



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
CO-ORDINATING COMMITTEE**
Meeting Agenda
Monday, May 27, 2019 – 6:00 p.m.
West Hants Council Chambers, 76 Morison Drive, Windsor NS



-
- 1. CALL TO ORDER**
 - 2. APPROVAL OF AGENDA**
 - 3. APPROVAL OF MINUTES** – Meeting of May 6, 2019
 - 4. DELEGATIONS / PRESENTATIONS (if any)**
 - (a) Gerald Walsh, Gerald Walsh & Assoc. – HR Analysis
 - (b) Paul Card, Prime Creative – Communications
 - (c) Matt Delorme, Hatch, & Jennifer Duncan, DMA – Asset Management Road Map
 - 5. BUSINESS ARISING FROM PREVIOUS MINUTES (if any)**
 - (a) Work Plan Update
 - (b) Update on Executive Search for CAO
 - (c) Fire Services RFP
 - 6. STAFF REPORTS**
 - (a) March 2020 Regional Municipal Election (Rhonda Brown)
 - 7. BILL 55, SECTION 12 ITEMS**
 - (a) West Hants Public Works Capital Budget Expenditures – Recommendation Report
 - (b) Town of Windsor - Valley Communications Agreement – Recommendation Report
 - (c) Operating and Capital Reserves – Equipment and Projects – Recommendation Report
 - 8. ADDITIONS TO THE AGENDA**
 - 9. IN-CAMERA**
 - (a) Personnel Matter (Gerald Walsh)
 - (b) Contract Matter (CAO Laycock)
 - 10. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT**



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
CO-ORDINATING COMMITTEE
Meeting Minutes
Monday, May 6, 2019 – 6:00 p.m.
Windsor Council Chambers, 100 King St., Windsor NS



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	Councillor Municipality of the District of West Hants

Staff/Alternate Committee Members

Louis Coutinho	CAO, Town of Windsor
Martin Laycock	CAO, Municipality of the District of West Hants
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Ron Dauphinee	Department of Municipal Affairs
Nick Barr	Manager, Legislative & Policy Services, Department of Municipal Affairs
Kathy Kehoe	Director of Recreation, Municipality of the District of West Hants
Todd Richard	Director of Public Works, Town of Windsor
Donna Jones	Project Administrator

Regrets	Jennifer Daniels Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants
----------------	--

Gallery

Colin Chisholm	Reporter, Valley Journal Advertiser
Gerald Walsh	Gerald Walsh & Associates
Jillian Gorbald	Gerald Walsh & Associates
3 members of the Public	

- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:00 pm. Welcomed everyone in attendance and those attending via live stream.
- 2. APPROVAL OF AGENDA** – Additions and/or Deletions

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

- 3. APPROVAL OF MINUTES** – Meeting of April 15, 2019

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

4. DELEGATIONS / PRESENTATIONS

(a) Gerald Walsh (Human Resource Analysis Update)

- Co-ordinator Latimer introduced Gerald Walsh and Associate Jillian Gorbold, noted that they were both highly dedicated and capable consultants. Stated the importance of having the right administrative structure in place and a plan to successfully implement it as they move forward with the new municipal unit.
- Mr. Walsh introduced himself as the founder of Gerald Walsh & Associates Inc.
- Ms. Gorbold introduced herself and advised she had been with Gerald Walsh & Associates for one year. Noted that she brings a background of Municipal experience and that she has been doing this kind of work for 10 years.
- Mr. Walsh pointed out that their work creates change, and that this change affects the staff and impacts their families. He wanted to provide comfort to the Committee that they are treating each and every staff member with dignity and respect and noted that respect for the individual is one of the guiding principles for his company.
- Mr. Walsh advised that he and Ms. Gorbold have been working closely with the CAO's and have met with all Directors in both the Town and Municipality. Ms. Gorbold has invited all staff that are interested to come and meet with her, to date, she has met with approximately 50 staff members. She advised that these meetings have been going wonderful and that the voices of the staff matter, and it helps to shape the work they are doing.
- Mr. Walsh noted that a new preliminary organizational chart will be presented at the next meeting, broken down at the Director level, (positions only) with job functions below. If the preliminary organization chart is accepted, they will continue their work beyond that.
- Next steps will be a salary review of all positions for both units, review of the benefits plans, updating the current job descriptions, and coming up with new standardized ones. In addition, they will update the performance/evaluation review process to provide a new system and do a review of all Human Resource Policies to ensure new work force policies are in place.
- Mr. Walsh advised that as they move forward and get to the stage where internal candidates will need to apply for positions, an application process would be set up to facilitate that. There will be two or three half day workshops on resume writing and interview skills to support staff as they go through the process.
- Mayor Allen inquired as to what process would be taken for the interviews, would they be based on the existing job descriptions, or sculpting them to a different mold.
- Ms. Gorbold advised that they will use the existing job descriptions to help shape and influence the new ones that they will be creating, but noted they have an opportunity to streamline the processes in order to freshen them up, make them more modern and more reflective of the organizational needs.
- Co-ordinator Latimer asked Mr. Walsh, based on his experience, if he felt they were ahead of the work schedule. Mr. Walsh advised that they were on track.
- Co-ordinator Latimer inquired as to when staff could start to consider opportunities in the new Regional Municipality moving forward. Mr. Walsh indicated that as per Bill 55, the new CAO was responsible for hiring so it would not be until that person was in place.
- The committee members thanked Mr. Walsh & Ms. Gorbold for their update.

Mr. Walsh and Ms. Gorbold left the meeting at 6:15 pm.

5. BUSINESS ARISING FROM PREVIOUS MINUTES (if any)

(a) Work Plan Update

- Co-ordinator Latimer advised that there was a thorough review of the workplan recently presented at the Workshop held on April 30th. Noted that revisions would be made to the Workplan as we move forward.

(b) Update on Executive Search

- Co-ordinator Latimer relayed the update provided by Mr. Johnston of OCL on the Executive Search. He advised that to date, there have been approximately 20 contenders, people who have shown interest.
- Mr. Johnston suggested moving forward, they should put some thoughts around preliminary dates for a long list review and the actual interviews.
- Mr. Johnston advised, through Co-ordinator Latimer, he would work with the Advisory Group on the long list to get to a shorter list for review with the Co-ordinating Committee.
- It was discussed with the Committee, preferred dates for interviews based on the availability of the members.
- Co-ordinator Latimer will get back to Mr. Johnston to discuss timeframes to try and keep things moving.

(c) Update on Prime Creative

- Mr. Laycock provided an update on the Communications RFP with Prime Creative and advised that there was an upcoming meeting to be held on May 10th.
- Mr. Laycock discussed the Rally Cry "Together" that was developed and advised that they were to continue work on this, as well as the concept of how to engage the community. Discussions indicated that it was important that we go out to the community.
- Prime was provided a list of social events in the area to go out to and the plan is to narrow it down to about 20 events. Work is still being done on the concept of how exactly this will look and how they will engage the community.
- Mr. Laycock updated the Committee on Prime Creative preliminary media plan and advised that they will be working on the website and adding potential media partners.
- Co-ordinator Latimer advised the Committee that Prime Creative would be presenting at the May 27th Co-ordinating Committee meeting.

6. NEW BUSINESS

(a) Nova Scotia Utility and Review Board (NSUARB) Update

- Co-ordinator Latimer advised the Committee that the application had been filed with NSUARB related to the Hearing on council size and the polling district boundaries for the new Regional Municipality.
- The Board replied back requesting a preliminary hearing by way of telephone conference with the Transition Co-ordinator, this covered scheduling matters.
- Information was sent out to the Committee Members by way of email on May 3rd advising of the dates and times for the hearings to be held.
- Co-ordinator Latimer indicated that he was pleased that we are on schedule with regards to the NSUARB process. Noted that the Board is on top of everything and has been very accommodating to assist with staying on schedule.
- Board is to hold hearings; dates are June 24th & 25th.
- Hearing would be conducted in the West Hants Council Chambers.
- Co-ordinator Latimer raised with the board that there may be an interest in live streaming the hearings. Board advised they would be supportive of this if we could accommodate the request.

