



ATTENDING

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

ALSO ATTENDING

Director Community Development Chrystal Fuller and interested members of the public

CALL TO ORDER

Chair called the meeting to order at 9:01 am

1. AGENDA APPROVAL

01-06-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

Amendment:

- Item 8g RFDirection 003-2016 336 Main Street advanced to immediately following approval of the Minutes of the previous meetings

THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGE

CARRIED

2. ADJOURNMENT TO IN CAMERA MEETING

02-06-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE BE ADJOURNED AT 9:02 AM TO IN CAMERA MEETING TO DISCUSS A LEGAL ISSUE PERTAINING TO 336 MAIN STREET

CARRIED

IN CAMERA MEETING ADJOURNED

03-06-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA MEETING OF THE COMMITTEE OF THE WHOLE BE ADJOURNED AT 10:14 AM

CARRIED

3. REGULAR MEETING OF JUNE 7TH COMMITTEE OF THE WHOLE RECONVENED AT 10:24 AM

4. APPROVAL OF MINUTES

a. COMMITTEE OF THE WHOLE MEETING, MAY 3, 2016

04-06-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 3, 2016 BE APPROVED AS CIRCULATED

Amendment:

- Motion 08-05-16 (L'Arche Homefires) amended to include the statement: This would also acknowledge the previous in kind work that has been done and exemption of taxes until the occupancy permit is issued
- Planning Advisory Committee Update - next meeting of PAC amended to read May 25th

THE MINUTES WERE APPROVED WITH THE ABOVE NOTED CHANGE

CARRIED

b. SPECIAL COMMITTEE OF THE WHOLE MEETING, MAY 18, 2016

05-06-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF MAY 18, 2016 BE APPROVED AS CIRCULATED

CARRIED



5. RFDDirection 003-2016 336 Main Street

- Director Community Development introduced Jenifer Tsang, Sunrose Land Use Consulting, who prepared a succinct overview of the required and discretionary planning changes to be addressed through a Municipal Planning Strategy (MPS) amendment or Development Agreement (DA) amendment.
- Before the Public Meeting scheduled for June 28, 2016, staff are seeking direction on issues related to the existing Development Agreement for 336 Main Street.
- Staff is not asking for a decision on the specific issues but rather only if Council wants the issues/problems addressed in any amendments that are ultimately brought back for approval
- There are two categories of changes:
 - Category 1 – required changes to the Development Agreement to address the Building Code safety and accessibility issues and the practical reality of accommodating parking spaces
 - Category 2 – enforcement issues or discretionary items contained within the existing Development Agreement that either are difficult to administer or are outstanding for completion
- Staff will draft a Planning Report and proposed planning changes for presentation to Council at the June 21 Town Council meeting
- The most expeditious and simple approach would be for Council to deal with the Category 1 issues
- Staff believes that it is important to raise the Category 2 issues. Council is not required to amend, eliminate, or consider any of these issues but each one has been identified as problems or areas of concern by staff
- Staff sought direction from Council as to whether or not these items should be examined going forward

The next step is to go out to the Public at a Public Meeting scheduled for June 28th, with specific issues being brought back to Council in July, at which Council will be asked to make concrete decisions.

6. CAO REPORT:

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

CAO highlighted the following issue that was not included in the Report:

- Line Painting was planned to have completed by now, but after the contract was awarded, the company that was awarded the contract was unable to fulfill its obligations. Town staff are working out a solution to have the line painted done expeditiously.

7. CONFERENCE UPDATES

a. UNSM Spring Workshop

- The UNSM Spring Workshop was held May 4-6, 2016
- The Spring Workshop presentations are available for viewing on the [UNSM Website](#)
- The UNSM Annual Conference is scheduled for November 28 – December 2, 2016



8. COMMITTEE REPORTS

a. EXTERNAL

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

- The Valley Region Solid Waste-Resource Management Authority met on May 18, 2016
- Official notification regarding the approval of the Authority's Draft Operation and Capital Budgets for 2016-17 fiscal year have been received from the Municipalities of Kings and Annapolis, and the Towns of Wolfville, Middleton and Annapolis Royal
- While the Town of Berwick rejected the draft budget, the budget is considered approved with the endorsement of a majority of partners
- There has been a significant reduction of funding from Resource Recovery Fund Board (RRFB) Nova Scotia as a result of reduced prices for metals, plastic and recyclables

