



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: Councillor Bonnie Smith

Date: September 8, 2026

Subject: Stannus Street – convert to a One-Way street

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act Part XII

Section 308(1) All streets in a municipality are vested absolutely in the municipality

Section 309(2) For the purpose of the Motor Vehicle Act, the council is a local authority

Section 309(4) designate any street as a controlled access street;

RECOMMENDATION or DECISION REQUEST

That the Committee of the Whole recommend to Council that staff be directed to investigate the feasibility of converting Stannus Street in Windsor, or an appropriate portion thereof, to one-way traffic and to report back to Council with recommendations regarding traffic safety, pedestrian safety, traffic flow, parking, emergency access, accessibility, infrastructure requirements and impacts on surrounding streets.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐
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Stannus Street is a relatively narrow urban street. With on-street parking permitted along one side, the remaining travel area can become constrained, particularly when two vehicles approach each other. In these circumstances, one vehicle may be required to stop or pull over to allow the other to pass. Staff should confirm the existing roadway and right-of-way dimensions as part of the proposed review.

Vehicles which are parked on the side of the street where parking is permitted are often parked up on the curb and onto the sidewalk as people realize how narrow the street is.

With parking already at a premium in the downtown Windsor area, taking away parking on the street would only create more difficulty in finding a parking spot.

DISCUSSION

The staff review should include, but not be limited to:

- Current traffic volumes and traffic patterns on Stannus Street;
- Collision and traffic-incident history;
- Existing traffic-control signs, intersections and pavement markings;
- Existing sidewalk and pedestrian infrastructure;
- Existing on-street parking and the potential effect of a one-way designation on parking availability;
- Access to residential properties, businesses and community facilities;
- Emergency vehicle access;
- Snow clearing and winter maintenance requirements;
- Accessibility considerations for pedestrians and residents with mobility challenges;
- The potential impact on adjacent and connecting streets;
- The potential impact on traffic flow through the downtown area;
- The relationship between any future Stannus Street infrastructure reconstruction and a potential change in traffic configuration;
- Opportunities to improve pedestrian safety, traffic calming, sidewalks, crossings, parking and streetscape design; and
- The feasibility of implementing a temporary pilot project before making any permanent change.

Stannus Street is an important historic street within Windsor and serves a combination of residential, commercial, recreational and community uses.

The street provides access to Victoria Park, the Hants Aquatic Centre, Elmcroft Park, recreational facilities, businesses and residential properties. As a result, Stannus Street is used not only by motorists but also by pedestrians, children, families, cyclists and residents accessing their homes and community facilities.

The municipality has also experienced significant flooding and combined sewer overflow issues in portions of Stannus Street. These events have resulted in circumstances where traffic has had to be restricted, or the street closed during heavy rainfall to protect residents and prevent vehicles from travelling through.

Given the importance of Stannus Street and the challenges currently affecting the corridor, it is appropriate for the municipality to examine whether the existing roadway configuration continues to provide the safest and most effective use of the available public right-of-way.

A one-way configuration may provide opportunities to:

- reduce vehicle conflicts;
- create a more predictable traffic pattern;
- improve pedestrian safety;
- provide opportunities for additional or improved pedestrian space;
- improve traffic flow;
- provide opportunities for traffic calming;
- improve access and circulation around community and recreational facilities;
- potentially improve on-street parking arrangements; and
- incorporate transportation improvements into future infrastructure reconstruction.

The intent of this recommendation is not to prejudge the outcome. Rather, it is to ask staff to determine whether a one-way configuration would provide a measurable benefit to residents and the broader Windsor community.

NEXT STEPS

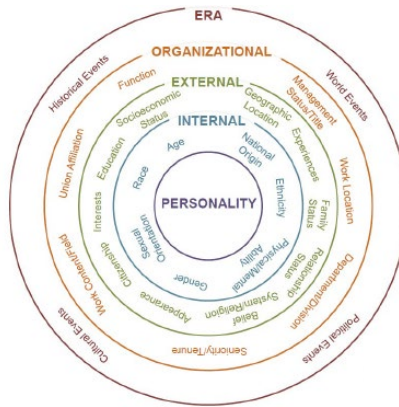
Staff to conduct an investigation on the feasibility of changing Stannus St, or a portion thereof, to one-way traffic and bring back a recommendation to Council with their findings.

FINANCIAL IMPLICATIONS

Staff time

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS

The proposed review should consider the needs of all users of Stannus Street, including seniors, children, persons with disabilities, pedestrians, cyclists, residents, businesses and visitors. Any recommendations should aim to improve safety, accessibility and equitable access to community facilities, public spaces and transportation options. Public engagement should seek feedback from a diverse range of users to ensure different perspectives are considered before any decision is made. Accessibility is identified as a key component of the proposed review.



ENVIRONMENTAL CONSIDERATIONS

The review should consider how a one-way traffic configuration could affect traffic flow, vehicle idling, active transportation opportunities and future infrastructure improvements. Consideration should also be given to Stannus Street's history of flooding and how any future changes could support long-term stormwater management and climate resilience.

ALTERNATIVES

Council may not approve the motion.

Council may choose a different course of action.

ATTACHMENTS

1. Traffic Flow Changes Proposal Feb 2016
2. 2016-02-09 Committee of the Whole Minutes
3. 2016-02-23 Town Council Agenda PKG REVISED
4. 2016-02-23 Town Council Minutes

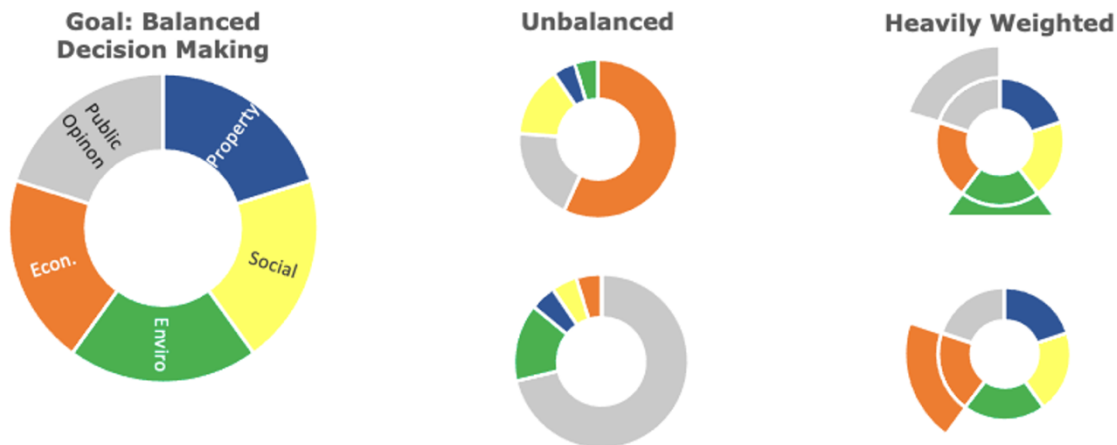
CHIEF ADMINISTRATIVE OFFICER REVIEW

The Councillor has provided rationale for the consideration. From an operational perspective I am not familiar with past studies or discussion about this street and a potential change. I have requested the Director and Traffic Authority to comment on past studies, etc.... Further, I am not confident in determining the time and expertise required to accurately evaluate the request in-house. I have asked PWs to comment on the time and effort required to support the request and ask that Council consider this added information in their discussion.

On February 9, 2016, at the Town of Windsor Committee of the Whole Staff presented traffic flow change options to Council (attached). Some of which took place on King St. in 2016.

Included in the presentation was an option to change both Gerrish St and Stannus St to one way in opposite directions. A couple of the reasons for this were the creation of additional parking on Gerrish St and better overall traffic flow and less congestion.

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



Report Prepared by: Bonnie Smith, Councillor District 10
(Name and Title)

Report Approved by: 
Mark Phillips, Chief Administrative Officer

PROPOSED TRAFFIC FLOW CHANGES

FEBRUARY 2016



Why am I here tonight?

As a result of looking into traffic changes on King St between Stannus St and Wentworth St Staff feel that it is time to take a broader look at how traffic is currently being moved into, out of and around the downtown core

What is the vision?

A possible two phased approach to traffic flow changes into, out of and around the downtown core

PRESENTATION OVERVIEW

Area of overall vision outlined

Brief review of previous “Option 1” & “Option 2”

Close up look at proposed two part Phase I
Phase I Points of interest

Close up look at proposed Phase II

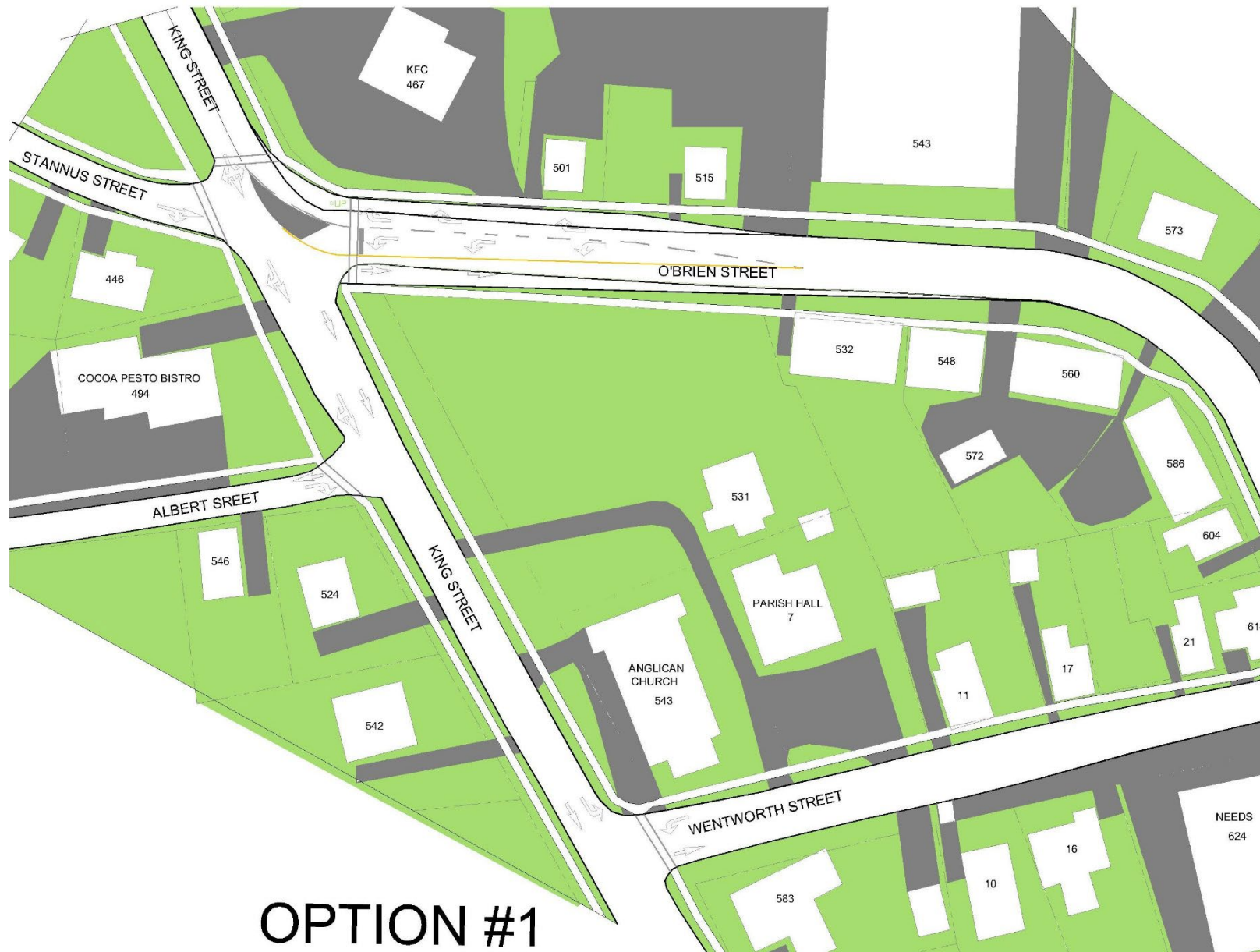
Summary of the overall vision

Two Phase Rational

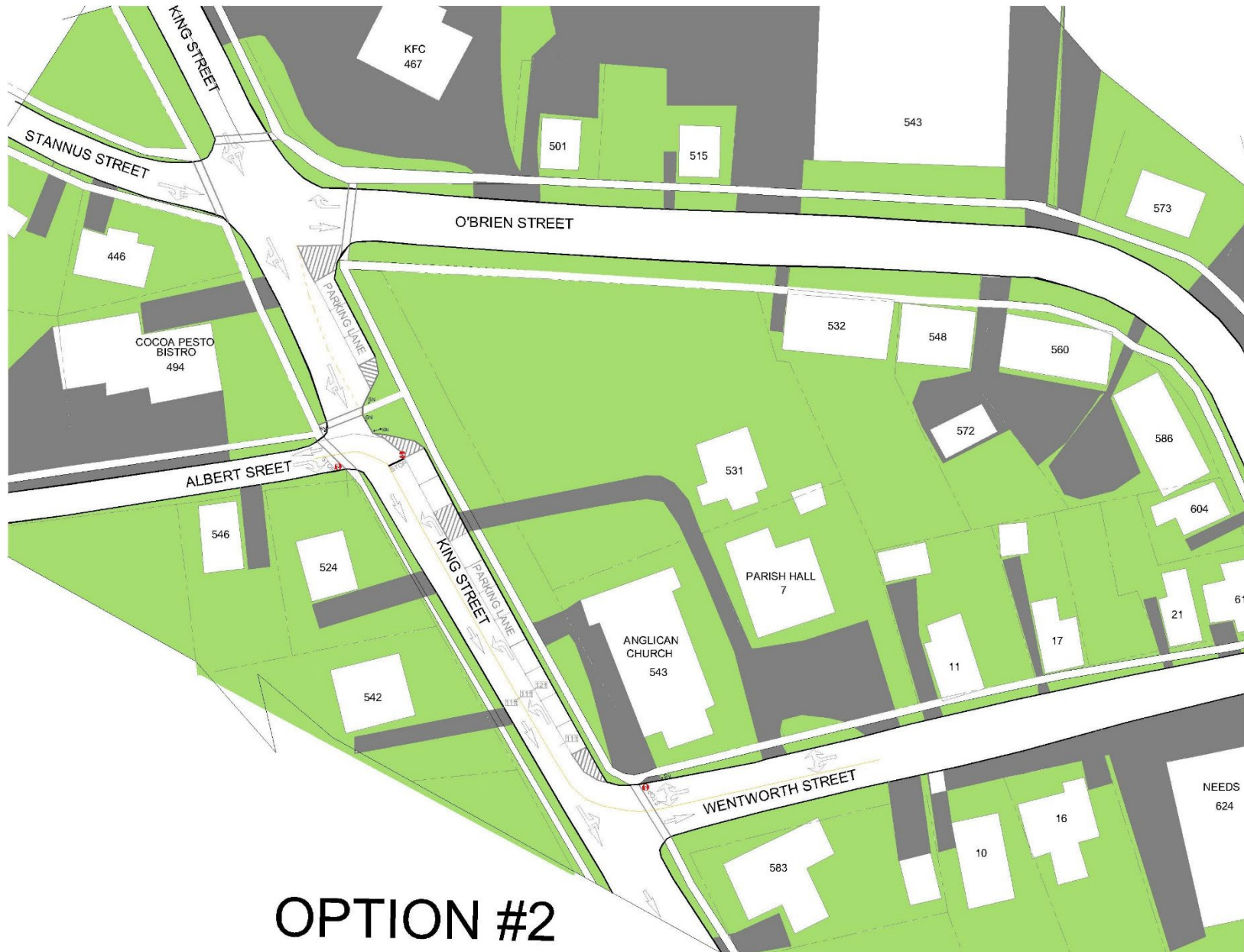
Questions/Discussion

Area of overall Vision





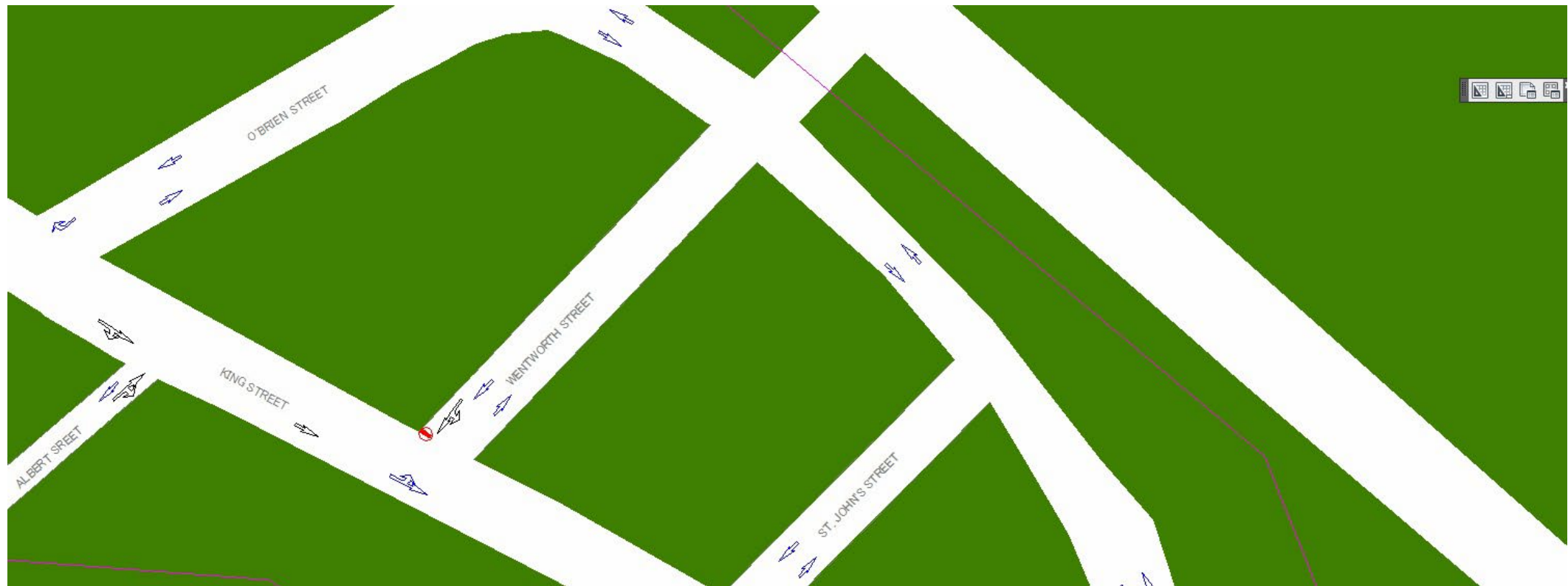
OPTION #1



OPTION #2

PHASE I Part I

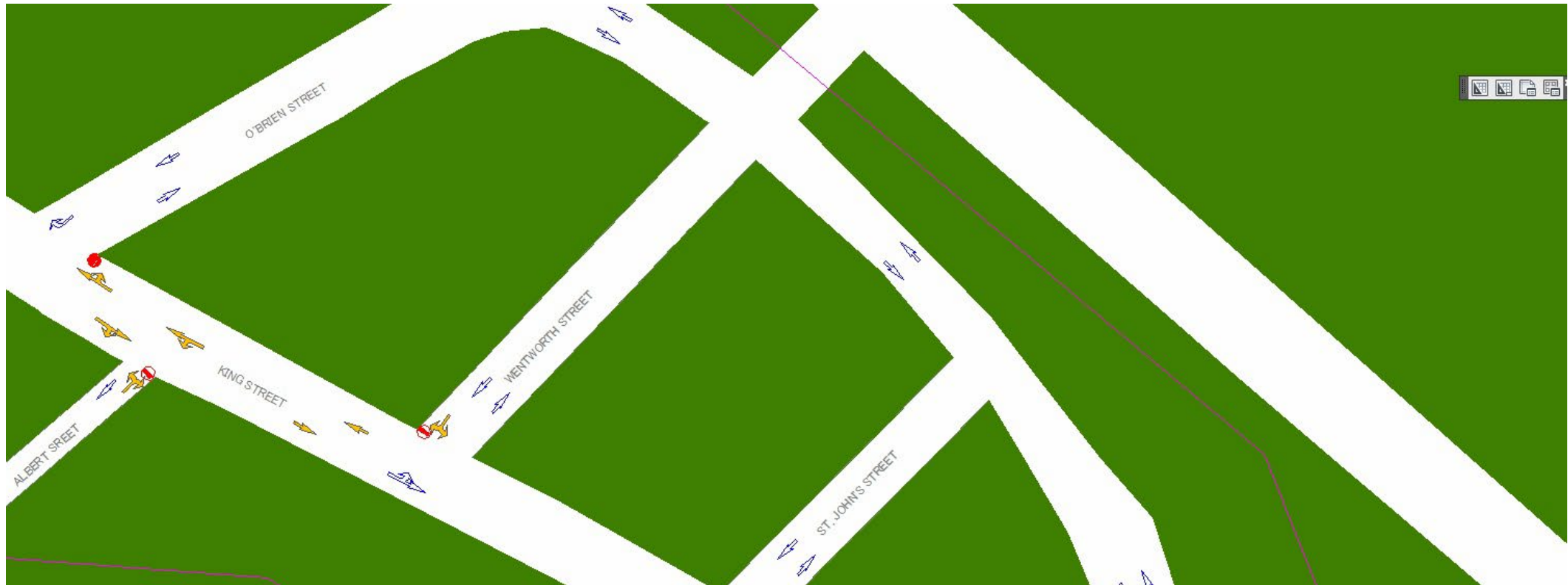
Existing King St Traffic Flow , O'Brien St to Wentworth St



PHASE I Part I

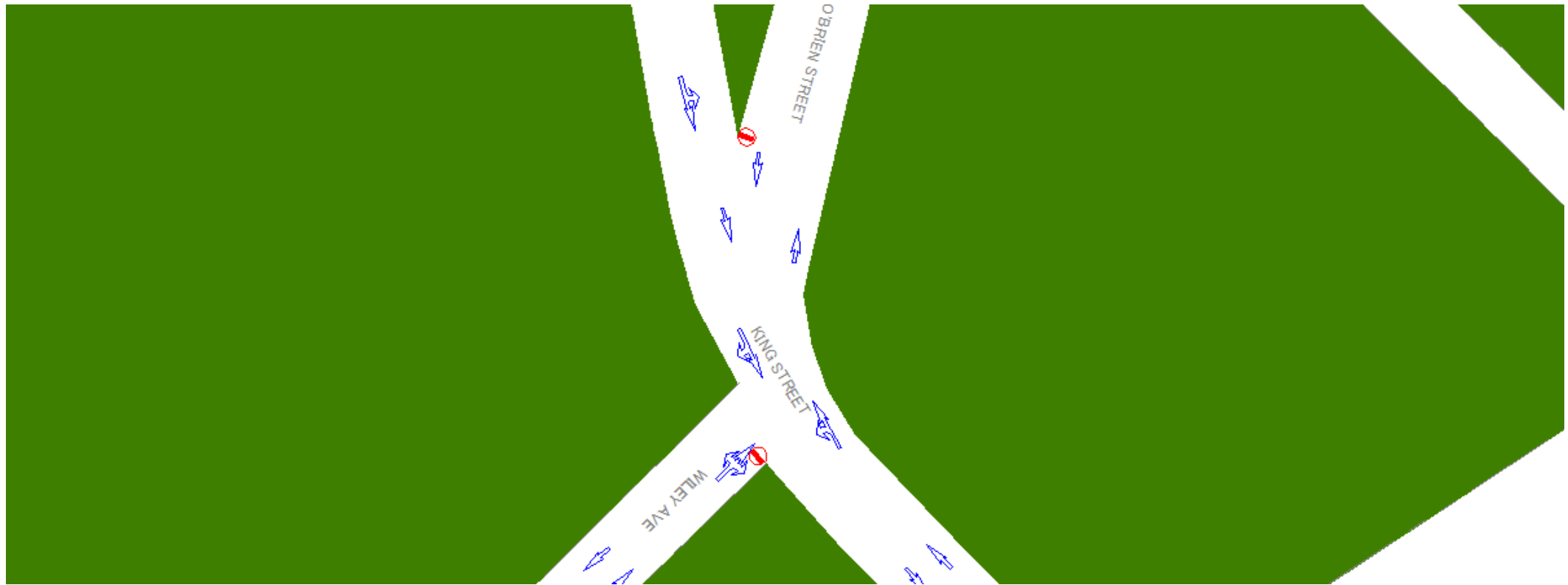
Proposed King St Traffic flow, O'Brien St to Wentworth St

