



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

Meeting Minutes

Monday, October 28, 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
Louis Coutinho	Consolidation Consultant, Town of Windsor
Todd Richard	Interim CAO, Town of Windsor
Rupert Jannasch	Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants
John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Carlee Rochon	Director of Finance, Municipality of the District of West Hants
Shelleena Thornton	Municipal Clerk, Town of Windsor
Donna Jones	Project Administrator
1 members of the Public in the gallery	

Regrets

Martin Laycock	CAO, Municipality of the District of West Hants
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- 1. CALL TO ORDER** – Co-ordinator Latimer called the meeting to order at 6:01pm and welcomed everyone. Noted that Rupert Jannasch, Councillor with the Municipality of the District of West Hants joins us this evening as the new Alternate for the Municipality of West Hants. Thanked and welcomed Councillor Jannasch.
- 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 October 7, 2019

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

4. DELEGATIONS / PRESENTATIONS (none)

5. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Work Plan Updates – Co-ordinator Latimer

- Co-ordinator Latimer touched on various sections of the workplan including election readiness, planning, finance and administrative matters.
- Noted that under the “Making the Change” section of the workplan, over 1100 responses to the Public Engagement survey have been received to date. Advised he is pursuing a candidate that could pull the results of the survey together to generate a report to be brought back to the Committee with the outcomes.
- Co-ordinator Latimer advised the next newsletter would be going out before the end of the year and encouraged Committee members to respond to Ms. Remme’s e-mail requesting ideas and content for the next publication.
- Mr. Coutinho updated the Committee on the meeting he attended along with Co-ordinator Latimer, with the Annapolis Valley Chamber of Commerce (AVCC). Stated that a meeting was requested by the AVCC so they could get a sense of what the two councils have done and how they got to where they are now with regards to the amalgamation. Mr. Coutinho advised that AVCC is very interested in doing something similar for Kings. Noted they were essentially looking for a breakdown of how it started and how it came about.
- Co-ordinator Latimer added that the AVCC did ask if the current Elected Officials or Administrative staff would be willing or prepared to share additional information as they continue with their work.
- Mr. Coutinho gave an update to the Committee on the work being done by the Dalhousie Management Without Borders team. Advised they are researching how the amalgamation affects the current state of the respective municipalities with regard to structure, provision of service and infrastructure, finance and taxes, staff and structure as well as sociocultural identity. Added they are developing metrics that can be used to measure success and useful performance indicators for expectations and primary concerns. They are looking for examples of municipal mergers that were deemed successful or failures and why, as well as how it could have been done differently to be more successful. Mr. Coutinho advised the MWB team would be presenting the results of their work at the December 2nd Co-ordinating Committee meeting.
- Mayor Allen noted that it is critical to have this information and is very interested to see the kind of indicators the team comes up with. Stated it would be great to be able to justify and have evidence for the residents and staff that have gone through this amalgamation that they made the right choice.

(b) Terms of Reference Update

- Co-ordinator Latimer presented the amendments made to the Terms of Reference to the Co-ordinating Committee.

**MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVED THE
AMENDMENTS TO THE TERMS OF REFERENCE AS PRESENTED. MOTION CARRIED**

6. STAFF REPORTS

(a) CAO Report

- CAO Phillips provided a review of his report and noted the highlights.
- Stated he would be presenting the organizational chart to the department heads on October 30th to obtain their feedback.
- Advised the Committee of upcoming engagements with the local high schools on municipal government and efforts to solicit their participation in coming up with suggested names for the new regional municipality.

(b) Quarterly Financial Update

- Ms. Rochon reviewed her presentation with the Committee members.
- Co-ordinator Latimer noted that the percentage of forecast spent to date column in the presentation for each line items was actually the percentage of budget spent to date while only the totals were the percentage of forecast spent to date. Asked that this be corrected for the next presentation.
- Ms. Rochon advised that Canada Revenue Agency (CRA) has reviewed the Co-ordinating Committee's municipal status and have indicated they are not currently eligible for the HST rebate. Noted there would be follow up once a formal letter is received from CRA and reviewed with the working group.
- Warden Zebian asked who would be responsible to fund the pressure currently forecasted due to the CRA ruling. Ms. Rochon noted this would be dealt with once the formal letter is received.