(2). [KINGS TRANSIT](#) – Councillor Brian

- The Kings Transit Authority (KTA) Board met on May 25, 2016
- In regards to the North Kentville route, the budget has not been approved through all of the partners. The target date to start the new service is September 2016. Consensus from the KTA Board is to start the approval process with the UARB so there will not be any delays after the budgets receive final approval from the partners
- KTA and Kings County Ground Search and Rescue are developing a relationship between the two organizations so that in the event of an emergency, or during inclement weather, Search and Rescue can call Kings Transit and request a bus for use as a warming shelter whenever the need should arise

(3). [VALLEY COMMUNITY FIBRE NETWORK \(VCFN\)](#) – Councillor Simpson

- Still considering proposals

(4). [ANNAPOLIS VALLEY TRAILS COALITION \(AVTC\)](#) – Councillor Oldham

- The Trail Federation of Nova Scotia Annual General Meeting is scheduled for June 18th (12:30pm – 3:30pm) in Halifax
- The AVTC AGM is scheduled for June 23rd at 1:30pm and all Councillors are welcome to attend
- Signage package has been completed for the first Phase of the Harvest Moon
- The Harvest Moon Trail Rules will be posted on the trail as the posting of the rules is a requirement for insurance liability for AVTC
- The Trail from Cherry Lane to New Minas is almost complete
- There will be a three phase signage package. The package has been sent to the municipalities to seek approval and once approved the signage will be ordered, prepared and sent to the municipalities to be installed

(5). [WOLFVILLE BUSINESS DEVELOPMENT CORPORATION \(WBDC\)](#)

- The WBDC Board of Directors met on Wednesday May 18, 2016. The majority of the meeting was spent discussing recruitment of new board members, and encouraging members to participate on one of four proposed committees:
 1. Brand Boosting Committee
 2. Communication Committee
 3. WBDC Board Liaison Committee

4. Opportunities Committee

- The two first committees slated to become operational are the Communication and Brand Boosting Committees.
- Because the WBDC's completed financial statements have been delayed, the WBDC's Annual General Meeting will occur Tuesday, June 14 from 7:00 – 8:30 pm at the Wu Welcome Centre.
- The WBDC's next Board of Directors meeting will be Wednesday, June 15.

b. INTERNAL

(1). AUDIT COMMITTEE – Councillor Brian

- The Audit Committee met on May 13, 2016
- Staff is developing a Standard Operating Procedure (SOP) for Procurement that includes a discount of 5% for local procurement, defined as being from Windsor to Annapolis Royal
- Staff is developing an SOP for Tendering
- 2015/16 Audit Plan Update:
 - The Town Auditors arrived on site Tuesday, May 24th and the Draft Financial Statements will be presented to the Audit Committee at the next regularly scheduled meeting of the Audit Committee on Friday, June 24, 2016

(2). PLANNING ADVISORY COMMITTEE – Deputy Mayor Donovan

- The Planning Advisory Committee met on May 25, 2016
- Key issues put forward on the agenda included the following:
 - Information Report: Kings County Draft MPS
 - Project Charter: Residential Rental Business Bylaw
 - MPS Review Phase II – open house to take place on June 23, 2016
 - Community Engagement Session – as part of the consultation strategy for Phase II of the MPS Review
 - Plan Amendment for 336 Main St – staff are working to bring the building up to acceptable standards as per the building and fire codes
- The next meeting of the Planning Advisory Committee is scheduled for June 29, 2016

(3). TOWN & GOWN – Councillor Mangle

- The Town & Gown Committee met on May 24, 2016
- The Town of Wolfville and Acadia University are actively engaging one another to collaboratively plan and implement an event during, or immediately following Acadia University's Welcome Week (the first week of September)
- CIS Women's Soccer Championship is scheduled to take place at Acadia University November 10-13, 2016 with eight teams coming from across the Country
- The Town of Wolfville is focused on developing a Residential Rental Business Bylaw (RRBB) and the Draft Project Charter was presented to the Town & Gown Committee for feedback on the university/student related issues



9. STAFF REPORTS FOR DISCUSSION:

a. RFD 039-2016: RESIDENTIAL RENTAL BUSINESS BYLAW – PROJECT CHARTER

06-06-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE PROJECT CHARTER FOR THE RESIDENTIAL BUSINESS BYLAW

CARRIED

b. RFD 040-2016: ELECTION DEPOSIT BYLAW CH100

07-06-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL GIVE FIRST READING TO THE 2016 ELECTION DEPOSIT BYLAW CH100 AND FORWARD TO THE JULY 19TH TOWN COUNCIL MEETING FOR SECOND READING

