption policy pending  
  o 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 26th, at the February Committee of the Whole
Agenda Item | Discussion and Decisions
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| • The budget process will continue according to the following timeline:
  - January 17 – February 1: Management Team to incorporate COW feedback into second draft of budget (V2)
  - February 6 (Committee of the Whole Meeting): V2 and key decisions
  - February: Public Engagement Session, if required, beneficial
  - March 6 (Committee of the Whole Meeting): Draft 3 (final draft).
  - March 20: Final 2018/19 Operations and Budget approval at regular Council Meeting

b. RFD 005-2018 Municipal Fees Policy Annual Review

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

CARRIED

5. Adjournment to In-Camera

Agenda item deleted

6. Adjournment

14-01-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 7:03 PM

CARRIED

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

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