



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

Meeting Minutes

Monday, December 2, 2019 – 6:00 p.m.

Brooklyn Civic Centre, 995 Highway 215, Brooklyn 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**

Rupert Jannasch	Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants
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
Bruce Morrison	Consultant, Goudreault Associates
Denys Prevost	Consultant, Goudreault Associates
S/Sgt. Cory Bushell	District Commander, RCMP
S/Sgt. Dan McGillivray	District Advisory, NCO for South West Nova
Sgt. Mike Balmaceda	Operations, NCO for Windsor District
Iliana Irons	Dalhousie MWB Team
Patrick Rooney	Dalhousie MWB Team
William Stevenson	Dalhousie MWB Team
Shelleena Thornton	Municipal Clerk, Town of Windsor
Donna Jones	Project Administrator
Approximately 40 members of the Public in the gallery	

**Regrets**

John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
---------------	--

- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:07pm and welcomed 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. Extended a special thank you to Brooklyn and the Fire Hall for hosting the meeting.

**2. CONFLICT OF INTEREST DECLARATION** (if any)

**3. APPROVAL OF AGENDA** – Additions and/or Deletions

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

**4. APPROVAL OF MINUTES** – Meeting of November 18, 2019

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

**5. DELEGATIONS / PRESENTATIONS**

(a) Fire Services Report – Bruce Morrison & Denys Prevost – Goudreault Associates

- Mr. Prevost reviewed his presentation and went over the highlights of the Fire Services Report for the Co-ordinating Committee.
- Co-ordinator Latimer noted that the report was to be tabled for this evening's meeting and stated it would be reviewed in greater detail at a scheduled meeting on December 3<sup>rd</sup>, 2019 with the Committee members.
- Mayor Allen stated the report was a terrific piece of work and was very detailed. Noted that the priorities have been identified as to what needs to happen going forward.
- Warden Zebian asked if there were any other jurisdictions currently that encompass a plan as detailed as this report. Mr. Morrison advised that there were, but not here in Nova Scotia.

*Mr. Morrison and Mr. Prevost left the meeting at 6:49pm.*

(b) RCMP Report – S/Sgt. Cory Bushell

- S/Sgt. Bushell provided a high-level overview of his presentation with the Co-ordinating Committee and noted the highlights submitted in the report.
- Mayor Allen stated that she has been very concerned about Windsor and noted the report addresses these concerns quite well. Advised she is not prepared to adopt the report this evening and would like the additional time to review it, like they are doing with the Fire Services Report.
- Deputy Mayor Murley noted that her concerns were around the diminished presence of RCMP members in the Town. Advised that the merchants in the area are already concerned about losing visibility of the RCMP in the area. Noted her concern around the new position mentioned in the report.
- Warden Zebian stated that he has full confidence in the RCMP and their professionalism. Asked if there were statistics to show that diminished presence in the town leads to higher rates of crime. S/Sgt. Bushell advised that he did not have these statistics but generally speaking, when there is a police presence, it is a deterrent to crimes of opportunity.
- Co-ordinator Latimer added that it was an excellent report and noted that protective services are very important to the residents and one they want to get right moving forward.

(c) Dalhousie Management Without Borders Team

- Mr. Coutinho provided a brief introduction on the Dalhousie MWB team. Advised there are six graduate students working on the project from various disciplines and introduced the members of the team in attendance.
- Mr. Rooney provided a background on the MWB program and advised how the program was

structured. The members of the team presented their poster presentation to the Co-ordinating Committee.

- Mayor Allen asked if the indicators noted in the presentation were to be measured over a four-year term. Mr. Stevenson advised it would be up to the Municipal Unit to determine how often the indicators are updated.
- Warden Zebian thanked the members of the team and stated that the indicators said it all for him.
- Deputy Warden Morton added that it was a good job and he was looking forward to the final report.
- Deputy Mayor Murley asked what the team thought would be the most important thing in bringing two municipalities together. Both Mr. Rooney and Mr. Stevenson agreed, the buy in of all the parties involved. Understanding what the citizens are getting and what they are okay with spending their money on.
- Co-ordinator Latimer thanked the team for choosing the amalgamation of the Town of Windsor and the Municipality of West Hants for their project. Congratulated and wished them luck in finalizing their report.

## **6. BUSINESS ARISING FROM PREVIOUS MINUTES**

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

- Co-ordinator Latimer gave a brief update on various sections of the work plan including the Campaign Schools, the organizational structure (HR), services, tax structure and the Community Engagement Survey.
- Provided an update on the release for the next newsletter and noted the upcoming meeting with Glooscap First Nations.

## **7. STAFF REPORTS**

### **(a) CAO Report**

- CAO Phillips provided a review of his report and noted the highlights.

### **(b) Conflict of Interest Report – CAO Phillips**

- CAO Phillips presented the Conflict of Interest Recommendation Report and noted the highlights for the Committee members.
- Noted that the legislative authority with respect to the Alternate is noted in Bill 55 and basically states the purpose of the Alternate is for when persons are absent from a meeting.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE RECOMMEND THE MINIMUM DUTY OF CARE AN ELECTED OFFICIAL SHOULD TAKE ONCE DECLARING A CONFLICT WOULD BE TO STEP AWAY FROM THE COUNCIL TABLE AND SIT IN THE AUDIENCE; WHICH IS IN ALIGNMENT WITH THE NS MUNICIPAL CONFLICT OF INTEREST ACT. MOTION CARRIED**

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE RECOMMEND THAT THE APPOINTED ALTERNATE(S) COMMITTEE MEMBER(S) ONLY BE AN ACTIVE COMMITTEE MEMBER IN THE ABSENCE OF THE REGULARLY APPOINTED MEMBER (WHEN THE REGULARLY APPOINTED ARE UNABLE TO ATTEND THE CO-ORDINATING COMMITTEE MEETING). MOTION CARRIED.**

**8. BILL 55, SECTION 12 ITEMS (none)**

**9. CORRESPONDENCE RECEIVED**

(a) Letter to Windsor Elms Village

**10. ADDITIONS TO THE AGENDA (none)**

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

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

**MOVED/SECONDED THAT AT 8:15PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.**

---

Chair

---

Project Administrator