



**REGION OF WINDSOR AND WEST HANTS  
CO-ORDINATING COMMITTEE**

Meeting Agenda

Monday, November 18, 2019 – 6:00 p.m.

Windsor Council Chambers, 100 King St., Windsor NS

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- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES** – Meeting of October 28, 2019
- 4. DELEGATIONS / PRESENTATIONS (if any)**
  - (a) Asset Management Update – Hatch, Matt Delorme
  - (b) Windsor Elms Presentation – Susan Hayes
- 5. BUSINESS ARISING FROM PREVIOUS MINUTES**
  - (a) Work Plan Update / Co-ordinator Latimer
  - (b) RCMP Update /CAO Phillips
- 6. STAFF REPORTS**
  - (a) CAO Report
  - (b) Committees, Boards and Commissions Review Recommendation Report
- 7. BILL 55, SECTION 12 ITEMS (if any)**
- 8. CORRESPONDENCE RECEIVED**
  - (a) Thank you letter to Councillor Daniels
  - (b) Congratulations to Kody Blois, MP
- 9. ADDITIONS TO THE AGENDA (if any)**
- 10. IN-CAMERA**
  - (a) Contract Matter
- 11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT**



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY  
CO-ORDINATING COMMITTEE**

Meeting Minutes

Monday, October 28, 2019 – 6:00 p.m.

West Hants Council Chambers, 76 Morison Drive., Windsor NS

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**ATTENDANCE**

**Co-ordinating Committee Members**

Kevin Latimer	Co-ordinator, Chair
Anna Allen	Mayor, Town of Windsor
Laurie Murley	Deputy Mayor, Town of Windsor
Abraham Zebian	Warden, Municipality of the District of West Hants
Paul Morton	Deputy Warden, Municipality of the District of West Hants

**Staff/Alternate Committee Members**

Mark Phillips	CAO, Region of Windsor and West Hants Municipality
Louis Coutinho	Consolidation Consultant, Town of Windsor
Todd Richard	Interim CAO, Town of Windsor
Rupert Jannasch	Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
Shelleena Thornton	Municipal Clerk, Town of Windsor
Donna Jones	Project Administrator
1 members of the Public in the gallery	

**Regrets**

Martin Laycock	CAO, Municipality of the District of West Hants
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- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:01pm and welcomed everyone. Noted that Rupert Jannasch, Councillor with the Municipality of the District of West Hants joins us this evening as the new Alternate for the Municipality of West Hants. Thanked and welcomed Councillor Jannasch.
- 2. APPROVAL OF AGENDA** – Additions and/or Deletions

**MOVED/SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.  
MOTION CARRIED**

**3. APPROVAL OF MINUTES – Meeting of October 7, 2019**

**MOVED/SECONDED THAT THE MINUTES BE APPROVED AS CIRCULATED.  
MOTION CARRIED.**

**4. DELEGATIONS / PRESENTATIONS (none)**

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

**(a) Work Plan Updates – Co-ordinator Latimer**

- Co-ordinator Latimer touched on various sections of the workplan including election readiness, planning, finance and administrative matters.
- Noted that under the “Making the Change” section of the workplan, over 1100 responses to the Public Engagement survey have been received to date. Advised he is pursuing a candidate that could pull the results of the survey together to generate a report to be brought back to the Committee with the outcomes.
- Co-ordinator Latimer advised the next newsletter would be going out before the end of the year and encouraged Committee members to respond to Ms. Remme’s e-mail requesting ideas and content for the next publication.
- Mr. Coutinho updated the Committee on the meeting he attended along with Co-ordinator Latimer, with the Annapolis Valley Chamber of Commerce (AVCC). Stated that a meeting was requested by the AVCC so they could get a sense of what the two councils have done and how they got to where they are now with regards to the amalgamation. Mr. Coutinho advised that AVCC is very interested in doing something similar for Kings. Noted they were essentially looking for a breakdown of how it started and how it came about.
- Co-ordinator Latimer added that the AVCC did ask if the current Elected Officials or Administrative staff would be willing or prepared to share additional information as they continue with their work.
- Mr. Coutinho gave an update to the Committee on the work being done by the Dalhousie Management Without Borders team. Advised they are researching how the amalgamation affects the current state of the respective municipalities with regard to structure, provision of service and infrastructure, finance and taxes, staff and structure as well as sociocultural identity. Added they are developing metrics that can be used to measure success and useful performance indicators for expectations and primary concerns. They are looking for examples of municipal mergers that were deemed successful or failures and why, as well as how it could have been done differently to be more successful. Mr. Coutinho advised the MWB team would be presenting the results of their work at the December 2<sup>nd</sup> Co-ordinating Committee meeting.
- Mayor Allen noted that it is critical to have this information and is very interested to see the kind of indicators the team comes up with. Stated it would be great to be able to justify and have evidence for the residents and staff that have gone through this amalgamation that they made the right choice.

**(b) Terms of Reference Update**

- Co-ordinator Latimer presented the amendments made to the Terms of Reference to the Co-ordinating Committee.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVED THE  
AMENDMENTS TO THE TERMS OF REFERENCE AS PRESENTED. MOTION CARRIED**

## 6. STAFF REPORTS

### (a) CAO Report

- CAO Phillips provided a review of his report and noted the highlights.
- Stated he would be presenting the organizational chart to the department heads on October 30<sup>th</sup> to obtain their feedback.
- Advised the Committee of upcoming engagements with the local high schools on municipal government and efforts to solicit their participation in coming up with suggested names for the new regional municipality.

### (b) Quarterly Financial Update

- Ms. Rochon reviewed her presentation with the Committee members.
- Co-ordinator Latimer noted that the percentage of forecast spent to date column in the presentation for each line items was actually the percentage of budget spent to date while only the totals were the percentage of forecast spent to date. Asked that this be corrected for the next presentation.
- Ms. Rochon advised that Canada Revenue Agency (CRA) has reviewed the Co-ordinating Committee's municipal status and have indicated they are not currently eligible for the HST rebate. Noted there would be follow up once a formal letter is received from CRA and reviewed with the working group.
- Warden Zebian asked who would be responsible to fund the pressure currently forecasted due to the CRA ruling. Ms. Rochon noted this would be dealt with once the formal letter is received.

