



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

Meeting Agenda

Monday, February 10, 2020 – 6:00 p.m.

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

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- 1. CALL TO ORDER**
- 2. CONFLICT OF INTEREST DECLARATION**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES** – January 27, 2020
- 5. DELEGATIONS / PRESENTATIONS (if any)**
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**
  - (a) Work Plan Update
  - (b) Quarterly Status Report
- 7. STAFF REPORTS**
  - (a) CAO Report
  - (b) Committees, Boards, and Commissions Review Supplemental
  - (c) Policies Recommendation Report
- 8. BILL 55, SECTION 12 ITEMS (if any)**
- 9. CORRESPONDENCE**
- 10. ADDITIONS TO THE AGENDA (if any)**
- 11. IN-CAMERA**
  - (a) Contract Matter
- 12. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT**



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

Meeting Minutes

Monday, January 27, 2020 – 6:00 p.m.

Windsor Council Chambers, 100 King St., 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**

John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Mark Phillips	CAO, Region of Windsor and West Hants Municipality
Todd Richard	Interim CAO, Town of Windsor
Martin Laycock	CAO, Municipality of the District of West Hants
Shelleena Thornton	Municipal Clerk, Town of Windsor
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
Mark Peck	Executive Director, Grants, Programs & Operations, DMA&H
Nick Barr	Acting Director of Governance & Advisory Services, DMA&H
Donna Jones	Project Administrator
7 members of the public in the gallery (Including Staff S/Sgt. Bushell with the RCMP)	

**Regrets**

Rupert Jannasch	Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants
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- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:00pm and welcomed everyone attending the meeting in person and those attending via live stream. Introductions were provided by members of the Co-ordinating Committee.

## **2. CONFLICT OF INTEREST DECLARATION**

- Warden Zebian declared a conflict of interest on item 7 (f). Left his seat at the table at 7:39pm and returned following Committee decision on the item at 7:52pm.

## **3. APPROVAL OF AGENDA – Additions and/or Deletions**

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

## **4. APPROVAL OF MINUTES**

(a) Meeting of January 6, 2020

**MOVED/SECONDED THAT THE MINUTES OF JANUARY 6, 2020 BE APPROVED AS  
CIRCULATED. MOTION CARRIED.**

(b) Meeting of November 18, 2019

**MOVED/SECONDED THAT THE MINUTES OF THE NOVEMBER 18, 2019 MEETING  
MINUTES BE AMENDED AS CIRCULATED. MOTION CARRIED.**

## **5. DELEGATIONS / PRESENTATIONS**

(a) Survey Results Presentation – Hubert Hu

- Co-ordinator Latimer gave a brief history of how the requirement for the public engagement survey came about.
- CAO Laycock introduced Mr. Hu and advised he had been working with Mr. Hu and Dr. Reilly over the months of November and December while they prepared the report.
- Mr. Hu reviewed the results of the survey responses with the Committee members.
- Mayor Allen commented there were no big surprises in the report and noted that issues of the day are usually what gets filtered into a survey of this kind.
- Warden Zebian stated the report was much better than what he was expecting and noted some observations. That consolidation would be very good for the region, with more cooperation, efficiencies and less government.
- Deputy Murley stated that she appreciated the analysis.
- Co-ordinator Latimer noted it was a good document that would be helpful for the new Council when considering its go-forward priorities.

## **6. BUSINESS ARISING FROM PREVIOUS MINUTES**

(a) Work Plan Update

- Co-ordinator Latimer reviewed various sections of the workplan with the Committee members including Governance, Human Resources, Successor Rights, Policing, Fire Services, Planning Services,

Asset Management, Financial, Administrative/Administration and Making the Change. Noted that reports included in the agenda would address many of the items highlighted above.

(b) Update – Terms of Reference

- Co-ordinator Latimer highlighted the updates to the Terms of Reference put forward.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE UPDATED AND AMENDED TERMS OF REFERENCES AS THEY ARE INCLUDED IN THE AGENDA PACKAGE. MOTION CARRIED**

(c) Community Engagement Proposal

- CAO Laycock presented the Community Engagement proposal to the members of the Co-ordinating Committee and noted they were working through the schedule that was included in the agenda package.
- Updated the members on upcoming one-on-one meetings with Community Leaders including Glooscap First Nations, African Nova Scotia communities within Windsor/West Hants, Acadian communities, working with the schools to engage the students and finalizing some details with active members of our senior's community within Windsor/West Hants.
- CAO Laycock noted they are open to meeting with others and advised the Committee if they knew of other groups to point him in that direction.
- Noted the idea behind having the one-on-one meetings is so they could help shape a larger focus meeting that could target what the issues are and to build on the survey results.
- Advised that Ms. Remme, the Community Relations Co-ordinator for the new Region, has been brought in so that she could continue the work on this project into the spring and summer.

## 7. STAFF REPORTS

(a) CAO Report

- CAO Phillips noted the highlights of his report and provided updates in the areas of Governance, Administration, Finance, Parks & Recreation, Planning & Development, Economic Development, Public Works and Infrastructure and Protective Services.
- Warden Zebian asked if Hantsport Public Works office would be a surplus item now, or were there plans for it if the intent is to house all the Public Works Department into one office in Windsor? CAO Phillips clarified, with regards to inside and outside workers, administratively, they see Public Works in the Windsor environment, any administrative staff in Hantsport staff would be moved to Windsor.
- Noted some areas are still under review while they look at ways to identify efficiencies.
- Co-ordinator Latimer requested the final versions of the organizational charts for the new Region be brought forward for the next meeting.

(b) Council Remuneration Report

- CAO Phillips presented his report on Council Remuneration to the Committee members and noted the highlights.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE**

GROSS REMUNERATION STIPEND FOR:

- MAYOR - \$53,000;
- DEPUTY MAYOR - \$27,950;
- COUNCILLORS – \$26,500

AND THAT MATCHING (COUNCIL MEMBER/MUNICIPAL UNIT) PENSION CONTRIBUTION OF 6% EACH (SIMILAR TO THE EMPLOYEE PLAN) BE APPROVED. AND FURTHER,

PRIOR TO MARCH 31, 2020, A POLICY BE ESTABLISHED ADJUSTING THE ANNUAL STIPEND (SALARY) OF ALL COUNCIL MEMBERS BY THE STATISTICS CANADA CONSUMER PRICE INDEX (CPI – ALL ITEMS) FOR THE PROVINCE OF NOVA SCOTIA FOR THE PRECEDING CALENDAR YEAR UNTIL THE 2024 NS MUNICIPAL ELECTION. MOTION CARRIED.

