



# Town Council Meeting

June 16, 2020

6:30 p.m.

Virtual Meeting – via Zoom

## Agenda

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### Call to Order

- 1. Approval of Agenda**
- 2. Approval of Minutes**
  - a. Town Council Meeting, May 19, 2020
- 3. Comments from the Mayor**
- 4. New Business:**
  - a. RFD 029-2020: Stay Healthy Main Street Direction
  - b. RFD 028-2020: Business Development Area Rate Levy
  - c. Information Report: Interim Financial Impact – COVID Update
- 5. Correspondence:**
  - a. Aalap Akypya – Need for Data Entry Search?
  - b. Transition Wolfville Area – Appeal to Suspend 5G
  - c. Nabhila Naatogmah – Town Potholes/Damage to Vehicle
  - d. David Daniels – 2-4 Prospect Street – Accessibility
  - e. Tanya Hunt – Places to Rent



## 6. Regular Meeting Adjourned

## REQUEST FOR DECISION 029-2020

Title: Stay Healthy Main Street One-way option

Date: 2020-06-16

Department: Planning & Development

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## SUMMARY

### Stay Healthy Main Street – One-way option

This request for decision builds on [RFD 025-2020](#) from May 12, 2020. At this meeting Council passed a motion for Staff to:

1. Create limited, temporary spaces for safe physical distancing and enhanced pedestrian experience on both sides of Main Street using existing parking stalls between Highland Avenue and Willow Park. Included shall be enhanced bicycle infrastructure, enhanced accessible parking, limited loading/drop-offs and the KTA bus stop.
2. Include in the 2020-2021 Operations Plan a project that focuses on meaningful Active Transportation improvements and bring forward recommendations that can be included both in the 2021-2022 Budget process and earmarked for longer-term actions.
3. Work collaboratively with other Municipal partners toward the creation of an Integrated Mobility Plan for the Region.

Staff have begun to implement measures on both sides of Main Street where physical distancing may be difficult, using existing parking stalls and materials on-hand. As our new normal has evolved and Staff have (and continue to) meet with business owners as they begin to re-open, an alternative approach has been formulated and Staff are seeking Council direction to move quickly toward implementation.

Staff feel the approach outlined in this report - making Main Street one-way between Gaspereau and Elm - will create a much safer and inviting downtown core for people to navigate by bicycle and on foot. Proposed is a pilot project during our summer season, July 1<sup>st</sup> - September 30<sup>th</sup>.

Staff feel this approach can enhance the 3 areas of Council direction provided on May 12<sup>th</sup> by:

- Creating a 'shared' corridor through this section of Main Street for walking and cycling.
- Creating more opportunities to safely queue while waiting to support our merchants.
- Creating additional space for people to see and experience the heart of our town.
- Creating additional outdoor dining and seating opportunities both for restaurants and take-out.
- Providing an excellent opportunity to monitor and evaluate a short-term change that can test and support long-term actions.
- Showing leadership in the region with a commitment to walkability and downtown business while also amplifying and supporting important public health measures.

## REQUEST FOR DECISION 029-2020

Title: Stay Healthy Main Street One-way option

Date: 2020-06-16

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### DRAFT MOTIONS:

That Council direct Staff to:

1. Finish planning and implement a one-way summer pilot project (July 1 - September 30) on Main Street, between Gaspereau Avenue and Elm Avenue, as outlined in this report.
2. Approve spending up to \$50,000 on the implementation of the project while seeking to offset this amount through grant contributions.

## REQUEST FOR DECISION 029-2020

Title: Stay Healthy Main Street One-way option

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### 1) CAO COMMENTS

The CAO supports the recommendation of Staff.

### 2) LEGISLATIVE AUTHORITY

The Municipal Government Act provides authority for Towns to create, alter, repair sidewalks and streets. The Motor Vehicle Act (through our local Traffic Authority) is also relevant.

Given this is Highway 1, Staff will be reaching out to the Nova Scotia Department of Transportation and Infrastructure Renewal for approval.

### 3) STAFF RECOMMENDATION

As per draft motions.

### 4) ATTACHMENTS

Main Street One-Way Concept Plan (Attached)

### 5) DISCUSSION

#### Overview

With physical distancing and other public health measures now the new normal, restaurants have much lower seating capacity, retail has limitations on the number of patrons that can be in their stores, and as the weather improves and restrictions continue to (hopefully) ease, there will be an inevitable increase in activity in the Downtown Core.

Staff have been working on a one-way street pilot project, since the May 12<sup>th</sup> direction from Council. Staff feel the concept is developed enough to get direction from Council and if endorsed, move quickly to implementation by July 1. Staff and Council should be working to support the re-opening of our downtown in a safe and progressive manner. Moving in-step with businesses as they struggle with our new normal is critical.

The one-way concept shown in Attachment 1 outlines:

- The closure of the west bound lane of Main Street between Gaspereau Avenue and Elm Avenue.
- A barrier down the centerline of Main Street (materials TBD). The concept shows low concrete barriers, supplemented by planters.
- The creation of a wide (3.5m) multi-use, shared lane – for pedestrians and slow-moving cyclists – in the west bound travel lane.

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- The continuation of vehicle movements in both directions on Front Street (West bound Main Street traffic would go around this section on Front Street or take an alternative route).
- Opportunities for outdoor patios and physical distancing space on the south side of the street in existing parking stalls
- The use of existing curb cuts and temporary ramps for accessibility from the travel lane to the sidewalk
- Enhanced patio space on the north side for all who wish to take advantage
- Additional seating and queuing opportunities
- The opportunity to close a portion of Central Avenue and explore Council's interest in improving this street for pedestrians
- A portion of Attachment 1 is shown below – from the Naked Crepe to Annapolis Cider Company on the North side and the Post Office and Juniper on the South side. A generalized example of the existing right-of-way and the proposed right-of-way is also shown below.
- Attachment 1 should be fairly self-explanatory but Staff will step through the concept with a presentation at the Council meeting.

