

TOWN COUNCIL MEETING MINUTES

Town of Windsor, NS – 100 King St.

November 22, 2016

7:00 – 9:20pm

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
	Scott Burgess	Fire Chief, Windsor Fire Dept.

Regrets: None

Public: 1 Member(s) of the public

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

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

3. **APPROVAL OF MINUTES** – October 25, 2016 Town Council Minutes

MOVED BY BREGANTE/MURLEY THAT THE OCTOBER 25, 2016 TOWN COUNCIL MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED

4. **APPROVAL OF ORDER OF BUSINESS**

- Item 12(a) – Windsor Hockey Heritage Society - Add correspondence (request) asking if the Town would purchase a table at the Jan. 28, 2017 banquet.
- Item 12(b) – Town Crier Lloyd Smith Re-appointment.
- Item 12(c) – Municipal Affairs (Nov. 21, 2016) – Add correspondence re. Clean Water and Wastewater Fund (Tongue Hill and Gerrish Street projects).
- Item 12(d) – Canada 150.

MOVED BY BREGANTE/BIBBY TO APPROVE THE AGENDA AS AMENDED. MOTION CARRIED

5. **PUBLIC HEARING** - None

6. **DELEGATIONS / PRESENTATIONS**

(a) **MLA Chuck Porter and Mr. Greg Kelly, Long Pond Society (Hockey Heritage Centre)** – This was a scheduled presentation; however, the presenters did not show up.

7. **BUSINESS ARISING FROM THE MINUTES**

(a) **Municipal Government Act (MGA) Review Update** – CAO Coutinho said the working group met and went through many papers. All is on-going. (Mayor Allen noted an email was received from the Union of NS Municipalities (UNSM) with respect to Municipal and Community Rural High Speed Internet funding. The

deadline is December 31st). Councillor Ivey asked what items have been raised during the review and CAO Coutinho said they varied. Initially there were 500 matters that have since been narrowed down to about 150. The items have been divided amongst the working groups. He will forward this information to council.

8. MOTIONS OF RECONSIDERATION / RESCISSION – None

9. CONSIDERATION OF DEFERRED BUSINESS – None

10. REPORTS

10.1 CHIEF ADMINISTRATIVE OFFICER - None

10.2 COMMITTEES OF COUNCIL

(a) AUDIT COMMITTEE - None

(b) COMMITTEE OF THE WHOLE

(i) Deputy Mayor Appointment

MOVED BY BREGANTE/IVEY THAT LAURIE MURLEY BE APPOINTED DEPUTY MAYOR FOR A TERM NOVEMBER 2016 – NOVEMBER 2018. MOTION CARRIED

(ii) Committees of Council Appointments

MOVED BY MURLEY/BIBBY THAT:

- **SHELLEY BIBBY (BREGANTE AS ALTERNATE) BE APPOINTED TO THE ANNAPOLIS VALLEY REGIONAL LIBRARY BOARD;**
- **LAURIE MURLEY (IVEY AS ALTERNATE) BE APPOINTED TO THE WINDSOR BUSINESS ENHANCEMENT SOCIETY (WBES);**
- **ANNA ALLEN (BIBBY AS ALTERNATE) BE APPOINTED TO REGION 6 SOLID WASTE;**
- **JOHN BREGANTE, JIM IVEY, AND LAURIE MURLEY BE APPOINTED TO THE WINDSOR POLICE ADVISORY BOARD;**
- **JOHN BREGANTE BE APPOINTED TO DYKELAND LODGE BOARD;**
- **JIM IVEY (ALLEN AS ALTERNATE) BE APPOINTED TO THE VALLEY COMMUNITY FIBRE NETWORK;**
- **ANNA ALLEN (BIBBY AS ALTERNATE) BE APPOINTED TO THE REGIONAL ENTERPRISE NETWORK (REN);**
- **SHELLEY BIBBY (MURLEY AS ALTERNATE) BE APPOINTED TO THE WATERSHED ADVISORY COMMITTEE;**
- **ANNA ALLEN BE APPOINTED TO THE BIRTHPLACE OF HOCKEY PROJECT;**
- **ANNA ALLEN, LAURIE MURLEY, JOHN BREGANTE BE APPOINTED TO REMO; AND THAT**
- **LAURIE MURLEY & SHELLEY BIBBY BE APPOINTED TO THE JOINT POOL GOVERNANCE COMMITTEE.**

