



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

Meeting Minutes

Monday, February 04, 2019 – 6:00 – 8:15p.m.

Windsor Council Chambers, 100 King Street, 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

Louis Coutinho	CAO, Town of Windsor
Carlee Rochon	Director of Finance and Acting CAO, Municipality of the District of West Hants
Shelleena Thornton	Municipal Clerk, Town of Windsor
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Jennifer Daniels	Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants
Shannon Bennett	Department of Municipal Affairs
Nick Barr	Manager, Legislative & Policy Services, Department of Municipal Affairs
Ron Dauphinee	Department of Municipal Affairs

Regrets

Martin Laycock	CAO, Municipality of the District of West Hants (on vacation)
----------------	---

Gallery

Colin Chisholm	Reporter, Valley Journal Advertiser
----------------	-------------------------------------

Four members in the gallery

1. CALL TO ORDER – Co-ordinator Latimer called the meeting to order at 6:00 pm.

2. APPROVAL OF AGENDA – Additions and/or Deletions

Item 4(a) – Add Presentation – Shannon Bennett, Dept. of Municipal Affairs

Item 8(a) – Add Council Size & Boundary Review Surveys

Item 8(b) – Add Future Items

Item 9(a) – Add In-camera Contract Negotiations

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

3. APPROVAL OF MINUTES – January 10, 2019

MOVED/SECONDED THAT THE JANUARY 10, 2019 MEETING MINUTES BE APPROVED AS CIRCULATED. MOTION CARRIED

4. DELEGATIONS / PRESENTATIONS (if any)

(a) Shannon Bennett, Dept. of Municipal Affairs – Provincial Funding and Budgets. Highlights included:

- There is no Letter of Intent through this process;
- Until March 31, 2019, Province of NS has committed \$ 500,000;
- April 1, 2019 – March 31, 2020, Province of NS has committed an additional \$1 million;
- Therefore, total pre-transitional funding is \$1.5 million;
- Equalization for Windsor and West Hants would be frozen for five years moving forward;
- There is the ability to come back for additional asks;
- All costs need to be approved by the Province (Dept. of Municipal Affairs) to ensure they fall within the pre-transitional funding;
- The reporting requirements were discussed with Windsor and West Hants staff;
- Province will require a budget from the Co-ordinating Committee for the Apr. 1, 2019 – Mar. 31, 2020 period;
- Dept. of Municipal Affairs will have another follow-up meeting with the Directors of Finance and CAOs in the near future;
- Funding Agreement will be done up within the next few weeks (hopefully before the next meeting);
- Definition of Eligible Costs – Ms. Bennett indicated that they are items incurred due to consolidation (as a result of consolidation) that would not typically be incurred if Windsor and West Hants remained independent;
- What about projects that would prove beneficial to both municipal units through this process? Ms. Bennett proposed that it be a ‘future ask’ of the Province as it is not required due to consolidation;
- How does this funding compare to the Hantsport dissolution and Queens’ model? Ms. Bennett advised the Queens model was different due to the NS Utility & Review Board process. Dissolution processes are also different; however, in-comparison, it would be comparable;
- Equalization Payments – Hantsport’s would expire under its letter of intent. West Hants’ and Windsor’s would remain the same for five years.

Presentation concluded at 6:19pm

5. BUSINESS ARISING FROM PREVIOUS MINUTES (if any)

(a) Co-ordinating Committee / Terms of Reference – Approval Required – Co-ordinator Latimer provided an overview and the following noted:

- **AMEND:** P. 2 “Conflict of Interest” – currently reads “...disclosing pecuniary or direct pecuniary interest...” AMEND TO READ “...disclosing pecuniary or indirect pecuniary interest...”
- **AMEND:** P. 3 under “Resources & Budget” (last bullet) – currently reads “...Co-ordinator may secure serviced of such additional staff...” AMEND TO READ “...Co-ordinator may secure such services of additional staff...”
- Under “Co-ordinating Committee Meetings” (third bullet) with respect to quorum – Discussion held and it was confirmed that should a Co-ordinating Committee member(s) have to leave a meeting or should there be a permanent leave, the appointed alternate would fill in. In the case of a permanent leave of absence, the alternate would fill in and a new alternate appointed.
- Livestreaming –both Windsor and West West Hants’ council chambers are equipped and livestreaming will commence once the Terms of Reference are approved. (Should there be technical difficulties at either location (determined in-advance), perhaps the meeting location could change.
- Terms of Reference – once approved, will be posted online.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE’S TERMS OF REFERENCE BE APPROVED AS AMENDED (noted above). MOTION CARRIED

