



---

**ATTENDING**

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

**ALSO ATTENDING**

Director Finance Mike MacLean, Director Public Works Kevin Kerr, Director Community Development Chrystal Fuller, and interested members of the public

**CALL TO ORDER**

The meeting was called to order at 9:01 am

**1. AGENDA APPROVAL**

**01-02-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.**

**CARRIED**

**2. APPROVAL OF MINUTES**

**a. 02-02-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 12, 2016 BE APPROVED AS CIRCULATED.**

**CARRIED**

**b. 03-02-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF JANUARY 21, 2016 BE APPROVED AS CIRCULATED.**

**CARRIED**

9:03am Councillor Hugh Simpson arrived

9:05am Councillor Carl Oldham arrived

**3. PRESENTATIONS**

**a. Kings Transit Authority – Greg Towne, Financial Director for Berwick and General Manager, Stephen Foster**

- 2015/16 was a transitional year for Kings Transit:
  - Loss of West Hants / Windsor route
  - Major organizational restructuring (ongoing)
  - Contracted financial / accounting services
  - Continued Provincial capital funding
  - Low fuel prices provide financial benefits
- KTA Board approved the 'core' operating budget on December 16, 2015 and approved the 'core' capital budget and 10 year plan on January 27, 2016. Both of these budgets are being forwarded to the partners for their approvals
- Kings Transit core budget shows revenues and expenditures totalling \$1,591,300, up from \$1,552,911 in 2015/16
- Over 80% of budget are wages / benefits and vehicle costs
- New proposed route contributions would require a municipal contribution of \$80,200 in 2016/17, causing the contribution to go from a potential 3.6% decrease to a potential increase of 9.3%, with a further increase of 8.8% in 2017/18 (full year impact).
  - Wolfville's year to year operating contribution would increase from \$90,116 to \$98,460

**b. Valley Waste Resource Management – Communications Manager, Andrew Garrett and xxx**

- 3% decrease over 2015-2016 partner share requirement levels
- Returns a surplus estimated at approximately \$676,373 to partners based on 2015-2016 activity
- Maintains Authority's current level of programs and services and addresses some issues raised as the result of the recently completed Organizational Review
- Operating budget for 2016-2017:
  - no anticipated changes in the current level of programs or services
  - Manager of Policy and Planning position reinstated as per findings of Organizational Review
  - Proposed extension of 2 key contracts – landfill services and organics processing
  - VCFN – funds have not yet been expended for the Authority's joining the VCFN – funds being held for future use when and if this valuable project can proceed
  - Surplus retained from 2014-2015 (total of \$27,008), funds used for Operations Manager Transition and the completion of the Organizational Review
- The Authority completed an external organizational review with all recommendations now under review. In keeping with the recommendations resulting from the review, \$40,000 has been included in projections for the current fiscal year to undertake a Services and Facilities Review

**4. CAO REPORT**

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

Highlights of this report included:

- Public Works is doing some of the engineering design for anticipated Capital Projects in the next few years
- Staff have met with WBDC to discuss funding proposal for next year and WBDC will be meeting with Council on February 16<sup>th</sup>
- The RCMP Advisory Board and Council held a Joint meeting on January 19<sup>th</sup> and identified five priority areas for policing efforts next year. The Policing Priorities have been provided to the RCMP and they are putting thought into how they will incorporate those priorities into the RCMP work plan
- New Policing Priorities Standard Operating Procedures (SOP) in place for establishing future policing priorities
- Friday, February 5<sup>th</sup>, there is a Joint meeting with the RCMP where the RCMP will present their results of the Police Resource Methodology Study for Kings County, and in particular for the Wolfville Detachment
  - An in-depth analysis of the current workload, calls for service and the human resources required to meet the demand for services
- The Prevention of Excessive Noise Bylaw is moving forward in Draft and on the agenda for the Council-ASU Council meeting, Tuesday, February 2<sup>nd</sup> to obtain preliminary feedback
- There is a review underway with all Development Agreements



---

**5. COMMITTEE REPORTS**

**a. EXTERNAL**

**(1). VALLEY WASTE RESOURCE MANAGEMENT**

- The Valley Region Solid Waste-Resource Management Authority met on January 20, 2016, in keeping with the normal meeting schedule.
- It was reported that all partners now have the Authority's Draft 2016-17 Operating and Capital Budgets along with explanation notes for review and approval.
- The next meeting of the Valley Region Solid Waste-Resource Management Authority will be held in keeping with the normal meeting schedule on Wednesday, February 17, 2016