- Warden Zebian asked, with regards to pensions, did they know how many municipalities currently offer this. CAO Phillips noted he did not, across the board, some do and some do not.
- Warden Zebian stated that while \$20,757 is a small amount for the budget of this unit, it could go to a lot of projects, or programs for seniors as an example. Could not support the motion.
- Mayor Allen asked if it was mandatory to enroll if the motion goes through. CAO Phillips advised that by policy, yes it would be.
- After discussions, recommended the motion be amended to include “**with the option for council members to opt out**”. Fully approved amended motion is:

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE GROSS REMUNERATION STIPEND FOR:**

- **MAYOR - \$53,000;**
- **DEPUTY MAYOR - \$27,950;**
- **COUNCILLORS – \$26,500**

**AND THAT MATCHING (COUNCIL MEMBER/MUNICIPAL UNIT) PENSION CONTRIBUTION OF 6% EACH (SIMILAR TO THE EMPLOYEE PLAN) BE APPROVED WITH THE OPTION FOR COUNCIL MEMBERS TO OPT OUT. AND FURTHER**

**PRIOR TO MARCH 31, 2020, A POLICY BE ESTABLISHED ADJUSTING THE ANNUAL STIPEND (SALARY) OF ALL COUNCIL MEMBERS BY THE STATISTICS CANADA CONSUMER PRICE INDEX (CPI – ALL ITEMS) FOR THE PROVINCE OF NOVA SCOTIA FOR THE PRECEDING CALENDAR YEAR UNTIL THE 2024 NS MUNICIPAL ELECTION. MOTION CARRIED.**

(c) Benefit Plan Merge Report

- Ms. Rochon presented and noted the highlights for the Benefit Plan Merge report. Noted it was coming in front of the Co-ordinating Committee because it has cost implications for future years.
- Co-ordinator Latimer asked for some clarity around how the different scenarios were presented in the report.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE BENEFIT PACKAGE FOR THE NEW REGION THROUGH MORNEAU SHEPELL AS PRESENTED IN SCENARIO 1, OPTION 2 FOR LIFE INSURANCE, AND OPTION 2 FOR LONG-TERM DISABILITY. MOTION CARRIED.**

(d) Fire Services Report

- CAO Phillips presented the Regional Fire Services Review Priorities/Recommendations report.
- Noted there were 151 individual recommendations. Has met with the Chiefs to try and break it down to a smaller list that was more specific to Council and the Co-ordinating Committee.
- Mayor Allen asked if there were any recommendations the report is recommending that the Fire Chiefs were strongly opposed to. CAO Phillips advised what they discussed in their meetings were the recommendations that were immediate. Did not feel there were any of the recommendations they were strongly opposed to.
- Mayor Allen asked if the full time Manager of Protective Services was a new position. CAO Phillips advised that it was, that person would be the liaison for Fire Service, Police and EMO on a go forward basis.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE RECOMMENDED STATUS OF THE FOLLOWING RECOMMENDATIONS FROM THE NOVEMBER 2019 FIRE STUDY, "REGIONAL FIRE SERVICES REVIEW" AS DESCRIBED AND CATEGORIZED AS "IMMEDIATE" IN THE TABLE ATTACHED TO THIS REPORT:**

**"NOT RECOMMENDED" – RECOMMENDATIONS 10, 61, 62, 65, 63, AND 64.**

**"RECOMMENDED FOR ADOPTION" – RECOMMENDATIONS 7, 99, 1, 3, 13, 15, 122, AND 140.**

**"RECOMMENDED ADOPTION IN PRINCIPLE" – RECOMMENDATIONS 6, 39, 107, 110, 111, 139, AND 145.**

**"RECOMMENDED ADOPTION WITH REVISIONS" – RECOMMENDATIONS 9, 2, 59, AND 60. MOTION CARRIED.**

(e) RCMP Report – Funding & Operational Plan

- CAO Phillips presented and noted the highlights of the Provision of Policing Services Recommendation Report.
- Noted that they recognize they are still working on an agreement for the RCMP through assistance with DMA&H, Department of Justice and Public Safety Canada.
- At Mayor Allen’s request, CAO Phillips provided additional information for clarity regarding item two in the recommendation, and how the changes would affect the infrastructure.
- Deputy Murley generated a discussion on security and cost associated with maintaining specific requirements for the RCMP going forward with the recommended changes in the report.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE ACCEPT AND CONDITIONALLY APPROVE THE FOLLOWING RECOMMENDATIONS AS DETAILED IN THE RCMP REPORT, “A PREFERRED FUTURE”, DATED DECEMBER 2, 2019, SUBJECT TO A SUCCESSFUL NEGOTIATION OF A CONSOLIDATED POLICING SERVICES AGREEMENT OR AGREEMENTS WITH THE RCMP AS APPROVED BY THE CO-ORDINATING COMMITTEE PRIOR TO APRIL 1, 2020:**

**1. THE CO-LOCATION AND CONSOLIDATION OF THE TWO EXISTING RCMP OFFICES AND ALL RCMP RESOURCES TO THE WINDSOR DISTRICT RCMP OFFICE AT 140 MORISON DRIVE, WINDSOR, NS (WEST HANTS BUSINESS PARK).**

**2. CLOSURE OF THE TOWN RCMP OFFICE LOCATED AT 100 KING STREET, WINDSOR, NS, AND REDUCE THE CURRENT TOWN OFFICE FOOTPRINT TO A TWO-MEMBER WORKSPACE AS OUTLINED IN THE REPORT FOR A TRIAL PERIOD OF SIX (6) MONTHS EFFECTIVE APRIL 1, 2020.**

**3. CONSOLIDATE THE POLICE ADVISORY BOARDS.**

**4. TRANSITION THE TOWN SUPERVISOR TO THE ROLE OF OPERATIONAL SYSTEMS ANALYST AS OUTLINED IN THE REPORT. MOTION CARRIED**

*Warden Zebian declared a conflict of interest for item 7(f) as noted in item two of the agenda.*

(f) Post Consolidation Funding Request

- CAO Phillips reviewed the Recommendation Report and noted the highlights in the report to the Committee members.
- Mayor Allen asked if there would be an opportunity for this Committee or other elected officials to prioritize the list. CAO Phillips clarified that the initial list is not so much about specific projects, more about categories and capacity. There would not be an opportunity at this time unless it was desired.
- Noted that if the Co-ordinating Committee wanted to endorse this list and then review it as a Co-ordinating Committee, at least Municipal Affairs knows there has been some discussions with respect to the ask.

- Mayor Allen stated that no one would know better than the elected officials what the priorities have been over the years.
- Deputy Warden Morton questioned whether \$50 million was enough, that Internet would cost \$30 million. Stated if they were asking, they might as well ask for everything, the worst that DMA&H could say is no. CAO Phillips added he did not feel this would be the only opportunity, whether it is another level of government or another funding source. The purpose of this list is to assist specifically some of the post consolidation cost they could perhaps layer.
- Co-ordinator Latimer noted it was important to recognize a few things. First, that DMA did reach out for a list of what some of the priorities for post consolidation might be. Second, to be prepared for the new Region at April 1, 2020. To come up with a list of items that would allow the new Regional Municipality coming and working together to identify areas they think are needed to invest in with the help and support of the Province. And third, no intention to be definitive or exhaustive about what the list might look like going forward but a good intent at this point.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE ENDORSE THE FORMAL SUBMISSION OF THE ATTACHED POST CONSOLIDATION FUNDING REQUESTS FOR THE NOTED EXPENSES IMPACTING BOTH FUTURE OPERATING AND CAPITAL BUDGETS FOR THE NEW REGIONAL MUNICIPALITY.**

**FURTHER,**

**IT IS NOTED THAT THE LIST OF ITEMS CATEGORIZED AS OPERATING OR CAPITAL RELATED EXPENDITURES REMAIN ADAPTABLE AND POTENTIALLY INTERCHANGEABLE WITH OTHER PROJECTS AS THE ASSET MANAGEMENT PLAN, BEING CARRIED OUT BY HATCH ENGINEERING, WILL PROVIDE FURTHER DETAILS AND PRIORITIZATION WARRANTING FURTHER CONSIDERATION FOR BUDGET(S). MOTION CARRIED.**

**(g) Appointment of Requested Officials**

- CAO Phillips presented the report for the Appointment of Requested Officials to the members of the Committee.