### (c) Planning Application

- Ms. LeMay provided a detailed review of the Recommendation Report put forward and identified the issues in not approving the recommendation.
- Co-ordinator Latimer asked going forward, would Ms. LeMay be looking to the Committee to pass a motion or resolution that confirms, as of April 1, 2020 the strategies and land use bylaws from the two units will be effective and operative for the new Regional Municipality as of April 1, 2020. Ms. LeMay noted that she did not see a need so far for that to happen, that the documents remain in place.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE RECOMMEND TO THE REGIONAL COUNCIL THAT REGIONAL COUNCIL BEGIN MPS, LUB OR SUB AMENDMENT PROCESSES OR DEVELOPMENT AGREEMENTS AT FIRST READING OR INITIAL CONSIDERATION PROVIDED THE EARLIER PORTION OF THE PUBLIC PARTICIPATION PROGRAM HAS BEEN FOLLOWED BY THE RELEVANT COUNCIL. MOTION CARRIED**

*Deputy Mayor Murley left her seat at 6:58 declaring conflict on the banking matter.*

### (d) Banking Contract

- Ms. Rochon provided an overview and noted the highlights of the Recommendation Report. Explained for the Committee why it is recommended to go with a five-year term vs a three-year term, an alternative proposed on page four of the report.
- Mayor Allen asked if they would be locked in for five years at the cost of \$24,395 per year. Ms. Rochon advised the \$24,395 was an estimate as the real cost is based on usage.
- Co-ordinator Latimer asked, given that this is our first decision around a contract going forward for the new Regional Municipality, are we adhering to the procurement policies and rules. Ms. Rochon confirmed that it's in compliance with both the Town of Windsor and West Hants Municipality.
- Co-ordinator Latimer asked Ms. Rochon to speak to the alternative options for the recommendation, noted being mindful not to tread on the jurisdiction of the new Council decision making authority

after April 1, 2020. Ms. Rochon advised that they could shorten the term of the contract to three years but it would reduce the time for comparable data and noted it would be the call of the Committee, they could amend the recommendation with an option to renew.

- Mayor Allen asked if there was any consideration around the election in the timeframe and noted that she was supportive of the recommendation put forward.
- Co-ordinator Latimer asked for clarification, if they decided to go with the second option of three years plus two, would the option to renew be an easy one. Ms. Rochon advised that at year three they would look at that, as well as possible other transitional related items. Noted they would make a recommendation to the Council at that time indicating the need for more time and ask to exercise the option to renew for two more years to ensure they are getting the best data for the RFP so they get the best price coming back.
- Warden Zebian advised he thought the three year plus two option would give Council more flexibility and allows more leeway.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE ENTERING INTO A THREE-YEAR SERVICE AGREEMENT WITH ROYAL BANK OF CANADA FOR BANKING SERVICES WITH THE OPTION TO RENEW. MOTION CARRIED**

- After the vote, Mayor Allen asked Co-ordinator Latimer why her Alternate was not given the opportunity to vote on the motion when the Deputy Mayor declared a conflict. Co-ordinator Latimer advised that the intention in the Legislation is so the Alternate is to be available in the event that a member is unable to attend or participate in the meeting. Noted that the theory behind having an Alternate is not so they can move in and out of meetings, it is to be available in the event that a member is not able to attend. Mayor Allen stated that there appears to be an issue around the Alternates and their roles, noted it was not very clear. Co-ordinator Latimer advised he would ask the CAO to take this issue away and look at it to determine what practice they would like to adopt going forward as a Committee and have it brought back for discussion.
- Warden Zebian noted that Council for West Hants does not have Alternates and once a conflict is declared, that member is excluded from discussions.

*Deputy Mayor Murley returned to her seat at 7:12pm.*

(e) Regional Council Remuneration

- Mr. Coutinho provided an overview and noted the highlights of his report.
- Co-ordinator Latimer asked Mr. Coutinho if they were recommending the Committee do anything with the benefits at tonight's meeting or is it to be brought forward. Mr. Coutinho advised that for tonight, they were seeking a decision only on the salary range.
- Mayor Allen inquired if there had been any determination on full time vs part time. Mr. Coutinho advised he was working on the assumption the positions would continue to be part time.
- Mayor Allen asked how the salary range increments are determined and justified for the elected officials. Mr. Coutinho suggested that this best be left for the new council to determine that policy. Mayor Allen also asked if it was the expectation for the Committee to recommend a benefit package. Mr. Coutinho advised yes.
- Warden Zebian stated that the benefits would be good and it might be a very attractive piece for candidates contemplating running. Mr. Coutinho advised it is the intent to include a benefits package, currently exploring a couple of different options as noted in the report.
- CAO Phillips advised that they are asking the benefits piece to be parked for now. Noted there are

several elements to consider, including cost, they would like to look at further. Agreed it might be seen as an additional benefit for recruitment but folks will still have time to consider before they have to file their papers.

- Warden Zebian stated that he is happy with the ranges put forward but it still does not reflect the amount of work and time that Councillors, the Mayor or Deputy Mayor put in.
- Deputy Mayor Murley advised she thought the percentage of 115% used for the Deputy Mayor was more accurate opposed to the 110% given the amount of time put in by the Deputy Mayor.
- Mayor Allen stated that the workload was going to be greater than it is now for a number of reasons but mostly because everyone will be interested in the new entity. Feels the job will become greater than it is now.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE REMUNERATION SALARY RANGES FOR THE MAYOR AT \$48,000 - \$58,000; DEPUTY MAYOR AT \$27,600 - \$33,350; AND, COUNCILLORS AT \$24,000 - \$29,000, AND SALARIES TO BE SET AT A MEETING PRIOR TO 31 JANUARY 2020. MOTION CARRIED**

#### **7. BILL 55, SECTION 12 ITEMS**

##### **(a) Surplus Sale Recommendation Report**

- Ms. Rochon presented and reviewed the report on the sale of surplus goods. Noted that upon the sale of the assets, the CAO would bring back a report to the Council for West Hants and then to the Co-ordinating Committee.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE ITEMS LISTED IN THE OCTOBER 28, 2019 WEST HANTS SURPLUS SALE REPORT TO BE DISPOSED OF AS PER THE WEST HANTS ADMINISTRATIVE DISPOSAL OF SURPLUS GOODS AND MATERIALS POLICY, ADGE-014.00. MOTION CARRIED**

#### **8. CORRESPONDENCE RECEIVED**

##### **(a) Letter from West Hants re Alternate CC member**

- Co-ordinator Latimer read the letter that was received and included in the agenda package. Acknowledged and thanked Council Daniels for her contributions to the Committee. Welcomed Councillor Jannasch.

#### **9. ADDITIONS TO THE AGENDA (none)**

#### **10. IN-CAMERA (if any)**

##### **(a) Contract Matter**

*Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee members Bregante, Jannasch, CAO Phillips, Interim CAO Richard, Consultant Coutinho, and Project Administrator Jones.*

**MOVED/SECONDED THAT AT 7:46PM, THE MEETING MOVED IN-CAMERA TO**

**DISCUSS CONTRACT MATTER. MOTION CARRIED**

**MOVED/SECONDED THAT AT 8:25PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED**

**Regular Open Meeting Re-convened at 8:26pm**

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE SEEK CLARITY FROM THE LABOUR BOARD ON HOW TO IMPLEMENT SUCCESSOR RIGHTS FOR THE NEW REGIONAL MUNICIPALITY IN ACCORDANCE WITH BILL 55. MOTION CARRIED**

**11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next meeting is scheduled for 6:00 pm Monday, November 18, 2019 in the Windsor Council Chambers.

- Discussion held on having the December 2, 2019 Co-ordinating Committee meeting at the Brooklyn Civic Centre. Everyone was in agreement and direction was given to move forward to book the venue and arrange the requirements for live streaming.

