



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

Meeting Minutes

Monday, September 16, 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	Deputy Warden, Municipality of the District of West Hants

Staff/Alternate Committee Members

Mark Phillips	CAO, Region of Windsor and West Hants Municipality
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
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
Rhonda Brown	Clerk, Municipality of the District of West Hants
Andy Forse	Auditor, Kent & Duffett
Jillian Gorbold	Vice President, Gerald Walsh & Associates
Bruce Morrison	Consultant, Goudreault Associates
Denys Prevost	Consultant, Goudreault Associates
Jamie Juteau	Fire Chief, Town of Windsor
Donna Jones	Project Administrator

Regrets

Jennifer Daniels	Councillor/Alternate Co-ordinating Committee Member, Municipality of the District of West Hants
Shannon Bennett	Executive Director, Department of Municipal Affairs and Housing.

- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:05pm and welcomed everyone. Noted that there were no committee meetings held during the month of August and advised that this was the 13th meeting since the committee started.

2. APPROVAL OF AGENDA – Additions and/or Deletions

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

3. APPROVAL OF MINUTES – Meeting of July 22, 2019

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

4. DELEGATIONS / PRESENTATIONS (if any)

(a) CAO Welcome/Introduction – Co-ordinator Latimer & CAO Phillips

- Co-ordinator Latimer, on behalf of the Committee, offered a formal welcome to the new and first CAO for the Region of Windsor and West Hants Municipality, Mark Phillips.
- Noted that today was the first day for the CAO and offered congratulations and well wishes. Thanked him for the work he has done leading up to his new role and for making himself available to get prepared.
- CAO Phillips thanked the Committee for a very warm welcome and advised he was looking forward to diving into the work the Committee was doing.
- Stated his priority today was familiarizing himself with the environment as the org chart is a key piece and added that staff are the most valuable resource. Thanked Gerald Walsh Associates for their work to date and noted he was looking forward to working with Ms. Gorbold to make the organizational chart their top priority.
- Warden Zebian welcomed CAO Phillips on behalf of West Hants, Council, staff, and the residents. Stated he was excited to work with CAO Phillips and looks forward to a prosperous future.
- Mayor Allen stated that she and the Town of Windsor welcome CAO Phillips as well. Noted he was already working on things that were important to them.

(b) Gerald Walsh Associates Update on HR – Vice President, Jillian Gorbold

- Ms. Gorbold passed out a Progress Update Report to the Co-ordinating Committee members.
- Reviewed the highlights of the Report with the Committee on work that has been completed to date and identified the work yet to be done.

(c) Fire Services Report (Interim) – Consultants Bruce Morrison and Deny Prevost

- Mr. Prevost reviewed his report and went over the highlights with the Committee members.
- Mr. Morrison wanted to compliment and thank staff and firefighters for their assistance in getting information and data required so that their work could continue.
- Stated the original date for completion was November the 3rd but has since been pushed out to November 9th. Noted this date was contingent on getting all of the required data back by September 30th.
- Co-ordinator Latimer asked Mr. Morrison for clarification on what he had in mind in terms of the November 9th timeline. Mr. Morrison advised that this would be the date they would have their pre-final draft ready to go to staff for review before being finalized.
- Co-ordinator Latimer asked if there was anything that is needed from the Committee at this point in order to continue with their work and stay within the timelines? Mr. Morrison indicated not at this time.

- Mayor Allen stated that there is a lot of human factor in the work being done in the Fire Services review and appreciated the challenges faced by the consultants. Mayor Allen acknowledged the Towns Fire Chief Jamie Juteau, noted he was very knowledgeable and understands the service very well.

Mr. Morrison & Mr. Prevost left the meeting at 6:42pm.

