



ATTENDING

Mayor Jeff Cantwell, Deputy Mayor Wendy Donovan, Councillor David Mangle, Councillor Hugh Simpson, Councillor Carl Oldham, 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, and interested members of the public

ABSENT WITH REGRETS

Councillor Mercedes Brian

CALL TO ORDER

Chair called the meeting to order at 9:02 am

1. AGENDA APPROVAL

01-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED. CARRIED

2. ADJOURNMENT TO IN CAMERA MEETING

02-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 9:04 AM TO AN IN CAMERA MEETING UNDER THE MUNICIPAL GOVERNMENT ACT SECTION 22(2)(E) – CONTRACTUAL ISSUE CARRIED

3. IN CAMERA MEETING ADJOURNED

03-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA MEETING BE ADJOURNED AT 10:06 AM CARRIED

4. REGULAR MEETING RECONVENED 10:15 AM

04-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE RECONVENE CARRIED

MOTION FROM IN CAMERA

a. RFD 010-2016: VALLEY REGIONAL ENTERPRISE NETWORK (REN)

05-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:

WHEREAS, THE TOWN OF WOLFVILLE ENTERED INTO AN INTER-MUNICIPAL AGREEMENT IN MAY 2014 TO BECOME A MEMBER OF THE VALLEY REGIONAL ENTERPRISE NETWORK;

WHEREAS THE TOWN OF WOLFVILLE TOWN COUNCIL HAS REVIEWED ITS ECONOMIC GOALS AND OBJECTIVES AND WISHES TO FOCUS ON KEY LOCAL PRIORITIES;

BE IT RESOLVED THAT THE TOWN OF WOLFVILLE GIVE NOTICE OF ITS INTENTION TO WITHDRAW FROM THE VALLEY REN ON APRIL 1, 2017. COUNCIL FURTHER DIRECTS STAFF TO WORK WITH THE



VALLEY REN TO FURTHER DEFINE ACTIONS AND OUTCOMES AND REPORT BACK TO COUNCIL BY MARCH 1, 2017.

CARRIED

5. APPROVAL OF MINUTES

a. 06-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 16, 2016 BE APPROVED AS CIRCULATED.

CARRIED

6. CAO REPORT:

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

Highlights of the report included:

- Rogers Hometown Hockey evaluation provided as part of CAO Update for Council information
- Kings Partnership Steering Committee (KPSC) met Monday, February 22, 2016 – the first regular meeting that has been held in some time. A lengthy agenda with a number of issues in the works:
 - Some interest in moving forward with a Recreation Master Plan for the region;
 - Also an interest in looking at Regional Policing. There was some discussion of looking at the two-tiered system and some discussion about doing a full blown policing review. There was an appetite across the board about how we can do things differently;
 - An interest in looking at REMO (Regional Emergency Management Organization);
 - Regional Grants to Organizations was brought up by Wolfville. Wolfville has committed to bring something back for consideration to the June meeting of KPSC;
 - Desire to not lose the work that was done during the April 2015 KPSC Workshop; and
 - Commitment that all municipalities will get together for input into MPS process.
- The Town is bringing some additional resources in to help provide planning legal advice. One of the areas that the Town's solicitor is still growing is planning law. Sam Lamey from Chester, Nova Scotia was approached by Town's Solicitor to be part of the Town's Solicitor team with legal expertise in planning
- Ericka Wicks has accepted the position of Manager, Economic Development for the Town of Wolfville to start March 28, 2016.

7. CONFERENCE UPDATE

a. [2016 FCM Sustainable Communities Conference](#) – Councillors Simpson/Brian & Director Kerr

- Councillor Simpson, Councillor Brian, and Director Kerr attended the Federation of Canadian Municipalities (FCM) sponsored Sustainable Communities Conference in Ottawa February 9-11, 2016.
- All of the post conference resources, including speaker presentations, session handouts, and session summaries, which are loaded with ideas, information and innovative solutions, are posted to the [FCM Conference Website](#).
- Staff will look at dates for a meeting for further review of issues presented at this Conference



8. COMMITTEE REPORTS

a. EXTERNAL

(1). VALLEY WASTE RESOURCE MANAGEMENT – Councillor Simpson

- The Valley Region Solid Waste-Resource Management Authority met on February 17, 2016, in keeping with the normal meeting schedule. It was noted that all partners have reviewed the draft 2016-2017 Operating and Capital Budget.
- A Request for Proposal for a Service and Facility Review closed on January 21, 2016. Dillon Consulting was unanimously selected to carry out the work
- A review of the project timeline indicated that the work will be completed with study findings and recommendations to be presented to the Authority at the regular monthly meeting to be held in June, 2016.

i. RFD 013-2016: VWRM 2016/17 BUDGET

Valley Waste Resource Management presented their budget to Council at the February 2nd Committee of the Whole Meeting.

