

**WINDSOR TOWN COUNCIL**  
**Town Council Meeting Minutes**  
**June 26, 2018 – 7:00 – 9:10pm**  
**Windsor Council Chambers, 100 King St, Windsor, NS**

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**Attendance**

Anna Allen	Mayor, Chair
Laurie Murley	Deputy Mayor
John Bregante	Councillor
Jim Ivey	Councillor
Shelley Bibby	Councillor
Louis Coutinho	CAO
Selleena Thornton	Municipal Clerk
Todd Richard	Director of Public Works
Scott Burgess	Building Official, Fire Chief (WFD)

**Regrets**

VanEssa Roberts            Director of Community Development, Tourism & Recreation

**Public**

Colin Chisholm            Reporter, Valley Journal Advertiser  
7 members of the public

- 1. CALL TO ORDER** – The meeting was called to order at 7:00pm.
- 2. ANNOUNCEMENTS / ACKNOWLEDGEMENTS** – Congratulations to staff who received long-service awards last week.
- 3. CITIZEN (GALLERY) ACKNOWLEDGEMENT** – Welcome to those in attendance.
- 4. APPROVAL OF MINUTES** – May 22, 2018 Town Council Meeting Minutes  
**MOVED BY BREGANTE/MURLEY THAT THE MAY 22, 2018 COUNCIL MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED**
- 5. APPROVAL OF ORDER OF BUSINESS & AGENDA** (Additions/deletions if any)
  - Item 14(a) – Add Land Matter #1
  - Item 14(b) – Add Land Matter #2
  - Item 14(c) – Add Land Matter #3
  - Item 14(d) – Add Personnel Matter
  - Item 14(e) – Add Land Matter #4**MOVED BY BREGANTE/BIBBY THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED**
- 6. PUBLIC HEARING** – None

7. **DELEGATIONS / PRESENTATIONS** - None

8. **BUSINESS ARISING FROM PREVIOUS MINUTES** - None

9. **MOTIONS OF RECONSIDERATION / RESCISSION** - None

10. **CONSIDERATION OF DEFERRED BUSINESS**

(a) **Postponed Motion Re Regional Service Corporations** (raise at July 2018 Council meeting)

11. **REPORTS**

**11.1 Chief Administrative Officer**

(a) **Hockey Arena Project Update (verbal)** – CAO Coutinho provided a verbal update noting the following:

- Senior staff and he met with Provincial staff on June 14<sup>th</sup> re. the project;
- Provincial representatives indicated the deadline for them to have the Business Case is July 15<sup>th</sup> (not September as initially advised), as they require time to do in-house reviews to submit by September;
- CAO Coutinho will present the Business Case and resolutions to Council prior to the July 10<sup>th</sup> Committee of the Whole (COTW) meeting for presentation at that meeting (hopes to have the information to council the Tuesday/Wednesday prior to July 10<sup>th</sup>);
- A public meeting will be held between the COTW meeting and the July Council meeting;
- Two funding programs: Investing in Canada Plan (ICIP) has a lot of projects lined up already and there are no guarantees the Town will receive any so the Town will continue with the Small Communities Fund (SCF), as it continues to be the best option. (He reviewed the funding allocations of both funding programs);
- To-date, the Town has been approved \$3 million from the Province (matched by the Federal Government). Any additional funding would be the decision of the Treasury Board. A request for additional funding was sent in a couple of weeks ago;
- Grant Thornton is working with the Town re. the collection of donations and issuing tax receipts. Grant Thornton has been advising the standards and processes required of Canada Revenue Agency (CRA). This will happen this week and then the Town can start collecting donations;
- The Province is looking for a motion of council indicating the Town's funding share of \$4.2 million toward this project.

Questions:

- Is the Business Case complete and when will it be available to council? CAO Coutinho said it is in draft form and will be available one week prior to the July 10<sup>th</sup> Committee of the Whole meeting.
- When will the proposed arena's operating budget be done? CAO Coutinho advised it would not be included in the Business Case and not available until after the project goes out for tender.
- Is there donation money in the bank? CAO Coutinho said no; just pledges. He believes some money was collected by the Society prior to it becoming a Town project; however, he is not certain. The Town is still working out details with Grant Thornton on how the Town handles the donations.
- Are the pledges lump-sum commitments or spread out over a period of time? CAO Coutinho said the Municipality of the District of West Hants' \$1 million is spread out over five years. Other pledges are lump-sum; however, some corporations have expressed desire to spread it over time as well (he will look into that further and inform council). CAO Coutinho will also clarify what

King's-Edgehill School's (KES) donation will be in terms of timeline. Councillor Ivey noted that the Town's budget only reflected financing West Hants' contribution.