**MOVED/SECONDED THAT AT 8:29PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.**

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Chair

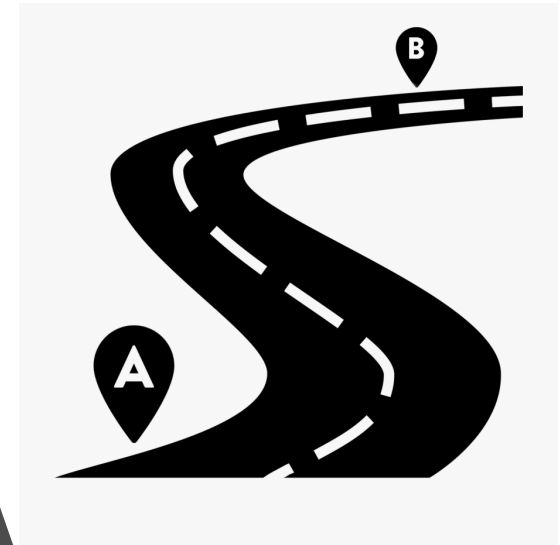
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Project Administrator



November 2019

# *Asset Registry and Asset Management Roadmap*



**HATCH**



## Asset Management Policy

Policy Name:	Asset Management Policy	Policy No.: XXX-XXXX-XXXX
Effective: 2019 mm dd	Amended:	Renewal date: 2022 mm dd

### 1. PURPOSE:

This asset management policy provides the Regional Municipality with a framework for consistent transparent decision making which considers strategic plans, budgets, service levels and risks.

### 2. STRATEGIC ALIGNMENT:

The principles in this asset management policy and our asset management planning will align with the vision and values our community has been built on and the strategic direction we have planned for our community's future as outlined in:

**Municipal Planning Strategy (Windsor)**

**Municipal Planning Strategy (District of West Hants)**

**Integrated Community Sustainability Plan (Windsor)**

**Integrated Community Sustainability Plan (District of West Hants)**

### 3. SCOPE:

This policy applies to all assets currently owned and managed and under sole jurisdiction by the Region of Windsor West Hants, but does not apply to solid waste, street lights, Valley Community Fibre Network infrastructure, fire services assets.

### 4. PRINCIPLES:

# Asset Management Roadmap

REGION OF WINDSOR WEST HANTS

## ASSET MANAGEMENT SELF-ASSESSMENT



### Core Asset Data: Transportation System



Condition of Roads, bridges, sidewalks, traffic lights, streets signs, bicycle paths, trails, etc.


	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>LOCATION DATA (i.e. Road center lines)</b>	Accurate location data is not available.	Accurate location data is available for at least 50% of assets.	Complete and accurate location data is available for most roads & road components.	Complete and accurate location data is available for the road network.
<b>Comment</b>		C		S
<b>ACCESSIBILITY &amp; USABILITY (such as viewing on maps and/or GIS)</b>	Not generally accessible in a usable format to those who need it.	At least 50% of the data is available in a usable format	Most is easily accessible in a usable format to all who require it.	All location data is easily accessible to all who require it
<b>Comment</b>	C		S	L
<b>CONDITION ASSESSMENT DATA</b>	Recent condition assessment information is not available	Recent condition assessment data is available for at least 50% of assets.	Recent condition assessment data is available for most of the road network.	Recent condition assessment data is available for all roads.
<b>Comment</b>	C			S
<b>KEY ATTRIBUTE DATA (such as Width, Surface Type, Classification, Traffic Volumes etc)</b>	Less than half of this is available	Accurate attribute data is available for at least 50% of assets.	Complete and accurate data is available for most of the roads.	Complete and accurate data is available for all of the roads.
<b>Comment</b>	C	S	L	

# Asset Management Roadmap



**Region of Windsor West Hants**

## Asset Management Roadmap




*This Asset Management Roadmap/Workplan has resulted from an assessment of our municipality's capacity to integrate asset management planning activities. The assessment was undertaken on November 18, 2019. Staff and council members in the assessment and the resulting workplan include (List names and titles of all participants). The activities and priorities identified in the plan below have been reviewed by (other department heads or key individuals not included on the list above) and endorsed by (Name, Title - CAO/Town Manager)*

By Year	Category	Activity
2019-	Core Asset Data: Transportation System	Collect All Road Data with Condition
2019-2020	Finance	Adopt a five year capital plan
2019-2020	Governance Information	Adopt an asset management policy
2019-2020	People, Capacity & Awareness	Create and asset management committee with terms of reference
2020-	Core Asset Data: Transportation System	Define levels of service based on 2021 fiscal
2020-2021	Finance	Update the five year plan
2020-2021	Finance	Adopt a twenty year capital plan
2020-2021	Governance Information	Integrate asset management planning into all budgeting activities
2020-2021	People, Capacity & Awareness	Develop compiled asset management plan

**Region of Windsor West Hants**

## Asset Management Roadmap



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By Category	Year	Activity
Core Asset Data: Transportation System	2019-	Collect All Road Data with Condition
Core Asset Data: Transportation System	2020-2021	Define levels of service based on 2021 fiscal capital demands
Finance	2019-2020	Adopt a five year capital plan
Finance	2020-2021	Update the five year plan
Finance	2020-	Adopt a twenty year capital plan
Governance Information	2019-2020	Adopt an asset management policy
Governance Information	2020-2021	Integrate asset management planning into all budgeting activities
People, Capacity & Awareness	2019-2020	Create and asset management committee with terms of reference
People, Capacity & Awareness	2020-2021	Develop compiled asset management plan

# Level of Service Assessment



## Documented Level of Service Report

MyTown

May 8, 2019

This report provides a summary of staff and asset management committee estimates of the current community levels of service, target levels of service that the Community is mandated or is expected to provide, actions required to bring current levels of service in line with the target levels of service.

MyTown has the following goals and commitments in service delivery:

- Comply with all legislative requirements.
- Provide capacity, quality, and reliability expected by Council and residents.
- Ensure the safety of services and infrastructure.
- Consider sustainability and long-term benefits to future generations

We deliver a wide range of community services including: **drinking water, wastewater, urban stormwater (drainage), solid waste, transportation, recreation and culture, protective, general government and energy.** The infrastructure we own, operate and maintain is used to support the delivery of these services.

In assessing the community levels of service, the team has assessed whether there are service performance gaps in relation to indicators common to each service: regulatory requirements, capacity / availability of the service, safety, quality, reliability and environmental impacts. Sustainability gaps have also been assessed, where "Sustainability" means "Is the service adequate to sustain the current level of service for the near, mid, and long term growth forecasts?"

If there is no line item for one of the service performance in report below, that indicates that it is functioning at the committed level of service, and no action plan is required to address a level of service gap. If a gap, either performance or sustainability, has been identified, it is displayed below along with a preferred option to adjust the current level of service to the target level of service.

Cost estimates below should be considered **Order of Magnitude** cost estimates, and are intended to compare options. They should not be interpreted as engineering estimates or firm budget number for capital planning.

