



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
CO-ORDINATING COMMITTEE**
Meeting Agenda
Monday, June 17, 2019 – 6:00 p.m.
Windsor Council Chambers, 100 King St., Windsor NS



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- 1. CALL TO ORDER**
 - 2. APPROVAL OF AGENDA**
 - 3. APPROVAL OF MINUTES** – Meeting of May 27, 2019
 - 4. DELEGATIONS / PRESENTATIONS (if any)**
 - (a) Carlee Rochon, Director of Finance – Financial Update
 - 5. BUSINESS ARISING FROM PREVIOUS MINUTES (if any)**
 - (a) Project Work Plan Update
 - (b) NSUARB Update
 - (c) Executive Search for CAO - Update
 - (d) Communications Plan - Update
 - (e) Fire Services RFP - Update
 - 6. STAFF REPORTS (if any)**
 - 7. BILL 55, SECTION 12 ITEMS**
 - (a) Water Utility – Funding Approval Recommendation Report
 - (b) Recruiting Building Official – Recommendation Report
 - 8. ADDITIONS TO THE AGENDA**
 - 9. IN-CAMERA (if any)**
 - 10. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT**



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

Martin Laycock	CAO, Municipality of the District of West Hants
Todd Richard	Acting CAO, Town of Windsor
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Nick Barr	Manager, Legislative & Policy Services, Department of Municipal Affairs
Brad Carrigan	Director of Public Works, Municipality of the District of West Hants
Rhonda Brown	Clerk, Municipality of the District of West Hants
Donna Jones	Project Administrator

Regrets

Louis Coutinho	CAO, Town of Windsor
Jennifer Daniels	Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants

Gallery

Jillian Gorbold	Gerald Walsh & Associates
Patrick Tighe	Deputy Mayor, Sturgeon, Alberta
Brian Botterill	Councillor, Strathcona, Alberta
Paul Card	Senior VP, Prime Creative
David Sayers	Assoc. Creative Director, Prime Creative
Marlene Barnes	Media Director, Prime Creative
Cara Ianni	Account Director, Prime Creative
Matt Delorme	Hatch Ltd.
Jennifer Duncan	Senior Engineer, Department of Municipal Affairs
1 members of the Public	

- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:03pm. Noted it was nice to see everyone out and advised that this was the second meeting for the month of May. He welcomed everyone that was there in person and those attending via live stream.

Co-ordinator Latimer welcomed two guests that were in attendance for the meeting, Deputy Mayor Patrick Tighe from Sturgeon, Alberta and Councillor Brian Botterill, from Strathcona, Alberta. Both gentlemen were travelling in Nova Scotia before heading to Quebec to attend the Federation of Canadian Municipalities (FCM) conference. Mr. Tighe had reached out to the Co-ordinator earlier in the year

showing an interest in the work the committee was doing with regards to Municipal reform. Advised the Committee that they had met with both guests earlier in the evening to update them on the status of the Region of Windsor and West Hants Municipality consolidation project.

2. APPROVAL OF AGENDA – Additions and/or Deletions

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

3. APPROVAL OF MINUTES – Meeting of May 6, 2019

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

4. DELEGATIONS / PRESENTATIONS

(a) Jillian Gorbold (Human Resource Analysis Update)

- Ms. Gorbold noted that it was important to provide a status update on the Human Resource Analysis work being conducted for the consolidation. Reviewed the report that was submitted with the agenda and went over the highlights.
- Advised that she has conducted over 60 one-on-one meetings with staff. This has provided a good perspective of the organization that is not normally obtained with just reviewing material.
- Mayor Allen commented that she was very pleased that Gerald Walsh and Associates were providing the tools (workshops/question & answer sessions) to staff.
- Co-ordinator Latimer noted that the design and implementing of the administrative structure for the new Regional Municipality is one of the more important and core functions for the committee. Stated that he personally feels they have a good head start on it and in good shape for the work that needs to be done.

(b) Paul Card, Prime Creative – Communications

- Mr. Card introduced himself and his team, advising that they would be assisting in the presentation.
- Went over their approach to the communication plan and support they will be providing. Noted that they are currently working with a broader team within the two units on how this communication plan is to be rolled out.
- Noted that one of the biggest challenges they have in front of them is how to wrap arms around the topic “Consolidation”. Looking at how to frame up the conversations to have with the community and engage residents, making them part of the story.
- Looking for a communication plan and message platform that makes it sound compelling to the residents and community. Something that they see themselves in so that they can engage them in conversation, get feedback and inform residents of the work progressing on the consolidation.
- One of the most important check points/measuring sticks for Prime Creative is to build on what has already been done, to build on the Strongerregion.ca website.
- Mr. Sayers gave an introduction to the rally cry “Together” and presented the video to the Co-ordinating Committee. Went over the various components of the platform and what it means to the overall consolidation process – Stronger Together.
- Part of communication plan and rolling out of the platform, is to use the strategy of leveraging existing community events across the region over the next several months. Setting up at these

