



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

Meeting Minutes

Monday, January 27, 2020 – 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**

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
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
Mark Peck	Executive Director, Grants, Programs & Operations, DMA&H
Nick Barr	Acting Director of Governance & Advisory Services, DMA&H
Donna Jones	Project Administrator

7 members of the public in the gallery (Including Staff S/Sgt. Bushell with the RCMP)

**Regrets**

Rupert Jannasch	Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants
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- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:00pm and welcomed everyone attending the meeting in person and those attending via live stream. Introductions were provided by members of the Co-ordinating Committee.

## **2. CONFLICT OF INTEREST DECLARATION**

- Warden Zebian declared a conflict of interest on item 7 (f). Left his seat at the table at 7:39pm and returned following Committee decision on the item at 7:52pm.

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

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

## **4. APPROVAL OF MINUTES**

(a) Meeting of January 6, 2020

**MOVED/SECONDED THAT THE MINUTES OF JANUARY 6, 2020 BE APPROVED AS  
CIRCULATED. MOTION CARRIED.**

(b) Meeting of November 18, 2019

**MOVED/SECONDED THAT THE MINUTES OF THE NOVEMBER 18, 2019 MEETING  
MINUTES BE AMENDED AS CIRCULATED. MOTION CARRIED.**

## **5. DELEGATIONS / PRESENTATIONS**

(a) Survey Results Presentation – Hubert Hu

- Co-ordinator Latimer gave a brief history of how the requirement for the public engagement survey came about.
- CAO Laycock introduced Mr. Hu and advised he had been working with Mr. Hu and Dr. Reilly over the months of November and December while they prepared the report.
- Mr. Hu reviewed the results of the survey responses with the Committee members.
- Mayor Allen commented there were no big surprises in the report and noted that issues of the day are usually what gets filtered into a survey of this kind.
- Warden Zebian stated the report was much better than what he was expecting and noted some observations. That consolidation would be very good for the region, with more cooperation, efficiencies and less government.
- Deputy Murley stated that she appreciated the analysis.
- Co-ordinator Latimer noted it was a good document that would be helpful for the new Council when considering its go-forward priorities.

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

(a) Work Plan Update

- Co-ordinator Latimer reviewed various sections of the workplan with the Committee members including Governance, Human Resources, Successor Rights, Policing, Fire Services, Planning Services,

Asset Management, Financial, Administrative/Administration and Making the Change. Noted that reports included in the agenda would address many of the items highlighted above.

(b) Update – Terms of Reference

- Co-ordinator Latimer highlighted the updates to the Terms of Reference put forward.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE UPDATED AND AMENDED TERMS OF REFERENCES AS THEY ARE INCLUDED IN THE AGENDA PACKAGE. MOTION CARRIED**

(c) Community Engagement Proposal

- CAO Laycock presented the Community Engagement proposal to the members of the Co-ordinating Committee and noted they were working through the schedule that was included in the agenda package.
- Updated the members on upcoming one-on-one meetings with Community Leaders including Glooscap First Nations, African Nova Scotia communities within Windsor/West Hants, Acadian communities, working with the schools to engage the students and finalizing some details with active members of our senior's community within Windsor/West Hants.
- CAO Laycock noted they are open to meeting with others and advised the Committee if they knew of other groups to point him in that direction.
- Noted the idea behind having the one-on-one meetings is so they could help shape a larger focus meeting that could target what the issues are and to build on the survey results.
- Advised that Ms. Remme, the Community Relations Co-ordinator for the new Region, has been brought in so that she could continue the work on this project into the spring and summer.

## 7. STAFF REPORTS

(a) CAO Report

- CAO Phillips noted the highlights of his report and provided updates in the areas of Governance, Administration, Finance, Parks & Recreation, Planning & Development, Economic Development, Public Works and Infrastructure and Protective Services.
- Warden Zebian asked if Hantsport Public Works office would be a surplus item now, or were there plans for it if the intent is to house all the Public Works Department into one office in Windsor? CAO Phillips clarified, with regards to inside and outside workers, administratively, they see Public Works in the Windsor environment, any administrative staff in Hantsport staff would be moved to Windsor.
- Noted some areas are still under review while they look at ways to identify efficiencies.
- Co-ordinator Latimer requested the final versions of the organizational charts for the new Region be brought forward for the next meeting.

(b) Council Remuneration Report

- CAO Phillips presented his report on Council Remuneration to the Committee members and noted the highlights.

