



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 Community Development Chrystal Fuller, Manager Economic Development Marianne Gates, Policy Analyst Colin Simic and interested members of the public

EARLY DEPARTURE

Councillor Oonagh Proudfoot

CALL TO ORDER

Chair called the meeting to order at 8:33 am

1. AGENDA APPROVAL

01-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

Amendments:

- An In Camera meeting under Section 22(2)(C) – Personnel Issue was added at the end of the meeting

THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES

CARRIED

2. APPROVAL OF MINUTES

a. 02-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING OF JANUARY 24, 2017 BE APPROVED AS CIRCULATED

CARRIED

- Mayor Cantwell read the [Town of Wolfville's Proclamation for African Heritage Month – February 2017](#)

3. PRESENTATIONS:

a. iValley – “Change the Network, Change the World”, Barry Gander & Terry Dalton

- i=Valley is a not-for-profit movement to create Smart Regions and Communities in the Annapolis Valley and is made up of leaders from the business, social, university and technological sectors of the Annapolis Valley region
- Smart Communities mobilize citizens to achieve faster economic growth, better health care and greater sustainability, through the use of advanced enabling technologies
- One of the programs started in the Annapolis Valley is a clustering of innovation centres
- Funding Plan – [Connect to Innovate Program](#) is a \$500M Rural Broadband Fund
- In order to continue on doing this work, iValley is seeking \$5,000 from each Council, Municipality

Council Questions:

- Suggested that a funding formula be applied to each Municipality instead of a set amount of \$5,000 being requested from each Municipality



b. [Annapolis Valley Regional Library \(AVRL\) Annual Report, Ann-Marie Mathieu & Janet Ness](#)

- An overview was provided to Council of AVRL's Annual Report
- The AVRL provides access to the world of education, recreational, and information resources in a variety of formats and technologies
- AVRL will provide the Town of Wolfville with a Needs Assessment Report by February 28th
- AVRL is committed to Wolfville to develop the best possible space for delivery of library services

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:

- Research into water main breaks because of Wolfville experiencing more than normal. There were 13 water main breaks just on Maple Avenue alone – attributed to the Fire Department practicing on that hydrant. The Maple Avenue hydrant will not be used any further for future training by the Fire Department

5. COMMITTEE REPORTS

a. EXTERNAL

(1). [VALLEY WASTE RESOURCE MANAGEMENT \(VWRM\)](#), Councillor Wendy Elliott

- The Valley Region Solid Waste-Resource Management Authority met on January 18, 2017
- The Draft 2017-2018 Operating and Capital Budgets was discussed by the Authority at its January 18, 2017 meeting and will be further considered by the Authority at an upcoming Special Meeting
- The proposed Budget results in a 3.16% increase over 2016-2017 levels and also returns projected surplus funds estimated to be \$292,687 to partners from current year operations
- The Draft Budget maintains the current level of Authority approved programs and services and addresses some of the key issues during the recently completed Organizational, Service and Facility and Salary Reviews

(2). [KINGS TRANSIT AUTHORITY \(KTA\)](#), Councillor Mercedes Brian

- The KTA Board Authority met on January 25th
- The Transit Coordinator is working on new initiatives to help increase awareness and ridership on Kings Transit amongst the senior population
- KTA is in the process of connecting to the VCFN
- The next regular meeting of the KTA Board Authority is February 22, 2017

(3). [VALLEY COMMUNITY FIBRE NETWORK \(VCFN\)](#), Mayor Jeff Cantwell

- Just had the first meeting of the VCFN Monday, February 6th
- Gary Doucette was appointed as Vice Chair of the Committee

(4). [ANNAPOLIS VALLEY TRAILS COALITION \(AVTC\)](#), Councillor Jodi MacKay

- The Harvest Moon Trailway wayfinding signs are being put in on the trail starting with Kings County Trails Society and the Annapolis County Trails Society
- The next meeting of the AVTC is scheduled for February 23, 2017



**i. RFD 006-2017: AVTC MEMORANDUM OF UNDERSTANDING
03-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE
FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE
MEMORANDUM OF UNDERSTANDING WITH THE ANNAPOLIS VALLEY TRAILS COALITION**

CARRIED

(5). WOLFVILLE BUSINESS DEVELOPMENT CORPORATION (WBDC)