- Board preference is to hold two public evening sessions, one on the evening of June 24th in West Hants Council Chambers and the second on June 25th, in the Windsor Community Centre, both at 6:30 pm.
- Advertising dates are May 11 & 15 in the Chronicle Herald, and May 14 & 21 in the West Hants Journal.
- Mayor Allen asked Co-ordinator Latimer if a lot of people show up for the hearings. Co-ordinator Latimer replied that it depends on the circumstances and public choice.
- Co-ordinator Latimer indicated that during the Governance Review sessions, the largest number in attendance was around 40 and that was in Brooklyn for the boundary review.
- Warden Zebian advised that there is a Committee of the Whole for West Hants on the 25th of June, and that there was a Council meeting in Windsor on that date.
- Mr. Laycock advised that the evening sessions are held as needed, so they may not be required. Suggested if it was required, they could move their scheduled meeting on the Community of the Whole up an hour to be able to accommodate the session.
- Warden Zebian indicated that if the hearing dates are set, the respective councils would deal with it and they could move their scheduled meetings.
- Co-ordinator Latimer confirmed with the Committee members that they were okay with the hearing dates, needed to circle back to NSURAB and advise that they could confirm dates for advertising.

7. BILL 55, SECTION 12 ITEMS

(a) Recreation Capital Projects Recommendation Report

- Kathy Kehoe presented Park and Receptions Capital request, noting that they were bringing them forward all at once as opposed to one at a time to allow staff to move forward in a timely manner.
- Advised that this work is impacted by weather so were sensitive to the timing.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE \$45,000 TO BE TAKEN FROM THE WEST HANTS GENERAL OPERATIONS FOR THE PURCHASE OF A ¾ TON TRUCK FOR THE PARKS AND RECREATION DEPARTMENT. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE \$25,000 TO BE TAKEN FROM THE WEST HANTS VEHICLE RESERVE FOR THE PURCHASE OF A TRACTOR WITH A ROTOTILLER ATTACHMENT FOR THE PARKS AND RECREATION DEPARTMENT. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE \$43,000 TO BE TAKEN FROM THE WEST HANTS 5% RESERVE FUND FOR UPGRADES TO THE LANDING. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE \$8,000 TO BE TAKEN FROM THE WEST HANTS GENERAL OPERATIONS FOR ACCESSIBLE PICNIC TABLES. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE \$10,000 TO BE TAKEN FROM THE WEST HANTS FEDERAL GAS TAX RESERVE FOR THE FALLS LAKE (PIONEER DRIVE) RECREATION SITE PARKING LOT UPGRADES. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE \$45,000 TO BE TAKEN FROM THE WEST HANTS FEDERAL GAS TAX RESERVE FOR UPGRADES FOR THE FALMOUTH CAUSEWAY TRAIL PROJECT. MOTION CARRIED.

Kathy Kehoe left the meeting at 6:50 pm

(b) Main St. & Prince St. Rehabilitation Recommendation Report

- Mr. Laycock presented the Recommendation Report to the Co-ordinating Committee for consideration on behalf of his Municipal Engineer, Rick Sherrard.
- Mr. Laycock pointed out that it should be noted that the funds they are requesting are from the Hantsport Dissolution Funds reserve so that they have to be spent in Hantsport.
- Mayor Allen asked how many more infrastructure projects are lined up for Hantsport? Mr. Laycock advised that this project would absorb the majority of the remaining funds.
- Co-ordinator Latimer asked if it was known what the timing was for the approval of the ICIP projects. Mr. Dauphinee from DMA advised that a decision on approvals should be known soon.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE ACCEPTS THE TENDER OF GARY PARKER EXCAVATING LIMITED IN THE AMOUNT OF \$1,448,614.75 (INCLUDING HST), WITH THE WEST HANTS CONTRIBUTION OF \$391,125.98 TO BE PAID FROM THE HANTSPORT TRANSITION FUND, CONTINGENT ON INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP) APPLICATION APPROVAL. MOTION CARRIED.

(c) Purchase of 2019 Trackless Municipal Tractor Recommendation Report

- Mr. Richard presented the Recommendation Report.
- Replacing a 20-year piece of equipment that had to be taken out of commission this winter season. Is used for snow removal, street widening, street sweeping and grass/vegetation control.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVES THE PURCHASE OF A NEW 2019 TRACKLESS MUNICIPAL TRACTOR COMPLETE WITH SELECTED OPTIONS AND ATTACHEMENTS FROM SAUNDERS EQUIPMENT LTD. AT A COST OF \$191,313.00 PLUS HST. MOTION CARRIED.

8. ADDITIONS TO THE AGENDA

(a) Presentation at Nova Scotia Federation of Municipalities (NSFM) Spring Conference

- Co-ordinator Latimer handed out a package to the Co-ordinating Committee before the start of the meeting. The package contained three items for review for the presentation on May 9th at the NSFM Spring Conference. Co-ordinator Latimer went over his view on the approach to the presentation and reviewed with the Committee.
 - Gave an overview of the session time, 10:15 am to 11:15 am.
 - Agenda was provided on how the time would unfold.
 - Advised that all members of the Co-ordinating Committee are expected to be there and participate in the presentation.
 - Indicated they would start with an overview of Bill 55.
 - Posed the questions that were reviewed and discussed at the recent workshop.
 - Put out to the audience to ask questions.
- Warden Zebian, Mayor Allen and Deputy Murley were all favorable to the approach.
- Co-ordinator Latimer indicated that it was helpful to have the structure.

- Mayor Allen added that maybe they could list who they have had to hire in addition to the work that the staff has had to do. Co-ordinator Latimer advised this could be addressed in the question around what challenges were faced.
- Deputy Murley suggested that it should be mentioned at the session that the Co-ordinating Committee members would be approachable during the NSFM workshop after the presentation.
- Co-ordinator Latimer encouraged the members to express their views at the NSFM session, advised that it would be constructive and rewarding for everyone involved.
- Shared an article he had read on it being okay to have differences in views. Advised that everyone just wants what is best for the Municipal Units and it is okay to disagree.

10. IN-CAMERA – Personnel Matter

Those that remained for the in-camera session included the Co-ordinating Committee members and Alternate Committee member Bregante.

MOVED/SECONDED THAT AT 7:11PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

MOVED/SECONDED THAT AT 7:49PM, THE MEETING MOVED OUT OF IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

Regular Open Meeting Re-convened at 7:50pm

11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00 pm Monday May 27, 2019 in the West Hants Council Chambers.

MOVED/SECONDED THAT AT 7:53PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED

Chair

Project Administrator

REPORT
Meeting Date: 2019-05-27
Co-ordinating Committee
Region of Windsor and West Hants Municipality

For Information

DATE: May 27, 2019

REPORT TITLE: **HUMAN RESOURCE ANALYSIS PROGRESS UPDATE**

FROM: Gerald Walsh and Jillian Gorbold: Gerald Walsh Associates Inc.

Recommendation

That the report titled “Human Resources Analysis Progress Update” be received.

Background

The following is a progress update on the Human Resource Analysis work being conducted by Gerald Walsh Associates for the consolidation of the Town of Windsor and the Municipality of the District of West Hants.

Overall, the human resource analysis work is proceeding well focusing on meetings with staff, reviewing background information that was provided, and developing a preliminary functional organizational chart.

When the full organization chart is developed, it is important to note that every employee will have a role in the new structure.

Work that has been completed

- Conducted over 50 one-on-one meetings with staff. These meetings have been very informative, and we welcome more opportunities for staff to share their thoughts and feedback.
- Completed a preliminary review of existing job descriptions, human resource policies, salary ranges, benefit information, and performance management processes.
- Developed a draft organizational chart, which focuses on job functions and not people.

Work that is underway

- Compensation review and analysis
 - Reviewing the differences between both organizations and fair market comparison
- Further development of a full organizational chart
 - Will develop a new organizational chart to ensure every employee has a role
- Human resource policy development
 - We will refresh existing policies, merge and create new policies for the new municipality and develop policies to support guiding the new organization

- Conduct employee workshops on interview skills and resume writing
 - To support employees in preparing for the recruitment process, we will conduct workshops to share tips on interviewing and provide resume templates to use
- Hold question and answer session to address employees' concerns
 - Throughout the meetings with staff, we can assemble question and answers to support staff in feeling less angst as they go through this change.