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

GROSS REMUNERATION STIPEND FOR:

- MAYOR - \$53,000;
- DEPUTY MAYOR - \$27,950;
- COUNCILLORS – \$26,500

AND THAT MATCHING (COUNCIL MEMBER/MUNICIPAL UNIT) PENSION CONTRIBUTION OF 6% EACH (SIMILAR TO THE EMPLOYEE PLAN) BE APPROVED. AND FURTHER,

PRIOR TO MARCH 31, 2020, A POLICY BE ESTABLISHED ADJUSTING THE ANNUAL STIPEND (SALARY) OF ALL COUNCIL MEMBERS BY THE STATISTICS CANADA CONSUMER PRICE INDEX (CPI – ALL ITEMS) FOR THE PROVINCE OF NOVA SCOTIA FOR THE PRECEDING CALENDAR YEAR UNTIL THE 2024 NS MUNICIPAL ELECTION. MOTION CARRIED.

- Warden Zebian asked, with regards to pensions, did they know how many municipalities currently offer this. CAO Phillips noted he did not, across the board, some do and some do not.
- Warden Zebian stated that while \$20,757 is a small amount for the budget of this unit, it could go to a lot of projects, or programs for seniors as an example. Could not support the motion.
- Mayor Allen asked if it was mandatory to enroll if the motion goes through. CAO Phillips advised that by policy, yes it would be.
- After discussions, recommended the motion be amended to include “**with the option for council members to opt out**”. Fully approved amended motion is:

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE GROSS REMUNERATION STIPEND FOR:**

- **MAYOR - \$53,000;**
- **DEPUTY MAYOR - \$27,950;**
- **COUNCILLORS – \$26,500**

**AND THAT MATCHING (COUNCIL MEMBER/MUNICIPAL UNIT) PENSION CONTRIBUTION OF 6% EACH (SIMILAR TO THE EMPLOYEE PLAN) BE APPROVED WITH THE OPTION FOR COUNCIL MEMBERS TO OPT OUT. AND FURTHER**

**PRIOR TO MARCH 31, 2020, A POLICY BE ESTABLISHED ADJUSTING THE ANNUAL STIPEND (SALARY) OF ALL COUNCIL MEMBERS BY THE STATISTICS CANADA CONSUMER PRICE INDEX (CPI – ALL ITEMS) FOR THE PROVINCE OF NOVA SCOTIA FOR THE PRECEDING CALENDAR YEAR UNTIL THE 2024 NS MUNICIPAL ELECTION. MOTION CARRIED.**

(c) Benefit Plan Merge Report

- Ms. Rochon presented and noted the highlights for the Benefit Plan Merge report. Noted it was coming in front of the Co-ordinating Committee because it has cost implications for future years.
- Co-ordinator Latimer asked for some clarity around how the different scenarios were presented in the report.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE BENEFIT PACKAGE FOR THE NEW REGION THROUGH MORNEAU SHEPELL AS PRESENTED IN SCENARIO 1, OPTION 2 FOR LIFE INSURANCE, AND OPTION 2 FOR LONG-TERM DISABILITY. MOTION CARRIED.**

(d) Fire Services Report

- CAO Phillips presented the Regional Fire Services Review Priorities/Recommendations report.
- Noted there were 151 individual recommendations. Has met with the Chiefs to try and break it down to a smaller list that was more specific to Council and the Co-ordinating Committee.
- Mayor Allen asked if there were any recommendations the report is recommending that the Fire Chiefs were strongly opposed to. CAO Phillips advised what they discussed in their meetings were the recommendations that were immediate. Did not feel there were any of the recommendations they were strongly opposed to.
- Mayor Allen asked if the full time Manager of Protective Services was a new position. CAO Phillips advised that it was, that person would be the liaison for Fire Service, Police and EMO on a go forward basis.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE RECOMMENDED STATUS OF THE FOLLOWING RECOMMENDATIONS FROM THE NOVEMBER 2019 FIRE STUDY, "REGIONAL FIRE SERVICES REVIEW" AS DESCRIBED AND CATEGORIZED AS "IMMEDIATE" IN THE TABLE ATTACHED TO THIS REPORT:**

