



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

Meeting Minutes

Monday, April 01, 2019 – 6:00 p.m.

Windsor Town Council Chambers, 100 King Street



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 | Deputy Warden, 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 |
| Shelleena Thornton | Municipal Clerk, Town of Windsor |
| John Bregante | Councillor/Alternate Co-ordinating Committee Member, Town of Windsor |
| Jennifer Daniels | Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants |
| Donna Jones | Project Administrator |
| Nick Barr | Manager, Legislative & Policy Services, Department of Municipal Affairs |

Regrets - None

Gallery

John Heseltine Consultant, Stantec (arrived at 6:31pm)

7 members in the gallery

1. CALL TO ORDER – Chair Latimer called the meeting to order at 6pm and welcomed Juanita Spencer, Chief Executive Officer with the Nova Scotia Federation of Municipalities (NSFM).

2. APPROVAL OF AGENDA – Additions and/or Deletions

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

3. IN-CAMERA (typically #11 on the agenda but moved up) – Contract Matter

Those that remained for the in-camera session included the Co-ordinating Committee members, CAOs Coutinho and Laycock, Alternate Committee members Daniels and Bregante, Municipal Clerk Thornton, and Project Administrator Jones.

**MOVED/SECONDED THAT AT 6:03 PM, THE MEETING MOVE IN-CAMERA TO
DISCUSS A CONTRACT MATTER. MOTION CARRIED**

**MOVED/SECONDED THAT AT 6:15PM, THE MEETING MOVE OUT OF IN-CAMERA.
MOTION CARRIED**

Regular Open Meeting Re-convened at 6:16pm.

4. APPROVAL OF MINUTES – Meeting of March 18, 2019

MOVED/SECONDED THAT THE MARCH 18, 2019 CO-ORDINATING COMMITTEE MEETING MINUTES BE APPROVED WITH THE FOLLOWING AMENDMENTS:

- **Item 4(a) Second Paragraph**
 - Currently reads, “...first step is to decide the two council sizes...”
 - Amend to read, “...first step is to decide the council size...”
- **Item 7(c) First Paragraph**
 - Currently reads, “He noted that most of the proponents provided...”
 - Amend to read, “He noted the recommended proponent provided...”
- **Item 7(g) Last Paragraph – Add the following sentence at the end:**
 - “Ms. Rochon confirmed an implementation plan would come back to the committee.”

MOTION CARRIED

5. DELEGATIONS / PRESENTATIONS (if any) - None

6. BUSINESS ARISING FROM PREVIOUS MINUTES

- (a) Workplan 2019-2020** – Chair Latimer provided an overview of the updated Workplan noting it captures areas of activity that need to be successfully addressed. There are five main areas that identify associated tasks, timelines and the individuals to oversee the work. The significant RFPs (for the most part) have gone out and have been awarded. This workplan will be a regular monthly agenda item. It was further noted the Communications Team can advise their plan and all that is entailed as well. It was also noted that committee members could provide input with information not captured.

Consultant John Heseltine arrived at 6:31pm.

MOVED/SECONDED THAT THE WORKPLAN AND SCHEDULE BE ADOPTED AS PRESENTED. MOTION CARRIED

- (b) Governance Review** – No new information to report at this time. Consultant John Heseltine will report on the governance review (Council Size and Electoral Boundaries) at the conclusion of this meeting to both councils. The final report will go before the Co-ordinating Committee’s April 15, 2019 meeting.
- (c) Start-up meetings – Approved RFP proponents** – Co-ordinator Latimer said they met with three consultants for those awarded RFPs (Communications, HR Analysis, and Executive Search). There will be follow-up with each of the three firms within the next week. The relationship between the RFPs and the workplan was briefly reviewed. Some other references included:
- Some items on the workplan have been completed and the workplan is a working document and will change as things progress;
 - Financial Tax Impact is a work-in-progress and will be coming forward to the Committee in May 2019;
 - Property and Transfer of Lands – on the back burner at this time. Theory is to have an inventory of lands of both municipal units going into regionalization (will look at in the 2nd or 3rd quarter of 2019).
- (d) Funding Agreement Update & Insurance** – Through electronic communications, committee members provided input and instructed Co-ordinator Latimer to sign the Agreement on March 29, 2019.

MOVED/SECONDED THAT THE FUNDING AGREEMENT BETWEEN THE PROVINCE OF NOVA SCOTIA AND THE CO-ORDINATING COMMITTEE BE SIGNED AS OF MARCH 29, 2019. MOTION CARRIED

(e) **Project Administrator – Update** – Co-ordinator Latimer provided an overview of the submitted report.