CARRIED

c. RFD 042-2016: ENVIRONMENTAL SUSTAINABILITY COMMITTEE APPOINTMENTS

08-06-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT THE FOLLOWING ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEMBERS FOR THE SPECIFIED TERMS:

- **COUNCILLOR APPOINTED BY COUNCIL – CHAIR**
- **JODIE NOILES – SUSTAINABILITY COORDINATOR ACADIA UNIVERSITY (2 YEAR TERM)**
- **BILL ZIMMERMAN – MEMBER AT-LARGE (2 YEAR TERM)**
- **JANET EATON – MEMBER AT-LARGE (2 YEAR TERM)**
- **HAYDEN MCKEE-GODRY – MEMBER AT-LARGE (2 YEAR TERM)**
- **CHERYL OXFORD – YOUTH MEMBER AT-LARGE (2 YEAR TERM)**

09-06-16 IT WAS MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE POSTPONE THE MOTION TO APPOINT ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEMBERS UNTIL THE JUNE 21 TOWN COUNCIL MEETING

CARRIED

10-06-16 IT WAS MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT COUNCILLOR DAVID MANGLE AS CHAIR OF THE ENVIRONMENTAL SUSTAINABILITY COMMITTEE

CARRIED

- Should any other Committee applications be received prior to the Town Council meeting on June 21, 2016, the applications will be brought forward for consideration by Council.
- There will be a June 15, 2016 “Lunch & Learn” meeting for Environmental Sustainability in Council Chambers at 12:00pm

d. RFDirection 002-2016: GRANTS TO ORGANIZATIONS POLICY 710-003

CAO sought direction from Council on proposed changes to the Grants to Organizations Policy, specifically seeking direction on the following:

- Section 5.1 – One Time Requests.
- Appendix C – One Time Special Funding Requests – Operating
- Appendix D – One Time Special Funding Requests – Capital



- Eligibility requirements for all Grants
 - Staff are proposing that applicant organizations for all grants must meet the requirements of Section 65(a) of the *Municipal Government Act* and that the Town may require additional documentation.
- Clarity on grants for sponsorships has been provided.

11-06-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THE AMENDED GRANTS TO ORGANIZATION POLICY 710-003 TO COUNCIL FOR APPROVAL.

CARRIED

e. INFORMATION REPORT: CANADA DAY AND MUD CREEK DAYS

- Canada Day is on Thursday July 1
- Mud Creek Days is from July 22-24
- Both events are scaled back in size compared to previous years due to a reduction in human resources and financial resources
- Due to these constraints, some of the larger activities planned at each event have had to be replaced with other smaller activities
- Both events will be advertised throughout the Town in various mediums and local support from businesses, organizations, and individual volunteers will be canvassed for each event
- As both events are being restructured to adapt to the human resources and financial constraints, an evaluation will be conducted after each event to determine the successes and challenges of the events, as well as provide recommendations for future years

f. INFORMATION REPORT: ELECTION UPDATE / ENGAGEMENT PLAN

- The 2016 Municipal Election will take place on Saturday, October 15, 2016
- The Town has hired a cooperative education student from Acadia University to assist with communicating to and engaging with voters and potential candidates
- The goal of the Municipal Elections Communication and Engagement Plan is to increase voter turnout to 42%
- A dedicated webpage (www.wolfville.ca/2016-municipal-election.html) has been added to the Town's website to include information for voters and candidates and will continue to be updated by staff

10. QUESTION PERIOD

Audrey Conroy put forward comments with regards to June 28th – it is excellent that we have come this far with regards to 336 Main Street. The Citizens of Wolfville on June 28th may come to an open house and may give their comments in a relatively new format. The most important thing about June 28th is that for full coverage of the hours of the public hearing, there should be at least one Councillor in attendance – important to the citizens of Wolfville as it is Council that make the decisions. And, with regards to inviting special people, the Bed & Breakfasts should be informed. Will there be information about 336 Main Street's commercial use and how it will be taxed.



11. REGULAR MEETING ADJOURNED

12-06-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE BE ADJOURNED AT 12:47 PM

CARRIED

Approved by Committee of the Whole Motion 02-07-16, July 5, 2016

As recorded by Dan Stovel, AA Corporate Services