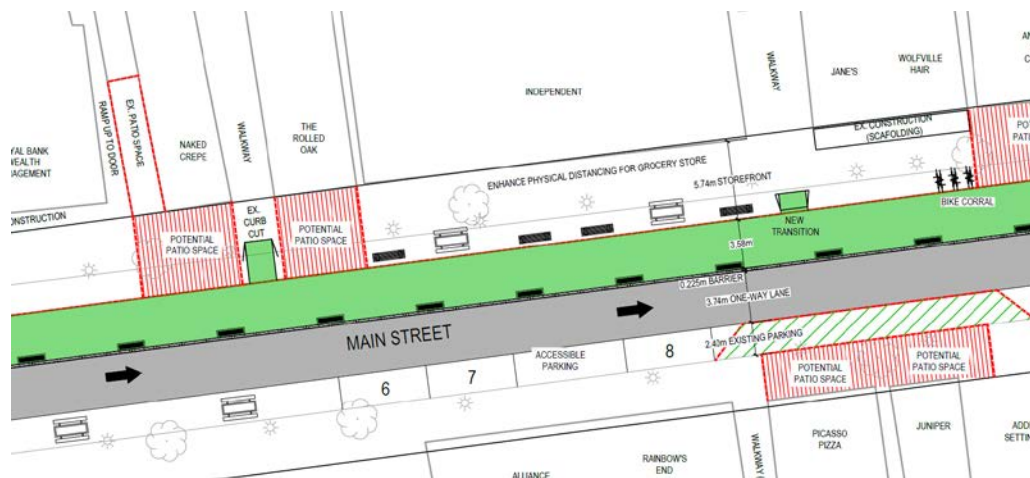


Figure 1: Excerpt from Attachment 1 showing one-way Main St. concept

## REQUEST FOR DECISION 029-2020

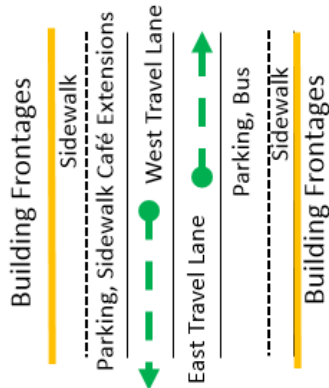
Title: Stay Healthy Main Street One-way option

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### Existing Right-of-Way



### Proposed Right-of-Way

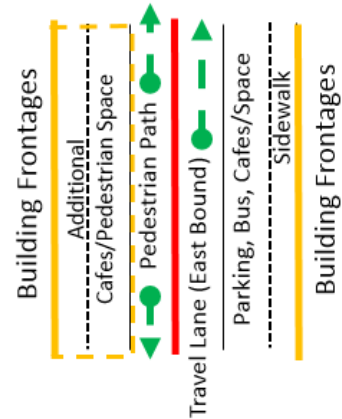


Figure 2: Generalized Existing and Proposed Right of Way between Elm Ave and Gaspereau Ave

It should also be noted that other areas between Gaspereau Avenue and the East End Gateway, in existing parking stalls as outlined in the May 12<sup>th</sup> RFD, are also being created for additional physical distancing space. Restaurants in this area (e.g. Church Brewing) have also contacted planning staff about additional opportunities for seating.

### Business Community

The Director of Planning and Development has met with the owners of Annapolis Cider Company, Joes Food Emporium, Juniper, The Market, Paddys, Church Brewing, The Independent, Kings Arms Commons, The Naked Crepe, The Rolled Oat and others. Staff hope to have additional conversations on the concept in the coming days/are ongoing. The WBDC is supportive of the concept and the idea is out in the community being discussed. All feedback on the idea that the Planning Director has received has been positive. It is important to have Council fully endorse this type of change as inevitably it will not have support from all.

### Parking and Loading

Attachment 1 shows 8 Parking stalls, 2 accessible stalls, the Town Centre Parking lot all maintained on the south side of Main Street. As we move through the summer, this will be monitored, including whether these spots should be 3 hours. Not all patio space shown may be taken, this will depend on Merchant interest. The East End Gateway and other public parking will also continue to be available, a short walk away. Staff have also confirmed the use of the Festival Theatre lot as public parking for the summer and are working on details of this with University staff. Existing parking on Central Avenue is not proposed to be impacted.

## REQUEST FOR DECISION 029-2020

Title: Stay Healthy Main Street One-way option  
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The downtown has a number of loading zones. None are being removed by these changes but on Central Avenue, Staff would like to discuss further with users of this zone given the potential closure of the south end of central (see Attachment 1).

A map of existing downtown parking and loading can be found [here](#).

### Professional Guidance

Staff have been working with a Fathom Studios Engineer, Roger Boychuk (P Eng, Senior Transportation Engineer) on a safety plan and best practice considerations. Staff will continue to seek guidance through the final planning and implementation. Staff are still working through the safety audit, materials and implementation issues with Mr. Boychuk's guidance.

Mr. Boychuk will be available to take questions at the June 16<sup>th</sup>, 2020 Council meeting.

### Signage and Communications

Staff are working on a professional signage plan and have already been communicating the phase 1 Stay Healthy Main Street changes. Safety signage and proper vehicular and pedestrian signage will be important and will be rolled out if this concept is implemented. A Stay Healthy Main Street sign, being rolled out currently, is shown to the right.

### Monitoring and Evaluation

Monitoring the pilot project over the summer for potential medium and long-term (permanent or seasonal) interventions is important and supports Council's desire to improve our mobility options, encourage active transportation, and support our business community.



## 6) FINANCIAL IMPLICATIONS

Staff are requesting to spend up-to \$50,000 on the implementation of this project. Required are appropriate centerline barriers, additional planters, accessibility ramps, signage and safety measures, picnic tables, benches and other materials.

To offset this cost, Connect2 and NS Beautification grants have been or will be applied for and a substantial project contribution will be requested from the WBDC. The goal is to minimize the actual Town contribution but to move quickly, Staff are requesting approval.



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Updates will be provided to Council as we move ahead with implementation.

### 7) CONCLUSION AND ALTERNATIVE

This project can help support our Main Street and the health of our residents and visitors. Direction is required to implement this project in a timely manner.

