

**WINDSOR TOWN COUNCIL**  
**Town Council Meeting Minutes**  
**September 25, 2018 – 7:00 – 8:37pm**  
**Windsor Council Chambers, 100 King St, Windsor, NS**

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**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
VanEssa Roberts	Director of Community Development, Tourism & Recreation (arrived at 7:03pm)
Todd Richard	Director of Public Works
Doug Armstrong	Director of Finance
Scott Burgess	Fire Chief (WFD), and Building Official
Chuck Porter	MLA and Minister of Department of Municipal Affairs

**Regrets** None

**Public** None

1. **CALL TO ORDER** – Mayor Allen called the meeting to order at 7:00pm.
2. **ANNOUNCEMENTS / ACKNOWLEDGEMENTS** – Earlier today Minister Porter introduced Bill 55 in the legislature re. Special legislation for the consolidation of Windsor and West Hants. Minister Porter thanked Windsor and West Hants councils for their leadership and work on the matter. Other municipal units are already calling the Minister’s office as they are interested in what Windsor and West Hants are doing in-relation to their municipalities.

*Director Roberts arrived at 7:03pm.*

*Minister Porter left at 7:04pm.*

The September 23<sup>rd</sup> Jewish Legion commemoration was a great event and huge success. Director Roberts and staff were thanked.

3. **CITIZEN (GALLERY) ACKNOWLEDGEMENT** – No one present.

4. **APPROVAL OF MINUTES**

**MOVED BY BREGANTE/MURLEY THAT THE MEETING MINUTES OF JULY 24, 2018, JULY 31, 2018 AND AUGUST 07, 2018 BE APPROVED AS CIRCULATED. MOTION CARRIED**

**MOVED BY MURLEY / BREGANTE THAT THE SPECIAL MEETING MINUTES OF AUGUST 03, 2018 AND AUGUST 23, 2018 BE APPROVED INCORPORATING THE BELOW AMENDMENTS. MOTION CARRIED.**

August 3<sup>rd</sup> Minutes Amendment – Under Item #2 “Approval of Agenda” add, Councillor Ivey indicated a letter (e-mail) was received August 3<sup>rd</sup> from Mr. Tom Webb re. the proposed Long Pond Arena. Clerk Thornton indicated it pertained to the item currently on the agenda so could be included under those discussions.

August 7<sup>th</sup> Minutes Amendment – Under Item #5 “Consolidation Committee,” remove the words “discussion held.”

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

- Item #9 – Add rescission of a motion(s) Re. Town of Windsor amalgamation application currently before the NS Utility & Review Board.
- 13(a) – Add Regional Services Corporation Motion postponed at the March 27, 2018 Council meeting.
- Item 14(b) – Remove
- Item 14(b) – Add Personnel Matter
- Item 15(a) – Add Notice of Motion

**MOVED BY IVEY/MURLEY 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 – It suggested the motions made in-relation to the Town’s amalgamation application to the NS Utility & Review Board be rescinded in-light of the Windsor and West Hants motions and discussions pertaining to moving forward with consolidation.**

**MOVED BY MURLEY /BIBBY THAT THE FOLLOWING MOTION MADE AT THE  
OCTOBER 20, 2015 WINDSOR TOWN COUNCIL MEETING BE RESCINDED...**

**THAT THE TOWN OF WINDSOR SUPPORT THE AMALGAMATION INITIATIVE AS  
PRESENTED BY MEMBERS OF THE AVON REGIONAL COALITION (ARC) AT THE  
OCTOBER 06, 2015 WINDSOR COMMITTEE OF THE WHOLE MEETING:**

- **TO SIGN THE PETITION FOR AMALGAMATION;**
- **TO SUPPORT THEIR APPLICATION TO THE NOVA SCOTIA UTILITY & REVIEW BOARD; AND,**
- **FOR THE TOWN OF WINDSOR TO MAKE APPLICATION TO THE NOVA SCOTIA UTILITY AND REVIEW BOARD FOR AMALGAMATION (WITH THE UNDERSTANDING AND CONFIRMATION OF PROVINCIAL RESOURCE AND FINANCIAL SUPPORT).**

**MOTION CARRIED TO RESCIND**

**MOVED BY IVEY/MURLEY THAT THE FOLLOWING MOTION MADE AT THE FEBRUARY 23, 2016 WINDSOR TOWN COUNCIL MEETING BE RESCINDED...**

**THAT COUNCIL APPROVE AND JOIN WITH THE AVON REGION CITIZENS (ARC) COALITION'S APPLICATION TO THE NOVA SCOTIA UTILITY & REVIEW BOARD FOR AN ORDER OF AMALGAMATION OF THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS AND THE TOWN OF WINDSOR; AND THAT WINDSOR TOWN COUNCIL DOES SO IN PARTNERSHIP WITH THE ARC COALITION REPRESENTING THE CITIZENS OF THE DISTRICT OF THE MUNICIPALITY OF WEST HANTS AND THE CITIZENS OF THE TOWN OF WINDSOR.**

