



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

Meeting Agenda

Monday, February 24, 2020 – 6:00 p.m.

Windsor Council Chambers, 100 King St., Windsor NS

- 1. CALL TO ORDER**
- 2. CONFLICT OF INTEREST DECLARATION**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES** - Meeting of Feb 10, 2020
- 5. DELEGATIONS / PRESENTATIONS (if any)**
 - (a) Community Engagement Project – Kourosh Rad
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**
 - (a) Work Plan Update / Co-ordinator Latimer
 - (b) Benchmark Workshop (March 5, 2020)
 - (c) Policies for Approval
 - Council Remuneration Policy
 - Appointment of Traffic Authority Policy
 - Tax Exemption Policy
 - (d) Hantsport Fire Station - Discussion
- 7. STAFF REPORTS**
 - (a) CAO Report
 - (b) Municipal Elections Update Report
 - (c) Appointments Recommendation Report
 - (d) Policies – Notice to Consider (Records Management Policy) Recommendation Report
- 8. BILL 55, SECTION 12 ITEMS (if any)**
 - (a) Disposal of ALF Aerial Truck 8 Recommendation Report
- 9. CORRESPONDENCE (if any)**

10. ADDITIONS TO THE AGENDA (if any)

11. IN-CAMERA

(a) Contract Matter

12. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT

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
208	Finance Forms	139 days	Tue 9/10/19	Fri 3/20/20	Carmen/Colleen/Jesse	75%																																																																																	
209	Diamond (Background Setup)	197 days	Mon 7/1/19	Tue 3/31/20	Jeff/Matt/Diamond	75%																																																																																	
210	Banking Setup	131 days	Tue 10/1/19	Tue 3/31/20	Account Admin/Carol/Va	50%																																																																																	
211	PAP Letter (Taxes)	180 days	Mon 7/1/19	Fri 3/6/20	Carmen/Carol	88%																																																																																	
212	Policies	197 days	Mon 7/1/19	Tue 3/31/20	Diana/Carlee/Doug/Varu	50%																																																																																	
213	Tax Billing & Interest Testing	114 days	Tue 10/1/19	Fri 3/6/20	Suzanne/Pam	11%																																																																																	
214	Water/Sewer Billing & Interest Testing	124 days	Tue 10/1/19	Fri 3/20/20	Cathy/Pam	16%																																																																																	
215	New Payroll Setup & Testing	65 days	Wed 1/1/20	Tue 3/31/20	Carol/Pam	25%																																																																																	
216	Workflow Setup	61 days	Wed 1/1/20	Wed 3/25/20	Diana/Rhonda/Carlee	25%																																																																																	
217	Business Number - Name Change	87 days	Wed 1/1/20	Thu 4/30/20	Doug/Carlee	0%																																																																																	
218	o) Pension Plans to Merge	170 days	Mon 7/8/19	Fri 2/28/20	Carlee/Rhonda M.	87%																																																																																	
219	Recommendation Report	37 days	Fri 5/31/19	Mon 7/22/19		100%																																																																																	
220	Make application to successful carrier to prepare for transfer	0 days	Mon 7/22/19	Mon 7/22/19		100%																																																																																	
221	Notify non successful carrier of intent to transfer	1 day	Mon 7/22/19	Mon 7/22/19		100%																																																																																	
222	Identify plan differences	1 day	Mon 7/22/19	Mon 7/22/19		100%																																																																																	
223	Notify Superintendent of Pensions of impending merger	1 day	Mon 9/2/19	Mon 9/2/19		100%																																																																																	
224	Review fund list and determine proper fund offering	41 days	Mon 7/22/19	Mon 9/16/19		100%																																																																																	
225	Create mapping projects for funds transferring in from other carrier	41 days	Mon 7/22/19	Mon 9/16/19		100%																																																																																	
226	Transfer of plan	89 days	Tue 10/1/19	Fri 1/31/20		100%																																																																																	
227	Deliver educational sessions to all employees	100 days	Mon 10/14/19	Fri 2/28/20	Mark	60%																																																																																	
228	p) Benefits Plans to Merge	262 days?	Mon 4/1/19	Tue 3/31/20	Mark Phillips	66%																																																																																	
229	Options Assessment	90 days	Fri 6/28/19	Thu 10/31/19		100%																																																																																	
230	Report for CAO	62 days	Fri 9/6/19	Mon 12/2/19		100%																																																																																	
231	Final Decision	40 days	Tue 12/3/19	Mon 1/27/20		100%																																																																																	
232	Recommendation Report to CC	1 day	Mon 1/27/20	Mon 1/27/20	Mark Phillips	100%																																																																																	
233	Benefit Plan Merger Implementation	47 days	Mon 1/27/20	Tue 3/31/20		30%																																																																																	
234	Budget Framework	73 days	Fri 12/20/19	Tue 3/31/20	Mark Phillips	36%																																																																																	
235	Prepare Budget Templates	31 days	Fri 12/20/19	Fri 1/31/20	Carlee	100%																																																																																	
236	Meet with Department Heads	56 days	Fri 12/20/19	Fri 3/6/20	Carlee	0%																																																																																	
237	Review with CAO	10 days	Mon 3/9/20	Fri 3/20/20	Carlee/Mark	0%																																																																																	
238	Build & Prepare 20_21 Budget Structure for new Regional Municipality	65 days	Wed 1/1/20	Tue 3/31/20	Mark/Carlee	42%																																																																																	
239	q) Financial Oversight / Controls for Co-ordinating Committee	362 days	Mon 11/12/18	Tue 3/31/20	Co-Ordinator/Project Administrator	75%																																																																																	
240	Quarterly Financial Template Submission to DMA	262 days	Mon 4/1/19	Tue 3/31/20	Project Admin	75%																																																																																	
241	Quarterly Status Update to DMA	303 days	Fri 2/1/19	Tue 3/31/20	Co-Ordinator	75%																																																																																	

