

**WINDSOR TOWN COUNCIL
COUNCIL MEETING MINUTES
April 11, 2017 – 7:00 – 8:00pm
Council Chambers, 100 King St, Windsor, NS**



Attendance:

Laurie Murley	Deputy Mayor, Chair
Shelley Bibby	Councillor
Jim Ivey	Councillor
Louis Coutinho	CAO
Shelleena Thornton	Municipal Clerk
Doug Armstrong	Director of Finance
Todd Richard	Director of Public Works

Regrets:

Anna Allen	Mayor
John Bregante	Councillor

Public/Delegations:

Gerry Isenor	G.A. Isenor Consulting Ltd
Colin Chisholm	Reporter, Valley Journal Advertiser
1 member of the public	

- 1. CALL TO ORDER** - Vice-Chair Murley called the meeting to order at 7:00pm.
- 2. ANNOUNCEMENTS / ACKNOWLEDGEMENTS** - None
- 3. CITIZEN (GALLERY) ACKNOWLEDGEMENT** - None
- 4. APPROVAL OF MINUTES** – March 28, 2017 Town Council Meeting Minutes & Public Hearing Minutes, and April 4, 2017 Special Town Council Meeting Minutes.

March 28, 2017 Town Council Meeting Minutes – Item 7(c) - 6th paragraph reads “...may have with the contingency now included (it wasn’t included before).”

Amendment: “...may have with the contingency reflecting 15% now compared to the 10% previously.”

MOVED BY IVEY/BIBBY THAT THE TOWN COUNCIL MEETING MINUTES OF MARCH 28, 2017 BE APPROVED AS AMENDED (NOTED ABOVE). MOTION CARRIED

MOVED BY BIBBY/IVEY THAT THE MARCH 28, 2017 PUBLIC HEARING MEETING MINUTES AND APRIL 4, 2017 SPECIAL TOWN COUNCIL MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED

- 5. APPROVAL OF ORDER OF BUSINESS & AGENDA** (Additions/deletions if any)

Item 13(a) – Add Association of Municipal Administrators of NS (AMANS) Correspondence (Apr. 6, 2017) RE. 12-month notice

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

6. PUBLIC HEARING – None

7. DELEGATIONS / PRESENTATIONS

(a) **Gerry Isenor, G.A. Isenor Consulting Ltd. - Sewer Rates Info Report & Review** – Mr. Isenor introduced himself and said the intent of the Sewer Rate Review was to develop a fair rate structure for customers.

He reviewed the Comparative Statement of Operations which outlines what happens if the rate structure does not change, as well as how much revenue the Town requires. He further reviewed the operating budgets as well as planned capital spending and noted the importance of having the Reserve Fund.

With respect to how the rate structure is set up, the base charge is approximately 30% and pertains to having the service available. The other part is the usage charge (approx. 70%) and is based on what goes in; comes out. It was noted that meter size impacts these as well. He further reviewed the rate structure and meter capacity ratio.

Mr. Isenor provided a brief overview of how much water & waste water is being sold to customers. He noted that water consumption is decreasing for a variety of reasons (i.e. family-size, consumption conservation, as well as appliances being more efficient (i.e. toilets, washers, etc)).

The ‘Summary of Rates’ in the document shows comparisons of average rates (what may be being paid now to what is proposed). Director Armstrong noted the last study was done in 2011 (it was a five-year rate plan approved by the council of the day). Mr. Isenor noted the new waste water facility cost is built in to this study and is higher. It was noted that water conservation will hurt the revenues; however, there may be some (minimal) cost savings on energy costs. When asked about customer growth and consumption, Mr. Isenor said the Town will not see a dramatic growth in customers but perhaps lower consumption (that is a common theme across the province).

Discussion was held with respect to just having a usage rate and not a base rate. Mr. Isenor said there would need to be a very large customer base (100,000 – 500,000 customers).

Mr. Isenor noted the Sewer Reserve Fund can only be used for sewer and not other uses.

When asked about billing solely for inflow, Mr. Isenor said that is where the calculations derive. When asked about just substantially increasing the inflow rate and not having an outflow rate (sewer rate), Mr. Isenor said it wouldn’t reflect true costs.

Discussion was also held with respect to the Sewer Reserves, 2016/17 approx. \$1.4 million but the proposed starts just over \$800,000. It was asked if the town overspent. Director Armstrong said the proposed rate structure projections includes debt borrowing and approximately \$700,000 of it would be allocated to the Sewage Treatment Facility debt. This gives a starting balance of approximately \$800,000. When asked the impact if that didn’t get applied, Mr. Isenor said it would change it as the proposed rate structure is to help it be self-sustaining (in the fifth year, having \$200,000 put aside). Director Armstrong said if the Town uses the \$700,000 to offset, he is estimating \$3 – 3.5 million of borrowing. If the Town doesn’t use it, it will be over \$4 million.

Upon conclusion of the presentation and questions, Director Armstrong said the rates currently being used are the 2015/16 rates. He advised a report with respect to the proposed sewer rate review will be brought forward for budget discussions.

