

TOWN COUNCIL MEETING MINUTES
Town of Windsor, NS – 100 King St.
July 26, 2016
7:00 – 7:58pm

Present:	John Bregante	Acting Mayor
	Laurie Murley	Deputy Mayor
	Scott Geddes	Councillor
	Dave Seeley	Councillor
	Todd Richard	Director of Public Works
	Shelleena Thornton	Municipal Clerk
	Scott Burgess	Fire Chief, WFD
	Doug Armstrong	Director of Finance
Auditors	Duane Saulnier	CPA, CA (Grant Thornton)
	Mike Livingstone	Senior Accountant (Grant Thornton)
Regrets:	Louis Coutinho	CAO
	VanEssa Roberts	Director of Community Development, Tourism & Recreation
Public:	1	Member(s) of the public

1. **CALL TO ORDER** – Chair Bregante called the meeting to order at 7:00pm.

2. **COMMUNITY ANNOUNCEMENTS / ACKNOWLEDGEMENTS** - None

3. **APPROVAL OF MINUTES** – June 28, 2016 Town Council & July 12, 2016 Special Town Council.

MOVED BY MURLEY/SEELEY THAT THE JUNE 28, 2016 TOWN COUNCIL MINUTES AND THE JULY 12, 2016 SPECIAL TOWN COUNCIL MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED

4. **APPROVAL OF ORDER OF BUSINESS** - None

MOVED BY MURLEY/SEELEY THAT THE AGENDA BE APPROVED AS CIRCULATED. MOTION CARRIED

5. **PUBLIC HEARING** – None

6. **DELEGATIONS / PRESENTATIONS**

(a) Duane Saulnier, CPA, CA (Grant Thornton) – Audit Overview for Period Ending March 31, 2016

Mr. Saulnier provided an overview for fiscal year ending March 31, 2016. He said a clean audit report on the consolidated financial statements has been issued and the Town has the resources to meet its current obligations. With respect to the growth ratio, the Town, consistent with other rural municipal units is not showing much of an increase. The Waste Water Treatment Facility has been the item that has impacted the financial statements. A review of the municipal indicators was held (noting these indicators are benchmarks set by the Province for management to assess financial data for improvements). The Town's indicators are quite strong with the exception of some short-term effects due to the new Waste Water Treatment Facility. The indicators should go back to normal this time next year once the financials of the Waste Water Treatment Facility switch over to long-term debt (from short term borrowings).

MOVED BY GEDDES/SEELEY THAT THE TOWN OF WINDSOR'S AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING MARCH 31, 2016 BE APPROVED. MOTION CARRIED

Mr. Saulnier and Mr. Livingstone left the meeting at 7:13pm.

7. BUSINESS ARISING FROM THE MINUTES

(a) **Municipal Government Act (MGA) Review Update** – No update.

8. MOTIONS OF RECONSIDERATION / RESCISSION – None

9. CONSIDERATION OF DEFERRED BUSINESS – None

10. REPORTS

10.1 CHIEF ADMINISTRATIVE OFFICER

(a) **Council Remuneration 2017-2021 Recommendation Report** – Director Armstrong and Clerk Thornton reviewed the report with members of council.

MOVED BY GEDDES/SEELEY THAT COUNCIL CONSIDER APPLYING THE PERCENTILE INDEX WITH THE COMPARATOR MODEL WHEN ESTABLISHING COUNCIL REMUNERATION FOR THE INCOMING COUNCIL EFFECTIVE 01 APRIL 2017 AT 60% AS IDENTIFIED IN THE REPORT (MAYOR \$28,268.00; DEPUTY MAYOR \$18,920.00; EACH COUNCILLOR \$16,714.00). MOTION CARRIED

(b) **Tax Sale Recommendation Report** – A review of the report was held noting that two properties did not sell at the July 13, 2016 tax sale (Assessment Accounts 04514114 and 04427394).

MOVED BY MURLEY/GEDDES THAT THE TREASURER BE AUTHORIZED TO USE \$650.00 PER PROPERTY, AS THE MINIMUM TAX SALE STARTING BID FOR ASSESSMENT ACCOUNTS #04514114 (3282256 NOVA SCOTIA LIMITED, ALBERT STREET) AND #04427394 (3282256 NOVA SCOTIA LIMITED, 207 WATER STREET); AND APPROVE WRITING OFF THE REMAINING OUTSTANDING TAXES, IF AT THE TIME THE PROPERTIES ARE SOLD, THE FULL AMOUNT OF TAXES AND INTEREST OWING ARE NOT RECOVERED. MOTION CARRIED

(c) **Windsor Wear House Building – To Obtain a Structural Engineer Recommendation Report** – A brief overview of the report was held. Director Armstrong noted that on Page 2, the fourth paragraph down, with respect to the latest information from PVSC, some of this information is subject to change.