King St becomes two-way between O'Brien St and Wentworth St



PHASE I Part II

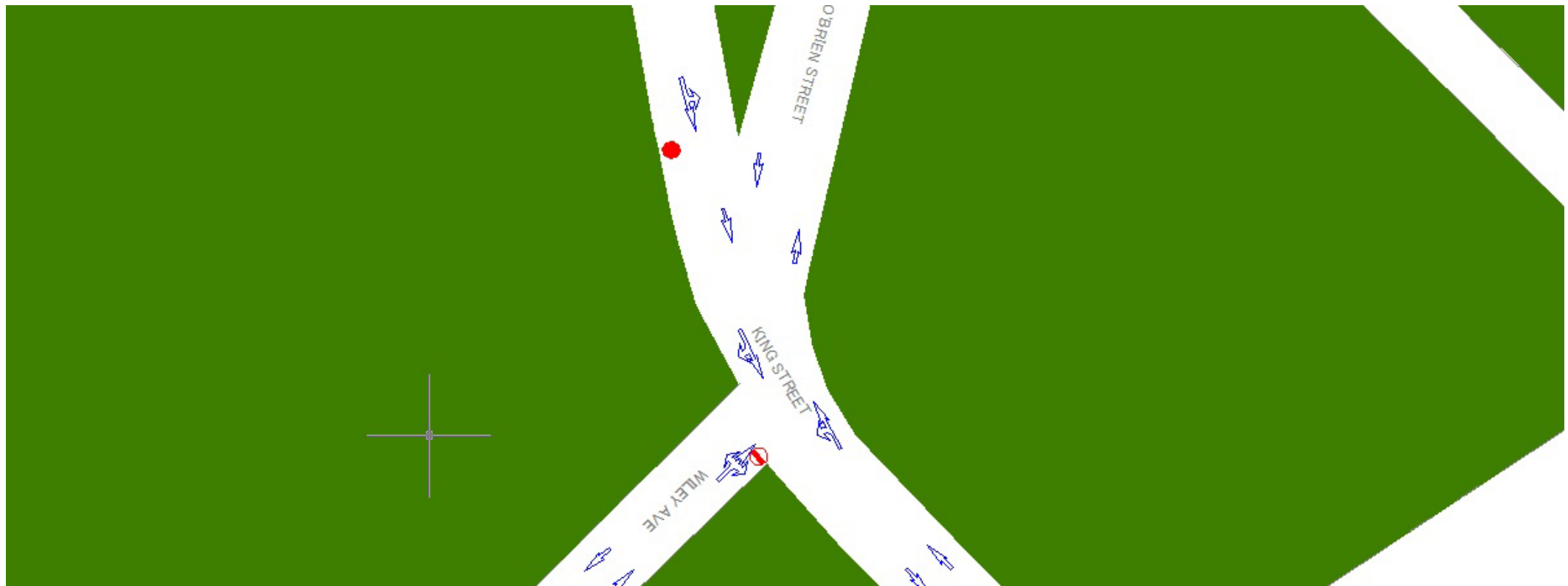
Existing King St Traffic flow, at south end of O'Brien St



PHASE I Part II

Proposed King St Traffic flow, at south end of O'Brien St

Stop sign is moved to King St from O'Brien St



PHASE I Points of Interest

Part I

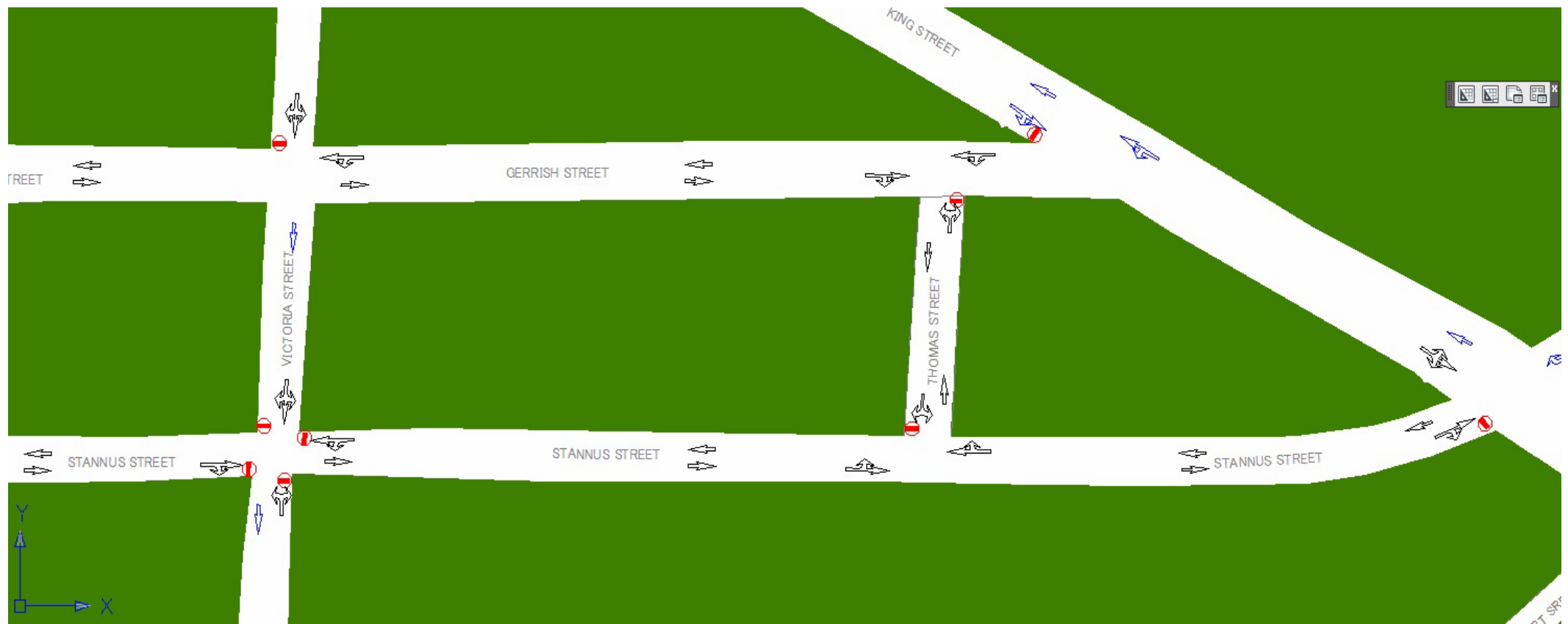
- Direct route from Wentworth to Albert St and the Downtown core
- Safer - due to many vehicles currently traveling the wrong way
 - not changing back and forth from two-way to one-way
- Fits the overall vision for the area

Part II

- Allows for continuous flow of the main route
- Safer because of better sight lines for stopped traffic in order to safely proceed
- Fits the overall vision for the area

PHASE II

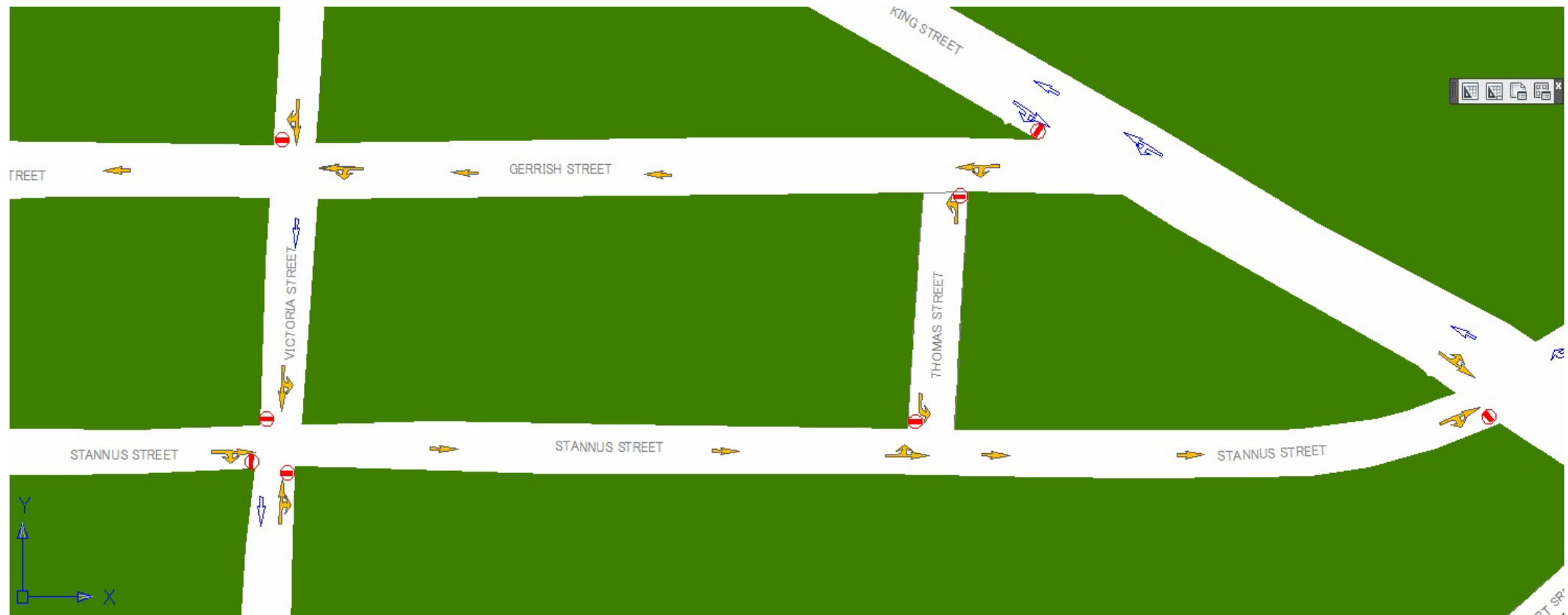
Existing Traffic flow between O'Brien St and Gray St



PHASE II

Proposed Traffic flow between O'Brien St and Gray St

Gerrish St and Stannus St become one-way in opposite directions



PHASE II

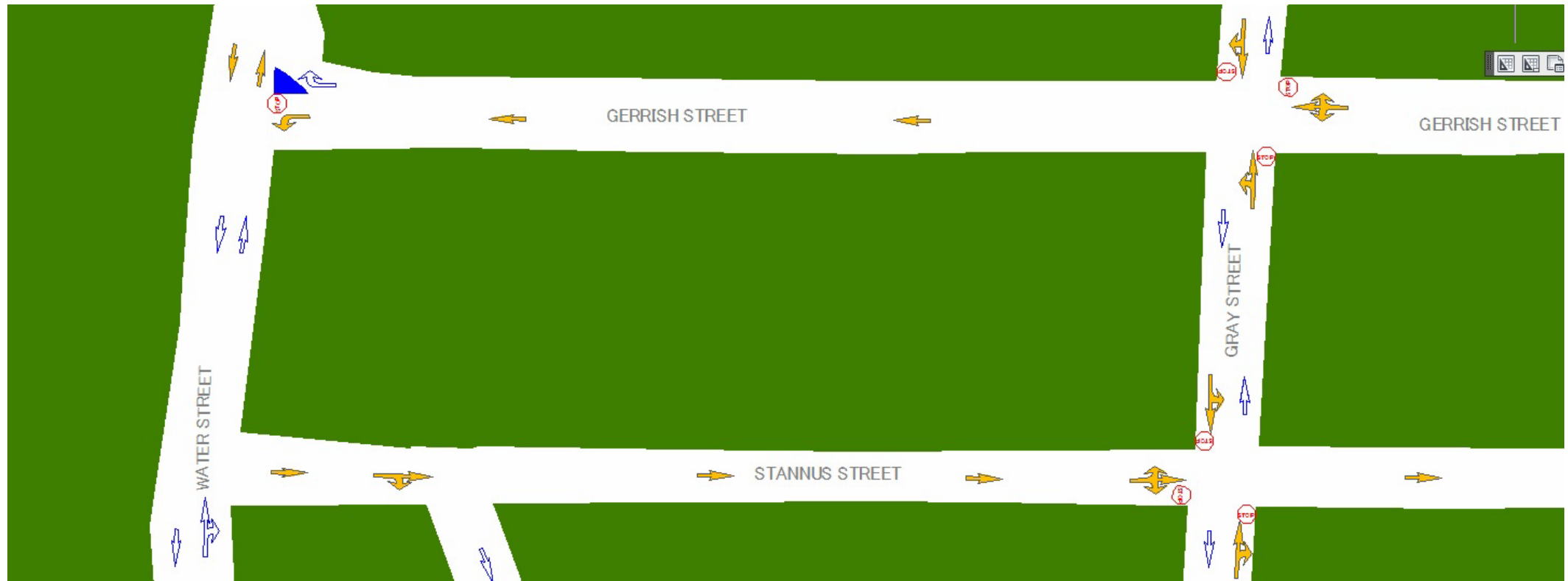
Proposed Traffic flow between Victoria St and Water St



PHASE II

Proposed Traffic flow between Victoria St and Water St

Gerrish St and Stannus St become one-way in opposite directions



Summary of Overall Vision

- Ease of traffic movement into, out of and around the Town core
- Main corridors into Town core are simpler for out of town traffic
- Decrease in congestion and bottle necks on Stannus Street (see photos)



- Possible slant parking on the south side of Gerrish Street, increasing parking capacity
- No infrastructure costs to realize the vision (signage and traffic paint the only cost)

Two Phase Rational

- Most Phase I has been looked at previously and the public have been consulted
- Phase I is much simpler to realize
- Phase II is at least a year away because of the up front work involved such as public and business consultations where Phase I could become reality in a few months

Questions/Discussion



Committee of the Whole Meeting Minutes
Town of Windsor, NS
February 9, 2016 • 7:00 – 8:41pm
Council Chambers

Present:

John Bregante	Deputy Mayor, Chair
Paul Beazley	Mayor
Dave Seeley	Councillor
Laurie Murley	Councillor
Scott Geddes	Councillor
Louis Coutinho	CAO
Doug Armstrong	Director of Finance
Lise Hamel	Cpl, RCMP (left at 7:57pm)
Dianne Stairs	S/Sgt RCMP (left at 7:57pm)
Todd Richard	Acting Director of Public Works
Shelleena Thornton	Municipal Clerk
Troy Burgess	Superintendent of Operations & Traffic Authority
Scott Burgess	Fire Chief, WFD
Vanessa Roberts	Director of Community Dev., Tourism & Recreation

Regrets: None

Gallery:

Lloyd Smith	Town Crier, Windsor
Gary Long	Town Crier, Canning & Berwick
1	member of the public (arrived at 7:07pm)
Colin Chisholm	Reporter, Hants Journal

1. CALL TO ORDER – Chair Bregante called the meeting to order at 7:00pm.

2. APPROVAL OF MINUTES

MOVED BY MURLEY/SEELEY THAT THE JANUARY 12, 2016 COMMITTEE OF THE WHOLE MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED

3. APPROVAL OF AGENDA

- Add 9(a) – Quality of snow removal on 100 series highways
- Add 9(b) – Parking time limits
- Add 9(c) – Photo file for Long Pond Classic
- Add 9(d) – Jewish Legion

MOVED BY SEELEY/BEAZLEY THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED

4. COMMUNITY ANNOUNCEMENTS / ACKNOWLEDGEMENTS – The annual Long Pond Heritage Classic was great success.

5. DELEGATIONS / PRESENTATIONS

- a) 2017 Annapolis Valley International Town Criers' Competition, Town Crier Lloyd Smith** – Town Crier Smith said he's honoured to be appointed and represent Windsor for over 37 years. He introduced Mr. Gary Long, Town Crier for Berwick and Canning for 32 years. He's also President of the Apple Blossom Festival. About three years ago discussion was held about perhaps having an international Town Crier competition in the Annapolis Valley. Town Crier Long researched hosting it in 2017 pending support. He

said the scope of what is proposed is an international competition which could be held bi-annually anywhere in the world. He provided history of other competitions including one he attended in 2015 in Bermuda. He asked fellow Criers in Bermuda if they'd attend a competition here and they all unanimously said they would. A good number for this competition would be 25 Town Criers – anymore than that, would cost more. They're proposing Sept. 12- 17, 2017 and he provided a tentative schedule involving visits from Windsor to Annapolis Royal.

The total proposed budget is approximately \$45,000 (\$17,000 accommodations, transportation \$8,800, advertising \$6,300 as well as the banquet, gifts, prizes, etc). He added they intend to reach out to businesses, the community, the Rotary Club, etc asking if they could sponsor a Town Crier. If that happens, the Town Crier's responsibility would be to promote that business continuously while here. This competition would be for and about the Annapolis Valley. The competition would consist of three cries and the organizers would stipulate content for each. One cry would be 'Canada 150,' second would be the 'Annapolis Valley,' and the third would be a free cry. This would entail Town Criers to do research. Host Criers don't compete.

They are asking for a minimum contribution of \$500. They will also be meeting with all municipalities to present this.

Questions/Comments

Committee of the Whole members were impressed with the proposal and supported the idea. It was suggested Mr. Smith and Long provide Windsor Council with a formal funding request prior the March 1st deadline as budget deliberations start March 7th. When mentioned that the funding would be for 2017, Mr. Long said they would like funding secured immediately so they know whether they have the support to proceed with actually planning/organizing the 2017 event. Mr. Long added that businesses would also be approached after some funding and municipal support had been confirmed.

MOVED BY MURLEY/GEDDES TO RECOMMEND TO COUNCIL TO TAKE THIS FUNDING REQUEST FOR THE 2017 INTERNATIONAL TOWN CRIERS COMPETITION TO BUDGET DISCUSSIONS FOR 2016/2017 SUBJECT TO A FORMAL FUNDING REQUEST. MOTION CARRIED

Presentation ended at 7:28pm. Both Criers left the meeting at 7:28pm

- b) Traffic (One-way King St to Two-Way King St) at O'Brien/Stannus Streets & Traffic Flow, Troy Burgess, Superintendent of Operations and Traffic Authority** – Traffic Authority Burgess reviewed the attached presentation. Option 1 issues are cost that don't solve the entire problem. Option 2 has costs but not as much as Option 1, and too, doesn't solve the whole traffic flow issues. He reviewed Phase I Part 1 in the presentation as well as Part II. It would involve moving the stop sign from O'Brien Street to King Street. Phase I Parts 1 & 2 fit the overall vision for the area.

Phase II - The proposal for Gerrish Street would be to make it a one-way street flowing west. Stannus would be similar but one-way flowing east. He reviewed the summary of overall vision for traffic and safety as well as increasing parking capacity. There are no infrastructure costs (only signage and traffic paint).

Questions:

When asked for a cost-analysis on the proposals, Traffic Authority Burgess said there wasn't one at this time. This presentation was to gauge council's interest in the proposals. Committee members asked that costs be given to them at February's Town Council meeting so that it may be considered in time for March's budget deliberations.

Councillor Geddes asked if there was an option for the one-way portion of King Street between Wentworth Street and Stannus Street to be two-way. As well, he wasn't sure Option 1 was viable due to

cost. Traffic Authority Burgess said the only cost would be for signage and traffic paint. With respect to making part of the one-way portion of King Street two-way, yes. Councillor Geddes said Phase I Part I is very realistic and would address issues. He supports this and believes it's a step in the right direction. Re. Phase II, there are many advantages to that proposal as well and he believes it would tie into revitalizing the downtown.

Mayor Beazley said there is a lot of merit in these proposals and he'd like a trial basis done at first.

Councillor Seeley said before anything is implemented permanently, he'd like to see costing related to the project. CAO Coutinho confirmed costs would be presented at February's Town Council meeting (for signage & painting).

Brief discussion was held with respect to St. John Street. Traffic Authority Burgess advised signage is currently there but he will double-check.

MOVED BY GEDDES/BEAZLEY TO RECOMMEND TO COUNCIL THAT PHASE I PART I OF THE PRESENTED TRAFFIC FLOW PROPOSAL BE DONE ON A TRIAL BASIS AS EARLY AS POSSIBLE. MOTION CARRIED

Presentation concluded at 7:52pm

6. BUSINESS ARISING FROM PREVIOUS MINUTES

- a) **Municipal Government Act (MGA) Review Discussion** – CAO Coutinho said there were no new updates.

7. REPORTS

- a) **Mayor** – Mayor Beazley said he had nothing new to report at this time except of the Long Pond Heritage Classic success and the announcement from the Premiere re. funding toward the new arena.
- b) **CAO** – There were no questions with respect to the circulated reports via e-mail.
- c) **RCMP** – Submitted January 2016 RCMP report. When asked about the number of Summary Offence Tickets issued due to vehicles passing school buses when their lights were flashing, Cpl Hamel confirmed all of the tickets were within the town limits, primarily on O'Brien Street. She advised the RCMP are keeping a close eye on it. Superintendent Burgess said that he, the School Board and Constable Brian Leyte (School Liaison Officer) are working on something with respect to education, patrolling and public relations.
- d) **Finance** – Submitted January 31, 2016 Finance report. There were no questions with respect to the submitted report. Director Armstrong provided a brief overview. *(Cpl Hamel and S/Sgt Stairs left the meeting at 7:57pm).*
- e) **Public Works** – Submitted February 9, 2016 report. Acting Director Richard said any repairs/work done on the fleet are done in-house and reflected in the submitted Finance report. Mayor Beazley said it was great to see that the lead testing in the water is in the report and well within the limits. Councillor Geddes has had a lot of positive feedback from citizens on the efficiency of snow removal. As well, some citizens are pleased with the water pressure increase. CAO Coutinho noted that with respect to snow removal, there were some equipment breakdowns.
- f) **Fire (WFD)** – There was no submitted report. Reports are submitted quarterly (January, April, July & October).
- g) **Community Development, Tourism & Recreation** – Submitted February 9, 2016 Community Development, Tourism & Recreation report. Director Roberts added that she and Traffic Authority

Burgess have been working with the Canada Colour Run folks and they will be hosting their event in Windsor. Mayor Beazley said although he added the 'Jewish Legion' as an addition to the agenda, he'll raise it here as it is in the report. He believes this is important for the town leading up to the 100th Anniversary as well as the Jewish Legion. When they were here in summer 2015, the passion and joy they had was phenomenal. He said this could potentially be a pilgrimage site. Director Roberts said Mr. John Orr would like to have a meeting with the Mayor very soon to go over his vision and plans and it seems they would like the Town to take the lead in some of the events. She advised him that the Town really doesn't have the resources but could assist.

- h) **By-law Enforcement Report / Animal Control Officer's Report** – There were no questions with respect to the submitted January 2016 By-law Enforcement Officer's report. No Animal Control Officer's report was submitted.

- i) **REMO** – There was no submitted report.

MOVED BY GEDDES/BEAZLEY THAT ALL SUBMITTED REPORTS BE RECEIVED AND KEPT ON FILE. MOTION CARRIED

8. **2016 SCHOOL BOARD ELECTIONS – RETURNING OFFICER & ASST. RETURNING OFFICER APPOINTMENTS RECOMMENDATION REPORT** – A brief review of the report was held.

MOVED BY GEDDES/MURLEY TO RECOMMEND TO COUNCIL THAT FOR THE 2016 NOVA SCOTIA SCHOOL BOARD ELECTION, RHONDA BROWN, MUNICIPAL CLERK OF THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE APPOINTED AS RETURNING OFFICER AND CHRYSAL REMME, EXECUTIVE ASSISTANT WITH THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE APPOINTED AS ASSISTANT RETURNING OFFICER FOR THE TOWN OF WINDSOR, ELECTORAL DISTRICT 13. MOTION CARRIED

9. ADDITIONS TO THE AGENDA

- a) **100 Series Highways Snow Removal** – Councillor Geddes said the quality of snow removal on Hwy. 101 from Mount Uniacke to Wolfville is diminishing. The Province looks after this and he's not sure why the poor quality. Years ago the Province twinned the highway for safety, yet the poor snow removal makes it unsafe. As well, when everyone is pushing for economic development in smaller communities, it would only be beneficial if the highways were safe. He is wondering if council should send a letter to the Province.

MOVED BY GEDDES/BEAZLEY TO RECOMMEND TO COUNCIL THAT MAYOR BEAZLEY WRITE A LETTER TO THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL GEOFF MacLELLAN EXPRESSING CONCERNS WITH THE POOR QUALITY OF SNOW REMOVAL ON HIGHWAY 101, WITH COPIES OF THE LETTER TO MLA CHUCK PORTER AND PREMIERE STEPHEN McNEIL. MOTION CARRIED

- b) **Parking Time Limits** – Mayor Beazley said the submitted By-law Enforcement Officer's report identified there was a merchant that recommended going to one-hour parking. CAO Coutinho said the issue comes up every year and from the Town's perspective it isn't for the Town to decide but rather the merchants need to tell the Town definitively what they want (one-hour, two-hour parking, etc). Councillor Geddes said that so the 'traffic flow' proposal doesn't end up sitting on a shelf, parking time limits could be addressed with the increased parking spaces that would come out of the Phase II proposal. That proposal should be looked at sooner than later; there are too many advantages to hold out and not do the proposed traffic flow changes presented earlier in this meeting.

Councillor Murley said those that have been on the WBES (Windsor Business Enhancement Society) for quite a while understand why the time limits and they are the way they are. She agreed the proposed Phase II traffic flow changes would be beneficial. She will send this info to the WBES because she is unable to attend their next meeting. Mayor Beazley suggested sending the WBES a memo outlining all the aspects and how the proposed changes would tie into each other.

Councillor Geddes said he would like to see the cost for Phase II so that it could be included in the upcoming 2016/2017 budget discussions. CAO Coutinho said it may be premature because the public/businesses need to be consulted (maybe different ideas would come in, i.e. King Street become one-way versus Gerrish or Stannus Streets, the impact of tractor trailer/delivery trucks, etc). He believes that is why the Traffic Authority has suggested Phase II occur in approximately one year. Councillor Murley agreed and asked when preliminary discussions would occur and who would be involved. CAO Coutinho said merchants, the traffic authority, Director of Public Works, the fire department, etc. Now that council has expressed interest, consultations could start as early as April/May. Acting Director Richard said this wouldn't be a capital budget item, it would be operational for signage and paint. Traffic Authority Burgess agreed and said there may perhaps be some consultation costs but no infrastructure costs. CAO Coutinho added that consultation costs would likely be advertising. CAO Coutinho said he would report back to council on the steps and costs.

- c) **Photo File of Long Pond** – Mayor Beazley said there were many great photos that came from the Long Pond Classic including one from Avard Woolaver. That photo would be great to make into a postcard or a framed picture. The photo file can be purchased for \$125.00. Brief discussion was held on whether a photo contest could be held. It was determined if a contest were to be held, it should be pre-announced.

MOVED BY BEAZLEY/MURLEY TO RECOMMEND TO COUNCIL THAT THE TOWN PURCHASE THE PHOTO FILE FOR \$125.00. MOTION CARRIED

- d) **Jewish Legion** – Discussion held under 7(g).

MOVED BY BEAZLEY/SEELEY TO RECOMMEND TO COUNCIL THAT STAFF INVESTIGATE WAYS TO COME UP WITH AN APPROPRIATE COMMEMORATIVE MEMORIAL FOR THE 100TH ANNIVERSARY OF THE FORMATION OF THE JEWISH LEADING HEADING INTO 2017. MOTION CARRIED

10. IN-CAMERA ITEMS

Personnel Matter

The only members to remain for the in-camera session of council were all council members present during the regular session of council and CAO Coutinho.

