

WINDSOR TOWN COUNCIL
Town Council Meeting Minutes
March 26, 2019 – 7:08 – 9:06pm
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
Todd Richard	Director of Public Works
VanEssa Roberts	Director of Community Development, Tourism & Recreation
Doug Armstrong	Director of Finance
Jamie Juteau	Fire Chief, WFD
Jeremy Banks	Planner

Regrets - None

Public - 1 member of the public

1. CALL TO ORDER – Mayor Allen called the meeting to order at 7:08pm.

2. ANNOUNCEMENTS / ACKNOWLEDGEMENTS

- On behalf of council, Mayor Allen respectfully acknowledged that the land on which we gather is traditional unceded Mi'kmaw territory.
- Apr. 13th at 6pm - Annual Rotary Gala at King's-Edgehill School.
- Mayor Allen and CAO Coutinho will be acknowledging the partnership the Town of Windsor has had with the Town of Wolfville and their Planning Staff at Wolfville's April 2nd meeting. This being said, Planner Banks is present here tonight so council and staff acknowledged him, Wolfville's Planning Staff's expertise and assistance through the partnership over the years and thanked him for everything. (The contract with Wolfville ceases March 31, 2019).

3. CITIZEN (GALLERY) ACKNOWLEDGEMENT – Mr. Todd MacEachern was welcomed and noted he was here for Item 6(b) on the agenda.

4. APPROVAL OF MINUTES

MOVED BY BREGANTE/BIBBY THAT THE FEBRUARY 26, 2019 MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED

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

- Item 7 Removed presentation and tentatively reschedule for May 2019

- Item 13(a) Add E-mail correspondence from Myrna-Jim Wicks of Sept. 26, 2018 to be formally received
- Item 13(b) Add correspondence from Rev. Steve Berube to be formally received
- Item 13(c) Add E-mail correspondence from Youseff Rafih of Nov. 4, 2018 to be formally received
- Item 13(d) Add correspondence from Stephanie Sedgwick of Feb. 7, 2019 to be formally received
- Item 13(e) Add World Council on City Data (WCCD) correspondence and WCCD Certification and Registration Agreement of March 22, 2019
- Item 13(f) Add Valley REN correspondence of March 22, 2019
- Item 13(g) Add NS Municipal Affairs correspondence & certificate of March 22, 2019 – Ministerial approval of Bylaw #44 Commercial Development District Improvement Plan
- Item 13(h) Add Funds Reimbursement Recommendation Report

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

6. PUBLIC HEARING(S)

(a) Public Hearing/Second Reading - Bylaw #46 – Repeal of Bylaw #29 – Fire Chief and Services Bylaw

**MOVED BY BREGANTE/MURLEY THAT SECOND READING BE GIVEN TO BYLAW
#46, A BYLAW TO REPEAL BYLAW #29 FIRE CHIEF AND SERVICES BYLAW.
MOTION CARRIED**

Overview

The establishment of the Fire Chief & Services Bylaw #29 was done in 2002 to address specific concerns of public safety and council concerns of the day. The requirements for a full time fire chief as envisioned in 2002 is no longer practical or desirable. The Windsor Fire Department Executive amended their own by-laws in January 2019 to reinstate a volunteer fire chief. The purpose of Bylaw #46 is to repeal Bylaw #29 – Fire Chief and Services Bylaw.

Written Submissions - None

Oral presentations in favour of the bylaw - None

Oral presentations opposed to the bylaw - None

Questions to the public by members of council - None

Concluding discussion by Councillors - None

Question/Vote held – Motion Carried

(b) Second Reading Only (Public Hearing held prior to this meeting) – Development Agreement – Todd MacEachern, 200 Albert St. - PID 45050010

**MOVED BY BREGANTE/BIBBY THAT SECOND READING BE GIVEN TO WDA-19-
02 DEVELOPMENT AGREEMENT APPLICATION – TODD MACEACHERN – 200
ALBERT STREET, WINDSOR (PID 45050010) AND THAT THE DEVELOPMENT
AGREEMENT BE APPROVED TO ALLOW FOR ONE ADDITIONAL RESIDENTIAL
DWELLING UNIT AT 200 ALBERT STREET, WINDSOR, NS (PID 45050010).
MOTION CARRIED**

Mr. MacEachern and Planner Banks left the meeting at 7:17pm.