- events and making it a welcoming experience to communicate and interact with members of the community. Provide an overview of what consolidation means, what has been going on, what are the next steps and what decisions have been made. Would educate residents on where to go to get information and point them in the direction of the website.
- Mr. Card reviewed the components of the Public Engagement questionnaire with the Committee and advised that it would also be posted on the Stronger Region website so that residents could complete the questionnaire online.
 - Deputy Warden Morton stated that he noticed on the slide identifying community events to attend, that there were several areas not covered. Asked what the plan was to get out to those areas like Brooklyn, Bramber, and Hantsport? Mr. Card advised that there are support events that would cover off these areas in the region, but it is a challenge. There are hundreds of events in the area over the next few months, but they picked core events which they know are fairly well attended by larger groups. Noted that it didn't mean that support events were no less important but felt it would be important to receive feedback from the team and councilors as to where they should be attending.
 - Co-ordinator Latimer asked Mr. Card if the committee members had thoughts, or are receiving input around what might be good locations or venues for support events, how should they deal with that? Mr. Card noted that at this stage, there is literally a sign up for events, what are they and what makes sense? Will map this out as communications happen. Mr. Card was asked to come back and update the Committee as the plan unfolds.
 - CAO Laycock added that one of the considerations that the Committee needs to take into account is staff time and staffing at the events. Stated that no one disagrees that they need to get out, but someone has to be there to staff the event. Need support from council and for them to take the lead on this.
 - Mayor Allen commented on the video clip and asked if it was the one to be used or just an example. Mr. Card advised that it was an example to give a feel for what the video could be like. Mayor Allen noted that she knows the people around the community and didn't recognize anyone in the clip. Thought it would be important to have people from the community in the video so they could see themselves.
 - Mayor Allen noted that the more the Committee discussed the communication plan and the Together platform, the more she bought in. Feels like it works, she understands it, and that it was all coming together. Advised she is looking forward to the next stages.
 - Co-ordinator Latimer ask for an update on the website. Mr. Card replied that they have already mapped out what that looks like and are excited to use the current Stongerregion.ca. Noted that people have this bookmarked and it fits with the Together Platform. Looking for support from the Committee so they can transfer the look and feel of the platform over to the Stronger Region website.
 - Warden Zebian commented that the logo is catchy and felt that the colors were fantastic.

**MOVED/SECONDED THAT THE DESIGN AND TOGETHER PLATFORM IS
ACCEPTED AS PRESENTED. MOTION CARRIED**

Mr. Tighe and Mr. Botterill left the meeting at 6:37pm

(c) Matt Delorme, Hatch & Jennifer Duncan, DMA – Asset Management Road Map

- Mr. Delorme advised that they were there tonight to talk about what was coming up for Asset Management (AM). Noted that Hatch was responsible for putting together the asset collection and

Road Map and the Province has the framework, they are keeping close communications.

