

## TOWN COUNCIL MEETING MINUTES

Town of Windsor, NS – 100 King St.

October 25, 2016

7:00 – 7:30 pm

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Present:	Anna Allen	Mayor
	John Bregante	Councillor
	Laurie Murley	Councillor
	Jim Ivey	Councillor
	Shelley Bibby	Councillor
	Louis Coutinho	CAO
	Shelleena Thornton	Municipal Clerk
	Doug Armstrong	Director of Finance
	Todd Richard	Director of Public Works
	VanEssa Roberts	Director of Community Development, Tourism & Recreation
	Troy Burgess	Superintendent of Operations and Traffic Authority
	Scott Burgess	Fire Chief, Windsor Fire Dept.
	John Sweet	Manager, Facility Operations
	Glenn Wentzell	Arena Manager and Summer Operations
	Dianne Levy	Manager of Recreation Programs, Operations & Facilities
	Matt Povah	IT Specialist
	Rhonda Mont	Coordinator of Accounts Payable and Employee Benefits
	Pamela Northup	Coordinator of Accounting & Payroll

Regrets: None

Public: Colin Chisholm Reporter, Hants Journal  
25 Members of the public

1. **CALL TO ORDER** – The meeting was called to order at 7:00pm.

### 2. COMMUNITY ANNOUNCEMENTS / ACKNOWLEDGEMENTS

(a) **Oath of Allegiance & Office – Swearing in of New Council** – CAO Coutinho conducted the swearing-in of Mayor Elect Anna Allen. Once sworn in, Mayor Allen swore-in elected councillors, Shelley Bibby, John Bregante, Jim Ivey, and Laurie Murley.

3. **APPROVAL OF MINUTES** – September 27, 2016 Public Hearing Minutes & Town Council Minutes

**MOVED BY MURLEY/BREGANTE THAT THE SEPTEMBER 27, 2016 PUBLIC HEARING MINUTES AND TOWN COUNCIL MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED**

### 4. APPROVAL OF ORDER OF BUSINESS

Item 12(a) – Add correspondence from David Parker (support letter request)

Item 12(b) – Add correspondence from former councillor Dave Seeley (welcoming the new council)

**MOVED BY BREGANTE/BIBBY THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED**

5. **PUBLIC HEARING** - None

6. **DELEGATIONS / PRESENTATIONS** - None

## 7. BUSINESS ARISING FROM THE MINUTES

- (a) **Municipal Government Act (MGA) Review Update** – CAO Coutinho said this is a standing item on the agenda; however, there is nothing new to report at this time.
- (b) **King Street Permanent Implementation of Traffic Flow Changes** – CAO Coutinho advised a report will be coming at November's Committee of the Whole meeting at which time it will be fully vetted.

## 8. MOTIONS OF RECONSIDERATION / RESCISSION – None

## 9. CONSIDERATION OF DEFERRED BUSINESS – None

## 10. REPORTS

### 10.1 CHIEF ADMINISTRATIVE OFFICER

- (a) **CODE OF CONDUCT FOR ELECTED OFFICIALS** – CAO Coutinho said this was prepared by the previous council. If council supports it, it could be signed at November's Town Council meeting. If council wants changes, please raise them at November's Committee of the Whole meeting. He also noted that the Code of Conduct is voluntary (as to whether one signs it or not).
- (b) **ORIENTATION SESSIONS FOR NEW COUNCIL HAND-OUT** – CAO Coutinho indicated a framework for the proposed orientation sessions was circulated in the agenda package. Days/times should be discussed and determined. There is a session scheduled for 9 a.m. on November 1<sup>st</sup> at the Town Office with Jack Novack. It was noted that the Department of Municipal Affairs is also holding an Orientation Workshop for new council members on November 9 & 10<sup>th</sup> in Truro. Mayor Anna Allen and Councillors Shelley Bibby and Jim Ivey are registered and rooms booked.
- (c) **DEPUTY MAYOR POLICY REVIEW & INFORMATION REPORT** – The report & policy are for review and discussion at the November 15<sup>th</sup> Committee of the Whole meeting. If council wishes to see changes to it, it can be discussed then. Nominations for Deputy Mayor will be held at the November 22<sup>nd</sup> Town Council meeting.
- (d) **COMMITTEES OF COUNCIL & INFORMATION REPORT** - CAO Coutinho provided an overview of the information report and indicated that the supporting documentation was to provide adequate time for council's review. Further discussion will be held at the November 15<sup>th</sup> Committee of the Whole meeting. In the meantime, due to a VCFN (Valley Community Fibre Network) meeting on October 27<sup>th</sup>, Councillor Ivey was asked if he could attend (he agreed).

