

**WINDSOR TOWN COUNCIL**  
**Town Council Meeting Minutes**  
**July 31 2018 / 4:00 – 5:15pm**  
**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 (tele-conferenced in)                           |
| Louis Coutinho     | CAO  |
| Shelleena Thornton | Municipal Clerk  |
| VanEssa Roberts    | Director of Community Development, Tourism & Recreation    |
| Todd Richard       | Director of Public Works                                   |
| Scott Burgess      | Building Official and Fire Chief (WFD) (arrived at 4:48pm) |

**Regrets:** None

**Public:**

Carole Morris-Underhill            Reporter, Valley Journal Advertiser  
7 members of the public

**1. CALL TO ORDER** – Mayor Allen called the special council meeting to order at 4:00 pm and noted this meeting was to deal with two matters only; (1) Tender Award, and (2) Long Pond Heritage Arena Project update.

**2. APPROVAL OF AGENDA**

**MOVED BY BREGANTE/MURLEY THAT THE AGENDA BE APPROVED AS CIRCULATED. MOTION CARRIED**

**3. TENDER AWARD, GERRISH STREET SIDEWALK REPLACEMENT (WEST SECTION, GRAY ST. TO THOMAS ST.)** – The report was reviewed and noted the project budget (cost) included the tender price, design, and 15% contingency. It was further noted the estimate was done in-house; and the tender has come in over that. This project will include curb and gutter as well.

**MOVED BY BREGANTE/MURLEY THAT COUNCIL APPROVES PROCEEDING WITH THE GERRISH STREET SIDEWALK RECONSTRUCTION PROJECT ON THE WEST SECTION BETWEEN GRAY STREET AND THOMAS STREET IDENTIFIED IN THE 2018-19 TOWN CAPITAL BUDGET AT A COST OF \$237,500.30 AND AWARD THE PROJECT TO THE LOW COMPLIANT BIDDER, G.K. MORSE TRUCKING LTD, FOR THE TENDERED PRICE OF \$193,700 PLUS HST AND TOTAL FUNDING TO COME FROM OPERATING RESERVES. MOTION CARRIED**

**4. LONG POND HERITAGE ARENA PROJECT UPDATE** – CAO Coutinho advised the Province requested a revised Business Case by August 7, 2018 (reflecting their \$3 million funding (not the \$4.2 million). Options considered by council/staff included:

- down-sizing the project to approx. \$9 million (rather than the \$12.5 million);
- keeping the project at \$12.5 million and breaking it into phases.

The fundraising team and staff met and decided that to achieve expectations, the Town would not be able to do a project people would be happy with if it downsized, so it was felt best to stay with the \$12.5 million dollar project. The fundraising team is confident the additional monies could be fundraised over time.

July 30, 2018 – Minister Chuck Porter requested to meet with CAOs Coutinho and Laycock, Warden Zebian and Mayor Allen. Warden Zebian and CAO Laycock were unable to attend so CAO Coutinho and Mayor Allen met with him, the Deputy Minister and his assistant. Minister Porter asked if the Town would be building a \$9 million dollar arena. CAO Coutinho and Mayor Allen said it would not be the project vision nor what the community want. Concern was expressed with raising the required funding in the allotted time (now that the additional \$1.2 million each from the Province and Federal governments was not approved).

The Small Communities Fund (SCF) term expires in 2023 (so the project has to be done by then). The Town advanced the options for consideration (1) Province save its \$3 million and have it considered in the Investing in Canada Infrastructure Program (ICIP); and (2) approve the project as submitted in the Business Plan and supported by the community.

As of this morning, July 31<sup>st</sup>, Minister Porter recommended the Town proceed with its plan and he would like a revised funding model in the business case submitted by August 7, 2018. Mayor Allen noted that Minister Porter, MP Brison and the Premier want this project to move ahead and this project has their support.

*(2 public members arrived at 4:11pm).*

It was noted the Town would do the project within the \$12.5 million budget as previously indicated. A detailed design would have to be done. Financials will be submitted at a special council meeting to be scheduled for Aug. 3<sup>rd</sup>.