- Mr. Delorme noted that Ms. Duncan and her group at Department of Municipal Affairs have a grand vision for AM. Hatch wants to ensure that everything that happens is in agreement with the Province's framework. Stated that Windsor and West Hants are on the leading edge compared to what other Municipalities and Provinces are doing.
- Mr. Delorme wanted to note two points: one, that assets that you own are not just a bunch of things in the ground, they are there because they provide a service to the residents. AM is looking at managing those things that provide services. Second, that they were not interested in developing a plan that would just sit on a shelf and collect dust. They were interested in getting internal staff thinking along the lines of AM, not just Public Works and Engineers but staff from all the functional departments. When Hatch has completed their work, they want to provide something that staff and elected officials can work with and carry on the process without having to bring in consultants.
- Mr. Delorme went over his presentation with the Committee members and advised that there will be a workshop held on June 19th, where they will start to develop an AM Policy.
- Co-ordinator Latimer asked Mr. Delorme what he considers to be an asset? Anything that you own and manage that provides a service to the residents. Something that would fall outside of this would be Fire Services, which are not actually owned and managed by the municipality. AM focus on things that you actually have decision making power over.
- Mr. Delorme noted that outside of HRM & Halifax Water, the new Regional Municipality will be on the leading edge and will be the first joint municipality to have all of their inventory assessed.
- Mayor Allen inquired as to whether this was something that was going to happen anyway or something that the Province was mandating in the future? Noted that she was glad it was being done, that it is a critical piece to any municipality, consolidation or not. Mr. Delorme indicated that yes, this would have had to happen in the future.
- Advised that the new municipal unit will have a fully functioning AM plan bundled together when everything was said and done, sustainable with internal staffing.
- Ms. Duncan pointed out that Nova Scotia is a little different in terms of how other provinces look at monitoring Federal AM requirements. Nova Scotia's approach is focused on building municipal capacity. Stated that in Nova Scotia, and across Canada, there is a lack of time, funding and resources to thoroughly evaluate infrastructure needs, which is the basis for the provincial program.
- Ms. Duncan advised that the current program is non regulatory, it is voluntary and based on municipal feedback. Direction is dictated by a working group, which is multi-disciplinary and includes municipal counterparts across the province.
- Ms. Duncan presented her slides and explained the asset management data collection registry, Infrastructure Registry for Municipal Units (IRMA). Mayor Allen asked if the Provincial Government's assets were in IRMA and was advised no, another government department looks after the Provincial assets.
- Co-ordinator Latimer asked Mr. Delorme how the next nine months would unfold. Mr. Delorme, noted that it would be in two steams, and they are currently working on the first, the asset inventory stream. This involves the team pulling together and mapping all of the data. This work should be done by the mid-June. Over the next two months, while that is happening, they will collect all of the condition data, to know what assets there are and what condition they are in. This part should be done by the end of August.
- In parallel with that, they are starting workshops, getting the internal working group together, and the road map to create a plan. To start looking at those things with risk and prioritize so that it is known what is important to your communities. Should be done this part by end of September.
- They will merge these two parts together during September and October, and get into the risk and prioritization part, massaging these priorities into the capital plan. Side project will also be working with Public Works to review software needs. Feeding this information into the capital plan by November/December and finalizing the project by January.

- Acting CAO Richard shared that elected officials are invited to attend the workshop being held on June 19th and are encouraged to do so. Mr. Delorme noted that it adds a great value if the elected official attend, especially at this point in the work.
- Co-ordinator Latimer pointed out that the work being done on the Asset Registry will be a great tool to pass over to the new Regional Municipality as it moves forward. Added that it is a prime example of the benefits of working together.

Mr. Delorme and Ms. Duncan left the meeting at 7:05 pm

5. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Work Plan Update

- Co-ordinator Latimer provided an update on the workplan. Noted the three presentations that were presented during the meeting on Human Resources, Communications and Asset Registry.

(b) Update on Executive Search

- Co-ordinator Latimer reported that the Advisory Group has narrowed the list of applicants down to seven candidates to be interviewed. We are currently making the arrangements to do the interviews in early June and are currently finalizing those arrangements.
- Noted that there will be materials circulated to the committee members with respect to the candidates in advance of the interviews.
- Goal will be to get the list down to two or three for the final interviews before the end of June.
- Mayor Allen inquired as to how many applicants there were that applied. Co-ordinator Latimer stated that he believed there had been between 20 to 30. Asked if the committee was responsible for drawing up the questions for the interviews. Co-ordinator Latimer advised yes, with the assistance from Mr. Johnston, has some draft questions drawn up.

NSUARB Update

- Application has been filed and Board issued an Order setting out a schedule of dates the Board would meet. Bringing the matter forward for a Hearing on June 24th and 25th here in the Windsor/West Hants area.
- The Hearing was advertised in accordance with the Board Order, in both the Chronicle Herald and local paper. Noted that the date for Intervenors had passed on May 23rd, and that there was one request by THIDA. The Board is considering this request.
- Deputy Murley asked if there was any deadline for written outside calls? Co-ordinator Latimer advised that if there were parties that were granted Intervenor status by the Board, that those Intervenors have to file their evidence by the 6th of June. On the 13th of June, the Board expects the filing of Letters of Comment by members of the public. If there are any members of the public who have not applied and received status as Intervenors on the Hearing, but still wish to make their views about the application known, then they will have an opportunity to file their letters with the Board by Thursday, the 13th of June. On this same date, is the deadline to request to speak at the evening sessions.
- Tuesday June 18th is the date for filing rebuttal evidence by the Committee or by the Co-ordinator in response to any evidence that is filed by the Intervenors.

(c) Fire Services RFP

- CAO Laycock provided an update on the Fire Services RFP that closed on May 23rd. Advised the Committee that there were no submissions and indicated there may be reasons as to why none were received.
- Now able to approach other organizations with the RFP and get an idea of the level of interest. Still possible to meet the required timeline for September and maybe an opportunity to carry out

the work on the Fire Services assets. Will provide an update when possible for the Committee.