- The WBDC Board passed a motion to pursue the Funding Request as presented to the Town of Wolfville Committee of the Whole in January – to be further discussed with the WBDC membership at a meeting scheduled for February 15th

b. INTERNAL

(1). AUDIT COMMITTEE, Councillor Jodi MacKay

- The Audit Committee met on January 20, 2017 during which a review of the 3rd Quarter Variance Report was conducted
- Unlike a year ago, FY 2015/16, this year's results have been tracking closer to a break-even expectation, compared to fiscal 2015/16 when a surplus in excess of \$300,000 was forecast and realized

i. INFORMATION REPORT: 3RD QUARTER FINANCIAL UPDATE

- The 3rd quarter variance update includes a year-end forecast as well. This has been vetted through the Audit Committee and brought forward to Committee of the Whole
- A key thing to look at is that the Town of Wolfville looks to be forecasting a year-end surplus of just over \$80K – a large portion of that is tied to revenues as opposed to expenditure savings
- The report provided to the Audit Committee was part of the recurring financial updates to the Audit Committee and Council. The 3rd quarter results include actual financial results to December 31st as well as forecast year-end results. Financial update included:
 - December 31/16 Financial Variance Report, including Y/E Forecast –Town Operating Fund
 - December 31/16 Capital Project Summary – Town Capital Fund
 - December 31/16 Financial Variance Report, including Y/E Forecast – Water Utility
 - Summary of Significant Variances by Division – Town Operating Fund

(2). TOWN & GOWN COMMITTEE, Councillor Oonagh Proudfoot

- The Wolfville-Acadia Town & Gown Committee met on January 24, 2017 during which the following issues were discussed:
 - Overview of Committee Function
 - Update on Council Strategic Planning Process
 - Welcome Week Update – September 2017
 - Meeting Time and Frequency
 - Acadia Student Union – Community Relations Officer
- The next regularly scheduled meeting of the Town & Gown Committee is Tuesday, March 21



(3). PLANNING ADVISORY COMMITTEE, Deputy Mayor Carl Oldham

- The Planning Advisory Committee met on January 25, 2017 during which the following issues were discussed:
 - Acadia University Innovation Pavilion Development Agreement
 - Overhead Power MPS Amendment
 - MPS Process Report
- The next regularly scheduled meeting of the PAC is Wednesday, March 22

i. RFD 011-2017: ACADIA DEVELOPMENT AGREEMENT – INNOVATION PAVILION

- DA proposal is to construct a 1,200 sq m addition between Huggins Science Hall and Elliott Hall
- Next step will be to hold a Public Hearing

04-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE DEVELOPMENT AGREEMENT FOR 6/12 UNIVERSITY AVENUE TO A PUBLIC HEARING & SPECIAL COUNCIL MEETING ON FEBRUARY 27, 2017

CARRIED

ii. RFD 010-2017: OVERHEAD POWER MPS AMENDMENT

05-02-17 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 MPS AMENDMENT, AS OUTLINED IN THE ATTACHED RESOLUTION 2 (OPTION 3 FROM THE STAFF REPORT), THAT POLICY 8.4.4(C) BE REMOVED AND FORWARD THE APPLICATION ON TO A PUBLIC HEARING, TENTATIVELY SCHEDULED FOR MARCH 21, 2017

CARRIED

(4). RCMP ADVISORY BOARD, Councillor Wendy Donovan

- The RCMP Advisory Board met on January 25, 2017 during which the Board received a presentation from RCMP Criminal Intelligence Analyst C/M Sheri Bezanson, providing an overview of Kings District RCMP Wolfville 2016 Stats and Trends
- Recommendations put forward by the RCMP Criminal Intelligence Analyst included:
 - Communications to the general public and between agencies to proactively identify problem areas within the community
 - Alcohol education programs used as a preventative measure and not just used as a disciplinary measure
 - Closed Circuit Televisions (CCTVs) or signs in parking lots
 - Frequent Shuttle bus service within the Town to transport community members from downtown core to residential areas
 - Involve other agencies (i.e., Fire Marshal, Department of Health)
 - Analytical report(s) to help identify problem areas and conduct pre-emptive work with landlords
- The RCMP Advisory Board identified one local 2017/18 Policing Priority for the Town of Wolfville:
 - To reduce property crime in the Town of Wolfville through Education, Collaboration and Action.
 - Educate residents of Wolfville to reduce crimes of opportunity by securing property and vehicles; and
 - Collaborate with community partners to educate the youth demographic of the effects of abuse of alcohol on the Town of Wolfville through property damage and disturbances