(c) Planning Application

- Ms. LeMay provided a detailed review of the Recommendation Report put forward and identified the issues in not approving the recommendation.
- Co-ordinator Latimer asked going forward, would Ms. LeMay be looking to the Committee to pass a motion or resolution that confirms, as of April 1, 2020 the strategies and land use bylaws from the two units will be effective and operative for the new Regional Municipality as of April 1, 2020. Ms. LeMay noted that she did not see a need so far for that to happen, that the documents remain in place.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE RECOMMEND TO THE REGIONAL COUNCIL THAT REGIONAL COUNCIL BEGIN MPS, LUB OR SUB AMENDMENT PROCESSES OR DEVELOPMENT AGREEMENTS AT FIRST READING OR INITIAL CONSIDERATION PROVIDED THE EARLIER PORTION OF THE PUBLIC PARTICIPATION PROGRAM HAS BEEN FOLLOWED BY THE RELEVANT COUNCIL. MOTION CARRIED

Deputy Mayor Murley left her seat at 6:58 declaring conflict on the banking matter.

(d) Banking Contract

- Ms. Rochon provided an overview and noted the highlights of the Recommendation Report. Explained for the Committee why it is recommended to go with a five-year term vs a three-year term, an alternative proposed on page four of the report.
- Mayor Allen asked if they would be locked in for five years at the cost of \$24,395 per year. Ms. Rochon advised the \$24,395 was an estimate as the real cost is based on usage.
- Co-ordinator Latimer asked, given that this is our first decision around a contract going forward for the new Regional Municipality, are we adhering to the procurement policies and rules. Ms. Rochon confirmed that it's in compliance with both the Town of Windsor and West Hants Municipality.
- Co-ordinator Latimer asked Ms. Rochon to speak to the alternative options for the recommendation, noted being mindful not to tread on the jurisdiction of the new Council decision making authority

after April 1, 2020. Ms. Rochon advised that they could shorten the term of the contract to three years but it would reduce the time for comparable data and noted it would be the call of the Committee, they could amend the recommendation with an option to renew.

- Mayor Allen asked if there was any consideration around the election in the timeframe and noted that she was supportive of the recommendation put forward.
- Co-ordinator Latimer asked for clarification, if they decided to go with the second option of three years plus two, would the option to renew be an easy one. Ms. Rochon advised that at year three they would look at that, as well as possible other transitional related items. Noted they would make a recommendation to the Council at that time indicating the need for more time and ask to exercise the option to renew for two more years to ensure they are getting the best data for the RFP so they get the best price coming back.
- Warden Zebian advised he thought the three year plus two option would give Council more flexibility and allows more leeway.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE ENTERING INTO A THREE-YEAR SERVICE AGREEMENT WITH ROYAL BANK OF CANADA FOR BANKING SERVICES WITH THE OPTION TO RENEW. MOTION CARRIED

- After the vote, Mayor Allen asked Co-ordinator Latimer why her Alternate was not given the opportunity to vote on the motion when the Deputy Mayor declared a conflict. Co-ordinator Latimer advised that the intention in the Legislation is so the Alternate is to be available in the event that a member is unable to attend or participate in the meeting. Noted that the theory behind having an Alternate is not so they can move in and out of meetings, it is to be available in the event that a member is not able to attend. Mayor Allen stated that there appears to be an issue around the Alternates and their roles, noted it was not very clear. Co-ordinator Latimer advised he would ask the CAO to take this issue away and look at it to determine what practice they would like to adopt going forward as a Committee and have it brought back for discussion.
- Warden Zebian noted that Council for West Hants does not have Alternates and once a conflict is declared, that member is excluded from discussions.

Deputy Mayor Murley returned to her seat at 7:12pm.