(d) Quarterly Financial Update – Director of Finance, Carlee Rochon

- Ms. Rochon provided an overview of her Quarterly Report, went over the highlights with the committee members.
- Mayor Allen asked if the Department of Municipal Affairs have indicated any direction at this time, should the Co-ordinating Committee be over budget by the end of the transition.
- Ms. Jones advised that she discussed the pressure that was identified in the Quarterly Report with staff at DMA. Was advised, at this time, there would be no new funds should the Co-ordinating Committee be over and should do their best to stay within budget.
- Co-ordinator Latimer noted for the Committee that the numbers in the report presented were as of the end of June and were not reflective of expenses to date. Advised the Committee that a future report would be presented that would reflect the actual expenses to date to include the months of August and September.
- Co-ordinator Latimer stated that at this stage, there was not a current reliable forecast for what we are going to need to finish the project. Noted that he would come back to the Committee with a report with costs to date as of the end of September and with a realistic forecast of what would be needed in order to finish the project the way it needs to be completed. Advised that the budget was allocated based on what was thought to be needed at the time based on the information that was available at that time.

(e) Financial Statements – Andy Forse, Ken & Duffett

- Mr. Forse provided a brief background on audit and advised that Kent & Duffett's job was to provide an opinion on the Financial Statements for the Region of Windsor and West Hants Municipality.
- Commented on internal controls and noted four as being most important. Oversight being key and advised the Committee members they should make observations and ask for follow up as to where the numbers came from. Other controls noted were authorizations, approvals and segregation of duties.
- Mr. Forse presented the Financial Statements for fiscal year ending March 31, 2019 and noted that they were providing an unqualified opinion on them.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE AUDITORS REPORT FOR FISCAL YEAR ENDING MARCH 31, 2019. MOTION CARRIED

Mr. Forse left the meeting 7:11pm

5. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Work Plan Updates – Co-ordinator Latimer

- Co-ordinator Latimer provided a review of the Work Plan and highlighted elements that were either completed, in progress or pending at this stage of the project.
- Advised that a decision was provided by NSUARB, followed by the Order, which approved the new governance structure, a Mayor and 11 polling districts.

- Co-ordinator Latimer also commented on progress regarding election readiness, the work being done on the HR structure, CAO Onboarding and provision of Services and Infrastructure. Advised that an update on Planning Services would be provided later in the fall.
- Noted the importance of the work plan and advised that it was a good legacy document for when the project was completed.
- Advised the Committee that there was a workshop planned for later in the month with Mr. Dauphinee from DMA around tax structures, and what, if any, tax implications might there be for the two units moving forward as a result of consolidation. Indicated they would come back to the Committee in either October or November with the results of the workshop.
- Co-ordinator Latimer stated that now that the new CAO is onboard, they will be making decisions regarding the Administrative Structure and will be coming forward with it this fall.
- On Public Engagement, advised there have been several Community Events and noted that survey results received to date totalled approximately 700, with a goal set for 1000.
- Stated the Committee was doing a great job of putting the Consolidation project on the map, not just beyond Windsor and West Hants, but beyond Nova Scotia as well. Shared the latest copy of Municipal World, which is a National publication and contained an article on the Consolidation and the work of the Committee. Also noted that Chrystal Remme was invited by the Association of Municipal Administrators to participate on a panel and make a presentation on “The Journeys of Municipal Consolidation” at their fall conference in Digby.
- Co-ordinator Latimer advised he was invited by the Valley Chamber of Commerce to come speak about the Legislation and the mandate of the Co-ordinating Committee.
- Advised the Committee that the Consolidation project was chosen by the Dalhousie Management Without Borders Program. A team of students will create a document that could be used by other Municipalities considering governance changes. It would serve as a benchmark standard for a retrospective study that could be done in five years to determine if the anticipated benefits of consolidation have been achieved.
- Mayor Allen asked if there were any associated cost to the Committee for the work being done by the Dalhousie students. Co-ordinator Latimer advised that there should not but noted there could be some minimal cost for travel.

(b) Campaign School – DMA Update

- Discussions were had around two options put forward by Mr. Dauphinee via e-mail to hold a Campaign School for the elections being held in March for the new Regional Council. Co-ordinator Latimer advised that the options were to use transition funds and hire a Consultant to hold a Workshop in the fall, or have the Advisory Services staff from DMA run a workshop using the materials that were developed for the 2016 election.
- Unanimous consensus by all Committee members that option two was preferred for the Campaign School workshop.
- Deputy Mayor Murley noted that there could be expenses around advertising for the Campaign School, and Mayor Allen asked that the workshop be held sooner rather than later.

