



JOINT COUNCIL MEETING MINUTES
 Town of Windsor and Municipality of the District of West Hants
 Location: Windsor Council Chambers 100 King St., Windsor, NS
 March 02, 2017
 6:00 – 7:12 p.m.



ATTENDANCE

Windsor

Council:

Anna Allen	Mayor
John Bregante	Councillor
Jim Ivey	Councillor
Shelley Bibby	Councillor
Louis Coutinho	CAO
Shelleena Thornton	Municipal Clerk
Todd Richard	Director of Public Works
V. Roberts	Director of Comm. Dev, Tourism & Recreation

West Hants

Council:

A. Zebian	Warden
R. Jannasch	Councillor
K. Monroe	Councillor
D. Keith	Councillor
T. Leopold	Councillor
D. Francis	Councillor
R. Hussey	Councillor
J. Daniels	Councillor
R. Zwicker	Councillor
C. Osborne	CAO

Windsor Regrets: L. Murley, Deputy Mayor

West Hants Regrets: P. Morton, Deputy Warden

Public: Carole Morris-Underhill
5 members of the public

1. **CALL TO ORDER** – Mayor Allen called the meeting to order at 6:00pm and welcomed everyone.
2. **APPROVAL OF AGENDA** (order of business, additions/deletions) - Remove 5(a) Matthew 25.
MOVED BY BREGANTE/MONROE THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED
3. **APPROVAL OF JOINT COUNCIL MEETING MINUTES** (of January 12, 2017).
MOVED BY ZEBIAN/BREGANTE THAT THE JANUARY 12, 2017 JOINT COUNCIL MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED
4. **BUSINESS ARISING FROM PREVIOUS MINUTES and RELATED CORRESPONDENCE** - None
5. **PRESENTATIONS**
(a) Matthew 25 Food Bank – Removed from agenda (as per Item 2).
6. **NEW BUSINESS**
(a) Long Pond Heritage Centre Update – CAO Coutinho advised he, CAO Osborne and some staff of both municipal units met with Provincial representatives. The Province looked through the financials and are happy with what they saw. The Province asked that the municipal units take over the application for the

Long Pond Heritage Centre now that there is joint ownership. With joint ownership, the application has to be done by both municipalities. When the units file the application, there will be other implications. The HST component will change due to joint ownership; it could be 70-100%. Both units' Directors of Finance will sit down and vet all the numbers to ensure they meet everyone's expectations. If there is any uncertainty, the units will get validation and verification. Aileen Waller-Hebb negotiates on behalf of the Province and Federal governments. The Province needs the municipalities to ensure the drawings (facility) is the size that joint councils signed off on. Prices/project cannot increase nor decrease. If there's an increase, there isn't additional funding. If it decreases, the Province and Federal governments funding would likely decrease. There is understanding that the internal design of the facility is still taking place (i.e. if the Hockey Heritage Centre is locating in it).

CAO Osborne added that they hope to resubmit Schedule E, the financial piece, by the end of March, along with proof that both councils support the project. Once this occurs, they'll re-submit it to the federal government. There cannot be delays. The Province and Federal Government do not require the inter-municipal agreement to be in-place right away, as long as both municipalities have motions in place. Once the lawyers sign off, the inter-municipal agreement will be brought back to respective councils for review and signing-off on as well. Once all this has taken place, the corporation can be set up. How that is set up is contingent on what the finance directors come back with and their recommendation on how the HST is set up.

CAO Coutinho added that neither the Province nor Federal governments require all the fundraising to be complete before the project starts. Their funding will come in regardless if the fundraising is complete or not (as everyone's funding is spread out over time). The Long Pond Society will be doing the fundraising. They've hired Tom Hickey to help. CAO Osborne said reimbursement from other partners will come in over different periods of times so they've asked the Directors of Finances to develop a cash flow schedule. The corporation will be the borrowers.

