



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
CO-ORDINATING COMMITTEE
 Meeting Minutes
 Monday, July 8, 2019 – 6:00 p.m.
 West Hants Council Chambers, 76 Morison Drive., 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
Todd Richard	Interim CAO, Town of Windsor
Louis Coutinho	Consolidation Consultant, Town of Windsor
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Shannon Bennett	Department of Municipal Affairs
Jennifer Daniels	Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants
Donna Jones	Project Administrator

1. CALL TO ORDER – Co-ordinator Latimer called the meeting to order at 6:04pm. He welcomed everyone that was there in person. Noted that due to technical difficulties the meeting was not available via Facebook this evening. Co-ordinator Latimer congratulated Todd Richard on his appointment as Interim CAO for the Town of Windsor. Noted that Louis Coutinho retired as of June 28th but would be staying on as a liaison with the Town of Windsor with the Co-ordinating Committee going forward.

2. APPROVAL OF AGENDA – Additions and/or Deletions

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

3. APPROVAL OF MINUTES – Meeting of June 17, 2019

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

4. DELEGATIONS / PRESENTATIONS (if any)

- None

5. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Work Plan Update:

Asset Management

- Interim CAO Richard provided an update on Asset Management. Noted that work is progressing fairly well. Noted that the Asset Management workshop was attended by the staff from the Town of Windsor and the Municipality of West Hants as well as elected officials. The outcome from the workshop was a draft policy on Asset Management.
- Advised that after some work, a plan will be coming forward to the Co-ordinating Committee on the Asset Management Policy and noted that there will be more workshops held in the fall including a Level of Service Workshop and a Risk Management Workshop. Advised that these workshops were open to the staff and elected officials if they would like to attend.
- Mapping and Data Collection is ongoing and currently being reviewed by the staff of both units to ensure accuracy. Noted that Building Assessment surveys are ongoing.
- Co-ordinator Latimer asked Interim CAO Richard if Hatch could come back to the committee in the fall to provide a detailed update.
- Mayor Allen stated that the workshop was informative.
- Councilor Daniels noted that the Level of Service Workshop sounded interesting and was hopeful that a lot of the councilors' attend. Stated that she felt it would be a good workshop for the new councilors.

Communications

- CAO Laycock provided an update on the Communications Plan. Noted that the new website was launched in June and that flyers went out and that radio spots would be happening.
- Stated that there have been two community events held to date where members of the community were engaged to fill out surveys. First event was held in Hantsport which resulted in 98 surveys being completed. Second event was held at the Farmers Market on July 7th, which resulted in 86 survey respondents.
- Some challenges around staff updating the website until training is provided. Noted that in the interim, Prime Creative has updated the website as needed. Also noted challenges around internet access, which will be remedied by the purchase of iPads that can be enabled and taken to future events.
- CAO Laycock stated that volunteers working at the events should be restricted to a two-hour maximum per shift.
- Noted that once the third event is held on August 3rd, (Avon River Days), the data collected could start to be monitored to determine some results and find commonalities moving forward.
- Mayor Allen asked if more events were going to be held at the Farmers Market as not necessarily the same people each week. CAO Laycock advised that they would like to, but it would be dependent on staff availability. Encouraged the Elected Officials to volunteer and work the events to help out.
- CAO Laycock also noted that it was clear that the events were creating an interest in the consolidation and that residents want to contribute.
- Discussions were held around how many surveys could be collected and if there was a need to set a goal to be reached. 1000 responses were agreed upon.
- Co-ordinator Latimer asked if there was feedback from the surveys around a name for the new Regional Municipality. Mayor Allen suggested putting it out to the schools in September to get the students to participate in coming up with a name. CAO Laycock suggested waiting until a few common themes emerge from the surveys and then putting those out to choose from.
- Co-ordinator Latimer commented that the Committee to date is doing a good job at the getting the message out around consolidation. Noted that one area to be more focused on is the

business community for both West Hants and Windsor and finding ways for the new municipality to support existing businesses. Asked the Committee if there was something more or something further they could be doing over the next 30 to 90 days to reach out and let the business community know that the committee would like to hear from them as well.

- Mayor Allen advised that there is the Windsor Business Enhancement Society. Noted that they could extend an invite to the broader community with the possibility of them coming to a session and updating them on areas that we could use their input on.
- Mayor Allen to provide a point person to the Co-ordinator for the Windsor Business Enhancement Society.
- Warden Zebian noted that it would be important to engage the business community on their thoughts going forward and maybe put invites out to their top five employers in the region.
- Discussion were held around input for the upcoming July newsletter and what information should be submitted for inclusion. CAO Laycock advised that the newsletters would be published quarterly but could be bumped up if there was a need.