**MOTION CARRIED TO RESCIND**

**10. CONSIDERATION OF DEFERRED BUSINESS**

**11. REPORTS**

**11.1 Chief Administrative Officer**

**(a) First Reading - Commercial Development District Improvement Plan By-Law #44** – Brief discussion was held with respect to communication regarding this proposed bylaw. When advertising, post in the local Valley Journal Advertiser as well as the Chronicle Herald. Another suggestion included doing a press release. Further, ensure the Planning Department advises of this proposed bylaw to anyone that contacts their department regarding assorted matters. CAO Coutinho suggested that stakeholders within the CDD be emailed and/or a hard copy letter be sent to them as well.

**MOVED BY MURLEY/BIBBY THAT FIRST READING BE GIVEN TO THE COMMERCIAL DEVELOPMENT DISTRICT IMPROVEMENT BYLAW # 44. MOTION CARRIED**

Public Hearing and Second Reading to take place October 23, 2018.

**(b) Cannabis in the Workplace Policy** – CAO will further discuss with the union. This policy may undergo further amendments over time; however, is brought forward for approval. Under the "Policy" section, remove "regularly scheduled" working hours and just have "during working hours" as this will include on-call, meetings, work functions outside regular hours, over-time, etc.

**MOVED BY BREGANTE/IVEY THAT THE ALCOHOL, CANNABIS PRODUCTS, AND DRUGS POLICY #5.001 BE ADOPTED AND APPROVED AND INCLUDED IN THE TOWN OF WINDSOR'S HUMAN RESOURCE POLICY MANUAL (WITH THE AMENDMENT UNDER THE 'POLICY' SECTION TO SAY "...OR ON TOWN PREMISES DURING WORKING HOURS"). MOTION CARRIED**

Protection from Second-Hand Smoke Bylaw # 28 – CAO Coutinho advised he will bring amendments forward at October's Town Council Meeting. Re. Enforcement, special permission through the Commissionaires is required in order for the Town's Bylaw Enforcement Officer to enforce the NS Smoke Free Places Act; however, he can enforce the Town's bylaw. In the meantime, the RCMP can enforce the provincial regulation.

With respect to smoking signage within town, locations will be considered for erection.

## **11.2 Committees of Council**

- (a) Committee of the Whole Recommendations – None.**
- (b) Strategy & Policy Committee Recommendations – None.**
- (c) PAC / HAC Recommendations – None.**
- (d) Police Advisory Board – Next meeting is October 1, 2018 at 7pm.**
- (e) Joint Council – Next meeting is September 27<sup>th</sup> at 6 pm, West Hants Council Chambers. CAO Laycock confirmed that after this joint council meeting, unless there are big matters that affect the region, there will be no further joint council meetings; only meetings with respect to public engagement re. Consolidation. CAO Coutinho said Tim Merry advised that a public engagement specialist would be engaged to help with communication. All of this will evolve, now that special legislation received First Reading today.**
- (f) REMO – None.**
- (g) Region 6 – None.**
- (h) Watershed Committee – None.**
- (i) VCFN (Valley Community Fibre Network) – Councillor Ivey indicated that as the committee member, he has hard-copy financial statements and will turn them over to the Town as they should be filed within the Town Office somewhere so that future members have the information.**

## **11.3 Members of Council - None**

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

### **(a) Correspondence (Information Purposes Only)**

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

- (i) Nova Scotia Federation of Municipalities (NSFM) – July 25, 2018 Letter to Minister Porter**
- (ii) NSFM Board Initiatives Report – August 24, 2018**
- (iii) Letter from Scott Brison – August 9, 2018**
- (iv) Letter of Appreciation – Re Service Provided - Visitor Information Centre**

### **(b) Correspondence (Requests) - None**

### **(c) Petitions - None**

### **(d) Meeting Calendar Review – Oct. 9<sup>th</sup>, add 6pm In-Camera session (personnel matter). Regular Committee of the Whole starts at 7pm.**

**13. ITEMS ADDED TO AGENDA UNDER #5**

- (a) Regional Services Corporation Motion** – Originally made at the March 27, 2018 and postponed during subsequent meetings.

