



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

Director Corporate Services Jen Boyd, Director Finance Mike MacLean, Director Public Works & Parks Kevin Kerr, Director Community Development Chrystal Fuller, Manager Economic Development Marianne Gates, and interested members of the public

EARLY DEPARTURES

Councillor Wendy Elliott

CALL TO ORDER

Chair called the meeting to order at 8:31 am

- Chair welcomed Marianne Gates to the Town of Wolfville as the new Manager of Economic Development

1. AGENDA APPROVAL

01-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

CARRIED

2. APPROVAL OF MINUTES

a. 02-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 6, 2016 BE APPROVED AS CIRCULATED

Amendments:

- Item 7 – Question Period, “...not clear as to why votes are not counted” should read “...not clear as to why votes are not recorded”
- Item 4(2) – Kings Transit Authority, “...use of Federal Transit Funds” should read “...use of Federal and Provincial Funds”

THE MINUTES WERE APPROVED WITH THE ABOVE NOTED CHANGES

CARRIED

3. PRESENTATIONS:

a. Strategic Partnership Program (SPP)

(1) Devour, Chef Michael Howell

- Financial report was circulated to Council separately on Friday, January 13
- Since its inception in 2009, Devour! The Food Film Fest has grown to the point where it is now the largest annual event in Wolfville and Kings County, recognized as a Signature Event by the Province of NS and considered widely as the world’s largest film food festival
- In 2016, Devour! Organizers produced 94 unique events over five days including 80 new food & wine films in 30 screenings, 24 workshops, 20 tasting tours, and 20 dinners, parties and events
- Box office attendees in 2016: 10,105 with \$93K plus sales
- The 7th Devour! The Food Film Fest will take place October 25-29, 2017. This year’s event will be promoted nationally. The 2017 event is being moved earlier in the calendar by one week to avoid conflicts with other key events



- The Strategic Partnership Agreement has yet to be signed and request submitted to have amended to indicate “a minimum” of \$5,000 so as to afford the event coordinators the opportunity of presenting to Council again in the future for additional funding

Council Questions:

- How is economic impact being measured – the process of determining economic impact to the Town of Wolfville.
It is the provincially recognized STEAM (Sport Tourism Economic Assessment Model) that Tourism Nova Scotia uses to measure all economic impact. Details to be provided to staff
- With regards to the other activities being done on behalf of Devour, is Wolfville one of a number of “Devours”?
Wolfville is the signature event – all other locations are being done to promote Devour in Wolfville

(2) Wolfville Historical Society (WHS), President - Martin Hallett

- This year, the Wolfville Historical Society celebrates its 75th birthday and the society is active year-round
- The Society depends heavily on grants from government – federal, provincial and municipal. Such grants will be particularly crucial as preparations are made to mark “Canada 150”. Plans are underway for a special exhibit about the history of Wolfville and area from 1867 to 2017
- Historically, the Wolfville Historical Society has received \$10,000 from the Town of Wolfville. The cutting of funding to \$5,000 means a shortfall for the Society of \$5,000. The Society is requesting assistance from the Town of Wolfville to help maintain the Randall House Museum facility

Council Questions:

- What work is being done with children and youths through participation with schools?
While there are a number of events designed particularly for the interest of children, there are always more opportunities to expand on events. The Wolfville Historical Society maintains, formally and informally, connections with the University and it is a possibility to go out to Wolfville School in the future
- What are the projected numbers for 2017 donations?
Donation amounts are fairly consistent year-to-year. One of the issues that the WHS has looked into in the past is the charging of an admission fee for Randall House Museum instead of donations

b. One time Capital Grants

(1) Landmark East School, Headmaster - Peter Coll and Henry Hicks

- Landmark East has been in Wolfville since 1978 and is proud to announce the launch of their Capital Campaign, a new building which will be home to a high school size gym, a creative maker-space, cafetorium and kitchen
- At the heart of the campaign is Landmark East’s vision to build a solid foundation for growth, forward thinking, and educational excellence



- The new academic centre will enable Landmark East to build on their strong learning foundation so that they may continue to bring profound, life-changing difference to students with learning disabilities and their families
- Reaching this goal will require unprecedented generosity and support from the entire community
- Landmark East is asking the Town of Wolfville to make a one-time contribution of \$100,000 to the build

