



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

Retired Councillor Hugh Simpson, Director Corporate Services Jen Boyd, Director Finance Mike MacLean, Director Public Works & Parks Kevin Kerr, Director Community Development Chrystal Fuller, and interested members of the public

CALL TO ORDER

Chair called the meeting to order at 9:04 am

1. AGENDA APPROVAL

01-11-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

CARRIED

2. APPROVAL OF MINUTES

a. 02-11-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF OCTOBER 27, 2016 BE APPROVED AS CIRCULATED

CARRIED

3. MAYOR'S RECOGNITION OF COUNCILLOR HUGH SIMPSON

Mayor Cantwell expressed thanks to retiring Councillor Hugh Simpson for his 19 years of municipal service to the Town of Wolfville.

- Hugh has always had a tremendous interest in the community and it will not stop with his retirement from Council and he will certainly be missed
- Mayor Cantwell presented a plaque to retiring Councillor Hugh Simpson in recognition of his contribution to the Town of Wolfville

4. CAO REPORT:

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

CAO highlighted the following issues from the report:

- Highland Ave nearing completion. There were a number of issues that delayed the project but all paving is expected to be completed by November 11th with the new pedestrian crossings coming in the Spring
- Orchard Ave has been substantially completed as well as the new library roof
- The Visitor Information Centre (VIC) is now closed for the season and it was a very successful year for the VIC
- In conjunction with the WBDC staff visited over 50 businesses in Wolfville over the Fall to help identify some of the top reasons for establishing a business in Wolfville. Businesses felt that the biggest challenge were associated with parking related issues
- Staff have recently received a number of Development Agreement Applications to work through at a volume higher than normal
- After school programs are up and running and there has been solid participation in all programs



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- Voter turn out for the 2016 election was 31.7% and a full report will be presented at the December Committee of the Whole meeting
 - The Town's FOIPOP Officer has received a number of Freedom of Information Requests
 - Wolfville's Building Inspector, Glen LeLacheur, has submitted his resignation for November 18th

5. COMMITTEE REPORTS

a. EXTERNAL

(1). [VALLEY WASTE RESOURCE MANAGEMENT](#)

- Nothing to report

(2). [KINGS TRANSIT AUTHORITY](#)

- The Kings Transit Authority (KTA) held its regular Board meeting on October 26, 2016
- A new initiative by Kings Transit to connect transit riders with complimentary WiFi on all buses throughout the service. This initiative is made possible through the use of Federal Transit Funds

(3). [ECO-KINGS](#)

- Nothing to report

(4). [VALLEY COMMUNITY FIBRE NETWORK \(VCFN\)](#)

- Nothing to report

(5). [ANNAPOLIS VALLEY TRAILS COALITION \(AVTC\)](#)

- A Partnership Agreement/MOU with the Town of Wolfville was discussed. The Board indicated they wanted clarification on the section referring to Wolfville's sign policy
- Trail washout between New Minas and Kentville was discussed. The Provincial government representative stated that they were looking to the Federal Government for flood relief funding
- There was an update on the Bridgetown bridge – the bridge is almost completed

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

- The WBDC Board of Directors met on September 21, 2016
- The #DoItInWolfville campaign continues and to boost numbers, a group of social media influencers were invited to Wolfville September 24th to experience some key activities the area has to offer. Their experience was promoted on Twitter, Facebook and Instagram
- Over a 5-day period in September, 52 businesses were surveyed to inform the WBDC about membership wants and needs to inform WBDC strategy and funding requests for future years

b. INTERNAL

(1). [AUDIT COMMITTEE](#)

- The Audit Committee held its regular meeting on Friday, October 21, 2016
- Seeking a Committee member to replace Heather Hill who will be stepping down at the end of January 2017
- It was recommended that Council appoint PricewaterhouseCoopers (PwC) as the Town's auditor the fiscal year ending March 31, 2017, and if the performance and fee continue to be satisfactory that they be appointed for the next fiscal year pending an annual review of those fees and performance



03-11-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT PRICEWATERHOUSECOOPERS (PWC) AS THE TOWN'S AUDITOR FOR THE FISCAL YEAR ENDING MARCH 31, 2017, AND PROVIDED THAT THE PERFORMANCE AND FEE CONTINUE TO BE SATISFACTORY, THAT THEY MAY BE APPOINTED FOR THE NEXT FISCAL YEAR PENDING AN ANNUAL REVIEW OF THOSE FEES AND PERFORMANCE

CARRIED

- The 2nd Quarter Variance Report presented to the Audit Committee comprises one of the components of the Town's commitment to transparency and accountability
- The Committee provided input into the Strategic Planning Process (SPP)

(2). PLANNING ADVISORY COMMITTEE (PAC)

- The Planning Advisory Committee met on September 28, 2016
- A Direction Request (DR) was presented to the Committee for Chapter 9 of the Municipal Planning Strategy (MPS), Version 2 changes. This is the first Chapter of the MPS being brought forward for the PAC's consideration where feedback has been integrated over the last few months
- The Committee provided input into the Strategic Planning Process (SPP)
- Future meeting dates:
 - A Council Orientation session for understanding Planning and Development process, along with an MPS overview is scheduled for Tuesday, November 8, 2016
 - There will be an all-day PAC meeting Monday, November 21, 2016 to review the MPS