7. DELEGATIONS / PRESENTATIONS

- (a) **Connie Nelson, CAO East Hants – NS Capped Assessment Program (CAP)** – This presentation was cancelled and tentatively rescheduled for May 28, 2019 at 7pm.

8. BUSINESS ARISING FROM PREVIOUS MINUTES - None

9. MOTIONS OF RECONSIDERATION / RESCISSION - None

10. CONSIDERATION OF DEFERRED BUSINESS - None

11. REPORTS

11.1 Chief Administrative Officer

- (a) **Temporary Borrowing Resolution (TBR) – 2018/19 Water Utility Capital Project – Alexander Street Distribution Main (East)** – CAO Coutinho advised he checked with Department of Municipal Affairs, and because this was approved prior to consolidation legislation, it does not need to go before the Co-ordinating Committee.

MOVED BY MURLEY/BREGANTE THAT COUNCIL APPROVES THE TEMPORARY BORROWING RESOLUTION FILE NO. 18/19-02 ALEXANDER STREET DISTRIBUTION MAIN (EAST) IN THE AMOUNT OF \$249,400 AND THAT THE RESOLUTION BE FORWARDED TO MUNICIPAL AFFAIRS FOR THE MINISTER'S APPROVAL. MOTION CARRIED

- (b) **Debenture Issuance Resolution Alexander St. Distribution Main**

MOVED BY IVEY/BREGANTE THAT COUNCIL APPROVES THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE SUBJECT TO INTEREST RATE AND AUTHORIZE PARTICIPATION IN THE MUNICIPAL FINANCE CORPORATION 2019 SPRING DEBENTURE ISSUE, REQUESTING FUNDS FOR A 20 YEAR PERIOD IN THE AMOUNT OF \$217,750 TO FUND COSTS INCURRED FOR THE ALEXANDER STREET DISTRIBUTION MAIN PROJECT COMPLETED IN 2018/19. MOTION CARRIED

- (c) **Public Participation Program Policy re. Planning Matters**

MOVED BY IVEY/BIBBY THAT THE ATTACHED PUBLIC PARTICIPATION PROGRAM POLICY (PERTAINING TO PLANNING MATTERS) BE APPROVED, AND THAT ANY UNDOCUMENTED/INFORMAL PRACTICES BE RESCINDED BY THE TOWN. MOTION CARRIED

- (d) **Designation of Building Officials – West Hants Agreement**

MOVED BY BIBBY/IVEY THAT EFFECTIVE IMMEDIATELY, THE FOLLOWING APPOINTMENTS BE APPROVED:

**TIM LESLIE AS BUILDING OFFICIAL IN ACCORDANCE WITH SECTION 5(2) OF THE NOVA SCOTIA BUILDING CODE ACT AND AS FIRE OFFICIAL IN ACCORDANCE WITH SECTION 19(1)(B) OF THE NOVA SCOTIA FIRE CODE, AND,
JODY DENHANN AS ASSISTANT BUILDING OFFICIAL IN ACCORDANCE WITH SECTION 5(2) OF THE NOVA SCOTIA BUILDING CODE ACT AND AS FIRE**

OFFICIAL IN ACCORDANCE WITH SECTION 19(1)(B) OF THE NOVA SCOTIA FIRE CODE, AND,
THAT THESE APPOINTMENTS PERMIT THEM TO CARRY OUT INSPECTIONS AND ISSUE PERMITS AS REQUIRED. MOTION CARRIED

(e) Development Officer Appointment – Doug MacInnis

MOVED BY BREGANTE/IVEY THAT EFFECTIVE IMMEDIATELY, DOUG MACINNIS BE APPOINTED AS ALTERNATE DEVELOPMENT OFFICER FOR THE TOWN OF WINDSOR IN ACCORDANCE WITH S. 243(1) OF THE MUNICIPAL GOVERNMENT ACT, WITH THIS APPOINTMENT ENTITLING HIM TO ACT ONLY WHEN THE DEVELOPMENT OFFICER IS UNABLE TO ACT FOR A PERIOD OF THREE (3) OR MORE CONSECUTIVE DAYS. MOTION CARRIED