- What resolutions are required of council? CAO Coutinho said (1) to reflect the project cost is \$12.5 million plus HST; and (2) the Town of Windsor's funding portion is \$4.2 million.
- If the Province do not increase funding to \$4.2 million (which should be matched by the Federal Government), does the Town pick up any difference? CAO Coutinho said the Federal Government will only match the Province's commitment. If the funding is not there and it costs the Town more, the project likely will not proceed.

## 11.2 Committees of Council

(a) **Audit Committee** – Next meeting is July 24<sup>th</sup> at 5:30pm.

(b) **Committee of the Whole Recommendations**

(i) **Parsons Green Developments Limited – Memorandum of Agreement and Potential Changes to Windsor's Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB)**

**MOVED BY MURLEY/BREGANTE THAT STAFF MOVE FROM THE EXISTING MEMORANDUM OF UNDERSTANDING (MOU) TO A MEMORANDUM OF AGREEMENT (MOA) WITH PARSONS GREEN DEVELOPMENTS LIMITED AND THAT THE MOA INCLUDE A CONCEPT DESIGN, PURCHASE TERMS, AND OTHER TERMS THAT THE PARTIES MAY AGREE TO, CONSISTENT WITH THE EXISTING MOU. AND,**

**THAT STAFF BEGIN NECESSARY MUNICIPAL PLANNING STRATEGY (MPS) AND LAND USE BYLAW (LUB) AMENDMENTS TO CREATE AN INVESTMENT-READY WINDSOR WATERFRONT AREA. MOTION CARRIED**

Question was asked about changing land designation through the Planning process and in documents. CAO Coutinho provided history related to this matter and referenced the presentation given by Parsons Green Developments Limited at the June 12, 2018 Committee of the Whole meeting. He noted that the ability to shift land use is possible. Mayor Allen added that there are no definitive plans yet nor have land use changes been made. If anything happens, the developer has no plans to develop until 2020. Council has not had discussions to purchase any properties currently up for tax sale.

Members of the public advised that the developers never spoke with them (tenants of properties on the waterfront). CAO Coutinho assured them that the developers spoke with the property owners. Members of the public asked if they could speak with the developers and Mayor Allen said yes and also advised that the Windsor Business Enhancement Society (WBES) was involved in discussions with the developers. Clerk Thornton collected names and contact information and advised she would post the Parsons Green Development Limited presentation given at the June 12<sup>th</sup> meeting on the Town website, Facebook page and Twitter page.

(ii) **Water Main Replacement / Street Paving – Tremain Cres.**

**MOVED BY MURLEY/IVEY THAT STAFF PROCEED WITH THE REPLACEMENT OF THE WATER MAIN ON A PORTION OF TREMAIN CRESCENT AND RECONSTRUCT THE PAVEMENT AND SIDEWALK ALONG THIS SECTION FOR A TOTAL ESTIMATED COST OF \$231,150.00 PLUS HST. AND, THAT STAFF SOLE-SOURCE THE TYPE OF PVC MATERIAL TO BIONAX. MOTION CARRIED**

**(iii) Fleet – Truck #37 Replacement and 5500 Series Truck Purchase**

**MOVED BY MURLEY/BREGANTE THAT THE TOWN PURCHASE A NEW 2018 DODGE RAM 1500 AND A NEW 2018 DODGE RAM 5500 FROM POTHIER MOTORS AT A COST OF \$119,347.95 PLUS HST, ALONG WITH A CONTINGENCY ALLOWANCE OF \$12,000.00 FOR A TOTAL APPROVED COST OF \$131,347.95 PLUS HST. MOTION CARRIED**

All members of the public left the meeting at 7:32pm.

**(iv) Waterfront Trail Connector – Land Trade Negotiations**

**MOVED BY MURLEY/IVEY THAT STAFF MAKE NECESSARY ARRANGEMENTS FOR TRADING A PORTION OF LANDS OUTLINED IN BLUE ON THE ATTACHED MAP (page 7), HAVING EQUAL AREA, WITH T.A.N. COFFEE, TO ALLOW FOR THE CONSTRUCTION OF A WATERFRONT TRAIL CONNECTOR FROM 40 WATER STREET THROUGH TO THE WATERFRONT AREA. (SURVEYING DETAILS TO FOLLOW AT A FUTURE MEETING OF TOWN COUNCIL). MOTION CARRIED**

Brief discussion was held noting the area is staked for surveying. The trees in question will likely have to come down. Their life expectancy is 30-40 years before degrading and they are at that stage now. T.A.N has indicated they may put shrubbery in. The Town will not be paving it; however, may do a bit of graveling and line-painting. Parking will not be lost; just pushed back. Most work will be done in-house.

