

**WINDSOR TOWN COUNCIL**  
**Town Council Meeting Minutes**  
**April 23, 2019 / 7:00 – 8:10pm**  
**Windsor Council Chambers, 100 King St, Windsor, NS**

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**Attendance**

Anna Allen	Mayor, Chair
Laurie Murley	Deputy Mayor
Jim Ivey	Councillor
Louis Coutinho	CAO
Shelleena Thornton	Municipal Clerk
Todd Richard	Director of Public Works

**Regrets**

Shelley Bibby	Councillor
John Bregante	Councillor
Doug Armstrong	Director of Finance
Jamie Juteau	Fire Chief, WFD

**Gallery**

2 members of the public

1. **CALL TO ORDER** – Mayor Allen called the meeting to order at 7:00 pm.
2. **ANNOUNCEMENTS / ACKNOWLEDGEMENTS** - On behalf of council, Mayor Allen respectfully acknowledged that the land on which we gather is traditional unceded Mi'kmaw territory.
3. **CITIZEN (GALLERY) ACKNOWLEDGEMENT** – Those in the gallery were welcomed.
4. **APPROVAL OF MINUTES**

**MOVED BY MURLEY/IVEY THAT THE MARCH 26, 2019 TOWN COUNCIL MEETING MINUTES AND PUBLIC HEARING MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED**

5. **APPROVAL OF ORDER OF BUSINESS & AGENDA** (Additions/deletions if any)
  - Item 13(a) – Add Letter from Darrell Dexter re. Jewish Legion dated April 11, 2019
  - Item 13(b) – Add 2019/20 Operating Budget - Hockey Heritage \$10,000 funding
  - Item 13(c) – Add 2019/20 Operating Budget - Jewish Legion project Budget
  - Item 13(d) – Add 2018/19 and 2019/20 Capital Budget - Downtown Security Cameras
  - Item 13(e) – Add Bylaws & Enforcement (Smoking and Parking Tickets at Avonian Place)
  - Item 13(f) – Add NSFM E-Newsletter April 23, 2019

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

6. **PUBLIC HEARING(S)** - None
7. **DELEGATIONS / PRESENTATIONS** – None
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) **First Reading – Bylaw #47 – Repeal of Electronic Voting Bylaw #43 Recommendation Report –** Public Hearing and Second Reading to be held at the May 28, 2019 Council Meeting.

**MOVED BY MURLEY/IVEY THAT FIRST READING BE GIVEN TO BYLAW #47 –  
REPEAL OF ELECTRONIC VOTING BYLAW #43. MOTION CARRIED**

- (b) **First Reading – Bylaw #48 – Repeal of Elections, Plebiscites and Public Meetings Bylaw #05 Recommendation Report –** Public Hearing and Second Reading to be held at the May 28, 2019 Council Meeting.

**MOVED BY IVEY/MURLEY THAT FIRST READING BE GIVEN TO BYLAW #48 –  
REPEAL OF ELECTIONS, PLEBISCITES AND PUBLIC MEETINGS BYLAW #05.  
MOTION CARRIED**

- (c) **College Road Development – Nova Scotia Housing Recommendation Report –** CAO Coutinho reviewed the report and advised that Stephan Richard with Housing NS will keep the Town apprised of their plans. Stephan Richard indicated to the CAO via email that he will be applying for a grant with the Federal Government and hopes the Town will support it as a partner.

When asked how much staff time would be required and if it would be onerous due to current workloads, CAO Coutinho said it would be involved (similar to that of the Waterfront Development process). He said there would be a cost and staff time involved. CAO Coutinho added he cannot say how much would be entailed until Mr. Richard provides more information.

Further discussion was held, and since council received a presentation with respect to this, council has yet to discuss it any further. It was further agreed that staff currently has a lot on their plates and council should look at the big picture and take everything in to account prior to supporting this or any recommendation(s).

DIRECTION – no decision at this time until Council hears back and learns more from the Province, which is to include information on what the Town's suggested partnership would entail and involve, at which time, CAO Coutinho will provide a report back council.

### 11.2 COMMITTEES OF COUNCIL

#### (a) COMMITTEE OF THE WHOLE RECOMMENDATIONS

- (i) **Long Pond Arena Society Reimbursement of Funds –** Question was raised as to why the invoice remained unmentioned for approximately seven months. Councillor Ivey reiterated his concerns raised at the April 9<sup>th</sup> Committee of the Whole meeting. He added there may be other organizations that assisted and have money invested and questioned whether this would open the door to them coming to the Town for reimbursement as well.