07-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE VALLEY WASTE RESOURCE MANAGEMENT 2016/17 OPERATING AND CAPITAL BUDGETS.

CARRIED

(2). KINGS TRANSIT – Councillor Brian

- The Kings Transit Authority (KTA) held a regular Board meeting on February 24, 2016.
- The Board continues to discuss ridership improvement initiatives, with one or two of the initiatives to be selected at the February 24th meeting.
- Board members continue to promote the extra “Bus 2” route at respective Council meetings. This second bus will mitigate the speed and reliability issues Kings Transit Authority experiences today.

i. RFD 012-2016: KINGS TRANSIT 2016/17 BUDGET

08-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE KINGS TRANSIT AUTHORITY 2016/17 OPERATING AND CAPITAL BUDGETS

CARRIED

11:05 am Chair called a break to Committee of the Whole Meeting

11:13 am Committee of the Whole Meeting reconvened.

AMENDMENT TO AGENDA

Agenda Item 10a – Staff Reports for Discussion - Municipal Planning Strategy (MPS), Land-Use Bylaw (LUB) and Subdivision Bylaw (SUB) brought forward on the Agenda

a. MUNICIPAL PLANNING STRATEGY (MPS)

- Director Fuller introduced FOTENN members on teleconference with Committee of the Whole and highlighted that this was not an approval process but an information briefing from FOTENN
- The FOTENN Consultants have been working over the past year on the information research phase
- No intention of bringing Consultants into Phase II as it will be a Staff led initiative

-
- MPS Review Phase I wrap up presentation provided by FOTENN Consultants
 - **Final Deliverables included the following:**
 - Phase I What we Heard Report
 - Phase II Consultation Plan
 - Draft Core Commercial Design Guidelines
 - Draft Municipal Planning Strategy (MPS)
 - Draft Land Use By-Law (LUB)
 - Draft Subdivision By-Law (SUB)
 - **Phase I Interim Deliverables**
 - Interim What We Heard Report
 - Vacant Residential Land Analysis
 - Issues and Options Report
 - Sticky Issues handbook – background document presenting potential ways forward for PAC and Council consideration at Workshops held in November, December, and January
 - Boarding, Lodging, Rooming Houses Memo – Research Paper outlining an approach to licensing residential rental housing for the Town of Wolfville
 - Public Engagement Program and Communication Strategy – two major face-to-face public consultation sessions
 - **Big Moves: Municipal Planning Strategy (MPS) – Key changes proposed:**
 - Reduction and reorganization of preambles in each section;
 - Rationalization of designations;
 - Introduction of Site Plan Approval and Secondary Planning Strategies;
 - Expansion of Development Constraints policies;
 - Expansion of Servicing and Infrastructure policies;
 - Expansion of Housing policies for all types of housing;
 - Introduction of a road hierarchy;
 - Reorganization of the Parks section;
 - Inclusion of criteria and implementation provisions for MPS and LUB Amendments;
 - Expansion of Implementation section;
 - Introduction of Cash-in-lieu of Parking;
 - Inclusion of criteria and implementation provisions for MPS Amendments; and
 - Introduction of Core Area boundary and designations.
 - **BIG Moves: Land Use Bylaw (LUB).** Fewer large changes with zoning as compared to the designation changes. Key changes proposed:
 - Revision and rationalization of permitted uses, conditional uses, developments permitted by Site Plan Approval and developments permitted by Development Agreement in every zone;
 - Addition of Site Plan Approval Criteria;
 - Rationalization of parks zones;



- Revisions to the R-2/4 zone resulting in two separate zones;
 - Addition of urban design requirements to the Core Commercial zones;
 - Revision of definitions and provisions for residential rental accommodations and other residential definitions;
 - Addition of parking requirements for commercial developments and cash-in-lieu provisions; and
 - Addition of provisions for cluster residential development, converted dwellings, home based businesses and flag lots.
- **Continuing Conversations:**
 - Residential Rental Licensing By-law;
 - Density ranges in certain zones;
 - Privately owned portions of the Green Space Network;
 - Additional updates to the Subdivision By-law;
 - Processes for implementing Secondary Planning Strategies;
 - Cash-in-lieu of parking calculation;
 - Residential Design Guidelines; and
 - Determining the threshold between Site Plan Approval and Development Agreements for certain uses.
- Director Fuller highlighted that the approach to Phase II has not yet been fully worked out. There is a requirement moving forward to hear from all communities of interest – this will be the challenge of Phase II
 - Committed to PAC to bring back two approaches for Phase II
 - Options will be presented to Council at the April 5th Committee of the Whole Meeting for subsequent approval at the April 19th Town Council meeting
 - Mayor Cantwell passed on the Town’s debt of thanks for all the work done by FOTENN during Phase I and Deputy Mayor Donovan as Chair to the Planning Advisory Committee passed along thanks for the efforts of FOTENN staff

