



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY**  
**CO-ORDINATING COMMITTEE**  
Meeting Minutes  
Monday, October 7, 2019 – 6:00 p.m.  
Windsor Council Chambers, 100 King St., 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	Deputy Warden, Municipality of the District of West Hants

**Staff/Alternate Committee Members**

Mark Phillips	CAO, Region of Windsor and West Hants Municipality
Martin Laycock	CAO, Municipality of the District of West Hants
Louis Coutinho	Consolidation Consultant, Town of Windsor
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
Shelleena Thornton	Municipal Clerk, Town of Windsor
Nick Barr	Manager, Department of Municipal Affairs and Housing
Donna Jones	Project Administrator
Seven members of the Public in the gallery	

**Regrets**

Todd Richard	Interim CAO, Town of Windsor
Jennifer Daniels	Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants

- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:01pm and welcomed everyone to the meeting, those attending in person and via live stream.
- 2. APPROVAL OF AGENDA** – Additions and/or Deletions

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

### 3. APPROVAL OF MINUTES – Meeting of September 16, 2019

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

### 4. DELEGATIONS / PRESENTATIONS (none)

### 5. BUSINESS ARISING FROM PREVIOUS MINUTES

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

- Co-ordinator Latimer updated the Committee members on the Human Resources front. Noted that they are moving forward on the implementation of the portion of the organizational chart that was approved at the prior meeting.
- On election readiness, advised that Ms. Brown has been off and running trying to finalize her work plan and the dates to ensure that everything that needs to happen is coming together as it should.
- Noted that Ms. Brown would be reaching out to the Province to meet on some of the challenges of having this election as a one-off, ahead of the other municipal elections.
- Referenced Public Engagement and the Making the Change portion of the work plan. Noted that the survey is an important part and advised the members that we have surpassed the goal of 1000 that was set for receiving completed surveys. Still three weeks to go until the survey closes.
- Co-ordinator Latimer updated the Committee on the status of work being done by the Management Without Borders program. Advised that the students have prepared a draft of their proposal and he would be meeting with the group later in the week to provide feedback on content and schedule. Noted the students would be presenting at the Co-ordinating Committee meeting October 28<sup>th</sup>.

#### (b) Terms of Reference Update

- Co-ordinator Latimer referenced the “Other” section in the Terms of Reference regarding reviewing and the periodically making changes or amendments that deemed necessary.
- Advised that since they hired the first CAO for the new Regional Municipality they should review and revise the Term of Reference to make them more reflective based on terms of where they are now.
- Handed out a copy of the Guiding Principles that were adopted by the Committee in October of 2018. Noted it would be a good idea to do a shoulder check to see how the Committee was doing, are the principles being adhered to, are they making progress, etc.

#### (c) Campaign School Update

- Ms. Jones shared with the members, dates that have been set to hold the Campaign Schools for the upcoming municipal election.
- November 9<sup>th</sup>, Ardoise Community Hall, 9:00 am to 12:00 pm
- November 20<sup>th</sup>, place TBD, 6:00 – 9:00 pm
- December 4, Windsor Community Centre 1:00 – 4:00 pm
- Mayor Allen commented on the need for evening Campaign Schools and noted she was worried about the daytime dates and hours. Asked if the presentations at the three events would be consistent. Ms. Thornton advised that staff from DMA & the Municipal Units were meeting to review the content of each other’s presentations to ensure there was no duplication of information. Once the first presentation is provided by the DMA staff, the Returning Officer and Assistant Returning Officer would provide the other two workshops. Also noted they would be providing a more local grass roots component to their presentation.
- Co-ordinator Latimer asked what was being done to communicate the information on the Campaign Schools. Ms. Thornton advised that information would be posted on both the Stronger Region

website, SharePoint, social media, word of mouth, as well as newspaper ads.

- Warden Zebian noted and suggested that any savings from the public engagement events funding allocation could go to the advertising needs for the Campaign Schools.

## 6. STAFF REPORTS

### (a) CAO Report – CAO Phillips

- CAO Phillips provided a high-level review of his report that was shared with the Committee prior to the start of the meeting.
- Advised the members that interviews for the department leads had been held and that the results would be shared later in the meeting in-camera.

## 7. BILL 55, SECTION 12 ITEMS

### (a) Recommendation Report – PID 45059631 Disposal of Capital Asset

- CAO Phillips provided an overview and noted the highlights of the Recommendation Report.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE REQUEST TO DIRECT STAFF TO PROCEED AND LIST PID #45059631 FOR SALE.

- Co-ordinator Latimer noted that he did not feel it was the mandate of the Co-ordinating committee to direct staff and felt it was out their jurisdiction. Thought it might be overly cautious to bring the report forward at this point. Felt it should be brought back to the Committee after there was an accepted offer for the sale of the property.
- Warden Zebian asked if there would be any conditions placed on the sale. CAO Phillips advised it was his understanding that there are some conditions placed on the property and some restrictive covenants that were applied to the property at the time when the adjacent piece of property was sold.
- Mayor Allen advised that Council had directed staff to see if they can negotiate the conditions and noted the Town of Windsor has their solicitor involved.
- After the discussion the following recommended motion was put forward.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE REQUEST TO DIRECT STAFF TO PROCEED AND LIST PID #45059631 FOR SALE AND BRING BACK ANY OFFERS ACCEPTED BY THE TOWN. MOTION CARRIED**

