



ATTENDING

- Mayor Jeff Cantwell
- Deputy Mayor Jodi MacKay
- Councillor Mercedes Brian
- Councillor Wendy Elliott
- Councillor Carl Oldham
- Councillor Oonagh Proudfoot
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Amanda Brown

ALSO ATTENDING

- Director Planning & Development Devin Lake,
- Director of Parks and Recreation, Kelton Thomason,
- Director of Finance & Corporate Services, Mike MacLean,
- Director of Public Works, Kevin Kerr,
- Community Development Officer, Nick Zamora, and
- Vanessa Pearson, Coordinator Administrative Services

ABSENT WITH REGRETS

- Councillor Wendy Donovan

CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:31 a.m.

Agenda Item	Discussion and Decisions
1. Approval of Agenda	01-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED CARRIED
2. Approval of Minutes	02-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FROM SPECIAL COMMITTEE OF THE WHOLE IN-CAMERA, JANUARY 17, 2020 BE APPROVED AS CIRCULATED CARRIED
	03-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FROM COMMITTEE OF THE WHOLE, FEBRUARY 4, 2020 BE APPROVED AS CIRCULATED CARRIED
	04-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FROM COMMITTEE OF THE WHOLE IN-CAMERA, FEBRUARY 4, 2020 BE APPROVED AS CIRCULATED CARRIED



Agenda Item	Discussion and Decisions
3. Public Input/Questions	No comments or questions.
4. Conference Update	Minutes have been provided as per the package. There will be another meeting in Truro in April. The Mayor also wanted to give recognition of the ceremony taking place at Acadia University later today where approximately 50 new immigrants will be sworn in as Canadian citizens. This is the first time this has happened at Acadia.
5. Committee Reports (Internal)	No reports to be noted.
6. Staff Reports for Discussion	<ul style="list-style-type: none">• Director Lake provided a summary of comments provided by the public at the Public Meetings recently held. It was noted the first meetings conversations surrounded behavior and zoning issues, while the second meeting discussions were surrounding climate change and accessibility issues.• Proposed fees have been outlined in the latest version.• The Committee commended Director Lake on the very detailed summary and acknowledged the content was provided in such a way if you were unable to attend, you would still understand what took place.
a. RFD 013-2020: Plan Review First Reading	

05-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL GIVE FIRST READING TO THE PLANNING DOCUMENTS AND DIRECT STAFF TO PROCEED TO A PUBLIC HEARING PRIOR TO SECOND READING.

CARRIED

b. RFD 010-2020: Operations Plan and Budget	<ul style="list-style-type: none">• Director MacLean provided a summary of the balanced budget outlining the revisions from Version 2 to Version 3.• Key changes are as follows:<ul style="list-style-type: none">▪ 84% of residential accounts see, on average, an increase of 0.94% (less than COLA of 1.6%)▪ Commercial accounts – not net increase in rates (commercial rate up 1 cent, Business Dev Area Rate down 1 cent)▪ Changes- Revenue: Increased budget by \$30,000 – Low Carbon Communities Grant▪ Expenses: Library Budget/Building: Changes relate to increases that should have been in Version 1 (January 17th)<ul style="list-style-type: none">▪ Maintenance wages increased to match actual cost trend
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Agenda Item

Discussion and Decisions

- Increased Rep. & Maintenance to cover issues identified in the facilities condition assessment a couple of years ago.