MOVED BY BEAZLEY/GEDDES THAT AT 8:31PM THE MEETING MOVE IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

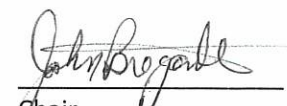
MOVED BY SEELEY/BEAZLEY THAT AT 8:41PM THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED

8. ADJOURNMENT

MOVED BY SEELEY/GEDDES THAT AT 8:41PM THE COMMITTEE OF THE WHOLE MEETING BE ADJOURNED. MOTION CARRIED



Administrator



Chair

PROPOSED TRAFFIC FLOW CHANGES

FEBRUARY 2016

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As a result of looking into traffic changes on King St between Stannus St and Wentworth St Staff feel that it is time to take a broader look at how traffic is currently being moved into, out of and around the downtown core

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A possible two phased approach to traffic flow changes into, out of and around the downtown core

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Phase I Points of interest

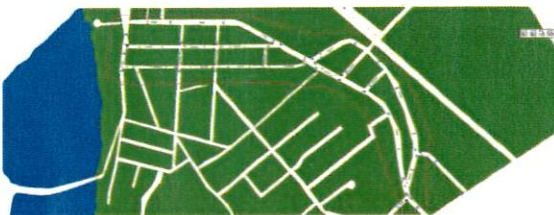
Close up look at proposed Phase II

Summary of the overall vision

Two Phase Rational

Questions/Discussion

Area of overall Vision





OPTION #1



OPTION #2

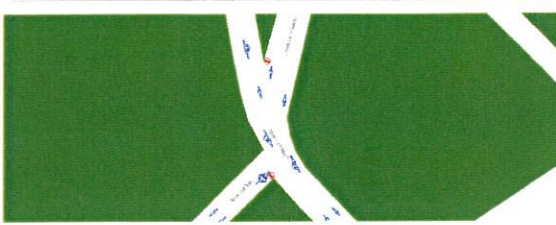
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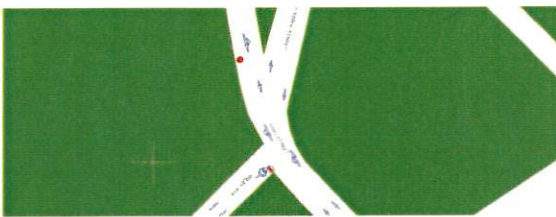
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Proposed King St Traffic flow: O'Brien St to Wentworth St
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PHASE I Part II
Existing King St Traffic flow, at south end of O'Brien St



PHASE I Part II
Proposed King St Traffic flow, at south end of O'Brien St
Stop sign is moved to King St from O'Brien St



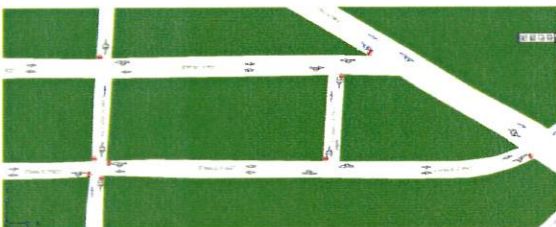
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- Safer - due to many vehicles currently traveling the wrong way
 - not changing back and forth from two-way to one-way
- Fits the overall vision for the area

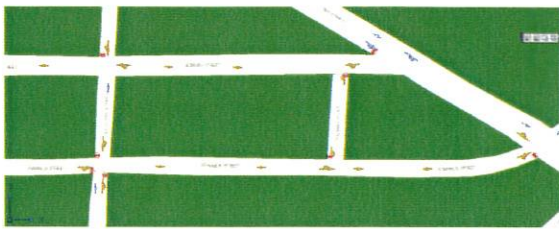
Part II

- Allows for continuous flow of the main route
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PHASE II
Existing Traffic flow between O'Brien St and Gray St



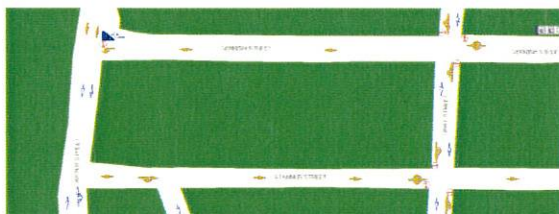
PHASE II
Proposed Traffic flow between O'Brien St and Gray St
Gerrish St and Stannus St become one-way in opposite directions



PHASE II
Proposed Traffic flow between Victoria St and Water St



PHASE II
Proposed Traffic flow between Victoria St and Water St
Gerrish St and Stannus St become one-way in opposite directions



Summary of Overall Vision

- Ease of traffic movement into, out of and around the Town core
- Main corridors into Town core are simpler for out of town traffic
- Decrease in congestion and bottle necks on Stannus Street (see photos)



- Possible slant parking on the south side of Gerrish Street, increasing parking capacity
- No infrastructure costs to realize the vision (signage and traffic paint the only cost)

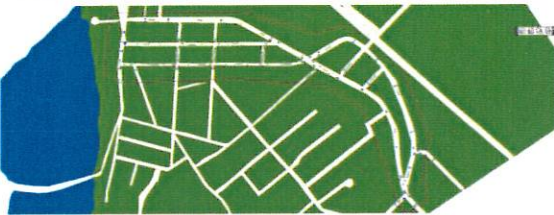
Two Phase Rational

-Most Phase I has been looked at previously and the public have been consulted

-Phase I is much simpler to realize

-Phase II is at least a year away because of the up front work involved such as public and business consultations where Phase I could become reality in a few months

Questions/Discussion



TOWN OF WINDSOR
TOWN COUNCIL MEETING AGENDA REVISED

February 23, 2016 – Immediately following 7pm Planning-related Public Hearing
Council Chambers, 100 King St, Windsor, NS

1. CALL TO ORDER
2. ANNOUNCEMENTS / ACKNOWLEDGEMENTS
3. APPROVAL OF MINUTES – January 26, 2016 Town Council Minutes
4. APPROVAL OF ORDER OF BUSINESS (ADDITIONS/DELETIONS)
5. PUBLIC HEARING
 - (a) Second Reading - Bylaw #24, Partial Tax Exemption Bylaw – Proposed Amendment to add Windsor Daycare Assessment # 04657071
 - (b) Planning Matter Public Hearing held prior to this meeting and will be addressed under Item 10.2(d)(i) RE. 2nd Reading – Land Use By-law Amendment (Rezoning 99 Wentworth Rd (PID 45055738) from General Commercial (GC) to Wentworth Rd Commercial (WR-C))
6. DELEGATIONS / PRESENTATIONS
 - (a) Avon Region Citizens (ARC) – Status of Application for Amalgamation
7. BUSINESS ARISING FROM PREVIOUS MINUTES
 - (a) Municipal Government Act (MGA) Review Update (if any)
8. MOTIONS OF RECONSIDERATION / RESCISSION - None
9. CONSIDERATION OF DEFERRED BUSINESS - None
10. REPORTS
 - 10.1 Chief Administrative Officer
 - (a) Pressure Reduction Valve (PRV) Chambers Funding and Budget Variance Information Report
 - (b) Designation of Building Official Mr. Ergin Nemburt Recommendation Report
 - (c) Traffic Flow Proposal Recommendation Report
 - 10.2 Committees of Council
 - (a) Audit Committee – None
 - (b) Committee of the Whole
 - (i) 100-Series Highways Snow Removal – Letter to Minister Recommendation
 - (ii) 2016 School Board Election Returning Officer & Asst Returning Officer Appointments Recommendation
 - (iii) 2017 Annapolis Valley International Town Criers' Competition Funding Request Recommendation
 - (iii) Jewish Legion Commemorative Memorial Recommendation
 - (iv) Photo File Purchase of 2016 Long Pond Heritage Classic Recommendation
 - (v) Traffic Flow Proposal Recommendation (may be addressed under 10.1(c))
 - (c) Strategy & Policy Committee - None
 - (d) PAC / HAC
 - (i) 2nd Reading – Land Use By-law Amendment (Rezoning 99 Wentworth Rd (PID 45055738) from General Commercial (GC) to Wentworth Rd Commercial (WR-C)) Recommendation
 - (e) Police Advisory Board - None
 - (f) Joint Council - None
 - (g) Waterfront Development Committee - None
 - (h) Windsor Business Enhancement Society (WBES)
 - (i) REMO - None
 - 10.3 Members of Council - None
11. CORRESPONDENCE (Info & Requests) / PETITIONS & MEETING CALENDAR REVIEW
 - (a) Correspondence (Information) - None
 - (b) Correspondence (Requests) - None
 - (c) Petitions – See Item 6(a)
 - (d) Meeting Calendar Review – March 2016
12. ADDED ITEMS
 - (a) Culvert behind Windsor Elementary School on Tremain Cres.
 - (b) Correspondence (Info) – WH Ground Search & Rescue – Thank you letter
13. IN-CAMERA MATTERS
 - (a) Personnel Matter
14. NOTICES OF MOTION
15. ADJOURNMENT

TOWN COUNCIL MEETING MINUTES

Town of Windsor, NS – 100 King St.

January 26, 2016

7:00 – 8:16pm

Present:	Paul Beazley	Mayor
	John Bregante	Deputy Mayor
	Laurie Murley	Councillor
	Scott Geddes	Councillor
	Dave Seeley	Councillor
	Louis Coutinho	CAO
	Shelleena Thornton	Municipal Clerk
	Vanessa Roberts	Director of Community Development, Tourism & Recreation
	Scott Burgess	Fire Chief, WFD
	Doug Armstrong	Director of Finance
	Todd Richard	Acting Director of Public Works

Regrets: None

Public: Colin Chisholm Reporter, Hants Journal
4 Members of the public

1. **CALL TO ORDER** – Chair Beazley called the meeting to order at 7:00pm.
2. **COMMUNITY ANNOUNCEMENTS / ACKNOWLEDGEMENTS** – Annual Long Pond Heritage Classic is Saturday, January 30th. As well, the Province of NS is hosting an event at Long Pond on Friday, January 29th from 10:30 a.m. – Noon. Everyone is invited to both. Mayor Beazley circulated hockey jerseys to members of council, CAO Coutinho and Clerk Thornton. He continued to read the Hockey Heritage Day Proclamation.
3. **APPROVAL OF MINUTES**
MOVED BY BREGANTE/MURLEY THAT THE DECEMBER 15, 2015 TOWN COUNCIL MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED
4. **APPROVAL OF ORDER OF BUSINESS**
Item 12(a) Add – UNSM Report
Item 12(b) Add – First Reading Bylaw #24 Partial Tax Exemption Bylaw (Adding the Windsor Daycare Society)
MOVED BY BREGANTE/GEDDES THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED
5. **PUBLIC HEARING** - None
6. **DELEGATIONS / PRESENTATIONS** - None
7. **BUSINESS ARISING FROM THE MINUTES**
(a) **Municipal Government Act (MGA) Review Update** – CAO Coutinho said there were no updates at this time.
8. **MOTIONS OF RECONSIDERATION / RESCISSION** – None

9. CONSIDERATION OF DEFERRED BUSINESS - None

10. REPORTS

10.1 CHIEF ADMINISTRATIVE OFFICER

(a) Pressure Reduction Valve Chambers (PRV) and Water Pressure Investigation Update Information Report

– An overview of the report was held. Staff will be making an adjustment to set the water pressure in the range of 70 to 75 psi.

10.2 COMMITTEES OF COUNCIL - None

(a) AUDIT COMMITTEE – None

(b) COMMITTEE OF THE WHOLE

(i) 2016 Municipal Elections Returning Officer & Assistant Returning Officer Appointments, Preliminary List of Electors, and Advance Poll Days Recommendation

MOVED BY BREGANTE/SEELEY THAT

SHELLEENA THORNTON, MUNICIPAL CLERK FOR THE TOWN OF WINDSOR BE APPOINTED AS RETURNING OFFICER AND JANET REDDEN, PLANNING AND COMMITTEE ASSISTANT FOR THE TOWN OF WINDSOR BE APPOINTED AS ASSISTANT RETURNING OFFICER FOR THE 2016 NOVA SCOTIA MUNICIPAL ELECTIONS; AND

THAT STAFF HAVE DISCUSSIONS WITH ELECTIONS NOVA SCOTIA TO USE ANY PERMANENT REGISTER OF ELECTORS ESTABLISHED AND MAINTAINED FOR USE IN A FEDERAL OR PROVINCIAL ELECTION, AS THE BASIS FOR THE PRELIMINARY LIST OF ELECTORS FOR ALL OR PART OF THE MUNICIPALITY FOR THE 2016 MUNICIPAL ELECTIONS; AND FURTHER

THAT THURSDAY, OCTOBER 06, 2016 (THE NINTH DAY BEFORE ORDINARY POLLING DAY) BE THE FIRST ADVANCE POLL DAY). MOTION CARRIED

(ii) Newport & District Rink Funding Request Recommendation

MOVED BY BREGANTE/MURLEY THAT THE FUNDING REQUEST FROM NEWPORT & DISTRICT RINK BE BROUGHT FORWARD DURING BUDGET DISCUSSIONS. MOTION CARRIED

Mayor Beazley said Pisiquid Canoe Club also gave a presentation at the January 2015 Committee of the Whole meeting asking for funding. A motion to have that brought to budget discussions is not made at this meeting because Pisiquid Canoe Club also made the funding request in December 2015 at which time council made the motion then to bring their request forward at 2016/2017 budget discussions.

(ii) Dykeland Lodge Board Citizen-member Dan Boyd Re-appointment Recommendation

MOVED BY BREGANTE/SEELEY THAT CITIZEN MEMBER, DAN BOYD'S APPOINTMENT TO DYKELAND LODGE BOARD BE EXTENDED UNTIL NOVEMBER 1, 2016. MOTION CARRIED

(c) STRATEGY & POLICY COMMITTEE - None

(d) PLANNING ADVISORY COMMITTEE (PAC) / HERITAGE ADVISORY COMMITTEE (HAC)

(i) First Reading – Land Use By-Law Amendment – Rezoning of 99 Wentworth Rd (PID 45055738) from General Commercial (GC) to Wentworth Rd Commercial (WR-C) – A overview of the report was held

indicating the Town received an application from Valley Ford Ltd (potential tenant) and Melmik Holdings Ltd (property owner) to rezone 99 Wentworth Road (PID 45055738) from General Commercial (GC) to Wentworth Road Commercial (WR-C) to enable automobile sales on the property.

MOVED BY MURLEY/BREGANTE THAT FIRST READING BE GIVEN THAT WOULD REZONE PID 45055738 FROM GENERAL COMMERCIAL (GC) TO WENTWORTH ROAD COMMERCIAL (WR-C) TO ENABLE AUTOMOBILE SALES ON THE PROPERTY. MOTION CARRIED

(e) **POLICE ADVISORY BOARD** – None

(f) **JOINT COUNCIL** – None

(g) **WATERFRONT DEVELOPMENT COMMITTEE** – The committee met last night and are working on a strategy document.

(h) **WINDSOR BUSINESS ENHANCEMENT SOCIETY (WBES)** – The WBES meeting minutes of January 11, 2016 were included in the agenda package. CAO Coutinho said the WBES is looking at doing something with respect to signage and they may approach council for some assistance. When asked if that had anything to do with the façade program, CAO Coutinho said he believes it would be separate. Mayor Beazley asked that Director Roberts send the proclamation to the WBES and encourage them to wear hockey sweaters.

(i) **REMO ADVISORY** - None

10.3 Members of Council - None

11. CORRESPONDENCE, PETITIONS & CALENDAR REVIEW

(a) CORRESPONDENCE (INFORMATION ONLY)

(i) **Dept. of Municipal Affairs, Bernie White, Municipal Elections Officer (Jan. 15, 2016) RE. 2016 Municipal & School Board Election Preparations** – A letter was received outlining some preparations needing to be done by particular dates (i.e. Appointment of Returning Officer and Method of Preparation of the Preliminary List of Electors).

(ii) **Dept. of Municipal Affairs, Minister Zach Churchill RE. Response to Town of Windsor letter of Nov. 24, 2015 re Binding Arbitration (Jan. 6, 2016)** – A letter in response to the Town's Nov. 24, 2015 letter regarding the letter to the UNSM from the Dept. of Municipal Affairs regarding binding arbitration.

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

(b) **CORRESPONDENCE (REQUESTS ONLY)** - None

(c) **PETITIONS** – None

(d) **MEETING CALENDAR REVIEW** – A review of the February 2016 meeting calendar was held and the following noted: Feb. 6th is the Mermaid Theater fundraiser.

12. ADDED ITEMS

(a) **UNSM Report Update** – Councillor Murley reviewed the January 2016 UNSM Board Report which included Accessibility Legislation, Caucus Structure, CAP Update, Fire Services Study, Advocacy, UNSM Appointments, and upcoming UNSM Events. She provided an update on the UNSM President and her

health. In the interim, Cecil Clarke has been appointed President. Mayor Beazley thanked Councillor Murley (VP for the UNSM) for temporarily stepping in before Cecil Clarke's appointment.

(b) First Reading of Bylaw #24 Partial Tax Exemption Proposed Amendment to Add Windsor Daycare Society

– This came to light in the past 24 hours. An overview of the report was held. Director Armstrong said the Assessment Numbers have changed slightly.

**MOVED BY BREGANTE/MURLEY THAT FIRST READING BE GIVEN TO AMENDING
BYLAW #24 – PARTIAL TAX EXEMPTION BYLAW TO INCLUDE ASSESSMENT
ACCOUNT #046570771, 236 VICTORIA STREET. MOTION CARRIED**

13. IN-CAMERA

(a) Legal Matter

Only members of council, CAO Coutinho, and Clerk Thornton remained for the in-camera session.

**MOVED BY BREGANTE/SEELEY THAT AT 7:38PM THE MEETING MOVE IN-
CAMERA TO DISCUSS A LEGAL MATTER. MOTION CARRIED**

**MOVED BY BREGANTE/MURLEY THAT THE MEETING MOVE OUT OF IN-CAMERA
AT 8:16PM. MOTION CARRIED**

14. NOTICES OF MOTION – None

15. ADJOURNMENT

**MOVED BY BREGANTE/MURLEY THAT AT 8:16PM WITH NO FURTHER MATTERS
TO DISCUSS, THE MEETING BE ADJOURNED. MOTION CARRIED**

ADMINISTRATOR

MAYOR



TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY: 
Louis Coutinho, CAO

DATE: 04 February 2016

SUBJECT: **Amendment to Bylaw # 24 – Partial Tax Exemption Windsor Daycare –
SECOND READING**

ORIGIN

Council gave direction during the 2015-2016 budget deliberations to remove the partial tax exemption status for the Windsor Daycare Society property at 236 Victoria Street due to money the Society owed the Town for the property. At the May 26, 2015 Town Council meeting and after Second Reading of the proposed by-law amendment, council approved it which resulted in the Windsor Daycare Society no longer receiving the partial tax exemption on the property and it being taxed at the commercial tax rate.

RECOMMENDATION

That Second Reading be given to amend Bylaw # 24 to add the existing land and building property at 236 Victoria Street, listed as Assessment Account # 04657071 on Schedule "A" of the Partial Tax Exemption bylaw.

BACKGROUND

The Windsor Daycare property at 236 Victoria Street is among several properties that the Council of the Town of Windsor granted a partial tax exemption to under Section 24.02 of the bylaw and is listed under Schedule "A". The tax exemption is specific to the land and property with specific assessment account number to identify the parcel. In effect, Council had exempted Windsor Daycare from paying commercial tax rates and opted through bylaw # 24 to provide residential tax rates for that property. However, due to the Windsor Daycare not meeting its commitment to pay back the Town monies owed, council amended the bylaw in May 2015 to remove their partial tax exemption status.

DISCUSSION

The new Windsor Daycare Society board has paid its debt to the Town and First Reading of the proposed amended Bylaw 24 – Partial Tax Exemption Bylaw to add the Windsor Day Care to partial tax exemption status was held on January 26, 2016 at the regular meeting of council.

POLICY IMPLICATIONS

As a refresher on process for Council, I have outlined the following on how this bylaw amendment could unfold over the course of the next few weeks.

Under Part VII, Power to Make By Laws 172 (1) of the MGA, amendments to existing by laws are subject to the same process as for the establishment of new by laws. Thus, the procedure starts with a first reading by council: s.168(1). This is an approval in principle, and requires a recorded motion for first reading of the by-law. The by-law should be very close to final form. A "reading" means that the title of the amended by-law is read and a motion is then made that the amended by-law, by that title, pass.



At least fourteen days before the by-law is to be read for the second time (final passage), a notice that council intends to consider the amended changes to the by-law has to be published in a newspaper circulating in the municipality: s.168(2). This notice must include the object of the by-law (what it is intended to do), the date and time when the council will consider it, and where a copy of the by-law can be inspected: s.168(3). That is why the by-law has to be in essentially final form for first reading.

When the by-law comes up for second reading it is a matter for council to determine whether it wishes to go ahead or not. It is not bound by the first reading. Again, a recorded motion is required for second reading of the by-law, followed by public input both in-favour and opposed to the proposed amendment(s). Only relatively minor changes can be made on second reading. Anything that changes the overall effect of the by-law would require that the process be started over.

The by-law can also be voted down if council wishes.

Once a by-law has been passed, a notice that the by-law has been passed must be published stating the object of the by-law and the place where a copy may be inspected. The by-law is then in force: s.169. A copy of every by-law passed by the council, whether it requires approval or not, must be filed with the Department of Municipal Affairs. This requirement allows the Department to maintain a complete file of municipal by-laws, which has been proven to be of considerable benefit to municipal units both to support their own records and to give others access to useful precedents.

BUDGET IMPLICATIONS

The approximate difference from the commercial tax rate to the residential tax rate (partial tax exemption) is approximately \$ 16,444 per year (based on the 2015 tax rate and the 2016 assessment).

ALTERNATIVES

1. That the Windsor Daycare Society property located at 236 Victoria Street remain at the commercial tax rate status.

ATTACHMENTS

1. Bylaw # 24 Partial Tax Exemption
2. January 26, 2015 Staff Recommendation Report Re. First Reading By-law #24 Partial Tax Exemption

Additional copies of this report, and information on its status, can be obtained by contacting Shelleena Thornton, Coordinator to the CAO at 798-1355 or Fax 798-5679

Report Prepared by: Shelleena Thornton, Municipal Clerk



TOWN OF WINDSOR BYLAW # 24 PARTIAL TAX EXEMPTION BYLAW

BE IT ENACTED by the Council of the Town of Windsor, under the authority of Section 71 of the **Municipal Government Act**, Chapter 18, S.N.S. 1998 as amended as follows:

24.01 This Bylaw shall be known as Bylaw No. 24 and may be cited as the "Partial Tax Exemption Bylaw".

TAX EXEMPTION

24.02 The Council of the Town of Windsor is of the opinion that each of the following non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations provides a service to the Town that might otherwise be a responsibility of the Council and the property of each organization is therefore granted a tax exemption or partial tax exemption as listed in Schedule "A" attached hereto.

24.03 When a property listed in Schedule "A" or a part thereof ceases to be used for the purposes of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations then the property or part thereof shall cease to be exempt from taxation and the owner shall immediately be liable for the full real property tax on the property or part thereof for the unexpired portion of the year.

24.04 The existing partial tax exemption Bylaw and schedules are hereby repealed.

24.05 This Bylaw is effective as and from April 1, 2003 and continuing from year to year or until amended or rescinded.

SCHEDULE "A"

Property Land and/or Buildings.	Assessment Acct. #	Owner	Extent of Application of Section 2
Land & Building	49790-440-000-000	Windsor Curling Club Ltd.	All of Property
Land & Building	46840-440-000-000	West Hants Historical Society	All of Property
Land & Building	36512-820-000-000	New Boundaries Society	All of Property
Land & Building	49790-790-000-000	Windsor Day Care Centre	All of Property
(Amended: Removed April 23, 2013)			
Land & Building	46570-710-000-000	Windsor Day Care Centre	All of Property
(Amended: Added 46570 710 000 000 April 23, 2013) (Amended: Removed 46570 710 000 000 May 26, 2015)			
Land & Building	04657071	Windsor Day Care Centre	All of Property
(Amended: Added 04657071 Feb. 23, 2016)			
Land & Building	20297-230-000-000	Windsor Masonic Society	All of Property
Land & Building	46567-760-000-000	Windsor Nursery School Society	All of Property
Land & Building	44286-410-000-000	Mermaid Theatre of NS Society	Only that portion of property occupied by owner for its purposes or occupied by another non-profit community, or charitable organization, and not any portion rented to tenants for Commercial purposes.
<i>Add the following property to Schedule "A" if and when it is owned by Mermaid Theatre of NS Society</i>			
Land & Building	79176-190-000-000	Mermaid Theatre of NS Society	Only that portion of property occupied by owner for its purposes or occupied by another non-profit community, or charitable organization, and not any portion rented to tenants for Commercial purposes.
<i>Add the following property to Schedule "A" if and when it is owned by Mermaid Theatre of NS Society</i>			
Land & Building	44123-110-000-000	Mermaid Theatre of NS Society	Only that portion of property occupied by owner for its purposes or occupied by another non-profit community, or charitable organization, and not any portion rented to tenants for Commercial purposes.
Land & Building	46570-630-000-000	Hockey Heritage Society	Only that portion of property occupied by owner for its purposes and not any portion rented to tenants for Commercial purposes.
(Amended: Removed April 23, 2013)			

Clerk's Annotation for Official By-Law Book – AMENDMENT TO # 24 PARTIAL TAX EXEMPTION BYLAW

Date of First Reading of Bylaw: JANUARY 26, 2016

Date of Advertisement of Notice of Intent to Consider: ?

Date of Second Reading of Bylaw: ?

*Date of Advertisement of Passage of Bylaw: ?

Date of Mailing to Minister a certified copy of Bylaw: ?

I certify that this PARTIAL TAX EXEMPTION BY-LAW was adopted by Council and published as indicated above.

