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**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 Finance Mike MacLean, Director Community Development Chrystal Fuller, Director Public Works Kevin Kerr and Planner Devin Lake

**CALL TO ORDER**

The meeting was called to order at 9:02 am

**1. AGENDA APPROVAL**

**01-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.**

CAO highlighted that the Draft Policy as part of RFD 080-2015 Information Technology was not included with the agenda package and that Director Boyd will walk Council through the Policy when the item comes up

**CARRIED**

**2. APPROVAL OF MINUTES**

**02-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF OCTOBER 22, 2015 BE APPROVED AS CIRCULATED.**

**CARRIED**

**ACTION: Staff to finalize Minutes from Committee of the Whole Meeting October 22, 2015 for posting to the Town of Wolfville website.**

**3. CAO REPORT**

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

**4. CONFERENCE UPDATES**

**a. AMA Nova Scotia Fall Conference**

- On October 13-16, 2015, Jennifer Boyd, Erin Beaudin, Mike MacLean and Chrystal Fuller attended the annual AMANS Fall Conference in Halifax – “Think Big, Think Bigger”.
- Highlights of the conference included:
  - Erin Beaudin is no longer serving on the AMANS Executive as her term as Past-President has expired;
  - Jennifer Boyd will be serving as Chairperson for the Spring Workshop, which will be hosted at the Old Orchard Inn in June 2016;
  - Jeff Hanshaw led a session on Mango Apps to showcase the tool to other municipal units.
  - The session “Making IT (Information Technology) Work for You” was an excellent overview to guide the IT Service Review.

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## 5. COMMITTEE REPORTS

### a. EXTERNAL

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

- The Valley Region Solid Waste-Resource Management Authority met on October 21, 2015, in keeping with the normal meeting schedule.
- Staff is actively developing the draft operating and capital budgets for the upcoming fiscal year. Anticipated that the Authority will receive the draft 2016/17 operating and capital budgets during the November Authority Meeting with the goal of having the Authority's draft budget ready for forwarding to partners by the end of the Calendar year as per the terms and provisions of the Intermunicipal Services Agreement.

#### (2). KINGS TRANSIT AUTHORITY – Councillor Brian

- At the October 28th meeting of the KTA Regular Board meeting, Councillor Mercedes Brian was elected as the new Board Chair.
- General Managers Report:
  - Mr Foster is working with the UARB to place more advertising in local papers regarding the end of service within West Hants
  - The Occupational Health & Safety Committee will temporarily be chaired by Mr Foster while he searches for a solution to the shortage of qualified personnel to take over the vacant position.

#### (3). ECO KINGS – Councillor Mangle

- The next meeting of the Eco-Kings has moved to November 17, 2015
- The regional sustainability coordinator feasibility/advocacy work continues. Looking at possibility of taking a more project focus for this position and perhaps move to a single municipality hosting this position with option to contract out services to interested municipalities
- The book-a-bike programme possibility is still being worked on, and Councillor Mangle is meeting with Shannon Read to plan next steps.

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

- Recent VCFN activities include:
  - Possible new significant business with a Valley firm
  - Project underway with the Town of Windsor – project managed by Matt Povah, regarding new camera sites and expansion to municipal sites
  - Project in the planning stages regarding the Village of Kingston
- Internetworking Atlantic Inc (IAI) provided a presentation at the Valley Waste Management meeting in February 2015. An order of magnitude cost for the new lateral was quoted at \$25,000 – the distance was approximately 1.2Km. It was noted that since this was a Kings project, there would likely be no recurring charge.



**b. INTERNAL**

**(1). PLANNING ADVISORY COMMITTEE – Deputy Mayor Donovan**

- The PAC met on Wednesday, November 4, 2015
- Key issues on the agenda included the following:
  - Existing lots without frontage
  - Development Agreement Amendment – West End Lands
  - MPS Review
- The next Planning Advisory Committee Meeting is scheduled for Tuesday, December 2, 2015

**i. RFD 085-2015 EXPROPRIATION EXPLORATION – WEST END LANDS**

**Staff Presentation – Director Fuller:**

- Based on the discussion at the November 2, 2015 PAC meeting, there was discussion surrounding the expropriation of West End Lands to support further development by Viking Ventures
- Negotiations between Viking Ventures and the adjacent property owner on a comprehensive plan for the area (including road and servicing connectivity) have stalled
- Viking Ventures is looking to further develop their property but the existing development agreement restricts them to 30 development lots without a second access