12:03 pm Chair called a break to Committee of the Whole Meeting

12:12 pm Councillor Simpson departed the meeting

12:19 pm Chair reconvened Committee of the Whole Meeting

9. COMMITTEE REPORTS

b. EXTERNAL

(3). [VALLEY COMMUNITY FIBRE NETWORK \(VCFN\)](#) – Erin Beaudin, CAO

- The RFP documents for maintenance, administration and marketing went live this week on the Provincial Procurement website and the contracts should be put in place in a few weeks

(4). ANNAPOLIS VALLEY TRAILS COALITION (AVTC) – Councillor Oldham

- The AVTC Board met on January 21st and February 18th, 2016.
- Staff have contacted the chair of the AVTC to confirm the membership fee for the AVTC as it appears that it may increase. No confirmation has been received
- Other documentation provided by Councillor Oldham included:



- Budget Information;
- Partnership Agreement; and
- Trail construction pricing.

(5). WOLFVILLE BUSINESS DEVELOPMENT CORPORATION (WBDC) – Mayor Jeff Cantwell

- WBDC met with Council on February 16, 2016 to discuss the revised budget proposal (Total \$39,500)
- The WBDC plans to evaluate tools for best website and social media use and re-invigorate itself by recruiting new volunteers. The website and social media are seen as particularly important in order to raise the profile of the business community to the broader community

(6). KINGS PARTNERSHIP STEERING COMMITTEE (KPSC) – Mayor Cantwell

- Details regarding KPSC covered in CAO's remarks

c. INTERNAL

(1). PLANNING ADVISORY COMMITTEE – Deputy Mayor Donovan

- The Planning Advisory Committee met on February 25th, 2016.
- Key issues discussed included the following:
 - Request for Direction – Development Agreement for West End Lands
 - Heritage De-registration of former Christie House (503-505 Main Street); and
 - Municipal Planning Strategy (MPS) Review
- The next meeting of the Planning Advisory Committee is scheduled for March 30th, 2016.

i. RFD 016-2016: RECOMMENDATION FROM PAC ON HERITAGE DE-REGISTRATION

09-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER TO A PUBLIC HEARING THE DE-REGISTRATION OF 503-505 MAIN STREET AS A REGISTERED MUNICIPAL HERITAGE PROPERTY

CARRIED

ii. RFD 019-2016: REQUEST FOR MPS AMENDMENT – THREE PHASE POWER

ADJOURNMENT TO IN CAMERA MEETING

10-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 12:30 PM TO AN IN CAMERA MEETING UNDER THE MUNICIPAL GOVERNMENT ACT SECTION 22(2)(E) – CONTRACTUAL ISSUE

CARRIED

IN CAMERA MEETING ADJOURNED/REGULAR MEETING RECONVENED

11-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA MEETING BE ADJOURNED AND THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE RECONVENE AT 12:33 PM

CARRIED

12-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL INITIATE A PLAN AMENDMENT CONCURRENT TO THE APPROVAL OF THE DRAFT DEVELOPMENT AGREEMENT THAT CONSIDERS ALLOWING OVERHEAD POWER IN LIMITED CIRCUMSTANCES

CARRIED



(2). TOWN & GOWN – Councillor Mangle

- The Town Council/ASU Council meeting on February 2nd was a very productive meeting that should again be scheduled at the start of next year with a new ASU Council in place – important to develop the Town Council/ASU Council relationship early
- The Committee agreed upon the following priorities for 2016
 - Partnership Agreement regarding facility access;
 - Event Coordination / Sport Tourism Development;
 - Input into Draft Bylaws;
 - Continue to Develop Relationships; and
 - Sharing and Implementation of Best Practices

10. STAFF REPORTS FOR DISCUSSION:

a. RFD 017-2016: 2016/2017 OPERATIONS PLAN AND BUDGET V4

Annually the Town is required to approve a balanced budget for the upcoming fiscal year. The Town of Wolfville has over the last four years, set a goal to have an approved budget by the regular March Council Meeting.

CAO highlighted the Operations Plan and changes from last year:

- This year's Operations Plan provides more detail on the day-to-day operations and key operational projects that will be undertaken;
- Section added highlighting the key accomplishments that have been completed;
- Tied in the work of the Committees as well as the policy priorities for the year;
- Looking at measuring success and driving performance metrics to inform decision-making; and
- Summaries of Capital Project charters restructured to a common timeline reporting for quarterly fiscal year.