(5). SOURCE WATER PROTECTION ADVISORY, Councillor Oonagh Proudfoot

- The Source Water Protection Advisory (SWPA) met on Thursday, February 2, 2017
- Agenda issues discussed:
 - Updates to Contingency Plan
 - Updates to Potential Contaminate Table
 - Review of the SWPA Committee Policy with regards to Committee members
- The SWPA will continue to meet quarterly with the next meeting scheduled for Thursday, April 13, 2017

6. STAFF REPORTS FOR DISCUSSION:

a. RFD 012-2017: ALLINE STREET CLOSING POLICY AND DISPOSAL

06-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE STREET CLOSING POLICY 320-005 TO CLOSE PORTIONS OF ALLINE STREET FOR PUBLIC STREET PURPOSES

CARRIED

07-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DEEM PARCELS B,C,D,E,F,G,H LOCATED ON ALLINE STREET AND AS SHOWN ON DRAWING NUMBER 16-012-60, B DAVISON SURVEYING & ENGINEERING LTD, DATED JUNE 24, 2016 AS UNUSABLE AND SET A SALE PRICE OF \$1.00 TO BE SOLD TO ABUTTING PROPERTY OWNERS AS PER SECTION 51A OF THE MUNICIPAL GOVERNMENT ACT

CARRIED

b. RFD 013-2017: TROY RESTAURANT AND BLOMIDON INN MPS APPLICATION AMENDMENTS

08-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO ENGAGE AN OUTSIDE PLANNING CONSULTANT TO PROCESS PLAN AMENDMENT REQUESTS FOR TROY RESTAURANT AND THE BLOMIDON INN, WITH AN UPSET LIMIT OF \$25K

CARRIED

09-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE FOLLOWING: "ALL FURTHER REQUESTS FOR AMENDMENTS WILL ONLY BE CONSIDERED AS PART OF THE MPS PLAN REVIEW AND ONE-OFF PLAN AMENDMENT REQUESTS WILL NOT BE CONSIDERED BY COUNCIL OR STAFF UNTIL THE MPS PLAN REVIEW IS COMPLETED".

CARRIED

c. DIRECTION REQUEST: ONE TIME CAPITAL GRANT REQUESTS

(1) LANDMARK EAST SCHOOL EXPANSION

- Report submitted to Council to seek direction from Council regarding the inclusion of funding to support the request from Landmark East School in the 2017-18 draft budget.
- Landmark East School is seeking financial support of \$100,000 from the Town of Wolfville as a contribution to a capital campaign to raise \$2.4 Million to build a new learning centre as an expansion on their current Landmark East School location
- The new complex will include a high school size gym, a creative maker-space, cafetorium and kitchen



- Recommended that a Memorandum of Understanding (MOU) be developed between the Town of Wolfville and Landmark East School
- Not included in the Draft 2017-18 Budget
- Should Council decide to fund this request in any amount, there are a few funding options:
 - Fund using reserves.
 - Fund without reserves, the first draft budget shortfall would need to be eliminated and another \$100,000 in expense/service cuts. Note Budget Draft V2 being reviewed at February COW shows a shortfall of just over \$22,000.
 - Payments could be spread over a number of years; however, the funds needed for this would still likely be reserves. Over a 5-year period, \$20,000 a year would have to be found after the \$22,000 shortfall noted above. Although it is possible to recognize the expense in future years, the grant would have to have conditions that did not make it automatic/ legally binding in each subsequent year.
- CAO highlighted that the Draft MOU will not be available in March, but Wolfville's Manager of Economic Development will further discuss issues with Landmark School in advance of the March Council meeting