Shelleena Thornton
Municipal Clerk
Town of Windsor

Clerk's Annotation for Official By-Law Book – AMENDMENT TO # 24 PARTIAL TAX EXEMPTION BYLAW

Date of First Reading of Bylaw: APRIL 27, 2015

Date of Advertisement of Notice of Intent to Consider: MAY 07, 2015

Date of Second Reading of Bylaw: MAY 26, 2015

*Date of Advertisement of Passage of Bylaw: JUNE 04, 2015

Date of Mailing to Minister a certified copy of Bylaw: JUNE 05, 2015

I certify that this PARTIAL TAX EXEMPTION BY-LAW was adopted by Council and published as indicated above.

Shelleena Thornton
Municipal Clerk
Town of Windsor

Clerk's Annotation for Official By-Law Book – AMENDMENT TO # 24 PARTIAL TAX EXEMPTION BYLAW

Date of First Reading of Bylaw: FEBRUARY 12, 2013

Date of Advertisement of Notice of Intent to Consider: APRIL 4, 2013

Date of Second Reading of Bylaw: APRIL 23, 2013

*Date of Advertisement of Passage of Bylaw: May 09, 2013

Date of Mailing to Minister a certified copy of Bylaw: May 13, 2013

I certify that this PARTIAL TAX EXEMPTION BY-LAW was adopted by Council and published as indicated above.

Louis Coutinho
Chief Administrative Officer
Town of Windsor

Clerk's Annotation for Official By-Law Book

Date of first reading of by-law: March 25, 2003

Date of advertisement of Notice of Intent to Consider: May 7 & 14, 2003

Date of second reading of by-law: May 27, 2003

*Date of advertisement of Passage of by-law: June 4, 2003

Date of mailing to Minister a certified copy of by-law: June 4, 2003

I certify that this PARTIAL TAX EXEMPTION BY-LAW was adopted by
Council and published as indicated above.

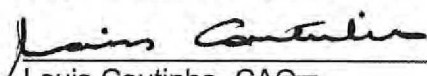

Lawrence A. Armstrong
Town Clerk & Administrator
Town of Windsor

June 4, 2003
Date

Clerk's Annotation for Official By-Law Book – AMENDMENT TO # 24 PARTIAL TAX EXEMPTION BYLAW



TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY: 
Louis Coutinho, ~~CAO~~

DATE: 26 January 2016

SUBJECT: Amendment to Bylaw # 24 – Partial Tax Exemption Windsor Daycare – FIRST READING

ORIGIN

Council gave direction during the 2015-2016 budget deliberations to remove the partial tax exemption status for the Windsor Daycare Society property at 236 Victoria Street due to money the Society owed the Town for the property. At the May 26, 2015 Town Council meeting and after Second Reading of the proposed by-law amendment, council approved it which resulted in the Windsor Daycare Society no longer receiving the partial tax exemption on the property and it being taxed at the commercial tax rate.

RECOMMENDATION

That First Reading be given to amend Bylaw # 24 to add the existing land and building property at 236 Victoria Street, listed as Assessment Account # 04657071 on Schedule "A" of the Partial Tax Exemption bylaw.

BACKGROUND

The Windsor Daycare property at 236 Victoria Street is among several properties that the Council of the Town of Windsor granted a partial tax exemption to under Section 24.02 of the bylaw and is listed under Schedule "A". The tax exemption is specific to the land and property with specific assessment account number to identify the parcel. In effect, Council had exempted Windsor Daycare from paying commercial tax rates and opted through bylaw # 24 to provide residential tax rates for that property. However, due to the Windsor Daycare not meeting its commitment to pay back the Town monies owed, council amended the bylaw in May 2015 to remove their partial tax exemption status.

DISCUSSION

The new Windsor Daycare Society board has honoured its word and commitment to the Town of Windsor and taxpayers by keeping open communication with the Town on its debt repayment. The Society advised the Town via e-mail from Board Member Mike McGlone on January 25, 2016 that they have secured funding to pay off the balance of the debt; which should be done in the very near future (prior to Second Reading of this proposed bylaw amendment).

Because of the length of time to pass a bylaw (first reading one month; second reading another month), it is suggested the process to amend the bylaw start now with First Reading. The balance of monies owed to the Town should be re-paid prior to Second Reading. If not, second reading should not proceed.

POLICY IMPLICATIONS

As a refresher on process for Council, I have outlined the following on how this bylaw amendment could unfold over the course of the next few weeks.



Under Part VII, Power to Make By Laws 172 (1) of the MGA, amendments to existing by laws are subject to the same process as for the establishment of new by laws. Thus, the procedure starts with a first reading by council: s.168(1). This is an approval in principle, and requires a recorded motion for first reading of the by-law. The by-law should be very close to final form. A "reading" means that the title of the amended by-law is read and a motion is then made that the amended by-law, by that title, pass.

At least fourteen days before the by-law is to be read for the second time (final passage), a notice that council intends to consider the amended changes to the by-law has to be published in a newspaper circulating in the municipality: s.168(2). This notice must include the object of the by-law (what it is intended to do), the date and time when the council will consider it, and where a copy of the by-law can be inspected: s.168(3). That is why the by-law has to be in essentially final form for first reading.

When the by-law comes up for second reading it is a matter for council to determine whether it wishes to go ahead or not. It is not bound by the first reading. Again, a recorded motion is required for second reading of the by-law, followed by public input both in-favour and opposed to the proposed amendment(s). Only relatively minor changes can be made on second reading. Anything that changes the overall effect of the by-law would require that the process be started over.

The by-law can also be voted down if council wishes.

Once a by-law has been passed a notice that the by-law has been passed must be published stating the object of the by-law and the place where a copy may be inspected. The by-law is then in force: s.169. A copy of every by-law passed by the council, whether it requires approval or not, must be filed with the Department of Municipal Affairs. This requirement allows the Department to maintain a complete file of municipal by-laws, which has been proven to be of considerable benefit to municipal units both to support their own records and to give others access to useful precedents.

BUDGET IMPLICATIONS

The approximate difference from the commercial tax rate to the residential tax rate (partial tax exemption) is approximately \$ 16,444 per year (based on the 2015 tax rate and the 2016 assessment).

ALTERNATIVES

1. That the Windsor Daycare Society property located at 236 Victoria Street remain at the commercial tax rate status.
2. That the process to have the Windsor Daycare Society re-added to Bylaw #24, the Partial Tax Exemption By-law be postponed until such time as the Town has received the monies owed in full.

ATTACHMENTS

1. Bylaw # 24 Partial Tax Exemption
2. May 26, 2015 Staff Recommendation Report – Second Reading By-law #24 Partial Tax Exemption (Removing Windsor Daycare from Partial Tax Exemption Status)

Additional copies of this report, and information on its status, can be obtained by contacting Shelleena Thornton, Coordinator to the CAO at 798-1355 or Fax 798-5679

Report Prepared by: Shelleena Thornton, Municipal Clerk



**TOWN OF WINDSOR
BYLAW # 24
PARTIAL TAX EXEMPTION BYLAW**

BE IT ENACTED by the Council of the Town of Windsor, under the authority of Section 71 of the **Municipal Government Act**, Chapter 18, S.N.S. 1998 as amended as follows:

24.01 This Bylaw shall be known as Bylaw No. 24 and may be cited as the "Partial Tax Exemption Bylaw".

TAX EXEMPTION

24.02 The Council of the Town of Windsor is of the opinion that each of the following non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations provides a service to the Town that might otherwise be a responsibility of the Council and the property of each organization is therefore granted a tax exemption or partial tax exemption as listed in Schedule "A" attached hereto.

24.03 When a property listed in Schedule "A" or a part thereof ceases to be used for the purposes of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations then the property or part thereof shall cease to be exempt from taxation and the owner shall immediately be liable for the full real property tax on the property or part thereof for the unexpired portion of the year.

24.04 The existing partial tax exemption Bylaw and schedules are hereby repealed.

24.05 This Bylaw is effective as and from April 1, 2003 and continuing from year to year or until amended or rescinded.

SCHEDULE "A"

Property Land and/or Buildings.	Assessment Acct. #	Owner	Extent of Application of Section 2
Land & Building	49790-440-000-000	Windsor Curling Club Ltd.	All of Property
Land & Building	46840-440-000-000	West Hants Historical Society	All of Property
Land & Building	36512-820-000-000	New Boundaries Society	All of Property
Land & Building	49790-790-000-000	Windsor Day Care Centre	All of Property
(Amended: Removed April 23, 2013)			
Land & Building	46570-710-000-000	Windsor Day Care Centre	All of Property
(Amended: Added 46570 710 000 000 April 23, 2013) (Amended: Removed 46570 710 000 000 May 26, 2015)			
Land & Building	46570-710-000-000	Windsor Day Care Centre	All of Property
(Amended: Added 46570 710 000 000 Feb. 23, 2016)			
Land & Building	20297-230-000-000	Windsor Masonic Society	All of Property
Land & Building	46567-760-000-000	Windsor Nursery School Society	All of Property
Land & Building	44286-410-000-000	Mermaid Theatre of NS Society	Only that portion of property occupied by owner for its purposes or occupied by another non-profit community, or charitable organization, and not any portion rented to tenants for Commercial purposes.
<i>Add the following property to Schedule "A" if and when it is owned by Mermaid Theatre of NS Society</i>			
Land & Building	79176-190-000-000	Mermaid Theatre of NS Society	Only that portion of property occupied by owner for its purposes or occupied by another non-profit community, or charitable organization, and not any portion rented to tenants for Commercial purposes.
<i>Add the following property to Schedule "A" if and when it is owned by Mermaid Theatre of NS Society</i>			
Land & Building	44123-110-000-000	Mermaid Theatre of NS Society	Only that portion of property occupied by owner for its purposes or occupied by another non-profit community, or charitable organization, and not any portion rented to tenants for Commercial purposes.
Land & Building	46570-630-000-000	Hockey Heritage Society	Only that portion of property occupied by owner for its purposes and not any portion rented to tenants for Commercial purposes.
(Amended: Removed April 23, 2013)			



TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY: *Louis Coutinho*
Louis Coutinho, CAO

DATE: 22 May 2015

SUBJECT: Second Reading Bylaw # 24 – Partial Tax Exemption Windsor Daycare

ORIGIN

Council direction during 2015-2016 budget deliberations to remove the partial tax exemption for the Windsor Daycare Society property at 236 Victoria Road. First Reading of Amendment to Bylaw 24 at Council meeting of 27 April 2015

RECOMMENDATION

Staff recommends the following:

That Council give Second Reading to amend Bylaw # 24 to remove the existing land and building property at 236 Victoria Road listed as Assessment Account # 04657071 on Schedule "A" of the Partial Tax Exemption bylaw.

BACKGROUND

See attached report to Council dated 27 April 2015

ALTERNATIVES

OPTION A:

Council can defeat Second Reading to amend Bylaw # 24.

OPTION B:

If Council defeats the motion of Second Reading, and intends to revisit it in the future, Council will have to provide a notice of motion, then First Reading the following month and if approved Second Reading

ATTACHMENTS

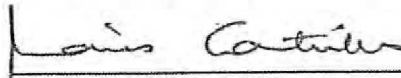
1. Report to Council dated 27 April 2015 and Partial Tax Exemption

Additional copies of this report, and information on its status, can be obtained by contacting Shelleena Thornton, Coordinator to the CAO at 798-1355 or Fax 798-5679	
Report Prepared by:	Louis Coutinho, CAO



TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY:


Louis Coutinho, CAO

DATE: 25 April 2015

SUBJECT: Amendment to Bylaw # 24 – Partial Tax Exemption Windsor Daycare

ORIGIN

Council direction during 2015-2016 budget deliberations to remove the partial tax exemption for the Windsor Daycare Society property at 236 Victoria Road.

RECOMMENDATION

It is recommended that Council give First Reading to amend Bylaw # 24 to remove the existing land and building property at 236 Victoria Road listed as Assessment Account # 04657071 on Schedule "A" of the Partial Tax Exemption bylaw.

It is further recommended that Council instruct staff to foreclose on the Collateral Mortgage for the property listed

BACKGROUND

Originally, the new property on which the Windsor Day Care Society wanted to build was owned by the Town and known as Parcel W-7 or land and building property listed as Assessment Account # 49790-790-000-000 Windsor Day Care Centre located at Stannus Street and Victoria Road, valued at that time as being over \$100,000, as collateral mortgage security. It should be noted that normally property is not conveyed without payment of the purchase price. It was done in this case because Provincial funding hinged on all funds being in place. The Daycare Society was not in a position to pay the Town until their existing facility was sold. The Town as a result were given the collateral mortgage as security for payment of the purchase price for the land.

DISCUSSION

The Windsor Daycare property at 236 Victoria Road is among several properties that the Council of the Town of Windsor has granted a partial tax exemption to under Section 24.02 of the bylaw and is listed under Schedule "A". The tax exemption is specific to the land and property with specific assessment account number to identify the parcel. In effect, Council had exempted Windsor Daycare from paying commercial tax rates but opted through bylaw # 24 to provide residential tax rates for that property.



Recent correspondence with the Windsor Daycare Society requiring them to honor all of its previous agreements with the Town have been ignored, with the Daycare Society asking for forgiveness on its debt to the Town instead. The Daycare has not helped its cause by making several business decisions that have only further aggravated the indebtedness to the Town. Council has therefore found itself in the undesirable but necessary position to find a means to recover funds owed to the Windsor taxpayers.

Staff is recommending a two step process which includes Council's direction to revert to levying commercial tax on this property. Step one is amendment of the Partial Tax Exemption bylaw # 24; the second step is to begin the process of foreclosure on the Collateral Mortgage.

In terms of process, the existing Schedule "A" will have to be repealed and a new Schedule "A" noting the land and building on 236 Victoria Road being removed from the list and approved in the amended bylaw which will then continue from year to year until amended or rescinded in the future. This process can begin by giving First Reading of the Amendment at the Town Council meeting. The process for bylaw amendments will be as laid out in the MGA.

The Town's only security at this stage is the collateral mortgage on a very neglected and deteriorated building, and after it is sold, the proceeds would in all probability not be sufficient to cover their indebtedness to the Town. It is also recommended that Council foreclose on this collateral mortgage to reduce the level of debt owing.

POLICY IMPLICATIONS

As a refresher on process for Council, I have outlined the following on how this bylaw amendment could unfold over the course of the next few weeks.

Under Part VII, Power to Make By Laws 172 (1) of the MGA, amendments to existing by laws are subject to the same process as for the establishment of new by laws. Thus, the procedure starts with a first reading by the council: s.168(1). This is an approval in principle, and requires a recorded motion for first reading of the by-law. The by-law should be very close to final form at this point. A "reading" means that the title of the amended by-law is read and a motion is then made that the amended by-law, by that title, pass.

At least fourteen days before the by-law is to be read for the second time (final passage), a notice that council intends to consider the amended changes to the by-law has to be published in a newspaper circulating in the municipality: s.168(2). This notice must include the object of the by-law (what it is intended to do), the date and time when the council will consider it, and where a copy of the by-law can be inspected: s.168(3). That is why the by-law has to be in essentially final form for first reading.

The council has the authority to require additional advertising, either in a particular case or generally, and can allow advertising in the broadcast media to replace a newspaper advertisement.

When the by-law comes up for second reading it is a matter for council to determine whether it wishes to go ahead or not. It is not bound by the first reading. Again, a recorded motion is required for second reading of the by-law. Since there has been notice to the public, only relatively minor changes can be made on second reading.



Anything that changes the overall effect of the by-law would require that the process be started over.

The by-law can also be voted down if council has changed its mind, which could certainly happen.

Once a by-law has been passed a notice that the by-law has been passed must be published stating the object of the by-law and the place where a copy may be inspected. The by-law is then in force: s.169. A copy of every by-law passed by the council, whether it requires approval or not, must be filed with the Department of Municipal Affairs. This requirement allows the Department to maintain a complete file of municipal by-laws, which has been proven to be of considerable benefit to municipal units both to support their own records and to give others access to useful precedents.

BUDGET IMPLICATIONS

The Windsor Daycare Centre is still indebted to the Town for \$73,000 for the new daycare site. The foreclosure on the collateral mortgage will yield some return; the balance of which can be collected through imposition of a residential commercial tax rate on the Windsor Daycare Society property at 236 Victoria Road.

ALTERNATIVES

1. The status quo is an alternative which some taxpayers may feel is acceptable. Staff does not recommend this option.
2. Another alternative is to accept a payment plan from the Windsor Day Care Society on how they intend to pay their debt. This could be done before Second Reading on the bylaw. Staff suggests that this alternative not be considered at this stage but during the Second Reading of the Bylaw amendment at which time if there is a solid business proposal on how the Daycare will restructure its debt or business plan, then Council can decide on whether it intends to proceed with the bylaw amendment or whether there is indeed a reliable and honest plan by the Windsor Daycare Society to properly settle its indebtedness to the Town.

ATTACHMENTS

1. Bylaw # 24 Partial Tax Exemption
2. Newspaper advertisement

Additional copies of this report, and information on its status, can be obtained by contacting Shelleena Thornton, Coordinator to the CAO at 798-1355 or Fax 798-5679	
Report Prepared by:	Louis Coutinho, CAO



**TOWN OF WINDSOR
BYLAW # 24
PARTIAL TAX EXEMPTION BYLAW**

BE IT ENACTED by the Council of the Town of Windsor, under the authority of Section 71 of the Municipal Government Act, Chapter 18, S.N.S. 1998 as amended as follows:

- 24.01 This Bylaw shall be known as Bylaw No. 24 and may be cited as the "Partial Tax Exemption Bylaw".

TAX EXEMPTION

- 24.02 The Council of the Town of Windsor is of the opinion that each of the following non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations provides a service to the Town that might otherwise be a responsibility of the Council and the property of each organization is therefore granted a tax exemption or partial tax exemption as listed in Schedule "A" attached hereto.
- 24.03 When a property listed in Schedule "A" or a part thereof ceases to be used for the purposes of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations then the property or part thereof shall cease to be exempt from taxation and the owner shall immediately be liable for the full real property tax on the property or part thereof for the unexpired portion of the year.
- 24.04 The existing partial tax exemption Bylaw and schedules are hereby repealed.
- 24.05 This Bylaw is effective as and from April 1, 2003 and continuing from year to year or until amended or rescinded.

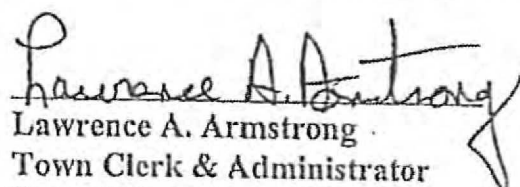
SCHEDULE "A"

Property Land and/or Buildings.	Assessment Acct. #	Owner	Extent of Application of Section 2
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Land & Building	46840-440-000-000	West Hants Historical Society	All of Property
Land & Building	36512-820-000-000	New Boundaries Society	All of Property
Land & Building	49790-790-000-000	Windsor Day Care Centre	All of Property
(Amended: Removed April 23, 2013)			
Land & Building	46570-710-000-000	Windsor Day Care Centre	All of Property
(Amended: Added 46570 710 000 000 April 23, 2013) (Amended: Removed 46570 710 000 000 from Bylaw - 1 st Reading April 27, 2015)			
Land & Building	20297-230-000-000	Windsor Masonic Society	All of Property
Land & Building	46567-760-000-000	Windsor Nursery School Society	All of Property
Land & Building	44286-410-000-000	Mermaid Theatre of NS Society	Only that portion of property occupied by owner for its purposes or occupied by another non-profit community, or charitable organization, and not any portion rented to tenants for Commercial purposes.
<i>Add the following property to Schedule "A" if and when it is owned by Mermaid Theatre of NS Society</i>			
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Land & Building	46570-630-000-000	Hockey Heritage Society	Only that portion of property occupied by owner for its purposes and not any portion rented to tenants for Commercial purposes.
(Amended: Removed April 23, 2013)			

Clerk's Annotation for Official By-Law Book

Date of first reading of by-law: March 25, 2003
Date of advertisement of Notice of Intent to Consider: May 7 & 14, 2003
Date of second reading of by-law: May 27, 2003
*Date of advertisement of Passage of by-law: June 4, 2003
Date of mailing to Minister a certified copy of by-law: June 4, 2003

I certify that this PARTIAL TAX EXEMPTION BY-LAW was adopted by Council and published as indicated above.


Lawrence A. Armstrong
Town Clerk & Administrator
Town of Windsor

June 4, 2003
Date

Clerk's Annotation for Official By-Law Book – AMENDMENT TO # 24 PARTIAL TAX EXEMPTION BYLAW

Date of First Reading of Bylaw: FEBRUARY 12, 2013
Date of Advertisement of Notice of Intent to Consider: APRIL 4, 2013
Date of Second Reading of Bylaw: APRIL 23, 2013
*Date of Advertisement of Passage of Bylaw: May 09, 2013
Date of Mailing to Minister a certified copy of Bylaw: May 13, 2013
I certify that this PARTIAL TAX EXEMPTION BY-LAW was adopted by Council and published as indicated above.

Louis Coutinho
Chief Administrative Officer
Town of Windsor

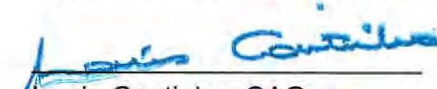


23 February 2016

Town Council

TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY:


Louis Coutinho, CAO

DATE: 18 February 2016

SUBJECT: Information report - Clifton & King PRV Chambers funding

BACKGROUND

The Clifton & King PRV Chambers project was completed during 2015. The project had originally been approved by Council and the Nova Scotia Utility and Review Board in 2013 with funding from the depreciation reserve and was carried forward as a work in progress in 2014/15, with final completion of the work occurring in 2015. Tenders for the project were approved in September 2014.

The estimated total cost for the project is approximately \$464,457 subject to account reviews and audit. The original project budget estimate was for \$329,800 which leaves an estimated budget to actual variance of \$134,657.

I am tabling this information report to comment on the budget variance and note the budget implications, as the amount to be withdrawn from the Depreciation reserve will be used to offset total project costs.

DISCUSSION

Throughout the fiscal year staff have been reporting on the project to Council and Committee of the Whole but are of the opinion the budget variance of \$134,657 has not been clearly articulated to Council. Staff are obliged to comment on the reason for a significant budget variance for a capital project. This also provides a report for audit purposes. Some of the actions taken by staff to analyze this variance are noted below.

- Staff have reviewed the costs charged to the project and have concluded they are reflective of project related costs subject to reconciliation adjustments and year end audit.
- The September 9, 2014 project tender award recommendation (attached) does identify the tender price and references the hookup of the PRV chambers by in-house labor. However, project costs also included excavation services and materials purchased for the hookups to the transmission line; and any street or sidewalk restoration work related to the project.
- The approved tender price, not including the contingency of \$20,000 allowed for in the contract, was \$311,514 (\$298,700 + net HST). Compared to the project budget of \$329,800, the tender award used up approximately 94.5% of the project budget. If you



23 February 2016

Town Council

factor in the \$20,000 contingency allowance, the approved budget is actually exceeded. As a result, the budget capacity for the other costs was diminished. In hindsight, that would have been the appropriate time for staff to revise the budget to ensure adequate funds would be available for the project.

- The actual amount spent on the tendered contract was approximately \$321,264, engineering \$54,007, in-house labor \$11,538 and all other costs such as excavation services, materials, street or sidewalk restoration totaled \$77,648 for a total of \$464,457.

BUDGET IMPLICATIONS

The project and funding from the depreciation reserve were approved by Council in the Water utility capital budget (May 28, 2013) and by the Nova Scotia Utility and Review Board (NSURB) in September 2013 (see attached). Any water utility project over \$250,000 requires the approval of the NSURB. The motion to approve the tender in September 2014 also notes depreciation as the project funding source. Staff have reviewed the depreciation fund and there is adequate funds to cover actual project costs.

Town staff have contacted the NSURB to ask if further approval was needed from them, where actual costs have exceeded the approved budget amount. They advise no further approval is needed in this circumstance.

Please note, additional approval to overspend on a project is needed from the NSURB if it exceeded \$250,000 over the approved project amount. The amount was well under that threshold. This policy is identified in the Water Utility Accounting and Reporting Handbook: Subject 4251 – Changes to Approved Capital Projects, part 2.

Additional copies of this report, and information on its status, can be obtained by contacting Shelleena Thornton 798-1355 or Fax 798-5679

Report Prepared by: Louis Coutinho CAO, Doug Armstrong, Director of Finance



TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY: Louis Coutinho, CAO

DATE: September 9, 2014

SUBJECT: Tender Award Recommendation – Clifton & King PRV Chambers

ORIGIN

Council approved the Clifton Ave. and King Street PRV Chamber Project in the 2014/15 Capital Budget at an estimated cost of \$ 329,800. Tenders were called and at closing on September 4, 2014 the following tenders were received:

- | | |
|--|------------------------|
| 1.) Aaffinity Contracting & Environmental Ltd. | \$ 298,700.00 plus HST |
| 2.) Brycon Construction Limited | \$ 377,000.00 plus HST |
| 3.) Dexter Construction Company Limited | \$ 441,000.00 plus HST |
| 4.) Mid Valley Construction Limited | \$ 394,000.00 plus HST |

CBCL Limited, our Design Consultant, has reviewed the tenders and has stated: CBCL Limited reviewed the unit prices for each tender submission as part of our bid comparison preparation. Aaffinity Contracting & Environmental Ltd. appears to have submitted the lowest compliant tender and have agreed to complete the work within 8 weeks of notification of award. We have reviewed their tender submission as well as the other tenders submitted. Based on the tender results, CBCL Limited sees no reason why Contract No. 131042.00 should not be awarded to Aaffinity Contracting & Environmental Ltd. for a Tender Price of \$298,700.00 (\$365,700.00 inclusive of taxes and contingency).

RECOMMENDATION

Staff would recommend that the tender for supply and installation of PRV Chambers on the Transmission Lines at Clifton Avenue and King Street be awarded to Aaffinity Contracting & Environmental Ltd for the tendered price of \$ 298,700.00 plus net hst with funding to be from the Water Utility Depreciation account.