Parks & Recreation –

- Increase seasonal weeks for staff
- Increase wages/benefits environmental camps
- Back to Version 1 service level

Public Works – Roads & Streets -

- Small adjustment to Contracted Service estimate - \$4,400

Office of CAO -

- Add \$25,000 to Contracted Service
- Partially funded from Operating Reserves
- Acts as budget contingency requiring CAO approval to access

Grants to Organizations – General Government -

- Reduced by \$45,500

Partner Contributions (IMSA's and Required Provincial) -

- Reduce required education contribution by \$65,100
 - Wolfville's share of student population dropped
 - Small buffer left to allow for any changes to enrollment data
- Reduce contribution to VWRM by \$21,100
 - Final Board approved budget shows lower required contribution
 - Small change (increase) still likely to adjust to final UA once issued by province
- Increase use of Operating Reserves
 - To fund Grants to Organizations, Acadia Turf @\$60,000 and Chrysalis House @\$20,000
 - \$10,000 to partially fund CAO contracted services (contingency allowance)

Other – Low Income Tax Exemption Policy 140-003 -

- Annual changes to low income exemption required by Policy.
- Policy had been scheduled for an update in 2019/20. This did not occur, so changes for 2020/21 similar to last few years.
- Income threshold- a decade ago the town's threshold (\$12,000) and exemption (\$200) had been unchanged since 1999.



Agenda Item

Discussion and Decisions

- Over last 10 years income threshold tied to an indexed income stream (federal OAS and GIS) and exemption amount increased annually.
- Proposed for 2020/21
 - Income Threshold - \$28,000 (2.1% increase from last year)
 - Tax Exemption amount - \$730 (approximates 20% relief on \$250,000 assessment)

06-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL APPROVE THE 2020/21 TOWN OPERATIONS PLAN AND RELATED OPERATING BUDGET, TEN YEAR CAPITAL INVESTMENT PLAN, AND THE WATER UTILITY THREE YEAR OPERATING AND CAPITAL BUDGET, INCLUDING THE FOLLOWING DETAILS:

- **TOWN OPERATING BUDGET WITH REVENUE & EXPENDITURES IN THE AMOUNT OF \$11,152,100.**
 - **RESIDENTIAL TAX RATE OF \$1.475 PER HUNDRED DOLLARS OF ASSESSMENT APPLIED TO TAXABLE RESIDENTIAL AND RESOURCE ASSESSMENTS.**
 - **COMMERCIAL TAX RATE OF \$3.585 PER HUNDRED DOLLARS OF ASSESSMENT APPLIED TO TAXABLE COMMERCIAL ASSESSMENTS.**
 - **TAXES TO BE BILLED BY WAY OF INTERIM TAX BILL (ISSUED IN APRIL, DUE JUNE 1, 2020) AND FINAL TAX BILL (ISSUED IN AUGUST, DUE THE SEPTEMBER 30, 2020).**
 - **INTEREST ON OVERDUE AMOUNTS TO BE CHARGED AT A RATE OF 1.25% PER MONTH.**
- **TOWN CAPITAL BUDGET WITH YEAR 1 TOTALING \$6,324,000, INCLUDING CAPITAL RESERVE FUNDING OF \$1,817,150, OPERATING RESERVE FUNDING OF \$245,000, LONG TERM DEBT FUNDING OF \$1,860,000, INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP) FUNDING OF \$2,200,000, OTHER/EXTERNAL GRANT/CONTRIBUTION FUNDING OF \$131,850, AND \$70,000 FROM THE TOWN'S WATER UTILITY FOR ITS SHARE OF GENERATOR EQUIPMENT PURCHASE.**
- **WATER UTILITY OPERATING BUDGET WITH REVENUES OF \$1,156,400, OPERATING EXPENDITURES OF \$946,700, AND NON-OPERATING EXPENDITURES OF \$196,400.**



Agenda Item

Discussion and Decisions

- **WATER UTILITY CAPITAL BUDGET TOTALING \$115,000, INCLUDING DEPRECIATION RESERVE FUNDING OF \$70,000 AND CAPITAL FROM REVENUE FUNDING OF \$45,000.**

- **FIRE PROTECTION AREA RATE (PURSUANT TO SECTION 80 OF THE MUNICIPAL GOVERNMENT ACT) OF \$0.056 PER HUNDRED DOLLARS OF ASSESSMENT**

- **BUSINESS DEVELOPMENT AREA RATE (PURSUANT TO SECTION 56 OF THE MUNICIPAL GOVERNMENT ACT) OF \$0.28 PER HUNDRED DOLLARS OF COMMERCIAL ASSESSMENT**