**MOVED/SECONDED IT IS RECOMMENDED THAT EFFECTIVE APRIL 1, 2020, THE CO-ORDINATING COMMITTEE APPOINT DOUG MACINNIS AND JANET REDDEN AS DEVELOPMENT OFFICERS FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY IN ACCORDANCE WITH SECTION 7 (1) AND 7 (3) OF BILL 55 AND CLAUSE 191 (d) OF THE MGA. AND FURTHER,**

**IT IS RECOMMENDED THAT EFFECTIVE APRIL 1, 2020, THE CO-ORDINATING COMMITTEE APPOINT TIM LESLIE, JODY DEN HAAN AND TINA MCKAY AS BUILDING OFFICIALS FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY IN ACCORDANCE WITH SECTION 7 (1) AND 7 (3) OF BILL 55 AND**



**SECTION 5(2) OF THE BUILDING CODE ACT. AND FURTHER,**

**IT IS RECOMMENDED THAT EFFECTIVE APRIL 1, 2020, THE CO-ORDINATING COMMITTEE APPOINT TIM LESLIE, JODY DEN HAAN AND TINA MCKAY AS FIRE INSPECTORS FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY IN ACCORDANCE WITH SECTION 7 (1) AND 7 (3) OF BILL 55 AND CLAUSE 19 (1) (b) OF THE FIRE SAFETY ACT.**

(h) Quarterly Financial Report

- Ms. Rochon presented the quarterly report and reviewed the various categories of the budget with the Committee.
- Ms. Rochon noted she had a favorable call from CRA with regards to the HST tax exempt status. Advised she would bring forward more additional information within the next couple of meetings.
- Co-ordinator Latimer asked for clarification on the projected \$93,000 deficit, asked if it includes the unforeseen CRA ruling. Ms. Rochon confirmed that it did. Noted because it takes a while with CRA, she did not anticipate seeing anything resolved this fiscal.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE RECEIVE ALL OF THE REPORTS AND PLACE THEM ON FILE. MOTION CARRIED**

- Warden Zebian asked with regards to the potential deficit, if the CRA review is favorable but another year away, how would they fund the deficit in the meantime. Ms. Rochon indicated they would have to work with their funding partners to see what they could do, but potentially, they would have to carry it as a liability into the new Regional Government.

**8. BILL 55, SECTION 12 ITEMS (if any)**

(a) Engineering Services – Willow St. Hantsport

- CAO Laycock reviewed the report on Engineering Services with the members.
- Mayor Allen noted that she is not familiar with a numbered company and asked if it would not be appropriate to put the name of the individual. CAO Laycock advised that you are awarding to a corporation, you are assigned a number when you incorporate your name.
- Warden Zebian noted it was a very important project and it was important that it passes.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE AWARD OF A CONTRACT TO “3332892” NOVA SCOTIA LIMITED” FOR ENGINEERING SERVICES FOR WILLOW STREET, HANTSPORT, IN THE AMOUNT OF \$54,825 PLUS APPLICABLE TAXES AND CONTINGENCIES WITH FUNDS COMING FROM THE HANTSPORT INFRASTRUCTURE RESERVE. MOTION CARRIED.**

**9. CORRESPONDENCE RECEIVED**

- (a) Letter from Lisa Hines, Windsor Agricultural Society

**10. ADDITIONS TO THE AGENDA (none)**

**11. IN-CAMERA (if any)**

- (a) Contract Matter
- (b) Personnel Matter

*Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee member Bregante, CAO Phillips, CAO Laycock, Interim CAO Richard, Mark Peck, Nick Barr, and Project Administrator Jones.*

**MOVED/SECONDED THAT AT 8:06PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A CONTRACT & PERSONNEL MATTER. MOTION CARRIED**

**MOVED/SECONDED THAT AT 9:03PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED**

**Regular Open Meeting Re-convened at 9:03pm**

**12. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next meeting is scheduled for 6:00 pm February 10, 2020 in the West Hants Council Chambers.