### 10.2 COMMITTEES OF COUNCIL

- (a) **AUDIT COMMITTEE** - None
- (b) **COMMITTEE OF THE WHOLE** – None (no meeting was held in October due to elections)
- (c) **STRATEGY & POLICY COMMITTEE** – None (no meeting was held in October due to elections)
- (d) **PLANNING ADVISORY COMMITTEE (PAC) / HERITAGE ADVISORY COMMITTEE (HAC)** – None (no meeting was held in October due to elections)
- (e) **POLICE ADVISORY BOARD** – None (no meeting held in October)

(f) JOINT COUNCIL – None

(g) WATERFRONT DEVELOPMENT COMMITTEE

(i) **Letter (Oct. 21, 2016) Seeking Council Direction** – A letter was received from the Chair of the Waterfront Development Committee, Judy Lynch (on behalf of the Committee). Due to a few factors, the committee has been struggling. They don't believe they are representing the community in the way the committee was designed and as a result, they don't feel they are using the Town's resources and staff in an efficient way. They are seeking the advice of council as to how best continue this important initiative. Council requested staff write a report on it and present it for discussion at the November 15<sup>th</sup> Committee of the Whole meeting.

(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) **Dept. of Municipal Affairs (Oct. 19, 2016) – New Councillor Orientation Sessions** – Nov. 9 & 10, 2016 in Truro. Mayor Allen and Councillors Bibby & Ivey are registered and rooms booked.

(ii) **Association of Municipal Administrators (AMA) (Oct. 19, 2016) – AMA Financial Management Workshops** – Financial Management Workshop for Elected Officials is Jan. 12 & 13, 2017 (location TBD). Who is interested in attending? (Mayor Allen and Councillor Bibby indicated they wanted to attend). It was asked that others let Clerk Thornton know as soon as possible.

(iii) **Union of NS Municipalities (UNSM) 2016 Fall Conference** in Halifax Nov. 29 – Dec. 2, 2016 – Early bird pricing ends Nov. 8<sup>th</sup>. Who is interested in attending? Anna will attend but as past president may have registration paid for. CAO Coutinho said there is a policy to send a certain number, but being election year, it could be an exception. Mayor Allen said there is great value of learning and networking at this conference. It was advised that council members let Clerk Thornton know as soon as possible if they plan to attend.

CAO Coutinho said Councillor Murley is currently the Vice President of the UNSM and is in-line for the presidency but needs to be nominated.

**MOVED BY BREGANTE/IVEY THAT COUNCILLOR LAURIE MURLEY BE NOMINATED AS PRESIDENT FOR THE UNION OF NOVA SCOTIA MUNICIPALITY'S (UNSM). MOTION CARRIED**

(b) **CORRESPONDENCE (REQUESTS ONLY)**

(i) **Dan Boyd (Oct. 18, 2016) Birthplace of Hockey High School Tournament** – It was asked if Mayor Allen or a member of Town Council could provide remarks of 2-4 minutes at the Opening Ceremony on Nov. 10<sup>th</sup>. As well, if the Mayor could provide a greeting write-up for the program and if the Town would also purchase a \$100 ¼ page ad in the program. Mayor Allen said she could attend. Director Roberts said that this is an annual thing and is in the budget. She will look after the write-up and ad.

(ii) **David Parker Request** – An email was sent to some members of council requesting a support letter for Mr. Parker's 150 Forward Fund application seeking funding to help re-design and promote his

"Hockey Was Invented by a Nova Scotian" show. (It was noted the request would be forwarded to all members of Council as well as CAO Coutinho and Clerk Thornton).

**MOVED BY MURLEY/IVEY THAT A LETTER OF SUPPORT BE DRAWN UP & SIGNED BY MAYOR ALLEN SUPPORTING MR. PARKER'S 150 FORWARD FUND REQUEST AS PRESENTED IN HIS LETTER. MOTION CARRIED**

(iii) **Dave Seeley Letter** - CAO Coutinho read a letter written by Dave Seeley welcoming and congratulating the new council.

**MOVED BY BREGANTE/BIBBY THAT ALL CORRESPONDENCE BE RECEIVED AND KEPT ON FILE. MOTION CARRIED**

(c) **PETITIONS** – None

(d) **MEETING CALENDAR REVIEW** – November 2016 meeting calendar was reviewed.

Nov. 9<sup>th</sup> PAC Meeting – Re-schedule - Three members of council are away Nov. 9 & 10<sup>th</sup> at the Department of Municipal Affairs' new council orientation. CAO Coutinho suggested rescheduling it for some other date in November as there are items that need discussing.

Windsor Council Orientation Sessions – Nov. 1<sup>st</sup> at 9:00 a.m. with Jack Novack in Council Chambers. Other orientation day/times to be determined.

## 12. ADDED ITEMS

(a) **Misc.** – Mayor Allen thanked election staff for all their hard work and a smooth process. A thank you was also extended to citizens for their support. Councillor Ivey said he's glad to be here and encourages everyone to keep attending meetings. It's a great way to learn and understand what goes on. He added that council toured Town assets and it was very eye-opening. Mayor Anna concluded that council makes policy and staff makes everything run smoothly. She again thanked everyone.

13. **IN-CAMERA** - None

14. **NOTICES OF MOTION** – None

## 15. ADJOURNMENT

**MOVED BY BREGANTE/MURLEY THAT AT 7:30PM WITH NO FURTHER MATTERS TO DISCUSS, THE MEETING BE ADJOURNED. MOTION CARRIED**

(A reception was held following this council meeting. Everyone was encouraged to stay for it).

  
MUNICIPAL CLERK

  
MAYOR