(b) Nova Scotia Utility & Review Board Timeline – Dates Confirmed – Co-ordinator Latimer circulated two pieces of correspondence between him and the NS Utility & Review Board and noted the Governance Review is underway. The NS Utility & Review Board have reserved June 24 & 25, 2019 for hearing dates and further to that, an evening session on each of those dates in two different locations in the region will be scheduled for receipt of comments by the public on the application.

MOVED/SECONDED THAT THE TWO PIECES OF CORRESPONDENCE:

(1) JANUARY 22, 2019 - FROM KEVIN LATIMER TO THE NS UTILITY AND REVIEW BOARD; AND

(2) JANUARY 24, 2019 – FROM THE NS UTILITY AND REVIEW BOARD TO KEVIN LATIMER,

BE RECEIVED. MOTION CARRIED

Governance Review and Election Timeline Project Schedule – Co-ordinator Latimer circulated the draft timeline to committee members, noting it is a living document and will be revised accordingly. A brief overview of the hand-out was held. The three key areas (1) Stantec Governance Review; (2) NSUARB Process; and (3) Election Process were reviewed referencing many tasks under each. When asked if this could be posted online, Co-ordinator Latimer suggested a condensed version be made to be posted.

MOVED/SECONDED THAT THE PROJECT SCHEDULE BE RECEIVED. MOTION CARRIED

(c) Work Plan Update – Co-ordinator Latimer circulated a draft work plan/working notes document and provided an update on the five sections and their timeline. Sections are:

- Regional Government for Windsor / West Hants;
- Provision of Services / Infrastructure;
- Financial;
- Administrative / Administration; and
- Making the Change.

The quarters noted throughout the document are: Q1 – Jan to March; Q2 - April to June; Q3 – July to September; and Q4 – October to December. Matters identified with a respective quarter mean that it is hoped those matters will be underway in their respective quarter; not necessarily completed.

Other matters identified in the document and briefly discussed included:

- Boards/Commissions – this is to get a handle on boards/commissions that exist for both municipalities and develop an approach going forward. It was suggested, moving forward, many could be more citizen-led.
- Windsor and West Hants Consolidation – many other areas in and out of the province are interested in this consolidation process and under “Making the Change,” university outreach/residual value was pointed out as a valuable asset to help track/document this process (strengths & challenges).

(d) Governance Review - Stantec Study Update – The Governance Review is underway and public consultations have and are being held with respect to Council Size. Mr. Heseltine emailed a brief memo summarizing the sessions to-date (memo circulated at the meeting). Concerns are being addressed with respect to the hard-copy questionnaires and it is understood that many are being hand-delivered to help spread the word, and in particular, to areas where internet connection is questionable. Brief discussion was held in response to the memo, as it is noted that 330 surveys were received but that only 272 of them responded to the council size question. It was asked if the incomplete surveys were hard-copies because online, you have to fill out the mandatory questions or the survey will not permit you to continue. Co-ordinator Latimer will follow-up with Mr. Heseltine and get clarity.

**MOVED/SECONDED THAT THE FEBRUARY 4, 2019 MEMO FROM JOHN HESELTINE, SENIOR PLANNER WITH STANTEC CONSULTING LTD. BE RECEIVED.
MOTION CARRIED**

- (e) **Governance / Literature Review – Professor Jamie Baxter Update** – Co-ordinator Latimer reviewed the correspondence handed-out at this meeting.

