



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
CO-ORDINATING COMMITTEE
Meeting Minutes
Monday, July 22, 2019 – 6:00 p.m.
Windsor Town 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	Deputy Warden, Municipality of the District of West Hants

Staff/Alternate Committee Members

Martin Laycock	CAO, Municipality of the District of West Hants
Todd Richard	Interim CAO, Town of Windsor
Louis Coutinho	Consolidation Consultant, 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
Rhonda Mont	Co-ordinator of Accounts Payable and Employee Benefits, Town of Windsor
Rick McCulloch	Consultant for the Town of Windsor/Municipality of West Hants
Donna Jones	Project Administrator

1. CALL TO ORDER – Co-ordinator Latimer called the meeting to order at 6:00pm. He welcomed everyone that was there in person and those that were able to join via live stream. Extended a special welcomed to Rick McCulloch.

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 July 8, 2019

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

4. DELEGATIONS / PRESENTATIONS (if any)

- (a) (i) Pension Plan Merger Presentation – Rick McCulloch
 - Mr. McCulloch provided an overview of his presentation to the committee members and reviewed some of the pension plan options that have been identified in his work.

- Noted that they have brought forward all of the issues identified in bringing the two pension plans together post amalgamation. Currently, the Town of Windsor has a 90-day eligibility period after being hired and the Municipality of West Hants has immediate eligibility. Currently in the process of amending the plan with the Superintendent of Pensions so that the Town of Windsor plan will be immediate eligibility as well.
 - Choice for plans was between Great West Life and Manulife Financial based on information gathered. Recommended that the new region go with Manulife Financial and reviewed the variances between plans and why the choice was made for Manulife.
 - Deputy Mayor Murley asked if between the two plans, did either of them have a Deferred Sales Charge (DSC), and also if there were hidden fees in addition to the management fees. Mr. McCulloch advised no to both questions.
 - Mayor Allen asked if the prices that were put forward could go up or where they be locked in. Mr. McCulloch advised that in his experience, he has never seen the plan cost go up.
 - Deputy Mayor Murley asked, with regards to the management fees, does it also include cost for any visits the carrier may make to the employees. Mr. McCulloch advised that he was the person that would come down once a month, or whatever the need might be, and sit down with the members and that the carrier would pay him to do that.
 - Deputy Mayor Murley asked if a part of the management fee was to pay Mr. McCulloch. He advised, that yes, a portion of it was.
 - Mayor Allen asked if everyone had to be a part of the pension plan. Mr. McCulloch advised that participation in the pension plan was mandatory for full time employees.
 - On October 1, 2019 the assets of Great West Life, Town of Windsor will go to Manulife Financial.
 - West Hants transition from the old platform to the new platform will probably happen mid-September so that by October 1, 2019 both plans will be on the same platform.
 - Co-ordinator Latimer noted that when the Town of Windsor comes onto Manulife Financial, with regards to the management fees, there will be savings. Mr. McCulloch noted that when both plans come together, there will be savings as the management fees will be reduced.
 - The two plans will come together and an application will be made to the Superintendent of Pensions for a name change for the plan to take effect April 1, 2020.
 - Deputy Mayor Murley asked if the KYC information coming from Great West Life would not have to be confirmed with each of the individual Town of Windsor staff members. Mr. McCulloch advised that the short answer is no, that there were no KYC requirements for pension plans.
 - Co-ordinator Latimer asked Mr. McCulloch if he could circle back with the committee in October with a check-in and update on how everything was going with the transition.
- (ii) Pension Plan Merger Recommendation Report
- CAO Laycock reviewed the Pension Plan Merger Recommendation Report that was put forward in the agenda package.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE MERGER OF THE MUNICIPALITY OF WEST HANTS AND TOWN OF WINDSOR PENSION PLANS AND THAT THEY BE MANAGED BY MANULIFE FINANCIAL.
MOTION CARRIED**

Rick McCulloch left the meeting at 6:45 pm.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

