

Attendance

Anna Allen	Mayor, Chair
Laurie Murley	Deputy Mayor
Shelley Bibby	Councillor
Jim Ivey	Councillor
Todd Richard	Interim CAO
Shelleena Thornton	Municipal Clerk
Troy Burgess	Acting Director of Public Works
Doug Armstrong	Director of Finance
Madelyn LeMay	Director of Planning (left at 7:42pm)
Rhonda Brown	Municipal Clerk/Returning Officer, Mun. of West Hants (left at 7:30pm)

Regrets

John Bregante Councillor

Public

None

- 1. CALL TO ORDER** – Mayor Allen called the meeting to order at 7:00 p.m.
- 2. ANNOUNCEMENTS / ACKNOWLEDGEMENTS** - On behalf of council, Mayor Allen respectfully acknowledged that the land on which we gather is traditional unceded Mi'kmaw territory.
 - Regrets from Councillor Bregante (not feeling well);
 - Regular Pumpkin Regatta was officially canceled; however, a group of people are coming together to still host something. More details to be released soon;
 - 6pm Saturday, Sept. 28th - Lion's Club Paint Night fundraiser at the Community Centre.
- 3. CITIZEN (GALLERY) ACKNOWLEDGEMENT** – No public in the gallery.
- 4. APPROVAL OF MINUTES**

MOVED BY MURLEY/IVEY THAT THE JULY 23, 2019 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)
 - 13(a) – Add Bylaw Enforcement
 - 13(b) – Add Lamp pole on O'Brien Street at Wentworth Street
 - 14(a) – Add In-Camera Public Safety matter

MOVED BY MURLEY/BIBBY THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED
- 6. PUBLIC HEARING(S)** – None (However, there are a number of Planning-related Public Hearings and a Special Meeting of Council scheduled for Tuesday, November 19, 2019)

7. DELEGATIONS / PRESENTATIONS

- (a) **Rhonda Brown, Returning Officer (RO)– Region of Windsor & West Hants – 2020 Municipal Elections –** Returning Officer Brown gave a presentation on the steps and timelines leading up to the March 2020 Municipal Election.

Questions/Comments

- Suggestion given that candidates or those canvassing on their behalf wear name tags. RO Brown said it could be suggested; however, there is no authority to make it mandatory.
- A candidate does not need to be resident in the district they are running in.
- Hopefully a high-resolution map will be provided with details outlining districts, boundaries, etc. RO Brown said she is hopeful and maps of each district with boundaries will be provided.

Returning Officer Brown left the meeting at 7:30pm.

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 – Proposed Amended Solid Waste Bylaw #16 Recommendation Report –** Public Hearing/Second Reading will be advertised/scheduled for the Oct. 22, 2019 Council Mtg.

MOVED BY MURLEY/IVEY THAT THE PROPOSED AMENDED SOLID WASTE BYLAW #16 BE GIVEN FIRST READING. MOTION CARRIED

11.2 Committees of Council

- (a) **Committee of the Whole Recommendations**

- (i) **REMO - Letter to Minister re. Storm Emergency Alerts**

MOVED BY MURLEY/BIBBY THAT A LETTER BE DRAFTED TO THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING TO EXPRESS CONCERNS REGARDING STORM/HURRICANE EMERGENCY ALERTS AND COMMUNICATIONS, AND THAT A COPY OF THE LETTER BE SENT TO THE NOVA SCOTIA FEDERATION OF MUNICIPALITIES (NSFM) ASKING FOR THEIR SUPPORT. MOTION CARRIED

- (ii) **Rescission of Policies (Pin Policy, Advertising Policy, Endorsing Proclamations Policy, Grant Requests for more than \$1,000)**

MOVED BY MURLEY/IVEY THAT THE TOWN OF WINDSOR ADVERTISING POLICY, ENDORSING PROCLAMATIONS POLICY, GRANT REQUESTS FOR MORE THAN \$1,000, AND PIN POLICY BE RESCINDED. MOTION CARRIED

- (iii) **Parking Infraction Ticket Administrator Appointment –** No budget implication and Kelvin Norton is currently doing the work.