11.2 Committees of Council

(a) Committee of the Whole Recommendations

(i) Reallocate “Capital Reserve-Arena Equipment” money to the Major Rink Reserve

MOVED BY MURLEY/BREGANTE THAT BUDGET LINE 1095 “CAPITAL RESERVE – ARENA EQUIPMENT” OF \$12,690.00 BE REALLOCATED TO THE MAJOR RINK RESERVE. MOTION CARRIED

(ii) Library Heat Pump Replacement from 2018/19 Operating Reserve

MOVED BY MURLEY/BREGANTE THAT COUNCIL APPROVES REPLACING THE EXISTING R22 7.5 TON HEAT PUMP SYSTEM WITH A YORK 7.5 TON HEAT PUMP SYSTEM AT A COST OF \$14,498 PLUS HST WITH FUNDING TO COME OUT OF THE 2018/19 OPERATING BUDGET AND/OR RESERVE . MOTION CARRIED

(iii) Spare Submersible Sewage Pumps Purchase – When asked why this and the previous item, Library Heat Pump would come from Operations and/or Reserves when they appear to capital, Director Armstrong said they could be funded from Operating if defined as capital out of revenue. At the moment, staff is looking for the way to manage their funding.

MOVED BY MURLEY/BIBBY THAT COUNCIL APPROVES THE PURCHASE, IN MARCH 2019, OF TWO USED SULZER SUBMERSIBLE SEWAGE PUMPS AT A COST OF \$33,000.00 PLUS HST INCLUDING 10% CONTINGENCY TO BE FUNDED OUT OF THE 2018/19 OPERATIONS AND/OR SEWER RESERVE. MOTION CARRIED

(iv) Letter to Minister of Transportation Re. Cost of the Water Main Replacement at Hwy. 101 Crossing – Mayor Allen said she also raised this matter with the Minister of Municipal Affairs.

MOVED BY MURLEY/BREGANTE THAT AN OFFICIAL LETTER BE WRITTEN TO THE MINISTER OF TRANSPORTATION AND THE MINISTER OF MUNICIPAL AFFAIRS REGARDING THE COST OF THE WATER MAIN REPLACEMENT AT HIGHWAY 101 CROSSING. MOTION CARRIED

(v) Grant Applications Approval

MOVED BY MURLEY/BIBBY THAT THE FOLLOWING GRANTS BE APPROVED FOR THE 2019/20 FISCAL YEAR:

