



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

Meeting Minutes

Monday, January 6, 2020 – 6:00 p.m.

West Hants Council Chambers, 76 Morison Drive., Windsor NS

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**ATTENDANCE**

**Co-ordinating Committee Members**

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| 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**

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|--------------------|---|
| Rupert Jannasch    | Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants |
| John Bregante      | Councillor/Alternate Co-ordinating Committee Member, Town of Windsor            |
| Mark Phillips      | CAO, Region of Windsor and West Hants Municipality                              |
| Todd Richard       | Interim CAO, Town of Windsor  |
| Martin Laycock     | CAO, Municipality of the District of West Hants                                 |
| Shelleena Thornton | Municipal Clerk, Town of Windsor  |
| Nick Barr          | Acting Director of Governance & Advisory Services                               |
| Donna Jones        | Project Administrator   |

1 member of the public in the gallery.

**Regrets**

None

- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:01pm and welcomed everyone.
- 2. CONFLICT OF INTEREST DECLARATION** – None
- 3. APPROVAL OF AGENDA** – Additions and/or Deletions

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

**4. APPROVAL OF MINUTES – Meeting of December 2, 2019**

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

**5. DELEGATIONS / PRESENTATIONS (none)**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**(a) Work Plan Update**

- Co-ordinator Latimer reviewed various sections of the workplan with the Committee members. Provided an update on Election Readiness and advised a Recommendation Report on Council Remuneration would be forthcoming.
- Noted the swearing in of the new Council and launch of the new Municipality Unit, advised he is in discussions with S. Bennett at the Department of Municipal Affairs and Housing. Open to hearing ideas and thoughts from the Committee members.
- Provided a brief update on the Labour Board application, Fire Services and Policing. Noted the letter sent to S. Bennett on Policing and advised a Recommendation Report would be submitted for the next Co-ordinating Committee meeting.
- Advised of the work being done on the survey results Report and the Community Engagement Project.

**(b) Dalhousie Management Without Borders Report**

- Co-ordinator Latimer advised that the MWB students have finalized their report on the benchmarks and key performance indicators. Reviewed various aspects of the report with the Committee.
- Warden Zebian noted it was a good point Co-ordinator Latimer brought up around basing their benchmarks on what they feel their expectations are. Cost saving, more efficiencies, less bureaucracy and elimination of conflict would be the main things they would expect to get out of this.
- Mayor Allen stated that she was glad they didn't just take the example of the Provincial indicators. Noted she was happy with the report and asked if their work was finished. Co-ordinator Latimer stated that a few students are staying on for a second term and advised they were available if their help was needed. NSFM also expressed an interest in doing a workshop.
- Mayor Allen noted a caution around using cost savings as an indicator as it sometimes can take up to five years to be recognized. Advised that there are a number of factors to indicate why they are doing this that can benefit our Communities.
- Deputy Murley supported the idea of a workshop and noted she was interested in what the external facing dashboard for transparency would be like. Felt this would come out in a workshop.
- Deputy Warden Morton advised they should do something with this report, not put it up on a shelf to get dust on it.
- Co-ordinator Latimer noted there may be an opportunity to take another turn of the wheel on this

and will come back to the Committee with a recommendation on what they might be able to do.

(c) Glooscap Agenda/Presentation

- Co-ordinator Latimer wanted to acknowledge the meeting held on December 4, 2019 with Glooscap First Nation. Noted he has sent an e-mail to Chief Sid thanking him and has also provided him with a copy of a presentation he had prepared. Copies of the electoral map and W/WH newsletters have also been forwarded.

(d) Update on Labour Board Application

- Co-ordinator Latimer touched on this during his update.
- CAO Phillips added that there was a meeting earlier in the day and noted there are no significant concerns, more about what the staff choose, to be unionized or not. Stated there are benefits to both, as well as advantages and dis-advantages of both.
- Mayor Allen noted her concern around addressing this on a timely basis and not leaving it until April 1<sup>st</sup>, 2020. CAO Phillips advised things are well under way.

(e) Fall/Winter Newsletter

- Co-ordinator Latimer advised that the newsletter was completed and distributed before the Christmas break. Thanked Ms. Remme for her work in completing the newsletter.

## 7. STAFF REPORTS

(a) CAO Report

- CAO Phillips provided a review of his report and noted the highlights. Provided updates in the areas of Governance, Administration, Finance, Parks & Recreation, Planning & Development and Protective Services.
- Provided an update of the work Hatch is doing around space requirements for the new Municipal Unit.
- Gave a shout out to the staff of both units for their generosity over the holidays with regards to fundraising, donations and food drives.

## 8. BILL 55, SECTION 12 ITEMS (if any)

## 8. CORRESPONDENCE RECEIVED

(a) Letter to Shannon Bennett on RCMP

- Co-ordinator Latimer addressed this letter earlier in the meeting.

## 9. ADDITIONS TO THE AGENDA (none)

- Mayor Allen seeked clarification regarding the creation of a committee for the Accessibility Act that the Province is adopting April 1<sup>st</sup>, 2020.
- CAO Laycock stated that there does have to be a committee established for April 1<sup>st</sup>, 2020 and CAO Phillips added that the Accessibility Act Committee is on the list. Added that the new Council will have

to appoint the Committee members.

- Discussions on putting forward recommendations for the new Municipal entity.

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

**(a) Personnel Matter**

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

**MOVED/SECONDED THAT AT 6:53PM, THE MEETING MOVED IN-CAMERA TO DISCUSS PERSONNEL MATTER. MOTION CARRIED**

**MOVED/SECONDED THAT AT 8:04PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED**

**Regular Open Meeting Re-convened at 8:04pm**

**MOVED/SECONDED THAT STAFF PROCEED AS DIRECTED IN-CAMERA. MOTION CARRIED**

**11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next meeting is scheduled for 6:00 pm Monday, January 27, 2020 in the Town of Windsor Council Chambers.

**MOVED/SECONDED THAT AT 8:07PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.**

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Chair

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Project Administrator