**MOVED/SECONDED THAT AT 9:04PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.**

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Chair

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Project Administrator







### 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	Half																				
							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	J
166	<b>i) Planning Services</b>	262 days	Mon 4/1/19	Tue 3/31/20	Madelyn	38%																													
167	Forms	97 days	Fri 5/17/19	Mon 9/30/19	Madelyn	100%																													
168	Preparation of Regional Documents	186 days	Fri 5/17/19	Fri 1/31/20	Madelyn	50%																													
169	Planning, Development & Heritage-related documents	43 days	Wed 1/1/20	Fri 2/28/20	Madelyn	50%																													
170	Recommendation Report for Appointments to be made by Council (Effect date of April 2020)	1 day	Mon 3/23/20	Mon 3/23/20	Madelyn	100%																													
171	Information Items/Maps to be prepared (paper & website)	228 days	Fri 5/17/19	Tue 3/31/20	Madelyn	0%																													
172	<b>j) Asset Registry/Asset Road Map PM</b>	228 days	Thu 4/25/19	Mon 3/9/20	CaO's/Troy	52%																													
173	Kick off Meeting	1 day	Thu 4/25/19	Thu 4/25/19	CaO's/Troy	100%																													
174	Project Management	218 days	Thu 4/25/19	Mon 2/24/20	CaO's/Troy	83%																													
175	Part A: Asset Registry	223 days	Thu 4/25/19	Mon 3/2/20	CaO's/Troy	53%																													
176	Part B: Asset Road Map	216 days	Thu 4/25/19	Thu 2/20/20	CaO's/Troy	49%																													
177	Submit Draft AM Plan	36 days	Mon 12/23/19	Mon 2/10/20	CaO's/Troy	0%																													
178	Finalize AM Plan	47 days	Fri 1/3/20	Mon 3/9/20	CaO's/Troy	0%																													
179	Submit Final AM Plan	39 days	Wed 1/15/20	Mon 3/9/20	CaO's/Troy	0%																													
180	<b>Roads/Streets &amp; Services</b>	65 days	Wed 1/1/20	Tue 3/31/20	Mark/Todd	99%																													
183	<b>k) Parks and Recreation / Social Impact</b>	262 days	Mon 4/1/19	Tue 3/31/20	Mark Phillips	80%																													
184	Create Master List - Rec Prgms/Equip Loans/Tourism Projects	175 days	Mon 4/1/19	Fri 11/29/19	Kathy/Vanessa	100%																													
185	Identify Agreements	110 days	Mon 7/1/19	Fri 11/29/19	Kathy/Vanessa	100%																													
186	Identify Organization Relationships/Book King	65 days	Mon 9/2/19	Fri 11/29/19	Kathy/Vanessa	100%																													
187	Rec Website requirements	65 days	Mon 12/2/19	Fri 2/28/20	Kathy/Vanessa	0%																													
188	Merge all Media Accounts	22 days	Mon 3/2/20	Tue 3/31/20	Kathy/Vanessa	0%																													
189	<b>III. FINANCIAL</b>					0%																													
190	<b>l) Financial / Tax Impacts</b>	267 days	Fri 3/1/19	Mon 3/9/20	Ron/Mark	41%																													
191	Working Tax Model	43 days	Fri 3/1/19	Tue 4/30/19	Ron	100%																													
192	Tax Workshop with Ron & CAO's	1 day	Tue 9/24/19	Tue 9/24/19	Ron/CAO's	100%																													
193	<b>New Rate Structure - WIP</b>	136 days	Mon 9/2/19	Mon 3/9/20	Ron/Mark/Carlee	32%																													
194	<b>Area Rate Policy</b>	136 days	Mon 9/2/19	Mon 3/9/20	Ron/Mark/Carlee	32%																													
195	<b>m) Municipal Financial Capacity Grant (previously Equalization)</b>	66 days	Fri 11/1/19	Fri 1/31/20	Kathy Cox-Brown	0%																													
196	<b>n) Financial Consolidation / Internal</b>	284 days?	Mon 4/1/19	Thu 4/30/20	Mark Phillips	32%																													
197	Government Listings (CRA/JS/RC)	55 days	Mon 4/15/19	Fri 6/28/19	Martin	100%																													
198	Chart of Accounts	220 days	Mon 4/1/19	Fri 1/31/20	Doug/Varun/Carlee	100%																													
199	Banking Recommendation	151 days	Mon 4/1/19	Mon 10/28/19	Doug/Carlee	100%																													
200	Benefit Research	131 days	Mon 4/1/19	Mon 9/30/19	Rhonda/Carol	100%																													
201	CRA Rating Review	86 days	Fri 11/1/19	Fri 2/28/20	Carlee/Mark	50%																													
202	Bring over Customer Database	89 days	Tue 10/1/19	Fri 1/31/20	Jeff/Matt/Diamond	100%																													
203	Animal Licenses	89 days	Tue 10/1/19	Fri 1/31/20	Colleen/Jesse	0%																													
204	EFT Vendor Setup	185 days	Mon 7/1/19	Fri 3/13/20	Colleen/Rhonda/Carol	7%																													
205	PAP Letter (Water/Sewer)	185 days	Mon 7/1/19	Fri 3/13/20	Carmen/Carol	7%																													

### 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	Half 1, 2022																																																													
							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
206	Purchase Order Setup	119 days	Tue 10/1/19	Fri 3/13/20	Diana/Rhonda/Carlee	0%													Diana/Rhonda/Carlee																																																								
207	Finance Forms	139 days	Tue 9/10/19	Fri 3/20/20	Carmen/Colleen/Jesse	0%													Carmen/Colleen/Jesse																																																								
208	Diamond (Background Setup)	197 days	Mon 7/1/19	Tue 3/31/20	Jeff/Matt/Diamond	20%													Jeff/Matt/Diamond																																																								
209	Banking Setup	131 days	Tue 10/1/19	Tue 3/31/20	Account Admin/Carol/Va	15%													Account Admin/Carol/Varun																																																								
210	PAP Letter (Taxes)	197 days	Mon 7/1/19	Tue 3/31/20	Carmen/Carol	7%													Carmen/Carol																																																								
211	Policies	197 days	Mon 7/1/19	Tue 3/31/20	Diana/Carlee/Doug/Varu	15%													Diana/Carlee/Doug/Varun																																																								
212	Tax Billing & Interest Testing	131 days	Tue 10/1/19	Tue 3/31/20	Suzanne/Pam	10%													Suzanne/Pam																																																								
213	Water/Sewer Billing & Interest Testing	131 days	Tue 10/1/19	Tue 3/31/20	Cathy/Pam	15%													Cathy/Pam																																																								
214	New Payroll Setup & Testing	65 days	Wed 1/1/20	Tue 3/31/20	Carol/Pam	0%													Carol/Pam																																																								
215	Workflow Setup	65 days	Wed 1/1/20	Tue 3/31/20	Diana/Rhonda/Carlee	0%													Diana/Rhonda/Carlee																																																								
216	Business Number - Name Change	87 days	Wed 1/1/20	Thu 4/30/20	Doug/Carlee	0%													Doug/Carlee																																																								
217	<b>o) Pension Plans to Merge</b>	<b>170 days</b>	<b>Mon 7/8/19</b>	<b>Fri 2/28/20</b>	<b>Carlee/Rhonda M.</b>	<b>87%</b>																																																																					
218	Recommendation Report	37 days	Fri 5/31/19	Mon 7/22/19		100%																																																																					
219	Make application to successful carrier to prepare for transfer	0 days	Mon 7/22/19	Mon 7/22/19		100%													◆ Mon 7/22/19																																																								
220	Notify non successful carrier of intent to transfer	1 day	Mon 7/22/19	Mon 7/22/19		100%																																																																					
221	Identify plan differences	1 day	Mon 7/22/19	Mon 7/22/19		100%																																																																					
222	Notify Superintendent of Pensions of impending merger	1 day	Mon 9/2/19	Mon 9/2/19		100%																																																																					
223	Review fund list and determine proper fund offering	41 days	Mon 7/22/19	Mon 9/16/19		100%																																																																					
224	Create mapping projects for funds transferring in from other carrier	41 days	Mon 7/22/19	Mon 9/16/19		100%																																																																					
225	Transfer of plan	89 days	Tue 10/1/19	Fri 1/31/20		100%																																																																					
226	Deliver educational sessions to all employees	100 days	Mon 10/14/19	Fri 2/28/20	Mark	60%													Mark																																																								
227	<b>p) Benefits Plans to Merge</b>	<b>262 days?</b>	<b>Mon 4/1/19</b>	<b>Tue 3/31/20</b>	<b>Mark Phillips</b>	<b>65%</b>																																																																					
228	Options Assessment	90 days	Fri 6/28/19	Thu 10/31/19		100%																																																																					
229	Report for CAO	62 days	Fri 9/6/19	Mon 12/2/19		100%																																																																					
230	Final Decision	40 days	Tue 12/3/19	Mon 1/27/20		100%																																																																					
231	Recommendation Report to CC	1 day	Mon 1/27/20	Mon 1/27/20	Mark Phillips	100%													Mark Phillips																																																								
232	Benefit Plan Merger Implementation	47 days	Mon 1/27/20	Tue 3/31/20		0%																																																																					
233	<b>Budget Framework</b>	<b>73 days</b>	<b>Fri 12/20/19</b>	<b>Tue 3/31/20</b>	<b>Mark Phillips</b>	<b>39%</b>																																																																					
234	Prepare Budget Templates	31 days	Fri 12/20/19	Fri 1/31/20	Carlee	100%													Carlee																																																								
235	Meet with Department Heads	46 days	Fri 12/20/19	Fri 2/21/20	Carlee	0%													Carlee																																																								
236	Review with CAO	5 days	Mon 3/9/20	Fri 3/13/20	Carlee/Mark	0%													Carlee/Mark																																																								
237	Build & Prepare 20_21 Budget Structure for new Regional Municipality	65 days	Wed 1/1/20	Tue 3/31/20	Mark/Carlee	42%													Mark/Carlee																																																								
238	<b>q) Financial Oversight / Controls for Co-ordinating Committee</b>	<b>362 days</b>	<b>Mon 11/12/18</b>	<b>Tue 3/31/20</b>	<b>Co-Ordinator/Project Administrator</b>	<b>75%</b>																																																																					
239	Quarterly Financial Template Submission to DMA	262 days	Mon 4/1/19	Tue 3/31/20	Project Admin	75%													Project Admin																																																								