MOVED BY MURLEY/BIBBY THAT KELVIN NORTON BE APPOINTED AS THE TOWN OF WINDSOR'S PARKING-INFRACTION TICKET ADMINISTRATOR. MOTION CARRIED

(iv) **Demolition & Remediation** – It was noted this was also approved by the Co-ordinating Committee at their Sept. 9, 2019 meeting.

MOVED BY MURLEY/IVEY THAT STAFF PROCEED WITH DEMOLITION AND REMEDIATION OF THE BUILDINGS AND STRUCTURES AT 65 FORT EDWARD STREET AND 6 WATER STREET, AT AN ESTIMATED TOTAL COST OF \$72,000 (EXCLUDING HST), AND AWARD THE PROJECT TO THE LOW BIDDER, BURGESS EXCAVATING & TRUCKING FOR \$55,425. AND THAT COUNCIL APPROVES TRANSFERRING THAT AMOUNT FROM THE TOWN'S OPERATING RESERVE TO TOWN OPERATIONS AS REQUIRED TO FUND THE PROJECT. MOTION CARRIED

(b) **Strategy & Policy Committee Recommendations** – None (no meetings held July - September). Next meeting date is 7pm Oct. 1, 2019 in Council Chambers.

(c) **PAC / HAC Recommendations**

(i) **ALL presented in one summary report**– Public Hearings/Second Readings scheduled for Nov. 19, 2019 Special Council Meeting

(a) FIRST READING – BREWERIES AND DISTILLERIES IN THE JOINT INDUSTRIAL PARK

MOVED BY MURLEY/BIBBY THAT WINDSOR COUNCIL GIVE FIRST READING AND HOLD A JOINT PUBLIC HEARING WITH THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS TO FULFILL THE REQUIREMENTS OF POLICY 10.2.2 OF THE WINDSOR MUNICIPAL PLANNING STRATEGY IN RELATION TO AMENDMENT WLUB 18-01 REGARDING CRAFT BEVERAGE PRODUCTION APPROVED ON JANUARY 16, 2019.

(b) FIRST READING – FEES: LAND USE BYLAW AMENDMENT

MOVED BY MURLEY/IVEY THAT COUNCIL GIVE FIRST READING AND HOLD A PUBLIC HEARING TO CONSIDER AMENDING THE WINDSOR LAND USE BYLAW BY REMOVING SECTION 2.8 AND REPLACING IT WITH THE FOLLOWING SECTION:

APPLICATION FEES

"2.8

AN APPLICANT FOR A DEVELOPMENT PERMIT, A DEVELOPMENT AGREEMENT, AN AMENDMENT TO A DEVELOPMENT AGREEMENT, A DISCHARGE OF A DEVELOPMENT AGREEMENT, AN AMENDMENT TO THE LAND USE BYLAW, A SITE PLAN, A VARIANCE, OR A ZONING CONFIRMATION SHALL PAY THE FEES PRESCRIBED BY COUNCIL FROM TIME TO TIME BY POLICY."

AND BY DELETING CLAUSE 5.40 (C). MOTION CARRIED

(c) FIRST READING – FEES: SUBDIVISION BYLAW AMENDMENT

MOVED BY MURLEY/BIBBY THAT COUNCIL GIVE FIRST READING AND HOLD A PUBLIC HEARING TO CONSIDER AMENDING THE WINDSOR SUBDIVISION BYLAW BY DELETING THE EXISTING SECTION 11 AND REPLACING IT WITH THE FOLLOWING SECTION:

11. THE SUBDIVIDER SHALL PAY:

(a) THE FEES CONTAINED IN THE COSTS AND FEES ACT AND ITS REGULATIONS FOR FILING THE APPROVED FINAL PLAN OF SUBDIVISION, CERTIFYING A COPY OF THE PLAN, AND REGISTERING A NOTICE OF APPROVAL OF THE PLAN. WHERE THE DEVELOPMENT OFFICER REFUSES TO APPROVE A FINAL PLAN OF SUBDIVISION THESE FEES SHALL BE RETURNED TO THE SUBDIVIDER; AND

(b) ANY PROCESSING FEES PRESCRIBED BY COUNCIL FROM TIME TO TIME BY POLICY.