- S-1 9-LIVES CAT RESCUE \$300
 - S-2 MERMAID THEATRE OF NS \$1,000
AND CONTINUED PARTIAL TAX EXEMPTION (BREGANTE DECLARED CONFLICT OF INTEREST)
 - S-3 HANTS CO. CHRISTMAS ANGELS \$0
HOWEVER, PERMIT CONTINUED USE OF THE COMMUNITY CENTRE USAGE SIMILAR TO THAT AS IN 2018/19
 - S-4 WH GROUND SEARCH & RESCUE \$600
 - S-5 HANTS CO. SENIOR GAMES COMMITTEE \$600
 - S-6 WINDSOR PEOPLE FIRST \$250
AND CONTINUED USE OF PRESENT OFFICE SPACE
 - S-7 WINDSOR SENIOR CITIZEN BUS SOCIETY \$1,900
 - S-8 WINDSOR HOCKEY HERITAGE SOCIETY \$1,900
AND CONTINUE WITH IN-KIND SNOW REMOVAL AND SUPPORT FOR THE LONG POND HERITAGE CLASSIC. ALSO REQUEST UPDATED FINANCIAL STATEMENTS. (IVEY DECLARED CONFLICT OF INTEREST)
 - S-9 HANTS LEARNING NETWORK ASSOCIATION \$600
 - S-10 HARVEST HOUSE OUTREACH CENTRE \$1,150
 - S-11 WH DIAL-A-RIDE \$10,000
 - S-12 WH HISTORICAL SOCIETY \$0 AS THE TOWN PROVIDED THEM WITH A ONE LUMP-SUM MONETARY THREE-YEAR GRANT IN 2018/19 (FOR THE YEARS 2018/19, 2019/20 & 2020/21). AND, CONTINUE WITH THE PARTIAL TAX EXEMPTION.
 - S-13 NEW BOUNDARIES \$600
AND CONTINUED PARTIAL TAX EXEMPTION
 - S-14 NS SPCA \$0
(SUPPORT LOCALLY TO 9-LIVES CAT RESCUE AND HANTS COUNTY NS SPCA BRANCH IN 2018/19; HOWEVER, THEY DIDN'T APPLY THIS YEAR)
 - S-15 SENIOR SAFETY PROGRAM OF HANTS CO. \$1,200
ALSO REQUEST UPDATED FINANCIAL STATEMENTS.
 - S-16 SLOW MOTION FOOD FILM FESTIVAL (DEVOUR) \$8,000
 - S-17 AVON COMMUNITY FARMERS' MARKET \$1,000
 - S-18 PISQUID CANOE CLUB \$1,000
AND CONTINUE WITH \$1/YEAR LEASE
 - S-19 WFD, WFD VETERANS AND AUXILIARY \$650
(PLUS IN-KIND VALUE AT \$2,350 FOR SOME LABOUR, EQUIPMENT & MATERIAL = \$650 + IN-KIND = \$3,000)
 - S-20 HANTS CO. BR. 9 ROYAL CANADIAN LEGION \$1,000
 - YRLY WINDSOR & AREA BURSARY FUND POLICY \$500
(ANNUAL BURSARY TO AVON VIEW HIGH SCHOOL)
- TOTAL: \$32,250.00 (not incl. in-kind and exemptions). MOTION CARRIED

(vi) Low Income Partial Tax Exemption Policy

MOVED BY MURLEY/BREGANTE THAT THE ATTACHED 2019/20 LOW INCOME PARTIAL TAX EXEMPTION POLICY AND AFFIDAVIT BE APPROVED. MOTION CARRIED

(vii) 2019/20 Operating Budget Approval – Councillor Ivey reiterated his thoughts communicated during the March 2019 Budget/Committee of the Whole deliberations. Director Armstrong reviewed changes to-date stemming from the Budget/Committee of the Whole budget deliberations. A final budget will be circulated to council.

MOVED BY MURLEY/BREGANTE THAT THE TOWN OF WINDSOR 2019/20 OPERATING BUDGET BE APPROVED. MOTION CARRIED (Councillor Ivey voted Nay)

(viii) 2019/20 Capital Budget Approval – Phase III Security Camera project is a work-in-progress that needs to be entered. Also, Alexander Street figures will be adjusted. Fire RFP is going to be issued so approving the capital budget with the fire truck in it may be premature. It was asked that should the report related to the Fire RFP come in and indicate the fire truck may not be needed right away, could it be removed from the capital budget, Director Armstrong said that would be a decision of council. When this budget is done, the debt is factored into the budgeted numbers. If council decided to not proceed, it would be re-calculated. Council has the option to come back and amend the budget if wanted. All projects in the five-year capital plan that involve debt are considered in the debt-ratio, not just those in 2019/20.

MOVED BY MURLEY/BIBBY THAT THE TOWN OF WINDSOR 2019/20 CAPITAL BUDGET, INCLUSIVE OF THE AUTHORIZATION OF RESERVE FUND WITHDRAWALS, AND USE OF DEBT, BE APPROVED. MOTION CARRIED (Councillor Ivey voted Nay)

(ix) 2019/20 Water Utility Budget

MOVED BY MURLEY/BIBBY THAT THE 2019/20 WATER UTILITY OPERATING BUDGET BE APPROVED. MOTION CARRIED

(x) 2019/20 Water Utility Capital Budget – Alexander Street figures will be adjusted.

