



ATTENDING

- Mayor Wendy Donovan
- Deputy Mayor Oonagh Proudfoot
- Councillor Isabel Madeira-Voss
- Councillor Jennifer Ingham
- Councillor Jodi MacKay
- Councillor Mike Butler
- Councillor Wendy Elliott
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary, Amanda Brown,

ALSO ATTENDING

- Director of Finance, Mike MacLean
- Director of Planning and Development, Devin Lake
- Director of Public Works, Kevin Kerr
- Director of Parks and Recreation, Kelton Thomason

MEMBERS OF THE PUBLIC

- Rodney Southam

CALL TO ORDER

Chair, Mayor Donovan, called the meeting to order at 8:33 a.m.

Agenda Item	Discussion and Decisions	
1. Approval of Agenda	11-02-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED/AMENDED:	CARRIED
2. Approval of Minutes	12-02-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES FROM COMMITTEE OF THE WHOLE MEETING, FEBRUARY 2, 2021 BE APPROVED AS CIRCULATED.	CARRIED
3. Public Input/Questions	<ul style="list-style-type: none">• No Public Input	



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4. Staff Reports for Discussion

**a. Info Report:
Operational
Plan/Version 3
Budget**

- **OPERATION PLAN** - CAO Beaudin provided a presentation surrounding the Operational Plan and advised they have revamped the operation plan to make it more user friendly. The layout in terms of section is still the same as it was but there's now linkages to the Council Strategic Plan.
- There will be a link where Tax dollars go but it will not be linked until after the final changes have been made and approved in March.
- There is a resource section, By-laws, Policies and Contracts that we hope to do over the years.
- There will be an initiatives section (measuring Success)
- The Acadia Partnership and Agreement and Capital Program will also be linked in the final Operations Plan.
- In terms of Bylaws the following will be moving forward this year – Bill 177 will be brought forward, REMO, Vending, Business Licensing, Skateboard, Taxi and Streets (potential move from year two).
- In terms of Policies- Deputy Mayor, Grants to Organizations, Procurement, Committees of Council (including Terms of Reference), Snow and Ice Clearing, Collective Bargaining and Traffic Calming will all be brought before Council this year.
- In terms of Contracts – Sewer Agreement (Kings County), Regional IMSA's, WBDC, Stile Park Lease, Bank Agreement – BMO, Collective Agreement and Miscellaneous Office Agreements will all be brought before Council this year.
- In terms of Review of the Economic Prosperity for the Town includes the following: Tourism - Destination Acadia, Welcome Centre, Grants Program and Town- Led Events will all be brought before Council this year.
- In terms of Economic Development – Partnership with WBDC, Developing Tools for Success, Implementing MPS, Leveraging our Designations.
- In terms of Social Equity – Celebrating Diversity, Accessibility, Mudley Fund Development, Inclusive Programming, Affordable Housing, Community Harmony will be brought before Council this year.
- In terms of Community Wellness – Alcohol Strategy, Regional Recreation Opportunities, Library and Town Hall, Acadia Pool, Camps Programming, Parks Planning and Amenities, Parks Maintenance, Public Art and Heritage will be brought before Council this year.
- Review of Infrastructure Management – Crosswalk safety, Traffic Management (Review of 4 way stop), Sidewalk Improvements, Street Improvement, Asset Management and Source Water Protection.
- Review of General Initiatives – Regional Partnership, Human Resources Management, Website Re-Development, Enhancing Communications, Water Rate Study and Geographic Information Systems.



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- Review of Acadia Partnership Agreement – Communications, Economic Development, Facilities/Infrastructure, Academic Opportunities, Strategic Planning and Community Harmony. The Town and Gown group is now back together and reviewing everything.
- Review of Considerations – Balance between day- to- day responsibilities and special initiatives. An aggressive workplan. Special Projects Coordinator and Manager of Public Works positions are key to many of the initiatives so if they do not move ahead there will be adjustments. Years 2-4 will become better defined as studies and plans become finalized (Climate Action etc.).
- Measuring Success - This is a work in progress. Management working through different options and opportunities. Some initiatives will have their own measurement, some will be global to each strategic direction.

Adjournment for Break

13-02-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING ADJOURN FOR A BREAK AT 11:26 A.M.

CARRIED

Meeting Reconvened

THE REGULAR COMMITTEE OF THE WHOLE MEETING WAS RECONVENED AT 11:35 A.M.

- **VERSION 3 BUDGET** – Director MacLean provided a summary of the version 3 budget. Key points were as follows:
- Discussion surrounding how the Operations Plan first ties in with the budget. The goals for today are the review of version 2 and version 3, pending changes since version 3 with new info, discuss/direction on tax rate changes, decision point to reduce the deficit. Touch on low-income tax exemption, look at the capital budget and if anything is missing. Review of the water utility budgets.
- There is a shortfall of \$9,100. Subsequent to version 3 released in agenda package on Tuesday, February 25th. The Town received its insurance renewal package. Overall increase is the 37% increase, requiring a budget adjustment of \$19,000. Working document draft version 4 there will be a shortfall of approximately \$28,100.
- Director MacLean reviewed the COLA and taxes and what it means. A breakdown of property tax impacts if there is no change to the tax rate for residential which includes new construction indicates 80.6% of all accounts would see an increase of no more than 0.4%. The largest increase would



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equal \$38 on a \$874,100 assessment and the smallest increase would be \$1.