**(2). KINGS TRANSIT AUTHORITY**

- Finance director Greg Towne presented Kings Transits 2016/17 operating budget at the December 16th meeting of the Authority's Board of Directors.
- This year's budget realized savings on fuel and wages over previous years; however, Kings Transit is asking for an 8% increase in Municipal operating contributions to redesign the core service and add additional service along Belcher Street into port Williams.
- Overall administrative expenses for the 2016/17 budget have a decrease of (12.6%). This decrease results from lower wages and benefits due to the restructuring of the Authority

**(3). ANNAPOLIS VALLEY TRAILS COALITION (AVTC)**

- Next steps for partnership agreements / MOU's for partners
- Preliminary budget from the Sustainability Committee
- Approval of the NS Tourism grant for Destination Trail signage - \$40,000
- Media release for the Harvest Moon Trail will be released soon to highlight all the economic development
- Next steps for renewing destination Trail Working Committee membership to include representation from all partners and ED/Tourism groups
- The Coalition will be looking for more money from each of the municipalities in the coming year to support hiring a part-time administration person and building a new website – expect that the budget will be put together soon to support the additional funding request

**b. INTERNAL**

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

- The RCMP Advisory Board met on Tuesday, January 19<sup>th</sup> as part of a Joint Council-RCMP Advisory Board Meeting.
- The main focus of this Special Joint meeting, was to approve the Standard Operating Procedure (SOP) 210-800 for the RCMP Advisory Board Policing Priorities, and to identify the 2016/17 Policing Priorities for presentation to the RCMP for consideration.
- There will be another Special Joint Council/RCMP Advisory Board meeting on Friday, February 5, 2016 for the RCMP to present the results of the Methodology Resource Study.
- The next regular meeting of the RCMP Advisory Board is scheduled for March 22, 2016

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

- The Audit Committee met on Friday, January 22<sup>nd</sup>
- This meeting afforded the Committee the opportunity to conduct a regular review of quarterly financial statements
- The next Audit Committee meeting is scheduled for May 13, 2016

**WOLFVILLE L'ARCHE HOMEFIRES SOCIETY 140-008**

**04-02-16 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE AMENDED WOLFVILLE L'ARCHE HOMEFIRES SOCIETY PROPERTY TAX EXEMPTION POLICY 140-008**

**CARRIED**

**INFORMATION REPORT: 2015/16 YEAR-END FORECAST**

- The Audit Committee reviewed the December 31<sup>st</sup> Financial Variance Statement and Summary of Divisional Variances on January 22<sup>nd</sup>.
- The key to this year's report is the forecast surplus, which is expected to be in excess of \$300,000
- A few of the largest variances are:
  - Deed Transfer Tax Revenue, forecast to end year \$108,000 more than budget
  - Salary and Wages, forecast to end year \$92,000 under budget
  - Professional Development, forecast savings of \$51,000
  - Partner Contributions, forecast savings of \$36,100
- The cautionary note is added that actual results can vary from forecast estimates, and as last winter proved the final three months of the year can have a material impact on final results

(3). **SOURCE WATER PROTECTION ADVISORY COMMITTEE** – Councillor Oldham

- The Source Water Protection Advisory Committee met on Monday, January 25<sup>th</sup>.
- The meeting was a re-activation meeting to discuss the future of the committee and the goals for the committee going forward.
- Prior to the next meeting committee members will:
  - Review the Existing Policy 1221-81
  - Review the makeup of the Committee, and groups being represented
  - Review the existing SWPP's recommendations, prioritizing the recommendations and implement realistic goals and timelines
  - A formal request will be made to the Municipality of the County of Kings to work with the Town in protecting our water supply.
  - Develop wording to be added to the LUB and MPS which restricts uses that are a risk to our water supply.