MOVED/SECONDED THAT THE PROJECT ADMINISTRATOR INFORMATION REPORT, INCLUDING THE POSITION SUMMARY (JOB DUTIES AND RESPONSIBILITIES) BE RECEIVED AND KEPT ON FILE. MOTION CARRIED

(f) **Pension Plans – Review of merger (verbal update)** – CAO Coutinho indicated the pension plans are being reviewed by an independent agent who will look at all possible combinations and come back with options and associated costs. Should be resolved by the end of June 2019.

7. NEW BUSINESS

(a) **Stantec Governance Review Presentation** - Meeting of both Windsor and West Hants Council Members to occur at 7:00pm (following the Co-ordinating Committee meeting).

8. STAFF REPORTS

(a) **RFP Asset Registry and Asset Roadmap** – An overview of the submitted report was presented by Director Todd Richard noting that four proposals were received. Most of the work should be done by the end of September 2019, followed by workshops until December 2019. This will allow set-up for joint delivery services April 1, 2020.

CAO Coutinho noted that although over-budget, it could be worked through in the proposed budget.

Director Richard further noted that both units have a lot of assets identified in the GIS. CAO Coutinho said they will ask the successful proponent for the tasks and associated timelines so as to be included in the workplan.

MOVED/SECONDED THAT RFP# CCWHMUN19-04 BE AWARDED TO HATCH LTD., WITH A BID OF \$ 159,316 PLUS HST FOR THE PROVISION OF DEVELOPING AN ASSET REGISTRY AND ASSET MANAGEMENT ROADMAP. MOTION CARRIED

9. **BILL 55, SECTION 12 ITEMS** - None

10. **ADDITIONS TO THE AGENDA** – None; however, the following noted:

- Newsletter – attached to agenda package. It will also be circulated throughout Windsor and the municipality as well as posted on www.strongerregion.ca.
- Consolidation Fact Sheet – will be available on the www.strongerregion.ca website.
- Workshop May 9, 2019 in Truro – Co-ordinating Committee to present an overview of some key items to be raised in-relation to consolidation.

11. **IN-CAMERA** – Was held at the start of this meeting; Item #3.

12. **NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next meeting is scheduled for 6:00pm Monday, April 15, 2019 at West Hants' Sanford Council Chambers.

MOVED/SECONDED THAT AT 6:57PM, THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED

**** Stantec Presentation to Windsor and West Hants councils – on the following page.**

STANTEC PRESENTATION (Meeting of Windsor & West Hants Council members)

ATTENDANCE

West Hants

| | |
|------------------|-----------------|
| Abe Zebian | Warden |
| Paul Morton | Deputy Warden |
| Jennifer Daniels | Councillor |
| Debbie Francis | Councillor |
| Kathy Monroe | Councillor |
| David Keith | Councillor |
| Tanya Leopold | Councillor |
| Martin Laycock | CAO |
| Rhonda Brown | Municipal Clerk |

Regrets

| | |
|-----------------|------------|
| Randy Hussey | Councillor |
| Rupert Jannasch | Councillor |
| Robbie Zwicker | Councillor |

Guests/Gallery

| | |
|-----------------|---|
| Nick Barr | Manager, Legislative & Policy Services, Department of Municipal Affairs |
| Kevin Latimer | Co-ordinating Committee Chair |
| John Heseltine | Stantec Consulting |
| Juanita Spencer | CEO, NS Federation of Municipalities |

No members of the public

Windsor

| | |
|--------------------|--------------------------|
| Anna Allen | Mayor |
| Laurie Murley | Deputy Mayor |
| John Bregante | Councillor |
| Jim Ivey | Councillor |
| Shelley Bibby | Councillor |
| Louis Coutinho | CAO |
| Shelleena Thornton | Municipal Clerk |
| Todd Richard | Director of Public Works |

Consultant Heseltine handed out revised maps of the districts and reviewed the PowerPoint presentation, noting the changes are reflective of the consultation sessions. He doesn't believe the changes to polling districts that put them over 10% parity would be viewed poorly by the NS Utility and Review Board because there is good rationale.

Presentation concluded at 7:35 pm.

Comments/Questions

- Revised maps represent good changes;
- Changes to the 11 District map ensure communities of interest were kept together, but in the nine district proposal; there is more divide. Mr. Heseltine said Districts 4, 5 and 6, many communities were put together that were divided and some that were already divided, remain divided. He also referenced Hwy. 101 being a natural boundary. Further adjustments could make the parity too great;
- The two overriding objectives are communities of interest and the parity. They almost contradict each other (dividing communities by highways, rivers, etc). Communities our size (population), the NS Utility and Review Board should look more at the people-side of things rather than the parity.

Stantec finalizes the report and it goes before the Co-ordinating Committee at the Apr. 15th meeting.

With no further questions/comments; concluded at 7:42pm.

Chair

Municipal Clerk