

WINDSOR TOWN COUNCIL
Town Council Meeting Minutes
January 23, 2018 – 7:00 – 7:42pm
Windsor Council Chambers, 100 King St, Windsor, NS

Attendance:

Anna Allen	Mayor, Chair
Laurie Murley	Deputy Mayor
John Bregante	Councillor
Shelley Bibby	Councillor
Jim Ivey	Councillor
Louis Coutinho	CAO
Shelleena Thornton	Municipal Clerk
Doug Armstrong	Director of Finance
Todd Richard	Director of Public Works
Scott Burgess	Fire Chief, WFD
VanEssa Roberts	Director of Community Development, Tourism & Recreation
Jeremy Banks	Planner

Regrets: None

Public:

Colin Chisholm Reporter, Valley Journal Advertiser
No members of the public

1. **CALL TO ORDER** – Mayor Allen called the meeting to order at 7:00pm.
2. **ANNOUNCEMENTS / ACKNOWLEDGEMENTS** – 7th Annual Long Pond Classic is Jan. 27, 2018.
3. **CITIZEN (GALLERY) ACKNOWLEDGEMENT** – No one present.
4. **APPROVAL OF MINUTES**

Dec. 19, 2017 Minutes – Item #2 “Announcements” – Where it says “The Healthy Authority is looking to out of province...” AMEND to read, “The Health Authority is looking around the province.”

MOVED BY BREGANTE/BIBBY THAT THE DECEMBER 19, 2017 TOWN COUNCIL MEETING MINUTES BE APPROVED AS AMENDED. MOTION CARRIED

MOVED BY BREGANTE/MURLEY THAT THE SPECIAL COUNCIL MEETING MINUTES OF JANUARY 18, 2018 BE APPROVED AS CIRCULATED. MOTION CARRIED

5. **APPROVAL OF ORDER OF BUSINESS & AGENDA** (Additions/deletions if any)
Item 13(a) Add FCM Conference May 31 – June 3, 2018

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

6. PUBLIC HEARING – Held prior to this meeting at 6:00pm

- (a) Ground Signage in TC and P-CDD – Second Reading –** It was noted that Councillor Bibby was excluded from voting due to not being in attendance at the public hearing.

MOVED BY MURLEY/BREGANTE THAT SECOND READING BE GIVEN TO THE AMENDMENTS TO THE WINDSOR MUNICIPAL PLANNING STRATEGY (MPS) AND LAND USE BY-LAW (LUB), TO PERMIT GROUND SIGNS BY DEVELOPMENT AGREEMENT AND TO PERMIT A SINGLE GROUND SIGN AT 40 WATER STREET, WINDSOR, NS, AS OUTLINED BELOW:

MPS AMENDMENTS RE: GROUND SIGNS IN THE TOWN CENTRE (TC) AND PESAQUID DEVELOPMENT DISTRICT (P-CDD) ZONES

1. AMEND POLICY 4.13.4 AS FOLLOWS:

POLICY 4.13.4 IT SHALL BE THE POLICY OF COUNCIL TO CONTROL NEW GROUND SIGNS IN THE TOWN CENTRE (TC) ZONE AND THE PESAQUID COMPREHENSIVE DEVELOPMENT DISTRICT (PESAQUID CDD).

2. AMEND POLICY 7.2.1 AS FOLLOWS:

POLICY 7.2.1 IT SHALL BE THE POLICY OF COUNCIL THAT THE FOLLOWING CATEGORIES OF DEVELOPMENT PROPOSALS IN THE TOWN CENTRE ZONE WILL BE CONSIDERED BY DEVELOPMENT AGREEMENT SUBJECT TO POLICY 7.2.2:

- (A) NEW MAIN BUILDINGS;**
- (B) ADDITIONS IN EXCESS OF 1,000 FT² (92.9 M²) IN FLOOR AREA TO THE FRONT FAÇADE OF AN EXISTING BUILDING;**
- (C) WHERE THE DEVELOPMENT WILL BE LOCATED ON A PARCEL OF LAND EXCEEDING ONE ACRE (0.4 HECTARE) IN SIZE; OR**
- (D) GROUND SIGNS.**

AMENDMENTS TO WINDSOR LAND USE BY-LAW (LUB) RE: GROUND SIGNS IN THE TOWN CENTRE (TC) AND PESAQUID DEVELOPMENT DISTRICT (P-CDD) ZONES