Discussion was held and Director Richard said a Request for Proposals (RFP) would be put out and recommendation come back to council. When asked if council would be bound to pick one of the RFPs, Acting Mayor Bregante said he didn't believe so. Further discussion was held with respect to the condition of the building and members of council agreed that they did not support putting any money into it until such time as more information was received as to whether it would be worth it. Chief Burgess indicated that the Building Official, Fire Inspector and other in-house staff (public works) have gone through the building and it was at that time that the inspectors suggested a structural engineer inspect and report on its condition. Director Richard said he could connect with some contacts (structural engineers) to do a very preliminary walk-through asking them if they felt one should be retained to compile a report (as that is where the time/money would be spent). This step would be prior to the second step outlined in the report. Members of council supported Director Richard's suggestion and agreed, should one be retained

to compile a report, the scope of work should be very laid out and specific. Director Armstrong continued to review the report indicating that some parameters are identified in the report to council. Council stressed they supported the two-phased approach outlined in the report and that before spending any money retaining a structural engineer, they would like to see any preliminary recommendations/suggestions come back to council. Council agreed day-to-day expenses (securing the building, cleaning the building out) were acceptable; but not repairing the roof or anything like that.

MOVED BY MURLEY/GEDDES THAT COUNCIL APPROVE THE RETENTION OF A STRUCTURAL ENGINEER TO ASSESS THE CONDITION OF THE WINDSOR WEAR BUILDING AND TO MAKE RECOMMENDATIONS ON ITS STRUCTURAL INTEGRITY AND/OR COSTS TO MAKE THE BUILDING STRUCTURALLY VIABLE; AND, THAT COUNCIL AUTHORIZE THAT OPERATING RESERVE FUNDS, IF NEEDED, BE TRANSFERRED INTO THE OPERATING BUDGET TO FUND THE COST OF THE STUDY, AND DAY-TO-DAY BUILDING MAINTENANCE COSTS. MOTION CARRIED

10.2 COMMITTEES OF COUNCIL

(a) AUDIT COMMITTEE

- (i) Audited Financial Statements for Period Ending March 31, 2016 Recommendation – Motion of council identified under Item 6(a).**

(b) COMMITTEE OF THE WHOLE - None

(c) STRATEGY & POLICY COMMITTEE

- (i) Integrated Community Sustainability Plan (ICSP) Goals & Actions Updates Recommendation**

MOVED BY MURLEY/GEDDES THAT THE UPDATED INTEGRATED COMMUNITY SUSTAINABILITY PLAN (ICSP) GOALS & ACTIONS BE SUBMITTED TO THE DEPARTMENT OF MUNICIPAL AFFAIRS FOR THEIR RECORDS. MOTION CARRIED

(d) PLANNING ADVISORY COMMITTEE (PAC) / HERITAGE ADVISORY COMMITTEE (HAC)

- (i) Development Agreement Proposal 261-263 Gerrish Street (PIDs 45059433, 45059425, & 45059441) Recommendation Report – A review of the report was held.**

MOVED BY MURLEY/SEELEY THAT THE DRAFT DEVELOPMENT AGREEMENT FOR 261-263 GERRISH STREET (PIDs 45059433, 45059425, & 45059441) BE CONSIDERED AND PROCEED TO PUBLIC HEARING IN SEPTEMBER 2016. MOTION CARRIED

(e) POLICE ADVISORY BOARD – None

(f) JOINT COUNCIL – None

(g) WATERFRONT DEVELOPMENT COMMITTEE – None

(h) WINDSOR BUSINESS ENHANCEMENT SOCIETY (WBES) - None

(i) REMO – None

10.3 Members of Council – None

11. CORRESPONDENCE, PETITIONS & CALENDAR REVIEW

(a) CORRESPONDENCE (INFORMATION ONLY)

- (i) **Avon View High School (July 6, 2016) – Dr. Garth Vaughan Memorial Bursary** – Thank you letter from Avon View High School. Also acknowledges that Monica Ross was the 2016 recipient.
- (ii) **Department of Municipal Affairs, Province of NS (June 24, 2016) – 12-Month Notice** – A copy of the letter sent to the UNSM giving 12-month notice of Provincial legislation, regulation or administrative actions that could affect decreasing revenues or increasing the required expenditures of municipalities.

MOVED BY MURLEY/GEDDES THAT ALL CORRESPONDENCE BE RECEIVED AND KEPT ON FILE. MOTION CARRIED

(b) **CORRESPONDENCE (REQUESTS ONLY)** - None

(c) **PETITIONS** – None

(d) **MEETING CALENDAR REVIEW** – There were no changes to the August/September 2016 meeting calendar.


12. **ADDED ITEMS** - None

13. **IN-CAMERA** - None

14. **NOTICES OF MOTION** – None

15. **ADJOURNMENT**

MOVED BY GEDDES/SEELEY THAT AT 7:58PM WITH NO FURTHER MATTERS TO DISCUSS, THE MEETING BE ADJOURNED. MOTION CARRIED



ADMINISTRATOR



ACTING MAYOR