AND BY DELETING CLAUSES 13(B) AND SECTION 82 OF THE WINDSOR SUBDIVISION BYLAW. MOTION CARRIED

(d) FIRST READING – FEES: HAWKERS, TRADERS AND PEDDLERS BYLAW AMENDMENT

MOVED BY MURLEY/IVEY THAT COUNCIL GIVE FIRST READING TO THE WINDSOR HAWKERS, TRADERS AND PEDDLERS BYLAW AMENDMENTS ATTACHED TO THE SEPTEMBER 11, 2019 REPORT TO THE PLANNING ADVISORY COMMITTEE ENTITLED “FEES RELATED TO THE HAWKERS TRADERS AND PEDDLERS BYLAW #15”, WHICH AMEND THE CLAUSES REGARDING FEES, AND PROCEED TO A PUBLIC HEARING AND SECOND READING. MOTION CARRIED

(e) FIRST READING – FEES: BUILDING CODE ACT BYLAW AMENDMENT

MOVED BY MURLEY/BIBBY THAT COUNCIL GIVE FIRST READING TO THE WINDSOR BUILDING CODE ACT BYLAW AMENDMENTS ATTACHED TO THE SEPTEMBER 11, 2019 REPORT TO PLANNING ADVISORY COMMITTEE ENTITLED “FEES RELATED TO THE WINDSOR BUILDING CODE ACT BYLAW”, WHICH AMEND THE CLAUSES REGARDING FEES AND PROCEED TO A PUBLIC HEARING AND SECOND READING. MOTION CARRIED

(f) FIRST READING – DEFINITION OF DWELLING UNIT: LAND USE BYLAW AMENDMENT

MOVED BY MURLEY/IVEY THAT COUNCIL GIVE FIRST READING AND HOLD A PUBLIC HEARING TO CONSIDER AMENDING THE WINDSOR LAND USE BY-LAW BY REPLACING THE PRESENT DEFINITION OF DWELLING UNIT WITH THE FOLLOWING:

DWELLING UNIT MEANS ONE OR MORE HABITABLE ROOMS DESIGNED OR INTENDED TO BE USED BY ONE OR MORE INDIVIDUALS AS A SEPARATE AND INDEPENDENT HOUSEKEEPING ESTABLISHMENT IN WHICH SEPARATE KITCHEN AND SANITARY FACILITIES ARE PROVIDED FOR THE EXCLUSIVE USE OF THE INDIVIDUAL OR INDIVIDUALS FOR YEAR-ROUND OCCUPANCY AS A PRIMARY RESIDENCE, WITH A PRIVATE ENTRANCE FROM OUTSIDE OF THE BUILDING OR FROM A COMMON HALLWAY OR STAIRWAY INSIDE THE BUILDING AND EXCLUDING A RECREATIONAL CABIN AS DEFINED IN THE NOVA SCOTIA BUILDING CODE REGULATIONS. MOTION CARRIED

(g) FIRST READING – CIVIC ADDRESSING BYLAW AMENDMENT

MOVED BY MURLEY/BIBBY THAT COUNCIL GIVE FIRST READING AND HOLD A PUBLIC HEARING TO CONSIDER REPLACING THE CIVIC ADDRESSING BY-LAW APPROVED IN 2005 WITH THE CIVIC ADDRESSING BY-LAW CONTAINED IN

APPENDIX C OF THE SEPTEMBER 11, 2019 REPORT TO WINSOR PLANNING ADVISORY COMMITTEE. MOTION CARRIED

(h) PROCESS FOR PLANNING DOCUMENT AMENDMENTS AND DEVELOPMENT AGREEMENTS DURING CONSOLIDATION

MOVED BY MURLEY/IVEY THAT COUNCIL DETERMINE THAT:

(1) • ANY APPLICANT FOR AN AMENDMENT TO PLANNING DOCUMENTS, CONSIDERATION OF DEVELOPMENT AGREEMENTS OR AMENDMENTS TO DEVELOPMENT AGREEMENTS RECEIVED AFTER OCTOBER 25, 2019 BE ADVISED THAT THE PROCESS LIKELY CANNOT BE CONCLUDED BY WINDSOR COUNCIL; AND