BACKGROUND

The low tender amount for this project is within the approved capital authorized by Council. Project schedule submitted by the recommended tender is completion within 8 weeks following tender award. Final hookup to our existing transmission system will be by in-house labour following completion of the contractor's installation.

DISCUSSION

Tender forms for all bidders are included for information.



BUDGET IMPLICATION

The funding recommendation contained in this report has been approved by Council and authorized by the Nova Scotia Utility and Review Board.

POLICY IMPLICATION

The recommendation contained in this report is not in conflict with Town of Windsor Policy. Formal tender procedures were followed with the tender advertisement placed on the Provincial Procurement Site.

ALTERNATIVE

Council could reject this recommendation and carry the work over until the 2015/16 season but staff not recommend this alternative.

ATTACHMENTS

- 1.) Tender Forms all bidders

Additional copies of this report, and information on its status, can be obtained by contacting Report Prepared by: Don Beatty, Director of Public Works
--

Town of Windsor
Clifton Avenue and
King Street PRV Chambers
Contract No. 131042.00

Tender Form

Section 00 41 43
Page 1

August 2014

1. SALUTATION:

- .1 To: Town of Windsor
- .2 For: Clifton Avenue and King Street PRV Chambers
Contract No. 131042.00
- .3 From: AFFINITY CONTRACTING & ENVIRONMENTAL LTD.

2. TENDERER DECLARES:

- .1 That this tender was made without collusion or fraud.
- .2 That the proposed work was carefully examined.
- .3 That the Tenderer was familiar with local conditions.
- .4 That Contract Documents and Addenda No. 1 to 1 inclusive were carefully examined.
- .5 That all the above were taken into consideration in preparation of this Tender.
- .6 That you are not bound to accept the lowest or any tender which you may receive.

3. TENDERER AGREES:

- .1 To enter into a contract to supply all labour, material and equipment and to do all work necessary to construct the Work as described and specified herein for the unit prices stated in Subsection 4 hereunder, Schedule of Quantities and Unit Prices.
- .2 That the Total Tendered Price shall be the sum of the products of the tendered unit prices times the estimated quantities in Subsection 4 hereunder.
- .3 That this Tender is valid for acceptance for sixty (60) days from Tender Closing.
- .4 That measurement and payment for items listed in Subsection 4 hereunder shall be in accordance with corresponding items in Section 01 22 00 Measurement and Payment.
- .5 To execute in triplicate the Agreement and forward same together with the specified contract security and insurance documents to the Owner within 14 days of written notice of award.

Town of Windsor
Clifton Avenue and
King Street PRV Chambers
Contract No. 131042.00

Tender Form

Section 00 41.43
Page 2

August 2014

- .6 That failure to enter into a formal contract and give specified insurance documents and contract security within time required will constitute grounds for forfeiture of certified cheque or enforcement of bid bond.
- .7 That if certified cheque is forfeited, Owner will retain difference in money between amount of Tender and amount for which Owner legally contracts with another party to perform the Work and will refund balance, if any, to Tenderer.
- .8 That the Contract Documents include:
 - .1 Standard Specification for Municipal Services listed in Table of Contents Page Dated January 2014.
 - .2 Form of Tender
 - .3 Form of Agreement
 - .4 Supplementary General Conditions
 - .5 Supplementary Specifications
 - .6 Drawings

<u>Drawing no.</u>	<u>Title</u>
-	Cover Sheet
C01	King Street PRV Chamber Site Plan
C02	King Street PRV Chamber
C03	Clifton Ave. PRV Chamber Site Plan
C04	Clifton Ave. PRV Chamber
C05	Details
C06	Watermain Details
E01	King St. PRV Chamber Plans, Sections and Details
E02	Clifton Ave. PRV Chamber Plans, Sections and Details
S01	PRV Chamber Details
 - .7 Addenda as issued and as confirmed in subsection 2.4 of this section.

Town of Windsor
Clifton Avenue and
King Street PRV Chambern
Contract No. 132042.00

Tender Form

Section 00 41 43
Page 3

August 2014

4. SCHEDULE OF QUANTITIES AND UNIT PRICES

Item No.	Description	Unit of Measurement	Estimated Quantity	Unit Price	Total Price
1.	King Street PRV-Civil	L.S.	1	\$129,500	\$129,500
2.	King Street PRV-Electrical	L.S.	1	\$32,210	\$32,210
3.	Clifton Ave. PRV-Civil	L.S.	1	\$111,700	\$111,700
4.	Clifton Ave. PRV-Electrical	L.S.	1	\$25,290	\$25,290

ESTIMATED CONTRACT PRICE

\$298,700.

CONTINGENCY AMOUNT

15% \$20,000.00

ADD HST (15% OF ESTIMATED CONTRACT PRICE)

47,700⁰⁰ \$44,805.

TOTAL AMOUNT PAYABLE

15% 365,700⁰⁰ \$363,505.

TENDERER'S HST REGISTRATION NO.

86389 8532

6. COMPLETION TIME

- .1 Tenderer agrees to complete the Work within 8 weeks of written notification of award.

Town of Windsor
Clifton Avenue and
King Street PRV Chambers
Contract No. 131042.00

Tender Form

Section 00 41 43
Page 4

August 2014

7. SIGNATURES*

DATED THIS 4th DAY OF September, 20 14.

AFFINITY CONTRACTING & ENVIRONMENTAL LTD. [Seal]
Name of Firm Tendering

[Signature]
Signature of Signing Officer

Mark Bruden Contracts Manager
Name and Title (Printed)

Colaine Dalton
Witness

Witness

Signature of Signing Officer

Name and Title (Printed)

P.O. Box 38054 Dartmouth, N.S.
Company Address

497-4200
Telephone No.

468-1309
Fax No.

*NOTE: Tenders submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.

END

MEETING, COUNCIL APPROVED A PARTIAL TAX EXEMPTION (FROM THE COMMERCIAL RATE TO RESIDENTIAL RATE WHICH RESULTS IN SAVINGS FOR THE DAYCARE)

- HANTS COUNTY C.A.N. – 500
 - SENIOR'S SAFETY PROGRAM OF HANTS COUNTY – 500
 - HANTS COUNTY SPCA – 2,000
 - WINDSOR BLUEFINS PARENT ASSOCIATION – 1,000
 - AVON PONY CLUB – 0
 - ICE ALL-STARS CHEER – 1,000
 - SAM SLICK SOCIETY – 5,000
 - WINDSOR & AREA BURSARY FUND (AVON VIEW BURSARY) - \$500
- APPROVED AT THE 03262013 TOWN COUNCIL
- GRANTS CONTINGENCY - \$4,000
- TOTAL GRANTS & CONTINGENCY = \$ 56,500**

*Coordinator
Thornton*

MOTION CARRIED

Councillor Bregante returned to his council seat at 7:30pm

- b) 2013 / 2014 Water Utility Operating & Capital Budgets Review & Recommendation – Director Armstrong reviewed the 2013 / 2014 Water Utility Operating & Capital budgets. Capital projects will be funded through depreciation funds (no debt) in 2013/14.

MOVED BY MURLEY / BREGANTE THAT THE PROPOSED (ATTACHED) 2013/2014 WATER UTILITY OPERATING & CAPITAL BUDGETS BE APPROVED. MOTION CARRIED

Director Armstrong

MOVED BY MURLEY / BREGANTE THAT COUNCIL APPROVES USING DEPRECIATION FUNDS AS NOTED IN THE BUDGET. MOTIN CARRIED

10.2 Committees of Council

- a) AUDIT COMMITTEE – None
- b) COMMITTEE OF THE WHOLE
- (i) REMO 2013 / 2014 Budget Approval

MOVED BY BREGANTE / SEELEY THAT THE TOWN OF WINDSOR'S SHARE OF THE PROPOSED 2013/2014 REMO BUDGET BE APPROVED (ATTACHED). MOTION CARRIED

Director Armstrong

- (ii) Low Income, Tax Exemption Policy for 2013 / 2014 Approval

MOVED BY BREGANTE / SEELEY THAT THE 2013/2014 LOW INCOME, TAX EXEMPTION POLICY INCREASE AS PER CPI AT 1.1%. MOTION CARRIED (SEE BELOW FOR LOW INCOME TAX EXEMPTION POLICY)

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 2012 was below a specified amount. The details of this year's partial exemption are outlined below.

*Coordinator
Thornton*

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 2012 is less than twenty two thousand five hundred and seventy-two



Nova Scotia Utility and Review Board

Mailing address

PO Box 1692, Unit "M"
Halifax, Nova Scotia
B3J 3S3
board@gov.ns.ca
Web www.nsuarb.novascotia.ca

Office

3rd Floor, 1601 Lower Water Street
Halifax, Nova Scotia B3J 3P6
1 855 442-4448 (toll-free)
902 424-4448 t
902 424-3919 f

September 11, 2013

Mr. Don Beatty
Director of Public Works
Town of Windsor
Windsor Water Utility
100 King Street
P.O. Box 158
Windsor, NS B0N 2T0

By email: dbeatty@town.windsor.ns.ca

Dear Mr. Beatty:

Town of Windsor Water Utility- Capital Expenditure Request – Pressure Reduction Project - W-WIND-E-13 / Matter No. M05792

The Board has reviewed your letter dated July 4, 2013, and received July 15, 2013, requesting Board approval of the Town of Windsor Water Utility's ("Utility") pressure reduction project, at an estimated cost of \$329,800. The proposed project is to be funded through the Utility's depreciation funds.

Board staff requested additional information with respect to the request on July 19, 2013, to which a response was received on August 16, 2013.

The purpose of the project is to reduce watermain breaks in the downtown area of the town, which can experience pressure in the range of 100 pounds per square inch (psi). Through the proposed reduction of pressure, to 80 to 85 psi, it is anticipated that the Utility's amount of unaccounted for, non-revenue water, will also be lowered. The reduction of the Utility's non-revenue water has been discussed in the last two rate applications, including the most recent Board decision dated December 21, 2012.

This is to advise that the Board has approved the noted request and funding, as set out above.

Yours truly,

Kulvinder S. Dhillon, P.Eng.
Member



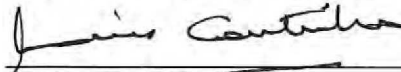
Designation of Building Official

23 February 2016

Council Meeting

TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY:


Louis Coutinho, CAO

DATE: 19 February 2016

SUBJECT: Designation of Building Official

ORIGIN

Town of Wolfville has retained Building Official, Mr. Ergin Nemburt, to augment the duties of the existing Level 11 Building Official, Mr. Glen LeLacheur.

RECOMMENDATION

It is recommended that Mr. Ergin Nemburt be appointed as the Town's "Building Official" pursuant to Section 5(2) of the Building Code Act, Chapter 46 of the Revised Statutes, 1989.

DISCUSSION

Section 5(2) of the Building Code Act states that a building official or building officials shall be appointed by each council to administer and enforce this Act in the municipality. Council is responsible for the administration and enforcement of this Act and as we have entered into an agreement with the Town of Wolfville for this service, their Building Officials can administer and enforce this Act and have jurisdiction to do so after Town of Windsor Council appoints him as its Building Official.

Mr. Ergin Nemburt is a fully qualified Level 1 Building Official in good standing with the Nova Scotia Building Officials Association. His Level 1 designation qualifies him to inspect:

- All part 9 buildings (C,D,E,F2\F3 Occupancies) not more than 3 stories in height and up to 600 metres;
- Buildings of assembly occupancy not more than one story in building height and building area of not more than 200 square metres;
- Buildings of high hazard industrial occupancy not more than one story in building height and building area of not more than 200 square metres;

POLICY IMPLICATIONS

The Town is meeting the requirements of the Building Code Act, Chapter 46 of the Revised Statutes, 1989.

For additional information, please contact Shelleena Thornton, Municipal Clerk at (902) 798.1355
Report Prepared by: Louis Coutinho, CAO



Nova Scotia Building Code Training and Certification Board

6 Noonan Drive Prospect, Nova Scotia B3T 2H2

January 26, 2016

Mr. Ergin Nemburt
Building Inspection Services
Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1

Dear Mr. Nemburt:

As you requested, I am writing today to confirm that you were approved by the Nova Scotia Building Code Training and Certification Board (NSBCTCB) for Level 1 qualification effective January 19, 2016. Congratulations.

Please let me know if you require anything further.

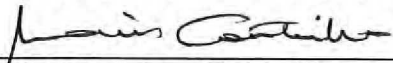
Yours respectfully,

Michelle Landreville
Registrar



TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY:


Louis Coutinho, CAO

DATE: February 18, 2016

SUBJECT: Proposed Traffic Flow Changes King Street Phase I

ORIGIN

On February 9, 2016 at the Committee of the Whole, the Traffic Authority (Troy Burgess) made a presentation to Council titled "Proposed Traffic Flow Changes". This was a proposed two phased approach that would see traffic flow changes in and near the downtown core.

RECOMMENDATION

Staff recommends Council approve the implementation of Phase I on a trial basis to be evaluated three months after the trial period begins.

BACKGROUND

In 2011, Town Council hosted a public meeting to look at alternatives to the traffic circulation on King Street between Wentworth Drive and Albert Street. The reasons for reviewing the traffic circulation pattern was to address traffic flow problems related to motorists confusion and to safety related concerns due to motorists driving the wrong way on the one way section of road. In addition to these concerns, complaints were received from the business community and from citizens regarding access to their businesses or residences.

At the public hearing, there was some opposition to the options that were being proposed. There was also support expressed for something to be done to improve public safety and to consider a safer alternative to the two options that were provided. There were many suggestions and ideas expressed by the public.

In recent months, the safety issues related to many people driving the wrong way and the continued traffic flow problems have only heightened the need to address this issue as soon as possible. At the Committee of the Whole meeting on 09 February 2016, the Traffic Authority proposed a new phased approach to traffic flow in and around this affected area and broadly to also include traffic flow in and out of the downtown core. Phase 1 was the immediate area affected on King Street south of Stannus Street. Phase 11 was traffic flow within the downtown core.

DISCUSSION

The area of change most affected by Phase I has been discussed for many years and it continues to be a safety concern because motorists are driving down the wrong way on King Street with increasing frequency.



The proposed change in traffic flow for Phase 1 would allow for easier and safer movement of traffic into the neighbourhood and Committee of the Whole made a recommendation to Council to pursue Phase I immediately on a trial basis. Additionally, staff does not anticipate any loss of parking spaces as a result of making this portion of roadway a two-way street.

Phase I will include:

Part I - two-way traffic on King St between Wentworth Street and Stannus/O'Brien Street

Part II – Relocation of the stop sign on the south end of O'Brien Street to the one-way portion of King Street directly adjacent to the existing location.

Phase 11 will be left for discussion and consultation with the public and business community for later this year.

POLICY IMPLICATIONS

As a result of previous public hearings and public input, staff has taken into consideration the public's comments in the new two-way traffic flow proposal and is recommending this for a trial period to be evaluated three months after implementation.

BUDGET IMPLICATION

As no infrastructure changes would be necessary for the implementation of Phase I the costs are minimal, therefore no capital funds will be requested.

The estimated costs of Phase I implementation is \$4,920.00. This would include signage, line painting and advertising and would be funded from the 2016/2017 Public Works Operating Budget. Implementation of Phase I could take place as early as the spring of 2016.

Phase I, Part I and Part II Cost Estimate

Signage (various)	\$ 600.00
Public Works Labour	\$ 800.00
Traffic Paint (stop bars and lane dividers)	\$1,000.00
Advertising (4 weeks half page in HJ)	\$1,700.00
Advertising (Facebook, Website)	\$ 0.00
Sub-Total	<u>\$4,100.00</u>
Contingency (20%)	\$ 820.00
Total	<u>\$4,920.00</u>



ALTERNATIVES

Previous Option 1, Option 2 which were rejected by some residents could be considered. While residents stated that this would be a safety problem, it was not backed up by any evidence and staff could implement those options. Alternatively, staff could do nothing and leave the current traffic flow situation like it is. There is a risk with doing nothing.

ATTACHMENTS

Image 1, Image 2

Image 1

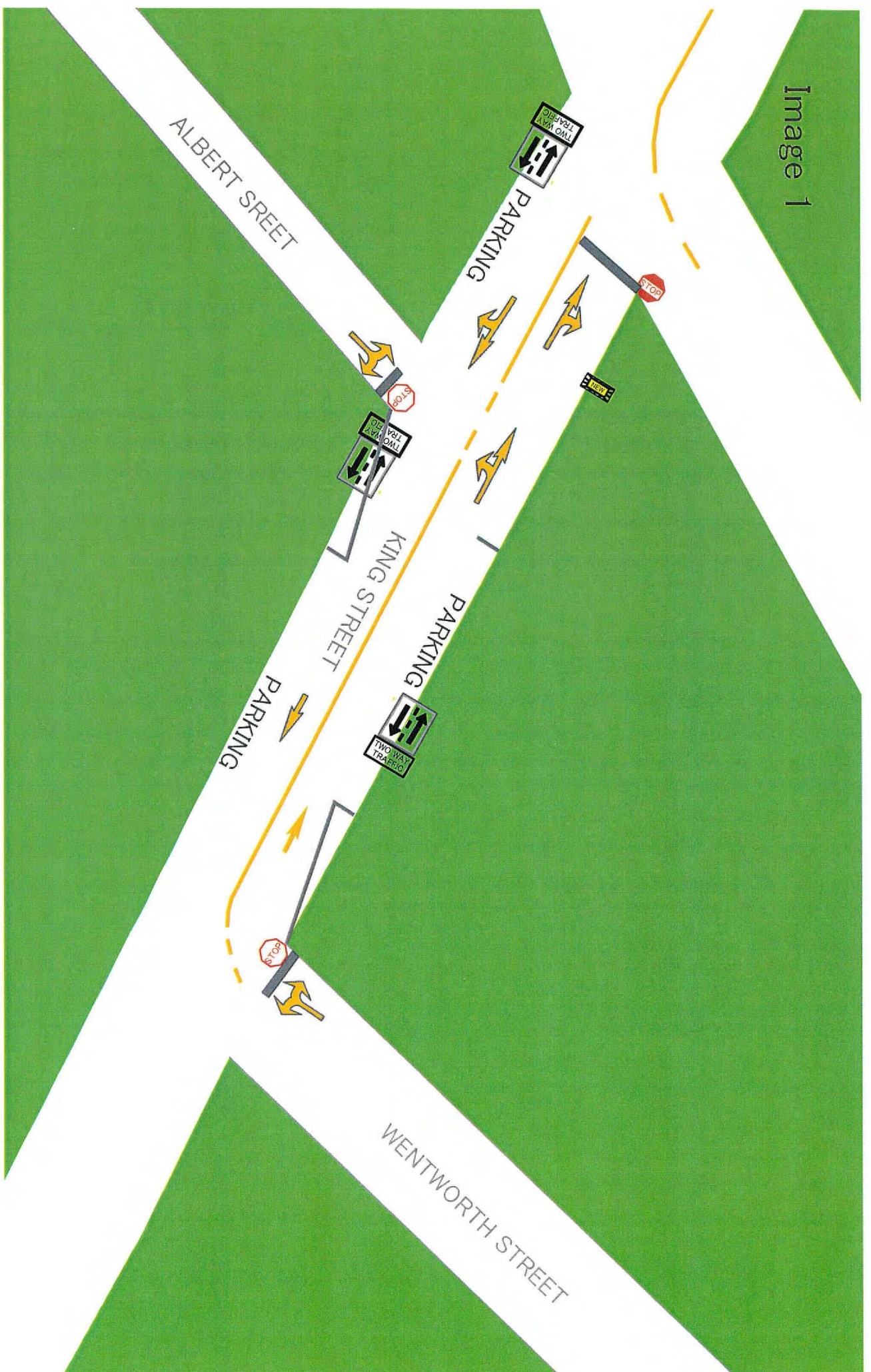


Image 2

WILEY AVE

KING STREET

O'BRIEN STREET

G STREET



Committee of the Whole Meeting Minutes – 100 Series Highways Snow Removal (Letter to Minister)
Recommendation

Town of Windsor, NS

February 9, 2016 • 7:00 – 8:41pm

Council Chambers

Present:	John Bregante	Deputy Mayor, Chair
	Paul Beazley	Mayor
	Dave Seeley	Councillor
	Laurie Murley	Councillor
	Scott Geddes	Councillor
	Louis Coutinho	CAO
	Doug Armstrong	Director of Finance
	Lise Hamel	Cpl, RCMP (left at 7:57pm)
	Dianne Stairs	S/Sgt RCMP (left at 7:57pm)
	Todd Richard	Acting Director of Public Works
	Shelleena Thornton	Municipal Clerk
	Troy Burgess	Superintendent of Operations & Traffic Authority
	Scott Burgess	Fire Chief, WFD
	Vanessa Roberts	Director of Community Dev., Tourism & Recreation
Regrets:	None	
Gallery:	Lloyd Smith	Town Crier, Windsor
	Gary Long	Town Crier, Canning & Berwick
	1	member of the public (arrived at 7:07pm)
	Colin Chisholm	Reporter, Hants Journal

100 Series Highways Snow Removal – Councillor Geddes said the quality of snow removal on Hwy. 101 from Mount Uniacke to Wolfville is diminishing. The Province looks after this and he's not sure why the poor quality. Years ago the Province twinned the highway for safety, yet the poor snow removal makes it unsafe. As well, when everyone is pushing for economic development in smaller communities, it would only be beneficial if the highways were safe. He is wondering if council should send a letter to the Province.

MOVED BY GEDDES/BEAZLEY TO RECOMMEND TO COUNCIL THAT MAYOR BEAZLEY WRITE A LETTER TO THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL GEOFF MacLELLAN EXPRESSING CONCERNS WITH THE POOR QUALITY OF SNOW REMOVAL ON HIGHWAY 101, WITH COPIES OF THE LETTER TO MLA CHUCK PORTER AND PREMIERE STEPHEN McNEIL. MOTION CARRIED

Committee of the Whole Meeting Minutes – 2016 School Board Election Returning Officer & Asst Returning Officer Appointments

Town of Windsor, NS

February 9, 2016 • 7:00 – 8:41pm

Council Chambers

Present:	John Bregante	Deputy Mayor, Chair
	Paul Beazley	Mayor
	Dave Seeley	Councillor
	Laurie Murley	Councillor
	Scott Geddes	Councillor
	Louis Coutinho	CAO
	Doug Armstrong	Director of Finance
	Lise Hamel	Cpl, RCMP (left at 7:57pm)
	Dianne Stairs	S/Sgt RCMP (left at 7:57pm)
	Todd Richard	Acting Director of Public Works
	Shelleena Thornton	Municipal Clerk
	Troy Burgess	Superintendent of Operations & Traffic Authority
	Scott Burgess	Fire Chief, WFD
	Vanessa Roberts	Director of Community Dev., Tourism & Recreation
Regrets:	None	
Gallery:	Lloyd Smith	Town Crier, Windsor
	Gary Long	Town Crier, Canning & Berwick
	1	member of the public (arrived at 7:07pm)
	Colin Chisholm	Reporter, Hants Journal

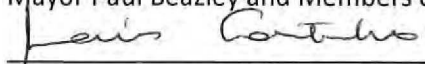
2016 SCHOOL BOARD ELECTIONS – RETURNING OFFICER & ASST. RETURNING OFFICER APPOINTMENTS RECOMMENDATION REPORT – A brief review of the report was held.

MOVED BY GEDDES/MURLEY TO RECOMMEND TO COUNCIL THAT FOR THE 2016 NOVA SCOTIA SCHOOL BOARD ELECTION, RHONDA BROWN, MUNICIPAL CLERK OF THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE APPOINTED AS RETURNING OFFICER AND CHRYSTAL REMME, EXECUTIVE ASSISTANT WITH THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE APPOINTED AS ASSISTANT RETURNING OFFICER FOR THE TOWN OF WINDSOR, ELECTORAL DISTRICT 13. MOTION CARRIED



Recommendation Report

Committee of the Whole Meeting

TO: Mayor Paul Beazley and Members of Windsor Town Council
SUBMITTED BY: 
Louis Coutinho, CAO
DATE: February 04, 2016
SUBJECT: School Board Election 2016 – Returning Officer Appointment

ORIGIN

Municipal & School Board Elections in Nova Scotia are held the third Saturday in October every four years. The Municipal Elections Act is the main statute governing all municipal and school board elections in the province. The 2016 Municipal & School Board Elections will be held on October 15, 2016.

RECOMMENDATIONS

It is recommended that for the 2016 Nova Scotia School Board Election, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants be appointed as Returning Officer and Chrystal Remme, Executive Assistant with the Municipality of the District of West Hants be appointed as Assistant Returning Officer for the Town of Windsor, Electoral District 13.

BACKGROUND

Municipal & School Board elections and the processes for how they are to be conducted are specifically outlined in the Municipal Elections Act of Nova Scotia (*Act*). It is the main statute governing all elections for municipal councils and school boards in Nova Scotia. The Municipal Elections Officer for the 2016 municipal and school board elections is Bernie White. He issues instructions to ensure effective execution of the provisions of the *Act*. The municipality's role is to comply with the *Act* and requires the Town to undertake a number of initiatives. The Town of Windsor is within Electoral District 13 of the Annapolis Valley Regional School Board and the Municipality of the District of West Hants encompasses Electoral Districts 11, 12 and 13. For at least the past three school board elections, West Hants has had a member appointed as the returning officer for Electoral District 13. In Fall 2015, West Hants appointed Ms. Brown and Ms. Remme as Returning Officer and Assistant Returning Officer for both their Municipal and School Board elections.

DISCUSSION

As per the NS Municipal Elections Act, Chapter 300 of the Revised Statutes, 1989, it states the following with respect to School Board election returning officer appointment.

Returning officer for school board election

5 (1) Where an electoral district of a school board member contains the whole or part of more than one municipality, the returning officers of the municipalities within or partly within the electoral district shall designate one of themselves to be the returning officer for the school board election.

(2) Where the returning officers are unable to agree on the designation, the Municipal Election Officer shall designate one of the returning officers to be the returning officer for the school board election.