Jeff Redden (Fundraising committee)

- a large hockey sign will be installed on Water Street with a hockey blade being the fundraising thermometer;
- Hockey Canada's fundraising commitment \$100,000;
- King's-Edgehill School's (KES) donation \$600,000;
- Seat sponsor is underway and will generate \$250,000;
- Local business community is supportive considering the fundraising is not really underway yet; however, 10 businesses are secured at \$25,000 each (goal is 40) and some pledged \$10,000 (and they have the ability to pledge that over five years);
- Hockey Pucks are under-estimated and will be an on-going fundraiser (and are lump sum);
- Information was given about naming rights and the fees for dressing rooms, walking track, arena facility, etc.
- Local fundraising campaign, Mr. Bobbie Best is willing to help as he is experienced with this (some local events i.e. steer BBQ).
- With the facility location of Long Pond, it provides the opportunity to reach out nationally and internationally with bigger companies. It will be a lot of work; however, doable.
- Have held discussions with minor hockey as well. With new fundraising figure needing to be raised, those stepping up to assist are very experienced and excited to get it fully underway.

*(1 public member arrived).*

## Discussion/Questions:

- Many costs are not included in the \$12.5 million business case (i.e. soil, access, etc). How much is the Town back-stopping?
  - CAO said the \$12.5 million are eligible expenses. There are ineligible expenses that cannot be included in that figure. There is the cost of land (has not yet been surveyed and appraised), etc. It is correct that those are costs above the \$12.5 million. Re. construction costs, those are built into the project submission. This is a Class D estimate. Anything not foreseen will be built into the final plan as the Town goes forward. It is a \$12.5 million project and that is what council is aware. Once it goes to tender, if it comes back over and above, cuts/changes will have to be made (similar to the Town's newest Waste Water Treatment Plant). This is not out of the ordinary.
- It is understood some costs are classified as ineligible (not reimbursed by other funding sources); however, are still costs to the public/taxpayers and should be added and shown because everyone deserves to see the total/actual costs of the project, not that of just the eligible costs shown in the business case to the Province. A suggestion was to present two sheets (one of the eligible costs (like that in the business case), and one showing all (including the ineligible).
  - CAO Coutinho said he would provide that at the next meeting.
- What is the Town back-stopping?
  - CAO Coutinho advised approximately \$6.5 million (the breakdown is: \$1 million from West Hants; \$1 million from the Town of Windsor; \$1 million already fundraised – so another \$3.5 million on top of that (as well as related land costs, etc, ineligible costs). This information will be provided at the next meeting; however, until surveying/appraisal is done, land costs are unknown at this time).
- What costs are excluded (ineligible)?
  - CAO said land acquisition, financing, etc. All exclusions are approximately \$330,000; however, that may still change.
- Financing and Project Funding.
  - CAO Coutinho said when submitting the Business Case to Province, they need to understand the project will be paid for (they don't care if it is fundraised, from West Hants, KES, etc; they just need to know the Town will cover the project cost). The external fundraising campaign is just being launched now and the fundraising committee is confident the money can be raised by the time the project is done or by the time it gets started. The revised business plan needs to be submitted by Aug. 7, 2018.
- When will Town know if the project is approved from the other levels of government?
  - CAO Coutinho said once received by the Aug. 7<sup>th</sup> deadline, Minister Porter will immediately forward to Infrastructure for approval.
- If the tender comes back over budget; what happens to the money from the Prov/Feds?
  - CAO said the Town cannot keep the money if the project does not move forward. If the project comes in over budget, it will have to be assessed and reviewed by a committee (i.e. trades professionals, etc). Councillor Bibby reiterated she does not support a design-build.
- Project Funding – The Town will have to back-stop \$6.5 million (so if fundraising does not come in, or other things are over, taxpayers will have to pay). Fundraising targets have shifted over time.
  - CAO Coutinho advised in the absence of a firm location for the arena, fundraising had not started. Now that people know, things are starting to happen and it has not yet officially begun and \$1.2 million has been raised (pledged).