**10:52am Chair called a break to Committee of the Whole Meeting**

**11:08am Committee of the Whole Meeting reconvened**



---

**6. STAFF REPORTS FOR DISCUSSION:**

**a. INFORMATION REPORT: 2016/17 BUDGET**

- This was Council's second look at the Town's draft 2016/17 Operating Budget, which now reflects decisions/direction provided to Staff at the January 21, 2016 Special Committee of the Whole meeting.
- Based on the decisions/direction from Council at the January 21<sup>st</sup> COW, and a change to how the 2016/17 added capital funding requirement could be handled, the budget shortfall has gone from just under \$330,000 down to \$87,000
- Changes from Ver1 to Ver2 reviewed with Council
- Options highlighted for balancing the budget and decision points presented to Council

**Operating Project Charters:**

Before delving into the specific details within the 2016/17 Operating Budget, the following Operating Project Charters were reviewed with Council:

- Corporate Services
  - 2016 Municipal Election
- Financial Services
  - Water Rate Study
- Public Works
  - Asphalt Street Repairs
  - New Parks Position
  - Moratorium Review
  - Way-finding Implementation
- Community Development
  - Economic Development
    - Business Expansion and Retention
    - Business Licensing
    - Event Promotion and Implementation
    - Tourism Action Plan
    - Poet Laureate
  - Committee on the Environment and Climate Change
  - Expropriation of West End Land
  - Mudley Fund
  - Recreation Programming
  - Restorative Justice
  - Student Liaison Officer with Acadia Student Union
- Additional Capital Project Charters
  - Video Surveillance

**12:31pm Chair called a break to Committee of the Whole Meeting**

**12:50pm Committee of the Whole Meeting reconvened**

---

### **2016/17 Operating Budget:**

Director Finance provided a summary of changes from V1 to V2 Operating Budget equating to Revenue Changes of \$155,600 and Expenditure changes of \$86,000

- Reductions in expenditures include:
  - Scaled back/partial implementation of remuneration plan
  - Reduction in Professional Development budget
  - Removal of allowance for staff hours – Finance
  - Reduce allowance contracted services – CAO, councillor orientation
  - Decrease in tax exemptions, updated for 2016 assessment roll
  - Reduction to Festival/Events general programming budget
- Total reduction of Draft Deficit \$241,600, leaving a shortfall of \$88,000

### **Decision Points for Council**

- Student Liaison Officer / Outreach
  - Look at this position as a shared partnership. Further follow-up required and therefore Council would defer this issue until next year's budget, but not lose sight of the position.
- Restorative Justice
  - Defer this issue until next year's budget until further preparatory work can be completed
- Proposed **new** Parks position
  - Identified by Council as an important issue and should not be cut or deferred from the 2016/17 budget
- Maintain previous year's marketing budget
  - Council agreed that this could be cut back to the level that it had been previously
- Kings Transit – new bus line
  - There will be a Request for Decision (RFD) coming before Council with regard to Kings Transit Authority budget request
  - As part of the inter-municipal agreement, if the majority of stakeholders agree to budget request, this becomes a potential budget cut but not one controlled by Council as the Town of Wolfville would be party to the agreement
  - Council decision to keep this line item in the 2016-17 budget as Council sees the value, if affordable, of the proposed route.

### **Operating Budget Items not yet included in 2016-17 Budget:**

- Council honorarium review
- Support for Wine Bus, in the form of grant
- WBDC support (area rate related)
- Possible Council discretionary fund
- Valley Search & Rescue
- RCMP Sexual Assault Coordinator position
- Others, e.g., from project charters



---

**RCMP Sexual Assault Special Constable Position**

- Councillors discussed the merits/importance of the work that this pilot project addressed.
- Pending agreement on a funding formula between County of Kings, Town of Berwick and Town of Wolfville (current estimate would be for Wolfville to contribute \$15,000 based on Uniform Assessment) direction to staff to include this as a new cost/service to Town's budget.

**Tax Rates:**

- Impact of Tax Rate Changes were outlined to Council leading Council to indicate support for a Tax rate increase for 2016/17, but only after full review of the Operating Budget for other possible savings.

Further budget discussion deferred until next Committee of the Whole meeting.

**7. ADJOURNMENT TO IN CAMERA MEETING**

**05-02-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE BE ADJOURNED AT 2:16 PM TO IN CAMERA MEETING TO DISCUSS A CONTRACTUAL ISSUE**

**CARRIED**

**8. IN CAMERA/REGULAR MEETINGS ADJOURNED**

**06-02-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA AND REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE BE ADJOURNED AT 3:29 PM**

**CARRIED**

**Approved by Committee of the Whole Motion 08-02-16**

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