As an alternative, Council may wish to not proceed with this option and leave the street's vehicle travel lanes status-quo, just using the existing parking stalls for distancing space and patios.



## REQUEST FOR DECISION 028-2020

Title: 2020/21 Business Development Area Rate Relief

Date: 2020-06-16

Department: Planning & Development/Finance

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## SUMMARY

### 2020/21 Business Development Area Rate Relief

The Town collects, through an area rate on commercial properties, \$100,000 towards business development funding. Currently the Town has an agreement with the Wolfville Business Development Corporation (WBDC) to provide the levy amount to that organization. Through a variety of means, and at the discretion of the WBDC Executive and membership, this money goes toward supporting the success of our business community.

Staff have been engaged with the WBDC Board and members on the potential of lessening this tax burden on businesses, by reducing the area rate for the 2020/21 year. In light of the economic hardship most businesses are experiencing due to COVID, the intent is to provide a lower tax bill to commercial properties. The property owners would be expected to pass those savings onto their commercial tenants to the extent possible.

This report brings forward considerations and options for Council to consider before making a decision on what percentage of the levy will be collected this fiscal year.

### DRAFT MOTION:

That Council, as a means to provide additional financial relief to businesses given the ongoing pandemic, provide (insert % percentage and \$ amount decided by Council) reduction in the business development area rate for 2020/21 fiscal year with an equal % reduction in funding to the Wolfville Business Development Corporation.

## REQUEST FOR DECISION 028-2020

Title: 2020/21 Business Development Area Rate Relief

Date: 2020-06-16

Department: Planning & Development/Finance

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### 1) CAO COMMENTS

Options have been provided to support the decision of Council. As this decision is at the discretion of Council, a precise recommendation from staff on the amount of the reduction, if applied, has not been provided.

### 2) LEGISLATIVE AUTHORITY

The [Municipal Government Act](#) (MGA) provides legislative authority for the Town to enact area rates and work with local business development groups.

### 3) STAFF RECOMMENDATION

No recommendation from Staff – considerations and options are provided in this report to support Council decision making.

### 4) REFERENCES AND ATTACHMENTS

- Town 2020/21 Operations Plan and Budget
- June 16 Information Report – Financial Update COVID
- WBDC Financial Statements

### 5) DISCUSSION

#### WBDC Levy Context

The WBDC receives an “annual” amount of \$100,000 in two instalments based on an agreement between the Town and WBDC. The WBDC uses these funds (see attached Financials) for various initiatives to support our business community.

The Town has limited tools and financial capacity to provide relief to businesses. Lessening this tax burden, by some percentage, is seen as an opportunity to provide support where possible.

Other points for context:

- Total Town Budget Operating expenses for 2020/21 = \$11.1 million
  - Commercial taxes (not including BID rate) = \$1.27 million (note Town’s water utility and L’Arche account for 2 of the top 5 commercial assessments in Wolfville).
  - The top 10 commercial assessments (of 107 total accounts) account for almost \$500,000 of the \$1.2 million tax revenue.
  - The remaining 97 accounts “on average” pay \$7,900 in commercial property taxes each (with a high of approx. \$25,000 and a low of a few hundred dollars)

## REQUEST FOR DECISION 028-2020

Title: 2020/21 Business Development Area Rate Relief

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- L'Arche is a non profit and is an example of "commercial" assessment by virtue of not being "residential". As a non-profit/charitable organization they qualify for a tax exemption approved by Council.
- Residential taxes = \$6.36 million
  
- The Town bills twice a year
  - End of April, due end of May – bills approximate 50% of what full taxes will be for the fiscal year
  - End of August due end of September – bill full amount of taxes, net of interim bill already issued
  
- In a normal non-COVID world, arrears interest is added for amounts unpaid after due dates.
  - Council has suspended interest on arrears for the coming months. No date was set to renew charging interest as it is unclear when COVID restrictions will be removed, i.e. allowing businesses and citizens to resume "normal" life.

### WBDC Membership Feedback

Initially the WBDC requested feedback from their membership on collecting 30% of the levy (70% savings) from commercial taxpayers. Pros and cons were submitted through their President and many felt the 70% savings was too high (thus putting the WBDC funding at risk), so collecting 50% was put forward. The majority of members who responded to the amended amount were supportive.

The overall feedback has been mixed and fairly limited from the WBDC membership – some feel the savings is welcomed relief during a pandemic, others feel "the WBDC has an obligation to our business membership to ensure that these funds land into the business operator's hands" (versus building owners) or that the funds should be going towards a "Wolfville re-opening program." There was also concern around the continuity of funding if the amount is reduced this year.

### WBDC Initiatives

A summary of the President's report from the Tuesday, June 9, 2020 WBDC Annual General Meeting is below. It highlights ongoing work and things to come from the WBDC.

## REQUEST FOR DECISION 028-2020

Title: 2020/21 Business Development Area Rate Relief

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## President Report

### WBDC - Making things happen

- WBDC levy - 50% savings
- Summer student
- Greenery and planters - up to \$200 this year
- Holiday wreath program
- Wolfville Song video
- Tourism NS Content Creation Program (highlight video, 7 Things and 5 pictures)
- App / web landing page (Tourism NS Covid response)
- Support local gift card promo
- Supporting Horton grads

### Projects with the Town

- VIC kiosk
- Dykeland parking lot / reallocation of parking and marked parking spaces
- Wayfinding signage
- One-way / walkable Wolfville

### WBDC Sneak peak 2020-2021

- One-way / walkable Wolfville
- Christmas decor
- PPE
- Photography / business media and promo (50/50 cost share)
- Chef Dany Duguay and social media promo of the 'New Wolfville'
- Billboard opportunities
- Projects in partnership with the Town (see above)
- Continued work with Tourism NS and [doitinfwolfville.org](http://doitinfwolfville.org) landing page and app
- New business welcome (package and procedures)



Most of the projects with the Town (wayfinding, parking lot, VIC kiosk) have all been placed on hold/design phase for this year given the current Pandemic. Subject to Council direction on the Stay Healthy Main Street project, an ask will be made to the WBDC for financial support and partnership. The WBDC has already provided letters of support for our grant applications on this project.