MOVED BY MURLEY/BREGANTE THAT THE 2019/20 WATER UTILITY CAPITAL BUDGET BE APPROVED AND THAT COUNCIL ALSO APPROVES USING DEPRECIATION FUNDS AND DEBT AS NOTED IN THE WATER UTILITY CAPITAL BUDGET. MOTION CARRIED

(xi) 2019/20 REMO Budget Approval

MOVED BY MURLEY/BREGANTE THAT THE 2019/20 REMO BUDGET BE APPROVED. MOTION CARRIED

(xii) 2019/20 Tax Rate Resolution

MOVED BY MURLEY/BIBBY THAT,

THE TOWN ADMINISTRATOR BE HEREBY AUTHORIZED TO LEVY A RATE OF \$3.95 PER HUNDRED DOLLARS OF THE ASSESSED VALUE OF ALL COMMERCIAL REAL PROPERTY ASSESSMENTS SHOWN AS TAXABLE IN THE 2019 ASSESSMENT ROLL;

AND FURTHER RESOLVED THAT THE TOWN ADMINISTRATOR BE HEREBY AUTHORIZED TO LEVY A RATE OF \$1.88 PER HUNDRED DOLLARS OF THE ASSESSED VALUE OF ALL RESIDENTIAL AND RESOURCE REAL PROPERTY SHOWN AS TAXABLE IN THE 2019 ASSESSMENT ROLL;

AND FURTHER RESOLVED THAT THE ADMINISTRATOR SHALL BE AUTHORIZED TO LEVY A FIRE PROTECTION RATE OF \$0.1276 PER HUNDRED DOLLARS OF THE ASSESSED VALUE FOR TAX EXEMPT PROPERTIES;

AND FURTHER RESOLVED THAT THE ADMINISTRATOR AND/OR TREASURER SHALL BE AUTHORIZED TO ISSUE WARRANTS FOR THE COLLECTION OF ALL RATES AND TAXES AND INSTALMENTS THEREOF UNPAID AFTER SEPTEMBER 30, 2019. MOTION CARRIED (Councillor Ivey voted nay)

(xiii) Alexander Street (East) Project Tender Award

MOVED BY MURLEY/IVEY THAT COUNCIL APPROVE PROCEEDING WITH THE ALEXANDER STREET EAST SERVICES AND STREET RENEWAL PROJECT IDENTIFIED IN THE 2018/19 TOWN OF WINDSOR CAPITAL BUDGET AT \$527,708 AND THE WATER UTILITY CAPITAL BUDGET AT \$249,383, FOR A COMBINED TOTAL COST OF \$777,091 AND AWARD THE TENDER (TOW2019-0001) FOR THE CONSTRUCTION WORK TO THE LOW COMPLIANT BIDDER, GARY PARKER EXCAVATING, FOR THE TENDERED PRICE OF \$714,233.95 HST INCLUDED. MOTION CARRIED

(b) Strategy & Policy Committee Recommendations – None

(c) PAC / HAC Recommendations

(i) See Item 6(b)

(ii) Development Agreement Application Second Reading – Jeff & Tina Smith, Nesbitt St – PID 45056793 – The Public Hearing and Second Reading has been Canceled. The options are: wait until concerns/questions are addressed and then start the process over; or proceed with the public hearing and second reading in April, 2019 and go from there (as that was the next step to the process). Council agreed to continue with the public hearing, followed by second reading in April 2019. It was agreed, as information comes available, it will be circulated to members of council.

(d) Police Advisory Board - None

(e) Joint Council – Next meeting is April 1, 2019 in Windsor and will immediately follow the Co-ordinating Committee meeting. It is a one-item agenda; Stantec will be presenting on the Governance Review (council size and electoral boundaries). The final report will be presented to the Co-ordinating Committee at their April 15, 2019 meeting.

(f) REMO - None

(g) Region 6 - None

(h) Watershed Committee - None

- (i) **VCFN (Valley Community Fibre Network)** – Consultants spoke with the councils involved to ensure municipal bodies are supportive. The report is in-progress.