**"NOT RECOMMENDED" – RECOMMENDATIONS 10, 61, 62, 65, 63, AND 64.**

**"RECOMMENDED FOR ADOPTION" – RECOMMENDATIONS 7, 99, 1, 3, 13, 15, 122, AND 140.**

**"RECOMMENDED ADOPTION IN PRINCIPLE" – RECOMMENDATIONS 6, 39, 107, 110, 111, 139, AND 145.**

**"RECOMMENDED ADOPTION WITH REVISIONS" – RECOMMENDATIONS 9, 2, 59, AND 60. MOTION CARRIED.**

(e) RCMP Report – Funding & Operational Plan

- CAO Phillips presented and noted the highlights of the Provision of Policing Services Recommendation Report.
- Noted that they recognize they are still working on an agreement for the RCMP through assistance with DMA&H, Department of Justice and Public Safety Canada.
- At Mayor Allen’s request, CAO Phillips provided additional information for clarity regarding item two in the recommendation, and how the changes would affect the infrastructure.
- Deputy Murley generated a discussion on security and cost associated with maintaining specific requirements for the RCMP going forward with the recommended changes in the report.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE ACCEPT AND CONDITIONALLY APPROVE THE FOLLOWING RECOMMENDATIONS AS DETAILED IN THE RCMP REPORT, “A PREFERRED FUTURE”, DATED DECEMBER 2, 2019, SUBJECT TO A SUCCESSFUL NEGOTIATION OF A CONSOLIDATED POLICING SERVICES AGREEMENT OR AGREEMENTS WITH THE RCMP AS APPROVED BY THE CO-ORDINATING COMMITTEE PRIOR TO APRIL 1, 2020:**

**1. THE CO-LOCATION AND CONSOLIDATION OF THE TWO EXISTING RCMP OFFICES AND ALL RCMP RESOURCES TO THE WINDSOR DISTRICT RCMP OFFICE AT 140 MORISON DRIVE, WINDSOR, NS (WEST HANTS BUSINESS PARK).**

**2. CLOSURE OF THE TOWN RCMP OFFICE LOCATED AT 100 KING STREET, WINDSOR, NS, AND REDUCE THE CURRENT TOWN OFFICE FOOTPRINT TO A TWO-MEMBER WORKSPACE AS OUTLINED IN THE REPORT FOR A TRIAL PERIOD OF SIX (6) MONTHS EFFECTIVE APRIL 1, 2020.**

**3. CONSOLIDATE THE POLICE ADVISORY BOARDS.**

**4. TRANSITION THE TOWN SUPERVISOR TO THE ROLE OF OPERATIONAL SYSTEMS ANALYST AS OUTLINED IN THE REPORT. MOTION CARRIED**

*Warden Zebian declared a conflict of interest for item 7(f) as noted in item two of the agenda.*

(f) Post Consolidation Funding Request

- CAO Phillips reviewed the Recommendation Report and noted the highlights in the report to the Committee members.
- Mayor Allen asked if there would be an opportunity for this Committee or other elected officials to prioritize the list. CAO Phillips clarified that the initial list is not so much about specific projects, more about categories and capacity. There would not be an opportunity at this time unless it was desired.
- Noted that if the Co-ordinating Committee wanted to endorse this list and then review it as a Co-ordinating Committee, at least Municipal Affairs knows there has been some discussions with respect to the ask.

- Mayor Allen stated that no one would know better than the elected officials what the priorities have been over the years.
- Deputy Warden Morton questioned whether \$50 million was enough, that Internet would cost \$30 million. Stated if they were asking, they might as well ask for everything, the worst that DMA&H could say is no. CAO Phillips added he did not feel this would be the only opportunity, whether it is another level of government or another funding source. The purpose of this list is to assist specifically some of the post consolidation cost they could perhaps layer.
- Co-ordinator Latimer noted it was important to recognize a few things. First, that DMA did reach out for a list of what some of the priorities for post consolidation might be. Second, to be prepared for the new Region at April 1, 2020. To come up with a list of items that would allow the new Regional Municipality coming and working together to identify areas they think are needed to invest in with the help and support of the Province. And third, no intention to be definitive or exhaustive about what the list might look like going forward but a good intent at this point.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE ENDORSE THE FORMAL SUBMISSION OF THE ATTACHED POST CONSOLIDATION FUNDING REQUESTS FOR THE NOTED EXPENSES IMPACTING BOTH FUTURE OPERATING AND CAPITAL BUDGETS FOR THE NEW REGIONAL MUNICIPALITY.**

**FURTHER,**

**IT IS NOTED THAT THE LIST OF ITEMS CATEGORIZED AS OPERATING OR CAPITAL RELATED EXPENDITURES REMAIN ADAPTABLE AND POTENTIALLY INTERCHANGEABLE WITH OTHER PROJECTS AS THE ASSET MANAGEMENT PLAN, BEING CARRIED OUT BY HATCH ENGINEERING, WILL PROVIDE FURTHER DETAILS AND PRIORITIZATION WARRANTING FURTHER CONSIDERATION FOR BUDGET(S). MOTION CARRIED.**

**(g) Appointment of Requested Officials**

- CAO Phillips presented the report for the Appointment of Requested Officials to the members of the Committee.