In Closing

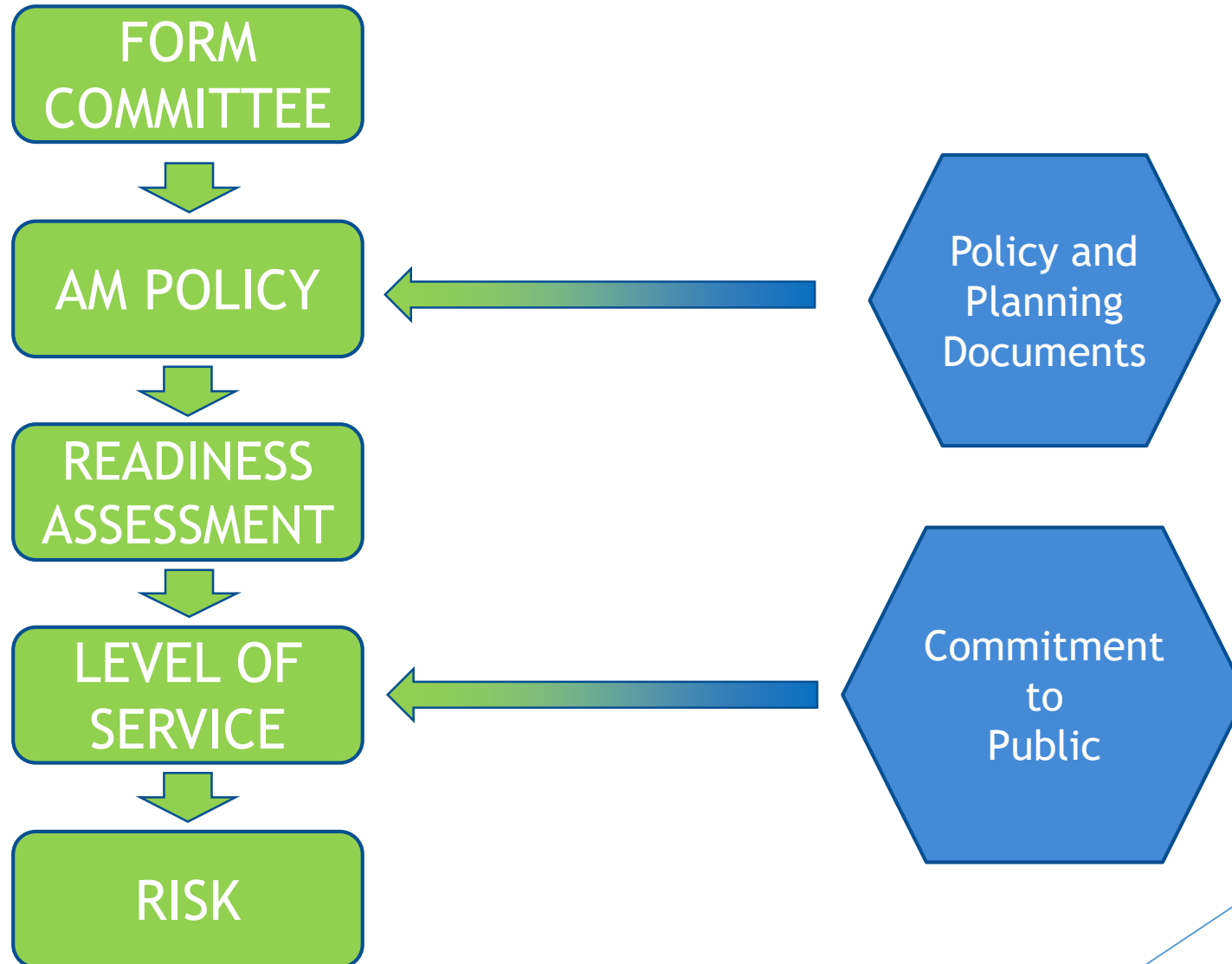
We are enjoying the opportunity to be part of the consolidation of the Town of Windsor and Municipality of the District of West Hants into a new municipal unit and supporting the employees through this transition period.