11.3 Members of Council - None

12. CORRESPONDENCE / PETITIONS & MEETING CALENDAR REVIEW

(a) Correspondence to be Formally Received by Council (Information Purposes Only)

MOVED BY BREGANTE/IVEY THAT ALL CORRESPONDENCE BE RECEIVED AND KEPT ON FILE (INCLUDING THOSE ADDED TO THE AGENDA AND IDENTIFIED UNDER AGENDA ITEM #13). MOTION CARRIED

(i) NSFM Municipal Matters (20190306 and 20190320) - Information Update

(b) Correspondence to be Formally Received by Council (Requests)

- (i) **From Town of Shelburne (20190226) – Support letter for a portion of the HST to go to municipal governments** – Brief discussion held and consensus was that it is an interesting concept and something the provincial association should look at (NSFM). Staff to respond to the letter requesting this go to the Nova Scotia Federation of Municipalities (NSFM) for resolution.

(c) Petitions - None

(d) Meeting Calendar Review – Following changes were made:

- Apr. 8 - Add Council/Jewish Legion meeting at 7pm;
- Apr. 10 – Remove Public Participation Meeting & PAC Meeting and add to April 17th;
- Apr. 10 – Volunteer Awards Banquet 6pm at the Windsor Community Centre;
- Apr. 29 – NSFM Regional Meeting in Kentville at the King’s County Building

13. ITEMS ADDED TO AGENDA UNDER #5 (if any)

- (a) **E-mail correspondence from Myrna-Jim Wicks of Sept. 26, 2018** – Re. Ben-Gurion Memorial (formally received under agenda item #12)
- (b) **Correspondence from Rev. Steve Berube** – Re. Ben-Gurion Memorial (formally received under agenda item #12)
- (c) **E-mail correspondence from Youseff Rafih of Nov. 4, 2018** – Re. Ben-Gurion Memorial (formally received under agenda item #12)
- (d) **Correspondence from Stephanie Sedgwick of Feb. 7, 2019** – Re. Underwood Drive to Edward Drive (formally received under agenda item #12)
- (e) **Correspondence & Agreement from World Council on City Data (WCCD) - WCCD Certification and Registration Agreement of March 22, 2019** – Expectation was for ISO Certification. Town of Windsor is eligible for the Platinum Level; \$5,000 U.S. this year. Unfortunately this doesn’t benefit or transfer to the new regional municipality if Windsor approved it now; however it validates information and gives Windsor recognition.
- Council Consensus – although great for Windsor, would have been great if it was done as a region. A letter of acknowledgement to go out but council does not support it at this time.
- (f) **Correspondence from Valley REN of March 22, 2019** – New funding formula; Wolfville withdrawal; Conditional acceptance of Annapolis Royale into REN; and Accepting Steven Shaw as new Director on the Board of the Valley REN. (Formally received under agenda item #12)

- (g) **NS Municipal Affairs correspondence & certificate of March 22, 2019** – Ministerial approval of Bylaw #44 Commercial Development District Improvement Plan. (Formally received under agenda item #12)
- (h) **Funds Reimbursement Recommendation Report** – CAO provided an overview of the report noting there is an error in it. The recommendation should be for \$10,395.00.

Discussion was held and the following points raised:

- This is not typical as it would normally have gone through the Town; however, Mr. Redden continued to do the fundraising in good faith and as part of his donation to the project. The project not proceeding was a decision of council.
- The invoice to and the cheque are from the Long Pond Arena Society, not Jeff Redden. CAO Coutinho said the Society didn't have money so the money was Jeff Redden's.
- Concern raised on who the invoice was made out to and the cheque written from so it was asked a formal letter be received from Mr. Jeff Redden outlining the expense and to write an explanation for his statement of claim. It was also asked that staff find out where the Long Pond Arena Society fits into it. CAO Coutinho will obtain the further information.

MISC – Epilepsy Purple Ribbon Day to help raise awareness– March 26th. Staff and Council wore ribbons and a photo taken prior to moving in-camera.

14. IN-CAMERA MATTERS – Members of Council, CAO Coutinho, Clerk Thornton, and Directors Richard and Armstrong remained for the in-camera session.

