



**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



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**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 19<sup>th</sup>, 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 19<sup>th</sup> 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 24<sup>th</sup> and 25<sup>th</sup> 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 23<sup>rd</sup>, 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 6<sup>th</sup> of June. On the 13<sup>th</sup> 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 13<sup>th</sup> of June. On this same date, is the deadline to request to speak at the evening sessions.
- Tuesday June 18<sup>th</sup> 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 23<sup>rd</sup>. 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 SHEELLEENA 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 REPACEMENT 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**

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Chair

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Project Administrator