



**JOINT COUNCIL MEETING MINUTES**  
**Town of Windsor &**  
**Municipality of the District of West Hants**  
**June 28, 2018 at 6:00 – 7:52p.m.**  
**Windsor Council Chambers, 100 King Street**



**ATTENDANCE**

**Windsor**

Anna Allen	Mayor
Laurie Murley	Deputy Mayor
John Bregante	Councillor
Jim Ivey	Councillor
Shelley Bibby	Councillor
Louis Coutinho	CAO
Shelleena Thornton	Municipal Clerk

**West Hants**

Abraham Zebian	Warden
Paul Morton	Deputy Warden
Rupert Jannasch	Councillor
Kathy Monroe	Councillor
David Keith	Councillor
Tanya Leopold	Councillor
Debbie Francis	Councillor
Jennifer Daniels	Councillor
Robbie Zwicker	Councillor
Martin Laycock	CAO
Rhonda Brown	Municipal Clerk

**Regrets**

Randy Hussey                      WH Councillor

**Presenters**

Deborah Dennis                      CEO, Valley REN

**Public**

Colin Chisholm                      Reporter, Valley Journal Advertiser  
0 members of the public

**1. CALL TO ORDER** – Chair Allen called the meeting to order at 6:00pm.

**2. APPROVAL OF AGENDA** (Including additions/deletions)

- Item 6(b) - Add Lake Pisiquid Causeway Trail Parking Area
- Item 6(c) - Add Underwood Drive Emergency Gate

**MOVED BY BREGANTE/ZEBIAN THAT THE AGENDA BE APPROVED AS AMENDED.  
MOTION CARRIED**

**3. APPROVAL OF JOINT COUNCIL MEETING MINUTES OF APRIL 23, 2018**

Amendment(s): Page 2, Item #4, second paragraph (change 'fiscal reviewed' to 'fiscal review')

**MOVED BY MURLEY/ZWICKER THAT THE APRIL 23, 2018 JOINT COUNCIL  
MEETING MINUTES BE APPROVED AS AMENDED. MOTION CARRIED**

*Councillor Bibby and Reporter Chisholm arrived at 6:04pm.*

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#### 4. PRESENTATION(S)

**(a) Valley Regional Enterprise Network (REN), CEO Deborah Dennis** – Ms. Dennis introduced herself and said the Valley REN has been growing. She reviewed the hard-copy of the presentation and added that they set up a booth at the Federation of Canadian Municipalities (FCM) conference and held a contest. 1,000 people submitted a ballot (so of those that attended the conference, 1 in 3 people stopped by the booth). She further noted about branding and marketing the Valley ensuring that each audience receives a message targeted to them (i.e. if someone is looking to set up a business, they may not be interested in a tourism message). She also referenced providing grants to organizations that do something corresponding with the *One Nova Scotia - Ivany Report*.

##### *Questions/Comments*

- Valley REN additional staffing - CEO Dennis said it is within budget. The *Business Now Program* position is a contract. It was also noted that the Valley REN has had a surplus the past few years.
- Michelin employment roll-out - CEO Dennis said they have a Task Force and strategic plan that reflects development and retention. It was further noted that Michelin is looking to fill 400 positions over the next few years. Brief discussion was held on a way to actively attract the labour force. CEO Dennis said the Valley REN wants to delve in to the disconnect between Nova Scotia and the Federal Immigration Policies. When asked if Michelin was lacking something to get employees, CEO Dennis said one is retirement an issue, the other issues are uncertain at this time; however, the strategy will look into that. She added they will also look at NSCC, Acadia University, etc. to see if they are providing the necessary programs needed for Michelin positions.
- Businesses & REN support - CEO Dennis said the REN is primarily servicing reactively at the moment (word-of-mouth); however, want to be more proactive.
- Businesses in West Hants and Windsor - It was noted that a lot had been presented of work in the Valley and not much mentioned here in Windsor or West Hants, yet there are good employers here. CEO Dennis said the REN's extra capacity will assist with this; they can reach out to businesses in Windsor and West Hants. She said the Valley REN needs to increase communication and engagement. It was noted there are business people from this area on the REN Board.
- Liaison Oversight Committee (LOC) - setting up a tele-conference to appoint the REN's new Board.

There were no further questions. The presentation and discussion concluded at 6:35pm and CEO Dennis left the meeting.

#### 5. BUSINESS ARISING FROM PREVIOUS MINUTES

##### **(a) Municipal Modernization & Discussions from the Workshop at the Cedar Centre June 16, 2018**

**Joint Council Review and Terms of Reference (was Item #6(a) on this agenda)** – The report is thorough and there were five areas agreed on for both Councils to look at working together to move forward. For councillors that were not at the June 16<sup>th</sup> session, they can join any of them. They include: Fire, Trust, Planning, Messaging and Communication, and Joint Council (all elaborated on further in the report).

Martin Laycock said West Hants has had some discussions on these priorities and discussed ways to move forward. CAO Coutinho said he met with Windsor Fire Department (WFD) Executive and talked about regional service and to think about their role. The Executive is open to options and are eager to be involved in what could be a regional service.