Council Questions:

- What other sources of funding are being sought?
Significant relationships have been established with other organizations. Landmark East has reached out to a number of other Foundations for contributions and Grant proposals are in the works – it will be a long process to raise the \$2.8M
- Is there a development plan among Landmark East’s Alumni base?
Yes, Landmark East is continuing to work with Alumni through some relatively new programs
- What does the “Town of Wolfville” mean when highlighting that Landmark East facilities would be available to the “Town of Wolfville” – does this mean Town of Wolfville ‘citizens’, Town of Wolfville ‘corporate’, non-profit groups, sports organizations or some combination, and would it be for a cost?
Hard to commit to hard details at this point. Specific details of availability will be further explored through a Staff Report back to Council

(2) Wolfville School Playground, Chair of Playground Improvement Committee - Rob Craig

- The goal is to transform a bleak school playground into a vibrant community activity park
- Improvements will be focused mainly on the main playground area through sports (improvements to basketball court and new acrylic soccer field), structures for activities while making the area accessible, and natural environment play elements
- Total cost of project is \$450,000 over 2-3 years
- Wolfville School is asking the Town of Wolfville to partner and make a one-time contribution of \$100,000 for improvements to the school’s playground

Council Questions:

- Will there be a request in the next 3-5 years for improvements to the other side of Wolfville School (East End)?
The plan primarily is to increase parking area but also looking at the possibility of a garden area or fitness areas. This area will not require the intensive investment as with the proposed activity area
- What are the plans for landscaping around the propane tanks (East End)?
There are plans for landscaping around the tanks in the future
- Is the Acrylic Surface an artificial surface?
The acrylic surface is not an artificial surface like at Raymond Field, it’s a surface that’s been used for major league soccer – a surface of choice



c. Wolfville Business Development Corporation (WBDC) Funding Request, President – Ian Porter

- The WBDC is actively involved in many activities within the Town of Wolfville
- Jeremy Novak, Business Engagement Officer – a contracted position on the WBDC, highlighted the importance of the WBDC having a unified voice to speak for the Business Community, to advocate for the Community’s needs and take concerns forward
- A strong WBDC will work hard so that we have the best business community to serve the needs of our residents and visitors alike

Council Questions:

- Are there any other municipalities/towns in Nova Scotia doing similar Social Media campaigns?
The simple answer is no – other municipalities/towns are trying; however, the WBDC is looking at Wolfville and the region as a “Destination”
- Is there a plan for WBDC contracted services to work directly with Wolfville’s Economic Development Manager?
The WBDC has actively been working, both in the past and looking into the future, with the Manager of Economic Development. The WBDC is actively looking to collaborate with the Town of Wolfville

10:21am Chair called a break to the Committee of the Whole meeting

10:36am Committee of the Whole meeting reconvened

4. ADJOURNED TO IN CAMERA MEETING

03-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 10:36 AM TO AN IN CAMERA MEETING UNDER THE MUNICIPAL GOVERNMENT ACT, SECTION 22(2)(G) – LEGAL ADVICE:

a. EXTENSION OF MUNICIPAL SERVICES CARRIED

5. IN CAMERA MEETING ADJOURNED / REGULAR MEETING RECONVENED

04-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 12:36 PM

CARRIED

12:37pm Chair called a break to Committee of the Whole Meeting

REGULAR MEETING RECONVENED

05-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE RECONVENED AT 1:12 PM

CARRIED

6. ISSUE FOR DISCUSSION FROM IN CAMERA MEETING

a. EXTENSION OF MUNICIPAL SERVICES

**06-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:
WHEREAS, THE TOWN RECEIVED A REQUEST TO PROVIDE WATER AND SEWER SERVICES TO THE LIGHTFOOT PROPERTY FOR A WINERY, WHICH IS LOCATED OUTSIDE THE TOWN BOUNDARY;**



WHEREAS, THE TOWN OF WOLFVILLE APPROVED A MORATORIUM THAT RESTRICTS EXTENDING SERVICING OUTSIDE THE TOWN'S BOUNDARY;