The WBDC March 31, 2020 Financial Statements show the organization has over \$200,000 in equity (\$188,491 in Accumulated Surplus and another \$39,000 in a development reserve). This is more than double their annual budget spending. A reduction in the annual funding provided through the Town's area rate would require the WBDC to reduce their program spending, utilize a portion of their current equity position, or a combination of both.

Financially the WBDC could operate at their full budget capacity without any contribution from the Town and still have equity equal to one year's operating expenditures. A more moderate step would be for the Town to contribute a portion of the annual amount, allowing the WBDC to retain a larger portion of their existing equity for future projects (stand alone or in partnership with the Town).

For reference purposes, if

- 50% cut in funding, the area rate would decrease by 14 cents to \$0.14 per hundred dollars of assessment
- If \$30,000 contribution was the goal, then area rate would drop by 70% or 0.196 cents to \$0.084 per hundred dollars of assessment.

A decision by Council is required before August, i.e. before final 2020/21 tax bills are issued.

## REQUEST FOR DECISION 028-2020

Title: 2020/21 Business Development Area Rate Relief

Date: 2020-06-16

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### 6) FINANCIAL IMPLICATIONS

The area rate is applied to commercial accounts only and the amount is turned over to the WBDC. There is no direct impact on the Town's net surplus/deficit position. Whatever amount the levy is reduced by, there would be a corresponding drop in funds turned over to the WBDC.

### 7) CONCLUSION

Considerations have been provided for Council in this report. The feedback from the WBDC does not seem to be decisive but 50% seems to be where they landed (please keep in mind that during a pandemic, it has been difficult to do outreach and grab people's attention). Any amount of relief will be positive, however; given the limited tools at the Town's disposal and the level of reserves that the WBDC is holding, it is difficult to understand, from Staff's perspective, the hesitation from their members on moving toward a substantial reduction/savings.

## INFORMATION REPORT

Title: Interim Financial Update – COVID Impact

Date: 2020-06-14

Department: Office of CAO & Finance

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## SUMMARY

### Interim Financial Update – COVID Impact

Subsequent to the health measures and ultimately provincial State of Emergency declared in March, the impact of COVID has affected all members of the community. This includes the Town of Wolfville organization. Beyond the health concerns around a global pandemic, the steps taken to mitigate spread of the virus have had a serious economic impact on the province.

This Information Report follows on three Request for Decisions earlier in the year dealing with possible mitigation steps dealing with the negative economic outcomes of the pandemic. In addition, through the direction of the CAO and senior management team, the organization took steps prior to the start of the fiscal year to help position the Town to manage the expected revenue losses and cash flow shortfalls likely to happen during 2020/21.

The report, along with the attached Interim Financial Statement update, provide Council with the results to date and how they have successfully positioned the Town to deal with the financial challenges ahead. With the lifting of restrictions there is a sense of starting to return to “normal”. As noted before, it is likely to be a number of years before the economic situation returns to “normal”.



## INFORMATION REPORT

Title: Interim Financial Update – COVID Impact

Date: 2020-06-14

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### 1) CAO COMMENTS

For information purposes. A further discussion will take place on June 30<sup>th</sup> so that staff can receive direction from Council on the status of some discretionary expenditures and projects.

### 2) REFERENCES AND ATTACHMENTS

- Interim Financial Update – Statement of Operations (attached)
- Approved 2020/21 Operations Plan
- RFD 017-2020 Payment Relief Measures
- RFD 018-2020 Council Stipends
- RFD 024-2020 Property Tax Instalment Plan

### 3) DISCUSSION

Despite the gradual lifting of COVID related restrictions, the Town still needs to closely monitor the continuing economic impact. Without maintaining the Town's financial stability, and resulting flexibility it provides, other initiatives Council and staff want to pursue will not be possible.

This update will address two areas of the Town's financial position. Impacts on the Town's bottom line (net surplus or deficit) and cash flow. They are related but do not necessarily move in the same direction. The Town could take steps to ensure a break-even operation, while still suffering serious cash flow issues around slow payment of tax bills.

#### **Financial Update – the bottom line**

Early in April staff started analyzing which Town revenue streams were most likely to be negatively impacted by the COVID State of Emergency. The attached Financial Update statement illustrates projected impacts on several revenues. Brief notations are included regarding the assumptions for each line item.

In total based on current assumptions, the ***Town stands to lose between \$250,000 and \$325,000 in revenues.*** This is consistent with estimates developed in April.

Offsetting these losses are actual expenditure savings to date, and estimated savings based on gradual return to "normal" operations. This info is detailed on page 2 of the Financial Update statement.

- As of May 31<sup>st</sup> the Town has realized savings of approximately \$110,000 in the area of salary/wages/stipends and benefits. All areas of the organization have been impacted by this, both inside workers and outside workers.
- Based on the continued return to work being carried out through the direction of the CAO, there will be additional savings in the area of \$191,000 by the end of the fiscal year.

## INFORMATION REPORT

Title: Interim Financial Update – COVID Impact

Date: 2020-06-14

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- In total the actual to date and expected future savings total \$301,000.

Essentially the steps taken have helped ensure the Town can finish the year at or near break-even. Not all municipal units in the province are in this position.

