



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
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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