1. AMEND POLICY 6.1 AS FOLLOWS:

- (E) DEVELOPMENT PROPOSALS IN THE TOWN CENTRE ZONE IN ACCORDANCE WITH SECTION 7.2 OF THE MUNICIPAL PLANNING STRATEGY FOR: SIGNS IN ADDITION TO THOSE OUTLINED IN SECTION 7.18 OF THE LAND USE BY-LAW; NEW MAIN BUILDINGS; ADDITIONS IN EXCESS OF 1,000 FT² (92.90M²); FLOOR AREA TO THE FRONT FAÇADE OF AN EXISTING BUILDING; OR PARCELS EXCEEDING ONE ACRE (0.4HA);**
- (G) DEVELOPMENT PROPOSALS IN THE PESAQUID CDD IN ACCORDANCE WITH SECTION 7.5 OF THE MUNICIPAL PLANNING STRATEGY FOR: SIGNS IN ADDITION TO THOSE OUTLINED IN SECTION 7.18 OF THE LAND USE BYLAW; NEW MAIN BUILDINGS; ADDITIONS IN EXCESS OF 1,000 FT² (92.90 M²) FLOOR AREA; ACCESSORY STRUCTURES IN EXCESS OF 500 FT² (46.45 M²) FLOOR AREA; OR A CHANGE IN USE IN AN EXISTING BUILDING TO A USE NOT PERMITTED IN THE TC ZONE;**

2. AMEND POLICY 7.9 AS FOLLOWS:
 - 7.9 GROUND SIGNS SHALL BE SET BACK A MINIMUM OF 5 FT (1.52 M) FROM ANY STREET LINE, COMMON LOT BOUNDARY, DRIVEWAY, AISLE OR PARKING AREA, WITH THE EXCEPTION OF 40 WATER STREET WHERE A GROUND SIGN FOOTING THAT EXISTED PREVIOUS TO 2005 MAY BE USED.
3. AMEND POLICY 7.18 AS FOLLOWS:
 - (I) TC AND PESAQUID CDD
 - (A) MAXIMUM NUMBER/AREA OF SIGNS - TOTAL OF 2 SIGNS PER BUSINESS PREMISES WITH ADDITIONAL BY DEVELOPMENT AGREEMENT, EXCEPTING BUSINESSES WITH NO STREET FRONTAGE AT 40 WATER STREET WHICH ARE PERMITTED TO SHARE A SINGLE GROUND SIGN

GROUND SIGNS

- (H) MAXIMUM NUMBER – A SINGLE GROUND SIGN FOR BUSINESSES WITHOUT STREET FRONTAGE AT 40 WATER STREET. ADDITIONAL GROUND SIGNS MAY BE CONSIDERED BY DEVELOPMENT AGREEMENT AS PER SECTION 6.1 (E) OR (G).
- (I) MAXIMUM HEIGHT – 17 FT (5.18M) FOR BUSINESSES WITHOUT STREET FRONTAGE AT 40 WATER STREET
- (J) MAXIMUM SIGN AREA- 40 FT² (3.7M²) FOR BUSINESSES WITHOUT STREET FRONTAGE AT 40 WATER STREET

MOTION CARRIED

7. DELEGATIONS / PRESENTATIONS - None

8. BUSINESS ARISING FROM PREVIOUS MINUTES

- (a) **Municipal Government Act (MGA) Review Update** (if any) – CAO Coutinho said there was nothing new to report. The Province has new people looking at how best to address the next steps.

9. MOTIONS OF RECONSIDERATION / RESCISSION - None

10. CONSIDERATION OF DEFERRED BUSINESS - None

11. REPORTS

11.1 Chief Administrative Officer

- (a) **Waterfront Re-development Memorandum of Understanding (MOU) Extension Recommendation Report**

MOVED BY BREGANTE/MURLEY THAT THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TOWN OF WINDSOR AND PARSONS GREEN DEVELOPMENTS LTD. (PGD) SIGNED ON FEBRUARY 10, 2017 BE EXTENDED UNTIL MAY 01, 2018. MOTION CARRIED

11.2 Committees of Council

- (a) **Audit Committee** – Next meeting is March 27, 2018 at 5:45pm. CAO Coutinho will look to recruit a citizen-member for the Audit Committee (as per the policy approved at the November 28, 2017 Town Council meeting). When asked if a citizen-member would be on the committee by the March meeting, Director Armstrong said he and CAO Coutinho have not met to discuss it; however, the committee can meet without one appointed.
- (b) **Committee of the Whole Recommendations**
- (i) **Overall Direct Responsible Charge Service Agreement with West Hants Termination** – West Hants provided the Town of Windsor with 12-month notice to terminate the Agreement. The letter also stated that should the Town accept shorter notice, they would be grateful.
- MOVED BY MURLEY/IVEY THAT THE “OVERALL DIRECT RESPONSIBLE CHARGE SERVICE AGREEMENT” OF MAY 26, 2014 BETWEEN THE TOWN OF WINDSOR AND THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE TERMINATED EFFECTIVE MARCH 31, 2018. MOTION CARRIED**
- (ii) **Inter-Municipal Services Agreement Re. Hockey Heritage Centre Project** – Although there was a recommendation from the January 9, 2018 Committee of the Whole meeting, it was agreed to hold this recommendation and re-address at the February 2018 Town Council meeting as there are going to be upcoming discussions with the Municipality of the District of West Hants on what direction they want to take on this project (and they want to know the same of Windsor).
- (iii) **Land Matter Agreement (Legal Matter)**
- MOVED BY MURLEY/BREGANTE THAT AS PER THE JANUARY 9, 2018 IN-CAMERA MEETING, LEGAL MATTER DISCUSSIONS, THE MAYOR SIGN THE LAND MATTER AGREEMENT. MOTION CARRIED**
- (c) **Strategy & Policy Committee Recommendations** – None (no meeting was held in Jan. 2018)
- (d) **PAC / HAC Recommendations** – See Item 6(a).
- (e) **Police Advisory Board** – Next meeting is Jan. 29, 2018 at 7pm.
- (f) **Joint Council (of Dec. 18, 2017)**
- (i) **Inter-Municipal Services Agreement Re. Hockey Heritage Centre Project** – See Item 11.2(b) (ii)
- (ii) **Hockey Heritage Centre Project Sub-Committee Terms of Reference Recommendation** (motion lost by Windsor Committee of the Whole Jan. 9, 2018 due to no seconder and defeated by West Hants Council at their Jan. 9, 2018 Council meeting).
- (g) **REMO** - None
- (h) **Region 6** – Director Richard said there has been a lot of discussion on plastic bags. HRM (Halifax Regional Municipality) has discussed it extensively. They have an issue because they run a recycling facility and need a market (they have lost their market, China). Windsor is different and has a contract with facility in Colchester. Further discussion was held noting that it may be a sign, something Windsor should watch for if the market seems to be drying up.
- (i) **Watershed Committee** - None
- (j) **VCFN (Valley Community Fibre Network)** – Not at this time.

