



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

Meeting Minutes

Monday, March 23, 2020 – 6:00 p.m.

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

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**ATTENDANCE VIA ZOOM WEBINAR**

**Co-ordinating Committee Members**

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

**Staff/Alternate Committee Members/Presenters**

John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Rupert Jannasch	Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants
Mark Phillips	CAO, Region of Windsor and West Hants Municipality
Martin Laycock	CAO, Municipality of the District of West Hants
Todd Richard	Interim CAO, Town of Windsor
Shelleena Thornton	Administrative Supervisor, Region of Windsor & West Hants Municipality
Rhonda Brown	Municipal Clerk, Region of Windsor & West Hants Municipality
Mark Peck	Executive Director, Municipal Sustainability, Dept. Of Municipal Affairs & Housing (DMA&H)
Nick Barr	Acting Director of Governance & Advisory Services, DMA&H
Matt Delorme	Consultant, Hatch
Adam Boland	Consultant, Hatch
Gerald Walsh	President, Gerald Walsh & Associates
Craig Kennedy	Consultant, Gerald Walsh & Associates
Donna Jones	Project Administrator

**Regrets – None**

Gallery – None, as this meeting was held through ZOOM Webinar; however, was successfully Facebook Livestreamed

1. **CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:10pm and noted this was the last official meeting of the Co-ordinating Committee and asked for a roll call of attendees. He thanked everyone for their understanding in helping to make this meeting work in a virtual world. CAO Phillips spoke to the technology used and provided a brief review of the protocol for the evening’s meeting.
2. **CONFLICT OF INTEREST DECLARATION** (if any) - None
3. **APPROVAL OF AGENDA** – Additions and/or Deletions

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

**4. APPROVAL OF MINUTES**

**MOVED/SECONDED THAT THE JANUARY 27, 2020 CO-ORDINATING COMMITTEE MEETING MINUTES BE APPROVED AS AMENDED. MOTION CARRIED.**

**MOVED/SECONDED THAT THE FEBRUARY 24, 2020 CO-ORDINATING COMMITTEE MEETING MINUTES BE APPROVED AS AMENDED. MOTION CARRIED.**

**MOVED/SECONDED THAT THE MARCH 9, 2020 CO-ORDINATING COMMITTEE MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED.**

**5. DELEGATIONS / PRESENTATIONS**

**(a) Hatch – Asset Registry & Asset Management Road Map**

- Mr. Delorme thanked the Committee for the opportunity to be involved in this exciting project. Stated that it has been a huge extension of the Provincial DMA mandate while using their standards and way of tracking data.
- Advised they have pushed forward to gather all the assets across the municipalities, as well as doing risk assessment and projections based on risk and priority.
- Co-ordinator Latimer noted for those participating via live stream that the presentation was included as part of the agenda package and was available online.
- Mr. Delorme presented a PowerPoint presentation on the deliverables and noted the highlights of the work done on the project to date.
- In following up to the project, Mr. Delorme stated they would like to do a presentation of the entire program to the new Council as well as a staff training session. Added this was not part of the RFP but was a value add because it would help in what the Region was doing.
- Advised they were hoping to get the final report and Asset Plan submitted in April 2020.
- Mayor Allen asked how easy the system was to use for their staff in terms of tracking and upgrading. Mr. Delorme advised it was easy if familiar with Excel (as it is an Excel Spreadsheet). Also noted they have a very sophisticated guide that provides step by step instructions. One part that is a little specialized is GIS, requires a specific way to use it but the municipal unit has the staff that know how

to do that.

- Mayor Allen asked Mr. Delorme to share the advantage of having this done as municipal unit in terms of a financial perspective when applying for funding from other levels of Government. Mr. Delorme shared the several advantages with the Committee.
- CAO Richard added that the journey with Hatch has been a positive one, and he is looking forward to seeing the draft Asset Management plan and putting it to work.

*Mr. Delorme and Mr. Boland left the virtual meeting at 6:44pm.*

(b) Gerald Walsh & Associates – Human Resources

- Mr. Walsh introduced Mr. Kennedy who was in attendance in the virtual meeting and is now the lead consultant on the file.
- Mr. Walsh presented his report to the Co-ordinating Committee and reviewed the highlights of the report. Noted they are essentially done but still have a few loose ends to tidy up; some policies and the performance management system.
- Mayor Allen stated that in her view, this work was the most challenging piece of our puzzle as they pulled their municipal units together. Hopes there were lessons learned for future municipalities that may choose to take this route.
- CAO Phillips thanked Mr. Walsh & his team. Stated the HR component represents a significant body of work and establishes some benchmarks with expertise. We have not only industry standards but market value and industry practices that reflect the modernization that they wanted to achieve for their organization and staff.