6. STAFF REPORTS

(a) March 2020 Regional Municipal Election (Rhonda Brown)

- Ms. Brown advised that if the Recommendations put forward are accepted, there would be limited input for the rest of the election itself once things are turned over to the Returning Officer. Noted that if there was input from previous elections it would be great to pass that along.
- Ms. Brown noted that for any duties performed by the Returning Officer, there are no extra fees, gets paid the flat rate of \$5,000 for the entire election.
- Presented her Recommendation Report on the March 2020 Elections and noted the budget put forward was for 11 districts.
- Mayor Allen inquired about the electors list, recommending the list that is provided by the Province. Asked if the Returning Officer would be going through the list herself? Ms. Brown advised that she would be.
- Co-ordinator Latimer noted that this is an area where he feels confident that they are up and out ahead of the curve. Noted that both units have done great jobs at running their elections. Both Ms. Brown and Ms. Thornton have reviewed the special legislation, and the Municipal Elections Act to come up with a list of things that need to be addressed to ensure that the Committee is considering the things that needed to be considered to get ready.
- Ms. Brown noted that they would get updated information posted on the Website.
- Warden Zebian noted that Ms. Brown was very thorough and that they couldn't have asked for a better Returning Officer.

MOVED/SECONDED THAT RHONDA BROWN BE APPOINTED AS THE RETURNING OFFICER FOR THE MARCH 2020 REGION OF WINDSOR AND WEST HANTS MUNICIPALITY ELECTION. MOTION CARRIED.

MOVED/SECONDED THAT SHEELLENA THORNTON BE APPOINTED AS THE ASSISTANT RETURNING OFFICER FOR THE MARCH 2020 REGION OF WINDSOR AND WEST HANTS MUNICIPALITY ELECTION. MOTION CARRIED.

MOVED/SECONDED THAT THE RETURNING OFFICER BE APPOINTED TO ACT AS THE REGISTRAR OF VOTERS FOR THE MARCH 2020 REGIONAL MUNICIPAL ELECTION. MOTION CARRIED.

MOVED/SECONDED 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. MOTION CARRIED.

MOVED/SECONDED 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. MOTION CARRIED.

MOVED/SECONDED THAT ADDITIONAL NOTIFICATION OF THE PRELIMINARY LIST OF ELECTORS PREPARATION BE GIVEN TO ELECTORS BY POSTING NOTICES IN EACH DISTRICT, POSTING ON THE STRONGER REGION WEBSITE AND POSTING ON MUNICIPAL SOCIAL MEDIA SITES. MOTION CARRIED.

MOVED/SECONDED THAT THE AMENDED LIST OF ELECTORS BE COMPLETED BY JANUARY 27, 2020. MOTION CARRIED.

MOVED/SECONDED 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. MOTION CARRIED.

MOVED/SECONDED 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. MOTION CARRIED.

MOVED/SECONDED 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. MOTION CARRIED.

Ms. Brown left the meeting at 7:22 pm

7. BILL 55, SECTION 12 ITEMS

(a) West Hants Public Works Capital Budget Expenditures – Recommendation Report

- Mr. Carrigan, Director of Public Works presented the report.
- Noted that the items being put forward in the report were approved by the West Hants Council back in April. Also noted that instead of putting 30 items forward, they have been summarized into three separate groups, Public Works General, Public Works Sewer Utility and West Hants Water Utility.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE CAPITAL EXPENDITURE OF ITEMS LISTED IN APPENDIX 1 FOR THE PUBLIC WORKS DEPARTMENT GENERAL AND HANTSPORT TRANSITION. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE CAPITAL EXPENDITURE OF ITEMS LISTED IN APPENDIX 2 FOR THE PUBLIC WORKS DEPARTMENT SEWER SYSTEM UTILITY. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE CAPITAL EXPENDITURE OF ITEMS LISTED IN APPENDIX 3 FOR THE WEST HANTS WATER UTILITY. MOTION CARRIED.

(b) Valley Communications Agreement – Recommendation Report

- Acting CAO Richard presented the report.

MOVED/SECONDED 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. MOTION CARRIED.

(c) Operating and Capital Reserves – Equipment and Projects - Recommendation Report

- Acting CAO Richard presented the report and noted that there were nine items being put forward for recommendation. These items had been put forward and were approved in the Town of Windsor's budget for capital.
- Acting CAO Richard indicated that the work for these projects would be completed through this

fiscal year and noted that there may be other items that come forward. Advised that the cost only includes the Town's portion.