You Are Invited to Attend

WWH Benchmarking Workshop

The Town of Windsor and the Municipality of the District of West Hants are joining forces April 1, 2020 to become stronger together.

Citizens, municipal players and business leaders are watching the new region take shape. Those watching the consolidation are undoubtedly wondering about the future success of the new region. How will we measure that success? What are today's key performance indicators for a thriving Nova Scotia municipality?

In 2019 the Co-ordinating Committee enlisted the help of a team of Dalhousie University Faculty of Management Masters students to develop a set of performance metrics to measure the short and long-term success of the consolidation. The team presented its report and recommendations to the Committee in December 2020.

We would like to share the Team's report and solicit your input to produce a practical shortlist of performance metrics that is accessible to citizens and can serve as a guidepost to other municipalities committed to accountability and transparency.

Come join a small group of municipal thought leaders and help the Co-ordinating Committee take the next step in building a stronger region for the citizens of Windsor and West Hants.

Thursday, March 5, 2020

12:30 pm – 1:00 pm Welcome and light lunch

1:00 pm – 5:00 pm Facilitated workshop

Room 2-22 | Steele Ocean Science Building
1355 Oxford Street | Halifax



Please RSVP by Wednesday, February 26th at djones@westhants.ca



Co-ordinating Committee Excerpts
of February 10, 2020

The attached report was presented to the Co-ordinating Committee at the February 10, 2020 Co-ordinating Committee meeting which included the proposed policies referenced below. The report provided the required minimum of seven days notice of consideration as per the Municipal Government Act (MGA).

The following are now brought to this February 24, 2020 Co-ordinating Committee for approval...

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

...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's Appointment of Traffic Authority Policy.



**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)

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 1st. 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

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

- 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

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>	

TAX EXEMPTION POLICY

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

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

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 28th 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 28th 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

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

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)

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



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

To: Members of the Co-ordinating Committee

Submitted by: _____
Rhonda Brown, Returning Officer and Shelleena Thornton, Assistant
Returning Officer

Date: February 24, 2020

Subject: March 7, 2020 Regional Municipal Election Update

Origin:

The Region of Windsor and West Hants Municipality Act requires a regional municipal election to be held on March 7, 2020, so that the new Regional Council may take effect as of April 1, 2020.

Legislative Authority:

*Region of Windsor and West Hants Municipality Act, Section 10
Municipal Elections Act*

Background:

On May 27, 2019 the Co-ordinating Committee appointed the Returning Officer and Assistant Returning Officer. The Committee also approved the due date of the various stages of the List of Electors and the alternate ways of providing election notices to residents.

Discussion:

The Preliminary List of Electors from the Province was received on December 17, 2019, after which a Revision Period was held January 8-23, 2020. The Amended List of Electors

was finalized on January 27, 2020 and copies printed for the use of the officially nominated candidates were provided as well as electronic copies if requested.

Official Nominations started to be filed on February 3, 2020, the seventh working day before Nominations Day as per the Municipal Elections Act. At 5 pm on Nomination Day February 12, 2020, there were 28 Candidates nominated to the 12 positions available on the new Regional Council. Nominees for the positions of Councillors in Districts 1, 10 and 11 were acclaimed as there was no one running against them; these Candidate were Rupert Jannasch (District 1), Laurie Murley (District 11) and Jim Ivey (District 10). There are three Mayoral Candidates and District 5 has four Candidates which is the most in one district. As of 4 pm February 13th, no Candidate had withdrawn from the election.

