



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
CO-ORDINATING COMMITTEE
 Meeting Minutes
 Monday, June 17, 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	Councillor, Municipality of the District of West Hants

Staff/Alternate Committee Members

Martin Laycock	CAO, Municipality of the District of West Hants
Louis Coutinho	CAO, Town of Windsor
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Shannon Bennett	Executive Director, Grants, Programs & Operations, Municipal Affairs
Todd Richard	Director of Public Works, Town of Windsor
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
Donna Jones	Project Administrator

Regrets

Jennifer Daniels	Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants
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Gallery

1 member of the Public

- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:03pm. He welcomed everyone that was there in person and those attending via live stream.
- 2. APPROVAL OF AGENDA** – Additions and/or Deletions

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

- 3. APPROVAL OF MINUTES** – Meeting of May 27, 2019

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

4. DELEGATIONS / PRESENTATIONS

(a) Carlee Rochon, Financial Update

- Ms. Rochon provided an overview of her presentation, went over the highlights with the Committee Members.
- Mayor Allen inquired as to whether the salary budget that was presented covered two periods. Ms. Rochon advised that \$46k was budgeted in fiscal 18/19 for both the Transition Co-ordinator and Project Administrator positions, the remaining portion of the salaries budget covered the 19/20 fiscal.

Ms. Rochon left the meeting at 6:17pm

5. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Work Plan Update

- Co-ordinator Latimer provided an update on the workplan.

(b) NSUARB Update

- Hearing dates set for 24th & 25th of June.
- Due to lack interest, evening hearing sessions have been cancelled.
- One group "THIDA" has been granted Intervenor Status.

(c) Executive Search for CAO Update

- Co-ordinator Latimer noted that everything is happening as planned and going well.
- Possible update on new CAO at the July Co-ordinating Committee meeting.

(d) Communications Plan Update

- CAO Laycock provided an update on Communications, noted that the action plan has been implemented and supplies for the upcoming public events are in, flags and tents are on order.
- Updated the Committee on the results of the Exhibitors booth that was set up at the Spring AMA Conference. Noted that everything went well, and feedback was very positive. Approximately 90 people attended the conference and over 80 visited the booth.
- Media outlets will begin to happen June 24th and the website will go live on June 26th
- Staff will be hosting various community events throughout the summer to get the "Together" platform out and to provide updates on the Consolidation.
- Mayor Allen asked if all of the events have been booked for the summer and CAO Laycock advised that they have been. Noted that they are currently working towards staffing them and that they would be doing Lunch and Learns to educate staff so consistent message is going out to Community.
- Co-ordinator Latimer noted that Prime Creative should come back to the Committee to provide feedback based on their presence at the community events. Best that this happens around the first meeting in September so that they can share data that they have collected.

(e) Fire Services RFP Update

- No responses received to the RFP that was posted on the NS Procurement Site.
- CAO Laycock advised that he has reached out to a couple of vendors that do this type of work, one responded back and that was RJ Bartlet. Noted he would come back with a proposal for consideration, either this week or next and that it was looking like it may be under budget.
- CAO Laycock also noted that in the proposal, the work was initially planned to be done by mid-

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September but that it is now looking like late October due to the scope of work involved.