- (a) Work Plan Updates – Co-ordinator Latimer

- Co-ordinator Latimer gave an update to the committee members on several areas of the work plan.
- Noted that there would be an update on the decision from the NSUARB hearing regarding the governance structure on council size and polling districts for the new municipality.
- Advised that work with Gerald Walsh and Associates continues, working with the CAO's and have an organizational chart drafted that still requires some fine tuning. Waiting on input and direction from the new CAO on the proposed structure before bringing it forward to the committee for presentation and discussion.
- Advised the committee that they are nearing a close on the CAO search. More details would be discussed later in the meeting.
- Noted that there was a good presentation on pension plans this evening and at this stage we have a good plan on moving forward over the next three to four months.
- Regarding successor rights, Co-ordinator Latimer was happy to report the CAO's did reach out and had a good meeting with CUPE regarding what the situation would look like going forward. Positive and constructive discussions were had, matters left with the CUPE folks to review over the summer.
- Noted that there were good discussions had between the CAO's, Co-ordinator and the RCMP regarding the policing situation and has every confidence that things are moving in the right direction at this point. Hoping to circle back to the committee in the fall with a sense of what the structure and services will look like for the new municipality.
- Advised that Ron Dauphinee from DMA would be back to the committee in the fall with results of his analysis around tax impacts, if any, for the region.
- Noted that the CAO's have been working on the facility and infrastructure needs, trying to make some decisions around space requirements for the new municipality. Co-ordinator Latimer is encouraged that they should be able to bring something forward in the fall and provide the committee with an initial assessment on how they would propose to address those needs.
- Advised that Chrystal Remme is preparing the current newsletter and it should be ready to go out within the next week to 10 days. Co-ordinator Latimer noted that he has had good discussions with Ms. Remme around the content and structure. Asked the committee if they had any thoughts or feedback regarding the newsletter to provide this to Ms. Remme in the next couple of days.

(b) Co-ordinating Committee meetings – dates going forward

- Co-ordinator Latimer asked the committee members what their preference was to hold future Co-ordinating Committee meetings. Proposed going forward with two meetings a month until December. 1st Monday in September is Labor Day so that meeting will be held on August 26th.
- Discussions were had around having a couple meetings outside of Council Chambers, choosing different locations in the region, idea parked until future meetings.

6. STAFF REPORTS (if any)

- None

7. BILL 55, SECTION 12 ITEMS

(a) 2019 – 2020 Gas Tax Grants – Recommendation Report

- CAO Laycock provided an overview of the Recommendation Report put forward for consideration regarding the Gas Tax.
- Mayor Allen asked how a church fits into the grant program as she has never heard of a church even requesting a grant from a municipality. CAO Laycock noted that they are an important community organization that provides services. Looking to discuss with the church to be a warming centre.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE USE