Windsor West Hants Asset Management Road Map

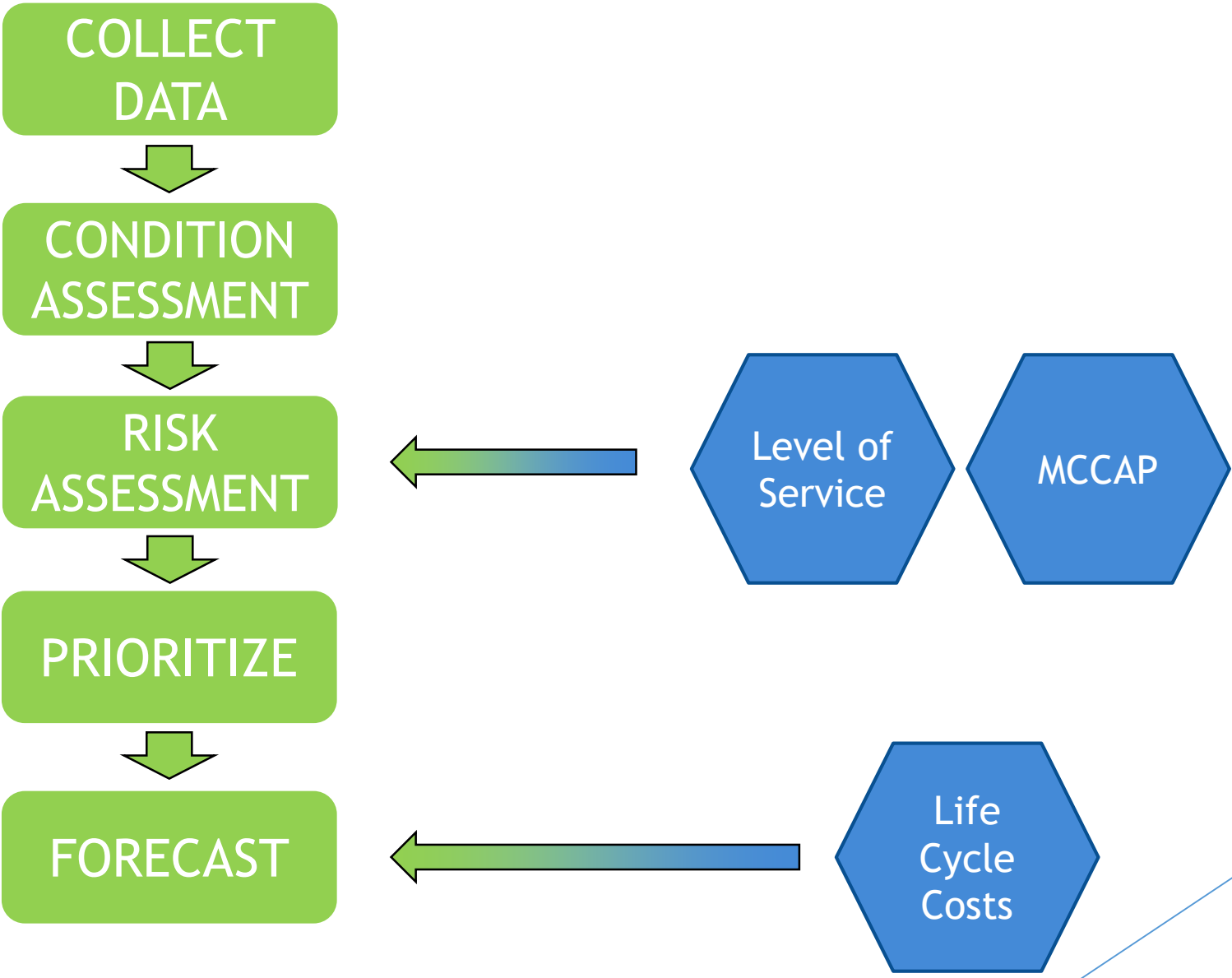
HATCH

Land•Info
Technologies

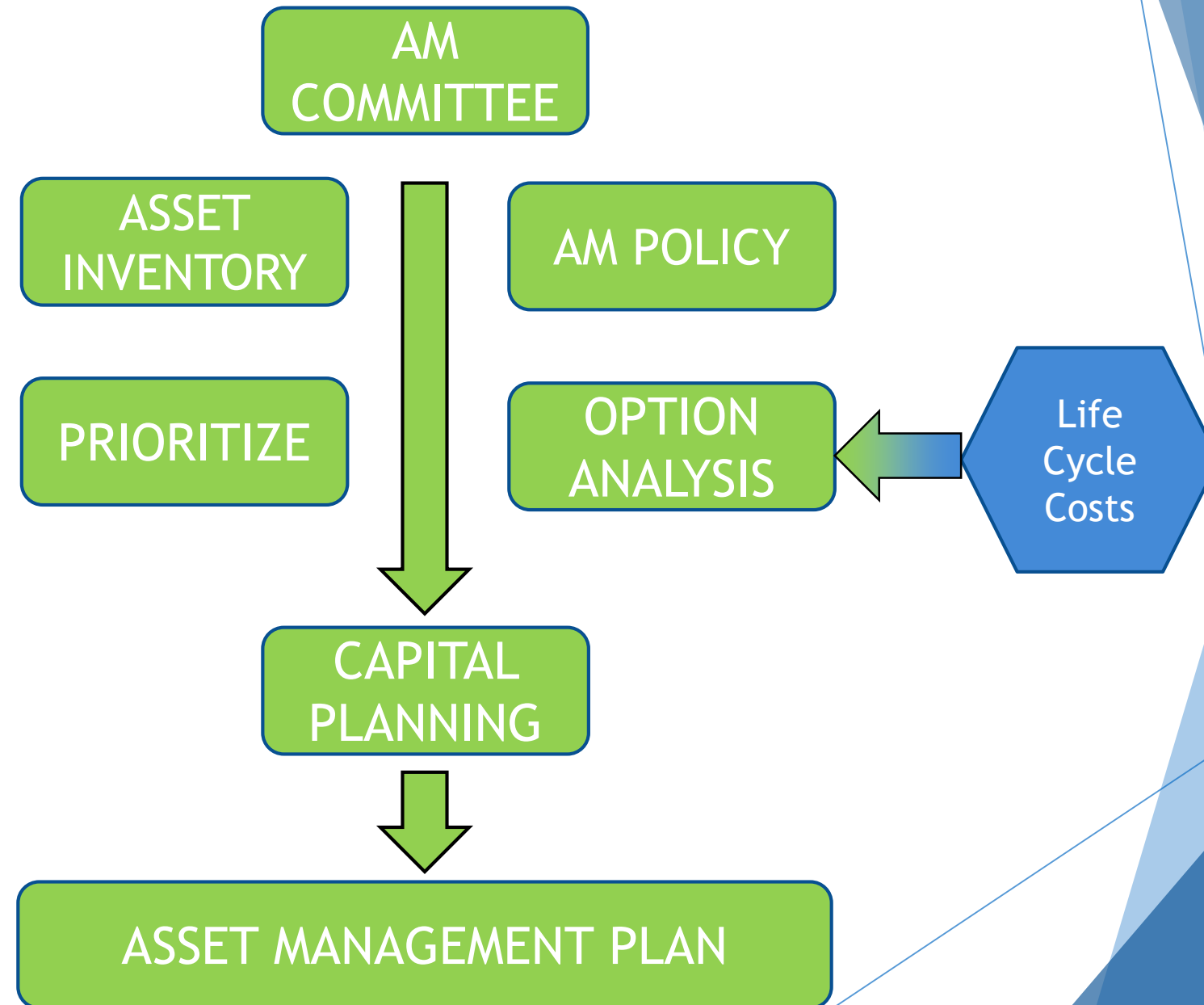
POLICY AND GOVERNANCE



ASSET INVENTORY



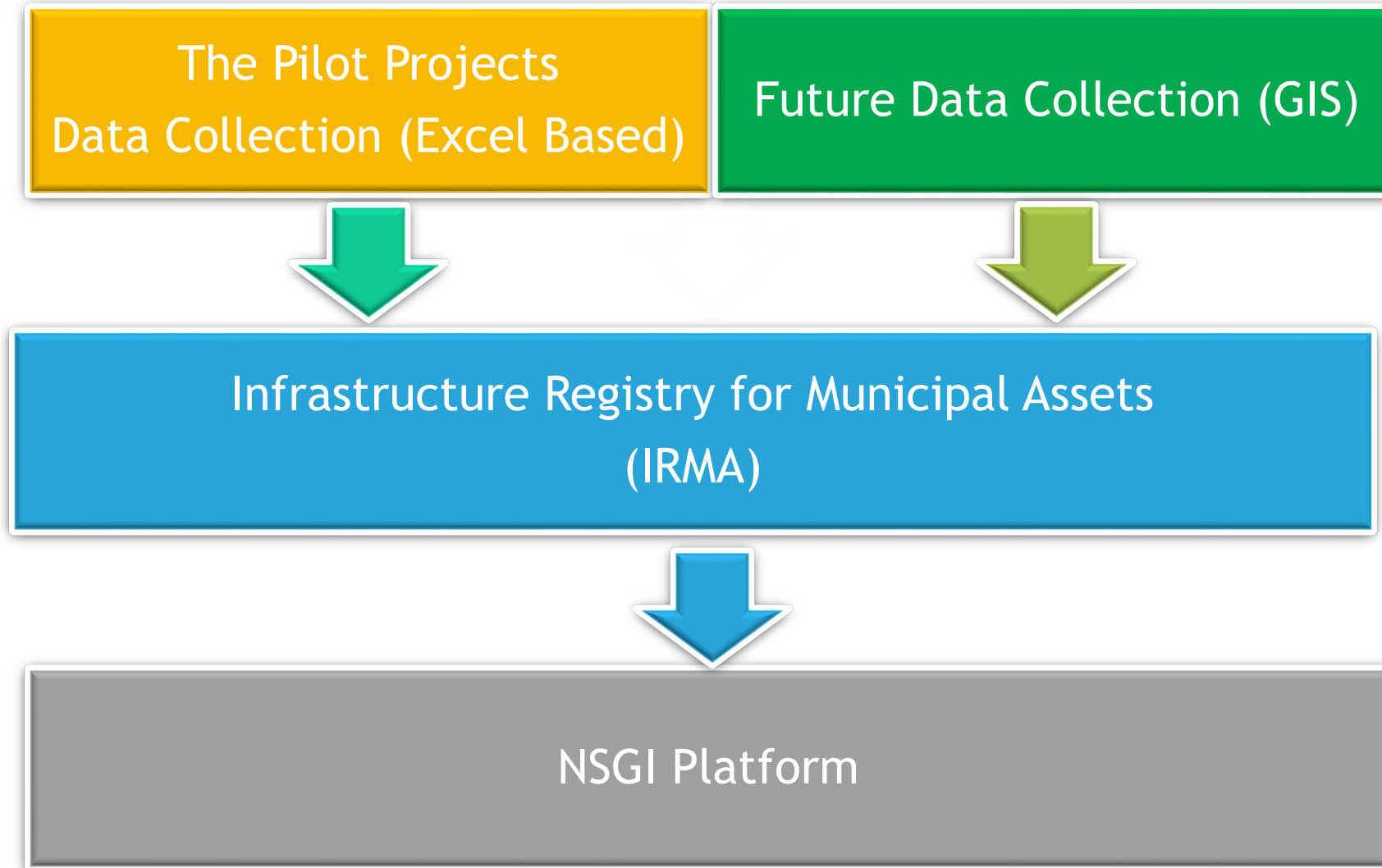
ASSET MANAGEMENT PLAN



ASSET MANAGEMENT: THE NOVA SCOTIA APPROACH



CURRENT PROGRAM FRAMEWORK



Co-ordinating Committee Workplan and Schedule

ID	Task Name	Duration	Start	Finish	Resource Names	Schedule																							
						D	Half 1, 2019					Half 2, 2019					Half 1, 2020												
							J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A							
1	I. Regional Government for Windsor / West Hants		Thu 1/17/19		Co-Ordinator		Co-Ordinator																						
2	a) Governance	314 days?	Thu 1/17/19	Tue 3/31/20		[Gantt bar]																							
113	d) IT	65 days?	Mon 4/1/19	Fri 6/28/19	Matt Povah / Jeff Hanshaw	[Gantt bar]																							
119	e) Pension Plans to Merge	197 days	Mon 4/1/19	Tue 12/31/19	Carlee/Rhonda	[Gantt bar] Carlee/Rhonda																							
120	f) Benefits Plans to Merge	197 days	Mon 4/1/19	Tue 12/31/19	Carlee/Rhonda	[Gantt bar] Carlee/Rhonda																							
121	g) Union / Non-Union Issues	65 days	Mon 4/1/19	Fri 6/28/19	Lou	[Gantt bar] Lou																							
122	II. PROVISION OF SERVICES / INFRASTRUCTURE																												
123	h) Policing	129 days	Tue 1/1/19	Fri 6/28/19	Lou/Martin/DMA	[Gantt bar] Lou/Martin/DMA																							
124	i) Fire Services	142 days	Fri 3/1/19	Mon 9/16/19	Angela	[Gantt bar]																							
128	j) Planning Services	65 days	Mon 4/1/19	Fri 6/28/19	Madelyn	[Gantt bar] Madelyn																							
129	K) Asset Registry/Asset Road Map PM	190 days	Thu 4/25/19	Wed 1/15/20		[Gantt bar]																							
141	l) Street Lighting	65 days	Mon 4/1/19	Fri 6/28/19	Doug/Carlee	[Gantt bar] Doug/Carlee																							
142	m) Parks and Recreation / Social Impact	195 days	Tue 1/1/19	Mon 9/30/19	Kathy Kehoe/Vanessa Roberts	[Gantt bar] Kathy Kehoe/Vanessa Roberts																							
143	III. FINANCIAL																												
144	q) Financial / Tax Impacts	242 days	Fri 3/1/19	Mon 2/3/20	Ron	[Gantt bar]																							
147	r) Municipal Financial Capacity Grant	129 days	Tue 1/1/19	Fri 6/28/19		[Gantt bar]																							
148	s) Financial Consolidation / Internal	262 days	Mon 4/1/19	Tue 3/31/20	Doug/Varun/Carlee, Carmi Povah / Jeff Hanshaw	[Gantt bar]																							
166	t) Financial Oversight / Controls for Co-ordinating Committee	1 day	Mon 4/15/19	Mon 4/15/19	Co-Ordinator/CAOs	[Gantt bar] Co-Ordinator/CAOs																							
167	IV. ADMINISTRATIVE / ADMINISTRATION																												
168	u) Contracts / Existing Municipal Contracts	65 days	Mon 4/1/19	Fri 6/28/19	Clerks	[Gantt bar] Clerks																							
169	v) Space Requirements for new MU	20 days	Mon 9/2/19	Fri 9/27/19	/CAOs	[Gantt bar] /CAOs																							
170	w) Boards and Commissions	168 days	Fri 5/10/19	Tue 12/31/19	Rhonda/Shelleena	[Gantt bar] Rhonda/Shelleena																							
171	x) Property / Transfer of Lands	64 days	Tue 1/1/19	Fri 3/29/19	Louis/Martin	[Gantt bar] Louis/Martin																							
172	y) Council Policies / By-laws	87 days	Mon 9/2/19	Tue 12/31/19	Rhonda/Shelleena	[Gantt bar] Rhonda/Shelleena																							
173	V. MAKING THE CHANGE																												
174	z) Communication / Public Engagement	133 days?	Thu 3/28/19	Mon 9/30/19	Martin/Lou	[Gantt bar]																							
186	aa) University / Outreach / Residual Value	40 days	Mon 5/6/19	Fri 6/28/19	Co-Ordinator	[Gantt bar] Co-Ordinator																							



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

To: Members of the Co-ordinating Committee

Submitted by: _____
Martin Laycock, CAO, Municipality of West Hants

Louis Coutinho, CAO, Town of Windsor

Date: May 27, 2019

Subject: March 2020 Regional Municipal Election

Origin:

The Region of Windsor and West Hants Municipality Act requires a regional municipal election to be held in March 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 , Sections 4, 22, 30, 34, 38, 50, 114, 139

Recommendation:

It is recommended:

- 1. That Rhonda Brown be appointed as the Returning Officer for the March 2020 Region of Windsor and West Hants Municipality Election.**
- 2. That Shelleena Thornton be appointed as the Assistant Returning Officer for the March 2020 Region of Windsor and West Hants Municipality Election.**

