



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

Meeting Minutes

Monday, April 15, 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
Jennifer Daniels	Councillor/Alternate Co-ordinating Committee Member, 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
Shannon Bennett	Executive Director, Department of Municipal Affairs
Donna Jones	Project Administrator,
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
John Heseltine	Presenter, Stantec
Robert Johnston	Presenter, Organization Consulting Ltd.

Regrets Paul Morton, Councillor Municipality of the District of West Hants

Gallery

Colin Chisholm	Reporter, Valley Journal Advertiser
Paul Card	Prime Creative
Matt McGuire	Prime Creative
Seven members of the Public	

- 1. CALL TO ORDER** – Chair Latimer called the meeting to order at 6:03 pm. Welcomed everyone via Facebook or present at the meeting.
- 2. APPROVAL OF AGENDA** – Additions and/or Deletions

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

- 3. APPROVAL OF MINUTES** – Meeting of April 1, 2019

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

4. DELEGATIONS / PRESENTATIONS (if any)

(a) John Heseltine, Stantec (Windsor-West Hants Governance Review)

- Mr. Heseltine presented his recommendation to the Co-ordinating Committee as laid out in his report. Spoke to the key points in his report, Council Size and Electoral Boundaries.
- Mr. Heseltine's opinion, taking into account the past practice of the UARB with respect to the Governance review, came down to the eleven-district approach. It is believed that it will be more comfortable for the transition from the current arrangement to the new Regional arrangement that the Municipal Units are looking for.
- There will be another Governance review in 2024 so there is opportunity for review after the next four years.
- Mayor Allen indicated that originally, she was in favor of 9 size council. But given the information that has been gathered and knowing that there will be another opportunity to review in 4 years (which is comforting), is not opposed to the eleven. Mayor Allen stated that she is not happy with the way the Town of Windsor is divided in the eleven configurations as it simply divides the town in two.
- Mr. Heseltine stated that the eleven-district scenario does reflect what he thinks are the wishes of the survey respondents.
- Warden Zebian thanked John, stated that he appreciated all the work that was done.
- Warden Zebian indicated he was happy with recommendation of eleven districts. He stated that the Rural Representation Committee had met with Councilor Daniels and they were also happy with the recommendation. Thinks the cut of the boundaries is perfect for taxes.
- Deputy Mayor Murley indicated that she is happy with the eleven districts but has concerns about not having a little more diversity within the Windsor old Town limits. Stated that currently, the purposal is the very best re-create for the areas of Windsor/West Hants but sees this changing as they revisit this down the road.

MOVED/SECONDED THAT THE COUNCIL OF THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY SHOULD CONSIST OF A MAJOR, ELECTED AT LARGE AND ELEVEN COUNCILLORS ELECTED FROM DISTRICTS GENERALLY BOUND AS ILLUSTRATED IN THE APRIL 10, 2019 WINDSOR-WEST HANTS GOVERNANCE REVIEW, COUNCIL SIZE AND POLLING DISTRICT BOUNDARIES REPORT. MOTION CARRIED.

Presentation concluded at 6:35pm and Mr. Heseltine left the meeting.

(b) Robert Johnston, OCL (Executive Search)

- Mr. Johnston was introduced as the consultant who would lead the process of finding a Chief Administrative Officer (CAO) for the new Municipal Unit.
- Mr. Johnston presented to the committee a high-level overview and advised that he has had discussions with all members of the Co-ordinating Committee, the two alternates, the CAO's and a number of staff from both the Town of Windsor and the Municipality of West Hants.
- Mayor Allen asked for clarification of what was meant by "media advertising if requested" in his presentation. It was explained that this was a procedure of placing ads in major newspapers. It was advised that this was very expensive and the return on investment was poor.
- Mayor Allen asked if the Co-ordinating Committee members would be involved in screening and interview process. The Co-ordinator explained that an Advisory Group has been established with

himself, the two CAO's and Shannon Bennett from Department of Municipal Affairs (DMA). This Advisory Group would do the initial screening to create a list of potential candidates (5-8) for interviews. In an effort to keep the ball moving they would continue to get the list down. Mayor Allen requested feedback from advisory group on this point.

- Warden Zebian indicated that he is okay with advisory committee to get the list down to 3-5, indicating that OCL were the experts and was happy to take direction from the Advisory Committee.
- Councillor Daniels, stated that OCL has a good reputation and concurs with Warden Zebian.
- Deputy Mayor agreed to the Advisory Group to get the list for interviews to smaller number. Also indicated she would be interested in looking beyond just municipal experience.
- Mr. Latimer followed up with Mr. Johnston on the timeline. Mr. Johnston advised that they are currently about a week behind schedule but should have a candidate by mid to the end of June. Could be one - three months before the candidate could start.