When asked how the municipal units can safe-guard themselves with this project. CAO Coutinho said there is always risk but the fundraising group has great connections. They intend to raise above & beyond what is needed to build the project to create reserve accounts/endowment fund to address low revenues or future-date capital expenses.

CAO Osborne said it's still quite a ways down the road before a shovel goes in the ground. Nothing can be announced formally until the federal government decides they're putting funds into this project. Even then, no announcement can be made until they decide to announce it. If both councils are prepared to sign the agreement contingent on the funding, the fundraisers could use it as an influence to bring others to the table to financially support the project. She agreed with CAO Coutinho in that there are no guarantees and there is always risk; however, the councils can make informed decisions along the way. In response to Warden Zebian's question on federal funding, CAO Osborne said there are no funding guarantees until the units receive the letter from them advising; but there is comfort it will be received. The federal government won't give more than the Province. CAO Coutinho noted that with respect to fundraising, people who want to put money into the project are waiting on the formal funding announcements.

Councillor Monroe asked if the Long Pond Society would give guarantees to the amount to be fundraised (personal guarantees), so as to protect the municipal units. CAO Osborne said the corporation is structured in that it's responsible for the construction based on approval of council as well as the operation. And in that process, tie into the inter-municipal agreement and the definition of the Long Pond Society's role (which is fundraising). The Long Pond Society will provide a schedule of how they anticipate fundraising to come in so as to provide the municipal units with necessary information to ensure things are progressing as they should.

CAO Osborne added that with respect to funding, one unit will have to be the input/output of all the expenses. It's hoped the Dept. of Municipal Affairs will consider the debt to be outside the unit's borrowing (by being a separate corporation), so it won't adversely affect the municipality's need to borrow in the future for other reasons (i.e. other projects).

Warden Zebian asked if there was a timeline to make an announcement so the project doesn't lose steam. CAO Osborne said the timeline build is about 18 months (would have to break ground June 2017 to be ready for use September 2018). CAO Coutinho said as soon as the application is in to the Province, it is the start of the process with the federal government. Federal government wants to be the first to make the announcement.

When asked if fundraising does not come through or costs higher than expected, is there a project pause point and what would Plan B be to address that? CAO Coutinho said a board will be established with representation from both units (one from each), as well as experts on it (Province will provide experts on the Board, people who understand finance, facilities, and all skill-sets required to make an effective Board). Six out of eight on the board will have to report to both councils. Should that situation arise where things need to be re-assessed, the Board will assess it and make decisions accordingly, along with the councils.

Next steps – the Directors of Finance are getting together to fill out the application. The CAO's will present to their individual councils at their respective March 14th meetings on updated numbers and the application.

(b) CAO Collaborations – Both CAOs meet every two weeks to talk about various opportunities. CAO Coutinho noted the “Cooperation Work Program” was circulated for members. This was a priority setting exercised done in September 2013 with facilitator Gordon McIntosh, between the various councils (Windsor, West Hants and the Town of Hantsport). The Joint Protocol did not get signed; therefore, nothing happened with this document. CAO Osborne added, other priorities are IT infrastructure & services as well as joint tourism & marketing. Both CAOs expressed they are still wanting to work on the issues currently in the 2013 document along with mutual aid for fire coverage.

Members of council agreed that meeting for another joint strategic session as soon as possible to review this document along with perhaps other priorities would be best (perhaps a Saturday). CAOs to determine dates and advise.

(c) Working Partnerships Update – A document was circulated at the meeting called, “Analysis of Shared Services/Funding/Partnerships.” An overview of the document was held and reference further made to looking at grants that also serve the broader community. CAOs Coutinho and Osborne are working on other partnerships/services/funding discussions. Proposed Long Pond Hockey Heritage Centre is a priority at the moment.