Additional savings are possible before the end of the year, however this should involve Council discussion and direction on options. An RFD will be brought to a future Council Meeting for direction/decision. These items include:

- Not filling Community Liaison position in the Compliance/Bylaw Department. This position was contingent on Acadia University agreeing to cost share.
  - Savings = \$20,000
- Defer RFP for website redesign to next year
  - Savings = \$25,000
- Defer Crosswalk upgrade to next year. One crosswalk would have been upgraded with new signage/safety beacons per approved Ops Plan.
  - Savings = \$30,000
- Reduce mill/pave street maintenance work. The budget allowance was increased for 2020/21 from last year. The 2020/21 budget = \$357,000 and previous year was \$311,500. Proposed cut would be \$60,000 leaving \$297,000 available. This would still be \$55,000 more than was spent in 2019/20.
  - Savings = \$60,000
- Reduced SPP Grants. Agreements are contingent on Festival/Event occurring. Most if not all events will not occur.
  - Savings = \$30,000
- Reduce/Defer one-time capital contribution grants for Turf at Acadia and new Chrysalis House facility
  - Savings = \$80,000
- Other Festival/Events savings, for example Mud Creek Days, Summer Music Series/Apple Blossom
  - Savings = \$23,000
- Remove portion of CAO contingency allowance not funded by reserves.
  - Savings = \$10,000
- Do not carry out Citizen Satisfaction Survey. The survey provides valuable data, however this summer may not be the time to carry out the survey. Defer to next year.
  - Savings = \$10,000
- Reduce Professional Development/Training. Most conferences/training has been cancelled due to COVID
  - Savings = \$70,000

## INFORMATION REPORT

Title: Interim Financial Update – COVID Impact

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Some of the potential savings were to be funded from Operating Reserves, so not all items will improve the Town's bottom line. They would however reduce dollars out the door.

As the year progress more concrete data will exist on lost revenues, i.e. actual results versus projections. An example of this is Deed Transfer Tax. This revenue is expected to drop with fewer properties changing hands. If one looked at the results for month of April, the assumption of declining revenue would look incorrect as this past April saw the largest Deed Transfer Tax intake in at least 5 years. A month later and May actual result (just received June 10<sup>th</sup>) were half of budget.

Another area to consider is unbudgeted spending which might has or might take place. Some are capital related so bottom line not impacted, but dollars still out the door.

- Purchase of land at East End Gateway                      \$200,000
- Healthy Main Street modifications
  - As per RFD #029-2020 current estimate is \$50,000

Senior Management is currently taking the approach that any unbudgeted initiative needs to have a known expense offset, i.e. eliminate negative bottom line impact. All material proposed unbudgeted spending to come to Council for approval before implementation (as is the case every year), with minor additional spending to be managed through the Office of the CAO.

### **Cash Flow Update**

Staff have been tracking tax payment receipts on a weekly basis since the first week in May. Results have been consistently lower collections compared to May/June 2019. The amount of variance varied widely early on as early payments represent a very low total of overall interim tax bill. The few days before due date and the week after are typically the most telling of how large a problem arrears will be. Just under two weeks ago collections were approximately \$170,000 to \$200,000 behind 2019 pace. As of June 9<sup>th</sup> (posted thru to system) results now are:

- \$302,000 less than 2019 (\$3.16 million received by June 9/19 compared to \$2.8 received to June 9/20).
- In relation to the total interim billing (a better measure of rate of receipts), the Town is 11% behind last year. Only 71% has been received so far this year. Compared to 82% a year ago. This equates to \$443,000.
- A few days ago receipts were upwards of \$600,000 slower.
- Just over \$1.1 million remains outstanding
- Commercial taxes account for \$227,503 of current billings not paid.

## INFORMATION REPORT

Title: Interim Financial Update – COVID Impact

Date: 2020-06-14

Department: Office of CAO & Finance

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- Represents approximately 31% of interim commercial related taxes

In summary, it would be preferable to see receipts come in at a faster pace. That said, collections to date are not as slow as some of the early modeling based on assumptions used by municipalities across the province. For the immediate future, the Town has sufficient Operating Reserves Funds to cover the shortfall. On a go forward basis,

- Staff will continue to monitor receipts on a weekly basis. If needed, options will be brought back before Council with regard tax instalment plans and/or need to access line of credit approved by province through the NS Municipal Finance Corporation.
- Staff will start to reach out to the commercial accounts that are in arrears. Some still outstanding are properties not shut down by the State of Emergency. They should be paying interim bills. For others staff will start discussions on instalments, i.e. pay what you can, but at a pace sufficient to avoid falling any tax sale implications in a year or two.
- A handful of accounts were in arrears before COVID. These accounts will also have to start instalment payments to avoid further action.

Staff will continue to update Council as information is relevant for future decision points.

### 4) FINANCIAL IMPLICATIONS

No financial implications currently, info report only. Possible RFD's in coming months.

### 5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time. Update is COVID impact specific at this time.

### 6) COMMUNICATION REQUIREMENTS

Nothing required at this stage.

### 7) FUTURE COUNCIL INVOLVEMENT

Possible Request for Decisions involving project decision points, possible line of credit and/or tax instalment Policy, and change to interest rate applied to tax arrears.

**Town of Wolfville**  
**Interim Financial Update - Economic Impact of COVID**  
**Based on Statement of Operations to May 31, 2020**

Current Known or Expected Impacts

	<b>Scenario 1</b>	<b>Scenario 2</b>
<b><u>REVENUES</u></b>		
<u>Deed Transfer Tax (loss of \$100,000 to \$200,000)</u> 2/3rds of budget typically occurs by September assume 35% drop by Sept & 50% thru balance of year	(140,000)	(200,000)
<u>Program Fees</u> Loss to date = \$6,700 assume 50% for second half of year	(13,000)	(16,000)
<u>Tourist Bureau Revenues (total budget is \$7,500)</u> With VIC opening late, reduced hours assume 50%	(3,500)	(6,000)
<u>Parking fines</u> Likely to be limited enforcement this year	(26,000)	(26,000)
<u>Interest on Investments</u> BMO Prime rate has dropped 40% ( 3.95% in Feb to 2.45%) with slower cash receipts less funds in account attracting interest assume 60% loss	(27,000)	(35,000)
<u>Interest on Overdue Taxes</u> No interest being charged currently, assume this to Sept 30 Possible reduction in rate once re-established	(41,000)	(41,000)
<b>Possible Loss In Revenue Scenarios</b>	(250,500)	(324,000)
(Actual results may vary from assumptions)		

**Town of Wolfville**  
**Interim Financial Update - Economic Impact of COVID**  
**Based on Statement of Operations to May 31, 2020**