**03-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO PREPARE A REPORT EXPLORING THE COSTS, BENEFITS, RISKS, AND OPPORTUNITIES OF EXPROPRIATING LAND BETWEEN VIKING VENTURE’S WEST END LAND (PID 55268379) AND SKYWAY DRIVE/KENT AVENUE TO FACILITATE FURTHER DEVELOPMENT OF THE AREA.**

**CARRIED**

**Discussion:**

- Staff will bring back a Project Charter detailing time involved in the undertaking of preparing a report in January 2016
- Further discussion, due diligence, will need to take place between both developers

**ACTION: Staff to include RFD 085-2015 on the November 24<sup>th</sup> Town Council Agenda**

**ii. RFD 082-2015 WEST END DEVELOPMENT AGREEMENT AMENDMENT APPLICATION**

**Staff Presentation – Planner Devin Lake:**

- Submitted to Committee of the Whole with a negative recommendation
- Original Development Agreement, 1999 (Section 5.1.9) allows for up to 30 lots with a single access to Main Street
- Developer is asking to amend agreement to allow 4 additional lots
- The policies of the current MPS must guide staff and Council when reviewing an application to substantially amend the existing Development Agreement outside the terms established in 1999
- Allowing further piecemeal development delays the developers working together with a sense of urgency on a comprehensive plan for the area
- The development of this area has significant impacts on the community and should be planned accordingly, pursuant to current policy



- 10:01am Mayor Cantwell turned over Chair of the meeting to Deputy Mayor Donovan to make comments regarding this issue
- 10:07am Mayor Cantwell resumed Chair

**04-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL REJECT THE APPLICATION TO AMEND THE WEST END DEVELOPMENT AGREEMENT ON PID 55268379 TO ALLOW 4 ADDITIONAL RESIDENTIAL DEVELOPMENT LOTS.**

**DEFEATED**

**05-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE REFER TO A PUBLIC HEARING THE APPLICATION TO AMEND THE WEST END DEVELOPMENT AGREEMENT ON PID 55268379 TO ALLOW 4 ADDITIONAL RESIDENTIAL DEVELOPMENT LOTS.**

**CARRIED**

**ACTION: Staff to schedule a Public Hearing for the application to amend the West End Development Agreement on PID 55268379 to allow 4 additional residential development lots**

**iii. RFD 083-2015 EXISTING LOTS WITHOUT FRONTAGE**

**Staff Presentation – Planner Devin Lake:**

- To allow for development of existing properties, without frontage
- Issue is being brought forward because of the long-standing case of Lot P.M.-1 (north of 96 Main Street), Mr Mowat’s property
- Accommodating access does not create significant negative planning implications and is a reasonable solution under the circumstances
- Infill development is supported throughout the Municipal Planning Strategy
- Although Wickwire Lane is not considered a “street”, it is already used as a driveway and can accommodate access to Lot P.M.-1
- In terms of next steps, First Reading would take place at the Town Council meeting, November 24, 2015

**06-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE AMENDMENTS TO THE MUNICIPAL PLANNING STRATEGY AND THE LAND USE BY-LAW TO ENABLE THE DEVELOPMENT OF EXISTING LOTS WITHOUT FRONTAGE ON A STREET BY WAY OF AN ACCESS EASEMENT FROM A PUBLIC AUTHORITY, AS OUTLINED IN THE RESOLUTION – ATTACHMENT 1, TO COUNCIL FOR FIRST READING.**

**CARRIED**

**ACTION: Staff to put forward RFD 083-2015 on the November 24, 2015 Town Council meeting agenda for First Reading.**

**10:33am Chair called a 10 minute break**  
**10:48am Committee of the Whole meeting resumed**



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**(2). TOWN AND GOWN – Councillor Mangle**

- The Town & Gown Committee scheduled for Tuesday, October 27, 2015 was cancelled
- On Friday, October 30, 2015, as a follow-up to the Sackville-Wolfville meeting in July, Wolfville-Acadia hosted Sackville-Mount Allison to further explore community-university relationships. The agenda for this meeting keyed in on the following issues:
  - Mount Allison/Sackville experience with the International Town & Gown Association
  - Mandate & Structure of the Town & Gown
  - Community Campus Partnership
  - Future Improvements and Initiatives
  - Discussion on Universities as Economic Drivers
  - Restorative Justice Process
- The next Town & Gown Committee meeting is scheduled for November 24, 2015

**(3). RCMP ADVISORY BOARD – Councillor Sparkman**

- The RCMP Advisory Board last met on Tuesday, September 29, 2015
- A letter was sent to Minister Whalen, September 15, 2015, seeking support from the RCMP in the enforcement of the Town of Wolfville's Noise Bylaw, on the Town's behalf. In response to the letter, the Director of Policing Services sent a letter on October 21, 2015 indicating that the Town's request has been referred to RCMP 'H' Division senior management for review and resolution if possible. Policing Services staff will monitor this matter and recommend further involvement by the Department if required.