Voter Information Cards will be distributed via Canada Post to all electors that were on the Amended List of Electors as of February 12th. Voter Information Cards will advise the electors of their candidates and poll locations. In addition, there will be advertisements in the Valley Journal Advertiser on February 18th and 25th, local radio ads on Magic 94.9, K-Rock 89.3 and AVR 97.7, the Stronger Region website and municipal Facebook pages. There will also be a large metal yellow and black sign outside each polling station identifying it as a Regional Poll Station on each of the polling days.

As the Returning Officer and Assistant Returning Officer, we can continue to make changes to the List of Electors until February 26th (the third day before the first Advance Poll) should changes be needed. However, any elector who was added or changed after February 12th will not receive a Voter Information Card. Candidates will receive an update as to changes of their particular List of Electors on February 26th. The List of Electors as of February 26th is call the Revised List of Electors and will be used at the Polling Stations.

A full list of Candidates and Poll Station locations is attached.

As election matters continue to evolve through its stages, there have been some 'campaign advertisement' issues that are being addressed but remain on-going.

- signage locations not meeting the requirements (not on public property or not meeting distance requirement). We are addressing as they arise with the support of the public works department; but can be time-consuming.
- use of the logos, specifically the WWH logo. The logos are not copyrighted, trademarked or registered that we are aware of. The Administration branch of the Municipalities have asked that the logos not be used as residents see material with a logo as something official from the Municipalities.
- use of the term "re-elect." – Some candidates are using this terminology despite that they are not being re-elected. They may be presently serving as a council member for one of the independent municipal units; however, the Regional

Municipality will be new and does not have an existing council; therefore, no candidate would be 're-elected.'

It should be noted that the campaign advertisements issues of logos and use of the term "re-elect" are not addressed in the *Municipal Elections Act* and is not recorded in any election material or municipal policy. As Returning Officers we can only request that logos and the word "re-elect" not be used, we have no ability to legally enforce it. In some cases, trying to enforce such measures after would mean removal of a Candidate's material which would harm their campaign and more importantly harm an elector's ability to make a educated choice regarding their representative.

Financial Implications:

The current budget from the Co-ordinating Committee is \$65,000. As of February 17, 2020, current expenses totaled \$8506.25; however, most expenses are still yet to be incurred for such items as hall rentals, poll worker wages and training, printing and mailing of Voter Information Cards, and the printing of ballots. It is anticipated all expenses including net HST to be within budget, although there have been some increases in the areas of printed material, training and advertisement.

Attachments:

1. List of Candidates
2. List of Polling Locations

Report Prepared by: _____
Rhonda Brown, Returning Officer, Region of Windsor and West Hants
Municipality

Report Reviewed by: _____
Shelleena Thornton, Assistant Returning Officer, Region of Windsor
and West Hants Municipality

Report Approved by: _____
Mark Phillips, CAO, Region of Windsor and West Hants Municipality

Candidates

- ▶ Mayor
 - ▶ Jennifer Daniels
 - ▶ Jim White
 - ▶ Abraham Zebian

- ▶ District 1
 - ▶ Rupert Jannanch - Acclaimed

- ▶ District 2
 - ▶ Scott W. McLean
 - ▶ Kathy Monroe
 - ▶ Brian Veinot

- ▶ District 3
 - ▶ David Keith
 - ▶ Mark McLean

- ▶ District 4
 - ▶ Blake Bowman
 - ▶ Jeff Hartt

- ▶ District 5
 - ▶ Debbie Francis
 - ▶ Shawn Johnson
 - ▶ Lalia Kerr
 - ▶ Darren Lynch

- ▶ District 6
 - ▶ Rick Dunham
 - ▶ Randy Hussey
 - ▶ Bob Morton

- ▶ District 7
 - ▶ Jane Davis
 - ▶ Jen Davison
 - ▶ Ed Sherman

- ▶ District 8
 - ▶ Paul Morton
 - ▶ Richard Skelton

- ▶ District 9
 - ▶ Andrew Barker
 - ▶ Richard Murphy
 - ▶ John A. Smith

- ▶ District 10
 - ▶ Laurie Murley - Acclaimed

- ▶ District 11
 - ▶ Jim Ivey - Acclaimed

Poll Locations

Districts 1, 10 and 11 will have polling locations for the Mayor ballot only. All other Districts will have a Mayor ballot and a separate Councillor ballot at the polling locations.