**MOVED BY IVEY/BREGANTE THAT,**

**WHEREAS THE MUNICIPAL UNITS SITUATED WITHIN THE COUNTIES OF ANNAPOLIS, KINGS, AND HANTS WEST ARE PARTIES TO VARIOUS INTER-MUNICIPAL SERVICES AGREEMENTS (IMSAs) WHICH HAVE CREATED CORPORATIONS UNDER S.60 OF THE MUNICIPAL GOVERNMENT ACT (MGA); AND**

**WHEREAS THE PARTIES TO THESE IMSAs RECOGNIZE THE NEED TO REVIEW AND UPDATE THE VARIOUS INCORPORATING DOCUMENTS WITH A VIEW OF ACHIEVING ORGANIZATIONAL EFFICIENCIES FROM BOTH OPERATIONAL AND GOVERNANCE PERSPECTIVES;**

**THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF WINDSOR HEREBY AGREES TO AUTHORIZE THE:**

- **FINANCIAL COMMITMENT SPECIFIC TO THE TOWN OF WINDSOR, IN THE AMOUNT OF \$3,840.00 (AS PER THE 'ESTIMATED COST AND SHARING PROPOSAL' (Pg. 6 of these meeting minutes);**
- **ESTABLISHMENT OF AN OVERSIGHT COMMITTEE COMPRISING OF CAOs FROM REPRESENTATIVE MUNICIPALITIES; AND**
- **APPLICATION TO THE DEPARTMENT OF MUNICIPAL AFFAIRS FOR COST-SHARING.**

**MOTION CARRIED**

**15. NOTICES OF MOTION**

- (a) First Nations Territory** – Councillor Bibby advised that at the next council meeting she will be putting forth a motion to acknowledge at all future Council meetings that we are gathering on traditional First Nations territory.

**14. IN-CAMERA MATTERS**

**MOVED BY BREGANTE/MURLEY THAT AT 7:50 PM THE MEETING MOVE IN-CAMERA TO DISCUSS TWO MATTERS (a) CONTRACT NEGOTIATIONS AND (b) PERSONNEL MATTER.**

*Council members, CAO Coutinho, Clerk Thornton, Fire Chief Burgess, and Director Armstrong remained for the contract negotiations matter.*

*Clerk Thornton, Fire Chief Burgess and Director Armstrong left the meeting at 8:12pm. Only members of council and CAO Coutinho remained for the personnel matter discussion. No notes taken.*

**MOVED BY BREGANTE/MURLEY THAT AT 8:37PM, THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED**

- 15. NOTICES OF MOTION** – Moved up on the agenda (just before In-Camera discussions).

16. ADJOURNMENT

MOVED BY BIBBY/MURLEY THAT AT 8:37PM, THE MEETING BE ADJOURNED.  
MOTION CARRIED

*Anna Allen*  
Chair

*Shenon*  
Municipal Clerk

**ESTIMATED COST AND SHARING PROPOSAL**

COST SHARING FOR PROPOSED INTER-MUNICIPAL CONTRACTED SERVICE REVIEW							
<b>Proposed Budget:</b>							
Element:							
Leadership/ Change Management		\$	75,000				
Financial Services			50,000				
Legal			25,000				
VCFN business plan (net of REN and East Hants)			65,000				
HST Expense Portion			9,215				
Total proposed budget		\$	224,215				
<b>Proposed sharing (Municipal/Provincial):</b>							
Municipal Share	75%	\$	168,161				
Provincial Share <sup>1</sup>	25%		56,054				
	100%	\$	224,215				
<b>Proposed allocation among IMSA corporations:</b>							
	Total Leadership	Total Financial	Total Legal	VCFN Business Plan	Total		
Kings Transit	10%	25%	10%		\$ 17,598		
Valley Waste	70%	50%	60%		\$ 72,348		
VCFN	20%	25%	30%	100%	\$ 78,215		
	100%	100%	100%	100%	\$ 168,161		
<b>Proposed Unit allocation:</b>							
	VCFN % <sup>2</sup>	VCFN \$\$	KTA %	KTA \$\$ <sup>3&amp;4</sup>	VWRM %	VWRM \$\$	Total Contribution
Windsor	4.91%	\$ 3,840		\$ -		\$ -	\$ 3,840
West Hants	19.37%	15,150		-		-	15,150
Wolfville	6.20%	4,849	15%	2,640	6.54%	4,732	12,221
County of Kings	66.34%	51,887	60%	10,559	58.91%	42,620	105,067
Berwick	3.18%	2,487	5%	880	2.78%	2,011	5,378
Kentville	-	-	20%	3,520	7.95%	5,752	9,271
County of Annapolis	-	-	-	-	20.99%	15,186	15,186
Middleton	-	-	-	-	2.03%	1,469	1,469
Annapolis Royal	-	-	-	-	0.80%	579	579
	100%	\$ 78,215	100%	\$ 17,598	100%	\$ 72,348	\$ 168,161
<b>Notes</b>							
1. The application to the Department of Municipal Affairs may be for more than 25% if the projection of consulting fees needs to be increased							
2. VCFN costs could be further offset by Acadia, NSCC and ACOA							
3. VWRM costs may be lower in the upcoming fiscal year to the Parties as a result of deferring the GM hiring							
4. Annapolis Co. and Digby may want to contribute to the KTA costs							