6. STAFF REPORTS (if any)

(a) Election Update – Rhonda Brown

- Rhonda reviewed her presentation on the 2020 election and highlighted the timelines and process to get to Election day.
- Co-ordinator Latimer asked what the sense of timing was around advertising for the poll workers. Ms. Brown advised that they would be putting information on the website and would start advertising in November. Hoping to have a full list of people by January.

- Ms. Brown noted she may have some difficulties around the budget for the election. Advised that some of the halls they were hoping to use were coming in at a higher cost than they had allowed for.

Mayor Allen commented on an article she had read in the Municipal World publication regarding the banning of all campaign signs, in Federal, Provincial and Municipal elections. Apologized, as she was the first one to put up a campaign sign in the Town of Windsor many years ago. Felt that maybe it would be a small step in this area to ban Municipal signage for campaigning. Suggested, and put on the table for consideration, that the Co-ordinating Committee not allow Municipal election signs in this upcoming election. Co-ordinator Latimer invited member's thoughts around the suggestion. It was determined that articles around this issue be forwarded to the Committee members for their review and consideration.

(a) Community Culture & Heritage Funding Report – Martin Laycock

- CAO Laycock provided an overview of the Recommendation Report for the Community Engagement Project.
- Deputy Murley ask if anything had changed since the original conversation regarding this project. CAO Laycock advised that one of the big changes was that it was not as specific as the Happy Communities Project model. It was more removed from that process, and the reason being was that they want to be sensitive to the communities that they are engaging, to be sure that they have a facilitator that can adequately meet their needs.
- Deputy Murley asked, based on budget discussions earlier, was there flexibility in the transition budget to allow for this \$10,000. CAO Laycock stated that it is a consideration for budget, but that he would argue spending \$10,000 to get \$50,000 was a reasonable investment. Noted it was an important part of this process to ensure we get the voices of all people in the consolidation process.
- Warden Zebian asked how they would identify the project lead. CAO Laycock advised that he was working with CCH as they have resources available to help identify a project facilitator and lead. Also, happy to work with groups within the Community to help identify that lead.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE SUPPORT THE AWARD OF \$50,000 TO THE REGIONAL MUNICIPALITY OF WINDSOR AND WEST HANTS FROM COMMUNITY CULTURE AND HERITAGE'S DIVERSITY AND COMMUNITY CAPACITY FUND BY COMMITTING AN ADDITIONAL \$10,000 TO THE PROJECT. MOTION CARRIED

7. BILL 55, SECTION 12 ITEMS

(a) Request for Reserve Fund Withdrawals – Recommendation Report

- Interim CAO Richard provided an overview and noted the highlights of the Recommendation Report.
- Noted that there were originally nine items but now there are only seven as two were previously approved.
- Co-ordinator Latimer asked if there was a Resolution of the Council on the \$72,000 for the demolition and remediation of the two Town owed properties. Interim CAO Richard noted that there was at the Town's last meeting for the Committee of the Whole.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE LIBRARY HEAT PUMP REPLACEMENT BE FUNDED FROM THE TOWN'S OPERATING RESERVE IN THE AMOUNT OF \$16,673. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE SUBMERSIBLE SEWAGE PUMPS BE FUNDED FROM THE TOWN'S SEWER RESEVE