MOVED/SECONDED THAT BOTH PIECES OF CORRESPONDENCE BE RECEIVED (1) KEVIN LATIMER’S E-MAIL TO DR. JAMIE BAXTER OUTLINING THE MANDATE FOR GOVERNANCE / LITERATURE REVIEW, AND (2) DR. JAMIE BAXTER’S CV. MOTION CARRIED

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE ACCEPT THE MANDATE LAID OUT FOR PROFESSOR BAXTER SO THAT THE LITERATURE REVIEW WILL BE AVAILABLE FOR THE BENEFIT OF THE CO-ORDINATING COMMITTEE.
MOTION CARRIED**

When asked how this relates to the boundary review and council size study, Co-ordinator Latimer said both are two really important elements to putting the Co-ordinating Committee in a position to determine the appropriate size moving forward and ultimately, following that, what the electoral districts might look like. There is some history in the province with creating regional governments, it would be useful to know how those exercises were approached and what the NSUARB considered and decided in those particular cases, and considering that information as it pertains to this consolidation (so that this committee can consider all of it in its deliberations). This review will be presented in a separate report for the committee and should supplement Stantec’s report, so that both reports can be considered in-tandem.

- (f) **Communications Interim Support – PR Hive Update** – CAO Coutinho said to fill the gap between now and when the Communications RFP closes and Communications Support determined, PR Hive has been retained (approximately six weeks). He’ll be meeting with PR Hive Feb. 6th to come up with a service agreement. PR Hive will assist with the materials that may also need to be distributed. Co-ordinator Latimer reiterated the importance of communication and referenced relevant sections within the Terms of Reference approved earlier in the meeting.

- (g) **Project Administrator Update** – Fifteen applications/resumes received as of the Feb. 1, 2019 closing date.
- Screening and interviews will likely be next week;
 - Minimum of three candidates to be interviewed;
 - The successful applicant will answer to the Co-ordinating Committee through the Co-ordinator.

6. REQUEST FOR PROPOSALS (RFPs) / STUDIES

- (a) **Executive Search RFP for CAO – Status** – Co-ordinator Latimer said this was approved at the Jan. 10, 2019 meeting and has been posted. Closes Feb. 21, 2019.
- (b) **HR Analysis RFP – Status** – Co-ordinator Latimer said this was posted and closes Feb. 21, 2019.
- (c) **Asset Management RFP – Status** – The RFP is ready to be posted, along with the Communications RFP.
- (d) **Communications RFP** – The RFP is ready to be posted.

CAO Coutinho noted the following with respect to the Asset Management RFP and Communications RFP:

- Communications RFP is complete and ready to be posted and closes Feb. 28, 2019;
- Asset Management RFP should be completed and ready to post within 2-3 days and will close March 7, 2019;
- Both RFPs have been well-vetted through staff and the Dept. of Municipal Affairs;
- Both RFPs will be circulated to the Co-ordinating Committee once finalized;
- Communications – PR Hive will look after communications in the interim until the Communications RFP is closed and source determined;
- Asset Management and the Fire Study – the Fire Study will be a separate RFP and the new REMO Coordinator has been preparing the RFP for fire services (this is in the process of getting started) and it is hoped the RFP will be brought forward in approximately 4-6 weeks. The Co-ordinating Committee will see those figures in the 2019/20 budget.

MOVED/SECONDED THAT BOTH THE ASSET MANAGEMENT REQUEST FOR PROPOSALS AND THE COMMUNICATIONS REQUEST FOR PROPOSALS BE POSTED. MOTION CARRIED

7. BILL 55, SECTION 12 ITEMS – (None at this time)

(a) Commercial Development Districts (Windsor Bylaw #44; West Hants Bylaw #C-002) – Recommendation Report – An overview of the report was given noting that should parties enter into Agreements as per the respective bylaws, those Agreements would extend beyond March 31, 2020; therefore, approval by the Co-ordinating Committee as per Bill 55 S.12(b) is required. The following was noted:

- Do both Windsor and West Hants’ by-laws have a common definition of growth centres (CAO Coutinho to circulate definitions to the committee);
- What are the identified growth centres (CAO Coutinho to circulate to the committee);
- Should the new regional council identify different growth areas and there are individuals already entered into Agreements with either Windsor or West Hants; would those Agreements be grandfathered? CAO Coutinho confirmed Windsor would be bound by the Agreement in place, but prior to, any Agreements would first need to be brought back to this committee for approval.