District 1

- February 29, 2020 – Dr. Arthur Hines Elementary School, 75 Musgrave Rd, Summerville
- March 3, 2020 – Bramber New Horizons Hall, 6943 Highway 215, Bramber
- March 7, 2020
 - 1A – Bramber New Horizons Hall, 6943 Highway 215, Bramber
 - 1B – Dr. Arthur Hines Elementary School, 75 Musgrave Rd, Summerville

District 2

- February 29, 2020 – Upper Burlington Community Hall, 69 Old Walton Rd, Upper Burlington
- March 3, 2020 – Avondale Community Hall, 50 Avondale Cross Rd, Avondale
- March 7, 2020
 - 2A – Upper Burlington Community Hall, 69 Old Walton Rd, Upper Burlington
 - 2B – Avondale Community Hall, 50 Avondale Cross Rd, Avondale

District 3

- February 29, 2020 – Brooklyn Civic Centre – 995 Highway 215, Brooklyn
- March 3, 2020 – Brooklyn Civic Centre – 995 Highway 215, Brooklyn
- March 7, 2020
 - 3A – Brooklyn Civic Centre – 995 Highway 215, Brooklyn
 - 3B – Brooklyn Civic Centre – 995 Highway 215, Brooklyn

District 4

- February 29, 2020 – St. Croix Community Hall, 18 Cemetery Rd, St. Croix
- March 3, 2020 – Ardoise Community Recreation Centre – 3 Ardoise School Rd, Ardoise
- March 7, 2020

- 4A – Ardoise Community Recreation Centre – 3 Ardoise School Rd, Ardoise
- 4B – St. Croix Community Hall, 18 Cemetery Rd, St. Croix

District 5

- February 29, 2020 – Three Mile Plains Community Hall, 4474 Highway 1, Three Mile Plains
- March 3, 2020 – Three Mile Plains Community Hall, 4474 Highway 1, Three Mile Plains
- March 7, 2020
 - 5A – Three Mile Plains Community Hall, 4474 Highway 1, Three Mile Plains
 - 5B – Three Mile Plains Community Hall, 4474 Highway 1, Three Mile Plains

District 6

- February 29, 2020 – Windsor Forks District School, 120 Sangster's Bridge Rd, Windsor Forks
- March 3, 2020 – Garlands Crossing Fire Station, 5984 Highway 14, Garlands Crossing
- March 7, 2020
 - 6A – Garlands Crossing Fire Station, 5984 Highway 14, Garlands Crossing (2 poll stations by last name)
 - 6B – Windsor Forks District School, 120 Sangster's Bridge Rd, Windsor Forks

District 7

- February 29, 2020 – Southwest Hants Fire Society Hall, 1884 Highway 14, Vaughan
- March 3, 2020 – Falmouth Community Hall, 147 Falmouth Back Rd, Falmouth
- March 7, 2020
 - 7A – Southwest Hants Fire Society Hall, 1884 Highway 14, Vaughan
 - 7B – Falmouth Community Hall, 147 Falmouth Back Rd, Falmouth

District 8

- February 29, 2020 – West Hants Ground Search and Rescue, 821 Highway 1, Mount Denson
- March 3, 2020 – Hantsport Baptist Church Hall, 6 Willow St, Hantsport
- March 7, 2020
 - 8A – Hantsport Baptist Church Hall, 6 Willow St, Hantsport
 - 8B – Hantsport Baptist Church Hall, 6 Willow St, Hantsport

District 9

- February 29, 2020 – Falmouth Community Hall, 147 Falmouth Back Rd, Falmouth
- March 3, 2020 – Falmouth Community Hall, 147 Falmouth Back Rd, Falmouth
- March 7, 2020
 - 9A – Falmouth Community Hall, 147 Falmouth Back Rd, Falmouth
 - 9B – Falmouth Community Hall, 147 Falmouth Back Rd, Falmouth

District 10

- February 29, 2020 – Windsor Community Centre, 78 Thomas St, Windsor
- March 3, 2020 – Windsor Community Centre, 78 Thomas St, Windsor
- March 7, 2020
 - 10A – Windsor Community Centre, 78 Thomas St, Windsor
 - 10B – Windsor Community Centre, 78 Thomas St, Windsor

District 11

- February 29, 2020 – Windsor Community Centre, 78 Thomas St, Windsor
- March 3, 2020 – Windsor Community Centre, 78 Thomas St, Windsor
- March 7, 2020
 - 11A – Windsor Community Centre, 78 Thomas St, Windsor
 - 11B – Windsor Community Centre, 78 Thomas St, Windsor



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

To: Members of the Co-ordinating Committee

Submitted by: _____
Rhonda Brown, Municipal Clerk, Region of Windsor and West Hants

Date: February 24, 2020

Subject: Appointment of Traffic Authority and Sheep Valuer for April 1, 2020

Origin:

Current appointments to the positions of Sheep Valuator and Traffic Authority will expire on March 31, 2020 as the Town of Windsor and Municipality of the District of West Hants consolidate into the Region of Windsor and West Hants Municipality as of April 1, 2020.

