



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

Meeting Minutes

Monday, November 18, 2019 – 6:00 p.m.

Windsor 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

Mark Phillips	CAO, Region of Windsor and West Hants Municipality
Louis Coutinho	Consolidation Consultant, Town of Windsor
Martin Laycock	CAO, Municipality of the District of West Hants
Todd Richard	Interim CAO, Town of Windsor
Rupert Jannasch	Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants
Shelleena Thornton	Municipal Clerk, Town of Windsor
Troy Burgess	Director of Public Work, Town of Windsor
Matt Delorme	Consultant, Hatch
Susan Hayes	CAO, Windsor Elms Village
Donna Jones	Project Administrator
5 members of the Public in the gallery	

Regrets

John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
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- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:02pm and welcomed everyone. Extended the welcome to the members of the public that were able to come out and join in person as well as those that were attending via live stream.
- 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 October 28, 2019

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

4. DELEGATIONS / PRESENTATIONS

(a) Asset Management Update – Hatch

- Mr. Delorme reviewed his presentation and provided an update on the Asset Registry/Asset Management Roadmap to the Co-ordinating Committee.
- Co-ordinator Latimer inquired if there had been any surprises in their work in relation to accessing the data or in terms of what they had found. Mr. Delorme, stated no, and noted that the data was in a lot better shape than what they had expected. Both Municipalities had more data than what Hatch is used to so that helped going through the process and with the risk assessments.

Mr. Delorme left the meeting at 6:45pm.

(b) Windsor Elms Village Presentation

- Ms. Hayes reviewed her presentation on the Windsor Elms Village Energy Project to the Co-ordinating Committee.
- Stated that they are looking to the Committee for a letter of endorsement for their FCM application.
- Deputy Mayor Murley asked Ms. Hayes if she had spoken to anyone on how the funds could flow through the Municipality of West Hants. Ms. Hayes advised most of the support would be in-kind and would flow in and out. Support would actually be the processing of those kind of transactions. Deputy Mayor Murley sought clarity that they were looking for 10% of the cost of the project and stated that they would still be short \$25,000. Ms. Hayes noted this would be the in-kind and advised it may not be that much as there are other funds they may be able to access.
- Mayor Allen asked how long the time frame would be on this project. Ms. Hayes advised they were hoping to have the project started by next month and completed by the end of the summer.
- Warden Zebian stated that the Windsor Elms Village is an important piece of infrastructure for both municipal units and looks forward to the project being successful.
- Co-ordinator Latimer stated that he wanted to be clear on the role of the Co-ordinating Committee and advised they could not commit any funds, what they were doing here was endorsing the commitment made by West Hants to support the application pursuant to Bill 55, section 12.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE WRITE A LETTER OF SUPPORT ENDORSING THE CONCEPT OF THE ENERGY PROJECT AND OUTCOMES FOR THE WINDSOR ELMS VILLAGE FCM APPLICATION, EMPHASIZING LEADERSHIP WITHIN THE MUNICIPALITY FOR GREEN HOUSE GAS REDUCTION AND FURTHER, APPROVE THE MUNICIPALITY OF WEST HANTS ACCEPTING UP TO \$75,000 FROM NOVA SCOTIA ENERGY AND MINES LOW CARBON COMMUNITIES FUND AND USE THIS TO CONTRIBUTE TO PROJECT TO MEET FCM GREEN MUNICIPAL FUND ELEGIBILITY. MOTION CARRIED

Ms. Hayes and 3 members of gallery left the meeting at 6:37pm

5. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Work Plan Updates – Co-ordinator Latimer

- Co-ordinator Latimer gave a brief update on election readiness and the objective to reach the goal of

55% voter turnout. Advised all dates and forms have been updated to the Stronger Region website pertaining to the election.

- Advised the Committee members that a draft report has been received from the RCMP on servicing the new municipality. Currently being reviewed by the CAO's. Also advised that work continues on the Fire Services RFP and noted an update will be presented at the December 2nd Co-ordinating Committee meeting.
- Provided a status update on the tax model work, the community engagement survey and outreach to the schools.
- Co-ordinator Latimer reviewed the key dates on the Management Without Borders project. Advised that the MWB team would be presenting their work at the December 2nd Co-ordinating Committee meeting.
- Reminded the Committee members to submit ideas for content to Ms. Remme to be included in the upcoming newsletter.

6. STAFF REPORTS

(a) CAO Report

- CAO Phillips provided a review of his report and noted the highlights.
- Noted that it was a blended report on work done between the units of West Hants, Windsor and the Co-ordinating Committee.

(b) Committees, Boards and Commissions Review Recommendation Report

- Ms. Thornton reviewed the recommendation report with the Committee members.
- Noted the recommendation in the report for the committees to be effective April 1, 2020 does not mean the other committees that are with both municipal units will not exist after April 1, 2020. Those are things that need to be worked out but can wait until April 1st, 2020 or later.
- The committees that are presented in the recommendation are mandated under pieces of legislation or agreements that each municipal unit currently has so that is why they are in the report.

MOVED/SECONDED THAT THE FOLLOWING COMMITTEES OF COUNCIL BE EFFECTIVE APRIL 1, 2020; LANDFILL LIAISON COMMITTEE, WATERSHED ADVISORY COMMITTEES (DAVIDSON LAKE, FRENCH MILL BROOK, & MILL LAKES), FENCES ARBITRATION COMMITTEE, POLICE ADVISORY BOARD, COMMITTEE OF THE WHOLE, PLANNING ADVISORY/HERITAGE ADVISORY COMMITTEE, ANNAPOLIS VALLEY REGIONAL LIBRARY BOARD, HANTS COUNTY RESIDENCE FOR SENIOR CITIZENS, REGION 6 SOLID WASTE, VALLEY COMMUNITY FIBRE NETWORK, VALLEY REGIONAL ENTERPRISE NETWORK & WESTERN REGIONAL HOUSING AUTHORITY BOARD. MOTION CARRIED

7. BILL 55, SECTION 12 ITEMS (none)

8. CORRESPONDENCE RECEIVED

(a) Thank you Letter to Councillor Daniels

(b) Congratulations to Kody Blois, MP

- Co-ordinator Latimer tabled the two pieces of correspondence received.

9. ADDITIONS TO THE AGENDA (none)

10. IN-CAMERA (if any)

(a) Contract Matter

Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee member Jannasch, CAO Phillips, Interim CAO Richard, and Project Administrator Jones.

MOVED/SECONDED THAT AT 7:01PM, THE MEETING MOVED IN-CAMERA TO DISCUSS CONTRACT MATTER. MOTION CARRIED

MOVED/SECONDED THAT AT 7:42PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED

Regular Open Meeting Re-convened at 7:42:pm

11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00 pm Monday, December 2, 2019 in the Brooklyn Civic Centre.

MOVED/SECONDED THAT AT 7:43PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.

Chair

Project Administrator