11.3 Members of Council - None

12. CORRESPONDENCE / PETITIONS & MEETING CALENDAR REVIEW

(a) Correspondence (Information Purposes Only)

- (i) **Fr. Municipality of West Hants (20180112)** – West Hants' position re. Terms of Reference for a Hockey Heritage Sub-Committee
- (ii) **Fr. Jesse T. Grandy** – Municipal Investment Proposal re. 199 Water Street

MOVED BY MURLEY/IVEY THAT THE CORRESPONDENCE FROM THE MUNICIPALITY OF THE DISTRICT WEST HANTS AND JESSE T. GRANDY BE RECEIVED AND KEPT ON FILE. MOTION CARRIED

Discussion was held with respect to financial requests. Some can be considered; others not, due to legislation. It was noted that HRM has an online tool that provides the public with the opportunity to have their say where they want their tax dollars to go. It looks like a great educational tool (to educate the public that municipal units have a certain amount of revenue and some mandatory expenses). It allows the public to input figures into an allocation tool to reflect their priorities. There is also an area that shows the percentage of expenses allocated to the budget. A citizen simulating the budget with this tool would learn about budget constraints.

It was noted that the community is engaged and they want to be engaged more. It was asked if Windsor could have a similar tool. There was a suggestion of a pie chart with relevant categories where figures could be inserted.

With respect to funding requests and some amounts being substantial, perhaps applicants could present to council.

Clerk Thornton clarified that she did not include the correspondence from Jesse Grandy under 'requests' because the Town does not own the property. So it was included under 'information.' CAO Coutinho confirmed and suggested Jesse Grandy talk with the property owner.

With respect to the upcoming budget, CAO Coutinho said council's biggest issue will be managing expectations. Mayor Allen agreed and said if there was an educational tool, similar to HRM's, then the public would perhaps learn and understand the budget and process; it is meant to be an educational tool.

CAO Coutinho noted budget deliberations are slated for early April. He will look into options for a tool to help educate the community. It was noted that communication is important and the public needs to know that the tool will not mean that they will get exactly what they want, but rather the Town is seeking input only and that it is for public educational purposes. It was further noted that both a Communications Policy and Public Engagement Policy were recently adopted and public expectations and these policy papers (and their plans/procedures) may help identify methods of addressing this.

(b) Correspondence (Requests)

- (i) **Gordon Hughes Tennis Club (20180117)** – **Financial Request Consideration** – They will submit a grant application by the deadline and present at the March Committee of the Whole meeting.
- (ii) **Happy Community Project (20180109)** – **Financial Request Consideration** (not qualified as a grant; so requesting financial support as a 'service').

MOVED BY BREGANTE/MURLEY THAT THE GORDON HUGHES TENNIS CLUB AND HAPPY COMMUNITY PROJECT FUNDING REQUESTS BE REFERRED TO BUDGET DELIBERATIONS. MOTION CARRIED.

(c) Petitions – None

(d) Meeting Calendar Review – Add Feb. 19 Stat Holiday and Feb. 14 PAC meeting.

13. ITEMS ADDED TO AGENDA UNDER #5

(a) FCM Conference 2018 – May 31 – June 3, 2018 in Halifax. All members of council area encouraged to attend as the information and networking is fantastic and it presents a great development opportunity to learn what is happening at all levels. Registration opened today.

14. IN-CAMERA MATTERS - None

15. NOTICES OF MOTION - None

16. ADJOURNMENT

**MOVED BY BREGANTE/IVEY THAT WITH NO FURTHER MATTERS TO DISCUSS,
THE MEETING BE ADJOURNED AT 7:42PM. MOTION CARRIED**



Chair



Municipal Clerk