**Recommendation Report****Committee of the Whole Meeting**

(3) A returning officer designated pursuant to this Section shall be responsible for accepting nominations, arranging for ballots to be printed, conducting the official addition of votes and determining the disposition of each candidate's deposit. R.S., c. 300, s. 5; 2011, c. 68, s. 3.

POLICY IMPLICATIONS

As identified in the Act, Returning Officer appointments must be done by March 15th of the regular election year.

BUDGET IMPLICATION

Any budget implications will be identified under *Election Expenses* in the 2016/2017 Operating Budget.

ALTERNATIVES

As identified in the Act, "where the returning officers are unable to agree on the designation, the Municipal Election Officer shall designate one of the returning officers to be the returning officer for the school board election."

ATTACHMENTS

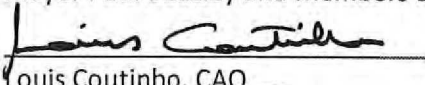
- 2016 Municipal Elections Returning Officer, Prelim List of Electors, Advance Poll Days Recommendation Report



Recommendation Report

Committee of the Whole Meeting

TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY: 
Louis Coutinho, CAO

DATE: January 4, 2016

SUBJECT: Municipal Elections 2016 – Returning Officer, Advance Poll Days, List of Electors

ORIGIN

Municipal Elections in Nova Scotia are held the third Saturday in October every four years. The Municipal Elections Act is the main statute governing all municipal and school board elections in the province.

RECOMMENDATIONS

It is recommended that:

Returning Officer & Assistant Returning Officer

that Shelleena Thornton, Municipal Clerk for the Town of Windsor be appointed as Returning Officer and Janet Redden, Planning & Committee Assistant for the Town of Windsor be appointed as Assistant Returning Officer for the 2016 Nova Scotia Municipal Elections and further,

Preliminary List of Electors

that staff have discussions with Elections Nova Scotia to use any permanent register of electors established and maintained for use in a federal or provincial election, as the basis for the preliminary list of electors for all or part of the municipality for the 2016 Municipal Elections; and further,

Advance Poll Days

that Thursday, October 06, 2016 (the ninth day before ordinary polling day) be the first advance poll day.

BACKGROUND

Municipal elections and the processes for how it is to be conducted are specifically outlined in the Municipal Elections Act of Nova Scotia (*Act*). It is the main statute governing all elections for municipal councils and school boards in Nova Scotia. The Municipal Elections Officer for the 2016 municipal elections is Bernie White. He issues instructions to ensure effective execution of the provisions of the *Act*. The municipality's role is to comply with the *Act* and requires the Town to undertake a number of initiatives.

DISCUSSION

1. **Returning Officer** – As per S. 4 of the *Act*, council shall appoint a Returning Officer by March 15th of the regular election year;



Recommendation Report

Committee of the Whole Meeting

2. **Preliminary List of Electors** – As per S. 30 of the Act, by April 15th in a regular election year, council may, by resolution, provide that the returning officer choose a method of preparation of the Preliminary List of Electors. Options include:
- Conducting an enumerations (which if chosen, must be complete by June 10, 2016);
 - Use the lists of electors used in the most recent federal or provincial election, or in an election held pursuant to this Act (would require an Agreement between the Town and the Chief Electoral Officer for the Province that protects the privacy and security of the information supplied and any required fee has been paid to the Chief Electoral Officer for the Province); or
 - Use any permanent register of electors established and maintained for use in a federal or provincial election (would require an Agreement between the Town and the Chief Electoral Officer for the Province that protects the privacy and security of the information supplied and any required fee has been paid to the Chief Electoral Officer for the Province). This was the preferred method in the 2012 Municipal Election.
3. **Advance Poll Days** – S. 114 of the *Municipal Elections Act* states an Advance Poll shall be held on:
- Tuesday, the fourth day before ordinary polling day; and
 - One other day fixed by council, by resolution, which shall be either Thursday, the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day. (With the use of electronic voting, once the first advance poll day is opened, electors will be able to vote 24/7 up until ordinary polling day).

POLICY IMPLICATIONS

The three recommendations in this report meet the timelines outlined in the Municipal Elections Act of Nova Scotia (Revised Statutes 1989, amended 2011).

BUDGET IMPLICATION

Any budget implications will be identified under *Election Expenses* in the 2016/2017 Operating Budget.

ALTERNATIVES

Alternatives have been identified under the "Discussion" portion of this report and pertain to the:

Preliminary List of Electors (enumeration, lists of electors used in the most recent federal or provincial election, or any permanent register of electors established and maintained for use in a federal or provincial election); and

Advance Poll Days which may occur either the seventh or ninth day before ordinary voting day (and the fourth day before ordinary voting day).

ATTACHMENTS - None

**Committee of the Whole Meeting Minutes - 2017 Annapolis Valley International Town Criers' Competition
Funding Request Recommendation Only**

Town of Windsor, NS

February 9, 2016 • 7:00 – 8:41pm

Council Chambers

Present:	John Bregante	Deputy Mayor, Chair
	Paul Beazley	Mayor
	Dave Seeley	Councillor
	Laurie Murley	Councillor
	Scott Geddes	Councillor
	Louis Coutinho	CAO
	Doug Armstrong	Director of Finance
	Lise Hamel	Cpl, RCMP (left at 7:57pm)
	Dianne Stairs	S/Sgt RCMP (left at 7:57pm)
	Todd Richard	Acting Director of Public Works
	Shelleena Thornton	Municipal Clerk
	Troy Burgess	Superintendent of Operations & Traffic Authority
	Scott Burgess	Fire Chief, WFD
	VanEssa Roberts	Director of Community Dev., Tourism & Recreation
Regrets:	None	
Gallery:	Lloyd Smith	Town Crier, Windsor
	Gary Long	Town Crier, Canning & Berwick
	1	member of the public (arrived at 7:07pm)
	Colin Chisholm	Reporter, Hants Journal

1. DELEGATIONS / PRESENTATIONS

- a) **2017 Annapolis Valley International Town Criers' Competition, Town Crier Lloyd Smith** – Town Crier Smith said he's honoured to be appointed and represent Windsor for over 37 years. He introduced Mr. Gary Long, Town Crier for Berwick and Canning for 32 years. He's also President of the Apple Blossom Festival. About three years ago discussion was held about perhaps having an international Town Crier competition in the Annapolis Valley. Town Crier Long researched hosting it in 2017 pending support. He said the scope of what is proposed is an international competition which could be held bi-annually anywhere in the world. He provided history of other competitions including one he attended in 2015 in Bermuda. He asked fellow Criers in Bermuda if they'd attend a competition here and they all unanimously said they would. A good number for this competition would be 25 Town Criers – anymore than that, would cost more. They're proposing Sept. 12- 17, 2017 and he provided a tentative schedule involving visits from Windsor to Annapolis Royal.

The total proposed budget is approximately \$45,000 (\$17,000 accommodations, transportation \$8,800, advertising \$6,300 as well as the banquet, gifts, prizes, etc). He added they intend to reach out to businesses, the community, the Rotary Club, etc asking if they could sponsor a Town Crier. If that happens, the Town Crier's responsibility would be to promote that business continuously while here. This competition would be for and about the Annapolis Valley. The competition would consist of three cries and the organizers would stipulate content for each. One cry would be 'Canada 150,' second would be the 'Annapolis Valley,' and the third would be a free cry. This would entail Town Criers to do research. Host Criers don't compete.

They are asking for a minimum contribution of \$500. They will also be meeting with all municipalities to present this.

Questions/Comments

Committee of the Whole members were impressed with the proposal and supported the idea. It was suggested Mr. Smith and Long provide Windsor Council with a formal funding request prior the March 1st deadline as budget deliberations start March 7th. When mentioned that the funding would be for 2017, Mr. Long said they would like funding secured immediately so they know whether they have the support to proceed with actually planning/organizing the 2017 event. Mr. Long added that businesses would also be approached after some funding and municipal support had been confirmed.

MOVED BY MURLEY/GEDDES TO RECOMMEND TO COUNCIL TO TAKE THIS FUNDING REQUEST FOR THE 2017 INTERNATIONAL TOWN CRIERS COMPETITION TO BUDGET DISCUSSIONS FOR 2016/2017 SUBJECT TO A FORMAL FUNDING REQUEST. MOTION CARRIED

Presentation ended at 7:28pm. Both Criers left the meeting at 7:28pm

Committee of the Whole Meeting Minutes – Jewish Legion Commemorative Memorial Recommendation
Town of Windsor, NS
February 9, 2016 • 7:00 – 8:41pm
Council Chambers

Present: John Bregante Deputy Mayor, Chair
Paul Beazley Mayor
Dave Seeley Councillor
Laurie Murley Councillor
Scott Geddes Councillor

Louis Coutinho CAO
Doug Armstrong Director of Finance
Lise Hamel Cpl, RCMP (left at 7:57pm)
Dianne Stairs S/Sgt RCMP (left at 7:57pm)
Todd Richard Acting Director of Public Works
Shelleena Thornton Municipal Clerk
Troy Burgess Superintendent of Operations & Traffic Authority
Scott Burgess Fire Chief, WFD
VanEssa Roberts Director of Community Dev., Tourism & Recreation

Regrets: None

Gallery: Lloyd Smith Town Crier, Windsor
Gary Long Town Crier, Canning & Berwick
1 member of the public (arrived at 7:07pm)
Colin Chisholm Reporter, Hants Journal

Jewish Legion – Discussion held under 7(g).

MOVED BY BEAZLEY/SEELEY TO RECOMMEND TO COUNCIL THAT STAFF INVESTIGATE WAYS TO COME UP WITH AN APPROPRIATE COMMEMORATIVE MEMORIAL FOR THE 100TH ANNIVERSARY OF THE FORMATION OF THE JEWISH LEADING HEADING INTO 2017. MOTION CARRIED

Committee of the Whole Meeting Minutes – Photo File Purchase of 2016 Long Pond Heritage Classic Recommendation

Town of Windsor, NS

February 9, 2016 • 7:00 – 8:41pm

Council Chambers

Present:	John Bregante	Deputy Mayor, Chair
	Paul Beazley	Mayor
	Dave Seeley	Councillor
	Laurie Murley	Councillor
	Scott Geddes	Councillor
	Louis Coutinho	CAO
	Doug Armstrong	Director of Finance
	Lise Hamel	Cpl, RCMP (left at 7:57pm)
	Dianne Stairs	S/Sgt RCMP (left at 7:57pm)
	Todd Richard	Acting Director of Public Works
	Shelleena Thornton	Municipal Clerk
	Troy Burgess	Superintendent of Operations & Traffic Authority
	Scott Burgess	Fire Chief, WFD
	Vanessa Roberts	Director of Community Dev., Tourism & Recreation
Regrets:	None	
Gallery:	Lloyd Smith	Town Crier, Windsor
	Gary Long	Town Crier, Canning & Berwick
	1	member of the public (arrived at 7:07pm)
	Colin Chisholm	Reporter, Hants Journal

Photo File of Long Pond – Mayor Beazley said there were many great photos that came from the Long Pond Classic including one from Avarad Woolaver. That photo would be great to make into a postcard or a framed picture. The photo file can be purchased for \$125.00. Brief discussion was held on whether a photo contest could be held. It was determined if a contest were to be held, it should be pre-announced.

MOVED BY BEAZLEY/MURLEY TO RECOMMEND TO COUNCIL THAT THE TOWN PURCHASE THE PHOTO FILE FOR \$125.00. MOTION CARRIED

Committee of the Whole Meeting Minutes - Traffic (One-way King St to Two-Way King St) at O'Brien/Stannus Streets & Traffic Flow Recommendation

Town of Windsor, NS

February 9, 2016 • 7:00 – 8:41pm

Council Chambers

Present:	John Bregante	Deputy Mayor, Chair
	Paul Beazley	Mayor
	Dave Seeley	Councillor
	Laurie Murley	Councillor
	Scott Geddes	Councillor
	Louis Coutinho	CAO
	Doug Armstrong	Director of Finance
	Lise Hamel	Cpl, RCMP (left at 7:57pm)
	Dianne Stairs	S/Sgt RCMP (left at 7:57pm)
	Todd Richard	Acting Director of Public Works
	Shelleena Thornton	Municipal Clerk
	Troy Burgess	Superintendent of Operations & Traffic Authority
	Scott Burgess	Fire Chief, WFD
	Vanessa Roberts	Director of Community Dev., Tourism & Recreation
Regrets:	None	
Gallery:	Lloyd Smith	Town Crier, Windsor
	Gary Long	Town Crier, Canning & Berwick
	1	member of the public (arrived at 7:07pm)
	Colin Chisholm	Reporter, Hants Journal

Traffic (One-way King St to Two-Way King St) at O'Brien/Stannus Streets & Traffic Flow, Troy Burgess, Superintendent of Operations and Traffic Authority – Traffic Authority Burgess reviewed the attached presentation. Option 1 issues are cost that don't solve the entire problem. Option 2 has costs but not as much as Option 1, and too, doesn't solve the whole traffic flow issues. He reviewed Phase I Part 1 in the presentation as well as Part II. It would involve moving the stop sign from O'Brien Street to King Street. Phase I Parts 1 & 2 fit the overall vision for the area.

Phase II - The proposal for Gerrish Street would be to make it a one-way street flowing west. Stannus would be similar but one-way flowing east. He reviewed the summary of overall vision for traffic and safety as well as increasing parking capacity. There are no infrastructure costs (only signage and traffic paint).

Questions:

When asked for a cost-analysis on the proposals, Traffic Authority Burgess said there wasn't one at this time. This presentation was to gauge council's interest in the proposals. Committee members asked that costs be given to them at February's Town Council meeting so that it may be considered in time for March's budget deliberations.

Councillor Geddes asked if there was an option for the one-way portion of King Street between Wentworth Street and Stannus Street to be two-way. As well, he wasn't sure Option 1 was viable due to cost. Traffic Authority Burgess said the only cost would be for signage and traffic paint. With respect to making part of the one-way portion of King Street two-way, yes. Councillor Geddes said Phase I Part I is very realistic and would address issues. He supports this and believes it's a step in the right direction. Re. Phase II, there are many advantages to that proposal as well and he believes it would tie into revitalizing the downtown.

Mayor Beazley said there is a lot of merit in these proposals and he'd like a trial basis done at first.

Councillor Seeley said before anything is implemented permanently, he'd like to see costing related to the project. CAO Coutinho confirmed costs would be presented at February's Town Council meeting (for signage & painting).

Brief discussion was held with respect to St. John Street. Traffic Authority Burgess advised signage is currently there but he will double-check.

MOVED BY GEDDES/BEAZLEY TO RECOMMEND TO COUNCIL THAT PHASE I PART I OF THE PRESENTED TRAFFIC FLOW PROPOSAL BE DONE ON A TRIAL BASIS AS EARLY AS POSSIBLE. MOTION CARRIED

Presentation concluded at 7:52pm

PROPOSED TRAFFIC FLOW CHANGES

FEBRUARY 2016

Why am I here tonight?

As a result of looking into traffic changes on King St between Stannus St and Wentworth St Staff feel that it is time to take a broader look at how traffic is currently being moved into, out of and around the downtown core

What is the vision?

A possible two phased approach to traffic flow changes into, out of and around the downtown core

PRESENTATION OVERVIEW

Area of overall vision outlined

Brief review of previous "Option 1" & "Option 2"

Close up look at proposed two part Phase I
Phase I Points of interest

Close up look at proposed Phase II

Summary of the overall vision

Two Phase Rational

Questions/Discussion

Area of overall Vision



OPTION #1

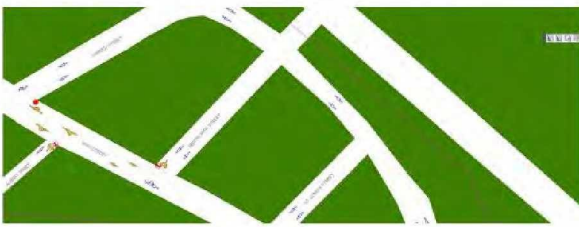


OPTION #2

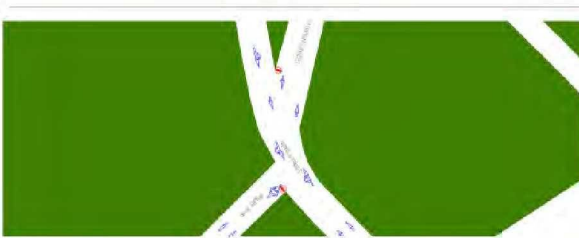
PHASE I Part I
Existing King St Traffic Flow , O'Brien St to Wentworth St



PHASE I Part I
Proposed King St Traffic flow, O'Brien St to Wentworth St
King St becomes two-way between O'Brien St and Wentworth St



PHASE I Part II
Existing King St Traffic flow, at south end of O'Brien St



PHASE I Part II
Proposed King St Traffic flow, at south end of O'Brien St
Stop sign is moved to King St from O'Brien St



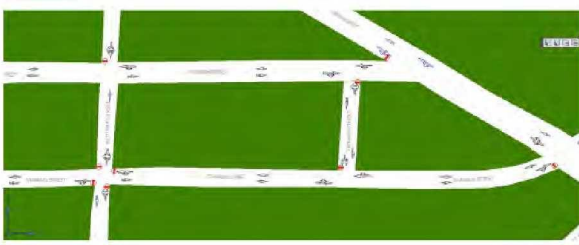
PHASE I Points of Interest
Part I

- Direct route from Wentworth to Albert St and the Downtown core
- Safer - due to many vehicles currently traveling the wrong way
 - not changing back and forth from two-way to one-way
- Fits the overall vision for the area

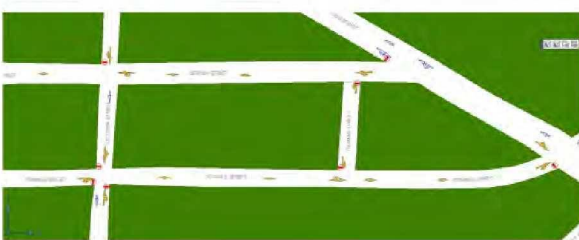
Part II

- Allows for continuous flow of the main route
- Safer because of better sight lines for stopped traffic in order to safely proceed
- Fits the overall vision for the area

PHASE II
Existing Traffic flow between O'Brien St and Gray St



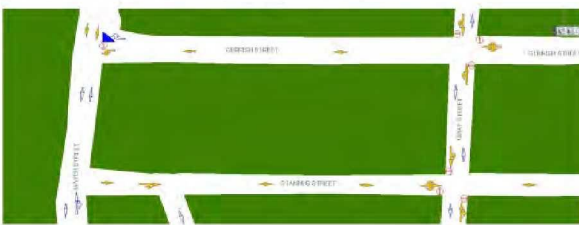
PHASE II
Proposed Traffic flow between O'Brien St and Gray St
Gerrish St and Stannus St become one-way in opposite directions



PHASE II
Proposed Traffic flow between Victoria St and Water St



PHASE II
Proposed Traffic flow between Victoria St and Water St
Gerrish St and Stannus St become one-way in opposite directions



Summary of Overall Vision

- Ease of traffic movement into, out of and around the Town core
- Main corridors into Town core are simpler for out of town traffic
- Decrease in congestion and bottle necks on Stannus Street (see photos)



- Possible slant parking on the south side of Gerrish Street, increasing parking capacity
- No infrastructure costs to realize the vision (signage and traffic paint the only cost)

Two Phase Rational

- Most Phase I has been looked at previously and the public have been consulted
- Phase I is much simpler to realize
- Phase II is at least a year away because of the up front work involved such as public and business consultations where Phase I could become reality in a few months

Questions/Discussion





TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY: Chair, Planning Advisory Committee

DATE: February 19, 2016

SUBJECT: Second Reading - LAND USE BY-LAW AMENDMENT – Rezoning of 99 Wentworth Road (PID 45055738) from General Commercial (GC) to Wentworth Road Commercial (WR-C)

ORIGIN

The Town of Windsor received an application from Valley Ford Ltd. (Potential Tenant) and Melmik Holdings Ltd. (Property Owner) to rezone 99 Wentworth Road (PID 45055738) from General Commercial (GC) to Wentworth Road Commercial (WR-C) to enable automobile sales on the property.

BACKGROUND

At its January 20, 2016 meeting, PAC considered amendments to the Land Use By-law to allow rezoning of 99 Wentworth Road from General Commercial (GC) to Wentworth Road Commercial (WR-C). The General Commercial (GC) zoning within the Windsor Land Use By-Law does not permit “Automobile, truck and motorcycle sales, service, or rental establishments” as a use in this zone. To enable Valley Ford to sell vehicles from this location, a rezoning is required. A policy review of the Municipal Planning Strategy (MPS) as well as the Land Use By-law was included in discussions as well as possible impact on neighboring parcels and site planning and design. It was established that the proposed rezoning of 99 Wentworth Road is consistent with the relevant policies of the MPS; will fill a vacant commercial property along an important commercial corridor; and appropriate site planning to accommodate the proposed use will be dealt with through the Development Permit process.

Members of the Planning Advisory Committee supported the recommendation and made a motion to Council to accept the recommendation.

RECOMMENDATION

THAT COUNCIL GIVE SECOND READING OF THE PROPOSED LAND USE BY-LAW AMENDMENT THAT WOULD REZONE PID 45055738 FROM GENERAL COMMERCIAL (GC) TO WENTWORTH ROAD COMMERCIAL (WR-C) TO ENABLE AUTOMOBILE SALES ON THE PROPERTY.

ATTACHMENTS

- 1) PAC Staff Reports (January 13, 2016 & January 26, 2016)

Additional copies of this report, and information on its status, can be obtained by contacting the Planning Assistant at 798-6689. Report Prepared by: Janet Redden, Planning Administrative Assistant, on behalf of Devin Lake, Town Planner
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TO: Mayor Paul Beazley and Members of Windsor Town Council

SUBMITTED BY: Chair, Planning Advisory Committee

DATE: January 21, 2016

SUBJECT: First Reading - LAND USE BY-LAW AMENDMENT – Rezoning of 99 Wentworth Road (PID 45055738) from General Commercial (GC) to Wentworth Road Commercial (WR-C)

ORIGIN

The Town of Windsor received an application from Valley Ford Ltd. (Potential Tenant) and Melmik Holdings Ltd. (Property Owner) to rezone 99 Wentworth Road (PID 45055738) from General Commercial (GC) to Wentworth Road Commercial (WR-C) to enable automobile sales on the property.

BACKGROUND

At its January 20, 2016 meeting, PAC considered amendments to the Land Use By-law to allow rezoning of 99 Wentworth Road from General Commercial (GC) to Wentworth Road Commercial (WR-C). The General Commercial (GC) zoning within the Windsor Land Use By-Law does not permit “Automobile, truck and motorcycle sales, service, or rental establishments” as a use in this zone. To enable Valley Ford to sell vehicles from this location, a rezoning is required. A policy review of the Municipal Planning Strategy (MPS) as well as the Land Use By-law was included in discussions as well as possible impact on neighboring parcels and site planning and design. It was established that the proposed rezoning of 99 Wentworth Road is consistent with the relevant policies of the MPS; will fill a vacant commercial property along an important commercial corridor; and appropriate site planning to accommodate the proposed use will be dealt with through the Development Permit process.

Members of the Planning Advisory Committee supported the recommendation and made a motion to Council to accept the recommendation.

RECOMMENDATION

THAT COUNCIL GIVE FIRST READING OF THE PROPOSED LAND USE BY-LAW AMENDMENT THAT WOULD REZONE PID 45055738 FROM GENERAL COMMERCIAL (GC) TO WENTWORTH ROAD COMMERCIAL (WR-C) TO ENABLE AUTOMOBILE SALES ON THE PROPERTY.