6. STAFF REPORTS (if any)

7. BILL 55, SECTION 12 ITEMS

(a) Water Utility Funding Approval – Recommendation Report

- Todd Richard gave an overview of the project work to be done that is identified in the Recommendation Report.
- Crossing under the 101 Highway project will require Utility and Review Board approval and due to the planned highway construction being built over the water mains, it changes the criteria for ranking the need for replacement.
- Mayor Allen advised that this project was not on the Towns radar and greatly impact their debt load as well as jeopardizing other projects. The Town has attempted to get a meeting set with the Minister of Transportation and Infrastructure Renewal as they feel this work should be part of a Provincial project.
- Mr. Richard noted that one of the reasons this project is being put forward is the need to get the design work started.
- Warden Zebian noted that he shares the concern of his neighbors and soon to be partners. Agreed that this does seem to be an unfair debt burden on the Town and put forward a motion to send a letter to the Province.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE CO-ORDINATING COMMITTEE SUBMITTING A LETTER TO THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL EXPRESSING THEIR CONCERNS AS A UNITED GROUP.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE TWO WATER MAIN REPLACEMENTS, CROSSING UNDER THE 101 HIGHWAY FOR THE NEW TWINNING PROJECT, AT A TOTAL ESTIMATED COST OF \$558,530. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE WATER MAIN AND SERVICES REPLACEMENT, HIGHLAND AVENUE & CHURCHILL STREET, AT A TOTAL ESTIMATED COST OF \$642,560. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE KING STREET WATER MAIN REPLACEMENT – VICOTRIA TO GERRISH, AT A TOTAL ESTIMATED COST OF \$125,450. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE POLYMER CHEMICAL FEED EQUIPMENT FOR WATER TREATMENT PLANT BACKWASH LAGOONS, AT A TOTAL ESTIMATED COST OF \$53,970. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE FOLLOWING WATER UTILITY EXPENDITURES FUTURE DEVELOPMENT CAPITAL REQUIREMENTS, AT A TOTAL ESTIMATED COST OF \$41,440. MOTION CARRIED.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE ANNUAL WATER METER REPLACEMENT, AT A TOTAL ESTIMATED COST OF \$10,800. MOTION CARRIED.

(b) Building Official – Fire Official Recruitment – Recommendation Report

- CAO Coutinho reviewed the report with the Committee members.
- Noted how difficult it is to recruit a term position for a Building Official and that the report outlines the need for a permanent position.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE REPLACEMENT OF A BUILDING OFFICIAL FOR THE TOWN OF WINDSOR AND MUNICIPALITY OF WEST HANTS AND TO EXTEND THEIR RECRUITMENT BEYOND THE INCORPORATION DATE. MOTION CARRIED.

8. ADDITIONS TO THE AGENDA – if any

(a) Campaign School

- Mayor Allen advised that she has spoken to staff at DMA about the benefits from a Campaign School. Noted that it would need to be done sooner than later and wanted to put forward a motion.
- Noted that it provides good information about what is involved, what do Councilors do, how much time is needed, and provides good general information in helping residents decide if they want to run for a Municipal Election. Makes a good statement that they are looking into the future and encouraging residents to consider running in elections.
- Warden Zebian agreed that it was a good idea and noted that a lot of people don't realize what is involved and what goes into it.
- Ms. Bennett advised that there would be an interest in doing the Campaign School and that DMA is already preparing for the upcoming 2020 election. Stated that have done these in the past and they are day long sessions, usually very successful. Noted that there is a lot of training involved, including mock sessions, getting to experience what a Council session would look like and conversations around campaigning/door to door aspect of it. Overall "Coles Notes" of what it would look like if you ran for a Municipal Election. Ms. Bennett offered to put some materials together to bring forward to the Committee and see what would fit their needs.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE REQUEST TO DEPARTMENT OF MUNICIPAL AFFAIRS TO PUT ON A CAMPAIGN SCHOOL FOR THE REGION BEFORE FOR THE UPCOMING ELECTION. MOTION CARRIED

Mr. Richard left the meeting at 6:43pm

9. IN-CAMERA – if any

(a) Contractual/Personnel Matter

Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee member Bregante, CAO Laycock, CAO Coutinho, Shannon Bennett, DMA and Project Administrator Jones.

MOVED/SECONDED THAT AT 6:43PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A CONTRACTUAL/PERSONNEL MATTER. MOTION CARRIED

MOVED/SECONDED THAT AT 8:05PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED

Regular Open Meeting Re-convened at 8:05pm

- 10. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next meeting is scheduled for 6:00 pm Monday July 8, 2019 in the West Hants Council Chambers.

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

Chair

Project Administrator