**Savings to Offset Expected Revenue Losses**

<b><u>Salary/Wage &amp; Benefit Savings to May 31st</u></b>	110,000
<p>* In late March, the senior Mgt Team, in conjunction with discussions/updates to Council, started a process to delay/cut approved initiatives in the approved 2020/21 Operations Plan. Pay savings are a result of temporary layoffs, phased return to work of seasonal, reduce FT position to 60%, and other adjustments.</p>	
<b><u>Expected Salary/Wage Savings with continued phase back to "normal" operations</u></b>	
* Do not hire 1 year term position Special Projects position	44,000
* Delay additional staff resource in Bylaw until October 1	16,500
* Put Rec FT position back to 100% from 60%, July 1	1,700
* No shared Rec position with Acadia	25,000
* Delay VIC opening and reduce open hours/weeks	10,000
* No summer student hire P Wks	10,000
* Bring final FT layoff back October 1	21,600
* not hire 2 summer students in Parks	16,500
* Not hire 3 of the 4 summer students in Planning (climate change)	21,000
* continued savings on no merit/CPI	25,000
Total Expected Savings by year end	301,300

## Amanda Brown

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**Subject:** RE: RE:Need For Data entry Search?

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**From:** Aalap Akupya  
**Sent:** May 15, 2020 8:09 AM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** RE:Need For Data entry Search?

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

Hope you are doing well.

I'm writing to follow up on my email below. I didn't hear back from you. Please let me know if you are interested in our services.

I look forward to hearing from you!

Sincerely,

Aalap Akupya  
Marketing Executive  
Email: [aalapakupya@gmail.com](mailto:aalapakupya@gmail.com)

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From: Aalap Akupya <[aalapakupya@gmail.com](mailto:aalapakupya@gmail.com)>  
Sent: Wednesday, Apr 08, 2020 09:20 AM  
To:  
Subject: Need For Data entry Search?

Hi

Good day

We are in the field of data entry services based in India.

For me earning money is not the motive but to have a long term business relationship with my clients-is more important. And I understand this can be achieved only when I deliver the-project successfully. This means post payment after project deliverable also works for me.

- Experience: 12 –years

- Offer: Would be-glad to do a FREE small trial,
- I am-available on Skype to discuss the project and move-forward,

Please let me know if you are interested in my services,

Sincerely,

Aalap Akupya

Marketing Executive

Email: [aalapakupya@gmail.com](mailto:aalapakupya@gmail.com)



**Amanda Brown**

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**Subject:** RE: Appeal to Suspend 5G

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**From:** Transition Wolfville Area <info@transitionwolfvillearea.ca>

**Sent:** May 15, 2020 1:43 PM

**To:** info@transitionwolfvillearea.ca

**Subject:** Appeal to Suspend 5G

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



May 15, 2020

**Re: Appeal to the Government of Canada to Suspend the 5G rollout and to choose safe and reliable fibre connections**

Dear Local Councillors, Commissioners, and School Administrators,

Parliament is remote. School is virtual. Work is online. Recent events have shown us how important safe and affordable high-speed broadband is. Yet many in our nation do not have it.

Yesterday, 24 organizations from across Canada joined forces to voice a science-backed [Urgent Appeal](#) asking the Government of Canada to:

1. Ensure all Canadians have Internet access that is safe, fast, reliable, resilient, secure, affordable and, in the long term, the most environmentally and economically sound for Canada. Fibre is the best solution.
2. Protect Canadians' health and the environment before further rollout of wireless infrastructure, including 5G.
3. Provide a meaningful, transparent process for municipalities and their citizens to have a decisive say over the installation of cellular network antennas.

The infrastructure investments we make today will shape how the Internet will be provided and how it will impact human and environmental health, security, economic well-being, resilience, and sustainability for generations to come.

As detailed and scientifically substantiated in the Appeal, fibre does not emit radiofrequency (RF) radiation that harms human and environmental health. Hundreds of peer-reviewed, published studies show that radiofrequency (RF) radiation can cause cancers, damage sperm and DNA, impair reproduction, learning and memory, and more. Emissions affect basic biochemistry and contribute to chronic illness.

We are in a time of rapid change and financial challenges. Establishing reliable and secure fibre optic networks across the country will assist in economic regrowth. In addition, fibre is 20 times faster than wireless 5G, consumes about ten

times less energy, is less harmful to our environment and is far more protective of privacy than wireless connectivity. Together we can make good changes for Nova Scotia.

Please share this appeal with your staff, colleagues and communities: <http://c4st.org/5Gappeal/>

Sincerely,  
Andrea Schwenke Wyile, Secretary



**TRANSITION**  
WOLFVILLE AREA

see also our April 25th panel: 5G, Your Health & The Environment  
<https://transitionwolfvillearea.ca/event-resources/>

### **Appendix: Canadian Organizations Supporting This Appeal at Launch (May 14th, 2020)**

5G Winnipeg Awareness [MB]  
Albertans for Safe Technology [AB]  
CALM - Call to Action to Limit Microcells [Canada-wide]  
Canadians for Safe Technology (C4ST) / *Canadiens pour une technologie sécuritaire (C4ST)*  
Canadians for Safe Technology (C4ST) Youth Riding Reps [ON]  
Citizens Against the Proliferation of Cell Antennas in the Eastern Townships / *Citoyens contre la prolifération des antennes de téléphonie mobile dans les Cantons de l'Est* [QC]  
Coalition to Reduce Electropollution (CORE) [BC]  
Coalition to Stop Smart Meters [BC] Electrosensitive Society [Canada-wide]  
Environmental Health Association of Manitoba [MB]  
EPIC - Electromagnetic Pollution Illnesses Canada Foundation  
Kingstonians for Safe Technology [ON]  
Let's Connect Salt Spring [BC]  
Let's Stop 5G - Let's Live Safely Campaign / *Campagne Stoppons la 5G – Vivons sans danG* [QC]  
Parents for Safe Schools [BC]  
Prevent Cancer Now (PCN) [Canada-wide]  
Rassemblement ÉlectroSensibilité Québec (RESQ) [QC]  
Stop 5G Magog-Sherbrooke [QC]  
Stop 5G Montréal [QC]  
Stop 5G Rimouski [QC]  
Stop 5G Sutton [QC]  
Stop 5G Val-David [QC]  
Transition Wolfville Area [NS]  
WEEP - The Canadian Initiative to Stop Wireless Electrical and Electromagnetic Pollution