**(4). ART IN PUBLIC SPACES – Councillor Simpson**

- The Art in Public Spaces Committee met on October 21, 2015 where discussion continued on a draft Project Charter for the Clock Park Water Feature.

**07-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE PROJECT CHARTER FOR THE CLOCK PARK WATER FEATURE.**

**CARRIED**

**ACTION: Staff to include the Project Charter for the Clock Park Water Feature on the November 24<sup>th</sup> Town Council Agenda**

**(5). AUDIT COMMITTEE – Councillor Brian**

- The Audit Committee met on Friday, October 23, 2015.
- Director MacLean provided an information report on Financial Variance Update. This report comprised one of the components of the Town's commitment to transparency and accountability. The process includes quarterly updates that first go to the Audit Committee for questions and review.
- This year the Audit Committee was unable to meet to review the 1st quarter results, so this report represents the first formal report by the Finance Department. Due to staff turnover and difficulty in scheduling an Audit Committee meeting for early fall, a first quarter variance report was not formally submitted for review. As a result, this variance report covers the first two quarters of the 2015/16 fiscal year. A copy of the variance report is included in the November 10th COW agenda package.



- The Audit Committee supported the appointment of PriceWaterHouse Cooper (PwC) as the Town's auditor for the fiscal year ending March 31, 2015.

**a. SECOND QUARTER FINANCIAL VARIANCE**

**Staff Presentation – Director MacLean:**

- The quarterly financial updated is intended to provide Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to the budgeted expectations up to the most recent quarter end (September 30, 2015)
- The Audit Committee reviewed the full variance report, Divisional and Department breakdowns, while only the Divisional summary moved forward to Council.

**b. RFD 078-2015 APPOINTMENT OF EXTERNAL AUDITOR**

**08-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT PRICEWATERHOUSE COOPERS (PWC) AS THE TOWN'S AUDITOR FOR THE FISCAL YEAR ENDING MARCH 31, 2016, AND PROVIDED THAT THE PERFORMANCE AND FEE CONTINUE TO BE SATISFACTORY THAT THEY MAY BE APPOINTED FOR EACH OF THE NEXT TWO FISCAL YEARS PENDING AN ANNUAL REVIEW OF THOSE FEES AND PERFORMANCE.**

**CARRIED**

**ACTION: Staff to include RFD 078-2015 on the November 24<sup>th</sup> Town Council Agenda**

**6. STAFF REPORTS FOR DISCUSSION:**

**a. INFORMATION REPORT: OPERATIONS PLAN UPDATE**

- The purpose of this report was to provide Council, as a snapshot as of September 30, 2015, with a status update on key capital and operational priorities identified for the 2015-2016 Fiscal Year. The report complements the information contained in the Second Quarter Variance Report.
- New initiatives, such as Rogers Hometown Hockey, and several "in house" staff initiatives were included in the Operations Plan to provide a broader picture of the initiatives being worked on by staff.
- The report provides a sense of Staff's workload. Overall, the Operations Plan for 2015-2016 is well on its way to being implemented.

**b. INFORMATION REPORT: 2016/17 BUDGET DISCUSSION**

- This session provided Council the first opportunity to have formal discussions for next year's budget
- The report submitted to Council was prepared to provide high level information to allow members of Council to provide informed direction to the Management Team in developing the Town's Operations Plan for the 2016/17 fiscal year
- As per Standing Operating Procedure – Annual Budget Process, there will be a number of Committee of the Whole meetings where the 2016/17 budget is discussed
- A formal Request for Decision (RFD) will be developed in February 2016, to be presented at the March Committee of the Whole Meeting seeking budget approval at the March 2016 meeting of Council



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**11:55am Chair called a lunch break to the Committee of the Whole Meeting**