(3). RCMP ADVISORY BOARD

- The RCMP Advisory Board met on September 27, 2016
- RCMP Policing Priorities – 2016
 - RCMP Board Priorities were categorized into role, responsibility and how success was going to be measured. The report presented by the CAO was not intended as a 'Report Card' at this point but intended to outline the RCMP Advisory Board Priorities and those areas of focus from a performance metrics point of view.
 - The next step will be to provide a "Report Card" at the December meeting of the RCMP Advisory Board to see how we are doing and what the statistics look like with regards to Policing Priorities in the Town of Wolfville
- The Advisory Board provided input into the Strategic Planning Process (SPP)
- The next meeting of the RCMP Advisory Board is scheduled for December 20, 2016

(4). SOURCE WATER PROTECTION ADVISORY (SWPA) COMMITTEE

- The SWPA Committee met on Thursday, October 6, 2016 and held a meeting without a quorum
- Issues discussed during this meeting included:
 - Items to be added to the Contingency Plan will address security, vandalism and chemical spills.
 - Terry Hennigar will review the Town's current water monitoring plan
 - Community Development seeking direction for the MPS with regards to land use around wellfields.
 - Contamination Table continued to be updated



- Education of homeowners that use heating oil, living near wellfields

(5). ENVIRONMENTAL SUSTAINABILITY COMMITTEE

- The Environmental Sustainability Committee met on September 7, 2016
- The Committee reviewed the revised Environmental Sustainability Assessment Tool and agreed that, though this tool may be useful for developments, more tools will need to be developed, or frameworks implemented, to properly review the types of materials brought to the Committee
- A review of common Environmental Sustainability Frameworks will be presented for discussion at the November 15, 2016 meeting
- The Community Development Department is working with Dalhousie University to update the Town's Development Constraints Map
- The next regular meeting of the Environmental Sustainability Committee is scheduled for November 15, 2016

6. STAFF REPORTS FOR DISCUSSION:

a. RFD 065-2016: COUNCIL – COMMITTEE APPOINTMENTS

CAO highlighted one change within the RFD in regards to Councillor representation on the Valley Waste Resource Management Authority:

- Councillor Wendy Elliott
- Councillor Mercedes Brian (Alternate)

04-11-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT COMMITTEE REPRESENTATIVES AS OUTLINED IN SECTION 6 OF RFD 065-2016

CARRIED

b. RFD 067-2016: COUNCIL-COMMITTEES OF COUNCIL MEETING SCHEDULE 2017

05-11-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ADOPT THE 2017 COUNCIL-COMMITTEES OF COUNCIL MEETING SCHEDULE AS PRESENTED IN RFD 067-2016

CARRIED

c. RFD 071-2016: TRAFFIC AUTHORITY POLICY 320-004 (AMENDMENT)

06-11-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE AMENDED POLICY 320-004, TRAFFIC AUTHORITY, FOR THE TOWN OF WOLFVILLE

CARRIED

d. INFORMATION REPORT: 2017/18 BUDGET – PRELIMINARY DISCUSSIONS

In accordance with the Budget Standard Operating Procedure adopted in 2015, the Management Team has committed to bring the following to the November Committee of the Whole:

- Key Financial Data to inform discussion on budget philosophy/approach for the 2017/18 Operating and Capital Budgets.
- Capital budget information including draft Capital Investment Plan (CIP) and related Project Charters.

This begins the process towards the adoption of a 2017/18 Operations Plan with the Plan and related budgets being approved by Council in March 2017.



The key financial data included a review of inflation, expected assessment growth (or lack thereof), and other known factors that will create limitations on what the Town can accomplish in the next fiscal year.

After review of the key factors impacting the upcoming budget discussions, Council provided the following takeaways for senior staff to consider in preparing the first draft of the 2017/18 operating budget (expected in January 2017):

- Continued focus on maintaining/enhancing service levels with an eye on limiting increases in taxes
- Tax increases in line with inflation acceptable if sufficiently justified
- Tax increases beyond inflation only acceptable if no other alternatives exist, Council wants to see alternatives
- Keep in mind multi-year impacts where added resources today should yield future benefits, eg. New property developments

A couple of key concerns raised by members of Council that will need attention:

- Traffic congestion and options to address, whether that's operational or capital
- Balancing the Town's financial capacity with expected grant/partnership capital requests from community organizations

10:34am Chair called a 5 minute break

10:45am Chair reconvened Committee of the Whole meeting

This early working draft of the CIP provided a summary of Town Projects tentatively included for completion over the next ten years. The Information Report included discussion regarding key assumptions built into this early draft, projects not included in this draft (that may have previously been noted as desirable), and suggestions as to how the Town could address the funding shortfall that results from the projects/timelines.

After review and discussion of the ten-year capital plan a couple takeaways for staff were:

- Traffic issues, can the proposed lights at the corner of Main/Gaspereau be brought closer to Year 1 (currently planned for Year 8), and are there other options that can assist in improving traffic congestion
- Consider sliding some Community Infrastructure projects to later years IF this assist in resolving other issues
- If warranted, increased spending for needed capital work is acceptable even with possible increase in taxes

No formal motion of COW/Council was required at this stage. Rather, staff sought consensus from members of Council on overall budget goals as we move towards the 1st Draft Version 2017/18 Operating and Capital Budgets (Town and Water Utility).

7. QUESTION PERIOD

- No questions presented to Committee of the Whole

8. REGULAR MEETING ADJOURNED



07-11-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE BE ADJOURNED AT 11:53 AM

CARRIED

Approved by Committee of the Whole Motion 02-12-16, December 6, 2016

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