IN THE AMOUNT OF \$37,950. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THAT \$10,000 BE TRANSFERRED FROM THE TOWN'S OPERATIONING RESERVE, AS REQUIRED, TO TOWN OPERATIONS TO OFFSET EXPENDITURES FOR THE WATERFRONT GAZEBO ROOF REPAIR PROJECT. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THAT \$69,644 BE TRANSFERRED FROM THE TOWN'S OPERATING RESERVE, AS REQUIRED, TO TOWN OPERATIONS TO OFFSET EXPENDITURES FOR THE OLD PARISH CEMETERY WALL REPAIRS. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE AGRICULTURAL SOCIETY'S REQUEST OF \$50,000 TO HELP WITH THE SPRINKLER SYSTEM EXPENDITURES, BE FUNDED FROM THE TOWN'S OPERATING RESERVE. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THAT \$34,792 BE TRANSFERRED FROM THE TOWN'S OPERATING RESERVE, AS REQUIRED, TO TOWN OPERATIONS TO OFFSET EXPENDITURES FOR THE FIRE FIGHTERS BOOTS AND BUNKER GEAR. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THAT UP TO \$72,000 BE TRANSFERRED FOR THE TOWN'S OPERATING RESERVE, AS REQUIRED, TO TOWN OPERATIONS TO FUND THE EXPENDITURES FOR DEMOLITION AND REMEDIATION OF TWO TOWN OWEND PROPERTIES. MOTION CARRIED

- Warden Zebian noted that \$72,000 was a lot of money and asked if this would make the lands more valuable or was there an idea of what the value would be after remediation. Interim CAO Richard advised that they did have an appraisal on one of the pieces of property and in that appraisal, it was identified that if they do demolish the current structures that are on these two pieces of land that they would be of more value.

8. ADDITIONS TO THE AGENDA – if any

(a) Windsor Hockey Heritage Society (WHHS) Letter

- Co-ordinator Latimer noted the letter from the Windsor Hockey Heritage Society that was included in the agenda package.
- Advised that with regards to the naming of the new Municipality, they would take the results of the Community Engagement survey, prepare a report with the results and turn it over to the new Council. Asked the Committee members if they felt there was anything that they should or could do at this point.
- Mayor Allen noted that what the WHHS would like to do is speak before Joint Council but there is no longer a Joint Council, so the Co-ordinating Committee is it. Thought it would be a good gesture to have them come and speak to the Committee and have them explain the background fully.
- Warden Zebian agreed, thought it would be beneficial to have them come and speak.

9. IN-CAMERA (if any)

(a) Contract & Personnel Matters

Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee members Bregante, CAO Laycock, Interim CAO Richard, CAO Phillips, Consolidation Consultant Mr. Coutinho, and Project Administrator Jones. CAO Laycock, Interim CAO Richard, and Consolidation Consultant Mr. Coutinho stayed in attendance for the in-camera until 8:44pm and Ms. Gorbold with Gerald Walsh Associates joined the in-camera meeting at that time.

MOVED/SECONDED THAT AT 8:38PM, THE MEETING MOVED IN-CAMERA TO DISCUSS CONTRACT AND PERSONNEL MATTERS. MOTION CARRIED

MOVED/SECONDED THAT AT 9:25PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED

Regular Open Meeting Re-convened at 9:26pm

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE IN COMPLIANCE WITH SECTION 12, BILL 55, APPROVE THE MUNICIPALITY OF WEST HANTS' COUNCIL MOTION OF SEPTEMBER 10, 2019 TO PURCHASE LANDS LOCATED IN PID 45245578, PORTION OF PIDS 45182797, 45245560, 45245552, 45184025, AND 45182904 FOR 90,000, WITH FUNDS TO COME FROM WEST HANTS OPERATING RESERVE. MOTION CARRIED

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE ADOPT THE STURCTURE OF THE DEPARTMENT HEADS PRESENTED BY GERALD WALSH ASSOCIATES ON THE 16TH OF SEPTEMBER 2019. MOTION CARRIED

10. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00 pm Monday, October 7, 2019 in the Town of Windsor's Council Chambers.

- Discussions were had around holding some future meetings at different venues in the area.
- Warden Zebian noted that it was a good idea to get out to other rural communities.
- Co-ordinator Latimer asked the members to give some thought as to where they might like these meetings to be held. CAO Phillips reminded everyone to be mindful of places that will support live streaming and that could provide the required equipment.
- Ms. Rochon advised the Committee to also consider any rental fees that might be incurred by holding meetings outside of Council Chambers.

MOVED/SECONDED THAT AT 9:33PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.