CAO Coutinho apologized again for misunderstanding Mr. Redden and providing misinformation to council, and glad that Mr. Jeff Redden clarified it. He added that he is not aware of any further outstanding monies owing; however, understands King's-Edgehill School backstopped a lot of money toward the project as well.

**MOVED BY MURLEY/IVEY THAT THE TOWN OF WINDSOR REIMURSE THE LONG POND ARENA SOCIETY \$10,000.00 (WHO IN-TURN WILL REIMBURSE POTHIER MOTORS LTD), FOR THE EXPENSES RELATED TO THE ENGAGEMENT OF A FUNDRAISING AGENCY, AND TO COME FROM ACCOUNT # 10-027-2741-000-7898. MOTION CARRIED (Recorded Nay Ivey)**

**(ii) Sidewalk Machine & Attachments Purchase** – This item will go to the Co-ordinating Committee for approval.

**MOVED BY MURLEY/IVEY THAT THE TOWN PURCHASE A NEW 2019 TRACKLESS MUNICIPAL TRACTOR COMPLETE WITH SELECTED OPTIONS AND ATTACHMENTS FROM SAUNDERS EQUIPMENT LTD. AT A COST OF \$191,313.00 PLUS HST. MOTION CARRIED**

**(iii) Old Parish Cemetery Wall Tender Award**

**MOVED BY MURLEY/IVEY THAT THE TOWN PROCEED WITH THE OLD PARISH CEMETERY STONE RETAINING WALL REPAIRS ON KING STREET FOR THE NEGOTIATED TENDERED PRICE OF \$60,560.48 PLUS HST, AND AWARD THE PROJECT TO THE LOW COMPLIANT BIDDER, COASTAL RESTORATION & MASONRY. PROJECT FUNDING TO COME FROM THE OPERATING RESERVE OR OPERATIONS AS PER THE 2019/20 BUDGET PLAN. MOTION CARRIED**

**(b) STRATEGY & POLICY RECOMMENDATIONS** – None. Next meeting May 21, 2019.

**(c) PAC / HAC**

**(i) Waterfront Redevelopment Plan Amendments Recommendation Report (Circulated at the meeting)** – Concern was raised that more should/could have been done to communicate with the public the importance of attending the session and providing input. It was suggested the Town could do more. Mayor Allen said more would be done in the future and is outlined in the staff report circulated at this meeting. Another suggestion was to look at the proposed waterfront development in-conjunction with the potential highway twinning.

DIRECTION – staff to look at communicating with the public and encouraging them to provide more input while moving forward as outlined in the circulated report.

**(ii) Discharge of Development Agreement – Imperial Oil (PID #45054640) Recommendation Report (Circulated at the meeting)**

**MOVED BY MURLEY/IVEY THAT COUNCIL DISCHARGE THE DEVELOPMENT AGREEMENT ENTERED INTO BETWEEN THE TOWN OF WINDSOR AND IMPERIAL OIL LIMITED FOR THE PROPERTY AT 44 WENTWORTH ROAD, WINDSOR, NS, PID #45054640 RECORDED AT THE REGISTRY OF DEEDS ON AUGUST 31, 1990 AS DOCUMENT 8846. MOTION CARRIED**

**(d) POLICE ADVISORY BOARD** – Next Meeting is May 13, 2019 at 7pm

**(e) JOINT COUNCIL** – None

**(f) REMO** - None

**(g) REGION 6** - None

(h) **WATERSHED COMMITTEE** – Next meeting is May 13 at 7pm

(i) **VCFN (Valley Community Fibre Network)** - None

### 11.3 MEMBERS OF COUNCIL

## 12. CORRESPONDENCE / PETITIONS & MEETING CALENDAR REVIEW

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

**MOVED BY IVEY/MURLEY THAT ALL CORRESPONDENCE UNDER ITEMS 12 & 13 BE RECEIVED AND KEPT ON FILE. MOTION CARRIED**

(i) **Centre for Israel and Jewish Affairs (CIJA) (20190402)** – Jewish Legion Monument

(ii) **Affordable Housing Committee** - Annual Report (April 2019)

(iii) **NS Dept. of Municipal Affairs (20190403)** – Submission of Planning Documents to Municipal Affairs

(iv) **Windsor Business Enhancement Society (WBES) (20190204)** - Mtg Minutes & Strategic Plan

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

(i) **Dept. of Community Services (20190417)** – Response to Town letter for resource/funding support for policing needs associated with community and social services. CAO Coutinho will coordinate a meeting date.

