

**WINDSOR TOWN COUNCIL
COUNCIL MEETING MINUTES
November 28, 2017 – 6:00 – 7:25 pm
Council Chambers, 100 King St, Windsor, NS**



ATTENDANCE:

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| Anna Allen | Mayor, Chair |
| Laurie Murley | Deputy Mayor |
| John Bregante | Councillor |
| Shelley Bibby | Councillor |
| Jim Ivey | Councillor (<i>arrival at 6:36</i>) |
| Louis Coutinho | CAO |
| Janet Redden | Administrative Assistant |
| Doug Armstrong | Director of Finance |
| Todd Richard | Director of Public Works |
| Jeremy Banks | Planner |

REGRETS:

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| Shelleena Thornton | Municipal Clerk |
| VanEssa Roberts | Director of Community Development, Tourism & Recreation |
| Scott Burgess | Fire Chief, WFD |

PUBLIC:

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| Colin Chisholm | Reporter, Valley Journal Advertiser |
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- 1. CALL TO ORDER** – Mayor Allen called the meeting to order at 6:00 pm.
- 2. ANNOUNCEMENTS / ACKNOWLEDGEMENTS** – Mayor Allen acknowledged the Windsor Business Enhancement Society for organizing a successful Christmas market. Mayor Allen also acknowledged those Town Staff involved in the Christmas parade. The event was well attended.
- 3. CITIZEN (GALLERY) ACKNOWLEDGEMENT** – Colin Chisholm of the Valley Journal Advertiser and one citizen was in the gallery. The citizen left the meeting prior to commencement of the meeting to attend the Hockey Heritage presentation being held at the Municipality of West Hants.
- 4. APPROVAL OF MINUTES** –October 24, 2017 Town Council Meeting Minutes
MOVED BY BREGANTE/MURLEY THAT THE MINUTES OF OCTOBER 24, 2017 MINUTES BE APPROVED BARRING ANY ERRORS OR OMISSIONS. MOTION CARRIED
- 5. APPROVAL OF ORDER OF BUSINESS & AGENDA** (Additions/deletions if any)
MOVED BY BREGANTE/MURLEY THAT THE AGENDA BE APPROVED. MOTION CARRIED
- 6. PUBLIC HEARING** – None

7. DELEGATIONS / PRESENTATIONS

- a) Hockey Heritage Society (Presented via video at 6:25 pm from West Hants Council Chambers)** - David Carter, a leading expert on Nova Scotia heritage, provided a PowerPoint presentation via video. A copy of the presentation is attached. Highlights included emphasis that “a new rink – no matter where - is a logical next step in celebrating Windsor, Nova Scotia, and, ultimately, the world’s richest hockey heritage”. A new rink facility links the past, present and future and it was conveyed that where the venue is placed should be determined with “the story” in mind.

(Councillor Ivey arrived at 6:36pm)

Presentation concluded at 6:59pm.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

- (a) Municipal Government Act (MGA) Review Update** – No updates

9. MOTIONS OF RECONSIDERATION/RESCISSION - None

10. CONSIDERATION OF DEFERRED BUSINESS - None

11. REPORTS

11.1 Chief Administrative Officer

- (a) Citizen-member Appointments to Committees (Planning Advisory Committee (PAC) and Affordable Housing)**

MOVED BY BREGANTE/BIBBY THAT ASHLEY BOWMASTER BE APPOINTED TO THE AFFORDABLE HOUSING COMMITTEE FOR THE TERM DECEMBER 01, 2017 – NOVEMBER 30, 2018 (FOLLOWED BY AN ANNUAL REVIEW BY THE AFFORDABLE HOUSING COMMITTEE) AND THAT JAMIE O’HANLON BE APPOINTED AND CREELMAN MACARTHUR BE RE-APPOINTED TO THE PLANNING/HERITAGE ADVISORY COMMITTEE FORT THE TERM DECEMBER 01, 2017 – NOVEMBER 30, 2019. MOTION CARRIED