3. That the Returning Officer be appointed to act as the Registrar of Voters for the March 2020 Regional Municipal Election.
4. That the permanent register of electors established and maintained by Elections Nova Scotia be used as the preliminary list of electors for the March 2020 Regional Municipal Election.
5. That the Returning Officer enter into an Information Sharing Agreement with the Province of Nova Scotia for the sharing of the list of electors for election purposes.
6. That additional notification of the preliminary list of elector preparation be given to electors by posting notices in each district, posting on the Stronger Region website and posting on municipal social media sites.
7. That the amended list of electors be completed by January 27, 2020.
8. That additional notice of poll be given by mailing information cards to each elector, posting on the Stronger Region website and posting on municipal social media sites.
9. That Saturday February 29, 2020 be set as the other advance polling date for the March 2020 Regional Election, in addition to the March 3, 2020 date prescribed under Section 114 of the *Municipal Elections Act*.
10. That the Tariff of Fees and Expenses for the Windsor and West Hants Municipality Elections Pursuant to Section 139 of the *Municipal Elections Act* attached as Schedule A to the March 2020 Regional Municipal Election dated May 27, 2019 be approved.

Background:

The *Region of Windsor and West Hants Municipality Act* mandates the first Regional Municipality election's ordinary poll day to be March 7, 2020 (the first Saturday in March 2020). The Municipal Election Act (MEA) details planning and execution of municipal elections, and specifies decisions that must be made by councils for the planning process, such as who's organizing the election, how to give notifications to electors, what can be spent on elections etc.

Historically municipalities have also been responsible for school board elections at the same time as their general municipal elections. Due to Provincial changes in education only the Conseil Scolaire Acadien Provincial (CSAP) school board is now required to be elected. The Department of Municipal Affairs has advised that the CSAP election for our area will be done in October 2020 during the regular municipal elections.

Discussion:

The current returning officers for the Municipality of the District of West Hants (Municipality) and Town of Windsor (Town) have successfully executed previous municipal elections in the region. Retaining these Returning Officers for the Regional Election will bring knowledge and experience during this time of change. In previous municipal elections the Returning Officers have also acted

as the Registrar of Voters, and it recommended the appointed Returning Officer continue to fulfill this duty.

The registry of electors maintained by Elections Nova Scotia has been used by the Town and the Municipality since at least 2004. This registry is continuously updated using sources such as Registry of Motor Vehicle, death records and the latest Provincial and/or Federal elections. This registry of electors may not be 100% accurate but if used as the preliminary list of electors, the Returning Officers will conduct revisions to the list to increase accuracy. Revisions include identifying and removing duplicates, organizing the list in an understandable format, and making corrections to or adding new electors. In order to use the Elections Nova Scotia registry of electors, a new agreement must be signed between the Province of Nova Scotia and the Regional Municipality by October 2019.

The preliminary list of electors could also be obtained by enumeration, however doing this would require the hiring of an additional 40 people for at least 10 days to conduct the enumeration in early November. The Returning Officer would still be required to conduct revisions and given the time period between the enumeration and polling days there is no guarantee that enumeration would be more accurate than the registry of electors from Elections Nova Scotia.

The MEA states that public notices regarding an election must be given by publishing them in a newspaper circulating in the area. For the 2020 Regional Election this will be done by publishing information in the Valley Journal Advertiser. In addition, the MEA states specifically that councils must approve an additional method of notification for the preliminary list of elector preparation and the notice of poll.