### Co-ordinating Committee Workplan and Schedule

ID	Task Name	Duration	Start	Finish	Resource Names	% Complete	2018																																																																																																	
							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	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
240	Quarterly Status Update to DMA	303 days	Fri 2/1/19	Tue 3/31/20	Co-Ordinator	75%	Co-Ordinator																																																																																																	
241	<b>IV. ADMINISTRATIVE / ADMINISTRATION</b>					0%																																																																																																		
242	<b>r) Contracts / Existing Municipal Contracts</b>	<b>240 days</b>	<b>Mon 4/1/19</b>	<b>Fri 2/28/20</b>	<b>Clerks</b>	<b>81%</b>																																																																																																		
243	Detailed list of Agreements	133 days	Wed 5/1/19	Fri 11/1/19	Rhonda/Shelleena	100%	Rhonda/Shelleena																																																																																																	
244	Identify End Dates	175 days	Wed 5/1/19	Tue 12/31/19	Rhonda/Shelleena	100%	Rhonda/Shelleena																																																																																																	
245	Priority of Contracts	195 days	Mon 6/3/19	Fri 2/28/20	Rhonda/Shelleena	50%	Rhonda/Shelleena																																																																																																	
246	<b>s) Space Requirements for new MU</b>	<b>181 days?</b>	<b>Mon 6/17/19</b>	<b>Mon 2/24/20</b>	<b>Mark Phillips</b>	<b>88%</b>	Mark Phillips																																																																																																	
247	Hatch Proposal Submission	262 days	Thu 10/18/18	Fri 10/18/19	Mark Phillips	100%	Mark Phillips																																																																																																	
248	Kick off Meeting	1 day	Fri 11/8/19	Fri 11/8/19	Mark/Hatch	100%	Mark/Hatch																																																																																																	
249	Draft deliverables	29 days	Fri 11/8/19	Wed 12/18/19		100%																																																																																																		
250	Client Review Back	13 days	Wed 12/18/19	Fri 1/3/20		100%																																																																																																		
251	Final Deliverables	27 days	Fri 1/17/20	Mon 2/24/20		0%																																																																																																		
252	Appraisal of Municipal Complexes	16 days	Mon 2/3/20	Mon 2/24/20		0%																																																																																																		
253	<b>t) Boards and Commissions</b>	<b>233 days</b>	<b>Fri 5/10/19</b>	<b>Tue 3/31/20</b>	<b>Rhonda/Shelleena</b>	<b>79%</b>	Rhonda/Shelleena																																																																																																	
254	Provide list of Boards & Committees	109 days	Mon 6/3/19	Thu 10/31/19	Rhonda/Shelleena	100%	Rhonda/Shelleena																																																																																																	
255	Determine which Committees are needed	109 days	Mon 6/3/19	Thu 10/31/19	Rhonda/Shelleena	100%	Rhonda/Shelleena																																																																																																	
256	Identify process for establishing committees	109 days	Mon 6/3/19	Thu 10/31/19	Rhonda/Shelleena	100%	Rhonda/Shelleena																																																																																																	
257	Letters to current resident members & external boards & agencies	1 day	Fri 12/20/19	Fri 12/20/19	Rhonda/Shelleena	100%	Rhonda/Shelleena																																																																																																	
258	Report to Co-ordinating Committee	1 day	Mon 2/10/20	Mon 2/10/20	Rhonda Brown	100%	Rhonda Brown																																																																																																	
259	Creation of Policies & TOR for new Committees of Council	88 days	Fri 11/29/19	Tue 3/31/20	Rhonda/Shelleena	0%	Rhonda/Shelleena																																																																																																	
260	<b>u) Property / Transfer of Lands</b>	<b>1 day</b>	<b>Tue 3/31/20</b>	<b>Tue 3/31/20</b>	<b>Todd/MP</b>	<b>0%</b>																																																																																																		
261	Identify List of Properties for name change to new Region	283 days	Fri 3/1/19	Tue 3/31/20	Mark Phillips	0%	Mark Phillips																																																																																																	
262	<b>v) Council Policies / By-laws</b>	<b>136 days</b>	<b>Mon 9/2/19</b>	<b>Mon 3/9/20</b>	<b>Rhonda/Shelleena</b>	<b>32%</b>	Rhonda/Shelleena																																																																																																	
263	<b>V. MAKING THE CHANGE</b>					0%																																																																																																		
264	<b>w) Communication / Public Engagement</b>	<b>264 days?</b>	<b>Thu 3/28/19</b>	<b>Tue 3/31/20</b>	<b>Mark Phillips</b>	<b>83%</b>	Mark Phillips																																																																																																	
265	<b>i)Prime Creative Implementation</b>	<b>264 days</b>	<b>Thu 3/28/19</b>	<b>Tue 3/31/20</b>	<b>Mark/Prime</b>	<b>99%</b>	Mark/Prime																																																																																																	
266	Prime Startup Meeting	1 day	Thu 3/28/19	Thu 3/28/19		100%																																																																																																		
267	Discovery & Analysis	6 days	Thu 3/28/19	Thu 4/4/19		100%																																																																																																		
268	Stakeholder Engagement	15 days	Thu 3/28/19	Wed 4/17/19		100%																																																																																																		
269	Strategic Approach	1 day	Thu 3/28/19	Thu 3/28/19		100%																																																																																																		
270	Concept Development	18 days	Wed 5/29/19	Fri 6/21/19		100%																																																																																																		
271	Communication Plan & Key Message Development	26 days	Tue 4/23/19	Tue 5/28/19		100%																																																																																																		
272	Development of Communication Tools and Tactics	18 days	Wed 5/29/19	Fri 6/21/19		100%																																																																																																		
273	Execution of Tools & Tactics	28 days	Mon 6/24/19	Wed 7/31/19		100%																																																																																																		
274	Measurement & Adjustments	109 days	Thu 8/1/19	Tue 12/31/19		100%																																																																																																		
275	<b>Public Engagement</b>	<b>262 days</b>	<b>Mon 4/1/19</b>	<b>Tue 3/31/20</b>		<b>77%</b>	Mark Phillips																																																																																																	





CO-ORDINATOR'S STATUS REPORT  
October 1, 2019 – December 31, 2019

I. GOVERNANCE

- Co-ordinating Committee meetings - October 7<sup>th</sup> & 28<sup>th</sup>, November 18<sup>th</sup> & December 2<sup>th</sup>, 2019.
- Campaign Schools held November 9<sup>th</sup>, 20<sup>th</sup> & December 4<sup>th</sup> in preparation for the upcoming March 2020 election.
- Elected Officials Remuneration review completed and requested range approved by the Co-ordinating Committee.
- Alternate Committee member for the Municipality of West Hants Jennifer Daniels resigned and has been replaced by Councillor Rupert Jannasch.
- Co-ordinating Committee:
  - Agenda Packages – posted on Strongerregion.ca;
  - Agenda Minutes – posted on Strongerregion.ca; and
  - Amendments to Co-ordinating Committee's Terms of Reference adopted by Committee October 28<sup>th</sup>, 2019.