7. BUSINESS & COMMUNITY UPDATES

(a) Municipality of the District of West Hants

- Bubba Rays Sports Bar opened up at Garlands Crossing;
- Citizens are getting together to tidy up the community;
- West Hants approved the fire services sub-station at Garlands Crossing;
- West Hants is looking at a Mayoral system;
- Looking a live-streaming council meetings;
- Residential is growing (small growth); would like to grow commercial base;

- Newport Arena is strong and fully booked. They need assistance to finish the centre and they'll be presenting to Windsor Council seeking support.

(b) Town of Windsor

- Mermaid Theatre's, Jim Morrow was the recipient of the Order of NS;
- Held a public engagement session in January and many citizens signed up to help action priorities. The next step is to meet as individual groups and the first meeting is March 6th;
- Jewish Legion commemoration is on-going and the old pool site will be held/taken off the market as it may be a memorial site for the Jewish Legion;
- MOU signed with developers re. property on the waterfront;
- College Road Housing Development – on-hold as Province is reassessing;
- Gerrish Street Project will see renewed infrastructure from Water St. to Grey St. Some utility work has to be done first and the Town is discussing additional parking opportunities with lot owners. The businesses will need support, so please continue to shop while the construction occurs (starting May/June and will take a few months). Communication will be important;
- Warden/Mayor and CAOs committed to meeting monthly;
- Since the last joint council meeting the Town has suspended its amalgamation application hoping both municipal units will continue moving forward; and
- Looking forward to the suggested joint strategic session.

Councillor Zwicker added that there is a lot of road work in Hantsport as well (Chittick and School Street will be starting shortly). Communication is key.

When asked if there will be a protocol for studies, CAO Osborne said she and CAO Coutinho have discussed this. Each unit is currently undertaking a debt-affordability model and it was thought to combine the results and come up with operational assumptions. The next meeting will involve discussions on how the financial analysis gets done on the changes. They'll also discuss to see if there is resource assistance available.

CAO Osborne said West Hants is funding the renewal of the Avondale Wharf as well as boardwalk.

CAO Osborne said re. Fire Services, she and CAO Coutinho recognize this as a priority. CAO Osborne has set up a working group of fire chiefs. CAO Coutinho would like to be involved in table discussions (to meet approximately once a month), along with the Windsor Fire Dept. Hope to build a policy from the ground up to present to respective councils for consideration, and from that, work toward building a regional fire service. This is currently underway. There are representatives from all fire departments that serve West Hants.

8. POSSIBLE FUTURE PRESENTATIONS

- Provincial EMO – Regional Emergency Management (Andrew Mitton)

General Discussion

- Snow melting and garbage and dog feces are becoming prominent. Is there anything the municipal units can do to assist? Director Roberts noted there are provincial, municipal and volunteer litter clean-ups.
- Request that the CAOs sit up front with the Mayor/Warden at future meetings.
- Canada 150 – West Hants said a number of opportunities have been raised and applications submitted.
- Rick Mercer and paddling a pumpkin during the Regatta. Director Roberts noted that he has been asked and advised it doesn't tie into their filming schedule.
- Asked if Windsor could put a bowling team in for the "Bowl-for-Kids-Sake" event in Windsor at the end of March.
- Crimestoppers and RCMP "Stuff-a-Cruiser with Food" will be at the Superstore March 18th from 10am-4pm. They're accepting food donations to pass along to the Windsor food bank.

Public Questions/Input

Better advertisement of when/where the Joint Council meetings will take place as well as access to the draft minutes of the previous meeting (understanding Windsor doesn't typically post them until after approved). CAO Coutinho noted minutes could be posted as a "Draft."

9. NEXT JOINT COUNCIL MEETING – CAOs to determine a date and advise.

10. ADJOURNMENT

**MOVED BY BREGANTE/HUSSEY THAT WITH NO FURTHER MATTERS TO DISCUSS,
THE MEETING ADJOURN AT 7:12. MOTION CARRIED**

Anna Allen, Mayor

Abraham Zebian, Warden

DRAFT