



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

LATE ARRIVALS

- Councillor Wendy Elliott

ALSO ATTENDING

- Director Corporate Services Jen Boyd
- Director Finance Mike MacLean
- Director Public Works & Parks Kevin Kerr
- Manager Planning Devin Lake
- Planner Jeremy Banks
- Manager Economic Development Marianne Gates, and
- Interested members of the public

CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:32 am

Agenda Item	Discussion and Decisions	
1. Approval of Agenda	01-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED	CARRIED
2. Approval of Minutes	02-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 3, 2017 BE APPROVED AS CIRCULATED	CARRIED
	8:34am Councillor Elliott arrived at the Committee of the Whole meeting	
3. Presentation		
a. Wolfville Animal Control – Cats, Erika Holland	<ul style="list-style-type: none">• Keep Cats Safe is a coalition of organizations and individuals who celebrates the contributions cats and birds make to our lives, our environment, and our communities, and invite the public to consider what they can do to make Canada a safer place for cats and birds• Risks for cats, risks for wildlife and impact to Wolfville were outlined in the presentation	



Agenda Item

Discussion and Decisions

- A growing number of municipalities across Canada are implementing responsible Pet Ownership programs to deal with environmental, health and welfare issues that result from large populations of free roaming cats
- Options presented to Council for municipalities included:
 - Licensing
 - Mandatory identification
 - Accessible spay/neuter
 - Public education
 - Supervised outdoor and nuisance bylaws

Questions/Comments from Council

- Observed that there are more cats on leashes than in the past – leashing of cats is becoming more common
- One of the identified problem areas was students that had cats and then would leave them behind when they moved – is there a particular education program for students residing off campus who have cats as pets? The main issue is seen to be with International Students who own pets but don't realize they can take the pet back to their home country. There is a recognized requirement for greater education through Acadia University
- If the students go through an adoption process, does the adoption process not include asking the question as to whether or not the pet owner plans on returning to their home county?

4. Question Period No questions posed to Council

5. Committee Reports (Internal)

- a. **Audit Committee**
Councillor MacKay
- The Audit Committee met on Friday, October 20, 2017
 - The next regular meeting of the Audit Committee is scheduled for January 26, 2018

(1) RFD 060-2017
Appointment of
External Audit Firm

03-11-17 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, 2018

CARRIED

- (2) Information Report:**
2nd Quarter Variance
Report
- This report comprises one of the components of the Town's commitment to transparency and accountability
 - The quarterly financial update is intended to provide the Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to the budgeted expectations up to the most recent quarter end. In addition, it

Agenda Item	Discussion and Decisions
	provides an opportunity to update on other financial balances that might otherwise not be reviewed until year end, e.g. outstanding accounts receivables
b. <u>Town & Gown Committee</u> Councillor Proudfoot	<ul style="list-style-type: none">• The Town & Gown Committee met on Tuesday, October 31, 2017• Key issues discussed included:<ul style="list-style-type: none">○ Comprehensive Communication Strategy○ Comprehensive Alcohol Strategy Update○ Wolfville-Acadia Partnership Agreement• The next regular meeting of the Town & Gown Committee is scheduled for November 21, 2017
c. <u>RCMP Advisory Board</u> Councillor Donovan	<ul style="list-style-type: none">• A Special RCMP Advisory Board was held on Tuesday, October 24th to continue the September meeting discussion related to policing in the Town of Wolfville• This discussion emerged in response to consideration of office space for the RCMP• The key takeaways from this Special meeting were:<ul style="list-style-type: none">• The Board is generally satisfied with the current policing process• There is work to be done to advance Board and community members' knowledge and awareness of relevant issues
d. <u>Environmental Sustainability Committee</u> Councillor Brian	<ul style="list-style-type: none">• The Environmental Sustainability Committee met on Monday, November 6, 2017• Key issues discussed:<ul style="list-style-type: none">○ Plastics Joint Educational Program○ <u>Sea-Level Rising</u>○ <u>100% Renewable Energy Building Blocks Program</u>○ <u>Nova Scotia Power Energy Saving Programs</u>• The next regularly scheduled meeting of the Environmental Sustainability Committee is January 15, 2018
6. Staff Reports for Discussion	
a. Information Report 2018/19 Capital Budget and Operating Direction	<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">○ Key Financial Data to inform discussion on budget philosophy/approach for the 2018/19 Operating and Capital Budgets.○ Capital budget information including the draft 10-year Capital Investment Plan (CIP) and related Project Charters/Supporting documentation• This begins the process towards the adoption of a 2018/19 Operations Plan with the Plan and related budgets being approved by Council in March 2018