Service Characteristic	Indicator	Performance Gap	Describe Performance Gap to be Addressed	Sustainability Gap	Describe Sustainability Gap to be Addressed	Preferred Option	Lifecycle Costs	Timeframe	Notes
<b>Potable Water</b>									
<b>Regulatory</b>	Drinking water quality complies with statutory requirements	No		Yes	Potential Staffing succession planning issue	Internal Training	The Capital Expense is \$0.00 The Yearly Cost is \$20,000.00 The Decommissioning Cost is \$0.00	5 years	Short term option to contract in event of sudden staffing change
<b>Capacity / Availability</b>	Available water supply is sufficient for customers' needs	No		Yes	Climate Change	Reduce Water Loss	The Capital Expense is \$100,000.00 The Yearly Cost is \$50,000.00 The Decommissioning Cost is \$0.00	5 years	
<b>Safety</b>	Water supply is sufficient for firefighting purposes	Yes	No defined hydrant maintenance plan	Yes	Additional workload will require additional staff	Set an achievable maintenance frequency	The Capital Expense is Unknown The Yearly Cost is Unknown The Decommissioning Cost is Unknown	2 Years	Maintenance and capital costs would be ongoing
<b>Quality</b>	Water service pressure is adequate at customer connections	Yes	Encourage or subsidize household Pressure reducing valves or jack pumps in affected areas	No		Educate Home Owners	The Capital Expense is \$10,000.00 The Yearly Cost is \$5,000.00 The Decommissioning Cost is \$0.00	Annual	
<b>Quality</b>	Water quality is aesthetically pleasing	Yes	Clacium and coloration issues in Bridgetown and Cornwallis respectively	No		Educate home owners	The Capital Expense is \$0.00 The Yearly Cost is \$500.00 The Decommissioning Cost is \$0.00	Annual	
<b>Reliability</b>	Water quality notices are infrequent and short in duration	Yes	We experience boil orders due to transmission line breaks	No		Replace failing infrastructure	The Capital Expense is \$0.00 The Yearly Cost is \$500.00 The Decommissioning Cost is \$0.00	20 Years	Major replacements timed to coincide with road recapitalization

# Asset Registry Data Collection Complete

The screenshot displays a GIS interface with a map of infrastructure assets. On the left, the 'Layers' panel is expanded to show 'Water (PWS)' and 'Windsor PWS L'. The 'Windsor PWS L' layer is selected, and its sub-layer 'Windsor\_PWS\_L' is also expanded. The map shows a network of pipes and valves, with a red highlighted segment. The 'Identify Results' window is open, showing a table of attributes for a selected feature.

Feature	Value
Windsor_PWS_L	
Mun_ID	WWH
(Derived)	
(Actions)	
Mun_ID	WWH
FeatCode	DIMN
Northing	
Easting	
Elevation	
Condition	5
Material	CI
Install_Yr	1947
LocDesc	
Diameter	150.000000000000
Width	
Comments	
Length	227.66917017932
Status	active
GIS_Link	WR-PWS-L296

# PoF (Condition)





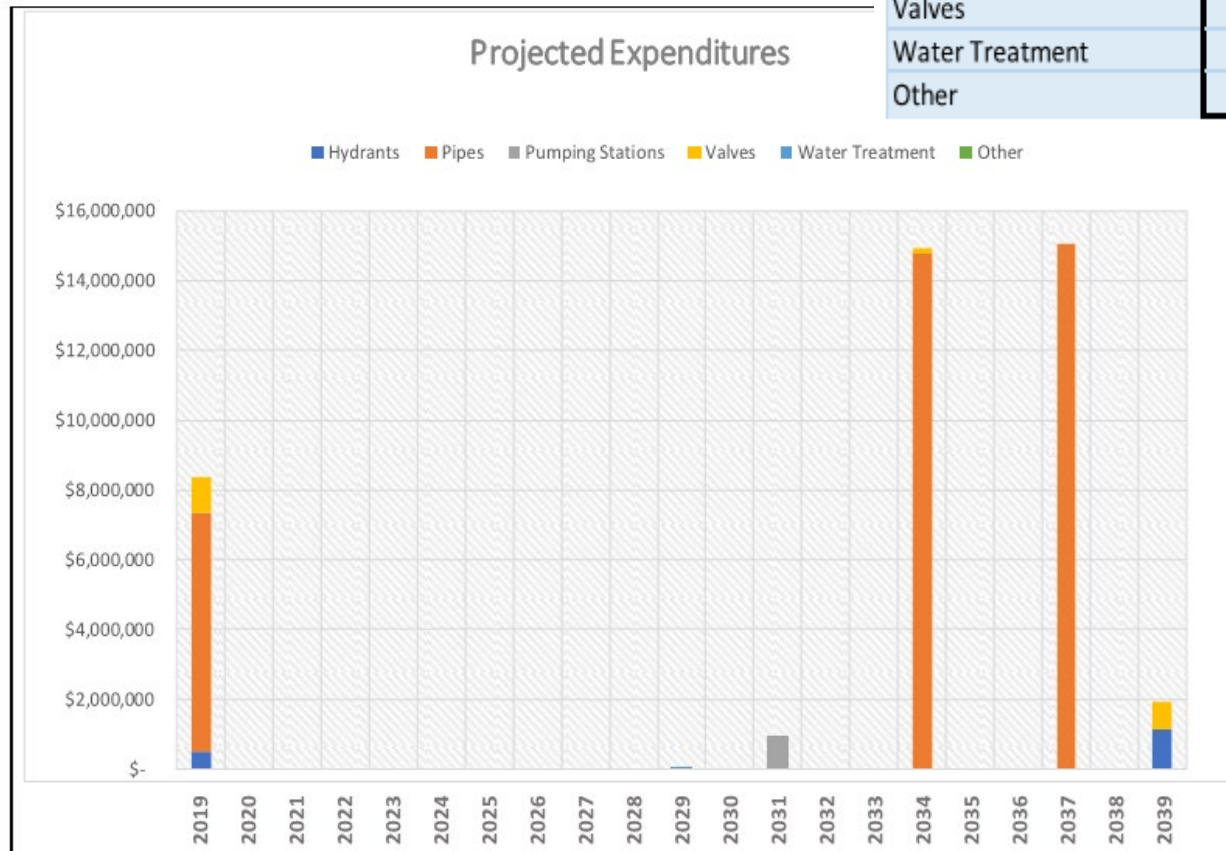
# Risk



# Preliminary State of Infrastructure Report

	Cost (\$)	Cost (%)	Annual Reserve (\$)	Annual Reserve (%)
Hydrants	\$3,222,450	4%	\$40,281	4%
Pipes	\$68,594,376	88%	\$976,357	88%
Pumping Stations	\$1,162,500	1%	\$23,250	2%
Valves	\$4,634,810	6%	\$67,106	6%
Water Treatment	\$11,625	0%	\$291	0%
Other	\$0	0%	\$0	0%
<b>Grand Total</b>	<b>\$77,625,761</b>	<b>100%</b>	<b>\$1,107,284</b>	<b>100%</b>