- (b) Windsor Agricultural Society – Arena Agreement Extension Request Recommendation Report** – To be addressed under item 12.4

11.2 Committees of Council

- (a) Audit Committee** - None

(b) Committee of the Whole Recommendations

- (i) Council Members Committees Appointments & Proposed Audit Policy**

MOVED BY MURLEY/BREGANTE THAT THE PROPOSED AUDIT COMMITTEE POLICY BE APPROVED. MOTION CARRIED

MOVED BY MURLEY/BREGANTE THAT THE FOLLOWING COMMITTEE APPOINTMENTS BE APPROVED:

- **VALLEY COMMUNITY FIBRE NETWORK (VCFN)
JIM IVEY (ANNA ALLEN AS ALTERNATE)**
- **WINDSOR BUSINESS ENHANCEMENT SOCIETY (WBES)
LAURIE MURLEY (JIM IVEY AS ALTERNATE)**

- ANNAPOLIS VALLEY REGIONAL LIBRARY BOARD
SHELLEY BIBBY (JOHN BREGANTE AS ALTERNATE)
 - REGION 6 SOLID WASTE MANAGEMENT
ANNA ALLEN (SHELLEY BIBBY AS ALTERNATE)
 - JOINT BORDER PLANNING COMMITTEE
ANNA ALLEN, LAURIE MURLEY, AND JOHN BREGANTE
 - POLICE ADVISORY BOARD
JOHN BREGANTE, JIM IVEY, AND LAURIE MURLEY
 - REGIONAL ENTERPRISE NETWORK (REN)
ANNA ALLEN (SHELLEY BIBBY AS ALTERNATE)
 - WATERSHED ADVISORY COMMITTEE
SHELLEY BIBBY (LAURIE MURLEY AS ALTERNATE)
 - JOINT POOL GOVERNANCE
LAURIE MURLEY AND SHELLEY BIBBY
- MOTION CARRIED**

(ii) Bill 177 and the Establishment of the Commercial Development District (CDD)

MOVED BY MURLEY/BREGANTE THAT (1) STAFF BRING FORWARD A BY-LAW PURSUANT TO BILL 177, WHICH PROVIDES FOR THE PHASING-IN OF ANY INCREASE TO THE ASSESSED VALUE OF A COMMERCIAL OR CONTAMINATED PROPERTY WHEN IT IS LOCATED IN A DESIGNATED COMMERCIAL DEVELOPMENT DISTRICT (CDD), AND, (2) THAT THE ATTACHED CDD ZONE IN THE TOWN OF WINDSOR BE APPROVED AND THAT STAFF BEGIN THE PROCESS OF AMENDING THE MUNICIPAL PLANNING STRATEGY (MPS) TO ESTABLISH THE ZONE, AND, (3) THAT STAFF WORK ON A COMMUNICATIONS PLAN TO INFORM PROPERTY OWNERS AND OTHER INTERESTED PARTIES OF THE PROPOSED BY-LAW AND THE POTENTIAL IMPACT TO THE TOWN'S ECONOMY FROM ANTICIPATED DOWNTOWN AND WATERFRONT DEVELOPMENT ACTIVITY. MOTION CARRIED

It was suggested that a public information meeting will be held at 6 pm December 12th prior to the Committee of the Whole meeting to introduce the concept to the public. Amendments to the Municipal Planning Strategy will have to be made to include the boundaries of the District. These amendments could take up to 6 months to complete.