**(v) Windsor Business Enhancement Society (WBES) 2018/19 Levy**

**MOVED BY MURLEY/BIBBY THAT THE TOWN ADMINISTRATOR IS HEREBY AUTHORIZED TO LEVY AN AREA RATE OF \$0.32 PER HUNDRED DOLLARS OF THE ASSESSED VALUE OF ALL COMMERCIAL REAL ASSESSMENTS SHOWN AS TAXABLE IN THE ASSESSMENT ROLL LOCATED IN THE AREA OF THE TOWN FORMERLY KNOWN AS THE “WINDSOR BUSINESS IMPROVEMENT DISTRICT” AS DESCRIBED IN THE BYLAW PASSED BY THE TOWN COUNCIL ON THE 26<sup>TH</sup> DAY OF APRIL, A.D., 1994, PURSUANT TO SECTION 75 OF THE MUNICIPAL GOVERNMENT ACT. MOTION CARRIED**

**(vi) Water Standpipe Painting – Request for Additional Funding**

**MOVED BY MURLEY/IVEY THAT ADDITIONAL FUNDING OF \$37,000.00 PLUS HST, REQUIRED FOR THE STANDPIPE PAINTING PROJECT IDENTIFIED IN THE 2018/19 WATER CAPITAL BUDGET, BRINGING THE TOTAL ESTIMATED PROJECT COST FOR THE TOWN OF WINDSOR TO \$190,870.00 PLUS HST BE APPROVED. MOTION CARRIED**

**(c) Strategy & Policy Committee Recommendations – None**

**(d) PAC / HAC Recommendations – No meeting was held in June 2018. Next meeting July 11<sup>th</sup>.**

**(e) Police Advisory Board – Next meeting is Sept. 10 at 7pm.**

**(f) Joint Council – Next meeting is at 6pm on June 28 in Windsor. It was requested that Underwood Drive Emergency Gate be added to the agenda. CAO Coutinho requested West Hants' CAO Laycock provide him with West Hants' approvals in-relation to this project. CAO Coutinho will provide council with the**

background information, including the Future Roads Map that was agreed to by both Windsor and West Hants councils. It was noted that councils should be looking at a permanent solution rather than a temporary one. This has been raised with the developer. Mayor Allen and Deputy Mayor Murley provided some history related to this matter.

**(g) REMO**

**(h) Region 6**

**(i) Watershed Committee** – Next meeting is Oct. 15

**(j) VCFN (Valley Community Fibre Network)**

### **11.3 Members of Council**

**MOVED BY MURLEY/BREGANTE THAT THE JUNE 8, 2018 NSFM BOARD INITIATIVES REPORT BE RECEIVED AND KEPT ON FILE. MOTION CARRIED**

**(a) NSFM** – Board Initiatives Report (June 08, 2018). Brief discussion was held on:

- Calling municipalities “municipal communities” rather than “units”
- The elimination of the 1/3 tax exemption for members of council

### **12. CORRESPONDENCE / PETITIONS & MEETING CALENDAR REVIEW**

**(a) Correspondence (Information Purposes Only)** - None

**(b) Correspondence (Requests)**

**MOVED BY BREGANTE/BIBBY THAT THE CORRESPONDENCE FROM THE TOWN OF SHELBURNE IN-RELATION TO STORM SURGES BE RECEIVED AND KEPT ON FILE. MOTION CARRIED**

**(i) Town of Shelburne (20180607)** – Storm Surges (would like to hear from other municipalities) – CAO Coutinho said staff can respond to this.

**(c) Petitions** - None

**(d) Meeting Calendar Review** – Add July 12<sup>th</sup> 7pm Public Meeting re. Hockey Arena Project at the Hants County War Memorial Community Centre.

### **13. ITEMS ADDED TO AGENDA UNDER #5** – All were added under In-Camera.

### **14. IN-CAMERA MATTERS** – Four land matters and one personnel matter.

14(a) – Land Matter #1

14(b) – Land Matter #2

14(c) – Land Matter #3

14(d) – Personnel Matter

14(e) – Land Matter #4

**MOVED BY BREGANTE/BIBBY THAT THE MEETING MOVE IN-CAMERA AT 8:06PM TO DISCUSS FOUR LAND MATTERS AND ONE PERSONNEL MATTER. MOTION CARRIED**

*Clerk Thornton left the meeting at 8:44pm (after Item #14(c)), and stopped the digital recording.*

*Councillor Ivey declared conflict of interest (after Item 14(d)), and before discussing Land Matter #4. He left the meeting at 8:57pm.*

**MOVED BY MURLEY/BREGANTE THAT THE MEETING MOVE OUT OF IN-CAMERA AT 9:10PM. MOTION CARRIED**

**15. NOTICES OF MOTION - None**

**16. ADJOURNMENT**

**MOVED BY BREGANTE/MURLEY THAT AT 9:10PM, THE MEETING BE ADJOURNED. MOTION CARRIED**

  
Chair

  
Municipal Clerk