MOVED/SECONDED THAT WINDSOR’S BYLAW #44 – COMMERCIAL DEVELOPMENT DISTRICT IMPROVEMENT PLAN BYLAW AND WEST HANTS’ BYLAW #C-002 COMMERCIAL DEVELOPMENT DISTRICT IMPROVEMENT BYLAW & PHASED IN ASSESSMENT AGREEMENT BE APPROVED AS PREVIOUSLY ADOPTED BY BOTH RESPECTIVE COUNCILS. MOTION CARRIED

8. ADDITIONS TO THE AGENDA (if any, as noted under Item #2)

(a) Council Survey Boundary Review – Warden Zebian understood that when hired, Stantec would be taking the bulk of advertising and public consultation arrangements, etc. Staff have done it to-date which included advertisements in the Valley Journal Advertiser, on Facebook, three website (West Hants’, Windsor’s, and www.strongerregion.ca), plus word-of-mouth, yet, it still does not seem to have been enough from what citizens are saying. Warden Zebian suggested doing better on the next survey round with respect to the electoral boundary review. He suggested getting on it sooner than later so the surveys and information can go out in the mail rather than hearing people weren’t aware and them having to be hand-delivered (as was the case for the ‘council size’ engagement sessions). Co-ordinator Latimer agreed more could always be done and said it would be important to get Mr. Heseltine’s input on it and how best it be approached. As per the timeline, the electoral boundary review survey should be starting around February 11th so Co-ordinator Latimer will reach out to Mr. Heseltine to confirm there is a survey and to get more information.

Warden Zebian also noted that in Mr. Heseltine's memo (referenced under Item #5(d), it stated that response to the survey was good so far and 47/51 communities in the region had responded, contradicting assertions that rural residents had been excluded. Warden Zebian said that figure may be accurate; however, if only one person responds from a community of 1,000, that is not good. He reiterated the need to have the survey mailed-out in advance. Mayor Allen asked who would be paying for the mail-out and Co-ordinator Latimer said it is not budgeted; however, would come from it. Deputy Warden Morton said the cost of mailing out is minimal, approximately 0.02-0.03 cents per paper. Warden Zebian agreed and said it would be a worthy cost to ensure stronger communication to citizens. Mayor Allen suggested perhaps a mail-out to those in more rural areas. Co-ordinator Latimer will consult with Mr. Heseltine as to whether there will be a boundary review survey and the potential options, and will bring an interim report back to the committee.

- (b) Future Items** – Naming of the new regional municipality, perhaps this could be acted on and identified in the work plan; perhaps a contest; then the suggestions could be presented to the new Council. Co-ordinator Latimer noted that naming the new regional municipality is identified in Bill 55 but agreed some of the leg-work could be done earlier and stop-short of selecting the name.

Future Infrastructure Funding – the committee should discuss potential / beneficial projects ahead of time. Committee members agreed to not lose a year before discussing potential upcoming infrastructure/services needs.

9. IN-CAMERA (if any)

(a) Contract Negotiations

Those that remained for the in-camera discussions included:

- Co-ordinating Committee;
- Co-ordinating Committee alternates;
- Dept. of Municipal Affairs staff, Shannon Bennett, Nick Barr and Ron Dauphinee;
- Both CAOs.

MOVED/SECONDED THAT AT 7:51PM, THE MEETING MOVE IN-CAMERA TO DISCUSS CONTRACT NEGOTIATIONS. MOTION CARRIED

MOVED/SECONDED THAT AT 8:10PM, THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED

- 10. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next scheduled meeting of February 18, 2019 is canceled due to the statutory holiday, Heritage Day. Therefore the next meeting will be held Monday, Feb. 25, 2019 in West Hants' Council Chambers.

MOVED/SECONDED THAT AT 8:15PM, THE MEETING BE ADJOURNED. MOTION CARRIED

Chair

Municipal Clerk