Legislative Authority:

Region of Windsor and West Hants Municipality Act, Section 7 (1)

Sheep Protection Act, Section 9 (1)

Appointment of Traffic Authority Policy, RCOGE-001.00, Section 3.1

Recommendation:

1. It is recommended that the Co-ordinating Committee appoint Troy Burgess as the Traffic Authority for the Region of Windsor and West Hants Municipality.
2. It is recommended that the Co-ordinating Committee appoint Peter Johnston as the Alternate Traffic Authority for the Region of Windsor and West Hants Municipality.
3. It is recommended that the Co-ordinating Committee appoint Christine McClare as Sheep Valuer for the Region of Windsor and West Hants Municipality.

Background:

In accordance with the Region of Windsor and West Hants Municipality Act, the Co-ordinating Committee has all the powers of the Council of the Regional Municipality, this includes the power to make appointments.

As of March 31, 2020, the current appointments to the positions of Traffic Authority and Sheep Valuer under the Town of Windsor and Municipality of West Hants will end. However, such appointments will be needed for the continuity of operations for the Regional Municipality.

Discussion:

Under the Appointment of Traffic Authority Policy recently approved by the Co-ordinating Committee, 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. The person appointed as the Traffic Authority would normally be someone within the Public Work Department. Troy Burgess was previously appointed as the Traffic Authority for the Town of Windsor and is the current Public Works Operations Manager for the Regional Municipality and has considerable experience. Peter Johnson is the Public Works Supervisor overseeing municipal roads.

The Sheep Protection Act requires municipalities to appoint a Sheep Valuer to assess the value of a sheep which was injured or killed by a dog in the municipality. The municipality is liable to the owner of the sheep in the amount determined by Sheep Valuer; and such cost may be re-claimed from the dog owner. Christine McClare was first appointed as Sheep Valuer for the Municipality of West Hants in 2007 and has a sheep farm; thereby, providing the skills and experience needed to value sheep.

Financial Implications:

There would be no financial implications for the appointment of the Traffic Authority. There is potential for a small financial impact for the services of the Sheep Valuer if needed. Other than a brief consultation in 2016, the services of the Sheep Valuer have not been used in the last 10 years (or possibly longer); therefore this cost is unknown but not anticipated to be significant.

Alternatives

1. The Co-ordinating Committee could choose not to make the appointments recommended and require staff to submit an alternate recommendation for the appointment of Traffic Authority and Sheep Valuer.

Attachments:

None

Report Prepared by: _____
Rhonda Brown, Municipal Clerk, Region of Windsor and West Hants
Municipality

Report Reviewed by: _____
Shelleena Thornton, Administrative Supervisor, Region of Windsor and
West Hants Municipality

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 (WWH)
RECOMMENDATION REPORT**

To: Members of the Co-ordinating Committee

Submitted by: _____
Shelleena Thornton, Administrative Supervisor, WWH

Date: February 24, 2020

Subject: Notice of Records Management Policy, RCOGE-002.00

LEGISLATIVE AUTHORITY

General Authority

Region of Windsor and West Hants Municipality Act

Sections 7 (1), (3), and 17 (3)

Municipal Government Act

Policy for records management and destruction

34 (1) The council may adopt a policy for the management and destruction of records.

Policies

48 (1) Before a policy is passed, amended or repealed the council shall give at least seven days notice to all council members.

(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality. 1998, c. 18, s. 48.

RECOMMENDATION

... that the Co-ordinating Committee approve the Records Management Policy RCOGE-002.00 for the Region of Windsor and West Hants

Municipality, which includes terminating (rescinding) West Hants' Records Management 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 by-law, 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 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 *Destruction of Documents By-Law #54* was repealed at Windsor's January 28, 2020 Town Council Meeting (with it to be effective March 31, 2020).

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 the Act, 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.

The proposed Records Management Policy is before the Committee as Notice for Consideration. It will be brought back before the Committee at its March 9, 2020 meeting for adoption.

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 1st.

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

- RCOGE-002.00 Records Management Policy (proposed)

Report Prepared by: _____
Shelleena Thornton, Administrative Supervisor, Region of
Windsor and West Hants Municipality

Report Reviewed by: _____
Rhonda Brown, Municipal Clerk, Region of Windsor and West
Hants Municipality

Report Approved by: _____
Mark Phillips, CAO Region of Windsor and West Hants
Municipality

RECORDS MANAGEMENT POLICY

1. TITLE

This Policy may be cited as the "Records Management Policy."

2. AUTHORITY

Municipal Government Act, Section 34 (1 – 4), allows council to adopt a policy for the management and destruction of records.

