

**WINDSOR TOWN COUNCIL**  
**Town Council Meeting Minutes**  
**June 25, 2019 – 7:00 – 8:05pm**  
**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  |
| Louis Coutinho     | CAO   |
| Shelleena Thornton | Municipal Clerk   |
| Jamie Juteau       | Fire Chief, WFD   |
| Todd Richard       | Director of Public Works                                |
| VanEssa Roberts    | Director of Community Development, Tourism & Recreation |

**Regrets**

|                |                     |
|----------------|---------------------|
| Shelley Bibby  | Councillor          |
| Doug Armstrong | Director of Finance |

Gallery - No members of the public

- 1. CALL TO ORDER** – Chair 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** – No one in attendance.
- 4. APPROVAL OF MINUTES** – May 28, 2019 - Public Hearing and Town Council Minutes  
**MOVED BY BREGANTE/MURLEY THAT THE MAY 28, 2019 PUBLIC HEARING AND TOWN COUNCIL MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED**
- 5. APPROVAL OF ORDER OF BUSINESS & AGENDA** (Additions/deletions if any)  
**13(a) – Add Permanent Access Roads around Garlands Crossing – Information Report**  
**14(a) – Add Contract Matter (MGA s. 22(2)(c))**  
**MOVED BY BREGANTE/IVEY THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED**
- 6. PUBLIC HEARING(S)** - None
- 7. DELEGATIONS / PRESENTATIONS** – None
- 8. BUSINESS ARISING FROM PREVIOUS MINUTES**

- (a) **Windsor Agricultural Society's Funding Request for Emergency Sprinkler System (June 11, 2019 COTW) Report** – The report was reviewed, and discussion held noting that an 'area benefit model' was not considered; however, members of council recognized it would not have been easy to determine/calculate.

**MOVED BY BREGANTE/IVEY THAT THE WINDSOR AGRICULTURAL SOCIETY'S FUNDING REQUEST OF \$50,000 FOR THEIR SPRINKLER SYSTEM BE APPROVED.  
MOTION CARRIED**

- (b) **Solid Waste Bylaw #16 (Amended) – First Reading Recommendation Report** – Public Hearing and Second Reading will be held at the July 2019 Council meeting.

**MOVED BY BREGANTE/MURLEY THAT FIRST READING BE GIVEN TO THE AMENDED SOLID WASTE BYLAW # 16, TO INCLUDE:**

- **THE 'LEGISLATIVE AUTHORITY' AT THE BEGINNING OF THE PROPOSED AMENDED BYLAW;**
- **ADDING THE DEFINITION OF 'LITTERING' IN SECTION 16.01; AND**
- **ADDING A REVISED SECTION 16.36 'LITTERING' (FOLLOWED BY THE RENUMBERING OF THE SUBSEQUENT SECTIONS 16.37 – 16.40).**

**MOTION CARRIED**

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

**10. CONSIDERATION OF DEFERRED BUSINESS - None**

## **11. REPORTS**

### **11.1 Chief Administrative Officer**

- (a) **Building Official Designation – Tina McKay Recommendation Report** – Co-ordinating Committee already approved it pending both Windsor and West Hants Councils' approval.

**MOVED BY MURLEY/BREGANTE THAT EFFECTIVE JULY 2, 2019, TINA MCKAY BE APPOINTED BUILDING OFFICIAL IN ACCORDANCE WITH SECTION 5(2) OF THE NOVA SCOTIA BUILDING ACT. MOTION CARRIED**

- (b) **Building Official Un-appointment – Scott Burgess Recommendation Report**

**MOVED BY BREGANTE/IVEY THAT SCOTT BURGESS BE UNAPPOINTED AS THE TOWN OF WINDSOR'S BUILDING OFFICIAL. MOTION CARRIED**

- (c) **Pension Plan Consolidation Windsor-West Hants Recommendation Report**

**MOVED BY BREGANTE/IVEY THAT COUNCIL APPROVES THE MERGER OF THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS AND TOWN OF WINDSOR PENSION PLANS AND THAT THEY BE MANAGED BY MANULIFE FINANCIAL.  
MOTION CARRIED**

- (d) **Municipality of West Hants' Subdivision Application and Fee Waiver Request** – Error in report on page 2. Clarity is that the Development Officer implements Council policy and the approval would not be under the Development Officer's authority, but rather, Council's.