13-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVES THE 2016/17 TOWN OPERATING BUDGET, TEN YEAR CAPITAL INVESTMENT PLAN, AND THE WATER UTILITY THREE YEAR OPERATING BUDGET, INCLUDING THE FOLLOWING DETAILS:

- **Town Operating Budget with revenue & expenditures in the amount of \$9,590,500;**
 - Residential Tax Rate of \$1.44 per hundred dollars of assessment applied to taxable residential and resource assessments;
 - Commercial Tax Rate of \$3.56 per hundred dollars of assessment applied to taxable commercial assessments;
 - Taxes to billed by way of Interim Tax Bill (issued in April, due June 1, 2016) and Final Tax Bill (issued in August, due the September 30, 2016);
 - Interest on overdue amounts to be charged at a rate of 1.25% per month;
- **Town Capital Budget with Year 1 totaling \$3,376,600, including capital reserve funding of \$1,170,400, operating reserve funding of \$143,000, gas tax reserve funding of \$300,000, long**



term debt funding of \$1,175,000, external grant/contribution funding of \$122,000, and \$466,200 from the Town's Water Utility for its share of street infrastructure.

- **Water Utility operating revenues of \$1,055,200, non-operating revenues of \$719,500, operating expenditures of \$802,100, and non-operating expenditures of \$881,400.**

- **Business Development Area rates (pursuant to Section 56 of the Municipal Government Act)**
 - **Downtown Business Area Rate of 14.6 cents per hundred dollars of commercial assessment within the Downtown Business Area**
 - **Outside Downtown Area Rate of 7.0 cents per hundred dollars of commercial assessment outside the Downtown Business Area**

- **Sewer fees**
 - **Sewer usage rate of \$2.79 per 1,000 gallons of water used by customer;**
 - **Flat Rate fee of \$54.00 per quarter;**
 - **Minimum quarterly charge for any metered customer \$13.25;**
 - **Sewer connection fee of \$3,500.**

- **Low Income Property Tax Exemption**
 - **Income threshold to qualify a maximum of \$26,100;**
 - **Maximum exemption of \$550.**

- **Grants to Organizations under General Government (not part of Community Partnership Policy)**
 - **Acadia Scholar Bursaries \$10,500**

CARRIED

b. RFD 014-2016: BUILDING INSPECTOR LEVEL I APPOINTMENT

Pursuant to Section 5(2) the *Nova Scotia Building Code Act* Council is required to appoint a building official or building officials to administer and enforce the Building Code Act in the municipality

14-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT MR ERGIN NEMBURT AS THE LEVEL-1 BUILDING OFFICIAL FOR THE TOWN OF WOLFVILLE

CARRIED



c. RFD 008-2016: GRANTS TO ORGANIZATIONS POLICY 710-003

The proposed policy has two programs the Strategic Partnership Program and the Community Partnership Program.

15-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE GRANTS TO ORGANIZATIONS POLICY 710-003 AS AMENDED, AND HONOUR THE CONTRIBUTIONS OUTLINED IN SCHEDULE A FOR ONE FISCAL YEAR STARTING IN 2016/17 WITHOUT PARTNERSHIP AGREEMENTS

CARRIED

d. RFD 018-2016: SPRING 2016 DEBENTURE ISSUE

Annually the Municipal Finance Corporation (MFC) provides two opportunities for municipalities to participate in debenture issues to meet their long term debt funding requirements. There is a spring and a fall debenture issue. The dollar amounts leveraged through the combined debt requirements of the provinces municipalities allow participants to obtain borrowing rates not otherwise available

The Town of Wolfville typically participates in the spring issue to obtain long term debt funding for capital projects completed in the previous fiscal year (or completed early in current year). This is the process being followed again this year.

16-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE ATTACHED RESOLUTION FOR PRE-APPROVAL OF PARTICIPATION IN THE SPRING DEBENTURE ISSUE, WITH THE FOLLOWING MAXIMUM PARAMETERS:

Street Infrastructure, including sidewalks and underground storm water systems	\$1,544,250	15 years
RCMP Building Upgrades	100,000	15 years
Sanitary Sewer Collection – mobile generator	<u>10,000</u>	5 years
TOTAL BORROWING	<u>\$1,654,250</u>	
Maximum interest rate set at 5.5%.		

CARRIED

11. QUESTION PERIOD

No members of the public present to present questions.

12. REGULAR MEETING ADJOURNED

17-03-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE BE ADJOURNED AT 2:00 PM

CARRIED

Approved by Committee of the Whole Motion 02-04-16

As recorded by Dan Stovel, AA Corporate Services