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Discussion and Decisions

- 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

Provincial Financial Indicators (selected highlights)

- Residential Tax Effort – maintained rank 18th out of 27 Towns (2015/16 data)
- Debt Service ratio 5.9% - 9th best in province (2015/16 data)
- 5 Year Capital Purchases – 4th best provincial rank
- 5 Year Transfer to Capital Reserves – Top rank

New additional 2018/2019 requests for money from the Town:

- One-Time Capital Grant Requests – Landmark East, ASU Food Security Project
- Wolfville Historical Society – tax exemption
- L'Arche Homefires – tax exemption
- Evangeline Court Housing Co-Op – tax relief
- Collective Bargaining – current agreement goes to March 31, 2018

10-Year Capital Investment Plan (CIP)

- The early working draft of the Capital Investment Plan (CIP) provides a summary of Town projects tentatively included for completion over the next ten years

Key Assumptions

- Street infrastructure decisions are more than just Paving Condition Index (PCI) related – street infrastructure includes underground pipes, sidewalks, active corridors etc., where applicable
- Long Term Debt (LTD) interest rate is 4% (same as last year)
- Average term of LTD is 15 years
- 1% annual growth assumed in Town's allocation to Capital related costs (LTD & Reserves) for next 4 years, then 2.5% growth annually

Decision Points

After review of the key factors impacting the upcoming budget discussions, Council provided the following takeaways for staff to consider in preparing the first draft of the 2017/18 operating budget (expected in January 2018):

- Council indicated the desire to hold the rate - taxes would be raised based on Cost of Living Adjustment (COLA)/ Consumer Price Index (CPI)
- Separate sidewalk discussions need to be included with a clear plan



Agenda Item

Discussion and Decisions

on maintenance and improvements into the future – maintenance of existing sidewalks is conducted annually and for the long-term, the Asset Management Plan will take sidewalks into consideration

- Town Hall Civic complex (Library/Fire Hall/RCMP) – Council agreement on including this issue in future planning (10-year CIP)
- Kent Avenue (sidewalk on 1 side only) – not seen to be an issue with having a sidewalk on only one side, but more important to have sidewalks in good condition
- Sidewalk (Blomidon Terrace) – recommendation from staff to not move forward with sidewalk construction on Blomidon Terrace. The installation of steps, that are not maintained throughout the winter, is not a practical solution, and would be a safety issue. Staff will bring back further information on this issue for Council’s consideration
- Flood Risk Management – there is more work to be done and Council directed that this remain in the plan
- West End Public Art Feature/Clock Park – the focus in the next few years is the East End Gateway

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

11:00am Committee of the Whole meeting reconvened

- **The In-Camera session of the Committee of the Whole Meeting was brought forward on the Agenda**

7. Adjournment to In-Camera Meeting

04-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING ADJOURN AT 11:04 AM TO AN IN-CAMERA MEETING UNDER SECTION 22(2)(A)(E) OF THE MUNICIPAL GOVERNMENT ACT – PERSONNEL MATTERS AND CONTRACT NEGOTIATIONS

CARRIED

8. Adjournment of In-Camera Meeting

05-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE IN-CAMERA MEETING BE ADJOURNED AT 12:32 PM

CARRIED

9. Regular Meeting Reconvened

06-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING BE RECONVENED AT 12:34 PM