MOVED BY IVEY/MURLEY THAT THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE PROVIDED WITH THE EXEMPTION THEY REQUESTED FROM THE PROVISIONS OF PART 14 OF THE SUBDIVISION BYLAW RE. PARKLAND DEDICATION (UPON WRITTEN VERIFICATION, THAT THEY HAVE PERMISSION FROM THE WINDSOR AGRICULTURAL SOCIETY). MOTION CARRIED

#### 11.2 Committees of Council

##### (a) Committee of the Whole Recommendations

###### (i) Hospitality Policy Approval & Adoption

MOVED BY MURLEY/BREGANTE THAT THE TOWN OF WINDSOR'S HOSPITALITY POLICY BE APPROVED AND ADOPTED. MOTION CARRIED

(ii) Letter of Agreement Recommendation to Mr. Lay Yong Tan – Ivey noted that it was not a motion of council but rather direction to the CAO.

##### (b) Strategy & Policy Committee Recommendations

###### (i) Offer to Purchase

MOVED BY IVEY/MURLEY THAT AN OFFER TO PROCEED FOR PURCHASE OF PID # 45058807 (LAND & BUILDING) AS PER THE MAY 31, 2019 APPRAISAL BE OFFERED, SUBJECT TO SUPPORT OF THE CO-ORDINATING COMMITTEE. MOTION CARRIED

###### (ii) Interim CAO Appointment

MOVED BY IVEY/MURLEY THAT TODD RICHARD BE APPOINTED INTERIM CAO EFFECTIVE JULY 2, 2019. MOTION CARRIED (COUNCILLOR IVEY VOTED NAY)

##### (c) PAC / HAC Recommendations - None

(d) Police Advisory Board – Next Meeting is July 15, 2019 at 7pm

(e) Joint Council – None

(f) REMO - None

(g) Region 6 - None

(h) Watershed Committee - None

(i) VCFN (Valley Community Fibre Network) – Next meeting is July 15<sup>th</sup>.

#### 11.3 Members of Council

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

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

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

(i) Atlantic Jewish Council – Hope consideration being given to Jewish Legion Commemoration

(ii) Super 8 Hotel (20190612) – Economic impact of the Hants County Exhibition and Park to the area

- (iii) Municipality of West Hants (20190514) – Second Permanent Access for Garlands Crossing Windsor
- (iv) Colin Chisholm – Leaving Valley Journal Advertiser – Thank you to council and staff

(b) Correspondence to be Formally Received by Council (Requests) – None

(c) Petitions – None

(d) Meeting Calendar Review – July 2019 (PAC is at 6pm)

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

- (a) **Permanent Access Roads around Garlands Crossing Information Report** – CAO Coutinho reviewed the information report and referenced that costing for Class 'D' estimates would be needed. CAO Laycock would also be giving West Hants council a verbal update on the matter.

CAO – temporary solutions are not sustainable, so permanent access roads are identified.

Direction – None needed. At this time, it is information for council but ultimately, would be a joint decision of both councils. CAOs are to arrange a joint council meeting.

**14. IN-CAMERA MATTERS**

- (a) **Contract Matter** – All staff left. Only council remained.

**MOVED BY MURLEY/BREGANTE THAT AT 7:49PM, THE MEETING MOVE IN-CAMERA TO DISCUSS A CONTRACT MATTER. MOTION CARRIED**

**MOVED BY BREGANTE/MURLEY THAT AT 8:04PM, THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED**

**MOVED BY MURLEY/BREGANTE THAT THE INDEPENDENT CONTRACTOR AGREEMENT WITH LOUIS COUTINHO BE SIGNED. MOTION CARRIED**

**15. NOTICES OF MOTION – None**

**16. ADJOURNMENT**

**MOVED BY MURLEY/BREGANTE THAT AT 8:05PM, THE MEETING BE ADJOURNED. MOTION CARRIED**

  
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Chair

  
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Municipal Clerk