**MOVED/SECONDED IT IS RECOMMENDED THAT EFFECTIVE APRIL 1, 2020, THE CO-ORDINATING COMMITTEE APPOINT DOUG MACINNIS AND JANET REDDEN AS DEVELOPMENT OFFICERS FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY IN ACCORDANCE WITH SECTION 7 (1) AND 7 (3) OF BILL 55 AND CLAUSE 191 (d) OF THE MGA. AND FURTHER,**

**IT IS RECOMMENDED THAT EFFECTIVE APRIL 1, 2020, THE CO-ORDINATING COMMITTEE APPOINT TIM LESLIE, JODY DEN HAAN AND TINA MCKAY AS BUILDING OFFICIALS FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY IN ACCORDANCE WITH SECTION 7 (1) AND 7 (3) OF BILL 55 AND**

**SECTION 5(2) OF THE BUILDING CODE ACT. AND FURTHER,**

**IT IS RECOMMENDED THAT EFFECTIVE APRIL 1, 2020, THE CO-ORDINATING COMMITTEE APPOINT TIM LESLIE, JODY DEN HAAN AND TINA MCKAY AS FIRE INSPECTORS FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY IN ACCORDANCE WITH SECTION 7 (1) AND 7 (3) OF BILL 55 AND CLAUSE 19 (1) (b) OF THE FIRE SAFETY ACT.**

(h) Quarterly Financial Report

- Ms. Rochon presented the quarterly report and reviewed the various categories of the budget with the Committee.
- Ms. Rochon noted she had a favorable call from CRA with regards to the HST tax exempt status. Advised she would bring forward more additional information within the next couple of meetings.
- Co-ordinator Latimer asked for clarification on the projected \$93,000 deficit, asked if it includes the unforeseen CRA ruling. Ms. Rochon confirmed that it did. Noted because it takes a while with CRA, she did not anticipate seeing anything resolved this fiscal.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE RECEIVE ALL OF THE REPORTS AND PLACE THEM ON FILE. MOTION CARRIED**

- Warden Zebian asked with regards to the potential deficit, if the CRA review is favorable but another year away, how would they fund the deficit in the meantime. Ms. Rochon indicated they would have to work with their funding partners to see what they could do, but potentially, they would have to carry it as a liability into the new Regional Government.

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

(a) Engineering Services – Willow St. Hantsport

- CAO Laycock reviewed the report on Engineering Services with the members.
- Mayor Allen noted that she is not familiar with a numbered company and asked if it would not be appropriate to put the name of the individual. CAO Laycock advised that you are awarding to a corporation, you are assigned a number when you incorporate your name.
- Warden Zebian noted it was a very important project and it was important that it passes.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE AWARD OF A CONTRACT TO “3332892” NOVA SCOTIA LIMITED” FOR ENGINEERING SERVICES FOR WILLOW STREET, HANTSPORT, IN THE AMOUNT OF \$54,825 PLUS APPLICABLE TAXES AND CONTINGENCIES WITH FUNDS COMING FROM THE HANTSPORT INFRASTRUCTURE RESERVE. MOTION CARRIED.**



**9. CORRESPONDENCE RECEIVED**

- (a) Letter from Lisa Hines, Windsor Agricultural Society

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

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

- (a) Contract Matter
- (b) Personnel Matter

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

**MOVED/SECONDED THAT AT 8:06PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A CONTRACT & PERSONNEL MATTER. MOTION CARRIED**

**MOVED/SECONDED THAT AT 9:03PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED**

**Regular Open Meeting Re-convened at 9:03pm**

**12. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next meeting is scheduled for 6:00 pm February 10, 2020 in the West Hants Council Chambers.

**MOVED/SECONDED THAT AT 9:04PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.**

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Chair

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Project Administrator