ATTACHMENTS

- 1) PAC Staff Report (January 13, 2016)

Additional copies of this report, and information on its status, can be obtained by contacting the Planning Assistant at 798-6689.
Report Prepared by: Janet Redden, Planning Administrative Assistant, on behalf of Devin Lake, Town Planner



THE TOWN OF WINDSOR
DEPARTMENT OF PLANNING & DEVELOPMENT

STAFF REPORT

TO – PLANNING ADVISORY COMMITTEE

FROM – DEPARTMENT OF PLANNING & DEVELOPMENT

SUBJECT – REZONING OF 99 WENTWORTH ROAD (PID 45055738) FROM GENERAL COMMERCIAL (GC) TO WENTWORTH ROAD COMMERCIAL (WR-C)

DATE – JANUARY 13, 2016

ORIGIN

Application from Valley Ford Ltd (Potential Tenant) and Melmik Holdings Ltd (Property Owner)

RECOMMENDATION

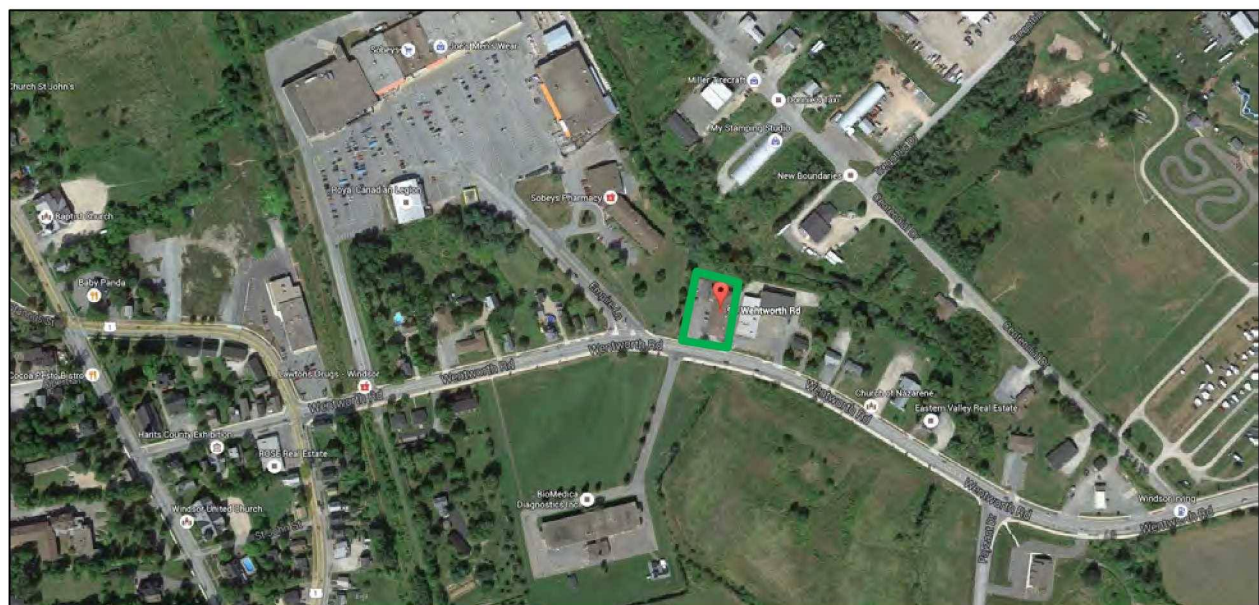
It is recommended:

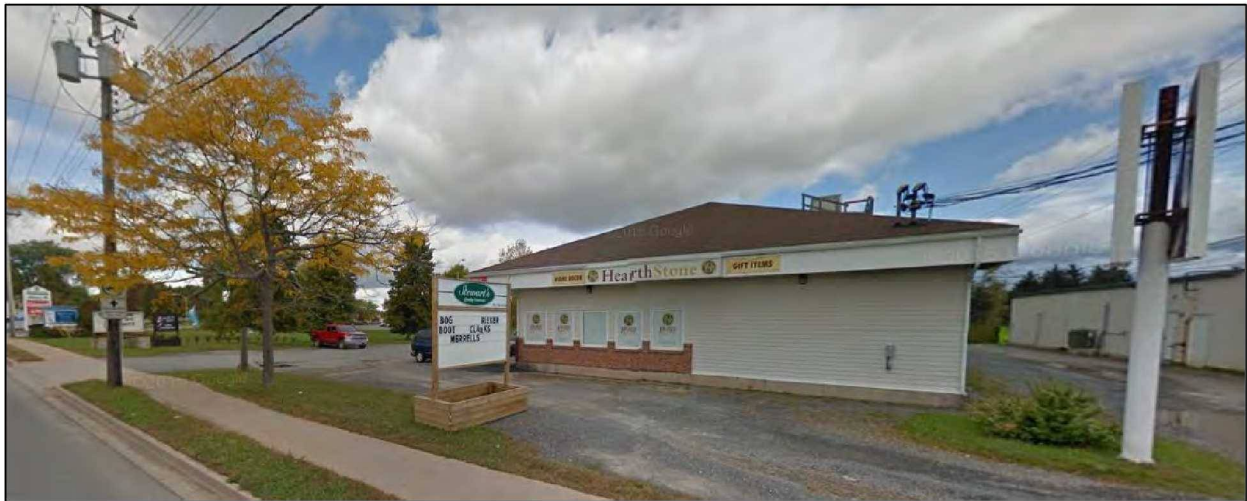
THAT THE PLANNING ADVISORY COMMITTEE PROVIDE A POSITIVE RECOMMENDATION TO COUNCIL TO AMEND THE LAND USE BY-LAW (LUB), AS DETAILED IN ATTACHMENT 1 TO THIS REPORT, TO REZONE PID 45055738 FROM GENERAL COMMERCIAL (GC) TO WENTWORTH ROAD COMMERCIAL (WR-C) TO ENABLE AUTOMOBILE SALES ON THE PROPERTY.

BACKGROUND

Staff has received an application from Valley Ford to rezone 99 Wentworth Road (PID 45055738 - see Figures 1-4 below) from General Commercial (GC) to Wentworth Road Commercial (WR-C) to enable automobile sales on the property. The proposal calls for the use of the vacant commercial space fronting Wentworth Road as a small satellite car/truck dealership where a showroom (1-2 cars) and sales office would be developed within the commercial space of the building while a limited number of cars - subject to parking requirements through the development permit process - would be placed along the frontage of the building. There are currently 25 parking stalls required on the site for the 7500 square feet of total commercial floor space (1 parking space per 300 square feet of commercial space) however there is additional parking capacity on the site beyond the 25 stall requirement. The proposal calls for the existing free-standing signage to be cleaned up/removed and a single sign erected for all five tenants of the building. The four existing tenants of the building are: Windsor Laundromat, Hearthstone Gifts, Cheeky Chic Boutique, and Stewards Shoes.

Figures 1-4: Context Maps and Images of 99 Wentworth Road (October 2015, Google Streetview)





The General Commercial (GC) zoning within the Windsor Land Use By-law does not permit “Automobile, truck and motorcycle sales, service, or rental establishments” as a use in this zone. To enable Valley Ford to sell vehicles from this location, a rezoning is required.

POLICY REVIEW

1. Municipal Planning Strategy (MPS)

No changes to the MPS are proposed through this proposal however the MPS provides policy guidance to Council when considering a rezoning. Relevant sections of the MPS are included here:

Section 8 of the MPS outlines general policies for all lands designated commercial on the Generalized Future Land Use Map within the MPS. Policy 8.0.2 states that Council shall encourage the proper development of Commercial uses by addressing parking, access, landscaping, open storage and other requirements in the Land Use By-law.

Section 8.3 outlines the General Commercial zone and the policies of Council to guide development within this zone. The preamble speaks to this zone not being used for automobile-related uses which are more appropriate in the highway commercial zone.

Section 8.6 outlines the Wentworth Road Gateway District. This section was established in 2009 as an amendment to the MPS and Land Use By-law to recognize the importance of this area.

Streamlining the commercial development process was a key consideration when this district was adopted into policy. Relevant policies of this section include:

Policy 8.6.2 *It shall be the policy of Council that the objectives of the Wentworth Road Gateway District shall be:*

- (a) *to identify Wentworth Road as an important entrance route into Windsor, for pedestrians and cyclists as well as for vehicles;*
- (b) *to promote a sense of welcome and arrival; and*
- (c) *to assist in visitor orientation and direction to the Town Centre.*

Policy 8.6.14 *It shall be the policy of Council to consider rezoning land within the Wentworth Road Gateway District to the Wentworth Road Commercial (WR-C) zone subject to the provisions of Policy 8.6.16.*

Policy 8.6.16 provides guidance to Council when considering rezoning lands within the Wentworth Road Gateway District to the WR-C zone. Table 1 outlines considerations from Policy 8.6.16 and provides Staff comment to each.

Policy 8.6.16 <i>It shall be the policy of Council to have due regard to the following in reviewing proposals in the Wentworth Road Gateway District for rezoning to the WR-C zone pursuant to Policy 8.6.14:</i>	
Consideration	Staff Comment
(a) the proposed use will not conflict with neighbouring uses;	No issues anticipated.
(b) the architectural design and scale of the proposed development is compatible with surrounding commercial and/or residential buildings and enhances the appearance of the streetscape, consistent with the objectives of the Wentworth Road Gateway District;	This is an existing building however the change of use would be subject to a development permit/building permit process if the rezoning were to be approved.
(c) the building design incorporates windows and other elements in the street level façade to avoid the appearance of solid blank walls;	Some windows are present along the Wentworth Road facing section of the building facade. The applicant will be encouraged to add elements to the blank section of façade – i.e. a new window, a display vehicle and will be dealt with through the Development Permit process.
(d) the developer provides a traffic study, acceptable to the Town and conducted by a qualified person, which demonstrates that the surrounding street network will efficiently accommodate the anticipated traffic flows and that the development will not necessitate major infrastructure improvements such as traffic lights	Traffic impacts from the proposed developed are anticipated by Staff (including the Town’s Traffic Authority and Director of Public Works & Engineering) to be minimal and consistent with the existing approved uses in the building and would not warrant a traffic study. This provision is intended for new, larger scale development within

at the expense of the Town;	the area.
(e) the provisions of Policies 8.6.4 and 8.6.8;	Policy 8.6.4 is only relevant to new building projects. Policy 8.6.8 would be applied during the review of the Development Permit subject to the relevant provisions of the Land Use By-law.
(f) any other matter which may be addressed in a development agreement or land use by-law; and	N/A
(g) the provisions of Policy 16.3.1	See Table 2 below.

Section 16.3 provides guidance to Council when considering Land Use By-law Amendments. Table 2 outlines considerations from Policy 16.3.1 and provides Staff comment to each.

Table 2 – Review of Policy 16.3.1 of the MPS

Policy 16.3.1 <i>In considering amendments to the Town of Windsor Land Use By-law, Council shall consider:</i>	
Consideration	Staff Comment
(a) <i>whether the proposal is considered premature or inappropriate in terms of:</i>	
(i) <i>the adequacy of sewer and water services;</i>	No issues anticipated.
(ii) <i>the adequacy of school facilities;</i>	No issues anticipated.
(iii) <i>the adequacy of fire protection;</i>	No issues anticipated.
(iv) <i>the adequacy of road networks adjacent to, or leading to the development; and</i>	No issues anticipated.
(v) <i>the financial capacity of the Town to absorb any costs relating to the development.</i>	No issues anticipated.
(b) <i>the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	No issues anticipated however will be dealt with through the development permit process.
(c) <i>the adequacy of the dimensions and shape of the lot for the intended use;</i>	Condition(s) on the development permit can ensure the limited number of display vehicles do not cause traffic or parking issues.
(d) <i>the pattern of development which the proposal might create;</i>	No issues anticipated.
(e) <i>the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;</i>	No issues anticipated.
(f) <i>whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other</i>	Meets requirements and would be subject to a Public Hearing.

<i>relevant municipal by-laws and regulations; and</i>	
<i>(g) any other matter required by relevant policies of this Strategy.</i>	See other parts of Policy Review.

2. Land Use By-law

The proposed rezoning would involve a change to Schedule A of the Land Use By-law – the zoning map (see Attachment 1). If approved, the proposal would see the zoning of 99 Wentworth Road (PID 45055738) change from General Commercial (GC) to Wentworth Road Commercial (WR-C). No text amendments to the land use by-law are proposed. If the rezoning were to be approved, the Applicant could proceed with a Development and Building permit as-of-right. Relevant sections of the Land Use By-law are included here:

Section 5 of the Land Use By-law establishes general provisions relevant to all zones. Aspects of this section would be applied by the Development Officer when approving a Development Permit for the proposed use if the rezoning is approved.

Section 13 of the Land Use By-law outlines general requirements for all Commercial Zones.

Section 17 outlines the General Commercial (GC) Zone. This section establishes permitted uses in the zone and also general site planning requirements. It should be noted that all of the permitted uses in the GC zone are also included in the Wentworth Road Commercial (WR-C) zone.

Section 28 outlines the provisions of the Wentworth Road Commercial (WR-C) zone. This section establishes permitted uses in the zone and also general site planning requirements. The requirements of this zone would be applied to a Development Permit for the proposed use if the rezoning were to be approved. Section 28.4 requires that open storage on a lot that be located at least 3.05m from lot lines, be accessory to a permitted commercial use, and not be located in any required parking spaces. The orientation and number of display vehicles should be done in such a way as to not have negative impacts on the streetscape or traffic circulation.

Section 29 outlines the provisions of the Wentworth Road Gateway District. Attachment 3 provides a context map showing the boundaries of the gateway district. The specific site planning provisions outlined in Section 29 would not apply to the existing building on the site given the requirements only apply to new buildings or significant additions to existing buildings.

ISSUES AND DISCUSSION

1. Adjacent Parcels

The proposed amendment should not have negative impacts on neighbouring parcels. A large tract of land across the street (former Windsor Regional High School site) could be developed as a large-scale

car dealership as-of-right as it is currently zoned WR-C. Some of the GC zoned parcels along Wentworth Road to the east are still used for residential purposes (111, 121 Wentworth Road) however it is not anticipated the proposed use will have an impact on these existing uses or will be any more intensive as the potential uses already permitted under the GC zoning. Again, the WR-C zoning encompasses all of the permitted uses in the GC zone but allows for additional uses such as “automobile, truck and motorcycle sales, service, or rental establishments.”

2. Site Planning & Design

A Development Permit would be required for the change of use on the site if the rezoning is approved. Some of the key issues for the Developer Officer to deal with/set conditions on through the Development Permit process will be:

Signage: The general look, numbers and state of business signage in this area along Wentworth Road has been an issue raised by Council. This proposal will amalgamate free-standing signage at this location to a single sign for the entire building.

Display Vehicles: The number of display vehicles will be limited by the parking requirement for the site and ensure efficient traffic flow. Valley Ford have indicated they only intend to have limited numbers of display vehicles on the site.

Streetscape/Landscaping: In keeping with the intent of the district, the existing landscaping along the frontage and sidewalk (grass and a mature tree) should be maintained or enhanced.

CONCLUSIONS

The proposed rezoning of 99 Wentworth Road is consistent with the relevant policies of the MPS; will fill a vacant commercial property along an important commercial corridor; and appropriate site planning to accommodate the proposed use will be dealt with through the Development Permit process. Given this, it is recommended to rezone the property from General Commercial (GC) to Wentworth Road Commercial (WR-C) as outlined in Attachment 1.

PROCESS

This report will be reviewed by the Planning Advisory Committee (PAC) and a recommendation provided to Council. Council will then give first reading to the rezoning and is then required by the Municipal Government Act to hold a Public Hearing prior to a final decision/2nd reading. The Public Hearing would be scheduled subsequent to first reading.

Section 2.9 of the Land Use By-law also states that all property owners within 300 ft (91.44m) will be notified of the application. This notification is being sent out by Staff and is in addition to the notification required for the Public Hearing.

Section 210 of the Municipal Government Act states that a Public Participation program for such an amendment is at the discretion of Council and could be organized by Staff. Given the minor nature of the development proposal, issues should be able to be dealt with through the Public Hearing process.

Development and Building permits would be required for these sites and would be coordinated between the Town’s Development Officer and Building Inspector.

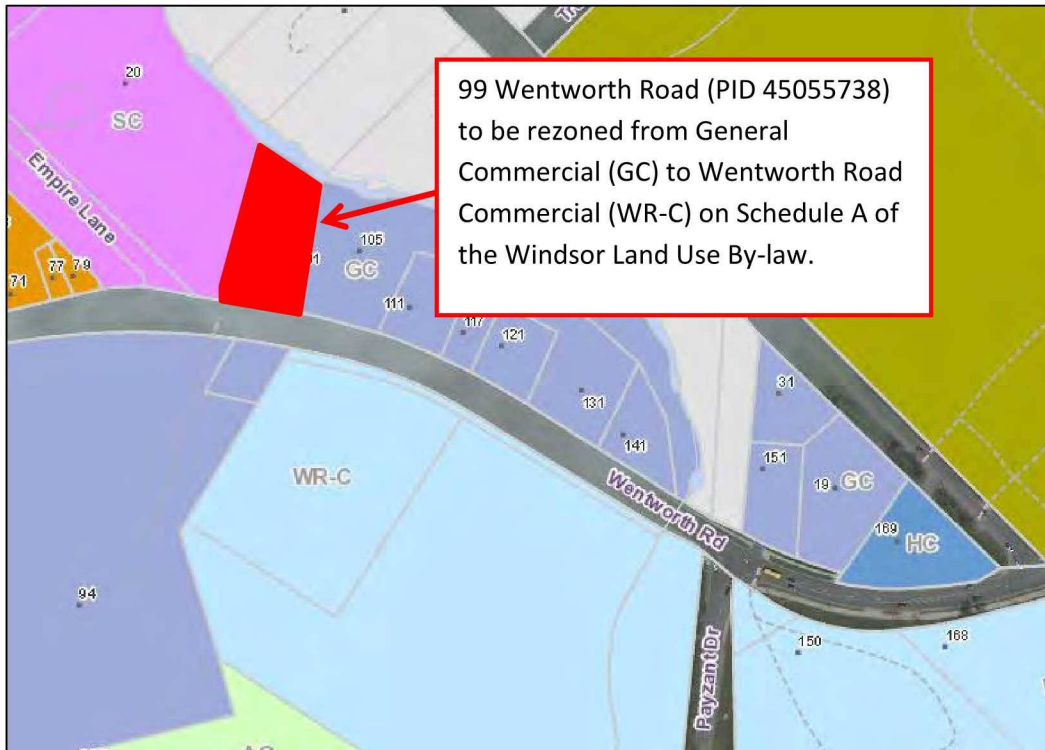
ALTERNATIVES

1. That the Planning Advisory Committee provide a negative recommendation to Council to rezone 99 Wentworth Road from General Commercial to Wentworth Road Commercial, as detailed in Attachment 1 to this report.
2. That the Planning Advisory Committee recommend that the General Commercial zoning remain on the property and “automobile, truck and motorcycle sales, service, or rental establishments” be added to the General Commercial zoning category to accommodate the use.
3. That the Planning Advisory Committee recommend that the rezoning be delayed and included in a process to review all General Commercial zoned properties along this section of Wentworth Road.

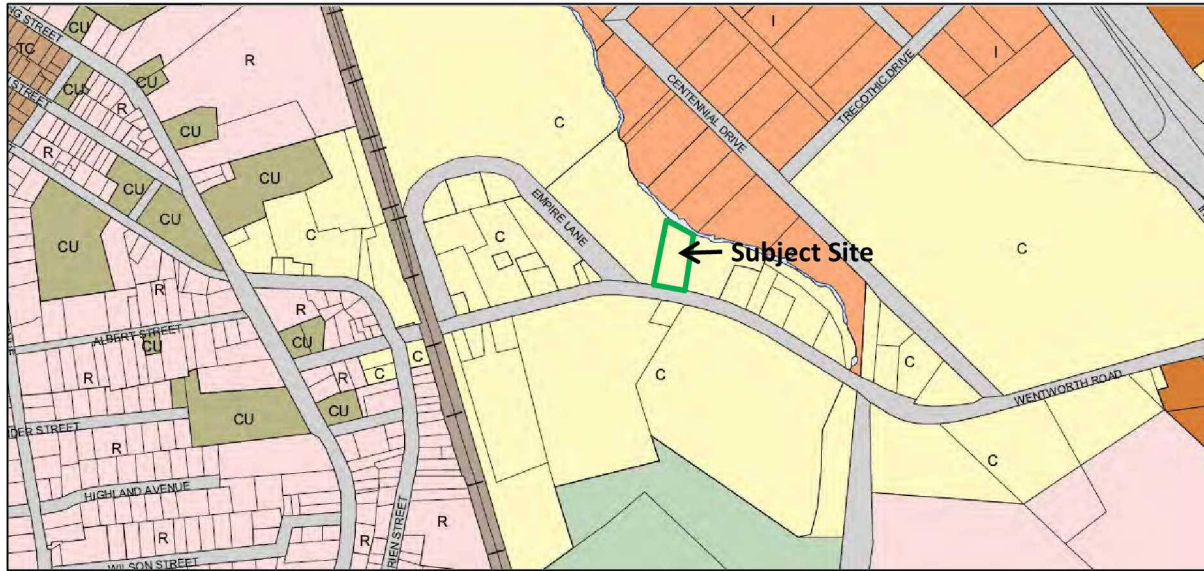
Report Prepared by Devin Lake, Town Planner

ATTACHMENT 1 – PROPOSED REZONING AMENDMENT TO LAND USE BY-LAW

1. That Schedule A – Zoning Map with Environmental Constraints be amended to rezone 99 Wentworth Road (PID 45055738) from General Commercial (GC) to Wentworth Road Commercial (WR-C) as shown below in RED:

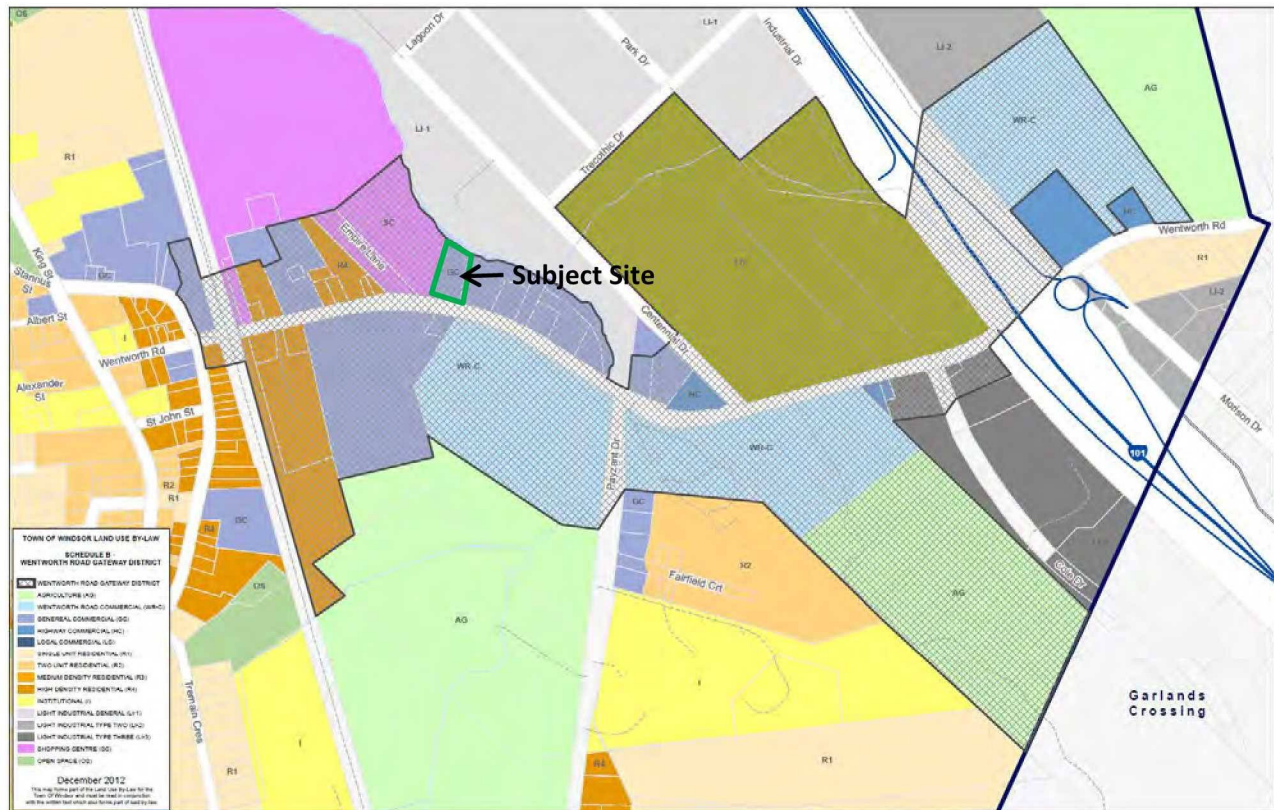


ATTACHMENT 2 – EXERT FROM MPS FUTURE LAND USE MAP



Note area in beige, including 99 Wentworth Road, designated 'Commercial.'

ATTACHMENT 3 – WENTWORTH ROAD GATEWAY DISTRICT CONTEXT MAP



Note hatched area, including 99 Wentworth Road, defined as the Wentworth Road Gateway District.

March 2016

February '16						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

April '16						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '16						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 * NOTE EARLIER DATE * Reports due by 4pm for COTW/Budget	3 Reports due by 4pm for COTW	4	5
6	7 COTW/Budget 6pm Council meal at 5:30	8 COTW/Budget 6pm Council meal at 5:30	9 COTW/Budget 6pm if needed Council meal at 5:30	10 COTW/Budget 6pm if needed Council meal at 5:30	11	12
13 Daylight Saving 	14	15	16 PAC 7pm	17 St. Patrick's Day Reports due by 4pm for Town Council	18	19
20	21 Waterfront Dev Committee 7pm	22 Town Council 7pm	23	24	25 Good Friday Town Office CLOSED	26
27 Easter	28 Easter Monday Town Office CLOSED	29	30	31		
Notes Apr. 11 at 7pm - Watershed Advisory Committee Apr. 12 at 7pm - Committee of the Whole Apr. 13 at 7pm - Planning Adv Committee Apr. 18 at 7pm - Police Adv Board (tentative) Apr. 18 at 7pm - Waterfront Development Committee Apr. 19 at 7pm - Strategy & Policy Committee Apr. 26 at 7pm - Town Council					Calendar Templates by Vertex42.com http://www.vertex42.com/calendars/ © 2013 Vertex42 LLC. Free to print.	
					2016 Calendar	2017 Calendar

RECEIVED

FEB 23 2016

Scanned to LF

1420-01-00

WEST HANTS GROUND SEARCH & RESCUE

PO Box 654
Windsor, NS B0N 2T0

October 18, 2015

Town of Windsor
100 King Street
Windsor, NS B0N 2T0

ATTN: Shelleena Thornton

Dear Ms.Thornton

Re: ***Royal Canadian Mounted Police Musical Ride***

Thank you so much for your advertising and support of the RCMP Musical Ride in September. The show was a tremendous success and a tribute to the Windsor/West Hants area.

Aside from the very positive fundraising aspect, West Hants Ground Search and Rescue was also able to recruit several new members, so the team will see long-term benefits from the advertising and public awareness of this high-profile show. The show was completely sold out a couple of days prior to the event and the comments and feedback we received were extremely positive.

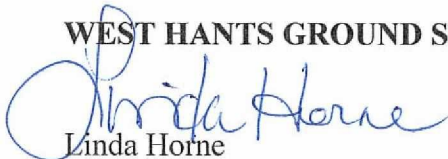
It would be impossible to organize an event of this magnitude without the support of local businesses and community-minded people, and we want to convey our sincere appreciation for your support.

Enclosed is a copy of our Brochure for the show, which has your ad on the back cover, along with a picture of the advertising banner we displayed at the show.

We look forward to working with you in the future, as our Team moves forward with other endeavours.