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Transition Wolfville Area  
[info@transitionwolfvillearea.ca](mailto:info@transitionwolfvillearea.ca)  
<https://transitionwoilfvillearea.ca>

## Amanda Brown

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**Subject:** RE: Town Potholes/Damage to Vehicle

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**From:** nabhila

**Sent:** May 24, 2020 2:32 PM

**To:** Jeff Cantwell <JCantwell@wolfville.ca>

**Cc:** Town Council <towncouncil@wolfville.ca>; kker@wolfville.ca

**Subject:** Town Potholes/Damage to Vehicle

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Mayor Cantwell,

I am a resident of the Wolfville community, and on Main Street there are several potholes. More specifically there are a cluster of potholes that are right in front of the crosswalk as you approach Subway. As I was driving yesterday evening I hit one, this has caused severe damage to the struts and springs on my car and BMW has quoted me over \$500 to get this repaired. Continuing to drive with a broken strut could cause my tire to fall off.

This is not the first time I have had to reach out to the Town of Wolfville regarding such an issue. A little over a year ago I was in contact with Kevin Kerr regarding another pothole that caused significant damage to my vehicle in the EXACT same area. The outcome of that, was me being told to make a claim through my insurance company, which I did not do as that would result in my insurance going up. I also did not understand why I should have to do such a thing when it should be the town's responsibility to maintain and fix our roads where applicable. So I ended up having to pay \$700 out of pocket.

This time I refuse to do any such thing, I am not working due to the coronavirus pandemic. I rely on the CERB to support myself until I resume working. For me to now have to fork out over \$500 to repair my car due to damage caused by a pothole seems ridiculous to me. I personally feel Nova Scotia has a huge issue in this department and too many times municipalities are not held responsible for the damage to residents cars when they should be. I have spoken to several friends/wolfville residents who have the same complaints. We pay taxes, we expect that our roads will be attended to and maintained. It is not my responsibility as a resident to do all of that. It is the towns responsibility, therefore if the town hasn't been fulfilling the responsibility of maintaining our roads and it causes damage to ones car the town SHOULD pay. I am not responsible for hitting a pothole when there's no avoiding it. The only way of avoiding it would be for the town to fix it. For me to pay over \$500 right now would be over half of the \$1,000 I get every two weeks. I simply cannot afford this type of unnecessary expense right now. I have done my research and due-diligence by speaking to a lawyer and the department of transportation this time, and was told to contact the municipality. It should not take a resident's car being damaged for a pothole to be fixed. I also find it highly unacceptable to tell someone to make a claim through insurance or pay out of pocket when the damage is not their fault.

I hope this is something I can have resolved as soon as possible. I can't only not afford to fix this, but I cannot drive my vehicle until it is fixed because this is not only a case of damage, now my safety is at risk as well because my wheel could come off at any point while driving with a bad strut. Given that, this time I am more than prepared to take legal action if nothing is done to remedy this. As this would be the SECOND time I have been put in this situation because of potholes and roads that have been left borderline inadequate for driving here in Wolfville. I have attached photos and videos for you to reference. If you look at the video of my strut, you will see that there is a significant amount of oil around it, this

indicates the strut is gone as it should be dry.

Sincerely,

Nabhila Naatogmah

## Amanda Brown

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**Subject:** RE: 2-4 Prospect St. - Accessibility

-----Original Message-----

From: David Daniels

Sent: June 2, 2020 2:44 PM

To: Town Council <towncouncil@wolfville.ca>; Erin Beaudin <EBeaudin@wolfville.ca>

Cc: Keith Irving MLA <ki@irvingmla.ca>; Joe Z Rogers <Joe.Rogers@novascotia.ca>; Gerry Post <gerry.post@novascotia.ca>

Subject: 2-4 Prospect St. - Accessibility

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Council Members and Erin Beaudin

Please accept the attached letter.

I will hopefully be sending along photos of the subject building in a separate email.

Respectfully,

David A. Daniels

June 2, 2020

Dear Council Members

Re: 2-4 Prospect St. - Accessibility

Did the Town's Building Inspector ("BI") erroneously conclude that a barrier-free unit was not required in the building located at 2-4 Prospect St.?

All buildings constructed in Nova Scotia must comply with the Nova Scotia Building Code Regulations (the "Code"), including section 3.8 - *Accessibility*. However, a building does not need to comply with the accessibility requirements if the building falls within one of the listed exceptions.

**3.8.2.1. Application and Exceptions**

*(1) The requirements of this Section apply to all buildings, except*

*(a) houses on their own lot, other than those houses used as roofed accommodation for not more than 10 persons including the owner and the owner's family and that meet the requirements of Sentence (5),*

*(b) semi-detached, houses with secondary suites, **duplexes**, triplexes, townhouses, row houses, boarding houses, and rooming houses, . . . (my emphasis)*

Included in article 3.8.2.1 is the requirement that

*(6) Except as exempt by Clause 3.8.2.1.(1)(a), in a building with multiple suites for care or residential occupancies,*

*(a) one unit conforming to Article 3.8.3.23 shall be provided for every 20 units or part thereof, . . .*

"Residential occupancy" is defined in Canada's National Building Code ("NBC"). The Code incorporates the NBC's definition.

*"residential occupancy" means occupancy or use of a building or part of a building by persons for whom sleeping accommodation is provided but who are not harboured for the purpose of receiving care or treatment and are not involuntarily detained.*

Art. 3.8.3.23 details various requirements for barrier-free dwelling units. These include requirements that are intended to make sleeping areas, bathrooms and kitchens accessible.