All notices for the election will be placed on the Stronger Region website and social media platforms such as Facebook and Twitter; however, under the MEA, these are not considered as means of notification. Posting notification of the preliminary list of electors in 2-3 places in each district would provide the additional notification in accordance with the MEA, potentially reach electors who are not on the list and save on election expenses. After the amended list of electors is complete, sending each elector an information card with their specific notice of poll information will ensure electors are aware of where they vote and trigger some to call the Returning Officer regarding changes or to be added to the list if they did not receive an information card.

The amended list of electors must be prepared in time to give to candidates when their nomination papers are filed. Filing of nomination papers can be done up to 5 business days before Nomination Day of Wednesday, February 12, 2020. To ensure copies of the amended list are prepared for candidates, a due date of January 27, 2020 for the amended list of electors is recommended.

The MEA mandates there be an advance poll on the Tuesday before ordinary polling day and that council choose another advance poll day, either the Thursday the ninth day before or Saturday the seventh day before ordinary polling day. Saturday February 29, 2020 is being suggested for the other advance poll day.

The MEA states that council must approve a tariff of fees and expenses to be paid to people and for other expenses in connection with an election; and if the actual expenses incurred are more than that approved, council may authorize the additional expenses. The tariff of fees and expenses being proposed for approval is attached as Schedule "A". A similar tariff of fees and expenses has been used by the Municipality and was last updated in 2018. The proposed includes a standby rate of \$40.00 per day for poll workers to ensure additional staff are available if needed. As well, the Travel Allowance now includes reasonable expenses for meals while attending to duties.

Should the Co-ordinating Committee approve all the recommendations above, significant dates for the March 2020 Regional Election would be as follows:

December 30, 2019 – Deadline to receive Preliminary List of Electors

January 8-23, 2020 – Revision Period for List of Electors

January 27, 2020 – Amended List of Electors Completed

February 12, 2020 – Nomination Day (nominations may be filed by appointment 5 days earlier)

February 29, 2020 – 1st Advance Poll

March 3, 2020 - 2nd Advance Poll

March 7, 2020 – Ordinary Poll Day

March 10, 2020 – Official Count of Election

Financial Implications:

The estimated cost for the March 2020 Regional Election for 11 Districts is \$73,909.16 including a 10% contingency, based on the costs for the 2016 West Hants Municipal Elections and proposed Schedule "A". The Co-ordinating Committee has approved a maximum of \$85,000 in the event it should be higher than estimated. The detailed estimated election costs are attached and include employer statutory deductions costs and net HST where applicable.

Should the Co-ordinating Committee choose to obtain the preliminary list of electors through enumeration, costs could increase by \$17,804.83 including employer statutory deduction costs. Using enumeration would bring the overall estimated March 2020 Regional Election cost to \$91,713.99.

Alternatives:

1. The Co-ordinating Committee could choose to appoint someone else as the Returning Officer , Assistant Returning Officer and/or Registrar of Voters.
2. The Co-ordinating Committee could direct the Returning Officer to conduct an enumeration for the preliminary list of electors.
3. The Co-ordinating Committee could choose another method of providing the required additional notice of the preliminary list or notice of poll.
4. The Co-ordinating Committee could choose Thursday February 27, 2020 as the other advance polling date.
5. The Co-ordinating Committee could choose to amend the Tariff of Fees and Expenses made Pursuant to Section 139 of the *Municipal Elections Act*.

Attachments:

1. Schedule A - Tariff of Fees and Expenses for the Region of Windsor and West Hants Municipality Elections made Pursuant to Section 139 of the Municipal Elections Act.
 2. Updated March 2020 Regional Election Budget – 11 Districts
-

Report Prepared by: _____
Rhonda Brown, Municipal Clerk & Returning Officer, Municipality of the District of West Hants

Report Reviewed by: _____
Shelleena Thornton, Municipal Clerk & Returning Officer, Town of Windsor

Report Reviewed by: _____
Martin Laycock, CAO, Municipality of the District of West Hants

Report Reviewed by: _____
Louis Coutinho, CAO, Town of Windsor

SCHEDULE "A"

Tariff of Fees and Expenses for the Region of Windsor and West Hants Municipality Elections Pursuant to Section 139 of the *Municipal Elections Act*

RETURNING OFFICER

For all services and expenses in connection with an election or plebiscite, an allowance of

- | | |
|----------------------------------|-----------|
| a. Regular (5 or more districts) | \$5000.00 |
| b. Special (1-4 districts) | \$2500.00 |

ASSISTANT RETURNING OFFICER

For assisting the returning officer in connection with an election or plebiscite, and allowance of

- | | |
|----------------------------------|-----------|
| a. Regular (5 or more districts) | \$2500.00 |
| b. Special (1 -4 districts) | \$1250.00 |

RENTAL OF OFFICE SPACE

Where the Returning Officer does not have premises provided by the Municipality, the use by the returning officer of his/her residence as headquarters an allowance of

\$200.00

Rental of a meeting hall or polling station

\$125.00/day

For the services of clerical assistants, including services for the tabulation of election results, an allowance of

\$15.00/hour

For addressing envelopes for mailing of electors, an allowance of

\$15.00/hour

REGISTRAR OF VOTERS

For all services and expenses in connection with an election or plebiscite, an allowance of

\$1500.00

ENUMERATORS

For services and expenses required in the enumeration of electors, the sum of

Flat Fee of \$200.00
plus \$0.50 per name

REVISING OFFICERS

For all services performed in connection with the revision of names, an allowance of

- | | |
|---------------------|----------|
| a. Revising Officer | \$500.00 |
| b. Revision Clerk | \$200.00 |

POLL WORKERS

Salary in connection with an election or plebiscite for poll workers, an allowance of

- | | |
|---|--------------|
| a. Deputy Returning Officer | \$175.00/day |
| b. Poll Clerk | \$145.00/day |
| c. For standby services as a substitute | \$40.00/day |

CONSTABLES

For all services at ordinary polls, at advance polls and at the revisal office an hourly wage of \$25.00/hour

TRAVEL ALLOWANCE

A Returning Officer, Assistant Returning Officer, Registrar of Voters, Revising Officer, Revision Clerk, Deputy Returning Officer, Poll Clerk, and Constables are authorized to be paid a travel allowance for mileage at the Provincial mileage rate and reasonable expenses for meals while attending to their duties. A claim for the travel allowance must be submitted using an approved expense claim form with receipts.

RECOUNTS OR CONTROVERTED ELECTIONS

For required attendance by the Returning Officer, Assistant Returning Officer, Deputy Returning Officer and Poll Clerk at a recount or a court application regarding a controverted election, an allowance of \$100.00/day

OTHER

Training Sessions \$30.00/session

All other fees and expenses in connection with an election or plebiscite will be at reasonable costs.

Except for travel allowance expenses, the returning officer and assistant returning officer shall not be paid additional fees while performing the duties of the registrar of voters, enumerators, revising officers, revision clerk, constables, deputy returning officer, and poll clerk.

**Municipality of the District of West Hants
Estimated Cost of Expenditures
2020 Regional Election Budget - 11 Districts**

		Budget	Notes
Revenue			
	Operational		
Expenditures			
	Returning Officer*	\$ 5,451.40	
	Assistant Returning Officer*	\$ 2,725.70	
	Deputy Returning Officers*	\$ 15,073.12	22/3 days, 1/1 day, 12 First Aid Training
	Poll Clerk*	\$ 10,592.07	22/3 days, 1/1 day
	Training*	\$ 2,636.66	49 election training, 12 First Aid Course
	Poll Worker Stand-by*	\$ 392.50	3/3 days
	Hall Rental	\$ 4,125.00	30 hall rentals
	Stationary and copying	\$ 500.00	
	Mailing	\$ 13,647.60	Postage
	Printing Costs	\$ 6,956.59	ballots, seals, boxes, voter cards, poll books, signage
	Advertisements	\$ 2,089.50	8 ads
	Travel Allowance	\$ 3,000.00	meals and mileage
	Subtotal	\$ 67,190.15	
	10% Contingency	\$ 6,719.01	
	Total	\$ 73,909.16	
			* All Labour includes EI, CPP, WCB



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

To: Members of the Co-ordinating Committee

Submitted by: _____
Martin Laycock, CAO, Municipality of West Hants

Louis Coutinho, CAO, Town of Windsor

Date: May 27, 2019

Subject: West Hants Public Works Capital Budget Expenditures

ORIGIN

Municipality of the District of West Hants 2019-2020 Public Works Department Capital Budget as approved by West Hants Municipal Council on April 23, 2019.