	Average Condition
Hydrants	3.1
Pipes	3.1
Pumping Stations	3.5
Valves	2.9
Water Treatment	3.3
Other	





Combine  
Assets

Ratify  
Roadmap

Incorporate  
Environmental  
Liabilities

Ratify  
Policy

Develop 5  
and 20 Year  
Plan


Ratify  
Committee ToR

Asset Management Plan

- Data Collection – Complete
- Condition Assessments – Complete
- Workshops (Policy, Roadmap, LoS) - Complete
- Data Processing – November 30, 2019
- Env. Report (Draft) – November 30, 2019
- Draft Capital Plan – December 20, 2019
- Software Assessment – January 15, 2019
- Final Capital Plan / Draft AM Plan – Jan 30, 2019
- Final Report and AM Plan – February 20, 2019

# Questions?



An aerial photograph of a large, modern building complex with multiple interconnected wings. The building features a mix of light-colored panels and dark window frames. A prominent glass-enclosed structure is visible on the right side. The building is surrounded by a parking lot with several cars, green lawns, and trees. A semi-transparent green box is overlaid on the bottom right of the image, containing text.

**Windsor Elms Village:**  
Energy Project  
November 18, 2019  
Susan Hayes, CEO

Agenda:

Project overview

Project Partners & Timing

FCM Funding Support – meeting eligibility requirements

Request of the Coordinating Committee

An aerial photograph of a large, multi-winged building complex with a grey roof, surrounded by green lawns and parking lots. The building has several courtyards and is situated in a well-maintained area with trees and walkways.

# Windsor Elms Village: Energy Project Overview

Approx. \$950,000 energy retrofit of 101,000 ft<sup>2</sup> facility

## Current scope:

100 kW ground mount solar system

100 kW energy storage system

HVAC Upgrades: Pumps, Humidifiers, Controls

LED Lighting Upgrade

Currently finalizing project costing

Expected savings \$80,000+ per year, 40-60% reduction in energy use & 850,000 kg of CO<sub>2</sub>

Susan Hayes, CEO, Windsor Elms Village, Falmouth, Nova Scotia

# Windsor Elms Village: Partners & Timing



- Efficiency Nova Scotia **APPROVED approx. \$83,000**
- Nova Scotia Department of Energy: Low Carbon Community Fund – **Requested \$75,000; awaiting response any day now.**
- Federation of Canadian Municipalities: Green Municipal Fund – **Application ready to be submitted, pending Municipal support.**
- Technical: Equilibrium Engineering



**Timing:** Lighting and humidifiers have been ordered. WEV ready to proceed with Phase 1.

## FCM GMF Eligibility Requirements:

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- ✓ Non-profits and community organization
  - ✓ 10% cash or in-kind contribution from municipality (NS Energy will contribute 10% via municipality)
  - ✓ FCM GMF Pilot Stream can contribute up to 50% of project costs
- 
- ✓ **Windsor Elms will be responsible for meeting all funding application and reporting requirements**

## Windsor Elms Village Request of Windsor-West Hants Coordinating Committee:

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### Require Committee Motion:

1. Endorsing concept of energy project and outcomes for the FCM application, emphasizing leadership within the Municipality for green house gas reduction.
2. Continued willingness to process up to \$75,000 from NS Energy and Mines Low Carbon Communities Fund and use this to contribute to project to meet FCM Green Municipal Fund eligibility.



**WEST HANTS**  
NOVA SCOTIA

September 19, 2019

Nova Scotia Department of Energy & Mines  
Joseph Howe Building  
1690 Hollis Street  
P.O. Box 2664,  
Halifax, N.S.B3J 3P7

RE: Windsor Elms Village Energy Project Application

To Whom It May Concern;

This letter is written in support of the Deep Energy Retrofit Project proposed for The Windsor Elms Village, a 108 bed Long Term Care Facility in Falmouth, N.S. The Windsor Elms takes great pride in being responsible financial stewards of our resources and our community. They are committed to best practices and to leading the way as an environmentally responsible organization. We feel this project will be a role model for other healthcare facilities and industries in general and aligns nicely with the environmental goals of The Municipality of West Hants.

On Tuesday, September 10<sup>th</sup>, 2019 a motion was approved by the West Hants Municipal Council in support of the application which falls under the Low Carbon Communities and Connect 2 Funding Program. This financial support is critical to The Windsor Elms' ability to access other funding sources, allowing the project to move forward, and we are happy to be a project partner through this support. Under Section 12(b) of the Region of Windsor and West Hants Municipality Act, this support is dependent on Co-ordinating Committee approval, which has yet to be obtained.

Thank you for your consideration. Should you have any questions, please feel free to reach out.

Sincerely,

Abraham Zebian,  
Warden, Municipality of West Hants



### Co-ordinating Committee Workplan and Schedule

ID	Task Name	Duration	Start	Finish	Resource Names	% Complete	2018																																																								
							Half 2, 2018					Half 1, 2019					Half 2, 2019																																														
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
66	Obtain Poll Workers and Train	73 days	Tue 11/12/19	Thu 2/20/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																								
67	Place Notice of Poll Ads	11 days	Tue 2/18/20	Tue 3/3/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																								
68	Vote	8 days	Thu 2/27/20	Sat 3/7/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																								
69	Alternative Notice of Poll	17 days	Fri 2/14/20	Sat 3/7/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																								
70	Website Information	98 days	Mon 10/28/19	Wed 3/11/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																								
71	Official Count of Votes	1 day	Tue 3/10/20	Tue 3/10/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																								
72	New Councillor Orientation	3 days	Wed 3/11/20	Fri 3/13/20		0%	Rhonda/Shelleena																																																								
73	Return of election list with Declaration to Returning Officer	7 days	Sun 3/8/20	Sat 3/14/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																								
74	Report to Co-ordinating Committee	1 day	Mon 3/16/20	Mon 3/16/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																								
75	Swearing in of Candidates at First Council	1 day	Mon 3/16/20	Mon 3/16/20		0%	Rhonda/Shelleena																																																								
76	<b>b) Human Resources</b>	<b>272 days</b>	<b>Mon 3/18/19</b>	<b>Tue 3/31/20</b>	<b>Mark Phillips</b>	<b>28%</b>	Mark Phillips																																																								
77	<b>i) Walsh HR Analysis/Implementation</b>					0%	Mark Phillips																																																								
78	Meeting with CAO & Co-ordinator	1 day	Thu 3/28/19	Thu 3/28/19	CaOs	100%	CaOs																																																								
79	On Site meetings with CAO's	14 days	Mon 4/1/19	Thu 4/18/19	CaOs	100%	CaOs																																																								
80	Hold Introductory meeting with Co-ordinating Committee	21 days	Mon 5/6/19	Mon 6/3/19	CaOs	100%	CaOs																																																								
81	Attend Town Hall meetings as Required / staff meetings?	65 days	Mon 4/15/19	Fri 7/12/19	CaOs	100%	CaOs																																																								
82	Conduct meetings with staff (min 8 meetings)	19 days	Tue 4/23/19	Fri 5/17/19	CaO's/Jillian	100%	CaO's/Jillian																																																								
83	Determine Org Structure	160 days	Mon 4/8/19	Fri 11/15/19	Jillian/Mark	74%	Jillian/Mark																																																								
84	Conduct interviews for all positions	49 days	Tue 10/1/19	Fri 12/6/19	Jillian/Mark	0%	Jillian/Mark																																																								
85	Determine performance management system	169 days	Mon 6/10/19	Thu 1/30/20	Jillian/Mark	8%	Jillian/Mark																																																								
86	Review/Develop job descriptions, policies and manuals	199 days	Mon 4/29/19	Thu 1/30/20	Jillian/Mark	33%	Jillian/Mark																																																								
87	Complete compensation Review	184 days	Mon 5/20/19	Thu 1/30/20	Jillian/Mark	14%	Jillian/Mark																																																								
88	Complete Benefits Review	179 days	Mon 5/27/19	Thu 1/30/20	Jillian/Mark	11%	Jillian/Mark																																																								
89	Conduct research & analysis (on-going)	219 days	Mon 4/1/19	Thu 1/30/20	Jillian/Mark	50%	Jillian/Mark																																																								
90	Explore alternative municipal service delivery options	139 days	Mon 7/22/19	Thu 1/30/20	Jillian/Mark	0%	Jillian/Mark																																																								
91	Develop implementation and change Management plan	45 days	Mon 12/2/19	Fri 1/31/20	Jillian/Mark	51%	Jillian/Mark																																																								