3. PURPOSE

- 3.1 To establish effective management control and administration over the receipt, creation, use, maintenance, storage, and ultimate disposition of all information, regardless of format, and to do so in a manner that is user-friendly and tailored to meet user needs.
- 3.2 To support compliance with the Municipal Government Act (MGA) and other Provincial Acts and Regulations.
- 3.3 To designate responsibilities and accountability for the management of municipal information, regardless of format.
- 3.4 Ensure records management functions are incorporated into existing and future information technology applications.
- 3.5 Reduce response burden on the public by eliminating unnecessary collection of information, and to ensure the collection of any personal information is in accordance with the MGA.
- 3.6 Ensure all information resources, regardless of format, are subject to timely public access according to provisions and limitations of the MGA.

4. INTERPRETATION

In this Policy:

- 4.1 "Council" means the council of the Region of Windsor and West Hants Municipality;
- 4.2 "Designated Officers" means the persons designated and authorized by the Chief Administrative Officer of the Municipality, to act on behalf of the Municipality to manage and maintain the Records Management System;
- 4.3 "Electronic document / electronic record" is described as data that is recorded or stored on any medium in or by a computer system or other similar device and that can be read or interpreted by a person or a computer system on other similar devices and includes a display, printout or other output of that data, other than a printout. And further refers to documents or records that have been created, used and stored in digital medium, using computer hardware and software as well as human intelligence to create, modify, store, access and retrieve the documents. Hard copies can also be converted into digital records by scanning;

RECORDS MANAGEMENT POLICY

- 4.4 "Manual" means the Nova Scotia Association of Municipal Administrators Records Management Manual, third edition, as amended from time to time;
- 4.5 "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;
- 4.6 "Original record(s)" includes an electronic document/electronic record, and paper copy of a record;
- 4.7 "Record(s)" include books, documents, electronic documents/electronic records, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, and may include data within a computer program or any other data created by a mechanism that produces records;
- 4.8 "Records Management System" means an electronic or paper-based system used by the Municipality to manage the records of the Municipality from record creation through to records disposal.

5. RECORDS MANAGEMENT SYSTEM ESTABLISHED

- 5.1 The Records Management System as shown in the Manual by the Nova Scotia Association of Municipal Administrators is established and authorized for use by the Municipality.

6. COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM

- 6.1 All records and electronic documents in the custody and control of the Municipality are the property of the Municipality and the records must comply with the Records Management System, Manual and this Policy and may constitute as original records.

7. DESIGNATED OFFICER

- 7.1 The Designated Officers are responsible for the management and maintenance of the Records Management System. The Designated Officers may also develop administrative policies and procedures so as to manage and maintain an effective and efficient system (i.e. coding/numbering of policies, title formatting for ease of retrieval, etc).

8. ADOPTION OF THE MANUAL

- 8.1 Records of the Municipality must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Municipality. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.

RECORDS MANAGEMENT POLICY

9. INTEGRITY AND AUTHENTICITY MAINTAINED

9.1 The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

10 AUTHORIZATION TO AMEND MANUAL

10.1 The Designated Officers are authorized to amend the Manual for particular use by the Municipality.

11. DISPOSAL BY DESIGNATED OFFICER

11.1 When the Designated Officers determine that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:

- (a) The destruction actions must always be authorized, allowing for a record destruction to be stopped if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require the record to be kept. A records destruction approval form as created and approved by the Designated Officer will be used for all records to be destroyed;
- (b) Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim will not be destroyed. Such record will be held until the action is complete and then kept in accordance with the Manual;
- (c) Records destruction should be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;
- (d) All copies of records that are authorized for destruction, including security, preservation and backup copies, should be destroyed as soon as reasonably possible;
- (e) Destruction of paper records should occur on-site and services provided by a shredding and/or recycling company;
- (f) Destruction of electronic records stored in a repository will be presented in a report and deleted;
- (g) A record of destruction will be permanently kept stating the records destroyed, date of destruction and if available a certificate of destruction from the service provider.

11.2 Records that are required by any enactment to be kept, and all minutes, by-laws, policies and resolutions of Council will not be destroyed.

RECORDS MANAGEMENT POLICY

12. REPEAL

- 12.1 The Records Management Policy dated April 13, 1999 of the former Municipality of the District of West Hants is here by repealed effective April 1, 2020.

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>	



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

To: Members of the Co-ordinating Committee

Submitted by: _____
Jamie Juteau, Fire Chief, Windsor Fire Dept.

Date: February 24, 2020

Subject: 1989 American LaFrance Aerial Ladder – Recommendation to Liquidate

LEGISLATIVE AUTHORITY

Bill 55 - Region of Windsor and West Hants Municipality Act

Section 12 Before the incorporation date, a municipal government shall not
(c) dispose of a capital asset.