5. IN-CAMERA (typically #9 on the agenda but moved up) – Personnel Matter

Those that remained for the in-camera session included the Co-ordinating Committee members, CAO's Coutinho and Laycock, Alternate Committee members Daniels and Bregante, Shannon Bennett, Department of Municipal Affairs, Robert Johnston, OCL, Project Administrator, Donna Jones

MOVED/SECONDED THAT AT 6:51PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

MOVED/SECONDED THAT AT 7:10PM, THE MEETING MOVED OUT OF IN-CAMERA TO DISCUSS A PERSONNEL MATTER. MOTION CARRIED

Mr. Johnston left the meeting at the end of in Camera session

Regular Open Meeting Re-convened at 7:11PM

6. BUSINESS ARISING FROM PREVIOUS MINUTES (if any)

(a) Terms of Reference (attached)

- Mr. Latimer referenced page 4 of the Terms of Reference (TOR) which states that the Committee will review the TOR periodically for changes or amendments it may deem necessary from time to time.
- The following 4 changes to the TOR were put forward:
 - Co-ordinator Role – The Co-ordinator shall have authority to enter contracts binding the Committee by his signature
 - Project Administrator Role – The Committee shall be supported in achieving its mandate by a Project Administrator. The duties and responsibilities of the Project Administrator are generally described in Appendix "D". The Project Administrator shall report to and take direction from the Co-ordinator.
 - Co-ordinating Committee Meetings – Where the Committee meets in-camera, minutes of the in-camera meetings shall be taken by the Clerk or a designate and kept in the Office of the Clerk. The minutes of in-camera meetings shall be approved at the next in-camera meeting of the Committee as the first item of business of the in-camera meeting. Minutes of in-camera are not considered to be of public record.
 - Agenda, Minutes and Resolutions – Meeting minutes and agendas shall be posted as soon as conveniently possible in the discretion of the Co-Ordinator on the Strongerregion.ca website for public information purposes.

MOVED/SECONDED THAT THE TERMS OF REFERENCE BE APPROVED AS AMENDED. MOTION CARRIED

(b) Start-up meeting – Approved RFP for Asset Management – (Hatch)

- CAO Laycock reported that the kickoff meeting with Hatch is scheduled for April 25th. Both CAO's, the two Directors of Public Works and the Co-ordinator will be meeting to go over what the expectations are. To review what the proponent submitted, Gantt chart, and Statement of Work and to ensure all parties are clear moving forward.
- This is a comprehensive review of the assets for both Windsor and West Hants and a significant amount of work to be carried out. It is going to take a lot of time and effort on staff but well worth it.

7. STAFF REPORTS

(a) Fire Services RFP Recommendation

- CAO Laycock advised that the two CAO's and fire services have already been working together. He advised that part of the two units consolidating in April 2020, is understanding how the two Fire Services currently exist.
- Staff have proposed a 10-year plan that utilizes current resources and needs and the needs of a Regional Fire Service going forward. There are a number of factors to consider, including all related financial requirements to achieve and develop a plan, potential services, including replacements of vehicles and equipment so that the new council is very clear on the ongoing capital cost moving forward, no surprises.
- Critical component of this RFP is that proponents look at previous studies and that they integrate those findings.
- Hoping to have a final report back to Co-ordinating Committee by September.

MOVED/SECONDED THAT THE CO-ORDINATOR MOVE FORWARD WITH A REQUEST FOR PROPOSAL (RFP) FOR FIRE SERVICES FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY. MOTION CARRIED

(b) Financial Implementation

- Director of Finance Carlee Rochon presented the Financial Implementation - see attached
- Mayor Allen inquired how the reporting would work for March 31, 2020 as year-end will not be complete? It was reported that the reports would be presented to the new Council.

8. BILL 55, SECTION 12 ITEMS - No items

9. ADDITIONS TO THE AGENDA – none, however it was brought forward that there would be an in-camera discussion of a personnel matter after item 4(b) on the agenda.

10. IN-CAMERA – was held after Item 4 (b)

11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00 pm Monday May 6, 2019 at Windsor Town Council Chambers, 100 King St.

MOVED/SECONDED THAT AT 7:59PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED

Chair

Project Administrator