### Co-ordinating Committee Workplan and Schedule

ID	Task Name	Duration	Start	Finish	Resource Names	% Complete	2018																																																																																
							Half 2, 2018					Half 1, 2019					Half 2, 2019					Half 1, 2020					Half 2, 2020					Half 1, 2021					Half 2, 2021																																																		
							A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
183	New Rate Structure - WIP	56 days	Mon 9/2/19	Mon 11/18/19	Ron/Mark	0%																																																																																	
184	Area Rate Policy	65 days	Mon 9/2/19	Fri 11/29/19	Ron/Mark	0%																																																																																	
185	<b>m) Municipal Financial Capacity Grant (previously Equalization)</b>	<b>66 days</b>	<b>Fri 11/1/19</b>	<b>Fri 1/31/20</b>	Kathy Cox-Brown	0%																																																																																	
186	<b>n) Financial Consolidation / Internal</b>	<b>262 days?</b>	<b>Mon 4/1/19</b>	<b>Tue 3/31/20</b>	<b>Mark Phillips</b>	<b>21%</b>																																																																																	
187	Government Listings (CRA/JS/RC)	55 days	Mon 4/15/19	Fri 6/28/19	Martin	100%																																																																																	
188	Chart of Accounts	165 days	Mon 4/1/19	Fri 11/15/19	Doug/Varun/Carlee	12%																																																																																	
189	Banking Recommendation	151 days	Mon 4/1/19	Mon 10/28/19	Doug/Carlee	100%																																																																																	
190	Benefit Research	131 days	Mon 4/1/19	Mon 9/30/19	Rhonda/Carol	100%																																																																																	
191	Diamond (Background Setup)	100 days	Mon 7/1/19	Fri 11/15/19	Jeff/Matt/Diamond	40%																																																																																	
192	Banking Setup	99 days	Tue 10/1/19	Fri 2/14/20	Account Admin/Carol/Varun	20%																																																																																	
193	EFT Vendor Setup	185 days	Mon 7/1/19	Fri 3/13/20	Colleen/Rhonda/Carol	7%																																																																																	
194	PAP Letter (Water/Sewer)	185 days	Mon 7/1/19	Fri 3/13/20	Carmen/Carol	7%																																																																																	
195	Purchase Order Setup	119 days	Tue 10/1/19	Fri 3/13/20	Diana/Rhonda/Carlee	0%																																																																																	
196	PAP Letter (Taxes)	197 days	Mon 7/1/19	Tue 3/31/20	Carmen/Carol	7%																																																																																	
197	Policies	197 days	Mon 7/1/19	Tue 3/31/20	Diana/Carlee/Doug/Varun	15%																																																																																	
198	<New Task>					0%																																																																																	
199	Bring over Customer Database	131 days	Tue 10/1/19	Tue 3/31/20	Jeff/Matt/Diamond	0%																																																																																	
200	Tax Billing & Interest Testing	131 days	Tue 10/1/19	Tue 3/31/20	Suzanne/Pam	10%																																																																																	
201	Water/Sewer Billing & Interest Testing	131 days	Tue 10/1/19	Tue 3/31/20	Cathy/Pam	15%																																																																																	
202	New Payroll Setup & Testing	65 days	Wed 1/1/20	Tue 3/31/20	Carol/Pam	0%																																																																																	
203	Business Number - Name Change	65 days	Wed 1/1/20	Tue 3/31/20	Doug/Carlee	0%																																																																																	
204	Workflow Setup	65 days	Wed 1/1/20	Tue 3/31/20	Diana/Rhonda/Carlee	0%																																																																																	
205	Animal Licenses	131 days	Tue 10/1/19	Tue 3/31/20	Colleen/Jesse	0%																																																																																	
206	Finance Forms	139 days	Tue 9/10/19	Fri 3/20/20	Carmen/Colleen/Jesse	0%																																																																																	
207	<b>o) Pension Plans to Merge</b>	<b>127 days?</b>	<b>Mon 7/8/19</b>	<b>Tue 12/31/19</b>	<b>Carlee/Rhonda M.</b>	<b>55%</b>																																																																																	
208	Recommendation Report	37 days	Fri 5/31/19	Mon 7/22/19		100%																																																																																	
209	Make application to successful carrier to prepare for transfer	0 days	Mon 7/22/19	Mon 7/22/19		100%																																																																																	
210	Notify non successful carrier of intent to transfer	1 day	Mon 7/22/19	Mon 7/22/19		100%																																																																																	
211	Identify plan differences	1 day	Mon 7/22/19	Mon 7/22/19		100%																																																																																	
212	Notify Superintendent of Pensions of impending merger	1 day	Mon 9/2/19	Mon 9/2/19		100%																																																																																	
213	Review fund list and determine proper fund offering	41 days	Mon 7/22/19	Mon 9/16/19		100%																																																																																	
214	Create mapping projects for funds transferring in from other carrier	41 days	Mon 7/22/19	Mon 9/16/19		75%																																																																																	
215	Transfer of plan	24 days	Tue 10/1/19	Fri 11/1/19		0%																																																																																	
216	Deliver educational sessions to all employees	57 days	Mon 10/14/19	Tue 12/31/19		0%																																																																																	