ORIGIN

As a result of several years discussion, it has been determined that Windsor Fire must “right size” its fleet of apparatus to reflect current realities. In conjunction with the recent Fire Services Report, and due to non-certification of the aerial device due to ladder damage, and recommendation of an outside testing agency, this unit should be liquidated.

Understanding the apparatus is owned by the Windsor Fire Department Society, it was purchased with taxpayers’ dollars, and currently, the Town of Windsor pays for its insurance, fuel costs and repair costs. With this information in mind and heading into consolidation, it is felt this matter be transparent and come forward to the Co-ordinating Committee for approval.

RECOMMENDATION

...that the Co-ordinating Committee support the Windsor Fire Department Executive’s recommendation to liquidate the Windsor Fire Department Society’s

owned 1989 American LaFrance Aerial Ladder via sale or scrapping, and any funds realized from same be held for future apparatus replacement.

BACKGROUND

On January 3, 2014, the 1989 American LaFrance Aerial was taken out of service due to damage incurred at a chimney fire. Thousands of dollars' worth of repair work was completed on this unit to attempt to get it back into service. This said, American LaFrance went out of business some time ago and securing parts is difficult; many had to be manufactured.

After extensive work, the truck passed its engineering tests, and was put back in service. Later, during an annual aerial device inspection, it was determined that an outrigger required repair. Again, parts were an issue, so after having the part in question metallurgically tested for its composition, we were able to have the part made, and it was reinstalled. However, when the testing was done, the ladder failed due to its inability to retract from a horizontal plane. As quoted in the EDCO Atlantic Report of Test Load and Operation Check on the Aerial Ladder Truck (dated April 30, 2018), *"Unit not considered fit for use pending repairs noted above. Due to age of unit (25+ years) and possible costs of required repairs, the unit is recommended for retirement."* As the engineers would not certify its use, we cannot operate the ladder due to liability risks. To repair the issue, which is not entirely known, could cost another sizable amount of money.

DISCUSSION

Given the above, plus other mechanical issues that will eventually cost money to repair (steering box is leaking, multiple other leaks of unknown origin, generator repair and split rims on the tandem axles that will eventually need replacement), the truck is no longer in use. It serves no real purpose in the lineup at this time, and given its age, and lack of firefighter safety components of newer aerial apparatus, the Windsor Fire Department Executive no longer feel the apparatus is suitable for firefighting operations. As quoted in the EDCO Atlantic Report of Test Load and Operation Check on Aerial Ladder Truck dated April 30, 2018 *"Unit not considered fit for use pending repairs noted above. Due to age of unit (25+ yrs) and possible costs of required repairs, unit is recommended for retirement."*

The Windsor Fire Department Executive would like to sell this unit to prevent ongoing costs.

Further, as per the approval of the Co-ordinating Committee at its January 27, 2020 meeting, the Fire Services Review Recommendations Appendix was approved, which included REC #140 *"that Windsor's other aerial (ALF) be scrapped without direct replacement and an unsuitable wildland/urban interface pumper be sold."*

FINANCIAL IMPLICATIONS

Selling this unit would reduce the insurance budget line as paid for by taxpayers, as well as associated fuel costs, and anticipated repair lines. Repair and re-certification of the aerial device, as well as other mechanical repairs and generator work would be required to keep this in service at potential substantial costs.

ALTERNATIVES

None identified, beyond not selling this unit, and attempting repairs.

ATTACHMENTS

- Fire Services Review Recommendations Appendix (approved at the Jan. 27, 2020 Co-ordinating Committee meeting)

Report Prepared by:

Jamie Juteau, Fire Chief, Windsor Fire Department

Report Reviewed by:

Shelleena Thornton, Administrative Supervisor, Region of Windsor and West Hants Municipality

Report Approved by:

Mark Phillips, CAO Regional Municipality Windsor-West Hants

WWH Fire Study Recommendations

2020-01-23

	PRIORITY		ACTION
CC = Coordinating Committee or Council Responsibility	Immediate (I)	CC Responsibility	RECOMMEND ADOPTION
FS = Fire Service Responsibility	Short-term (S)	0 to 1 year	RECOMMEND ADOPTION WITH REVISIONS
Joint = CC or Council and FS Responsibility	Long-term (L)	1 year +	RECOMMEND ADOPTION IN PRINCIPLE
			NOT RECOMMENDING

The following table references only 25 of 151 recommendations identified in the fire study.