## 8. CORRESPONDENCE RECEIVED

### (a) Letter from West Hants – Underwood Road, Garlands Crossing

- Warden Zebian declared a conflict of interest as he signed the letter, turned it over to Deputy Warden Morton.
- Deputy Warden Morton reviewed the content of the letter that was put forward.
- Mayor Allen asked why other roads were included and identified in the letter, Cole Drive and other appropriate road connections. Asked what it had to do with taking it over from the Province.
- Mayor Allen made the suggestion that the request be brought back to a meeting of Joint Staff before a decision is made and asked that a full report be provided before they make a decision on this issue. Deputy Mayor Murley agreed with the Mayor.
- Co-ordinator Latimer noted that is an area for joint opportunity moving forward.
- CAO Laycock provided a brief background on the content of the letter. Noted there is a small section of road on Underwood that is owned by the Province while the rest is owned and maintained by the

Municipality of West Hants. Clearing and maintenance is done very well vs the section on Underwood that leads from Highway #1 to Underwood which is not a high priority for the Province. Rationale from Council is that maybe the Co-ordinating Committee would consider taking that portion over in an effort to get the road back to a suitable level and to ensure that snow clearing is done at a reasonable rate.

- Co-ordinator Latimer asked CAO Phillips to take it away and consult with the two CAO's, to see if there is an opportunity to bring something forward to the Committee for further consideration.

(b) Letter from West Hants – Plebiscite for the new name of the Regional Municipality.

- Warden Zebain noted that he would like to make a motion so that he could open discussions on the request to the Co-ordinating Committee in the letter.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE CONDUCT A PLEBISCITE IN CONJUNCTION WITH THE MUNICIPAL ELECTIONS ON MARCH 7, 2020 ON THE QUESTION OF A NAME FOR THE NEW REGIONAL MUNICIPALITY BASED ON THE TOP FOUR APPROPRIATE ANSWERS AS RECORDED ON THE PUBLIC ENGAGEMENT SURVEY. (Before voting on, discussion was held; see below). MOTION DEFEATED**

- Warden Zebian noted that he was aware that the naming of the new municipal unit was the responsibility of the new council but asked what they were going to do with the answers to the survey. Thought, through discussions, that the committee would make recommendations to the new council and noted it may encourage voter turnout.
- Deputy Warden Morton, agreed with the Warden, thought it would be an opportunity for the residents to have a say.
- Deputy Mayor Murley noted section 11(1) in Bill 55. Did not feel the Committee had the right to hold a binding plebiscite, and felt it was just another way of gathering information.
- Mayor Allen noted that she felt holding a plebiscite was changing the rules halfway through the game. Advised that the public was engaged by going out and asking them to take the survey and that it was her understanding the results would be handed over to new Council.
- Warden Zebian felt that new Council would appreciate the information gathered in a plebiscite and that it was the ultimate way to go.
- CAO Phillips noted that they need to find a balance between political authorities and expertise. Felt that the branding process has to be professionally evaluated and thought through that process, you could get three or four names from a professional branding firm. Noted the name needs to inspire the community and be recognizable.
- Co-ordinator Latimer advised that under the legislation, it is within the purview of the new Regional Municipality. Advised that it was his understanding the results of the survey would be compiled in a report and be brought back to the Co-ordinating Committee in a presentation. Determine what they want to do with it at that point.
- Warden Zebian added that he felt it was the Committees responsibility to look at everything now through a regional lens.

## **9. ADDITIONS TO THE AGENDA**

(a) Staff Recommendation Report – Banking Provider

- Co-ordinator Latimer recommended this report be tabled for this meeting to give the members a chance to review and bring it forward for consideration at the next Co-ordinating Committee meeting.

- Mayor Allen asked if there were any time constraints with waiting on the report. Ms. Rochon advised that there were not.

(b) Voter Turnout Discussion

- Co-ordinator Latimer reviewed and discussed the voter turnout handout that was provided to the Committee members. Noted in the last municipal election in Nova Scotia, the voter turnout was approximately 47%. In West Hants it was 39% and in the Town of Windsor, it was about 50%.
- Proposed that the Committee agree to try and promote the election in March and to set a goal for voter turnout in 2020. Ask what are things that we might be able to do to make sure people are registered to vote.
- Warden Zebain noted that you don't have to be registered to vote, it is a matter of getting people out to vote.
- Mayor Allen suggested having people put up signs the day of the election to remind them to vote.
- Deputy Mayor Murley noted that keeping electronic voting could have boosted the turnout. Also suggested putting out a full-page ad explaining the various ways people fall into being registered and are able to vote.
- Deputy Warden Morton added that you can knock on everyone's door and let them know that election day is coming, but ultimately, it is getting them to get out and vote.
- Mayor Allen put out to the Committee to set the goal at 50%. Warden Zebain stated 50% would be a great achievement but suggested the goal be set at 55%.
- Consensus agreement to achieve goal of 55% voter turnout.

**10. IN-CAMERA (if any)**

(a) Contract & Personnel Matters

*Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee members Bregante, CAO Phillips, Nick Barr, DMA and Project Administrator Jones. Mr. Barr left the meeting at 7:44pm.*

**MOVED/SECONDED THAT AT 7:39PM, THE MEETING MOVED IN-CAMERA TO DISCUSS CONTRACT AND PERSONNEL MATTERS. MOTION CARRIED**

**MOVED/SECONDED THAT AT 8:09PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED**

**Regular Open Meeting Re-convened at 8:09pm**

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE ADOPT THE STURCTURE OF THE DEPARTMENT HEADS PRESENTED BY GERALD WALSH ASSOCIATES ON THE 16<sup>TH</sup> OF SEPTEMBER 2019. MOTION CARRIED**

**11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next meeting is scheduled for 6:00 pm Monday, October 28, 2019 in the West Hants Council Chambers.

**MOVED/SECONDED THAT AT 8:11PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.**

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Chair

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Project Administrator