• THE PROCESS WILL BE FOLLOWED TO THE CONCLUSION OF THE PUBLIC INFORMATION MEETING AND RECOMMENDATION BY THE RELEVANT PLANNING ADVISORY COMMITTEE; AND

• THE PLANNING ADVISORY COMMITTEE RECOMMENDATION WILL BE FORWARDED TO THE REGIONAL COUNCIL FOR EARLY CONSIDERATION AT FIRST READING AND PUBLIC HEARING.

(2) IF THE PUBLIC HEARING FOR ANY LAND USE BY-LAW AMENDMENT COMPLETED BETWEEN OCTOBER 25 AND DECEMBER 17 CANNOT BE ADVERTISED WITHIN 120 DAYS OF THE DATE OF THE APPLICATION BEING COMPLETED, THAT STAFF NOTIFY THE APPLICANT AND ADVISE THEM OF ANY STAFF AND/OR PLANNING ADVISORY COMMITTEE RECOMMENDATION AND THE ANTICIPATED TIMELINE.

MOTION CARRIED

Director LeMay left the meeting at 7:42pm.

- (d) Police Advisory Board – None**
- (e) Joint Council – None**
- (f) REMO - None**
- (g) Region 6 - None**
- (h) Watershed Committee - None**
- (i) VCFN (Valley Community Fibre Network) - None**
- (j) Audit Committee - None**

11.3 Members of Council - None

12. CORRESPONDENCE / PETITIONS & MEETING CALENDAR REVIEW

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

- (a) Correspondence to be Formally Received by Council (Information Purposes Only)**
 - (i) NS Dept. of Municipal Affairs and Housing (20190917) – Minimum Planning Regulations**

- (ii) **World Council on City Data (WCCD) (20190814)** – Town of Windsor WCCD Certification Gold Level Achieved ISO 37120
- (iii) **Attorney General Justice** – Revitalization of the Additional Officer Program (AOP)
- (iv) **NS Dept. of Municipal Affairs (20190717)** – Receipt of Bylaws #47 & 48 – No Ministerial approval required

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

(c) **Petitions** – None

(d) **Meeting Calendar Review** – Tentative October 2019 (to be used as a guideline. Official on Sharepoint)

- Add - Oct. 1 at 7pm – Strategy & Policy Committee Mtg
- Add - Oct. 21 at 7pm – Watershed Advisory Committee Mtg

13. ITEMS ADDED TO AGENDA UNDER #5

(a) **Bylaw Enforcement** – Question was raised with respect to enforcing bylaws.

Brief discussion was held, and it was noted that the Bylaw Enforcement Officer is aware of council's direction of enforcement. Current position is part-time and perhaps should look at it being full-time. Council requested a report from staff on the impact to increase the Bylaw Enforcement Officer duties from part-time to full-time. Interim CAO also noted that the contract is between the Town of Windsor and Commissionaires NS; so, will need to discuss with them.

(b) **Lamp Pole, O'Brien Street at Wentworth Road** – Acting Director of Public Works Burgess said the Canadian supplier no longer exists so there is a shortage of poles and it is a 3-6 month wait from when it was requested (this includes the other pole on Empire Lane as well). The Town's request was approximately two months ago.

14. **IN-CAMERA MATTERS** – Members of Council, CAO Richard, Clerk Thornton, Director Armstrong and Acting Director Burgess remained for the in-camera discussion.

MOVED BY IVEY/BIBBY THAT AT 7:55 PM THE MEETING MOVE IN-CAMERA TO DISCUSS A PUBLIC SECURITY MATTER. MOTION CARRIED

MOVED BY MURLEY/IVEY THAT AT 8:12PM THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED

15. **NOTICES OF MOTION** – None

16. **ADJOURNMENT**

MOVED BY MURLEY/IVEY THAT AT 8:12PM THE MEETING BE ADJOURNED. MOTION CARRIED


Chair


Municipal Clerk