### (c) Petitions - None

### (d) Meeting Calendar Review

 Revise the draft calendar as follow:

- May 13 at 7pm – Add Watershed Advisory Committee
- May 15 at 7pm – PAC (remove from May 8)

## 13. ITEMS ADDED TO AGENDA UNDER #5

### (a) Letter from Darrell Dexter dated Apr. 11, 2019 - Jewish Legion

(b) **Hockey Heritage \$10,000 funding in 2019/20 Operating Budget** – Councillor Ivey expressed that this item, Hockey Heritage, and that in 13(c), Jewish Legion are both in the operating budget; however, he understood they would either be a ‘grant’ or come from ‘operating reserves.’ Equally concerned that Council has not received details on either proposed projects and therefore, not officially approved spending money on either at this time, despite an email from the CAO referring to expending some funds toward a Hockey Heritage project council has yet to see any information on.

CAO Coutinho noted these were discussed during budget deliberations and approved by council. With respect to the Hockey Heritage project, council directed him, the CAO, to look at heritage project options and report back to council; however, he has not had the time; but there is a group that has been working hard on their own with respect to the Long Pond site. CAO Coutinho said there is a sketch that shows an outdoor rink with hockey heritage park; he is not aware of any more than that. The group will present to council at some point and will also receive funding from other government sources. The Town’s commitment will be \$10,000 as approved.

Mayor Allen stated that when community groups want to do something and require assistance, sometimes there are obstacles. Information should be coming to council before council agrees to expend monies and she doesn’t have a problem with the \$10,000 coming from operations. Councillor Ivey said he supports hockey heritage; however, council was told information would be coming to council and it hasn’t. He’s concerned if it is in the operating budget, it doesn’t need to come to council for approval; the CAO can expend the money; however, if coming from Reserves, it would have to come before council.

CAO Coutinho said that is correct. He added that two items that were approved in 2018/19 (i.e. the cemetery wall and the gazebo roof) but not done, were back in the 2019/20 budget with funding to come from Operating Reserves.

DIRECTION – Council would like more information from the Director of Finance and clarity on why the mentioned items were budgeted the way they were and not as grants or from reserves, etc.

- (c) **Jewish Legion 2019/20 Operating Budget** – Councillor Ivey said this was also mentioned under Item 13(b) and he reiterated that money had been allocated toward a potential project in the Town's 2019/20 operating budget without further information received. Understood this should have been a grant or in the operating reserve as well.
- (d) **Downtown Security Cameras and Capital Budget** – Councillor Ivey said this was in the 2018/19 capital budget and incomplete and re-identified in the 2019/20 capital budget as a work-in-progress. Work-in-Progress in that it was understood most equipment was purchased but perhaps not installed, and now, the exact same figure of \$75,000 was carried forward. This figure is now in the final budget when it wasn't in there when deliberations were occurring. Councillor Ivey would like clarity from the Director of Finance on this matter as well.
- (e) **Bylaws (Smoking Issue and Parking Tickets at Avonian Place)** – Councillor Ivey noted that citizens are concerned there is no enforcement with respect to the Smoking Bylaw and infractions. When asked when the Bylaw Enforcement Officer could start issuing tickets, CAO Coutinho advised he will get him to go from education mode to enforcement. However, CAO Coutinho said he has no new information at this time as to whether he can enforce Provincial legislation but will follow-up.

Parking Tickets at Avonian Place – Councillor Ivey asked if people have to pay for them when the Town had no authority to issue the tickets? CAO Coutinho said the Bylaw Enforcement Officer should not have been issuing the tickets on private property and was advised to stop. CAO Coutinho just became aware that the Traffic Authority made a verbal agreement with the owners of Avonian Place to enforce parking because they were going to allow public parking there in exchange for enforcement. The CAO said he has concern with that and potential liability. Director Richard said there were negotiations with the Traffic Authority to paint parking stalls in-conjunction with the waterfront connector trail and the negotiations for the land swap. Staff had discussions with the owner(s) and learned that Avonian Place allowed public parking which was a benefit and good gesture; therefore, it was agreed to provide some enforcement.

CAO Coutinho said the owner of the property wants to meet with him. CAO Coutinho will assess all options. Councillor Ivey asked if the land trade was documented and signed/sealed. CAO Coutinho said it was and nothing in it with respect to enforcement (parking enforcement and painting the lines was a verbal agreement). CAO Coutinho said he'd obtain more information and report back to council.

- (f) **NSFM E-Newsletter April 23, 2019** – Monthly information update.

14. IN-CAMERA MATTERS - None

15. NOTICES OF MOTION - None

16. ADJOURNMENT

**MOVED BY MURLEY/IVEY THAT AT 8:10PM, THE MEETING BE ADJOURNED.  
MOTION CARRIED**



Mayor, Chair



Municipal Clerk