NSUARB Hearing

- Co-ordinator Latimer updated the Committee on the hearings held in the West Hants Council Chambers on June 24th and 25th.
- Noted that there were three panels called by the Co-ordinator as witnesses. First panel was the two CAO's, second was John Heseltine with Stantec and lastly was Professor Baxter.
- Think Hantsport Innovative Development Association (THIDA) presented their case, Board asked questions and then heard the final arguments.
- Co-ordinator Latimer noted that the Board is expected to get back to the Committee by mid-August on council size and polling districts.

(b) Dalhousie University – Management Without Borders Update

- Co-ordinator Latimer reviewed the submission he prepared and sent to Dalhousie University regarding their multi-disciplined Management Without Borders Program. Includes students from the MBA, MPA program as well as the Planning School.
- Advised the Committee that they are not committed yet but would hear back from the University in the next couple of weeks and come back to the committee with an update.
- Mayor Allen noted that the Province was to document the process of the consolidation as a model to possibly be used for other municipalities going forward and wondered if that is what the students would be working on as well. Co-ordinator Latimer advised that it was not yet determined exactly what piece of the work the students would be working on, but it would include key performance indicators to assess the outcomes of the consolidation going forward.
- Ms. Bennett noted that there are a couple pieces to look at, documentation of the process and looking at longer term goals. Ensuring there is a step by step evaluation of the processes at the end of the consolidation. Would wait to see what part Dalhousie plays in the overall documentation of the work to ensure there is not overlapping of work.
- Co-ordinator Latimer also noted that there would be no cost associated with the work that the Dalhousie students provide nor for his time in relation to this part of the project.

(c) Letter to Minister

- Co-ordinator Latimer asks Interim CAO Richard to update the committee members regarding the item noted in Section 7 (a) of the June 17th meeting regarding cost implications of the New Trunk Highway.
- Interim CAO Richard indicated that a letter was sent to the Minister of TIR from the Mayor requesting a meeting. The Town has heard back and there is a meeting schedule for August 6th in Halifax. Interim CAO Richard noted that he would like to present at that meeting as well as his

Director of Public Works and felt that there should also be a presence from West Hants staff or the Warden. Warden Zebian advised that he would like to offer his support and attend the meeting.

6. STAFF REPORTS (if any)

- None

7. BILL 55, SECTION 12 ITEMS

(a) Fire Services RFP – Recommendation Report

- CAO Laycock provided an overview of the Recommendation Report put forward for consideration regarding the Fire Services RFP.
- Deputy Mayor Murley wanted to know what staff's comfort level was regarding the scoring of the technical portion of the RFP where it was so close. CAO Laycock replied that it was a very significant RFP and that they asked the proponents to come back with an RFP that they could manage regarding timelines and within budget.
- Mayor Allen asked who was doing the Asset Mapping of all the fire departments. CAO Laycock advised that the proponent in the Recommendation Report would be doing that work. Noted that there may be some overlapping as the Brooklyn Fire Department and Hantsport Fire Department buildings are owned by the Municipality of West Hants so some of the assets could be included in the Asset Management work being done by Hatch.
- CAO Laycock advised that they have a work plan that was part of the RFP response and that he would forward to Project Administrator Jones to incorporate into the Work Plan for the Co-ordinating Committee.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE AWARD RFP #CCWWHMUN19-06 TO GOUDREULT ASSOCIATES IN THE AMOUNT OF \$61,305 PLUS HST FOR THE REGIONAL FIRE SERVICES REQUEST FOR PROPOSALS. MOTION CARRIED

8. ADDITIONS TO THE AGENDA – if any

- None

9. IN-CAMERA (if any)

(a) Executive Search – CAO Decision

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

MOVED/SECONDED THAT AT 6:55PM, THE MEETING MOVED IN-CAMERA TO DISCUSS THE CAO/EXECUTIVE SEARCH DECISION. MOTION CARRIED

MOVED/SECONDED THAT AT 9:07PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED

Regular Open Meeting Re-convened at 9:08pm

- 10. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT** – Next meeting is scheduled for 6:00 pm Monday July 22, 2019 in the Windsor Council Chambers.

MOVED/SECONDED THAT AT 9:09PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED

Chair

Project Administrator