II. PROJECT WORKPLAN & SCHEDULE

- Co-ordinator presents regular updates on Workplan & Schedule to Co-ordinating Committee - ongoing.
- Project RFP's/Studies:
  - Fire Services and Communications RFP concluded in December 2019. Internal communications ongoing, i.e. quarterly newsletters and progress updated to the Stronger Region website to share information and update residents on status of amalgamation;
  - Human Resource Analysis and Asset Management Registry work ongoing;
  - RFP awarded to Hatch in October for Engineering & Consultant Services for the Town of Windsor and the Municipality of West Hants buildings; and
  - Draft report on RCMP policing services presented to Co-ordinating Committee by Staff Sergeant Bushell on December 2, 2019. Final report and recommendation coming forward in January. Contract/funding issues still outstanding.
- Co-ordinator/DMA Working Group check-ins - ongoing / periodic.

III. BUDGET/FUNDING

- Quarterly Status Report and Budget/Expenditure Templates submitted to Department of Municipal Affairs as per Terms of Reference.
- Co-ordinating Committee Financial Update for quarter ending September 2019 presented to Committee October 28<sup>th</sup>, 2019.

- Development of the 2020/2021 budget framework under review (including rate structure and area rate policy).

#### IV. RESOURCES/PERSONNEL

- Organization chart completed and approved by Co-ordinating Committee for implementation by CAO. Interviews have been completed and most positions should be filled early 2020 for the new Regional Municipality.

#### V. OUTREACH/COMMUNICATIONS

- Dalhousie University / Management Without Borders presented their Poster Presentation to the Co-ordinating Committee on December 2<sup>nd</sup>, 2019. Final report submitted on December 6<sup>th</sup>, 2019
- Co-ordinator invited to speak with the Valley Chamber of Commerce about Bill 55 and the mandate of the Co-ordinating Committee.
- Meeting held with Glooscap First Nations on potential collaboration with the new Municipal Unit.
- Funding agreement signed with CCH for Community Engagement Project, \$50,000 grant from Province. RAD Consulting hired to lead project.
- Public Engagement Survey completed with over 1300 responses. Report generated and shared with members of the Co-ordinating Committee.



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

**To:** Members of the Co-ordinating Committee

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

**Date:** February 10, 2020

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

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**Origin:**  
As of March 31, 2020, all committees of the Town of Windsor and Municipality of the District of West Hants will dissolve.

**Legislative Authority:**  
*Region of Windsor and West Hants Municipality Act, Section 15 (2)*

**Recommendation:**

- ... that the following Committees of Council be established effective April 1, 2020**
- **Hantsport Area Advisory Committee**
  - **Windsor Area Advisory Committee**
  - **Municipal Climate Change Action Plan Committee**

**Background:**  
At the Co-ordinating Committee meeting held November 18, 2019, the Co-ordinating Committee approved the establishment of various Committees of Council, as seen in the attached report that was presented. At that time, it was noted staff were still evaluating

committees, that were not mandated or part of a legal agreement, to determine if they should be re-established.

**Discussion:**

After review of additional committees by staff, the establishment of a Windsor Area Advisory, Hantsport Area Advisory Committees are being recommended, as they provide an opportunity for significant consultation with residents of the area regarding land planning matters. Consultation with residents regarding these matters is important because they know the culture of the community the best, to help determine appropriate land uses for the area.

The issue of climate change can have significant implications to residents and the Regional Municipality now and in the future. The Municipal Climate Change Action Plan Committee is being recommended as it will ensure the plans for the adaptation and mitigation of the risks of climate change to residential properties are created and implemented.

**Financial Implications:**

There is no financial implication at this time. However, as residents will be part of some of the recommended Committees of Council, there is a possibility of an impact to the budget if resident members receive an honorarium; the financial impact should not be significant.

**Alternatives:**

1. The Co-ordinating Committee could choose not to establish these Committee at this time and wait for the newly elected council to decide on their establishment.

**Attachments:**

1. Committees, Boards, Commission Review Recommendation Report dated November 18, 2019

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Report Prepared by: \_\_\_\_\_  
Rhonda Brown, Municipal Clerk, Municipality of the District of West Hants

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

Report Approved by: \_\_\_\_\_  
Mark Phillips, CAO, 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 (WWH)  
RECOMMENDATION REPORT**

**To:** Members of the Co-ordinating Committee

**Submitted by:** \_\_\_\_\_  
Shelleena Thornton, Administrative Supervisor, WWH, and  
Rhonda Brown, Municipal Clerk, WWH

**Date:** February 10, 2020

**Subject:** Policies Recommendation Report (Council Remuneration Policy,  
Tax Exemption Policy, and Appointment of Traffic Authority  
Policy)

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**LEGISLATIVE AUTHORITY**

General Authority

Bill 55 - Region of Windsor and West Hants Municipality Act

*7 (1) The Co-ordinating Committee has all the powers of the Council of the Regional Municipality and of its police advisory board until the Council first takes office pursuant to this Act.*

*(3) All acts of the Co-ordinating Committee have, upon the incorporation of the Regional Municipality, full force and effect, and are deemed to have been exercised by the Regional Municipality.*

*17 (3) The by-laws, orders, policies and resolutions in force in a municipal government immediately prior to the incorporation of the Regional Municipality continue in force in the area over which that municipal government had jurisdiction to the extent that they are authorized by this or another Act, until amended or repealed by the Council.*

Traffic Authority Legislative Authority

*Municipal Government Act, Section 311, and the Motor Vehicle Act of Nova Scotia, Section 86, Council has the authority to appoint by policy, a Traffic Authority for the Regional Municipality.*

## Tax Exemption Policy

*Municipal Government Act, Section 71 – Council has the authority to, by policy, provide tax exemption for certain organizations.*

## Council Remuneration Legislative Authority

*Municipal Government Act, Section 23(d) – Council may make policies providing for and fixing remuneration and travel allowance.*

## **RECOMMENDATION**

**... that the Co-ordinating Committee approve the following Region of Windsor and West Hants Municipality policies:**

- **Council Remuneration Policy (RCOHR-001.00);**
- **Tax Exemption Policy (RCOFN-002.00); and,**
- **Appointment of Traffic Authority Policy (RCOGE-001.00).**

**(which includes the rescission of Windsor’s Remuneration of Elected Officials Policy and West Hants’ Council Remuneration Policy; rescission of West Hants’ Tax Exemption Policy; and rescission of West Hants’ Appointment of Traffic Authority Policy).**

## **BACKGROUND**

Over the years, both the Municipality of the District of West Hants and Town of Windsor have established various by-laws and policies to address appropriate items/matters. In some cases where the Town of Windsor may have a bylaw, the Municipality of the District of West Hants may have a policy or vice versa.