REC #	Recommendations	Priority	Report Page	Joint CAO(s) and Fire Chief(s) Position
10	GA recommends that the current 1.5 FTE fire-inspectors in Planning and Development be reassigned to the regional fire service.	I	xv	NOT RECOMMENDING
61	GA recommends the hiring of a full-time Assistant Fire Chief.	I	127	NOT RECOMMENDING
62	GA recommends the hiring of a part-time Divisional Chief.	I	127	NOT RECOMMENDING
65	GA recommends the transfer of 1.5 FTE Fire-Inspectors from Planning & Development, Building, to the regional fire services.	I	127	NOT RECOMMENDING
63	GA recommends the hiring of a full-time Administrative Assistant.	I	127	NOT RECOMMENDING (CAPACITY WITHIN EXISTING WWH STAFFING)
64	GA recommends the hiring of four part-time paid on call fire-investigators.	I	127	NOT RECOMMENDING (TRAINING SCHEDULE TO BE DEVELOPED)
7	GA recommends that all purchasing of significant-cost items be coordinated.	I	xiv	RECOMMEND ADOPTION
99	GA recommends, based on the travel-time predictions, the following fire station response districts. {detail on page}	I	197	RECOMMEND ADOPTION
1	GA recommends the hybrid organizational model because it is the best compromise in providing regional coordination and efficiencies yet maintains the local volunteer character of the fire department.	I	xiv	RECOMMEND ADOPTION
3	GA recommends a District Fire Chief management committee as a key recommendation, to bring together all the local fire district management personnel; so that plans and decisions on common issues of concern and service delivery can be made.	I	xiv	RECOMMEND ADOPTION
13	GA recommends that when the new regional municipality officially comes into being April 1, 2020, that all the fire departments, municipal or otherwise, providing fire and rescue services within the region, including those that are contracted by the municipality, register with the new municipality on an annual basis.	I	11	RECOMMEND ADOPTION
15	GA recommends that a review of the current registration form used by the Municipality of West Hants be used as the base registration document, and that it be amended to reflect the new regional municipality and its needs.	I	12	RECOMMEND ADOPTION
122	GA recommends that these Minor Capital expenditures be treated differently in future budgets and will address this recommendation in the benchmark portion of this analysis.	I	254	RECOMMEND ADOPTION
140	GA recommends that Windsor's other aerial (ALF) be scrapped without direct replacement and an unsuitable wildland/urban interface pumper be sold.	I	284	RECOMMEND ADOPTION
6	GA recommends the proposed 20-year capitalization plan, primarily for fire apparatus replacements, using a standardized approach to specification and group purchasing.	I	xiv	RECOMMEND ADOPTION IN PRINCIPLE
39	GA recommends that the Regional municipality register their volunteer firefighters with WCB before the eventual requirement for such registration occurs.	I	38	RECOMMEND ADOPTION IN PRINCIPLE
107	GA recommends that the following replacement schedule be adopted for the purposes of determining fire apparatus suitability for continued service. {detail on page}	I	215	RECOMMEND ADOPTION IN PRINCIPLE
110	GA recommends a standardized vehicle specification be used Region-wide. Standardized apparatus descriptions are included in Appendix IX; Standardized Fire Apparatus Features starting on page 377.	I	216	RECOMMEND ADOPTION IN PRINCIPLE
111	GA recommends that specifications for the major classes of fire apparatus be standardized across all stations in the new regional municipality. This will generate savings in total cost of ownership for the municipality.	I	219	RECOMMEND ADOPTION IN PRINCIPLE
139	GA recommends that the following fire apparatus replacement schedule be adopted for the purposes of determining fire apparatus suitability for continued service and as a budget planning tool for fire apparatus replacement. {detail on page}	I	283	RECOMMEND ADOPTION IN PRINCIPLE
145	GA recommends the following table of scheduled fire apparatus replacements. {detail on page}	I	290	RECOMMEND ADOPTION IN PRINCIPLE
9	GA recommends that all fire prevention activities, including fire-inspection, fire-investigation, and fire-safety education be brought inhouse. These are mandated services and require coordination, proper execution, and prioritizing in order to meet legislative mandates.	I	xv	RECOMMEND ADOPTION WITH REVISIONS
2	GA recommends providing centralized administration support, management and leadership. A full-time Director Manager of Public Safety Services – Regional Fire Chief, and a full-time Assistant Fire Chief with primary responsibilities for fire prevention are recommended. A part-time Divisional Chief is also recommended to take responsibility for developing and coordinating of firefighter qualifications and training.	I	xiv	RECOMMEND ADOPTION WITH REVISIONS
59	GA recommends the implementation of Model 3; Hybrid Regional Fire Service, for all of the reasons discussed starting on page 120.	I	127	RECOMMEND ADOPTION WITH REVISIONS
60	GA recommends the hiring of a full-time Director-MANAGER of Protective Services/Fire Chief.	I	127	RECOMMEND ADOPTION WITH REVISIONS