



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

Meeting Minutes

Monday, February 24, 2020 – 6:00 p.m.

Windsor Council Chambers, 100 King St., Windsor NS

ATTENDANCE

Co-ordinating Committee Members

Kevin Latimer	Co-ordinator, Chair
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

John Bregante	Councillor/Alternate Co-ordinating Committee Member, Town of Windsor
Rupert Jannasch	Councillor/Alternate Co-ordinating Committee Member, Municipality of West Hants
Mark Phillips	CAO, Region of Windsor and West Hants Municipality
Todd Richard	Interim CAO, Town of Windsor
Martin Laycock	CAO, Municipality of the District of West Hants
Shelleena Thornton	Municipal Clerk, Town of Windsor
Rhonda Brown	Municipal Clerk, Municipality of the District of West Hants
Chrystal Remme	Communications Coordinator, Municipality of the District of West Hants
Nick Barr	Acting Director of Governance & Advisory Services, DMA&H
Jamie Juteau	Fire Chief, Windsor Fire Department
Kouros Rad	Consultant, Rad Consulting
Emily Robertson	Consultant, Rad Consulting
Donna Jones	Project Administrator

3 members of the public in the gallery

Regrets

Anna Allen	Mayor, Town of Windsor
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1. CALL TO ORDER – Co-ordinator Latimer called the meeting to order at 6:02pm and welcomed everyone.

2. CONFLICT OF INTEREST DECLARATION

3. APPROVAL OF AGENDA – Additions and/or Deletions

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

4. APPROVAL OF MINUTES

(a) Meeting of February 10th, 2020

**MOVED/SECONDED THAT THE MINUTES OF FEBRUARY 10, 2020 BE APPROVED
AS CIRCULATED. MOTION CARRIED.**

5. DELEGATIONS / PRESENTATIONS

(a) Community Engagement Project – Kourosh Rad

- Mr. Rad introduced himself as well as his colleague Emily Robertson who is assisting in the Engagement process.
- Mr. Rad & Ms. Robertson reviewed the presentation with the members of the Co-ordinating Committee and highlighted the work done to date for the Community Engagement project.
- Co-ordinator Latimer asked what the approach or standing agenda on the Community Workshops would look like. Ms. Robertson advised that they would be set up to help get a sense of the issues/themes that are already present, and to help them build on that so they could encourage feedback and work off each other's comments.
- Warden Zebian stated there seems to be a gap as there are a few communities missing from their workshop list including Avondale, Summerville, etc., a large area that would not be represented in Brooklyn. Ms. Robertson replied that this was one of the reasons they were here at the meeting, to get feedback to ensure they are including everyone that needs to be included.
- CAO Phillips asked if it would be helpful or hinder if some of the staff or elected officials attended the workshops. Mr. Rad's thoughts were, if you are dealing with trust building, it would probably be better to have staff attend. Based on feedback they have received and comments they have heard, it might hinder the efforts to have elected officials attend at this point. Did note that they could evaluate that on a case by case basis moving forward.
- Mr. Rad advised the Committee that there would be a report coming forward in the coming weeks.

Mr. Rad & Ms. Robertson left the meeting at 6:31pm.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Work Plan Update

- Co-ordinator Latimer advised that we are down to the last five weeks to complete the tasks identified on the workplan.
- Provided updates on Human Resources, Union/Non-Union issues, and on Asset Registry.
- Noted there would be one more newsletter coming before the end of the project.

(b) Benchmark Workshop

- Co-ordinator Latimer discussed and noted the planned upcoming Benchmarking Workshop planned for March 5th at Dalhousie.
- Advised he has been in contact with a reporter from the Valley Journal who is interested in the Dalhousie student's final report and recommendations.