**09-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING ADJOURN FOR LUNCH.**

**CARRIED**

**12:25pm Committee of the Whole meeting resumed**

**10-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING RECONVENE**

**CARRIED**

**INFORMATION REPORT: 2016/17 BUDGET DISCUSSION (Continued)**

- As part of the Agenda Package for the Capital budget, Committee of the Whole was provided:
  - Draft revisions to the Town's Ten-Year CIP
  - Capital Project Charters focused mainly on Year 1 thru 3
  - Paving Condition Index (PCI) Summary Map – Current
  - Paving Condition Index (PCI) Summary Map 2018 – Projection
  - Key assumptions on funding levels, long term interest rates, external funding
- There have been a number of changes from the approved 2015/16 CIP, mainly in the area of street infrastructure (which includes sidewalks, and underground where applicable) and community infrastructure
- Key Assumptions:
  - Street infrastructure decisions are more than just PCI related
  - Street infrastructure includes underground pipes, sidewalks, active corridors etc., where applicable (Project Charter provides details)
  - Long Term Debt (LTD) interest rate = 4%
  - Average term of LTD = 15 years
  - 2% annual growth in town's allocation to capital related costs (LTD & Reserves)
  - Majority of Community Infrastructure projects based on 2/3 funding from external sources
- Projects not on Draft CIP:
  - Main Street – now deferred beyond Year 10
  - Traffic Lights – pending Council direction
  - Video Surveillance System – core area
  - Reservoir Park facilities
  - Other buildings/facilities – pending Condition Assessment Project and Recreation Facilities Project
- At this stage, there are a number of factors that should be noted:
  - First, and most important as Council considers what direction to give staff in moving forward, is that the early draft of the CIP is not affordable under the Town's current budget allocations. Based on the funding assumptions used, there is a \$700,000 shortfall by Year 8
  - Not all projects discussed/identified in the past are included in this draft CIP. Example would be upgrades involving north/south entrances to Town
- 2016/17 Project Charters include:
  - Information Technology Infrastructure
  - Library Roof
  - Fire Department Fleet Replacement



- Public Works Fleet Replacement
- Highland Avenue (Main Street to Prospect Street)
- Orchard Avenue (Main Street to Kings Street)
- Blomidon Terrace Sidewalk
- Decorative Downtown Lights (Main and Harbourside)
- Waterfront Park Stormwater Replacement
- Assessment Management Plan
- Wastewater Upgrades
- West End Gateway
- Rail Trail Development
- East End Gateway
- Comfort Centre Generator
- Evangeline Park
- Rail Land Development

CAO requested feedback from Council on Project Charters, specifically the format, highlighting that it was an evolving document.

Chair highlighted that communication and engagement with the community will be key in the process of moving projects forward.

**b. RFD 074-2015: COUNCIL-COMMITTEES OF COUNCIL MEETING SCHEDULE 2016**

**11-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ACCEPTS THE 2016 COUNCIL-COMMITTEES OF COUNCIL MEETING SCHEDULE AS PRESENTED IN RFD 074-2015.**

**CARRIED**

**ACTION: Staff to include RFD 074-2015 on the November 24<sup>th</sup> Town Council Agenda with update of July 2016 PAC meeting to July 20, 2016**

**c. RFD 067-2015: APPOINTMENT OF FIRE AND LIFE SAFETY INSPECTOR**

**12-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT MR ERGIN NEMBURT AS THE MUNICIPAL FIRE AND LIFE SAFETY INSPECTOR, PURSUANT TO SECTION 19(1)(B) OF THE FIRE SAFETY ACT, CHAPTER 6 OF THE ACTS OF 2002.**

**CARRIED**

**ACTION: Staff to include RFD 067-2015 on the November 24<sup>th</sup> Town Council Agenda**

**d. RFD 080-2015: INFORMATION TECHNOLOGY POLICY**

**13-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ADOPTS THE INFORMATION TECHNOLOGY USAGE POLICY 150-001 FOR THE TOWN OF WOLFVILLE.**

**CARRIED**

**ACTION: Staff to include RFD 080-2015 on the November 24<sup>th</sup> Town Council Agenda**





**e. INFORMATION REPORT: VIDEO SURVEILLANCE**

- At the October 20<sup>th</sup> Council meeting, an Information Report was presented to Council around considerations related to implementing a video surveillance system within the Town of Wolfville. At that meeting, it was requested that the CAO follow up with the RCMP to gauge their interest in this project.
- The RCMP was generally in support of such an initiative and felt that this would be an additional tool that could be used to assist the RCMP with future investigations. The RCMP already uses private video surveillance systems to assist them where applicable.

**f. INFORMATION REPORT: REGIONAL GOVERNANCE**

- The Mayor received a letter, dated October 26, 2015, from the Warden, Municipality of Kings, seeking the positions of the Towns of Berwick, Kentville and Wolfville with respect to the Regional Governance Study.
- The primary consideration at this point is whether and to what extent the Towns are prepared to take part in the Study.
- Wolfville is being asked to provide their position on the scope of the Study. In particular, Wolfville is asked to advise as to whether or not they are prepared to study the potential amalgamation of the municipal units.