(iii) 1st Reading – Proposed Amendments to the Municipal Planning Strategy (MPS) & Land Use By-Law (LUB) Re. Ground Signage

MOVED BY MURLEY/BREGANTE THAT FIRST READING BE GIVEN, AND PROCEED TO PUBLIC HEARING BEFORE PROCEEDING TO COUNCIL FOR SECOND READING, FOR AMENDMENTS REGARDING GROUND SIGN REGULATIONS IN THE TOWN CENTRE DESIGNATION AREA, INCLUDING THE PESAQUID COMPREHENSIVE DEVELOPMENT DISTRICT AND TOWN CENTRE ZONES, AS OUTLINED IN ATTACHMENT 1 (COLUMN C) AND SUBJECT TO THE APPROVAL OF THE PROPERTY OWNER OF 40 WATER STREET. MOTION CARRIED

(c) Strategy & Policy Committee Recommendations

(i) Communications Policy Approval

MOVED BY BIBBY/BREGANTE THAT THE COMMUNICATIONS POLICY BE APPROVED. MOTION CARRIED

(ii) Public Engagement Policy Approval

MOVED BY BIBBY/MURLEY THAT THE PUBLIC ENGAGEMENT POLICY BE APPROVED. MOTION CARRIED

(d) PAC / HAC Recommendations – refer to 11.2(b) (iii)

(e) Police Advisory Board – None

(f) Joint Council – Next meeting is January 25, 2018 at 7:00 pm in Windsor Council Chambers

(i) Discussion on live-streaming of joint council meetings (or meetings in general) – Staff was directed to bring a recommendation back to Council following investigation into associated costs, as well as an update on what the Municipality of West Hants is doing.

(g) REMO – None

(h) Region 6 - None

(i) Watershed Committee – None

(j) VCFN (Valley Community Fibre Network) - None

11.3 Members of Council – None

12. CORRESPONDENCE / PETITIONS & MEETING CALENDAR REVIEW

(a) Correspondence (Information Purposes Only)

(i) Fr. Dept. of Communities, Culture & Heritage Deputy Minister Taweel (20171114) – “The Feasibility Study to Assist Site Selection of a Hockey Heritage” – For information only

(ii) UNSM Board Report (20171107) – For information only

- **Agenda Matters #1 - #12(a)(i-ii) were covered from 6:00pm – 6:25pm.**
- **At 6:25pm, Matter #7 – Presentation started. The presentation was from 6:25 – 6:59 pm.**
- **Following the presentation, the agenda continued from where it left off, starting at Matter 12(a) (iii).**

(iii) Fr. Dept. of Municipal Affairs (20171027) – Requirement to notify the UNSM re decreasing revenues or increasing expenditures. This provides a “heads up” as there may be increased costs and may have an economic impact.

(iv) Fr. Windsor Hockey Heritage Society (20171023) – Response to Town letter of September 29, 2017 requesting an extension of the Agreement for one year ending April 2019. CAO Coutinho was directed to respond to the Society’s letter of November 10, 2017 and request clarification regarding monthly rental amounts (\$4,000) and subhead the issues so that it’s clear as to what the parties are agreeing to.

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

(b) Correspondence (Requests)

- (i) Fr. Windsor Hockey Heritage Society (20171023)** – Request of a table purchase (10 seats for \$600) to support the Long Pond Heritage Hockey Classic to be held on January 28, 2018. A commitment was received for 9 seats.

(c) Petitions – None

- (d) Meeting Calendar Review – December 2017** – It was suggested that a public information meeting regarding Bill 177 be held prior to the Committee of the Whole meeting on December 12. The meeting will start at 6 p.m. Councillor Bregante reported that he will be out of the country from December 6 to 17, 2017.

13. ITEMS ADDED TO AGENDA UNDER #5 (if any) - None

14. IN-CAMERA MATTERS – Personnel Matter

MOVED BY BREGANTE/IVEY THAT AT 7:15 PM THE MEETING MOVE IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

Remaining for the in-camera meeting were all of Council, CAO Coutinho, and Director Armstrong. All others in the gallery departed.

MOVED BY BREGANTE/BIBBY THAT AT 7:25 PM THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED

15. ADJOURNMENT

AT 7:25 PM, IT WAS MOVED BY BREGANTE/IVEY THAT THE MEETING BE ADJOURNED. MOTION CARRIED

Chair

Municipal Clerk