10:50am **Chair called a break to Committee of the Whole meeting**

10:59am **Committee of the Whole meeting reconvened**

(2) WOLFVILLE SCHOOL PLAYGROUND

- Report submitted to Council to seek direction from Council regarding the inclusion of funding to support the request from Wolfville School in the 2017-18 draft budget.
- The Playground Improvement Committee affiliated with the Wolfville School is seeking \$100,000 to support improvements to the school playground, with an estimated budget of \$400-500K
- Additional funding sources and partnerships are being explored
- The Wolfville School is listed in the Open Space Master Plan as a Neighbourhood Park. The Plan goes on to state that the availability of accessible neighbourhood parks that can accommodate informal, active participation is an issue and more neighbourhood parks are needed
- Recommended that a Memorandum of Understanding (MOU) between the Town of Wolfville and Wolfville School be developed
- Not included in the Draft 2017-18 Budget
- Considerations for funding of the Wolfville School Playground
 - That Council financially supports Wolfville Playground
 - Council provides the requested amount of \$100,000
 - Council to provide an alternate amount
 - Council fund one element of the project
 - That Council not fund the project

Council Remarks/Observations:

- Funding request should also be put forward to the Municipality of Kings as there are a number of students that attend Wolfville School who do not necessarily reside within Wolfville
- Another potential source of funding would be ASU and Athletics



- Having the ability for children to walk to school and have a usable playground is a key aspect for residents in Wolfville with school age children

d. INFORMATION REPORT: 2017/18 BUDGET

- This was Council's second look at the Town's draft 2017/18 Operating Budget, which reflects direction coming from the January Special COW meeting, as well as adjustments to line items reflecting refined budget estimates
- Based on the direction from Council at the January 24th COW and adjusted budget estimates, the budget shortfall has gone from \$102,300 down to \$22,600. As staff continues to review their budget estimates, there may be room to get closer to break even without substantial decision points. This becomes less likely if decisions are made to add further expenditures to the budget
- The review of the budget included:
 - Review of changes made to Town Operating Budget from V1 to V2
 - Expenditure increases included
 - Contracted Service RCMP \$10,800
 - Partner Contributions – Kings Region \$15,000
 - Not included in V2 of the 2017-18 Budget
 - Landmark East and Wolfville School grant requests \$200,000
 - Devour \$5,000 above Policy
 - Wolfville Historical Society \$5,000 above Policy
 - Additional MPS Phase III resource \$25,000 upset limit
 - Revenue – Cost recovery from WBDC per Town Policy \$4,000
 - Review of draft Capital Budget/Ten Year CIP
 - Key Assumptions:
 - Long Term Debt interest rate = 4%
 - Average term of LTD = 15 years
 - 1% annual growth in town's allocation to capital related costs (LTD & Reserves) – requires \$147,000 more by Year 10
 - Second scenario (1% annual increase Yr 1-5 & 2% annual increase Yr 6-10) would require \$233,000 more by Year 10, still leaves plan underfunded
 - Considerations moving forward
 - Lights at Main/Gaspereau – benefits of moving to Yr 3
 - Prioritizing future open space / parks / trail projects
 - Financial ability to increase capital funding
 - Grants – start looking / applying now, update Council when/if successful
 - Review of Wolfville Water Utility Budget (1st look at Water)

12:16pm Councillor Proudfoot departed Committee of the Whole Meeting



7. REQUEST FOR NEW AGENDA ITEM

a. Request for Waiving of Banner Fees for Rotary Club of Wolfville

**10-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL WAIVE THE BANNER FEES FOR THE ROTARY CLUB OF WOLFVILLE
CARRIED**

8. QUESTION PERIOD

- Question put forward with regards to School playground equipment and what would happen if someone were to hurt themselves, as a matter of liability
- CAO Remarks:
 - Happy Birthday expressed to Director Corporate Services, Jen Boyd
 - Special Town Council Meeting scheduled for Thursday, February 9th is moved to Tuesday, February 14th

9. ADJOURNMENT TO IN-CAMERA MEETING

11-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 12:11 PM TO AN IN-CAMERA MEETING UNDER THE MUNICIPAL GOVERNMENT ACT SECTION 22(2)(C) TO DISCUSS A PERSONNEL MATTER

10. IN-CAMERA AND REGULAR MEETINGS ADJOURNED

12-02-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA AND REGULAR MEETINGS OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 12:29 PM **CARRIED**

Approved by Committee of the Whole Motion 02-03-17, March 7, 2017

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