**ADJOURNMENT TO IN CAMERA MEETING**

**14-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 2:15 PM TO AN IN CAMERA MEETING TO DISCUSS A CONTRACTUAL ISSUE**

**CARRIED**

**IN CAMERA MEETING ADJOURNED**

**15-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA MEETING BE ADJOURNED REGULAR MEETING RECONVENE AT 2:17 PM**

**CARRIED**

**REGULAR MEETING RECONVENED**

**16-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE BE RECONVENED AT 2:17 PM**

**CARRIED**

**17-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT THE TOWN OF WOLFVILLE WILL SUPPORT THE DEVELOPMENT OF A TERMS OF REFERENCE FOR A GOVERNANCE AND SERVICE STUDY TO BE PREPARED BY AN INDIVIDUAL OR FIRM EXPERIENCED ON THIS TYPE OF WORK, WITH TERMS OF REFERENCE TO BE PREPARED NO LATER THAN APRIL 2016, AND WHICH WILL PROVIDE THE BASIS OF A FULL ASSESSMENT OF GOVERNANCE AND SERVICE DIRECTIONS**

**CARRIED**

**ACTION: Staff to bring a report back to December Council meeting.**



**g. RFD 084-2015: CITTASLOW**

**18-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ENDORSE THE APPLICATION ATTACHED TO RFD 084-2015 TO CITTASLOW FOR WOLFVILLE TO BE CERTIFIED AS A "SLOW CITY".**

**CARRIED**

**ACTION: Staff to include RFD 084-2015 on the November 24<sup>th</sup> Town Council Agenda**

**7. QUESTION PERIOD**

No questions arose from the Public.

**8. ADJOURNMENT TO IN CAMERA MEETING**

**19-11-15: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 3:03 PM TO AN IN CAMERA MEETING TO DISCUSS THE FOLLOWING ISSUES:**

- **336 MAIN STREET (SECTION 22(2)(G) – LEGAL ADVICE ELIGIBLE FOR SOLICITOR-CLIENT PRIVILEGE)**
- **COMPENSATION REVIEW (SECTION 22(2)(C) – PERSONNEL MATTERS)**

**CARRIED**

**9. IN CAMERA MEETING ADJOURNED**

**20-11-15: IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA AND REGULAR MEETING BE ADJOURNED AT 4:05 PM**

**CARRIED**

**10. REGULAR MEETING RECONVENED**

**21-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE RECONVENE**

**CARRIED**

**a. RFD 076-2015 COMPENSATION REVIEW**

**22-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL**

**(1) ADOPT THE SALARY GRID PROPOSED IN THE ROYER THOMPSON REPORT, TO INCREASE ANNUALLY EACH YEAR BY CPI (AS REFLECTED IN THE AVERAGE CHANGE OVER THE CALENDAR YEAR), WITH THE FOLLOWING CORRECTIONS:**

- A. STEP 4 OF THE CAO BAND BE CHANGED FROM \$103,478 TO \$102,480 TO ENSURE EVEN 5% INCREASES BETWEEN EACH STEP AND;**
- B. CLARIFY A TYPO IN STEP 7 OF THE ADMINISTRATIVE ASSISTANTS BAND FROM "\$38,8778" TO \$38,877;**

**(2) RETROACTIVE TO OCTOBER 1, 2015, MOVE ALL EXISTING POSITIONS TO THEIR RECOMMENDED PLACEMENTS ON THE SALARY GRID. ADDITIONALLY, DIRECTORS WILL BE AWARDED MERIT INCREASES FOR 2015/16 AS A RESULT OF POSITIVE PERFORMANCE EVALUATIONS AND WILL BE PLACED AS FOLLOWS:**

- A. DIRECTOR OF PUBLIC WORKS – DIRECTORS BAND, STEP 7;**



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- B. DIRECTOR OF FINANCE – DIRECTORS BAND, STEP 6;**
  - C. DIRECTOR OF COMMUNITY DEVELOPMENT – DIRECTORS BAND, STEP 4;**
  - D. DIRECTOR OF CORPORATE SERVICES – DIRECTORS BAND, STEP 3**

**CARRIED**

**ACTION:** Staff to include RFD 076-2015 on the November 24<sup>th</sup> Town Council Agenda

**11. REGULAR MEETING ADJOURNED**

**23-11-15 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE ADJOURN AT 4:06 PM**

**CARRIED**

**Approved by Committee of the Whole Motion 02-12-15**

**As recorded by Dan Stovel, AA Corporate Services**