MOTION CARRIED

MOVED BY MURLEY/BIBBY THAT COUNCILLOR IVEY BE THE CHAIR OF THE STRATEGY & POLICY COMMITTEE. MOTION CARRIED

MOVED BY IVEY/MURLEY THAT COUNCILLOR BIBBY BE APPOINTED TO THE COMMUNITY LIAISON COMMITTEE FOR HWY. 101. MOTION CARRIED

(iii) Mayor's Task Force on Downtown Revitalization & Waterfront Development

MOVED BY MURLEY/BREGANTE THAT THE WATERFRONT & DOWNTOWN INITIATIVES BE MERGED AS A SINGULAR EFFORT TOWARD A RENAISSANCE OF THE DOWNTOWN AT-LARGE, AND THAT COUNCIL DISCUSS THE POSSIBLE ESTABLISHMENT OF A MAYOR'S TASK FORCE ON DOWNTOWN REVITALIZATION AND WATERFRONT DEVELOPMENT. MOTION CARRIED

(iv) Travel & Expense Policy – Council agreed to posting online monthly expenses for council and the CAO (and to potentially be reviewed (for frequency) at a later date.

MOVED BY MURLEY/BREGANTE THAT COUNCIL APPROVE THE ADOPTION OF THE PROPOSED TRAVEL AND EXPENSE POLICY. MOTION CARRIED

(v) Geo-Textile Dewatering Bags – Water Treatment Backwash Lagoons Sludge Removal

MOVED BY MURLEY/BREGANTE THAT STAFF ENTER INTO A CONTRACT AND ACCEPT THE COMPLIANT BID FROM SCOTIA TECH FLUID SERVICES FOR THREE (3) GEOTEXTILE BAGS AS OUTLINED IN THEIR QUOTE OF JULY 7, 2016 FOR THE QUOTED PRICE OF \$46,005.00 PLUS HST. TOTAL ESTIMATED PROJECT COST FOR THIS PROJECT IS \$71,000.00 PLUS HST WITH THE ADDITIONAL FUNDING BEING USED FOR SLUDGE REMOVAL, POLYMER AND CHEMICAL FEED SYSTEM, RENTAL PUMP AND DREDGING SERVICE. FUNDING TO BE ALLOCATED FROM THE WATER UTILITY DEPRECIATION FUND PURSUANT TO THE 2016/17 WATER UTILITY CAPITAL BUDGET. MOTION CARRIED

(vi) Active Transportation Policy – After the motion was passed, it was noted that when the policy or addendum come up for review, perhaps “accessibility” should be worded stronger. It was noted that bike lanes were already included.

MOVED BY MURLEY/IVEY THAT THE TOWN OF WINDSOR APPROVE THE ATTACHED AVON REGION ACTIVE TRANSPORTATION POLICY. MOTION CARRIED

(vii) Joint Council Meetings Reinstatement – CAO Coutinho said a draft Terms of Reference was sent to West Hants' CAO, Cathie Osborne and she added to it as well. West Hants is meeting this evening. Mayor Allen indicated that the intent is for both CAOs and her and the Warden to meet regularly as well.

MOVED BY MURLEY/BIBBY THAT JOINT COUNCIL MEETINGS BETWEEN THE TOWN OF WINDSOR AND THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE RE-ESTABLISHED AND IF AGREEABLE WITH WEST HANTS, THAT BOTH CAOS DRAFT THE TERMS OF REFERENCE. MOTION CARRIED

- (c) STRATEGY & POLICY COMMITTEE** – None (no meeting was held in November). Meet monthly.
- (d) PLANNING ADVISORY COMMITTEE (PAC) / HERITAGE ADVISORY COMMITTEE (HAC)** – None (next meeting is Nov. 23, 2016).
- (e) POLICE ADVISORY BOARD** – None (next meeting is Nov. 28, 2016).