*Mr. Walsh & Mr. Kennedy left the virtual meeting at 6:57pm.*

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

(a) Work Plan Updates – Co-ordinator Latimer

- Co-ordinator Latimer reviewed the Workplan with the Committee and noted the deliverables achieved for each section. Stated there are two exceptions, Asset Management and RCMP Policing which are being dealt with this evening.
- Noted under the Financial section there were some incomplete sections but stated these were transitional and unable to be completed until they turn over to the new municipality.
- Co-ordinator Latimer spoke to a report that he prepared on the consolidation and benefits. Advised it would be put forward as part of the record.
- Advised the Committee that DMA&H would be looking for a concluding report to be submitted with recommendations based on their experience working together as a committee. Noted he would be reaching out to members of the Committee and the CAO's in the course of pulling the report together.
- Warden Zebian thanked Co-ordinator Latimer for all the work he has done and advised that he has exceeded every expectation they had. Mayor Allen echoed the Warden's comments.

(b) Policies for Approval

- Ms. Thornton advised that the Recommendation Report on the Policies for Approval was in follow up

to the Notice to Consider report that was put forward at the March 9, 2020 Co-ordinating Committee.

- Highlighted some minor changes in the Meeting and Committee Procedural Policy and advised of a last-minute change in light of COVID-19 and the notice from Minister Porter pertaining to municipal units still having to conduct business but the meetings were to take place virtually. Ms. Thornton noted that there has been an addition of clause 5.9 which reads “All Councillors or resident members of Committee of Council may participate by electronic means as described in 5.8 during a local or worldwide crisis. **This would not constitute one of the four (4) electronic meetings per year as identified in 5.8(g).**” Ms. Thornton noted that all other clauses within Section 5 would be re-numbered accordingly.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE PROCUREMENT AND TENDERING POLICY RCOFN-003.00 FOR THE REGION OF WINDSOR AND WEST HANTS MUNIIPALITY. MOTION CARRIED.**

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE CODE OF CONDUCT FOR ELECTED MUNICIPAL OFFICIALS POLICY RCOHR-002.00 FOR THE REGION OF WINDSOR AND WEST HANTS MUNIIPALITY. MOTION CARRIED.**

**MOVED AND/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 FOR THE REGION OF WINDSOR AND WEST HANTS MUNIIPALITY WITH THE INSERTED CLAUSE 5.9 that reads, “All Councillors or resident members of Committee of Council may participate by electronic means as described in 5.8 during a local or worldwide crisis. **This would not constitute one of the four (4) electronic meetings per year as identified in 5.8(g).**” . MOTION CARRIED.**

(c) April 1<sup>st</sup>. Update

- CAO Phillips provided an update on plans for the April 1<sup>st</sup> launch to the Committee members and advised that in light of COVID-19 it would be held in the virtual world.
- Advised they have had an initial meeting/contact with the elected officials to ensure they are ready and have also been provided a briefing on governance procedures.
- CAO Phillips added that the elected officials have signed their Oath of Office and that Ms. Brown was the witness to that process. Next step would be for them to speak and deliver that oath in a public meeting.
- Appointments for the Town Crier, CAO, and Committee Appointments would occur during the April 1<sup>st</sup> meeting.

## **7. STAFF REPORTS**

(a) CAO Report

- CAO Phillips reviewed and noted the highlights of his CAO report including Governance, Administration, Finance, Community Development, Planning and Development, Economic

Development, Public Works and Infrastructure and Protective Services.

- Noted that things have been delayed due to COVID-19 as indicated in his report.
- CAO Phillips extended a thank you to Co-ordinator Latimer, Ms. Jones, former CAO Coutinho, CAO Laycock, DMA&H and all the consultants; and most importantly, staff.
- Co-ordinator Latimer asked CAO Phillips to provide an update to the Committee on the most recent forecast for the transition budget.
- CAO Phillips advised of a current deficit of \$21k but noted this could turn to a \$34k surplus with a positive ruling from Canada Revenue Agency (CRA) on the HST status.

(b) Municipal Elections Final Update

- Ms. Brown presented a final report for the results of the March 7<sup>th</sup>, 2020 Municipal Election. Congratulated the Elected Officials and thanked those that ran in the election to provide a choice for their residents.