- **SEWER FEES**
 - **SEWER USAGE RATE OF \$3.77 PER 1,000 GALLONS OF WATER USED BY CUSTOMER.**
 - **FLAT RATE FEE OF \$72.90 PER QUARTER.**
 - **MINIMUM QUARTERLY CHARGE FOR ANY METERED CUSTOMER \$18.00.**
 - **SEWER CONNECTION FEE OF \$3,500, IF ONLY SEWER HOOK UP**
 - **SEWER CONNECTION FEE OF \$1,000 IF HOOK UP COMBINED WITH WATER**

- **LOW INCOME PROPERTY TAX EXEMPTION**
 - **INCOME THRESHOLD TO QUALIFY A MAXIMUM OF \$28,000.**
 - **MAXIMUM EXEMPTION OF \$730.**

- **GRANTS TO ORGANIZATIONS UNDER GENERAL GOVERNMENT/COMMUNITY DEVELOPMENT (NOT PART OF COMMUNITY PARTNERSHIP POLICY)**
 - **ACADIA SCHOLAR BURSARIES** **\$10,500**
 - **WOLFVILLE HISTORICAL SOCIETY** **\$5,000**
 - **ACADIA UNIVERSITY**
 - **MOU MAIN GRANT ALLOTMENT** **\$35,000**
 - **MOU EVENTS HOSTING CONTRIBUTION** **\$10,000**
 - **ONE-TIME CONTRIBUTIONS TO 3RD PARTY CAPITAL PROJECTS (PER APPLICATION OF TOWN POLICY)**
 - **CHRYSALIS HOUSE** **\$20,000**
 - **WOLFVILLE LIONS CLUB** **\$6,000**



Agenda Item	Discussion and Decisions	
	- WOLFVILLE LEGION	\$10,000
	- ACADIA UNIVERSITY (NEW TURF)	\$60,000
		CARRIED

- c. RFD 014-2020
Spring
Debenture**
- Director MacLean provided a summary regarding the total funds to be approved and noted the amounts are set at the maximum as well as the interest rate is the maximum. It was discussed the borrowing amount may be less then the approved amount requested.

07-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL APPROVE THE ATTACHED RESOLUTION FOR PRE-APPROVAL OF PARTICIPATION IN THE SPRING DEBENTURE ISSUE, WITH THE FOLLOWING MAXIMUM PARAMETERS:

Street Infrastructure, Including sidewalks, underground sanitary, storm systems	\$1,263,425	15-20 years
Shoreline Protection	\$ 350,000	20 years
TOTAL BORROWING	<u>\$1,613,425</u>	

Maximum average interest rate set at 5.5%

CARRIED

- d. RFD 012-2020
Splash Pad**
- Director Thomason summarized the request for a splash pad is to allow the department to have the ability to move forward and control timelines.
 - The Splash pad will be tied to the Visitor Information Centre. There are currently no photos and the drawing provided is not to scale.
 - There will be two zones, one for toddlers and one for youth.
 - Two systems have been investigated and the cost to flow through into the storm system is less then the recirculation. The reused water will be used to look after the greenery throughout the town.

08-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL AUTHORIZE STAFF TO COMMENCE WORK ON THE CONSTRUCTION OF THE SPLASH PAD IN WILLOW PARK PRIOR TO FISCAL 2020/21 IN THE AMOUNT OF \$175,000.