Part of the by-laws/policies review process included the Windsor Town Council repealing irrelevant by-laws and/or rescinding policies (cleaning-up) in anticipation of the establishment of Regional Municipality bylaws and/or policies.

The Town of Windsor’s Partial Tax Exemption By-law will not be repealed at this time; however, the properties identified in it are identified in the Regional Municipality’s proposed policy with the exception of the Windsor Daycare. This being said, the Windsor Daycare will still be exempt as per Windsor’s by-law until such time as the Day Care By-law for the Regional Municipality is established.

Staff of both municipal units continue reviewing all documents and are working to align those deemed necessary prior to April 1, 2020.

## **DISCUSSION**

As per Bill 55, Section 17(3), having two separate sets of by-laws and/or policies will be a reality for both residents and staff until such time as all are addressed. Staff continue to review and prioritize those deemed more critical prior to April 1, 2020.

## **NEXT STEPS**

Staff will continue to review both Windsor and West Hants' policies and bylaws and draft new ones (where necessary) for the Regional Municipality; bringing forth those required to the Co-ordinating Committee, or after April 1, 2020 to the Regional Council, for approval.

## **FINANCIAL IMPLICATIONS**

None at this time; however, there may be discrepancies with pre-existing by-laws and policies that present different financial implications. Discrepancies will attempt to be addressed prior to April 1<sup>st</sup>. The properties exempted in the proposed Tax Exemption Policy have historically been exempted and will be taken into consideration during budgeting.

## **ALTERNATIVES**

The Co-ordinating Committee could choose to not move forward with the recommendation; however, effective April 1, 2020, each municipal units' effective bylaws and policies will remain with them (each municipal unit) and in some cases create a substantial difference in administering.

## **ATTACHMENTS**

- Proposed Council Remuneration Policy
- Proposed Tax Exemption Policy
- Proposed Appointment of Traffic Authority Policy

Report Prepared by: \_\_\_\_\_  
Shelleena Thornton, Administrative Supervisor, Regional  
Municipality Windsor-West Hants

Report Reviewed by: \_\_\_\_\_  
Rhonda Brown, Municipal Clerk, Regional Municipality  
Windsor-West Hants

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

*COUNCIL REMUNERATION POLICY*

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**1. GENERAL**

- 1.1 This Policy will apply to Mayor, Deputy Mayor, Councillors, and resident members of a committee who were appointed by Council.
- 1.2 In this Policy,
  - (a) "Committee of Council" means a committee formed pursuant to a by-law, policy or resolution of Council.
  - (b) "Council members" means the elected Mayor and Councillors of the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020, and includes the Deputy Mayor, except where specified.
  - (c) "Municipal or Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.

**2. COUNCIL REMUNERATION**

- 2.1 Effective April 01, 2020, the Mayor will be paid \$ 53,000.00 per annum, paid bi-weekly. In addition, the Mayor will have an expense allowance as determined in the annual budget.
- 2.2 Effective April 01, 2020, the Deputy Mayor will be paid \$ 27,950.00 per annum, paid bi-weekly. In addition, the Deputy Mayor will have an expense allowance as determined in the annual budget.
- 2.3 Effective April 01, 2020, Councillors, excluding those appointed as Deputy Mayor, will be paid \$ 26,500.00 per annum bi-weekly. In addition, Councillors will have an expense allowance as determined in the annual budget.
- 2.4 Effective April 01, 2020 Council members have the option to enter into a *Defined Contribution Group Pension Plan* (matching funds of Council members and Municipality at 6%).
- 2.5 The salary of Council members will be adjusted annually by the Statistics Canada Consumer Price Index (CPI) for All-Items for the Province of Nova Scotia for the preceding calendar year.
- 2.6 As provided by the Income Tax Act (Canada), all payments to Council members will be paid as a taxable stipend.
- 2.7 Council members will normally attend all meetings of Council, Committees of Council, and other committees which Council has appointed them as part of their annual remuneration.
- 2.8 Council members may miss up to three (3) Council or Committee of Council meetings for any reason and will be allotted two (2) sick days per year (January to December).



*COUNCIL REMUNERATION POLICY*

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- 2.9 A deduction of \$ 50.00 from the annual remuneration will be incurred for each missed Council or Committee of Council meeting beyond those stated in Section 2.8 of this Policy. This deduction will not be incurred if the absence is due to attendance at another Municipal commitment or bereavement. Absence from consecutive meetings on a single day will be deemed as one (1) absence.
- 2.10 Where a Council member is nominated or appointed by Council to any board or commission or other position, or is otherwise appointed as a representative of the Municipality, any remuneration from that position, excluding reimbursement of expenses from committees, to which the member is entitled, will be paid to the Municipality.
- 2.11 Attendance for the purpose of remuneration is tracked by Municipal staff for Committees of Council. Those appointed to other committees should contact the appointed member of Municipal staff to confirm attendance at meetings of those committees.

**3. RESIDENT COMMITTEE MEMBER REMUNERATION**

- 3.1 All resident members appointed to a Committee of Council will be paid a remuneration of \$ 50.00 for attending a meeting.
- 3.2 Attendance for the purpose of remuneration is tracked by Municipal staff for Committees of Council. Those appointed to other committees should contact the appointed member of Municipal staff to confirm attendance at meetings of those committees.
- 3.3 Where a resident member is appointed by Council to any board or commission or other position, or is otherwise appointed as a representative of the Municipality, any remuneration from that position, excluding reimbursement of expenses to which the member is entitled, will be paid to the Municipality.

**4. REPORTING OF EXPENSES**

- 4.1 Quarterly, the remuneration and travel expenses incurred by a Council member will be posted to the Municipal website.

**5. REPEAL**

- 5.1 The Council Remuneration Policy, COGE-004.00, as amended to March 13, 2018 of the former Municipality of the District of West Hants, and the Remuneration of Elected Officials Policy approved July 26, 2016 of the former Town of Windsor are hereby repealed effective April 1, 2020.

*COUNCIL REMUNERATION POLICY*

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I, (Municipal Clerk Name), Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the \_\_\_\_day of \_\_\_\_\_(month), \_\_\_\_\_(year).

(Signature of Municipal Clerk)

(Typed name of Municipal Clerk)

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	

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*TAX EXEMPTION POLICY*

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**1. PURPOSE**

- 1.1. To provide a single policy directing the tax reduction or exemption of eligible properties located within the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020, in accordance with Section 71 of the *Municipal Government Act*.