- All projects will follow the Town of Windsor's procurement policy and will have Council approval.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE FIVE (5) SELF CONTAINED BREATHING APPARATUS AT A TOTAL ESTIMATED COST OF \$53,970.00 FUNDING FROM THE FIRE EQUIPMENT RESERVE. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE PUBLIC WI-FI AP EXPANSION AT A TOTAL COST OF \$22,560. FUNDING FROM THE CAPITAL RESERVE. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE PUBLIC WORKS FUEL PUMP REPLACEMENT FOR A TOTAL ESTIMATED COST OF \$41,980.00. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE PUBLIC WORKS WHEEL LOADER #24 REPLACEMENT FOR A TOTAL ESTIMATED COST OF \$299,830.00. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE PAVEMENT RECONSTRUCTION, COLD PLANNING AND ASPHALT OVERLAY – KING STREET (VICTORIA TO GERRISH) FOR A TOTAL ESTIMATED COST OF \$99,550.00. FUNDING FROM THE CAPITAL RESERVE (\$49,775) AND GAS TAX RESERVE (49,775). MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE HIGHLAND AVENUE AND CHURCHILL STREET, STREET AND SERVICES RENEWAL FOR A TOTAL ESTIMATED COST TOWN COST OF \$1,473,040. FUNDING FROM THE SEWER RESERVE (\$218,280) AND DEPT (\$1,254,760). MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE SIDEWALK RECONSTRUCTION, VICTORIA STREET FOR A TOTAL ESTIMATED COST OF \$143,920. FUNDING FROM GAS TAX RESERVE. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE LAGOON DRIVE SEWER TREATMENT PLANT, SLUDGE REMOVAL PHASE 1, FOR AT TOTAL ESTIMATED COST OF \$300,000. FUNDING FROM SEWER RESERVE. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE CAUSEWAY TRAIL IMPROVEMENTS FOR A TOTAL ESTIMATED TOWN COST OF \$45,000. FUNDING FROM SUB-DIVISION RESERVE (\$22,500) AND OPERATING RESERVE (\$22,500). MOTION CARRIED

Mr. Carrigan left the meeting at 7:31 pm

8. ADDITIONS TO THE AGENDA – if any

9. IN-CAMERA – if any

(a) Personnel Matter

(b) Contract Matter

Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee member Bregante, CAO Laycock, A/CAO Richard, Nick Barr, DMA, Jillian Gorbold, Gerald Walsh and Associates and Project Administrator Jones.

MOVED/SECONDED THAT AT 7:33PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A PERSONNEL MATTER AND A CONTRACT MATTER. MOTION CARRIED

MOVED/SECONDED THAT AT 8:35PM, THE MEETING MOVED OUT OF IN-CAMERA TO DISCUSS A PERSONNEL MATTER AND A CONTRACT MATTER. MOTION CARRIED

Regular Open Meeting Re-convened at 8:36pm

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE MUNICIPALITY OF WEST HANTS COUNCIL MOTION OF MAY 14, 2019 AUTHORIZING THE CAO TO SUBMIT TO THE PROVINCE OF NOVA SCOTIA FOR APPROVAL THE APPRASIAL OF LANDS LOCATED IN PID 45245578, AND PORTIONS OF PIDs 45182797, 45245560, 45245552, 45184025, AND 45182904. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE MUNICIPALITY OF WEST HANTS COUNCIL MOTION OF MAY 14, 2019 AUTHORIZING THE CAO TO SUBMIT TO THE PROVINCE OF NOVA SCOTIA A LETTER OF OFFER AND ALL OTHER REQUIRED DOCUMENTS TO PURCHASE LANDS LOCATED IN PID 45245578, AND PORTIONS OF PIDs 45182797, 45245560, 45245552, 45184025, AND 45182904. MOTION CARRIED.

10. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00 pm Monday June 17, 2019 in the Windsor Council Chambers.

MOVED/SECONDED THAT AT 8:40PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED

Chair

Project Administrator

**The Region of Windsor and West Hants Municipality
Consolidation Budget
As of March 31, 2019**

Description	Approved Budget	Expensed to Date	Amount this Claim	Forecast	Variance/Budget to Forecast	Explanation/Notes
RFP's	\$ 538,615.00	\$ -	\$ 44,243.54		\$ 538,615.00	*44,243.54
Salaries	\$ 476,000.00	\$ -	\$ 115,097.99		\$ 476,000.00	*59,578.70
Professional Services (Includes IT)	\$ 285,000.00	\$ -	\$ 23,845.62		\$ 285,000.00	*3,104.07
Administration	\$ 200,385.00	\$ -	\$ 13,706.50		\$ 200,385.00	*404.28
Total	\$ 1,500,000.00	\$ -	\$ 196,893.65	\$ -	\$ 1,500,000.00	

*Accruals



WEST HANTS
NOVA SCOTIA

Budget to Actuals

March 31, 2019

Region of West Hants and Windsor
Coordinating Committee Presentation



▶ Revenue

Revenue



Funding agreement was signed



We received funding April 10



Internal operating loan from West Hants general operating to Consolidation Operating.