CARRIED



Agenda Item	Discussion and Decisions
10. Staff Reports for discussion (continued)	
b. RFD 056-2017 Council-Committees of Council Meeting Schedule 2018	07-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL ADOPT THE 2018 COUNCIL-COMMITTEES OF COUNCIL MEETING SCHEDULE AS PRESENTED IN RFD 056-2017 CARRIED
c. RFD 063-2017 Council Appointments to Committees of Council	08-11-17 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 COUNCILLORS, EFFECTIVE DECEMBER 2017, AS MEMBERS OF THE COMMITTEES OF COUNCIL FOR A ONE-YEAR TERM IN ACCORDANCE WITH POLICY 610-002 AND BYLAW CHAPTER 87: PLANNING ADVISORY COMMITTEE <ul style="list-style-type: none">• COUNCILLOR WENDY DONOVAN• COUNCILLOR JODI MACKAY RCMP ADVISORY BOARD <ul style="list-style-type: none">• COUNCILLOR WENDY DONOVAN• DEPUTY MAYOR CARL OLDHAM CARRIED
	09-11-17 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 COUNCILLORS, EFFECTIVE DECEMBER 2017, TO THE VALLEY REGIONAL ENTERPRISE NETWORK – LIAISON & OVERSIGHT COMMITTEE: <ul style="list-style-type: none">• MAYOR JEFF CANTWELL• COUNCILLOR WENDY DONOVAN (ALTERNATE) CARRIED
d. RFD 061-2017 MPS Amendment – 329 Main St and 4 Seaview Ave	10-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL RESCIND MOTION 26-02-17, MOVED AND CARRIED AT THE FEBRUARY 21, 2017 TOWN COUNCIL MEETING, WHICH APPROVED THE FOLLOWING “ALL FURTHER REQUESTS FOR AMENDMENT WILL ONLY BE CONSIDERED AS PART OF THE MPS PLAN REVIEW AND ONE-OFF AMENDMENT REQUESTS WILL NOT BE CONSIDERED BY COUNCIL OR STAFF UNTIL THE MPS PLAN REVIEW IS COMPLETED.” CARRIED
	11-11-17 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 PROCEED WITH THE CONSIDERATION OF AN MPS AMENDMENT AND REZONING AT 329 MAIN STREET / 4 SEAVIEW AVENUE CARRIED

Agenda Item

Discussion and Decisions

12-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL CONSIDER REQUESTS FOR PLAN AMENDMENTS, ON A CASE-BY-CASE BASIS, UNTIL THE COMPLETION OF THE MPS PLAN REVIEW IS IMMINENT

CARRIED

11. Request for Agenda Item

a. Options to Hold Landlords Accountable, Councillor Donovan

- Recommended that staff assess options to hold property owners / landlords accountable for actions of their tenants that interfere with the enjoyment of adjacent residents' property and neighbourhoods
- This investigation to include but not be limited to: residential rental licensing, new or revised bylaws, consideration by the Province of unique situations of a post-secondary community related to the [Residential Tenancies Act](#) (2016), opportunities under the [Safer Communities and Neighbourhoods Act](#), and other options that may be available
- Further, that staff provide Council with recommendations as to the most appropriate and viable options to address this issue

13-11-17 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 ASSESS OPTIONS TO HOLD PROPERTY OWNERS/LANDLORDS ACCOUNTABLE FOR ACTIONS OF THEIR TENANTS THAT INTERFERE WITH THE ENJOYMENT OF ADJACENT RESIDENT'S PROPERTIES

CARRIED

12. Conference Updates

a. [REN – Partners for Progress](#), Councillor Donovan

- The [Nova Scotia Regional Enterprise Network](#) (REN) – Partners for Progress Conference was hosted in Baddeck, NS, September 7-8, 2017
- The conference was for the most part presentations by the various RENs regarding their progress as well as issues with which they had dealt

b. [NS Chiefs of Police Association Conference](#), Councillor Donovan

- The [Nova Scotia Chiefs of Police Association](#) – Nova Scotia Association of Police Governance Joint Fall 2017 Conference was hosted at Pictou Lodge Beach Resort, September 27-29, 2017
- The theme of the 2017 Conference was 'Leadership & Governance for the future'

c. Running Effective Meetings, Mayor Cantwell & Councillor Brian

- The Workshop 'Running Effective Meetings, was led by the Parliamentarian Eli Minas, in Halifax, NS, September 22, 2017
- The over-arching advice was that all should come to meetings with an open mind, not empty, but open to receiving information and