WHEREAS, THE TOWN OF WOLFVILLE IS REVIEWING ITS WATER AND SEWER SERVICING CAPACITY, WHICH IS NECESSARY WHEN CONSIDERING LIFTING THE MORATORIUM;

WHEREAS, PRELIMINARY FINDINGS OF THE STUDY SUGGEST THAT THERE MAY NEED TO BE AN EXPANSION OF SEWER TREATMENT CAPACITY AND WATER WITHDRAWAL CAPACITY TO MEET ANTICIPATED GROWTH;

WHEREAS, STAFF NEED TIME TO DEVELOP A PLAN TO ADDRESS PRELIMINARY FINDINGS OF SERVICING CAPACITY REPORT; AND

WHEREAS, THE TOWN HAS DETERMINED THAT UNTIL SUCH TIME THAT COUNCIL RECEIVES A REPORT ON CAPACITY ISSUES, THAT IT WOULD NOT BE PRUDENT TO EXTEND SERVICES.

THAT COUNCIL DENY THE REQUEST FOR WATER AND SEWER EXTENSION TO LIGHTFOOT & WOLFVILLE (MICHAEL AND JOCELYN LIGHTFOOT)

CARRIED

7. CAO REPORT:

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

8. COMMITTEE REPORTS

a. EXTERNAL

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

- The Valley Region Solid Waste-Resource Management Authority met on December 14, 2016
- The meeting was the first meeting in follow-up to the municipal elections held in October with the Authority seeking four new members to the Board assigned by their respective Councils
- Following the appointments of Chair and Vice-Chair, the Authority was provided an introduction to an Orientation Plan that has been developed based on the goal of familiarizing all with the programs and services offered by the Authority. More details Orientation sessions will be held over the coming months with focus on the key documentation that forms the foundation of the Authority's work
- The next meeting of the VWRM Authority is scheduled for Wednesday, January 18, 2017

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

- Nothing significant to report

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

- Nothing significant to report

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

- A Financial Update was provided at the January 5, 2017 meeting



- Harvest Moon Trail signs are ready for print. The signs and a communication plan of where the signs are to go should be received in a timely fashion. Wolfville's Manager of Economic Development will work with Director Public Works & Parks to gain ownership of the signs to move forward with a plan of installation
- There is a subcommittee of the AVTC to think about the wayfinding/marketing aspects of rolling out the signs
- Canada 150 funding is still open and the Trails Committee Chair will be looking into some funding to have a celebration for the work that has been done from Greenwich to Annapolis
- The MOU with the Town of Wolfville has been approved

(5). WOLFVILLE BUSINESS DEVELOPMENT CORPORATION (WBDC)

- Details provided in the presentation to Council at Agenda item 3c

b. INTERNAL

(1). RCMP ADVISORY BOARD

- The RCMP Advisory Board met on Tuesday, December 20, 2016
- Councillor Donovan was nominated and appointed as Chair for a two year period and Terry Hennigar was nominated and appointed as Deputy Chair for a one year period
- Sgt Andrew Buckle has replaced Sgt Stephen Power as the RCMP Kings District Sgt representative on the Board
- The setting of Fiscal Year 2017/18 Priorities was deferred to a Special RCMP Advisory Board meeting scheduled for January 26, 2017

9. STAFF REPORTS FOR DISCUSSION:

a. RFD 004-2017: KINGS POINT-TO-POINT BOARD MEMBER NOMINATION

07-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT COUNCILLOR MERCEDES BRIAN TO SIT ON THE KINGS POINT-TO-POINT BOARD AS A DIRECTOR

CARRIED

b. RFD 002-2017: PLANNING ADVISORY COMMITTEE (PAC) APPOINTMENT

- Jim Chambers withdrew his PAC application as of Tuesday, January 17th
- Agenda item deferred until February Committee of the Whole/Council meeting

c. RFD 003-2017: STRATEGIC PLAN

- In Wolfville it is common practice for Council to develop a four year strategic plan following their election to office
- On December 13 and 14, 2016 Council and Senior Management attended a workshop to identify Council's Vision, Mission, Principles and Strategic Directions
- The third vision in the report was identified as the preferred vision.