▶ Expenses

Request for Proposals

Budget

- ▶ Fiscal 2018-19
 - ▶ Budget \$169,865.00
 - ▶ Actual \$44,243.54
 - ▶ **Under budget \$125,621.46**

- ▶ Fiscal 2019-20
 - ▶ \$150,000.00
 - ▶ \$218,750.00 Accrual from 2018-19

Actuals

- ▶ Boundary Review (Stantec)
 - ▶ Budget \$38,615.00
 - ▶ Actual \$37,464.95

- ▶ Executive Search (OCL)
 - ▶ Budgeted in 2019-20
 - ▶ Actual \$6,778.59



Total RFP Budget \$538,615.00

Salaries

Budget

- ▶ Fiscal 2018-19
 - ▶ Budget \$46,000.00
 - ▶ Actual \$115,097.99
 - ▶ **Over Budget -\$69,097.99**

- ▶ Fiscal 2019-20
 - ▶ \$430,000.00

Actuals

- ▶ Transition Coordinator
 - ▶ Budget \$37,500.00
 - ▶ Actual \$112,573.58
- ▶ Administration Support
 - ▶ Budget \$8,500.00
 - ▶ Actual \$2,524.41



Total Salaries Budget \$476,000.00

Professional Services

Budget

- ▶ Fiscal 2018-19
 - ▶ Budget \$35,000.00
 - ▶ Actual \$23,845.62
 - ▶ **Under budget \$1,154.38**
- ▶ Fiscal 2019-20
 - ▶ \$250,000

Actuals

- ▶ IT Support
 - ▶ Budget \$25,000.00
- ▶ Legal
 - ▶ Budget \$10,000.00
 - ▶ Actual \$2,067.00
- ▶ Other Costs \$21,690.07



Total Professional Services Budget \$285,000.00

Administration

Budget

- ▶ Fiscal 2018-19
 - ▶ Budget \$30,385.00
 - ▶ Actual \$13,706.50
 - ▶ **Under budget \$16,678.50**

- ▶ Fiscal 2019-20
 - ▶ \$170,000.00

Summary

- ▶ Budget:
 - ▶ Supplies \$10,000.00
 - ▶ Regulatory \$7,500.00
 - ▶ Misc. Costs. \$12,885.00

- ▶ Actuals, include:
 - ▶ Hall Bookings
 - ▶ Newsletters
 - ▶ Interim Communication Support
 - ▶ Travel & Supplies Expenses
 - ▶ Newspaper advertisements
 - ▶ Postage



Total Administration Budget \$200,385.00

Summary 2018-19



Total Spent \$196,898.08



Net Result \$0.00



Currently in Reserve \$1,303,101.92

Conclusion

Questions



Co-ordinating Committee Workplan and Schedule

ID	Task Name	Duration	Start	Finish	Timeline																							
					Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
1	I. Reg Government for Windsor/West Hants		Sun 12/16/18		Co-Ordinator																							
2	a) Governance	314 days?	Thu 1/17/19	Tue 3/31/20																								
70	b) Human Resources	272 days?	Mon 3/18/19	Tue 3/31/20																								
89	c) CAO Executive Search	77 days	Thu 3/28/19	Fri 7/12/19																								
115	d) IT	65 days?	Mon 4/1/19	Fri 6/28/19																								
121	e) Pension Plans to Merge	61 days	Mon 7/8/19	Mon 9/30/19																								
125	f) Benefits Plans to Merge	197 days	Mon 4/1/19	Tue 12/31/19																								
127	g) Union / Non-Union Issues	65 days	Mon 4/1/19	Fri 6/28/19																								
129	II. PROVISION OF SERVICES/ INFRASTRUCTURE																											
130	h) Policing	149 days	Tue 1/1/19	Fri 7/26/19																								
134	i) Fire Services	142 days	Fri 3/1/19	Mon 9/16/19																								
138	j) Planning Services	262 days	Mon 4/1/19	Tue 3/31/20																								
144	K) Asset Registry/Asset Road Map	190 days	Thu 4/25/19	Wed 1/15/20																								
155	l) Parks and Recreation/Social Impact	262 days	Mon 4/1/19	Tue 3/31/20																								
161	III. FINANCIAL																											
162	m) Financial / Tax Impacts	242 days?	Fri 3/1/19	Mon 2/3/20																								
166	n) Municipal Financial Capacity Grant (previously Equalization)	66 days	Fri 11/1/19	Fri 1/31/20																								
167	o) Financial Consolidation / Internal	262 days	Mon 4/1/19	Tue 3/31/20																								
185	p) Financial Oversight / Controls for Co-ordinating Committee	1 day	Mon 4/15/19	Mon 4/15/19																								
186	IV. ADMINISTRATIVE/ADMINISTRATION																											
187	q) Contracts / Existing Municipal Contracts	65 days	Mon 4/1/19	Fri 6/28/19																								
188	r) Space Requirements for new MU	76 days	Mon 6/17/19	Mon 9/30/19																								
189	s) Boards and Commissions	168 days	Fri 5/10/19	Tue 12/31/19																								
190	t) Property / Transfer of Lands	1 day	Tue 3/31/20	Tue 3/31/20																								
191	u) Council Policies / By-laws	87 days	Mon 9/2/19	Tue 12/31/19																								
192	V. MAKING THE CHANGE																											
193	v) Communication / Public Engagement	133 days?	Thu 3/28/19	Mon 9/30/19																								
205	w) University / Outreach / Residual Value	40 days	Mon 5/6/19	Fri 6/28/19																								