Agenda Item	Discussion and Decisions persuasion
d. <u>2017 Atlantic Mayors Congress,</u> Mayor Cantwell	Nothing significant to report
13. CAO Report	The CAO's report was presented to Council as part of the Agenda Package
14. Committee Reports (External)	
a. <u>Valley Waste Resource Management (VWRM)</u> Councillor Elliott	<ul style="list-style-type: none">• The Valley Region Solid Waste-Resource Management Authority met on October 18, 2017 in keeping with the normal meeting schedule• Rick Ramsey is being asked to act as interim general manager until Ross Maybee's replacement is able to take on the role. Rick Ramsey most recently was acting CAO for Kings County and he has indicated he is willing.• Wolfville's CAO, Erin Beaudin, is representing her peers in the Valley on the interview committee recruiting the new CAO.• Due to the volatility of prices for recyclables a small delay is anticipated in putting the 2018-19 operating and capital budgets together for Valley Waste• The next meeting of the Valley Region Solid Waste-Resource Management Authority is scheduled for Wednesday, November 15, 2017
b. <u>Kings Transit Authority (KTA)</u> Councillor Brian	<ul style="list-style-type: none">• The Kings Transit Authority Board met on October 25, 2017• The following Special Projects were discussed:<ul style="list-style-type: none">○ The Purchase and installation of WiFi equipment – Project complete○ The Purchase of 2 new 30' low floor busses – tender awarded, pre-build meeting complete and busses are scheduled to enter the assembly line in late-November○ CAD/AVL Project = Tender has been awarded to Double Map Inc – currently reviewing contract before initial work begins○ The Purchase of two bus shelters for Digby and Annapolis Counties – tender has been awarded for Digby shelter, the second shelter is on hold until concerns are addressed○ Camera Replacement Project – the tender is closed, recommendations presented to the Board at the October 25 meeting○ Accessible Curb Project – tender closed October 24th, recommendations presented to the Board at the October 25



Agenda Item	Discussion and Decisions meeting
c. <u>Kings Point-to-Point (KPPT)</u> Councillor Brian	<ul style="list-style-type: none">• KPPT Board has agreed to move forward with signing a Memorandum of Understanding with the Town of Wolfville to support Emergency Evacuation Transportation operations in the event of an emergency
d. <u>Valley Community Fibre Network (VCFN)</u> Mayor Cantwell	Nothing significant to report
e. <u>Annapolis Valley Trails Coalition (AVTC)</u> Councillor MacKay	<ul style="list-style-type: none">• Community Leadership funding was approved• A discussion was held on the Trans Canada Trail and NS Trails and what it would take to complete• There was an extensive list of things being worked on and enhanced now that Wolfville to Grand Pre Trail is complete – the Grand Opening was the largest yet, with many in attendance• A contract has been set for a Needs Assessment on usage of the trail in different portions – what is needed for more way-finding, educational signage and for compliance signage
f. <u>Wolfville Business Development Corporation (WBDC)</u> Councillor Donovan	<ul style="list-style-type: none">• The WBDC Board of Directors met on October 17, 2017• Work to create the Town of Wolfville Business Registry is ongoing
g. <u>Race Relations and Anti-Discrimination Committee (RRADC)</u> Councillor Proudfoot	Nothing significant to report
15. Motions from In-Camera	
a. RFD 062-2017 Wolfville School Playground Funding Agreement	14-11-17 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 BETWEEN THE TOWN OF WOLFVILLE AND THE ANNAPOLIS VALLEY REGIONAL SCHOOL BOARD REGARDING THE FUNDING COMMITMENT BY THE TOWN AS A ONE-TIME CAPITAL GRANT FOR THE CONSTRUCTION OF THE FUTSAL COURT AT WOLFVILLE SCHOOL
	CARRIED



Agenda Item
16. Adjournment

Discussion and Decisions
**15-11-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE
REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT
12:55 PM**

CARRIED

Approved by Committee of the Whole Motion 02-12-17, December 5, 2017

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