OF \$157,600 OF GAS TAX TO FUND UPGRADES TO THE GFL NEWPORT RINK HEATING SYSTEM TO A GEOTHERMAL SYSTEM TO IMPROVE ENERGY EFFICIENCY. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE USE OF \$19,160 OF GAS TAX TO FUND BATHROOM UPGRADES IN THE HANTSPORT & AREA HISTORICAL SOCIETY BUILDING TO IMPROVE ACCESSIBILITY. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE USE OF \$10,000 OF GAS TAX TO FUND HEATING UPGRADES TO HEAT PUMPS FOR THE HANTSPORT BAPTIST CHURCH TO IMPROVE ENERGY EFFICIENCY. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE \$8,000 TO BE TAKEN FROM WEST HANTS GENERAL OPERATIONS FOR ACCESSIBLE PICNIC TABLES. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE USE OF \$10,000 OF GAS TAX TO FUND HEATING UPGRADES TO HEAT PUMPS FOR THE STE. CROIX COMMUNITY HALL TO IMPROVE ENERGY EFFICIENCY. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE USE OF \$10,000 OF GAS TAX TO FUND INSULATION UPGRADES TO THE BRAMBER NEW HORIZONS BUILDING TO IMPROVE ENERGY EFFICIENCY. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE USE OF \$8,000 OF GAS TAX TO FUND UPGRADES TO THE PISQUID CANOE CLUB FLOORING TO IMPROVE RECREATIONAL SERVICES. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE A MAXIMUM OF \$13,500 FROM THE GAS TAX RESERVE FOR AVON RIVER HERITAGE SOCIETY TO PURCHASE AND INSTALL TWO HEAT PUMPS THAT HAVE CRITICAL COMPONENTS RAISED AT LEAST 2 METERS FROM THE GROUND. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE UP TO \$15,000 OF WEST HANTS GAS TAX TO FUND HEATING UPGRADES TO HEAT PUMPS FOR THE FALMOUTH COMMUNITY HALL TO IMPROVE ENERGY EFFICIENCY. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE UP TO \$15,000 OF WEST HANTS GAS TAX TO FUND ROOFING UPGRADES TO THE SWEET CORNER COMMUNITY HALL TO IMPROVE AVAILABILITY AND USE OF THE COMMUNITY FACILITY. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE \$50,000 OF WEST HANTS GAS TAX FUND FOR UPGRADES TO THE HANTS COUNTY EXHIBITION SPRINKLER SYSTEM. MOTION CARRIED

(b) 2019 – 2020 Temporary Borrowing Resolution – Recommendation Report

- CAO Laycock provided an overview of the Recommendation Report put forward for consideration regarding two Temporary Borrowing Resolutions.
- Mayor Allen noted that within three months, there will be a review done for fire services, where did the projects identified in the Recommendation Report fit into that. Asked why they are dealing with anything fire department related at this point, like buying supplies when they don't have the study on the fire services needs done yet. CAO Laycock noted because one is relevant to the other, this allows for when the RFP comes back that they are ready to go. Stated they did not have to move forward, it just puts them in a position to be ready.
- Mayor Allen asked why the Hantsport Fire Department needed to be replaced. CAO Laycock responded, because of safety for the volunteers. Noted there is insufficient room for the trucks, they have had to move their gear to common areas where there is off gassing from the equipment. Noted that the recommendations do not commit the municipality to anything but allows them to act when they need to.
- Warden Zebian commented that parts of the fire station are no longer in use to the public, such as the community space because of the required kitchen upgrades. Noted that the actual equipment and trucks have outgrown the station.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVES A TEMPORARY BORROWING RESOLUTION 19/20-02 IN THE AMOUNT OF \$2,625,000 FOR HANTSPORT FIRE DEPARTMENT STATION. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVES A TEMPORARY BORROWING RESOLUTION 19/20-04 IN THE AMOUNT OF \$41,500, FOR RADIOS FOR THE BROOKLYN FIRE DEPARTMENT STATION 1 AND 2 AND FOR JAWS OF LIFE EQUIPMENT FOR SOUTH WEST HANTS FIRE DEPARTMENT. MOTION CARRIED

8. ADDITIONS TO THE AGENDA – if any

- None

9. IN-CAMERA (if any)

(a) Contract Negotiations

Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee members Bregante and Daniels, CAO Laycock, Interim CAO Richard, Consolidation Consultant Coutinho, and Project Administrator Jones.

MOVED/SECONDED THAT AT 7:27PM, THE MEETING MOVED IN-CAMERA TO DISCUSS CONTRACT NEGOTIATIONS. MOTION CARRIED

MOVED/SECONDED THAT AT 8:38PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED

Regular Open Meeting Re-convened at 8:38pm

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE DIRECT THE CO-ORDINATOR TO CONCLUDE CONTRACT ARRANGMENTS FOR THE CHOSEN CAO CANDIDATE AS CONFIRMED BY THE CO-ORDINATING. MOTION CARRIED

10. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00 pm Monday August 26, 2019 in the West Hants Council Chambers.

MOVED/SECONDED THAT AT 8:39PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED

Chair

Project Administrator