It is my understanding that building located at 2-4 Prospect St. contains four dwelling units that are rented and that none of four units is barrier free. As I read the Code, none of the art. 3.8.2.1 exceptions apply to the 2-4 Prospect St. building. Accordingly, in order to comply with the Code, the building should contain at least one accessible unit. I asked the Town's Accessibility Coordinator about the absence of an accessible unit in the building. In response to my question, the BI replied:

**2-4 Prospect Street**

*The lot in question has been subdivided into two parcels, creating two 2 unit dwellings. NSBCR 3.2.2.1(1)(B) [sic] excepts duplexes from the barrier free requirements.*

“Duplex” is not defined in the Code but it is defined in the Town’s Land Use Bylaws (“LUB”):

*Duplex means **a building** that is divided horizontally into two dwelling units, each of which has an independent entrance either directly or through a common vestibule and contains no more than six bedrooms in the building. (My emphasis.)*

The definition of a “duplex” says nothing about the number of parcels on which a building lies. The definition does not discuss the legal status of the dwelling units; whether the units are rented, or owned individually or are part of a co-op or condominium. **A duplex is a building that contains two dwelling units divided horizontally.**

The definition of a “duplex” is consistent with how other types of buildings containing dwelling units are defined in the LUB. They all reference what “a building” contains.

- *Semi-Detached Dwelling means a building that is divided vertically into two dwelling units each of which has an independent entrance and contains no more than three bedrooms per dwelling unit.*
- *Two Unit Dwelling means a building that contains two dwelling units and includes duplex or semi-detached dwellings and contains no more than six bedrooms in the building.*

If a “duplex” is defined as “a building that is divided horizontally into two dwellings units . . .” how is it possible for a building that contains four dwelling units to be

considered a “duplex”? The definition of a “duplex” does not include language that “a building that contains two or more ‘duplexes’ that are connected or share a common wall is also a ‘duplex’”.

The Town’s LUB defines a “Multi-Unit Dwelling” as “a building containing three or more dwelling units.” The building located at 2-4 Prospect St. meets the definition of “multi-unit dwelling” rather than a “duplex”.

=====

There is only one building located at 2-4 Prospect St.

“Building” is defined in the Code as “any structure used or intended for supporting or sheltering any use or occupancy.”

“Structure” is not defined in the NBC but is defined in the Town’s LUB:

*Structure means anything that is erected, built or constructed of parts joined together or any such erection fixed to or supported by the soil or by any other structure. A structure shall include buildings, walls, and signs as well as fences exceeding 2 metres in height.*

The structure located at 2-4 Prospect St. is intended to be used and occupied, and therefore falls within the meaning of a “building”.

The following appears in the Town of Wolfville Community Development Committee Meeting Minutes, dated August 30, 2012:

*4. Continuation of Public Participation Meeting – Development Agreement Proposal – 4 [sic] Prospect Street*

*Director Morrison presented the update to the development agreement proposal for 4 Prospect Street. The developer has revised the plans to reduce the number of bedrooms to 10 which is in keeping with the MPS. **The building would be a semi-detached**<sup>1</sup> with a four bedroom apartment on the upper floors with a one bedroom apartment in the basement on each side.*

*. . .*

*MOTION: It was regularly moved and seconded that the Community Development Committee recommend to Council to Enter into a development agreement with [name redacted] for the construction of **a four dwelling unit residential building** at 4 Prospect Street,*

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<sup>1</sup> Just as the building at 2 – 4 Prospect does not meet the definition of “duplex” contained in the LUB, the building also does not meet the definition of “semi-detached” building also defined in the LUB.



*pursuant to Medium Density Residential Policy 8.2.4 and Part 12.1 of the Municipal Planning Strategy (MPS). MOTION CARRIED. (My emphasis.)*

The Town requires Building/Development Permit Application to be completed if an applicant wishes to construct a building in the Town of Wolfville.

The application for this project states: “*Type of Building - Residential Construction Four Unit Dwelling.*”

The Development Permit issued for this project includes: “*Type of Development: Four Unit Dwelling.*”

The Town’s Footing Permit for this project states: “*Project Four Unit Dwelling*”.

=====

Section 9(5) of the Province’s *Interpretation Act* states:

*(5) Every enactment shall be deemed remedial and interpreted to insure the attainment of its objects by considering among other matters*

*(a) the occasion and necessity for the enactment;*

*(b) the circumstances existing at the time it was passed;*

*(c) the mischief to be remedied;*

*(d) the object to be attained;*

*(e) the former law, including other enactments upon the same or similar subjects;*

*(f) the consequences of a particular interpretation; and*

*(g) the history of legislation on the subject.*

The purpose of section 3.8 of the Code appears straightforward. There is a need in the Province for more accessible housing. Accordingly, the Code should be interpreted in a manner that fosters the construction of more accessible dwelling units. The Town BI’s interpretation of the Code provides developers with a possible way to get around the requirements of including accessible units in the smaller residential buildings they construct.

=====

In a recent important Canadian Supreme Court decision, *Canada (Minister of Citizenship and Immigration) v. Vavilov*, 2019 SCC 65 (CanLII), at para. 79, the Court explained why providing reasons in an administrative context is important:

*“Reasons explain how and why a decision was made. They help to show affected parties that their arguments have been considered and demonstrate that the decision was made in a fair and lawful manner. Reasons shield against arbitrariness as well as the perception of arbitrariness in the exercise of public power . . .”*

Based upon the issues I have raised in this letter, I request that the Town’s Building Inspector be asked to explain and justify his decision. See MGA s. 30(2).

Respectfully,

/s/

David A. Daniels

Cc: Keith Irving, MLA

Joe Rogers, P. Eng. Building Code Coordinator

Gerry Post, Executive Director of the Accessibility Directorate (Ret.)





**Amanda Brown**

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**Subject:** RE: places to rent

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**From:** Tanya Hunt **Sent:** June 11, 2020 9:45 AM  
**To:** Town Council <towncouncil@wolfville.ca>  
**Subject:** places to rent

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

My son has just accepted a position in Windsor, NS & will be living in Wolfville. We are looking for places to rent, with not much luck. I'm wondering if anyone on council would be able to direct me to some sites to look. Fb market place. If you have any information to pass along I would greatly appreciate it.

Thanks,  
Tanya