(c) Committee. The Committee

- Ms. Brown presented the Appointment of the By-Laws Officer Recommendation Report to the Committee.

**MOVED/SECONDED THAT EFFECTIVE APRIL 1, 2020 THE CO-ORDINATING COMMITTEE APPOINTS RYAN PARKER AS BY-LAW ENFORCEMENT OFFICER FOR ALL BY-LAWS UNDER THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY, INCLUDING THE BY-LAWS OF THE FORMER TOWN OF WINDSOR, FORMER TOWN OF HANTSPORT AND FORMER MUNICIPALITY OF THE DISTRICT OF WEST HANTS. MOTION CARRIED.**

(d) Official Seal of the Regional Municipality

- Ms. Brown presented the Recommendation Report on the Official Seal for the new regional municipality.

**MOVED/SECONDED RECOMMEND THAT CO-ORDINATING COMMITTEE APPROVES THE DESIGN OF THE OFFICIAL SEAL OF THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY AS PRESENTED AT THE MARCH 23, 2020 CO-ORDINATING COMMITTEE MEETING. MOTION CARRIED.**

(e) Appointment of Building and Fire Official

- CAO Phillips presented the Appointment of Building and Fire Official Recommendation Report

**MOVED/SECONDED THAT EFFECTIVE APRIL 6, 2020, THE CO-ORDINATING COMMITTEE APPOINT ADAM SULLIVAN AS BUILDING OFFICIAL IN ACCORDANCE WITH SECTION 5(2) OF THE NOVA SCOTIA BUILDING CODE ACT AND AS FIRE OFFICIAL IN ACCORDANCE WITH SECTION 19(1)(b) OF THE NOVA SCOTIA FIRE**

**CODE. MOTION CARRIED.**

**8. BILL 55, SECTION 12 ITEMS (none)**

**9. CORRESPONDENCE RECEIVED (none)**

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

Mr. Peck thanked the Co-ordinating Committee for their work. Stated that structural change is challenging but rewarding, huge opportunity for municipal government here in Nova Scotia. Thanked the Municipality of West Hants and the Town of Windsor for leading the way. Extended a thank you to Ms. Pond, Mr. Barr, Ms. Bennett and Mr. Dauphinee who deserve a lot of credit. On behalf of the Department, thank you to all.

Co-ordinator Latimer extended congratulations to the Committee, to the Alternates, to the CAO's and their staff as well as to the staff of Municipal Affairs, a job well done. Noted he was very proud of how the Committee and staff have worked and stuck together to get us to the finish line.

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

**(a) Contract Matter**

*Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee members Bregante and Jannasch, CAO Phillips, CAO Laycock, Interim CAO Richard, Mr. Peck and Mr. Barr from DMA&H, Shelleena Thornton, Administrative Supervisor, Rhona Brown, Municipal Clerk and Project Administrator Jones.*

**MOVED/SECONDED THAT AT 7:48PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A CONTRACT MATTER. MOTION CARRIED.**

**MOVED/SECONDED THAT AT 8:22PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED.**

**Regular Open Meeting Re-convened at 8:22pm**

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE AUTHORIZE THE EXECUTION OF A MUNICIPAL POLICING SERVICE AGREEMENT (MPSA) WITH "CANADA", PUBLIC SAFETY AND EMERGENCY PREPAREDNESS, FOR THE PROVISION OF POLICING SERVICES FOR THE REGION OF WINDSOR AND WEST**

**HANTS MUNICIPALITY AS PROVIDED BY THE ROYAL CANADIAN MOUNTED POLICE (RCMP) EFFECTIVE APRIL 1, 2020, AND**

**FURTHER,**

**THAT THE POLICING PERSONNEL COMPLIMENT OF REGULAR MEMBERS IS RECOGNIZED AS TWENTY-TWO (22) REGULAR MEMBERS EFFECTIVE APRIL 1, 2020 AND**

**FURTHER,**

**THAT A REQUEST BE FORWARDED IMMEDIATELY TO THE MINISTER OF JUSTICE FOR THE PROVINCE OF NOVA SCOTIA FOR A POLICING REVIEW THROUGH THE EXECUTION OF A GENERAL DUTY POLICE RESOURCING MODEL (GDPRM) TO BE COMPLETED BY MARCH 31, 2021. MOTION CARRIED.**

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

**MOVED/SECONDED THAT AT 8:26PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.**

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Chair

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Project Administrator