- (f) **JOINT COUNCIL** – None (meeting is tentatively scheduled for 5-7 pm on January 12, 2017 in West Hants Council Chambers). Some items for agenda consideration are Avon Region branding, I-Valley presentation, REN presentation.
- (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) **Annapolis Valley Regional Library (Nov. 4, 2016) – Thank you letter** – A letter was received thanking former Councillor Scott Geddes for his representation on the Board.
- (ii) **West Hants Historical Society – Welcome note to new council** – A card was received along with historical postcards welcoming the new Windsor council.

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

Brief discussion was held with respect to what correspondence comes before council. CAO Coutinho said if it is from other levels of government, etc., yes. But if correspondence pertains to operational matters, not necessarily as it may be matters staff can address/tend to. If council members receive correspondence, it should be forwarded/circulated to all council members and the CAO so it can be addressed appropriately. It was noted that rather than have members of council respond to a matter independently, it be discussed/reviewed and the Mayor respond as the spokesperson on behalf of council.

(b) CORRESPONDENCE (REQUESTS ONLY) – Item added to the agenda under 12.

(c) PETITIONS – None

- (d) **MEETING CALENDAR REVIEW** – December 2016 meeting calendar was reviewed. It was noted to add:
Dec. 3 – Council’s Strategic Planning Session with Jack Novack from 9am – 3pm; location TBD
Dec. 5 – Watershed Advisory Meeting at 7pm
When asked, it was noted that council members are welcome to attend the staff Christmas party.

12. ADDED ITEMS

- (a) **Correspondence (request) from Windsor Hockey Heritage Society Re. Banquet Table Purchase** – Mr. David Hunter said the date has been changed from Jan. 28th to Jan. 21st: VIP at 5pm; dinner and hot stove starts at 6:30pm.

MOVED BY MURLEY/BIBBY THAT THE TOWN OF WINDSOR PURCHASE A BANQUET TABLE FOR \$600 AT THE LONG POND HERITAGE HOCKEY CLASSIC ON JANUARY 21, 2017 (COUNCILLORS/STAFF ARE WELCOME TO PURCHASE TICKETS). MOTION CARRIED

- (b) **Town Crier Lloyd Smith Re-appointment** – Letter to be sent to Town Crier re. re-appointment.

MOVED BY BREGANTE/IVEY THAT TOWN CRIER LLOYD SMITH BE RE-APPOINTED AS THE TOWN OF WINDSOR'S TOWN CRIER DURING THIS COUNCIL'S TERM OF OFFICE (UNTIL OCTOBER 31, 2020). MOTION CARRIED

- (c) Correspondence from Municipal Affairs (Nov. 21, 2016) Clean Water and Wastewater Fund** - A letter with copies of the Contribution Agreements re. funding partnership for the Tongue Hill Water Transmission Main Upgrade Project and the Gerrish Street Water and Sewer Systems Renewal Project.

MOVED BY MURLEY/BIBBY THAT THE CORRESPONDENCE BE RECEIVED AND KEPT ON FILE. MOTION CARRIED

- (d) Canada 150** – When asked if Windsor would be doing anything related to this, CAO Coutinho said the Jewish League may have their celebration here and that would be Windsor's big event. This is the only celebration he is aware of at this time. He will find out if there are other events and let council know. Brief discussion was held with respect to fireworks and CAO Coutinho said money may be available through Canada 150. He will report back to council.

Misc – Brief discussion was held on Dykeland Lodge Board and the expiration of citizen-member appointments (and the lack of potential quorums at their upcoming meetings). Councillor Bregante said Dykeland Lodge has already met in November and isn't meeting in December so it should be fine. Clerk Thornton advised that the vacant positions on the assorted Boards/Committees will be advertised within the next two weeks and hopefully appointments made at the end of January/February 2017.

13. IN-CAMERA – Only members of council & CAO Coutinho stayed for the in-camera session.

(a) Section 22(2)(c) Personnel Matter

MOVED BY BREGANTE/MURLEY THAT AT 7:51PM, THE MEETING MOVE IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

MOVED BY BREGANTE/IVEY THAT AT 9:20PM, THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED

14. NOTICES OF MOTION – None

15. ADJOURNMENT

MOVED BY BREGANTE/MURLEY THAT AT 9:20PM, WITH NO FURTHER MATTERS TO DISCUSS, THE MEETING BE ADJOURNED. MOTION CARRIED


MUNICIPAL CLERK


MAYOR