LEGISLATIVE AUTHORITY

Region of Windsor and West Hants Municipality Act, Section 12 (b) enter into any lease, contract or other commitment that has effect after, or a term extending beyond, March 31, 2020; (c) dispose of a capital asset.

Municipal Government Act, Part IV Finance, Power to Expend, sections:

- (o) public transportation services;
- (x) lands and buildings required for a municipal purpose;
- (y) furnishing and equipping any municipal facility;
- (z) acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose;
- (aa) streets, culverts, retaining walls, sidewalks, curbs and gutters;
- (ak) wastewater facilities and stormwater systems; and

- (al) water systems.

RECOMMENDATION

It is recommended that:

...the Co-ordinating Committee approve the capital expenditure of items listed in Appendix 1 for the Public Works Department General & Hantsport Transition;

...the Co-ordinating Committee approve the capital expenditure of items listed in Appendix 2 for the Public Works Department Sewer System Utility;

...the Co-ordinating Committee approve the capital expenditure of items listed in Appendix 3 for the West Hants Water Utility.

BACKGROUND

On April 3, 2019 West Hants Council was presented a draft version of the 2019/2020 Public Works Department capital budget. Projects and equipment identified by the Public Works Department for funding approval included:

1. 1-ton Truck - The Public Works Department require a 1-ton truck to be utilized for daily operations, including proposal for snow clearing at all municipal facilities. This service is currently being contracted to external service providers. This truck will replace an existing 2011 Chevrolet Colorado.
2. Sewer Lift Station Pumps - The Public Works Department requires annual replacement of aging and unreliable sewer lift station pumps within the Falmouth, Hantsport and TMP sewer utilities.
3. Sewer Lift Station Panels/Controls - The Public Works Department requires replacement of aging and unreliable sewer lift station panels and SCADA controls within the Falmouth, Hantsport and TMP sewer utilities.
4. Sewer Lift Station Chambers/Piping - The Public Works Department requires replacement of aging and unreliable sewer lift station chambers and piping within the Falmouth, Hantsport and TMP sewer utilities.
5. Sewer Lift Station Access Doors - The Public Works Department requires replacement of aging sewer lift station access doors within the Falmouth, Hantsport and TMP sewer utilities.
6. Sanitary Sewer Plan - The Public Works Department requires a condition study of the sanitary sewer systems within the Falmouth, Hantsport and TMP sewer utilities.

7. Falmouth Watershed Roads - The West Hants Water Utility requires annual rehabilitation of the Falmouth Watershed Roads, including ditching, culvert installation, grading and gravelling.
8. Water Meters/ERT's - The West Hants Water Utility requires annual replacement of aging and unreliable water meters and transmitters.
9. Fire Hydrants - The West Hants Water Utility requires installation of additional fire hydrants, along with annual replacement of aging and unreliable fire hydrants.
10. Prince Street Water Main - The West Hants Water Utility requires replacement of aging and undersized water main on Prince Street in Hantsport as per the 2015 OPUS transition assessment.
11. Panuke Road Booster Station - The West Hants Water Utility requires rehabilitation of the aged, unsafe and unreliable water booster station on Panuke Road.
12. Bulk Water Haul Station - The West Hants Water Utility requires relocation of the existing bulk water haul station to Falmouth Station Lane to resolve ongoing safety concerns of its current location at 76 Morision Drive.
13. Distribution Pumps - The West Hants Water Utility requires annual replacement of aging and unreliable water distribution pumps.
14. Chemical Pumps - The West Hants Water Utility requires annual replacement of aging and unreliable chemical pumps for its Water Treatment Plants.
15. High Lift Pumps - The West Hants Water Utility requires replacement of aging and unreliable high lift pumps at the Falmouth Water Treatment Plant.
16. Water Treatment Plant Upgrades - The West Hants Water Utility requires replacement of existing chlorine dosing equipment and other aging equipment at the Falmouth Water Treatment Plant.
17. Leak Detection Services - The West Hants Water Utility requires leak detection services throughout the TMP/Wentworth water distribution system.
18. Water Mains/Laterals - The West Hants Water Utility requires annual repair and replacement of aging and unreliable water mains and laterals.
19. Hantsport Pressure Reducing Valve (PRV) Chambers - The West Hants Water Utility requires repairs to existing PRV chambers in Hantsport as per the 2015 OPUS transition assessment.

20. Water Main Valves - The West Hants Water Utility requires annual replacement of aging and unreliable water main valves.
21. Hantsport Roads - The Public Works Department requires annual rehabilitation of aging and unreliable road surfaces throughout Hantsport. This work was previously approved by West Hants Council in the 2018/19 capital budget, however work was not started as tender prices received were over budget and the work was deferred to 2019/20.
22. Hantsport Sidewalks - The Public Works Department requires annual rehabilitation of aging and unreliable sidewalks throughout Hantsport. This work was previously approved by WH Council in the 2018/19 capital budget, however work was not started as tender prices received were over budget and the work was deferred to 2019/20.
23. West Hants Roads - The Public Works Department requires annual rehabilitation of aging and unreliable road surfaces throughout West Hants. This work was previously approved by WH Council in the 2018/19 capital budget, however work was not started as tender prices received were over budget and the work was deferred to 2019/20.
24. Public Works Garage - The Public Works Department requires critical repairs to aging garage building, including roof and siding repairs.
25. Public Works Storage Building - The Public Works Department requires critical repairs to aging storage building, including roof and siding repairs.
26. Public Works Office Building - The Public Works Department requires annual repairs to the Public Works administrative office building, including replacement flooring.
27. Hantsport Signage - The Public Works Department requires annual replacement to aging road signage throughout Hantsport.
28. GPS Hardware - The Public Works Department requires purchase of new electronic GPS hardware to be utilized for online asset management of municipal infrastructure throughout West Hants.
29. Flail Mower Attachment - The Public Works Department requires purchase of flail mower equipment to maintain ditches and drainage watercourses in West Hants.
30. Dump Truck Plow - The Public Works Department requires replacement of the aging and unreliable 5-ton dump truck plow gear. A new 5-ton truck chassis was purchased in 2016, however a new plow was not purchased as part of the truck purchase. The plow from the previous dump truck was reused (as is), and the dump box/salter gear was reconditioned and installed on new truck in 2016.

DISCUSSION

The West Hants Public Works capital budget equipment items have been identified by staff as projects and equipment necessary to assist them in completing their existing jobs, and to maintain the currently level of service being provided to the Municipality of West Hants. The Capital requires have been approved by West Hants Council.

POLICY IMPLICATIONS

This capital funding request does have any policy implications.

FINANCIAL IMPLICATIONS

The proposed projects are funded through various sources outline in the attached appendices. The following chart outlines the totals from each funding source. There are sufficient funds in reserves to cover theses cost. Items funded through general operations or the users were accounted for in the 2019-2020 operational budget.

Funding Source	Amount
Sewer Capital Reserve	\$ 50,500
Gas Tax Reserve	1,863,000
Sewer Users	20,000
Water Users	20,000
Water Depreciation Reserve	365,500
Water General Operations	100,000
Transition Reserve	482,000
Operating Reserve	40,000
General Operations	39,521
Transportation Reserve	50,000
Building Reserve	10,000
	<u>\$ 3,040,521</u>

ALTERNATIVES

Coordinating Committee may reject one or more of the proposed capital projects.