**2. DEFINITIONS**

- 2.1. "Annual Tax Exemption Property Listing" is the list of properties eligible for exemption as per the Tax Exemption Policy and approved by Council.
- 2.2. "Council" means the Council of the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.
- 2.3. "Exempt" means the release from obligation to pay whole or a portion of taxes excluding rates for sewer, water, road maintenance, area rates and special tax arrangements.
- 2.4. "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.
- 2.5. "Non-Profit Organization" means an association, club, society which are not registered charities, and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. A non-profit organization must be registered and in good standing with the Joint Registry of Stocks of Nova Scotia.
- 2.6. "Registered Charity" means a charitable organization, public foundation, or private foundation that is created and resident in Canada. The charity must use its resources for charitable activities and purposes for the relief of poverty, the advancement of education, the advancement of religion or other purposes that benefit the community. A registered charity must be registered with the Canadian Revenue Agency.
- 2.7. "Tax Reduction" means a reduction in the amount of taxes payable on a property from the amount calculated using the commercial tax rate to the amount calculated using the residential tax rate.

**3. POLICY**

- 3.1 Council may, by resolution, identify by assessment account number and description, certain properties, which are exempt from taxes levied by the Municipality or which may qualify for a tax reduction.
- 3.2 Unless the description of the property in the Annual Tax Exemption Property Listing identifies that the tax exemption applies in regards to a specific

*TAX EXEMPTION POLICY*

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portion of the assessment for the property, the exemption is for 100% of the taxes levied by the Municipality. Where the description of a property in the Annual Tax Exemption Property Listing makes reference to a portion of the assessment, the property is exempt from such taxes only to the extent of the portion referenced.

- 3.3 Each of the properties identified in the Annual Tax Exemption Property Listing is exempted upon the condition that it meets the eligibility requirements of its particular classification.
- 3.4 When a property listed in the Annual Tax Exemption Property Listing ceases to meet the applicable conditions of eligibility for the tax exemption or reduction as per this Policy, the tax exemption or reduction will cease and the owner of the property will immediately be liable.
- 3.5 Owners of the properties listed in the Annual Tax Exemption Property Listing will report to the Municipality Treasurer and change in the status of ownership or use of the property which would affect or could reasonably be interpreted as affecting its eligibility for tax exemption or reduction status pursuant to this Policy within thirty (30) days of such change.
- 3.6 This Policy will apply to taxes payable or would otherwise be payable for the fiscal year April 1, 2020 – March 31, 2021 and each subsequent fiscal year thereafter.

#### **4. CLASSIFICATION and REQUIREMENTS**

- 4.1 Registered Canadian Charity – property of a registered Canadian charitable organization that is used directly for charitable purpose. These properties may be eligible for tax exemption.
- 4.2 Nonprofit – property of a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization, if, in the opinion of Council, the organization provides a service that might otherwise be a responsibility of the Municipality. These properties may be eligible for tax exemption.
- 4.3 Nonprofit Commercial – commercial properties of any non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization. These properties may be given a tax reduction from the commercial to residential rate on all or part of the taxable commercial property, provided they have submitted appropriate documentation.

#### **5. APPLICATION**

- 5.1 A request for tax exemption or reduction must be submitted to the Municipality in writing. The request should include the property assessment number, property identification description (PID), property description, purpose or use of the property (including a description of activities of the property), the class under which the exemption or reduction is being requested (as identified in Section 4), and proof of current registration with Canada Revenue Agency as a charity or the Registry of Joint Stocks of Nova

*TAX EXEMPTION POLICY*

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Scotia. If the property is leased to a non-profit organization or registered charity, a copy of the lease agreement should be included with the application.

- 5.2 The request for tax exemption or reduction will be given to Council for consideration of approval.

**6. ANNUAL REQUIREMENTS**

- 6.1 Owners of properties listed in the Annual Tax Exemption Property Listing will, on or before February 28<sup>th</sup> of each year, provide a statement that the property use remains the same, the intent is to remain on the tax exemption list and they will provide a copy of their status as a registered charity or as active with the Registry of Joint Stocks of Nova Scotia date within the last twelve (12) months.

**7. REMOVAL OF EXEMPTION**

- 7.1 Tax exemption or reductions will be automatically removed when a property changes ownership. The new owners must submit a new written application for tax exemption or reduction to be approved by Council.
- 7.2 Properties who fail to submit annual requirements by February 28<sup>th</sup> will be recommended to Council for removal from the Annual Tax Exemption Property Listing and will not be eligible again until the following fiscal year.
- 7.3 The Municipality does not retroactively exempt a property's prior years taxes, that previously missed the reporting deadline.
- 7.4 When a property changes status or use and is removed from exemption, the property owner shall be responsible for the taxes for the portion of fiscal year remaining.

**8. REVIEW**

- 8.1 Council will review the Annual Tax Exemption Property listing annually during budget deliberations for approval.

**9. REPEAL**

- 9.1 The Tax Exemption Policy, COFN-004.00, as amended to September 10, 2019 of the former Municipality of the District of West Hants is here by repealed effective April 1, 2020.

*TAX EXEMPTION POLICY*

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I, (Municipal Clerk Name), Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the \_\_\_\_day of \_\_\_\_\_(month), \_\_\_\_\_(year).

(Signature of Municipal Clerk)  
(Typed name of Municipal Clerk)

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	

*APPOINTMENT OF TRAFFIC AUTHORITY*

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**1. PURPOSE**

Under the Municipal Government Act, Section 311, and the Motor Vehicle Act of Nova Scotia, Section 86, Council has the authority to appoint by policy, a Traffic Authority for the Regional Municipality. This Policy outlines the process by which Council will appoint the Traffic Authority and the general duties of the position.

**2. POLICY**

- 2.1 The role of the Traffic Authority, as it pertains to roads under the Regional Municipality's responsibility, is to direct and regulate traffic on roads as outlined in the Motor Vehicle Act and its regulations, and in keeping with industry best practices.
- 2.2 Specific authority and responsibilities of the Traffic Authority are outlined in the Municipal Government Act and the Motor Vehicle Act of the Province of Nova Scotia, as amended from time to time. Duties include:
- a. Signage necessary to direct and regulate traffic.
  - b. Appropriate devices, marks or lines upon the roadway, crosswalks at intersections or other places deemed necessary to direct traffic.
  - c. Signage designating safety zones.
  - d. Signage prohibiting turning lanes.
  - e. Signage permitting or exempting public transit vehicles from compliance to other prohibitions noted on the roadway.
  - f. Marking lanes for exclusive traffic by public transit.
  - g. Exclusion of traffic on specified streets or portions of the street.
  - h. Designating one way streets and related signage.
  - i. Permitting the use of the roadway for parade, procession or walkathon.
  - j. Setting apart portions of the road way as a tow-away zone with related signage.
  - k. Special events or operational issues requiring consultation and decisions from the Traffic Authority.
- 2.3 The appointment of Traffic Authority for the Region of Windsor and West Hants Municipality will be reserved to individuals holding positions within the Regional Municipality to the extent the incumbents are capable and able to perform the function. Normally this will include someone within the Public Works Department.

APPOINTMENT OF TRAFFIC AUTHORITY

3. APPOINTMENT PROCESS

3.1 Appointment to the position of Traffic Authority will be made by resolution of Council.

4. REPEAL

4.1 The Appointment of Traffic Authority Policy, COGE-001.00, of the former Municipality of the District of West Hants is hereby repealed.

I, (Municipal Clerk Name), Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the \_\_\_\_ day of \_\_\_\_ (month), \_\_\_\_ (year).

(Signature of Municipal Clerk) \_\_\_\_\_  
(Typed name of Municipal Clerk)

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