- Discussion surrounding cost reduction decision points to achieve a balanced budget. The points are as follows:
- **GIS Enterprise** – Small Government Licensing – Issue: current licensing is a 5-user account scenario, limit's ability to expand use throughout organization, Town's current use already ahead of licensing. If full opportunity which is \$20,000 in addition annually to the existing cost of \$3200 will provide the following benefits - it gives 5 administrator and 50 power user accounts, unlimited viewer accounts, will allow GIS to fully integrate with organization's network, provide additional user account levels and requirements, create opportunities to better track, manage, analyze, and distribution information through the web.
- **Not hire VIC (Welcome Centre) Supervisor** – This will be a one- year change and will have an estimated Cost savings of \$21,000. Would require partial redeployment of Alisha's time to support operation.
- **Reduce Mud Creek spending** -(Estimated cost savings of \$5,00 from 18,000-13,000) – Review of event. Impact reduces programming offered thru event, likely musical acts
- **Reduce Summer Parks by 1 Summer Student Position** – Estimated Cost savings of \$10,000 – it would reduce the level of maintenance for the town's open spaces/trails. Current budget allowed for 2 students and the original budget considered 3 students.
- **Reduce Public Works by 1 Summer Student Position** – Estimated Cost savings of \$12,000. No specific task, but rather a general reduction in maintenance work being addressed. This position has not existed in recent years.
- **Reduce Contracted Services – Planning Department** – Estimated Cost Servings-No more than \$30,000. Impact – reduces and or eliminates Department's ability to carry out numerous projects tied to Council Strategic Plan. Need to retain at least \$20,000 for typical planning department needs, e.g., planning application support, likely lost initiatives around Economic Development, WBDC support, market analysis, public engagement. The early draft budget looked at \$75,000, version 3 is now \$50,000. Discussion surrounding if a staff position should be created instead of contracting some services out. Noted by the CAO this will be a building and review year and research will be noted throughout the year to determine if a staff position needs to be created.
- **Other Options** – There are always other options, but most get into established services levels, but could include:
No Contingency Allowance in CAO Office – Staff have shown over last few years this is only used as needed. Elimination of any contingency inhibits staff ability to respond to emerging issues on a timely basis. **Reduce Street**



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Maintenance by a Material Amount – this negatively impacts the community and life span of key assets.

- **Summary** – The VIC option of not hiring a Supervisor this season makes sense given expected construction and reduced weeks opened/possibly hours per week.
- Discussion surrounding the tax rate increase by Council. Direction was provided to staff to hold the tax rate increase and Council agrees to move forward with the staff suggestion of the VIC option.
- **Low Income Exemption** – Proposed thresholds: Income max \$30,000 (was \$28,000). Exemption provided \$750.00 (was \$730.00). The Town averages around 30 properties/year.
- **Capital Budget** – Director MacLean advised there were not a lot of changes in this version. Indicated several projects in future require continued commitment to process needed to work through concept plans as well as feasibility studies/draft proposals and ultimately constructions.
- **Public Works Renovation** – Carried forward from previous year. Approximately half of the project relates to life/fire safety upgrades. Key piece of investment for future to alleviate current lack of space for existing staff, and future use once Town Hall concept refined through public consultation and Council consideration. Budgeted reno costs improve accessibility on first floor, but as previously reported do not meet Accessibility Plan and commitment to Rick Hansen Gold (to be considered more fully with scoping of Town Hall project in future years).
- **Council Chambers** – Concept of what is needed influenced by COVID. Looking forward hybrid meetings (in person/virtual) to become the normal. Assist with space restrictions related to COVID, virtual option enhances accessibility. Staff recommend moderate changes to existing space including - Mobile desks, improved tech for camera virtual feed and audio improvements an replace gallery seats with foldable stackable seats, along with conference type table available providing a more flexible use space and extra meeting room.
- **Devour!** – The ask is \$100, 000. Discussion and options concerning: Connect to a specific feature/element, dollar amount – Council has in past not provided full amount of large request, where do the benefits of the economic multiplier go, clarification, Town supports Devour!. Council had discussion surrounding amounts and requests for clarifications regarding the ask amount. It was suggested an MOU should be adopted for the ask amount or the amount agreed upon to protect the Town’s interest. Direction was provided to staff to bring back to the next Committee of the Whole for a motion for further discussion and removal from the budget.
- **Community Oven** – the ask is \$27,000 (estimated in budget). Provides an enhanced space to community. The request occurs after initial request a couple of years ago when Oven project was initiated. Direction to staff by



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	<p>Council is an MOU should be completed for security of the Town. Council agrees with the amount requested.</p> <ul style="list-style-type: none">• Acadia Pool – The office of the CAO advised there is continued discussion with Acadia.• Water Budget – A rate study is still required otherwise nothing further.• Version 4 Budget Balanced – will be completed for the next Committee of the Whole Meeting.
5. Public Input/Question Period	<ul style="list-style-type: none">• No Public Input.
6. Adjournment of Regular Meeting to In-Camera	<p>14-02-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR COMMITTEE OF THE WHOLE MEETING ADJOURN TO IN-CAMERA AT 12:15 P.M.</p> <p style="text-align: right;">CARRIED</p>
7. Adjournment of In-Camera Meeting and Regular Meeting	<p>15-02-21 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA AND REGULAR COMMITTEE OF THE WHOLE MEETING ADJOURN AT 12:45 P.M.</p> <p style="text-align: right;">CARRIED</p>

**Approved by Committee of the Whole Motion 02-03-21, March 9, 2021
As recorded by Amanda Brown, Assistant, Office of the CAO.**