Yours truly,

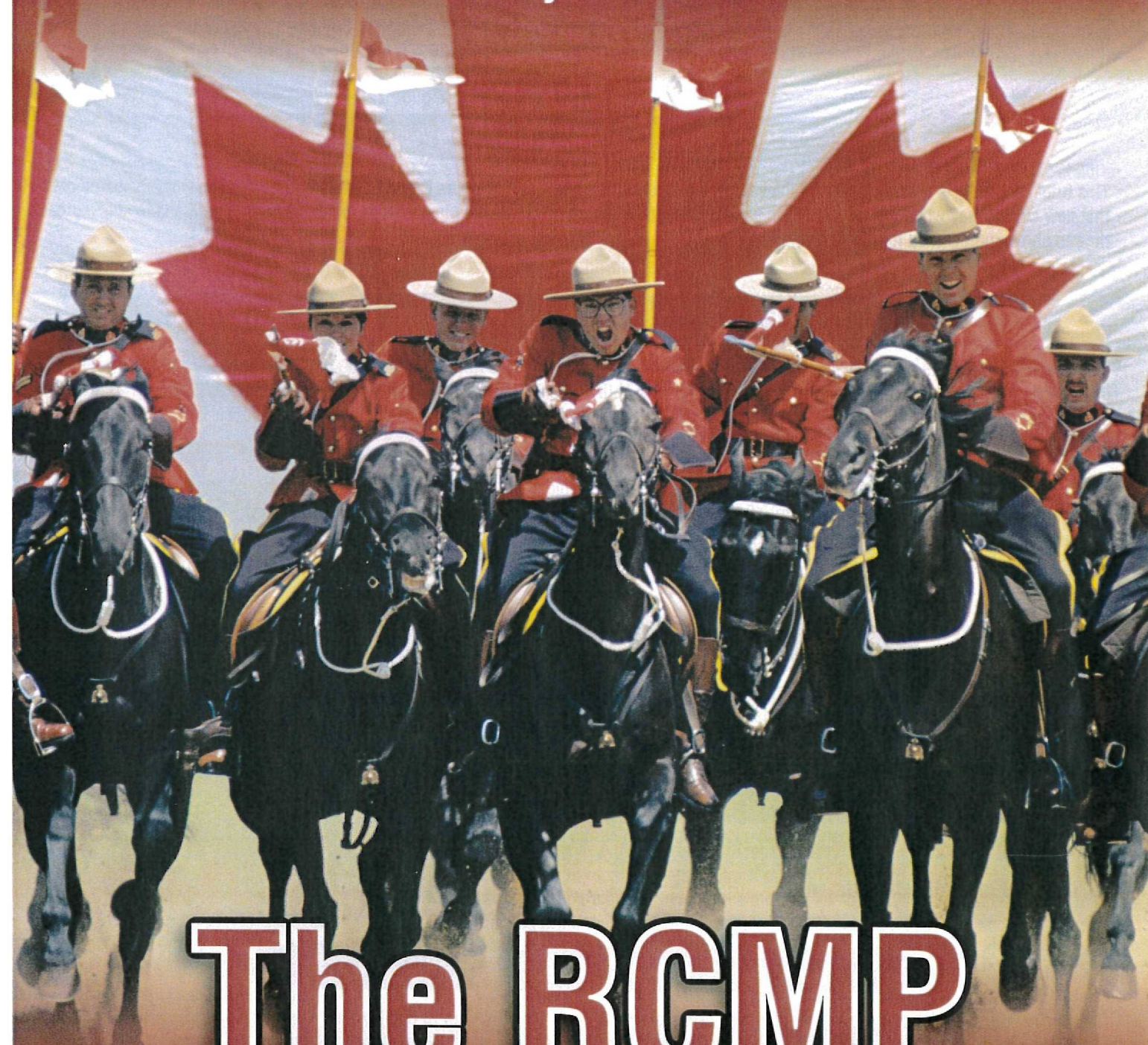
WEST HANTS GROUND SEARCH & RESCUE



Linda Horne
Project Coordinator
Enclosures



West Hants Ground Search and Rescue
Proudly Presents



The RCMP **Musical Ride**

Schedule of Events

Start time: 7:00 pm

O Canada Fallen Heroes

Makayla Lynn Parry is a Hants County, Nova Scotia singer, songwriter and Nashville Recording artist at the grand old age of 14. Makayla actually sang O Canada here in Windsor the last time the RCMP Musical Ride performed here. Following the tragic RCMP shootings in Moncton last year, Makayla wrote and recorded a song called "Fallen Heroes" and we are honoured to have her sing it for us tonight. (www.MakaylaLynnMusic.com)

Citizenship Reaffirmation Ceremony | *Citizenship Judge Ann Janega*

This brief ceremony is a reaffirmation of the values and diversity we share and enjoy as Proud Canadians. We will be saying the same oath that new citizens say when they are sworn in as new Canadians. As we celebrate the Musical Ride, an iconic symbol of Canada, it is a great time to show appreciation for our Country.

The RCMP Pipes, Drums and Highland Dance Troupe of Nova Scotia

The Royal Canadian Mounted Police (RCMP) Pipes & Drums of Nova Scotia was formed in May 2004 and is one of seven RCMP volunteer pipe bands located in communities across the country. It is entirely comprised of volunteers from police and citizen backgrounds who come together to share and showcase their musical talent and to bring the community closer to its national police. Tonight, the group is particularly excited to be performing for the Musical Ride demonstration.

The band wears the RCMP tartan kilt and world famous red serge tunic as its dress uniform. The tartan was designed in 1997 with the colours comprising it taken from the symbols of the RCMP. The tartan was officially presented to the RCMP by Her Royal Highness Princess Anne at a ceremony held in Fredericton, NB, in 1998. That same year, their 125th anniversary, the RCMP was featured at the Royal Nova Scotia International Tattoo in which the RCMP Pipes & Drums took part, wearing the new tartan.

An Evening of Gospel

A Gospel Trio featuring Jeff Bezanson, Tina Mumford-Kehoe and Todd Macumber, three local musicians with long-standing and varied musical careers who are now performing together. Performing traditional, country, bluegrass and contemporary Gospel music, this group has something for everyone!

Jeff and Tina were asked to be the warm-up act for George Canyon in 2014 and Todd was asked to join the group in the Fall of 2014. They are now presenting concerts throughout the area and in the Spring of 2015 opened for International Christian artist, Robin Mark. "An Evening of Gospel" has recently spent time in a local recording studio and is getting ready to release their debut CD this Fall!

7:45 pm | 15 minute intermission

RCMP Musical Ride

The Musical Ride developed from a desire by early Members to not only have fun, but to display their riding ability and entertain the local community. As most of the original North West Mounted Police members had a British military background, the traditional calvary drill movements became the basis for the Musical Ride. The first Musical Ride performance was held in 1887. The Musical Ride is an important tool, used to assist RCMP Detachments in delivering their community policing message. The Ride helps raise hundreds of thousands of dollars each year for non-profit organizations, such as West Hants Ground Search and Rescue. One of the Members of the Ride tonight is Hants County native Evan Collier. Welcome home Evan !!!

Fun Facts: We have people in our audience tonight from Wisconsin, Italy, Switzerland and Australia and I am sure there are many other places proudly represented.

36 horses, 35 riders, a farrier, 3 NCOs and an officer in charge, travel with the Musical Ride.

West Hants Ground Search and Rescue

Have you ever considered becoming a volunteer, but not sure where you can help. Look no further, we need you. West Hants Ground Search and Rescue is a self-funded, not for profit organization, completely made up of volunteers. We are always looking for new people to assist us in many different ways. Some of the things we do include:

- Assist the RCMP or other local policing authority when called to help locate missing persons
- Assist the RCMP with evidence searches
- Our building in Mount Denson is a designated "comfort station" with a generator in the event of a local emergency, ie., flooding, fire, storm
- We carry out fund raising events throughout the year
- Training is provided in accordance with the guidelines set by EMO
- We do woods safety ("Hug .. a-Tree") courses for local schools and childrens' organizations
- We assist with Project Lifesaver, which is a fairly new program which provides bracelets to Alzheimers patients or Autistic children, in the event they wander off.

Although our primary mandate is to search for lost persons, there is so much more to building a successful team and people of all skills are welcome. We provide all the training required to advance through the levels of searcher. We also need people who coordinate fund raising, and assist at fund raising events. Our Search Building is at 821 Highway # 1, in Mount Denson, Nova Scotia. Our meetings are held on the last Sunday of every month.

Come out and check us out. Be involved! It truly could be a life-changing event. Every child educated in wood safety is a potential life saved. For more information, please contact our Search Director, Jason Butler, at (902)-306-0058.

Honoured Guest - Harold Searle

At the commencement of each Ride, the Officer in Charge will approach the Hosts Honoured Guest, who will stand and receive the salute - the ceremonial start to the ride. West Hants Ground Search and Rescue is very proud and honoured to have retired Member and long-time Windsor resident, Harold Searle as our Honoured Guest. Mr. Searle is 97 years old and joined the RCMP some 73 years ago. He was stationed in Windsor, Nova Scotia in 1941, where his "Detachment" was a house on King Street. He is the oldest living RCMP Veteran in Nova Scotia, and perhaps in all of the Maritimes

Sgt. Karen Miller

RCMP Sgt. Karen Miller is the Ride's trainer on this year's tour, which wraps up tonight in Windsor. Sgt. Miller, who is from Nova Scotia, is actually retiring following this tour and she is riding in tonight's show. A warm Welcome Home to Sgt. Miller. Thank you for all of your kind assistance as we put this event together.

Community Support

Thank you so much to all of those people and organizations who have worked together to make this event a success, in particular our advertisers and sponsors. Take a moment to look over our banner and see what a difference local support makes. 83.9 K-Rock has been on board from the beginning and has promoted this event extensively. They are also providing the emcees for tonight's show and we are grateful to them. ePRINTit has contributed greatly to our advertising and printing needs, with professionalism and expertise. The local RCMP Detachment has been amazingly supportive and helpful in putting this event together, including co-hosting our "open house" this afternoon and just being a resource we could count on for assistance and advice. A very heartfelt thank you to Victory Credit Union and Valley Credit Union for being our ticket sales venues.

Tim Horton's - Smile Cookies

In an event like this, there is so much community support that it is difficult to single out one group. In this case, however, we have to extend a huge thank you to our local Tim Horton's. At some point months ago, they made the decision to make our Search Group the recipient of this year's Smile Cookie Campaign, which kicks off next week on September 14th. Every Smile Cookie purchased in the Windsor/Hantsport area this year will benefit the West Hants Ground Search and Rescue team. In conjunction with that campaign, Joan, Ashley and their team have been unbelievably supportive of the Musical Ride. They have arranged for special "advance" Smile Cookies to be available tonight, they have provided their mobile truck for our afternoon event and they have just been available whenever we needed assistance. We are truly grateful Tim Horton's. And remember, every Smile Cookie you buy is a contribution to West Hants Ground Search and Rescue. Your cookie could save a life.

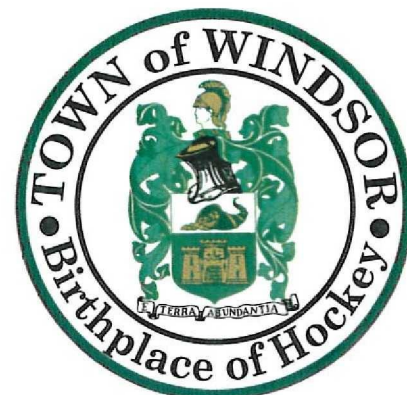
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of the RCMP
for their support

 **West Hants Ground Search and Rescue**
Proudly Presents



The RCMP Musical Ride

Hants Exhibition Arena

Thursday Sept 10, 2015 @ 7pm

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TOWN COUNCIL MEETING MINUTES

Town of Windsor, NS – 100 King St.

February 23, 2016

7:09 – 8:24pm

Present:	Paul Beazley	Mayor
	John Bregante	Deputy Mayor
	Laurie Murley	Councillor
	Dave Seeley	Councillor
	Louis Coutinho	CAO
	Todd Richard	Director of Public Works
	Troy Burgess	Superintendent of Operations, Traffic Authority
	Devin Lake	Planner
	Shelleena Thornton	Coordinator to the CAO
	Scott Burgess	Fire Chief, WFD
	Doug Armstrong	Director of Finance
	VanEssa Roberts	Director of Community Development, Tourism & Recreation
	John Shanks	Solicitor for the Town of Windsor
Regrets:	Scott Geddes	Councillor
Public:	Colin Chisholm	Reporter, Hants Journal
	Rob Frost	Municipal Advisor, Department of Municipal Affairs
	23	Members of the public
	Kathy Monroe	Avon Region Citizens (Coalition) (ARC)
	Stan Kochanoff	Avon Region Citizens (Coalition) (ARC)
	Kevin White	Avon Region Citizens (Coalition) (ARC)
	Tom Calkin	Avon Region Citizens (Coalition) (ARC)
	Solicitor Jack Innes	Avon Region Citizens (Coalition) (ARC)

1. **CALL TO ORDER** – Chair Beazley called the meeting to order at 7:09pm.

2. **COMMUNITY ANNOUNCEMENTS / ACKNOWLEDGEMENTS** - None

3. **APPROVAL OF MINUTES** – Amendment made by Clerk Thornton to change the footer date from 2015 to 2016.

MOVED BY BREGANTE/MURLEY THAT THE JANUARY 26, 2016 TOWN COUNCIL MINUTES BE APPROVED AS AMENDED. MOTION CARRIED

4. APPROVAL OF ORDER OF BUSINESS

- Item 12(a) Add – Culvert behind elementary school on Tremain Cres.
Item 12(b) Add – WH Ground Search and Rescue Correspondence
Item 13(a) Add – Personnel Matter (In-camera)

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

5. PUBLIC HEARING

- (a) **Second Reading – Bylaw #24 Partial Tax Exemption By-Law (Proposed Amendment to add Windsor Day Care Assessment # 04657071)** – An overview of the submitted report was held.

MOVED BY BREGANTE/SEELEY THAT SECOND READING BE GIVEN TO AMEND BYLAW #24, TO ADD THE EXISTING LAND AND BUILDING PROPERTY AT 236 VICTORIA STREET, LISTED AS ASSESSMENT ACCOUNT #04657071 ON SCHEDULE 'A' OF THE PARTIAL TAX EXEMPTION BYLAW. (the public hearing portion related to this matter was held. After it was held, it was voted on). **MOTION CARRIED**

Mayor Beazley asked for written submissions – There were none.

Mayor Beazley asked for oral presentations in-favour of the bylaw – Bonnie Smith, Vice President with the Day Care Board of Directors provided information on the daycare and how the daycare has grown. She thanked council in advance for this consideration.

Mayor Beazley asked for oral presentations opposed to the bylaw - None

Questions to the public by members of council – None

Concluding discussion by Councillors – Council members said the new Day Care Board deserves credit for the amount of work (effort and dedication) they have put in to repay the debt owed to the Town and council wished them all the best in future endeavors.

Question on the motion.

Vote – Motion Carried

- (b) Land Use Bylaw Amendment PID #45055738** – The public hearing was held prior to this regular meeting of council and will be addressed and voted on under Item 10.2(d) (i)

6. DELEGATIONS / PRESENTATIONS

- (a) Avon Region Citizens (Coalition) (ARC)** – CAO Coutinho introduced ARC member, Kathy Monroe. Ms. Monroe introduced fellow members, Stan Kochanoff, Kevin White, and Tom Calkin (she also introduced Vic Swinimer (however, he wasn't present at this meeting)). She added that Mr. Greg Miller was paramount in getting this endeavor going prior to becoming a West Hants Councillor. He's resigned since becoming a councillor. She said this is the core team but many others have contributed along the way. She thanked CAO Louis Coutinho and Clerk Thornton for their assistance. She further introduced Jack Innes, ARC Solicitor and John Shanks, Town of Windsor Solicitor. She also thanked all public supporters.

Ms. Monroe gave history leading to this point and the need for action. Everywhere they canvassed there were citizens looking for change. Over 18% of the electors in West Hants and Windsor signed the petition which is almost double what the Municipal Government Act (MGA) requires. She advised the application for amalgamation will be delivered to the NS Utility & Review Board tomorrow. Ms. Monroe said the Municipality of the District of West Hants was approached twice about considering joining and ARC was denied each time. West Hants is ignoring the wishes of their citizens. She said ARC is disappointed in West Hants' lack of willingness to participate in this endeavor. This citizen-led action has never occurred in Nova Scotia before but will benefit this area in its entirety. Ms. Monroe thanked all that supported this forward-thinking endeavor.

CAO Coutinho provided history with respect to ARC's request to Windsor council to support this initiative in October 2015. Windsor Council has met its commitment to ARC and citizens of the region. He provided history on correspondence to West Hants and the Minister of Municipal Affairs and advised that the Town of Windsor is applying jointly with ARC in application for amalgamation to the NS Utility & Review Board. The preliminary application will be filed tomorrow, Wednesday, February 24, 2016.

Members of council thanked ARC for their time & effort put into this, staff for their efforts, fellow council members for supporting this and citizen-support as well.

MOVED BY SEELEY/BREGANTE THAT COUNCIL APPROVE AND JOIN WITH THE AVON REGION CITIZENS (ARC) COALITION'S APPLICATION TO THE NOVA SCOTIA UTILITY & REVIEW BOARD FOR AN ORDER OF AMALGAMATION OF THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS AND THE TOWN OF WINDSOR; AND THAT WINDSOR TOWN COUNCIL DOES SO IN PARTNERSHIP WITH THE ARC COALITION REPRESENTING THE CITIZENS OF THE DISTRICT OF THE MUNICIPALITY OF WEST HANTS AND THE CITIZENS OF THE TOWN OF WINDSOR.
MOTION CARRIED

Big applause was given from the gallery.

Presentation concluded at 7:33pm and many people in the gallery left the meeting with the exception of seven public members, Municipal Advisor Frost and Solicitor Shanks.

7. BUSINESS ARISING FROM THE MINUTES

- (a) **Municipal Government Act (MGA) Review Update** – CAO Coutinho said they met last week and the working teams have been a bit slow getting going likely due to being budget time.

8. MOTIONS OF RECONSIDERATION / RESCISSION – None

9. CONSIDERATION OF DEFERRED BUSINESS - None

10. REPORTS

10.1 CHIEF ADMINISTRATIVE OFFICER

- (a) **Pressure Reduction Valve Chambers (PRV) Funding & Budget Variance Information Report** – CAO Coutinho provided an overview of the submitted report. The report identifies the additional funding is coming from the Depreciation Reserve.

- (b) **Designation of Building Official Mr. Ergin Nemburt Recommendation Report** – CAO Coutinho reviewed the submitted report.

MOVED BY MURLEY/BREGANTE THAT MR. ERGIN NEMBURT BE APPOINTED AS THE TOWN OF WINDSOR'S "BUILDING OFFICIAL" PURSUANT TO SECTION 5(2) OF THE BUILDING CODE ACT, CHAPTER 46 OF THE REVISED STATUTES, 1989.
MOTION CARRIED

- (c) **Proposed Traffic Flow Recommendation Report** – CAO Coutinho provided an overview of the submitted report, including costing. Advertising will be done in the Hants Journal, Windsor's Facebook page, and the Town's website. Traffic Authority Burgess said this would be done in spring 2016 with at least a 4-week advertisement lead-up before implementation. It was suggested when the change kicks-off, perhaps the RCMP could assist in directing traffic for the first few days for visibility and safety purposes. CAO Coutinho said it was discussed and there will be enough flags and such to ensure clarity. Traffic Authority Burgess said they are looking at putting a red beacon on top of the stop sign. It was further added that the public will ask questions and the Town should let the public know that there will be public consultation taking place before anything is permanently implemented and this would just be a trial period.

MOVED BY MURLEY/BREGANTE THAT PHASE I OF THE PROPOSED TRAFFIC FLOW CHANGES BE IMPLEMENTED ON A TRIAL BASIS AND EVALUATED THREE MONTHS AFTER THE TRIAL PERIOD BEGINS. AND THAT PHASE I INCLUDE:

PART I – TWO-WAY TRAFFIC ON KING STREET BETWEEN WENTWORTH STREET AND STANNUS/O'BRIEN STREETS;

PART II – RELOCATION OF THE STOP SIGN ON THE SOUTH END OF O'BRIEN STREET TO THE ONE-WAY PORTION OF KING STREET, DIRECTLY ADJACENT TO THE EXISTING LOCATION. MOTION CARRIED

10.2 COMMITTEES OF COUNCIL

(a) AUDIT COMMITTEE – None

(b) COMMITTEE OF THE WHOLE

(i) 100-Series Highways Snow Removal Recommendation

MOVED BY BREGANTE/SEELEY THAT MAYOR BEAZLEY WRITE A LETTER TO THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL, GEOFF MACLELLAN EXPRESSING CONCERN WITH THE POOR QUALITY OF SNOW REMOVAL ON HIGHWAY 101, WITH COPIES OF THE LETTER TO MLA CHUCK PORTER AND PREMIER STEPHEN MCNEIL. MOTION CARRIED

(ii) 2016 School Board Election Returning Officer & Assistant Returning Officer Appointments Recommendation

MOVED BY BREGANTE/MURLEY THAT FOR THE 2016 NOVA SCOTIA SCHOOL BOARD ELECTION, RHONDA BROWN, MUNICIPAL CLERK WITH THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE APPOINTED AS RETURNING OFFICER, AND CHRYSTAL REMME, EXECUTIVE ASSISTANT FOR THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS BE APPOINTED AS ASSISTANT RETURNING OFFICER FOR THE TOWN OF WINDSOR, ELECTORAL DISTRICT 13. MOTION CARRIED

(iii) 2017 Annapolis Valley International Town Criers' Competition Funding Request Recommendation

MOVED BY BREGANTE/SEELEY THAT THE FUNDING REQUEST FOR THE 2017 INTERNATIONAL TOWN CRIERS COMPETITION BE TAKEN TO 2016/2017 BUDGET DISCUSSIONS SUBJECT TO A FORMAL FUNDING REQUEST. MOTION CARRIED

(iv) Jewish Legion Commemorative Memorial Recommendation

MOVED BY BREGANTE/SEELEY THAT STAFF INVESTIGATE WAYS TO COME UP WITH AN APPROPRIATE COMMEMORATIVE MEMORIAL FOR THE 100TH ANNIVERSARY OF THE FORMATION OF THE JEWISH LEGION HEADING INTO 2017. MOTION CARRIED

(v) Photo File Purchase of 2016 Long Pond Heritage Classic Recommendation

MOVED BY BREGANTE/MURLEY THAT THE TOWN OF WINDSOR PURCHASE THE 2016 LONG POND HERITAGE CLASSIC PHOTO FILE FOR \$125.00. MOTION CARRIED

(vi) Traffic Flow Proposal Recommendation – Addressed under Item 10.1(c)

(c) STRATEGY & POLICY COMMITTEE - None

(d) PLANNING ADVISORY COMMITTEE (PAC) / HERITAGE ADVISORY COMMITTEE (HAC)

- (i) Second Reading – Land Use By-Law Amendment – Rezoning of 99 Wentworth Rd (PID 45055738) from General Commercial (GC) to Wentworth Rd Commercial (WR-C) – A public hearing was held prior to this regular meeting of council.**

MOVED BY MURLEY/BREGANTE THAT SECOND READING BE GIVEN AND THAT COUNCIL APPROVE THE LAND USE BYLAW AMENDMENT THAT WOULD REZONE PID 45055738 FROM GENERAL COMMERCIAL (GC) TO WENTWORTH ROAD COMMERCIAL (WR-C) TO ENABLE AUTOMOBILE SALES ON THE PROPERTY. MOTION CARRIED

(e) POLICE ADVISORY BOARD – None

(f) JOINT COUNCIL – None

(g) WATERFRONT DEVELOPMENT COMMITTEE – None

(h) WINDSOR BUSINESS ENHANCEMENT SOCIETY (WBES) – None

(i) REMO ADVISORY - None

10.3 Members of Council - None

11. CORRESPONDENCE, PETITIONS & CALENDAR REVIEW

- (a) CORRESPONDENCE (INFORMATION ONLY) –Correspondence was added to the agenda and is under 12(b)**

- (b) CORRESPONDENCE (REQUESTS ONLY) - None**

- (c) PETITIONS – See Item 6(a)**

- (d) MEETING CALENDAR REVIEW – A review of the March 2016 meeting calendar was held.**

12. ADDED ITEMS

- (a) Culvert behind Windsor Elementary School – Mayor Beazley said it is quite overgrown. He is not sure if it's on school property or not and asked if it could be looked into as there seems to be some drainage issues.**

- (b) West Hants Ground Search & Rescue Correspondence (Information Only) – Thank-you letter for advertising support on the banner and in the brochure during the 2015 RCMP Musical Ride.**

MOVED BY SEELEY/MURLEY THAT THE CORRESPONDENCE BE RECEIVED AND KEPT ON FILE. MOTION CARRIED

13. IN-CAMERA

(a) Personnel Matter

Only members of council and CAO Coutinho remained for the in-camera session.

MOVED BY BREGANTE/MURLEY THAT AT 8:01PM THE MEETING MOVE IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

MOVED BY MURLEY/SEELEY THAT THE MEETING MOVE OUT OF IN-CAMERA AT 8:23PM. MOTION CARRIED

Moved into Council:

MOVED BY SEELEY/BREGANTE TO MOVE BACK INTO THE REGULAR MEETING OF COUNCIL AT 8:24PM. MOTION CARRIED

MOVED BY SEELEY/BREGANTE TO RENEW THE CAO CONTRACT AND AMEND SECTION 8 AS DISCUSSED AND DIRECTED THE MAYOR TO SPEAK TO THE DIRECTOR OF FINANCE ON COMPENSATION (INCREASE) AS APPROPRIATE. MOTION CARRIED

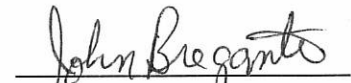
14. NOTICES OF MOTION – None

15. ADJOURNMENT

MOVED BY BREGANTE/SEELEY THAT AT 8:24PM WITH NO FURTHER MATTERS TO DISCUSS, THE MEETING BE ADJOURNED. MOTION CARRIED



ADMINISTRATOR



DEPUTY MAYOR