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

RECOMMENDATION REPORT

To: Members of the Co-ordinating Committee

Submitted by: _____
Louis Coutinho, CAO Town of Windsor

Martin Laycock, CAO Municipality of West Hants

Meeting Date: 17 June 2019

Subject: Water Utility – Funding Approval, Debt & Depreciation Funds

ORIGIN

At the meeting of Windsor Town Council of 26 March 2019, Town Council approved the Water Utility operating and capital budgets for 2019/ 2020.

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 Water Utility expenditures:

- 1. Two water main replacements, crossing under the 101 Highway for the new twinning project, at a total estimated cost of \$558,530.**

2. **Water main and services replacement, Highland Avenue & Churchill Street, at a total estimated cost of \$642,560.**
3. **King Street water main replacement – Victoria to Gerrish, at a total estimated cost of \$125,450.**
4. **Polymer Chemical Feed Equipment for water treatment plant backwash lagoons, at a total estimated cost of \$53,970.**
5. **Future Development Capital Requirements, at a total estimated cost of \$41,440.**
6. **Annual water meter replacement, at a total estimated cost of \$10,800.**

BACKGROUND

During budget discussions in March, Town Council was presented with the Water Utility Capital Budget. Part of this budget presentation included the following projects.

1. The water main replacements crossing under the 101 highway are necessary due to the province's twinning project. Due to the severe loading on the current water mains and construction activities, the water main will need to be replaced with proper design specifications to handle proposed conditions, and allow for future maintenance / replacement activities, without disrupting the 100 series highway. The province advises this work is the responsibility of the Utility owner and, therefore, will not fund the expenses for the water main replacement together with the twinning project at their expense. They have requested the Windsor Water Utility have the design for the pipe crossings ready to be included with their tender package. Construction is not anticipated to start during the 2019/20 season, however, design work will start this year.
2. The Highland Ave / Churchill project is part of a complete street and services reconstruction project. The estimated cost in this report is only for the cost associated with the water system (design, pipe, valves, services, hydrants, etc.). Staff have applied for ICIP funding, however, we are still awaiting if this project will be approved. Due to the tight time line for construction staff are recommending the design portion proceed so the project can be shovel ready.
3. King Street Watermain Replacement – This section of King Street needs work due to the condition of road surface along with the age of the watermain (approximately 65 years old). This section of aged water main is due for replacement. This old cast iron section is approximately 240 meters in length from the intersection of Victoria Street (top of jail-hill) to Gerrish St. Staff are advising it would be beneficial to replace this section for several reasons; reducing the potential for main breaks and traffic interruption on this high traffic street, increased water quality in this section due to the old pipe existing of unlined cast iron (heavy tuberculation) creating moving sedimentation. The watermain replacement is to be completed inhouse with Town staff allowing the project to be finished cost effectively.
4. Polymer Chemical Feed System – This system is required to enhance the backwash lagoon process at the Water Treatment Plant, the system will be used to inject polymer into the backwash water during filter backwashing and also during sludge removal operations. The polymer feed system will allow operators

to more accurately control the amount of polymer used to effectively settle solids to meet the Regulatory requirements under our Permit to Operate.

5. This capital item is to allow for funds to be expensed due to water infrastructure requirements for future growth in areas of development.
6. Annual water meter replacement is an ongoing program to replace water meters as they reach a certain age and require replacement to maintain meter accuracy and/or function.