ATTACHMENTS

Appendix 1 – List of Capital Expenditure Items for Public Works General

Appendix 2 – List of Capital Expenditure Items for Public Works Sewer Utility

Appendix 3 – List of Capital Expenditure Items for West Hants Water Utility

Report Prepared by: _____
Brad Carrigan, P.Eng., Director of Public Works

Report Reviewed by: _____
Carlee Rochon, Director of Finance, West Hants

Report Reviewed by: _____
Martin Laycock, Chief Administrative Officer, West Hants

Appendix 1: Capital Budget - Public Works General & Hantsport Transition

Hantsport Roads Rehab	\$262,000	Transition/Reserve/RBC/MFC
Hantsport Sidewalks Rehab	\$228,000	Gas Tax
PW Garage Upgrades	\$25,000	Transition
SXBlue GPS Hardware	\$10,000	Operating Reserve
PW Storage Shed	\$10,000	Transition
Hantsport Office Building	\$10,000	Transition
Flail Mower	\$15,000	Operating Reserve
Replacement Plow	\$15,000	Operating Reserve
WH Roads Rehab	\$50,000	Transportation Reserve
Hantsport Signage	\$5,000	Transition
Heat Pumps Recreation Shop	\$10,000	Building Reserve
Main/Prince St. Infrastructure *	1,313,705	Transition/Reserve/RBC/MFC

*submitted separately for Co-ordinating Committee

Appendix 2: Capital Budget - Public Works Sewer System Utility

Truck Replace (shared with water)	\$25,500	Capital Reserve
Inflow Study/Repairs	\$25,000	Capital Reserve
Lift Station Submersible Pumps	\$40,000	Gas Tax
Lift Station Panels/SCADA	\$90,000	Gas Tax
Lift Station Chambers/Piping	\$100,000	Gas Tax
Lift Station Access Doors	\$5,000	Gas Tax
New Service Laterals	\$20,000	Users
Sanitary Sewer Plan	\$300,000	Gas Tax

Appendix 3: Capital Budget – West Hants Water Utility

Truck Replace (shared with sewer)	\$25,500	Capital Reserve
Falmouth Watershed Roads	\$20,000	General Operations
New Water Meters	\$30,000	General Operations
New Fire Hydrants	\$50,000	General Operations
New Customer Laterals	\$20,000	Users
Prince Street Watermain	\$170,000	Transition
TMP Booster Station Replacement	\$500,000	Gas Tax
Falmouth Bulk Water Station	\$10,000	Capital Reserve
Hantsport Distribution Pump	\$10,000	Capital Reserve
Falmouth WTP Chemical Pumps	\$5,000	Capital Reserve
Falmouth WTP High Lift Pumps	\$20,000	Capital Reserve
Falmouth WTP Plant Upgrades	\$20,000	Capital Reserve
TMP Leak Detection	\$20,000	Capital Reserve
Water Main/Service Repairs	\$225,000	Capital Reserve
Hantsport PRV Chamber Repairs	\$10,000	Capital Reserve

TMP Replace Main Valves	\$15,000	Capital Reserve
TMP Service Upgrades	\$600,000	Gas Tax
Hantsport WTP Chemical Pumps	\$5,000	Capital Reserve



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

RECOMMENDATION REPORT

To: Members of the Co-ordinating Committee

Submitted by: 
VanEssa Roberts, A /CAO Town of Windsor

Martin Laycock, CAO Municipality of West Hants

Meeting Date: 27 May 2019

Subject: Valley Communications – Communication Service Agreement

ORIGIN

Request from Valley Communications for the Town of Windsor to sign a One (1) year contract to commence on the first day of July, 2019 and end on the 30th day of June, 2020.

LEGISLATIVE AUTHORITY

Bill 55 – Region of Windsor and West Hants Municipality Act – 12 (b)

RECOMMENDATION

It is recommended that the Co-ordinating Committee authorize the Town of Windsor to enter into a one-year service agreement with Valley Communications Incorporated, as attached to this report.

BACKGROUND

The Town of Windsor and the Windsor Fire Department have for many years utilized Valley Communication to provide fire dispatch services for the Town of Windsor.

DISCUSSION

Valley Communication operates four 911 PSAP's (Public Safety Answering Points) in the province of Nova Scotia and acts as dispatch for 85 fire departments in the counties of Kings, Annapolis, Hants, Lunenburg, Queens, Colchester and Cumberland, and acts as a secondary 911 answering point for these areas.

POLICY IMPLICATIONS

The Town is complying with the requirements in Bill 55 on contracts extending beyond March 31, 2020.

FINANCIAL IMPLICATIONS

Contract expenses were included in the approved 2019/2020 Town of Windsor Budget.

ALTERNATIVES

These undertakings are required to ensure fire dispatch services.

ATTACHMENT

Contract dated May 16, 2019

Report Prepared by:



Vanessa Roberts, Acting CAO Town of Windsor



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

RECOMMENDATION REPORT

To: Members of the Co-ordinating Committee

Submitted by: _____
Todd Richard, A /CAO Town of Windsor

Martin Laycock, CAO Municipality of West Hants

Meeting Date: 27 May 2019

Subject: Operating and Capital Reserves - Equipment and Projects

ORIGIN

At the meeting of Windsor Town Council of 26 March 2019, Town Council approved the operating and capital budgets for 2019/ 2020. Expenditures included street and sidewalk work; equipment replacement and other capital work / projects.

LEGISLATIVE AUTHORITY

Bill 55 – Region of Windsor and West Hants Municipality Act:

Section 12(e) Before the incorporation date, a municipal government shall not expend any funds from an operating or capital reserve fund, and after the incorporation date the Council shall apply any reserve funds of a municipal government for the benefit of the residents of the area of the former municipality

RECOMMENDATION

It is recommended that the Co-ordinating Committee approve the following Town portion expenditures:

- 1. Five (5) Self Contained Breathing apparatus at a total estimated cost of \$53,970.00. Funding from the Fire Equipment Reserve.**

2. **Public WI-FI AP Expansion at a total estimated cost of \$22,560. Funding from the Capital Reserve.**
3. **Public Works Fuel Pump Replacement for a total estimated cost of \$41,980. Funding from the Public Works Equipment Reserve.**
4. **Public Works Wheel Loader #24 Replacement for a total estimated cost of \$299,830. Funding from the Operating Reserve.**
5. **Pavement Reconstruction, Cold Planing and Asphalt Overlay – King Street (Victoria to Gerrish) for a total estimated cost of \$99,550. Funding from the Capital Reserve (\$49,775) and Gas Tax Reserve (\$49,775).**
6. **Highland Avenue and Churchill Street, Street and Services Renewal for a total estimated Town cost of \$1,473,040. Funding from the Sewer Reserve (\$218,280) and Dept (\$1,254,760).**
7. **Sidewalk Reconstruction, Victoria Street for a total estimated cost of \$143,920. Funding from Gas Tax Reserve.**
8. **Lagoon Drive Sewage Treatment Plant, Sludge Removal Phase 1, for a total estimated cost of \$300,000. Funding from Sewer Reserve.**
9. **Causeway Trail Improvements for a total estimated Town cost of \$45,000. Funding from Sub-Division Reserve (\$22,500) and Operating Reserve (\$22,500).**

DISCUSSION

The nine projects identified in this report are a portion of the approved Windsor Town Council capital budget. These projects are priorities and expected to be completed or started in the 2019/20 fiscal year. Other items may be brought forward to the coordinating committee at a later date if required.

The estimated costs only include the Town portion, there may be other funding sources such as Water Utility, Grants or in the case of the Causeway Trail the contribution from West Hants on this shared project.

POLICY IMPLICATIONS

The Town is complying with the requirements in Bill 55 on expenditures related to operating and capital reserve funds. All expenditures will also follow the Town of Windsor's Purchasing & Tendering Policy.

FINANCIAL IMPLICATIONS

Expenditures have all been identified and approved by Windsor Town Council at its business meeting on 26 March 2019. The items identified are approved capital and operating budget expenditures that will be scheduled for this year.

ALTERNATIVES

These undertakings are required to ensure safety requirements and to maintain / replace all assets in a timely manner. Delaying these projects results in such endeavors being pushed to later years leading to an increased expense and increasing the risk of failure and or operating expenses.

ATTACHMENTS

None

Report Prepared by:

Todd Richard, Acting CAO Town of Windsor

Report Reviewed by:

Martin Laycock, CAO Municipality of West Hants