08-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE ONE-PAGE WOLFVILLE STRATEGIC PLAN FOR 2017 TO 2021

CARRIED



d. RFD 073-2016: MPS PROCESS

- In 2015 Council initiated a project to review and update the Municipal Planning Strategy (MPS), Land Use Bylaw (LUB), Subdivision Bylaw (SUB) and the Design Guidelines
- The project was broken into two phases, with Phase 1 completed in March 2016 and Phase 2 slated for completion in the fall of 2017
- Staff have completed the Phase 2 consultations on the draft MPS prepared by planning consultants but due to work load, a lack of community consensus on some key issues, the amount of work required to finalize the Phase 1 draft and the additional information that remains to be incorporated into the draft, staff have not completed the necessary redraft of the documents to produce a new version for consideration by PAC and for public comment as per the original schedule
- The contract for the term planning position expires Friday, January 20th. Funding for the position will be bridged until January 31st Town Council meeting during which the Motion will go to Council for approval

09-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE EXTENDING THE CONTRACT OF THE TERM PLANNING POSITION UNTIL THE END OF FISCAL 2017-18, AND FUNDING THE COST OF THE POSITION TO AN UPPER LIMIT OF \$61K FROM RESERVES

CARRIED

e. INFORMATION REPORT: REN AND WBDC

- Council has two main partner organizations that it supports to deliver economic and business development supports
- This information report was provided so that Council understands the role of these agencies and partners and how they relate to each other
- Aside from these two organizations, Council has a staff person dedicated to economic development activities. More detail will be provided as part of the budget process on the priorities of the Town's economic development staff
- Staff is also examining the Town's relationship to the REN and will be bring further information to Council by March so that Council may see how our two partner agencies contribute to the delivery of Council's strategic plan
- The two external agencies directly funded by Council are:
 - Valley Regional Enterprise Network (VREN)
 - Wolfville Business Development Corporation (WBDC)

f. INFORMATION REPORT: 2017/18 DRAFT CAPITAL INVESTMENT PLAN (CIP)

- Report provided to Council as part of the 2017/18 Budget Process
- A Special Committee of the Whole meeting is scheduled for Tuesday, January 24th to deal with both the operating and capital budgets; however, there have been a number of changes to the early draft of the CIP that Council needed to be updated in advance of the January 24th meeting
- As part of this Information Report, Staff updated Council with regards to the following issues:
 - Gaspereau Avenue – timing of portions of that work
 - Traffic Lights at Main and Gaspereau – review with members of Council the rationale of why this potential project was slated in Year 8 (2024/25)
 - Active Transportation projects – review rationale of projects planned over the next few years, bike lanes versus physically separated active corridor



- Sewer Treatment Plant Upgrade – future capacity expansion

2:45pm Councillor Wendy Elliott departed Committee of the Whole meeting

10. NEW BUSINESS

a. COUNCIL MEETINGS (TIME AND FREQUENCY) – Councillor Proudfoot

- Issue put forward to discuss scheduling of meetings, specifically when they are and frequency, and whether or not there is any flexibility in changing the schedule
- CAO highlighted that there would be no additional costs for senior management in the conduct of evening meetings
- There may be benefits for some evening meetings to further encourage members of the public to attend Council and Committees of Council meetings

11. QUESTION PERIOD

- CAO read into the following questions from David Daniels into the record:
 1. Who will be paying the cost of the legal notices and of notifying nearby owners of the proposed amendments to the development agreement the Town has with MBL?
 2. The MGA requires that the legal notice provided by the Town "give a synopsis of the proposed documents". The Town's legal notice may be satisfy this requirement. The Notice states in relevant part: "amendments to the development agreement . . . that would allow for the development to be brought into compliance with the applicable Building and Fire Code requirements, and deal with other administrative matters." However, unless someone is already fairly familiar with what is proposed, a person would not have a clue as to the substance of the actual proposals. Hopefully, the second legal notice and the notices which are mailed out and to be placed on the property will provide more details.
 3. Will any effort be made to notify the residents in the building to inform them of the proposed amendments? Many might be directly affected by the proposed elimination of the common room located on the second residential storey.

12. REGULAR MEETING ADJOURNED

10-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 3:32 PM **CARRIED**

Approved by Committee of the Whole Motion 12-01-17, January 24, 2017

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