DISCUSSION

Although the water main crossings for the highway twinning project was not previously part of our capital replacement plan, this is due to the fact the mains in their current condition and location are considered low risk to fail and in good condition. However due to the planned highway construction being built over the mains, this changes our criteria for ranking the need for replacement, consequently drastically increasing the risk of failure to this critical infrastructure. Also, after the highway is constructed our conventional repair methods would not be practical or feasible. All attempts thus far to relay our concerns and argument that this should not be a Windsor Water Utility expense, but rather a provincial highway expense, have been met with opposition. Correspondence of these requests are on file.

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. Projects will require approval of the Utility and Review Board if they exceed the \$250,000 threshold.

FINANCIAL IMPLICATIONS

Expenditures have all been identified and approved by Windsor Town Council at its business meeting on 26 March 2019. The following chart outlines the two funding sources and the estimated amounts.

<u>Depreciation Funds 2019/20</u>	<u>Estimated Amount</u>
King St Water Main Replacement	\$125,450
Polymer Chemical Feed System	\$53,970
Future Development Capital Requirements	\$41,440
Meter Replacement	\$10,800
<u>Debt 2019/20</u>	
Water Main Relocation – Hwy. 101 Crossings	\$558,530
Highland Ave. & Churchill St Water Main Replacement	\$642,560
Total	\$1,432,750

ALTERNATIVES

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

These undertakings are required to ensure operational requirements and to maintain / replace 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, Public Works Director Town of Windsor

Report Reviewed by:

Martin Laycock, CAO Municipality of West Hants



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

RECOMMENDATION REPORT

To: Members of the Co-ordinating Committee

Submitted by: _____
Louis Coutinho, CAO Town of Windsor

Martin Laycock, CAO Municipality of West Hants

Meeting Date: 17 June 2019

Subject: Building Official – Fire Official recruitment

ORIGIN

Recruitment of Building Official – Fire Official necessitated as a result of recent departure of the Town's Building Official to another municipality

LEGISLATIVE AUTHORITY

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

12 Before the incorporation date, a municipal government shall not

(a) replace an employee who retires, resigns, is laid off or is dismissed, convert an employee from part-time to full-time status or promote an employee or hire a new employee, except in the case of term appointments that will expire before the incorporation date;

RECOMMENDATION

It is recommended that the Co-ordinating Committee approve the replacement of a Building Official for the Town of Windsor and Municipality of West Hants and to extend their recruitment beyond the incorporation date.

BACKGROUND

Recently, the Town's Building Official took employment at Halifax Regional Municipality and it has left a void with an increasing workload left for the two Building Officials employed in West Hants. The Town and West Hants have unified our planning services and building inspection / fire inspection services. Both municipalities need the additional person to complete the regular work at West Hants and to meet Windsor's demands to meet the policies of each council.

Of significance is the shortage of qualified people for this job in Nova Scotia and apparently across Canada. The profession is relatively small and efforts are being made at different levels in the Province to encourage quicker certification and more training opportunities to fill the void.

DISCUSSION

Building officials serve as managers, plan reviewers (checking construction plans to make sure they're up to par), or inspectors—or they can wear two or three of those hats at once. Inspectors are tasked with ensuring that new buildings (and renovations of old ones) have been built safely and responsibly. They carefully check that everything is braced and wired and insulated, etc to meet the requirements of the local building codes.

Inspections protect against those individuals who endanger people by trying to build or repair a property on the cheap, or in ignorance of safety standards. Without building official oversight, the result could be a building collapse or faulty wiring that causes a fire. It is an important position and leaves us vulnerable without proper resources.

To attract a candidate for this job, posting it for temporary employment would not have yielded any candidates. We posted for the position and have a successful candidate. She comes qualified as a Level 2 Building Official and will consider the position if it is full time and not a term position.

POLICY IMPLICATION

In speaking with DMA officials, they agree that the shortage of Building Officials in Nova Scotia is a valid reason to seek an exception to the rule in not only replacing the position but seeking to retain the person beyond the limitations imposed by Bill 55, Section 12 (a)

FINANCIAL IMPLICATION

The Town of Windsor and West Hants have budgeted for this position and there is no additional budget impact.

ALTERNATIVES

The alternative is not to permit this recruitment and the implications of that are exposure to risk to the organization related to our legal obligations to provide these services. Additionally, the workload on the two

Building Officials who will have to carry this weight will put undue stress on them and no Level 2 back up for our region.

ATTACHMENTS

There are no attachments.

Report Prepared by:

Louis Coutinho, CAO Windsor

Report Reviewed by:

Martin Laycock, CAO Municipality of West Hants

Report Reviewed by:

Madelyn LeMay, Director of Planning, West Hants / Windsor