MOVED BY IVEY/BIBBY THAT THE SEWER RATE REPORT & PRESENTATION BE RECEIVED. MOTION CARRIED.

Mr. Isenor left the meeting at 7:42pm.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) **Municipal Government Act (MGA) Review Update (if any)** – CAO Coutinho said they are meeting at the end of this month. The Deputy Minister met with all CAOs last Friday (April 7) to go over municipal structure/reform. Many ideas were discussed and collected.

(b) **Dangerous or Unsightly Premises Update**

- 5491 Hwy. 14 – Demolition permit order issued for the barn.
- 1952 King Street – Demolition permit order issued. Received a call from the Solicitor representing the bank asking if the Town would extend the timeline because his client did not grant access to the house. CAO Coutinho advised the timeline would not be extended. The bank indicated they have to foreclose and asked if there was an estimated cost to demolish the building. CAO Coutinho said he declined to provide that estimate as often it is a means for them to decide whether to just walk away from the property or not.
- 245-247 Victoria Street – Order to Demolish was issued to the Solicitors of the mortgage company. CAO Coutinho heard back from them and they have apprised their clients on the Town's position.

Brief discussion was held with respect to how a bank could just walk away from a property. CAO Coutinho noted it was similar to the old Stephens & Yeatons property on Water Street and when there appears to be no owner. CAO Coutinho will look into whether the Town takes on the liability (safety liability) once an owner walks away from a property.

- Paddy's Pub Property (Cole Drive) – CAO Coutinho spoke with West Hants' CAO Cathie Osborne. She advised from West Hants' perspective, the building is secure and it is not deteriorating. The building is up for sale and there is still a permit out for it.

Brief discussion was held with respect to other properties as well. CAO Coutinho said there is a Memorandum of Understanding (MOU) with a developer re. the old Windsor Wear Outlet on Water Street. The developer has been in-touch with some waterfront property owners seeking their input.

CAO Coutinho has also left a voice-message with Mr. Schmidt asking if paint could be applied to that building as well.

9. MOTIONS OF RECONSIDERATION / RESCISSION - None

10. CONSIDERATION OF DEFERRED BUSINESS - None

11. REPORTS

11.1 Chief Administrative Officer - None

11.2 Committees of Council

- (a) **Audit Committee - None**
- (b) **Committee of the Whole Recommendations – None (COTW/Budget Mtgs scheduled for April 24-27)**
- (c) **Strategy & Policy Committee - None**
- (d) **PAC / HAC Recommendations - None**
- (e) **Police Advisory Board – None**
- (f) **Joint Council - None**
- (g) **REMO – None**
- (h) **Watershed Committee – None**

11.3 Members of Council - None

12. CORRESPONDENCE / PETITIONS & MEETING CALENDAR REVIEW

(a) Correspondence (Information Purposes Only)

(i) Fr. Minister Churchill (Mar. 23, 2017), 12-Month Notice – Correspondence was received re. 12-Month Notice under the Municipal Government Act with respect to any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This correspondence relates to fiscal year 2018/19 and beyond. Summary of changes include: Department of Justice (Biological Casework Analysis Agreement, and Legalization of Cannabis); Nova Scotia Environment (Cap and Trade Program for Greenhouse Gas Emissions, Drinking Water Requirements); Department of Municipal Affairs (Uniform Assessment, and Joint Municipal Accountability and Transparency Committee).

MOVED BY BIBBY/IVEY THAT THE MARCH 23, 2017 CORRESPONDENCE FROM MINISTER CHURCHILL (12-MONTH NOTICE) BE RECEIVED AND KEPT ON FILE. MOTION CARRIED

(b) Correspondence (Requests)

(i) Smoke Free NS (Apr. 3, 2017 e-mail) – Plain Packaging Letter Support Request – Seeking municipal support to the federal government regarding cigarette plain-packaging and a resolution of council. (No action of council).

MOVED BY IVEY/BIBBY THAT THE APRIL 3, 2017 CORRESPONDENCE FROM SMOKE FREE NS BE RECEIVED AND KEPT ON FILE. MOTION CARRIED

(c) Petitions – None

(d) Meeting Calendar Review – Atlantic Mayors Congress May 17-19, 2017 in Summerside, PEI.

13. ITEMS ADDED TO AGENDA UNDER #4 (if any)

(a) AMANS Correspondence (Apr. 6, 2017) Re. 12-month Notice - The intent of the twelve-month notice letter gives municipalities a full year to budget effectively; however, the letter from the Minister is vague and the issues identified are very speculative without giving municipalities any guidance to actual financial impacts they can expect. The AMA hopes the UNSM will respond to the Minister’s letter requesting he provide more detail to assist municipalities in accurately planning for the future.

14. IN-CAMERA MATTERS - None

15. NOTICES OF MOTION - None

16. ADJOURNMENT

WITH NO FURTHER MATTERS TO DISCUSS, AT 8:00 PM, IT WAS MOVED BY BIBBY/IVEY THAT THE MEETING ADJOURN. MOTION CARRIED

Chair

Municipal Clerk