(c) Policies for Approval

- Ms. Thornton presented the Recommendation Report on the policies for approval that were presented at the February 10th Co-ordinating Committee meeting.
- Noted that as per the MGA, seven days notice is required for the adoption or approval of policies.
- Added that a recommendation report and a notice report will be standing items on the agenda going forward as there are lots of policies rolling out between now and April 1st, 2020.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE FOLLOWING REGION OF WINDSOR AND WEST HANTS MUNICIPALITY POLICIES:

- **COUNCIL REMUNERATION POLICY (RCOHR-001.00)**
- **TAX EXEMPTION POLICY (RCOFN-002.00)**
- **APPOINTMENT OF TRAFFIC AUTHORITY POLICY (RCOGE-001.00)**

WHICH INCLUDES THE RESCISSION OF WINDSOR'S REMUNERATION OF ELECTED OFFICIALS POLICY AND WEST HANTS' COUNCIL REMUNERATION POLICY; RESCISSION OF WEST HANTS' TAX EXEMPTION POLICY AND RESCISSION OF WEST HANTS'S APPOINTMENT OF TRAFFIC AUTHORITY POLICY. MOTION CARRIED.

(d) Hantsport Fire Station - Discussion

- CAO Phillips provided some background and context regarding the Hantsport Fire Station and its replacement.
- CAO Phillips noted that there is no recommendation at this time but important for the Co-ordinating Committee to recognize the level of support the West Hants Council currently has in place and that they have made a statement of confidence to the Hantsport Fire Service about that building's replacement. Also noted that there is a recommendation within the Fire Services Study that specifically endorses the replacement of the Hantsport Fire Service.
- Also noted that West Hants had the foresight to identify funding within their existing reserves to assist with the cost of the fire station when and if the final details around cost and construction are revealed.
- CAO Phillips added, this is an opportunity to express the importance that this station has been identified for replacement and we should take further steps to continue that momentum around its replacement or more specifically, an RFP process.
- Warden Zebian provided additional context. Noted that around two years ago a replacement was deemed necessary for the Hantsport Fire Station. At the last Council meeting, a recommendation was put forward by the CAO for an RFP for design to be sent out for the station. Council rejected that

offer, thinking they would rather have an RFP for design build. At this point we are a little late in the game for West Hants Council to issue anything. Thought it would be best to bring it before the Co-ordinating Committee which would allow for some continuity going forward.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE DIRECT CAO PHILLIPS TO BRING BACK A REPORT TO THE CO-ORDINATING COMMITTEE ON THE RECOMMENDATIONS FOR A WAY FORWARD FOR THE HANTSPORT FIRE STATION TO BE BUILT. MOTION CARRIED.

- Deputy Mayor Murley noted that Kings County pays for about one third of the cost and asked if there were any concerns with moving forward with the motion with them perhaps not continuing with that. Warden Zebian stated that he foresees none but up to a different council altogether. To be most responsible would be to issue them some plans based on design, for example, to give them opportunity to come up with a new service agreement based on cost estimates.
- CAO Phillips added that he has had some preliminary discussions with the County of Kings around day to day fire service and the need for a new agreement. For clarity, making the statement that it is in the schedule to replace the fire services. The fire services should be confident in that, as well as the people that are served by that. This recommendation is about continuity and how do we continue the process to get there.
- Deputy Mayor Murley asked CAO Phillips to speak on how a temporary borrowing resolution might support this motion. CAO Phillips replied, we are not looking at this at this stage, just looking at the design phase of the station so they can get to cost and the mechanisms for funding.

7. STAFF REPORTS

(a) CAO Report

- CAO Phillips noted the highlights of his report and provided updates in the areas of Governance, Administration, Finance, Parks & Recreation, Planning & Development, Economic Development, and Protective Services.
- Co-ordinator Latimer asked for a status on the pending CRA issue. CAO Phillips advised they have received favorable a response from CRA and noted they seem to be working on the municipalities behalf to try to have the municipality defined as they had hoped to be.
- Co-ordinator Latimer asked CAO Phillips to provide additional context on the Economic Development “Best Practices” meeting noted in his report. CAO Phillips advised that Wolfville and Kentville are coming to visit with staff and the Windsor Business Enhancement Society and suggest using the resources and expertise they have to better leverage Economic Development. Not only seeing what other people do but getting some uniformity around service delivery.