CARRIED



Agenda Item	Discussion and Decisions
e. RFD 006-2020 Signing a Code of Conduct for Elected Officials Policy	<ul style="list-style-type: none">• Vanessa Pearson summarized the policy is to be executed by all elected officials. It is currently signed by all employees as well. <p>09-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL APPROVE THE ATTACHED POLICY #110-011 REQUIRING ALL ELECTED MUNICIPAL OFFICIALS SIGN A CODE OF CONDUCT DOCUMENT.</p> <p style="text-align: right;">CARRIED</p>
f. RFD 007-2020 Employee Conduct Policy – Amendments	<ul style="list-style-type: none">• Vanessa Pearson advised Committee the amendment is the title of the Policy. <p>10-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL APPROVE THE REVISED EMPLOYEE CONDUCT AND DISCIPLINARY POLICY NUMBER 130-019.</p> <p style="text-align: right;">CARRIED</p>
g. RFD 011-2020 Electronic Voting Bylaw – Amendments	<ul style="list-style-type: none">• Vanessa Pearson advised there were changes to the wording to increase the days for voting from 6 days to 9 days. <p>11-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL GIVE FIRST READING TO THE AMENDED ELECTRONIC VOTING BYLAW AND DIRECT STAFF TO PREPARE THE NOTICE OF INTENTION AND SET A DATE FOR SECOND READING.</p> <p style="text-align: right;">CARRIED</p>
h. RFD 008-2020 Delegation of Authority	<ul style="list-style-type: none">• Vanessa Pearson this is to permit the setting of first advance poll (suggested to be October 8th). Gives the Returning Officer the ability to set the date. <p>12-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL DELEGATE AUTHORITY TO THE RETURNING OFFICER TO SET THE DATE OF THE FIRST ADVANCE POLL.</p> <p style="text-align: right;">CARRIED</p>
i. RFD 015-2020 Grants to Organizations – Acadia University- New Turf	<ul style="list-style-type: none">• No further comments provided. <p>13-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL ALLOCATE \$20,000 OF THE \$35,000 AMOUNT NOTED IN THE WOLFVILLE-ACADIA MOU TO GO TOWARDS THE NEW TURF AT THE ACADIA ATHLETIC COMPLEX.</p> <p style="text-align: right;">CARRIED</p>



Agenda Item	Discussion and Decisions
7. CAO Report	<ul style="list-style-type: none">• CAO Erin Beaudin congratulated Dan Stovel on being nominated by Andrew Mitton and selected as the recipient of the Federal Emergency Management Exemplary Service Award in the Category of Resilient Communities. Dan will be attending the award ceremony in Ottawa.• Discussion surrounding Mobility – Micro Transit within specific communities. Currently waiting on Kings Transit discussions and there is nothing in the budget this year, however, there is funding from the Province that will be investigated.
8. Committee Reports	<ul style="list-style-type: none">• Councillor Brian noted she was unable to attend the regular Kings Point to Point meeting and could not find a delegate to attend.
9. Public Input/Question Period	<ul style="list-style-type: none">• No public input or comments.
10. Adjournment to In-Camera Meeting	<p>14-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING ADJOURN TO AN IN-CAMERA MEETING UNDER SECTION 22(2)(c) & (a) OF THE MUNICIPAL GOVERNMENT ACT AT 9:57 A.M.</p> <p style="text-align: right;">CARRIED</p>
11. Adjournment of In-Camera Meeting	<p>15-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA MEETING ADJOURN AT 10:11 A.M.</p> <p style="text-align: right;">CARRIED</p>
12. Regular Meeting Reconvened	<p>16-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING BE RECONVENED AT 10:12 A.M.</p> <p style="text-align: right;">CARRIED</p>
13. Motions from In-Camera Meeting	
a. RFD 009-2020: External Committee Appointment	<p>17-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE REFER THAT COUNCIL APPOINT, WITH IMMEDIATE EFFECT, THE FOLLOWING COMMUNITY MEMBER TO THE WESTERN REGIONAL HOUSING AUTHORITY (WRHA) BENDA GAINER.</p> <p style="text-align: right;">CARRIED</p>



Agenda Item

Discussion and Decisions

**14. Adjournment of
Regular Meeting**

**18-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE
OF THE WHOLE MEETING ADJOURN AT 10:13 A.M.**

CARRIED

**Approved by Committee of the Whole Motion 02-07-20, July 7, 2020
As recorded by Amanda Brown, Assistant, Office of the CAO.**