## **Coordinating Committee Meeting**

**November 18, 2019**

### **Chief Administrative Officer Report / CAO**

October 26<sup>th</sup> to November 14<sup>th</sup> 2019

#### **Activity Report**

##### **Governance**

- Coordinating Committee (CC) Meeting
- Coordinating Committee Workplan Conference Call and Meeting
- COTW - Windsor
- District 4 Town Hall Meeting – Ellershouse
- Windsor / West Hants Region Campaign School - Ardoise

##### **Administration**

- Attended PVSC / West Hants Meeting RE West Hants Assessment Concerns
- WWH Leadership Team Meeting
- Policy and By-Law Review – Windsor and West Hants
- Senior Managers Meeting – Windsor
- Management Meeting – West Hants
- Happy Community Project Meeting – Barry Braun
- Attended Meeting at Glooscap First Nations Community RE Community Engagement
- West Hants Mental Health Lunch and Learn
- Committees, Policies and By-Laws Review Meeting
- CUPE / Outside Workers Meeting RE Collective Agreement – Successor Rights
- Attending Meeting with NSPI Representatives RE Community Energy Efficiency Projects / Programs
- Meeting with Gerald Walsh RE Organizational Chart
- Municipal Complex(s) Review Meeting – Review(s) expected by mid-January
- Communications Update – High School Engagement Meeting at AvonView
- Chrystal Remme is taking the lead to continue to expand the content regarding the new region on both the website and newsletter. We will provide further information regarding service continuity and governance effective April 1<sup>st</sup>, 2020.
- A Joint Staff Meeting will be held on November 19<sup>th</sup> to walk staff through the Organizational Chart. Operations will be shut down from 8:30am to 10:30am.

##### **Finance**

- Attended a Joint Finance Meeting (Windsor and West Hants Finance Depts)

- A preliminary list is being prepared for the Province to consider highlighting capital and operating projects / programs requiring financial support, critical for consolidation. Items which will benefit the region will be prioritized.

#### **Parks and Recreation**

- Attended the Ellershouse Community Breakfast
- Attended Sports Complex Hockey Game Fundraiser
- Attended West Hants Sports Complex Construction Meeting
- Kathy Kehoe and I have been onboarding with respect to the Sports Complex to increase awareness surrounding the construction phase and to assist with the development of an operations plan and programming in the facility.

#### **Planning and Development**

- Windsor Waterfront Development Meeting
- West Hants Planning Review Meeting – Vaughan
- West Hants Planning Review Meeting – Brooklyn
- West Hants Planning Review Meeting – Ellershouse
- West Hants Green House Gas (GHG) Inventory Meeting
- It's been very rewarding to attend the various public meetings around the Municipality surrounding Planning and Development issues. Participation has been moderate with those in attendance quite engaged sharing their views on planning and general municipal issues impacting their community.

#### **Economic Development**

- Windsor Business Enhancement Society (WBES) Meeting

#### **Public Works and Infrastructure**

#### **Protective Services**

- Met with RCMP to discuss future service delivery system
- Brooklyn Fire Station 1 and 2 Operations Tour
- Fire Service Review – reports expected November 19<sup>th</sup>

Sincerely,

*Mark Phillips*

Mark Phillips  
Chief Administrative Officer  
The Region of Windsor and West Hants Municipality



## CO-ORDINATING COMMITTEE OF THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY RECOMMENDATION REPORT

**To:** Mark Phillips, CAO, Region of Windsor and West Hants Municipality

**Submitted by:** \_\_\_\_\_  
Shelleena Thornton & Rhonda Brown, Municipal Clerks, Town of Windsor & Municipality of the District of West Hants

**Date:** November 18, 2019

**Subject:** Committees, Boards, Commissions Review

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### LEGISLATIVE AUTHORITY

Bill 55 - Region of Windsor and West Hants Municipality Act

*15 (2) Upon the incorporation of the Regional Municipality, every authority, board, commission, corporation or other entity of a municipal government in the area to be incorporated as the Regional Municipality and every joint authority, board, commission, committee or other joint entity involving a municipal government in the area to be incorporated as a Regional Municipality is dissolved and their assets and liabilities are vested in the Regional Municipality.*

*(5) Nothing in this Act dissolves any authority, board, commission, committee or other entity that includes representatives of municipalities outside the Regional Municipality.*

### RECOMMENDATION

... that the following Committees of Council be effective April 1, 2020

- Landfill Liaison Committee (Mandated under Landfill Agreement with GFL)
- Accessibility Advisory Committee (Mandated under Accessibility Act)
- Audit Committee (Mandated under MGA)
- Watershed Advisory Committees (Consolidate under Utility if permitted)  
(Davidson Lake, French Mill Brook, & Mill Lakes)
- Fences Arbitration Committee (Mandated under Detention of Stray Livestock Act)
- Police Advisory Board (Police Board Act)
- Committee of the Whole
- Planning Advisory/Heritage Advisory Committee
- Annapolis Valley Regional Library Board (Part of an Agreement)
- Hants County Residence for Senior Citizens (Part of an Agreement)

- **Region 6 Solid Waste** (Part of an Agreement)
- **Valley Community Fibre Network** (Part of an Agreement)
- **Valley Regional Enterprise Network** (Part of an Agreement)
- **Western Regional Housing Authority Board** (Part of an Agreement)

## **BACKGROUND**

Over the years, both the Municipality of the District of West Hants and Town of Windsor have established various committees for various reasons (administrative committees, council committees, some of interest, some of legislation and/or Agreements).

## **DISCUSSION**

As per Bill 55, upon incorporation, all committees would be dissolved. The recommendation with respect to Committees identifies those that will be required to be effective for the Regional Council on April 1, 2020. The recommendation now provides the ability to ensure those remaining could be revised as necessary with relevant input to ensure mandates are addressed as necessary prior to April 1, 2020. The recommendation was done after a review by only the Municipal Clerks of the Town of Windsor and Municipality of the District of West Hants.

The above-mentioned list is not inclusive of all current committees. All other current Committees of Council and Administrative Committees not identified in the recommended list will require further review by Staff; however, these committees are not required by April 1, 2020.

## **NEXT STEPS**

- Citizen representatives on existing committees are aware of consolidation and the effect this has on their appointment. A reminder will be sent to them.
- Revise the Terms of References and other supporting guidelines to address the recommended committees prior to April 1, 2020.
- A letter will be sent to all external committees notifying them of the intended participation; to allow them time to revise their Terms of Reference and By-laws as required.
- All other existing committees (not identified in the recommendation of this report) will be reviewed with appropriate staff (both pre and post consolidation) for their input as to whether said committees should remain dissolved or re-established.

**FINANCIAL IMPLICATIONS** - None at this time.

## **ALTERNATIVES**

The Co-ordinating Committee could choose to not move forward with one or more of the recommended Committees; however, effective April 1, 2020, the committees would be dissolved.

## **ATTACHMENTS**

- Full list of all Town of Windsor and Municipality of the District of West Hants Committees.

