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**ATTENDING**

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

**ALSO ATTENDING**

- Director of Finance Mike MacLean

**CALL TO ORDER**

Chair, Mayor Cantwell, called the [Town Council Meeting](#) to order at 11:04 a.m.

<b>Agenda Item</b>	<b>Discussion and Decisions</b>
<b>1. Approval of Agenda</b>	<b>19-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED WITH THE FOLLOWING AMENDMENTS:</b> Addition of an In-Camera Meeting under section 22(2)(c) Personnel of the Municipal Government Act.  <b>CARRIED</b>
<b>2. Approval of Minutes</b>	<b>20-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF TOWN COUNCIL MEETING OF MARCH 17, 2020, BE APPROVED AS CIRCULATED.</b>  <b>CARRIED</b>
<b>3. Motion to Adjourn to In-Camera</b>	<b>21-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING BE ADJOURNED TO AN IN-CAMERA MEETING AT 11:06 A.M.</b>  <b>CARRIED</b>
<b>4. Adjournment of In-Camera Meeting</b>	<b>22-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA MEETING BE ADJOURNED AT 11:33 A.M.</b>
<b>5. Regular Meeting Reconvened</b>	<b>CARRIED</b>

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**Agenda Item**

**Discussion and Decisions**

**6. Comments from the Mayor**

**23-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR TOWN COUNCIL MEETING RECONVENE AT 11:33 A.M.**

**CARRIED**

**7. New Business  
a. Overview of Operational Changes**

No comments provided.

Chief Administration Officer, Erin Beaudin provided an update on Municipal operations:

**Council/Committees**

- We will have regular council meetings/update every Tuesday at 6:30 p.m.
- All committee meetings will be on hold for the month of April

**Planning**

- Frontline staff, building inspectors, and development officers are working from home. Inspections are being scheduled for Fridays only.
- Some developments are still proceeding and staff are providing support
- Blair is working with landlords on issues related to waste generated from students moving out. We will discuss this issue with Valley Waste
- We have provided notice to the Commissionaires under our contract that we will no longer be using their services for parking enforcement. As of now we are not enforcing parking with the exception of unsafe issues reported to either Blair or the RCMP
- A protocol for conducting Public Hearings remotely is being finalized based on discussion with other municipalities and the Province in the event that Council decides to proceed virtually with the PH and Second Reading of the MPS while we are dealing with the COVID-19 issue. At this time proceeding virtually is not recommended.

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**Agenda Item**

**Discussion and Decisions**

**Public Works**

- A secure site is up and running that contains standard operating procedures/"cheat sheets" for the operation of essential infrastructure owned by the Municipality, Towns, and relevant Villages. The site can be accessed by operators from each of the municipalities
- Tender documents are still proceeding for essential services and will be done via email where possible.
- Preliminary work on the PW Building Solar System is moving forward, specifically the racking system on the roof. This will require 2 people and social distancing protocols can be followed
- Design work for the Sewage Treatment Plant and PW Renos remains underway

**Finance and IT**

- Staff have been set up across the organization to work from home
- Staff have been using Microsoft Teams to collaborate. A solution for future Council meetings is underway
- The Town website has been updated to more prominently feature updates on COVID-19.
- Year end work and audit preparation will continue, as normally as possible
- Many processes for finance are being tweaked to do as much as possible remotely and to minimize the need to physically come into the office.

**Parks**

- Staff are developing content to engage people in recreational activities while they are home
- Work on the trailhead will continue with the contractors practicing social distancing protocols

**Administration/Council**

- The CAO's from Kings continue to touch base regularly

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**Agenda Item**

**Discussion and Decisions**

- The CAO and Management Team have been working on a reduction in services plan to allow for essential services to continue but reduce costs where possible

**Motions/Recommendations from Town Council Meeting, March 27, 2020.**

**b. RFD 017-  
2020:  
Payment  
Relief  
Measures**

- Make sure we clearly communicate what these decisions will mean for taxpayers
- Staff will be available to answer questions
- These relief measures are still consistent with the memo sent by NSFM President Pam Mood earlier this week.

**24-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL authorize staff to modify previously approved billing and collection practices as follows:**

- **That no arrears interest will be added to property tax customer accounts, effective March 31, 2020 and that this revised practice stay in place until such time as Council authorizes the return to due/dates and interest charges approved in the 2020/21 Budget motion.**
- **That no arrears interest will be added to water/sewer accounts, effective March 31, 2020 and this revised practice stay in place until such time as Council authorizes the return to payment regulations noted in the NSUARB approved Rates and Regulations for the Town of Wolfville Water Utility.**
- **That the Town will not disconnect water accounts in arrears.**

**CARRIED**

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**Agenda Item**

**Discussion and Decisions**

**c. RFD 018-2020:  
Council  
Stipends**

- Staff will be freezing all non-union wages at 2019-2020 levels. COLA and merit increases will not happen to reduce costs.

**25-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT COUNCIL That Council approve leaving Councillor stipends for the upcoming 2020/21 fiscal year at the level paid during fiscal 2019/20.**

**CARRIED**

**4. Correspondence:**

Received as noted in Agenda.

**5. WBDC:**

Staff will request a meeting with the WBDC to discuss ways in which to best support the local business community during this time.

**6. Next Meeting:**

April 7, 2020 – 6:30 P.M.

**7. Adjournment of  
Regular Meeting**

**26-03-20 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR TOWN COUNCIL MEETING ADJOURN AT 12:10 P.M.**

**CARRIED**

**Approved by Council Motion 02-04-20, April 7, 2020  
As recorded by Amanda Brown, Assistant, Office of the CAO**