(a) S. 22(2)(g) – Legal Advice Eligible for Solicitor-Client Privilege

MOVED BY MURLEY/BIBBY THAT AT 8:37PM, THE MEETING MOVE IN-CAMERA TO DISCUSS A LEGAL ADVICE MATTER AS PER S. 22(2)(G) OF THE MUNICIPAL GOVERNMENT ACT. MOTION CARRIED

MOVED BY BREGANTE/MURLEY THAT AT 9:06PM, THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED

15. NOTICES OF MOTION – None

16. ADJOURNMENT

MOVED BY BREGANTE/IVEY THAT AT 9:06PM, THE MEETING BE ADJOURNED. MOTION CARRIED


Chair


Municipal Clerk

APPENDIX A



TOWN OF WINDSOR *Public Participation Program Policy 2019*

1. PURPOSE

- 1.1. Section 204 of the *Municipal Government Act* requires Council to adopt a public participation program before undertaking the preparation of Planning documents.

2. DEFINITIONS

- 2.1. The terms used in this Policy have the same meaning as those found in the *Municipal Government Act*.

3. COMPREHENSIVE REVIEW of PLANNING DOCUMENTS

- 3.1. Council resolves to seek the views of the public and encourage public participation regarding any comprehensive review by developing and implementing a public engagement plan to inform the public and receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

4. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 4.1. Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and amendments to the Windsor Planning Documents or Land Use By-law by, at a minimum:
 - holding one or more public meetings, usually hosted by the Planning Advisory Committee, prior to First Reading of any proposed development agreement or amendment;
 - advertising any public meeting regarding any proposed development agreement or amendment in a local paper; and
 - notifying by mail the owners of neighbouring properties of both the public information meeting and any public hearing regarding a proposed amendment to a specific property.

5. GENERAL

- 5.1. Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
- 5.2. Any fees related to any action required by the Public Participation Program will be established by policy of Council.

6. REPEAL

- 6.1. Any Public Participation Program earlier approved by Council is hereby rescinded.

I, Shelleena Thornton, Municipal Clerk of the Town of Windsor, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Town of Windsor at a meeting duly called and held on the _____ day of _____ (month), _____ (year).

(Signature of Municipal Clerk)
S. Thornton
Municipal Clerk

Adoption	
Notice to Council:	Date
Approval:	Date
Description:	



TOWN OF WINDSOR LOW INCOME PARTIAL TAX EXEMPTION POLICY (2019/20)

Residential taxpayers in the Town of Windsor are advised that the Town Council has provided a partial tax exemption to be available to all taxpayers whose total income from all sources for 2018 was below a specified amount. The details of this year's partial exemption are outlined below.

A total exemption fund will be established to be distributed equally to all qualified applicants on a pro-rata basis subject to the following conditions:

1. Only persons whose total income from all sources, including the income of all other persons of the same family residing in the same household as the applicant ratepayer, for the calendar year 2018 is less than twenty four thousand four hundred eighty five dollars (\$24,485.00) may apply.
2. No exemption shall exceed 50% of the current year's taxes.
3. Regardless of the pro-rata calculation for distribution of the exemption fund, no exemption shall exceed \$200.00.
4. A tax exemption will only be granted in respect to a property occupied by the applicant ratepayer as his or her home.
5. Where a property is assessed to two or more persons, one of whom is entitled to an exemption, the person so entitled shall be entitled only to that portion of the amount of the exemption that the amount of his/her assessment with respect to the property bears to the total assessment for the whole property. Where the owners are not separately assessed for their several interests in the property, then to that portion determined by the assessor, whose determination shall be final.
6. Applications for the exemption granted by this resolution shall be by affidavit and shall be accompanied by a copy of the applicant(s) 2018 Income Tax Notice of Assessment.
7. In order to distribute the exemption fund among the qualified applicants, **no application for an exemption will be received or considered after July 31, 2019.**

Affidavit forms to apply for a partial tax exemption as described above are available on the Town website www.town.windsor.ns.ca or at the Town Office, 100 King Street during normal business hours (Mon-Fri 8:30am – 4:30pm excluding statutory holidays).

Shelleena Thornton
Municipal Clerk