Report Prepared by: \_\_\_\_\_  
Shelleena Thornton, Municipal Clerk, Town of Windsor

\_\_\_\_\_  
Rhonda Brown, Municipal Clerk, Municipality of West Hants

Report Reviewed by: \_\_\_\_\_  
Todd Richard, Interim CAO Town of Windsor

\_\_\_\_\_  
Martin Laycock, CAO, Municipality of West Hants

Report Approved by: \_\_\_\_\_  
Mark Phillips, CAO Regional Municipality Windsor-West Hants

## Full List of All Committees

as of Nov. 5, 2019

Committee Name	West Hants	Windsor	Committee Status	Comments
Admin Committee	X		Dissolve	Currently Administrative
Communities in Bloom		X	Dissolve	
Co-ordinating Committee	X		Dissolve	not required after April 1, 2020
Dangerous or Unsightly Committee		X	Dissolve	This can be typical operations, specific committee not needed
Hantsport Area Advisory Committee	X		Dissolve	All recommendations for Hantsport to go to Planning Advisory
Joint Boarder Development	X		Dissolve	
Joint Council	X	X	Dissolve	
Regional Anti-littering Committee	X	X	Dissolve	
Regional Emergency Management Organization Executive Committee	X	X	Dissolve	Have COTW appointed as REMO Advisory
Rural Representation Committee	X		Dissolve	
Strategy and Policy Committee		X	Dissolve	
Tree Canopy Committee		X	Dissolve	
Community Liaison Committee Re Hwy 101	X	X	External to Continue	Notify External Body of consolidation so their appropriate documents can be amended if needed. Also request Council be limited to one member and alternate appointment. This is Provincial for Hwy 101 twinning
Landfill Liaison Committee	X		External to Continue	Mandated under Landfill Agreement with GFL
Annapolis Valley Regional Library Board	X	X	External to Continue	Notify External Body of consolidation so their appropriate documents can be amended if needed. Also request Council be limited to one member and alternate appointment. Membership part of an agreement.

## Full List of All Committees

as of Nov. 5, 2019

Committee Name	West Hants	Windsor	Committee Status	Comments
Hants County Residence for Senior Citizens	X	X	External to Continue	Notify Exernal Body of consolidation so their appropriate documents can be amended if needed. Also request Council be limited to one member and alternate appointment. Membership part of an agreement.
Region 6 Solid Waste	X	X	External to Continue	Notify Exernal Body of consolidation so their appropriate documents can be amended if needed. Also request Council be limited to one member and alternate appointment. Membership part of an agreement.
Valley Community Fibre Network	X	X	External to Continue	Notify Exernal Body of consolidation so their appropriate documents can be amended if needed. Also request Council be limited to one member and alternate appointment. Membership part of an agreement.
Valley Regional Enterprise Networks	X	X	External to Continue	Notify Exernal Body of consolidation so their appropriate documents can be amended if needed. Also request Council be limited to one member and alternate appointment. Membership part of an agreement.
Western Regional Housing Authority Board	X		External to Continue	Notify Exernal Body of consolidation so their appropriate documents can be amended if needed. Also request limited to one resident member appointment. Might be mandated part of an agreement with Province .

## Full List of All Committees

as of Nov. 5, 2019

Committee Name	West Hants	Windsor	Committee Status	Comments
Windsor Business Enhancement Society		X	External to Continue	Notify External Body of consolidation so their appropriate documents can be amended if needed. Also request participation be limited to one staff and alternate appointment. Staff can bring issues to COTW if needed.
Municipal Climate Change Action Plan	X		Keep as Administrative	Currently made up of mostly staff
Active Transportation Committee	X	X	Keep as Administrative	Currently made up of staff and residents
Affordable Housing		X	Keep as Administrative	made up of staff and residents
Fire Chief Advisory Committee	X		Keep as Administrative	This will depend on recommendation from Fire Consultants, current Administrative committee mandated by Council Policy
Joint Occupational Health and Safety	X		Keep as Administrative	Mandated by OHS Act
Pension Advisory Committee	X		Keep as Administrative	
Social Committee	X		Keep as Administrative	Helps build staff morale and teamwork
Wellness Committee	X		Keep as Administrative	Perhaps merge as part of Joint Occupational Health and Safety Committee?
Regional Emergency Management Organization Planning Committee	X	X	Keep as Administrative	Council to Mandate this committee in the REMO By-law

Full List of All Committees

as of Nov. 5, 2019

Committee Name	West Hants	Windsor	Committee Status	Comments
Joint Pool Governance (Hants Aquatic Centre)	X	X	Keep as Administrative	All recommendations regarding management of pool can go to COTW. Note the pool is owned by Society so not sure of limitations due to this.
Brooklyn Civic Centre & MWH Advisory	X		Keep as Administrative	Keep if part of an updated operations agreement for Brooklyn Civic Center
Sports Complex Fundraising Committee	X		Keep as Administrative	Could be combo of staff and public to administer fundraising.
Accessibility Advisory Committee		X	Keep as Council	Mandated under Accessibility Act
Audit Committee	X	X	Keep as Council	Mandated under MGA
Committee of the Whole	X	X	Keep as Council	
Davidson Lake Watershed Committee	X		Keep as Council	Merge all three watersheds in to one if allowed under Utility permits
Falmouth Watershed Committee	X		Keep as Council	Merge all three watersheds in to one if allowed under Utility permits
Fences Arbitration Committee	X		Keep as Council	Mandated under Detention of Stray Livestock Act
Mills Lake Watershed	X	X	Keep as Council	Merge all three watersheds in to one if allowed under Utility permits
Planning Advisory/Heritage Advisory Committee	X	X	Keep as Council	Have 3 resident members, one from Hantsport, Windsor and West Hants
Police Advisory Committee	X	X	Keep as Council	



Co-ordinating Committee of the Region of Windsor and West Hants Municipality

October 30, 2019

**Private & Confidential**

Councillor Jennifer Daniels  
Municipality of the District of West Hants  
PO Box 3000  
76 Morison Drive  
Windsor NS BoN 2T0

Dear Councillor Daniels:

**RE: W/WH Co-ordinating Committee**

The Co-ordinating Committee received notice of your resignation at our meeting earlier this week.

On behalf of the Committee I want to thank you for your commitment and contributions to the consolidation project during your time as an alternate.

I'm sure you'll continue to find new and exciting ways to use your know-how in the best interests of the community.

We extend every good wish for health, happiness and future success.

Yours truly,

Kevin Latimer, Q.C.  
Co-ordinator

cc: Co-ordinating Committee



Co-ordinating Committee of the Region of Windsor and West Hants Municipality

October 30, 2019

The Honourable Kody Blois, MP  
Kings-Hants  
PO Box 38  
Windsor, NS B0N 2T0

Dear Kody:

We've heard the good news of your election as MP for Kings-Hants. Congratulations!

As you know, the Co-ordinating Committee is committed to building a strong regional municipality that contributes to the growth and success of the Windsor / West Hants community. We know you share that vision of a winning future for the new region.

Best wishes and good luck.

Yours truly,

Kevin Latimer, Q.C.  
Co-ordinator

cc: Co-ordinating Committee  
CAO Mark Phillips