(b) Municipal Elections Update Report

- Ms. Brown reviewed her report with the Committee and noted the highlights.
- Co-ordinator Latimer asked what was the total numbers of electors. Ms. Brown replied, right now on the list, there are 15,335 plus three more to add by Wednesday. Could get up to 15,400 before they

are done the election.

- Warden Zebian, asked if ID is required to be added to the vote list. Ms. Brown replied that no ID is required nor the need to bring a voter card. Just need their name, address and birth date but the voter would be required to take an oath.
- Co-ordinator Latimer asked for some background around the vote counting. Ms. Brown provided the details as to how the tally is calculated.
- Co-ordinator Latimer asked if there was anything they could be doing over the next couple of weeks to provide information to encourage people to get out and vote to achieve the 55% desired goal. Ms. Brown advised it is now up to the candidates, they could do some more Facebook post but between the radio, newsprint and Facebook, not sure what other medium could be used.

(c) Appointments Recommendation Report

- Ms. Brown presented and noted the highlights for the Appointments Recommendation Report report.

1. IT IS RECOMMENDED THAT THE CO-ORDINATING COMMITTEE APPOINT TROY BURGESS AS THE TRAFFIC AUTHORITY FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY. MOTION CARRIED.

2. IT IS RECOMMENDED THAT THE CO-ORDINATING COMMITTEE APPOINT PETER JOHNSTON AS THE ALTERNATE TRAFFIC AUTHORITY FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY. MOTION CARRIED

3. IT IS RECOMMENDED THAT THE CO-ORDINATING COMMITTEE APPOINT CHRISTINE MCCLARE AS SHEEP VALUER FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY. MOTION CARRIED.

(d) Policies – Notice to Consider (Records Management Policy) Recommendation Report

- Ms. Thornton presented the Notice to Consider Recommendations report. Advised that this was just notice, the report for approval would be coming forward in two weeks' time at the next Co-ordinating Committee meeting.

RECOMMENDED THAT THE CO-ORDINATING COMMITTEE APPROVE THE RECORDS MANAGEMENT POLICY RCOGE-OO2.00 FOR THE REGION OF WINDSOR AND WEST HANTS MUNICIPALITY, WHICH INCLUDES TERMINATING (RESCINDING) WEST HANTS' RECORDS MANAGEMENT POLICY.

8. BILL 55, SECTION 12 ITEMS (if any)

(a) Disposal of ALF Aerial Truck 8 Recommendation Report

- Fire Chief Juteau presented the Recommendation Report on the Disposal of ALF Aerial Truck 8 Recommendation Report.

MOVED/SECONDED THAT THE CO-ORDINATING COMMITTEE SUPPORT THE

WINDSOR FIRE DEPARTMENT EXECUTIVE'S RECOMMENDATION TO LIQUIDATE THE WINDSOR FIRE DEPARTMENT SOCIETY'S OWNED 1989 AMERICAN LAFRANCE AERIAL LADDER VIA SALE OR SCRAPPING, AND ANY FUNDS REALIZED FROM SAME BE HELD FOR FUTURE APPARATUS REPLACEMENT. MOTION CARRIED.

9. CORRESPONDENCE RECEIVED (if any)

10. ADDITIONS TO THE AGENDA (none)

11. IN-CAMERA (if any)

(a) Contract Matter

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

MOVED/SECONDED THAT AT 7:24PM, THE MEETING MOVED IN-CAMERA TO DISCUSS A 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 8:25pm

12. NEXT CO-ORDINATING COMMITTEE MEETING DATE(S) & ADJOURNMENT – Next meeting is scheduled for 6:00pm March 9, 2020 in the West Hants Council Chambers.

MOVED/SECONDED THAT AT 8:26PM THE CO-ORDINATING COMMITTEE MEETING BE ADJOURNED. MOTION CARRIED.

Chair

Project Administrator