- Mr. Jeff Redden (fundraising committee) spoke to the history in-relation to fundraising and the project confirmation and location. In the very short time of fundraising, there is the gift to give from the community and others, and the committee has great confidence going forward that the money can be raised. The fundraising is based on the heritage component as well as the walking track and arena.
- Project Funding (financing, donations, pledges, fundraising, etc). - Financing costs only accounted for \$800,000. What does the Town have in bank now? Of pledges, how many are lump-sum or spread out over time (as this will affect the financing cost).
  - CAO Coutinho said a full-accounting will be provided the Aug. 3<sup>rd</sup> special council meeting. No money has been collected as of yet as the Town has been working with the auditors to ensure all of CRA's guidelines and rules are followed (Canada Revenue Agency). Mr. Jeff Redden said until this point, haven't been in a position to actually collect the money.

*(Scott Burgess arrived at 4:48pm).*

- CAO Coutinho noted that if the project gets the green light to proceed, the Province will let the Town know and then the Town can put it out for Design (but will at least have the conceptual to work from). Then it will go out to tender.
- Looking at the changed QSolv estimates, is the Town anticipating a \$250,000 - \$300,000 change in design fees and if so, what is that?
  - CAO Coutinho said he doesn't have that information in front of him so will look into it.
- Rick Smith – who gives green light to proceed? Thought the heritage component of the project was required?
  - CAO – Province and the Federal Governments give the go-ahead. Once approved by them, the Town can go out to Design followed by tender. Re. the heritage component; this is why the Town wants to stay with the conceptual design of \$12.5 million that included some hockey heritage space and because the community is expecting something similar to what was proposed at the public meeting.
- Rick Smith – Scaling back on a project is not as easily done as portrayed. This project should be a community facility; which means West Hants should be at the table and the Town has not done a good job ensuring they are.
  - Mayor Allen said West Hants made that decision.
- Rick Smith – Feasibility Study was done but not acknowledged nor reviewed by Windsor Council. The study outlined pros/cons and financials that should have been considered.
  - Mayor Allen said each council member reviewed the study independently. Long Pond has been the vision of the Town councils for about 20 years. The Agricultural Society agreed their facility being used for dual purpose does not work well (ice arena and horse arena). To refurbish the existing Agricultural Society arena and build a new horse arena would cost about \$12 million as well.
  - Rick Smith said he has a problem with spending more than necessary and would only support a project that works for the entire community.
  - Councillor Ivey said the study was received but not discussed as a group; was a waste of provincial tax dollars and not factored into Windsor Council's decision-making.
- West Hants' Warden, Abe Zebian responded to Mr. Rick Smith's reference to a 'community project'. He said West Hants withdrew because they never felt part of the project and felt their input was never considered. Mayor Allen said that definitely was never the intention as about 80% of facility users are West Hants residents.

- Harry Ullock congratulated West Hants and Windsor agreeing to amalgamate. He shared Mr. Smith's sentiments and asked, once amalgamated, would the costs end up being absorbed? And further, will College Road be upgraded and how much would it cost?
  - Director Richard said College Road is already in Year 4 of the capital budget at over \$2 million. Mayor Allen said the project could be moved forward as College Road was recognized to be done before this project started to be planned. Councillor Ivey said moving it forward would also have more financial implications and would involve sacrificing other projects as well.
- Timeline now and going forward?
  - CAO – Aug. 7<sup>th</sup> the Province requires the revised business case so council will have to make a decision prior to then. If that does not happen, the Province will reallocate their funding to another project. With respect to the feasibility study, every councillor did their review of it. CAO provided history of the Town's vision, the history related to this project and an alternate proposal being submitted by the Agricultural Society at the deadline. Councillor Bibby called point of order and said she just needed the timeline starting today and going forward and asked when the Province would make their decision. CAO Coutinho said the Province advised the Town's Business Case was solid and once received with the revised figures, they would forward it to Infrastructure Canada.

**5. ADJOURNMENT & NEXT MEETING** – Special Council Meeting at 8 a.m. Friday, Aug. 3, 2018. CAO Coutinho will try to have the documentation to council prior to Friday, including the revised Business Case.

**MOVED BY BREGANTE/MURLEY THAT AT 5:15PM, WITH NO FURTHER MATTERS TO DISCUSS, THE MEETING BE ADJOURNED. MOTION CARRIED**

  
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Chair

  
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Municipal Clerk