(e) Regional Council Remuneration

- Mr. Coutinho provided an overview and noted the highlights of his report.
- Co-ordinator Latimer asked Mr. Coutinho if they were recommending the Committee do anything with the benefits at tonight's meeting or is it to be brought forward. Mr. Coutinho advised that for tonight, they were seeking a decision only on the salary range.
- Mayor Allen inquired if there had been any determination on full time vs part time. Mr. Coutinho advised he was working on the assumption the positions would continue to be part time.
- Mayor Allen asked how the salary range increments are determined and justified for the elected officials. Mr. Coutinho suggested that this best be left for the new council to determine that policy. Mayor Allen also asked if it was the expectation for the Committee to recommend a benefit package. Mr. Coutinho advised yes.
- Warden Zebian stated that the benefits would be good and it might be a very attractive piece for candidates contemplating running. Mr. Coutinho advised it is the intent to include a benefits package, currently exploring a couple of different options as noted in the report.
- CAO Phillips advised that they are asking the benefits piece to be parked for now. Noted there are

several elements to consider, including cost, they would like to look at further. Agreed it might be seen as an additional benefit for recruitment but folks will still have time to consider before they have to file their papers.

- Warden Zebian stated that he is happy with the ranges put forward but it still does not reflect the amount of work and time that Councillors, the Mayor or Deputy Mayor put in.
- Deputy Mayor Murley advised she thought the percentage of 115% used for the Deputy Mayor was more accurate opposed to the 110% given the amount of time put in by the Deputy Mayor.
- Mayor Allen stated that the workload was going to be greater than it is now for a number of reasons but mostly because everyone will be interested in the new entity. Feels the job will become greater than it is now.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE REMUNERATION SALARY RANGES FOR THE MAYOR AT \$48,000 - \$58,000; DEPUTY MAYOR AT \$27,600 - \$33,350; AND, COUNCILLORS AT \$24,000 - \$29,000, AND SALARIES TO BE SET AT A MEETING PRIOR TO 31 JANUARY 2020. MOTION CARRIED

7. BILL 55, SECTION 12 ITEMS

(a) Surplus Sale Recommendation Report

- Ms. Rochon presented and reviewed the report on the sale of surplus goods. Noted that upon the sale of the assets, the CAO would bring back a report to the Council for West Hants and then to the Co-ordinating Committee.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE ITEMS LISTED IN THE OCTOBER 28, 2019 WEST HANTS SURPLUS SALE REPORT TO BE DISPOSED OF AS PER THE WEST HANTS ADMINISTRATIVE DISPOSAL OF SURPLUS GOODS AND MATERIALS POLICY, ADGE-014.00. MOTION CARRIED

8. CORRESPONDENCE RECEIVED

(a) Letter from West Hants re Alternate CC member

- Co-ordinator Latimer read the letter that was received and included in the agenda package. Acknowledged and thanked Council Daniels for her contributions to the Committee. Welcomed Councillor Jannasch.

9. ADDITIONS TO THE AGENDA (none)

10. IN-CAMERA (if any)

(a) Contract Matter

Those that remained for the in-camera session included the Co-ordinating Committee members, Alternate Committee members Bregante, Jannasch, CAO Phillips, Interim CAO Richard, Consultant Coutinho, and Project Administrator Jones.

MOVED/SECONDED THAT AT 7:46PM, THE MEETING MOVED IN-CAMERA TO

DISCUSS CONTRACT MATTER. MOTION CARRIED

MOVED/SECONDED THAT AT 8:25PM, THE MEETING MOVED OUT OF IN-CAMERA. MOTION CARRIED

Regular Open Meeting Re-convened at 8:26pm

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE SEEK CLARITY FROM THE LABOUR BOARD ON HOW TO IMPLEMENT SUCCESSOR RIGHTS FOR THE NEW REGIONAL MUNICIPALITY IN ACCORDANCE WITH BILL 55. MOTION CARRIED

11. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00 pm Monday, November 18, 2019 in the Windsor Council Chambers.

- Discussion held on having the December 2, 2019 Co-ordinating Committee meeting at the Brooklyn Civic Centre. Everyone was in agreement and direction was given to move forward to book the venue and arrange the requirements for live streaming.

MOVED/SECONDED THAT AT 8:29PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.

Chair

Project Administrator