Discussion was held and the following noted:

- Both councils could look at doing community events together (i.e. building the float and participating in Avon River Days together). Also some other personal “getting to know” each other get-togethers;
- Joint Council role/meetings review/discussion:
  - Restructure joint council meetings to be more productive. Pick specific topics (i.e. tourism, planning, etc) and have staff provide reports on how to work collaboratively, effectively and efficiently to move forward together;
  - Dept. of Municipal Affairs could assist in meeting legislative requirements to permit the Joint Council to have more teeth (i.e. that the Joint Council could make motions rather than recommendations to be taken back to individual councils). Better discussion/debate should be held at joint council meetings;
  - Consider renaming Joint Council (i.e. Avon Regional Council);
  - The current Joint Council Terms of Reference should be reviewed;
  - Consider joint council meetings operating similar to a Committee of the Whole structure (staff reports, recommendations, etc);
  - Joint Council could make basic decisions; however, others are more broad in scope;
  - Both municipal units could look at aligning other resources not necessarily mentioned at the Municipal Modernization session (i.e. economic development, building inspector services). (It was noted that staffing is the role of CAOs, not Council);
  - Look at pillars for review and there may be areas that fall under each that will require Terms of Reference (i.e. Community & Economic Development → Planning, Fire, Tourism, etc);
  - One big issue is trust; both councils need to trust each other and the public needs to trust both councils. (It was agreed that both councils are making efforts in this area);
  - No more Mayor/Warden reports. Circulate a hard-copy in the agenda only but no discussion. If anyone has questions about them, they can just ask;
  - Existing Terms of Reference in-relation to proportional representation can remain;
  - Joint Council to identify priorities and work toward those (keep meetings high-level only);
  - If going with a Joint Council Committee of the Whole (Joint COTW) structure, Department Heads provide reports to this meeting;
  - Joint COTW structure should be more efficient and not lead to more meetings;
  - Joint COTW structure may initially involve more meetings and become more efficient and require less as it progresses;
  - If assistance is needed, the Municipal Modernization facilitator could provide recommendations to move forward jointly;
  - Potential joint council restructure is about governance not government and work toward priorities. This should and needs to be simpler and more efficient; it does not need to be complicated;
  - Both the Town and West Hants completed strategic plans. Joint Council should review each, identify similarities and overlaps and find ways to work together on those.

#### DISCUSSION SUMMARY/OUTCOMES:

CAOs Coutinho and Laycock to:

- Identify priorities that Joint Council can move forward collaboratively;
- Look at a Joint Council Committee of the Whole structure (meeting frequency yet to be determined);
- To update the Joint Council Terms of Reference and provide a report showing potential Joint Council framework (and to have both (the report and Terms of Reference) circulated to both councils well in advance of the next Joint Council meeting so that the next meeting can be more productive.

*Councillor Zwicker left the meeting at 7:27pm.*

**(b) Joint Border Committee Update** – Meeting is July 3<sup>rd</sup> at 6pm in Windsor.

## 6. NEW BUSINESS

**(a) Joint Council Terms of Reference (of 2017) Review** – Discussed in 5(a). It was further added and agreed to livestream future meeting and ensure it is included in an updated Joint Council Terms of Reference.

**(b) Causeway Trail** – When accessing the entrance area at the back of the Windsor Wear Building with a vehicle (to access the causeway trail), vehicles bottom-out. It was asked if the Town could put more gravel there. CAO Coutinho advised it was private property. That was understood; however, asked if the Town could assist. CAO Coutinho advised he would look into it.

**(c) Underwood Drive Emergency Gate** – *The Crossing* has a road leading to nowhere and Underwood Drive leads to nowhere. At minimum there should be an emergency gate for safety (to be accessible by EHS, Fire, and other First Responders; that only they have an access key).

Discussion was held and the following noted:

- Agreement on the importance of this matter would be a great first step in moving collaboratively forward;
- Once the developer hits the target, then emergency access is required;
- History in-relation to this matter and the agreement of both municipal units with the Future Roads Map was referenced;
- CAO Coutinho noted that the developer has not put in the emergency gate required at Avon View High School; however, a gate is being requested in an alternate location (Underwood Drive). What would the difference be for one location over the other; these were the terms of the development agreement;
- The developer has an Agreement with the Municipality of the District of West Hants and at this time, should be left as per the Agreement between the Developer and West Hants (currently, existing planning documents are being followed). The Warden noted that documents can be changed;
- A permanent solution should be sought; not a temporary one and this matter should be reviewed by the Joint Border Committee;
- There is a Developer matter and a safety matter; the emergency gate would assist the safety issue;
- The joint councils working together on this is a small thing that could have a great impact. This is short term and would not replace what the developer is required to do at the school.

DISCUSSION SUMMARY/OUTCOMES:

- This matter is referred to the Joint Border Committee

*Councillor Daniels left the meeting at 7:50pm.*

## 7. BUSINESS AND COMMUNITY UPDATES

**(a) Municipality of the District of West Hants (Warden)** – Available on West Hants' website.

**(b) Town of Windsor (Mayor)** – Available in Windsor's Committee of the Whole agenda package.

**(c) CAOs Updates (Coutinho & Laycock)** – CAOs Laycock and Coutinho noted the joint tourism study with East Hants is complete and the report will be given to the individual councils.

## 8. FUTURE PRESENTATIONS - None

**9. DATE & LOCATION OF NEXT MEETING** – July 26 at 6pm in West Hants Council Chambers. Both councils noted they don't meet in August, so following July's, the next meeting would be in September.

**10. ADJOURNMENT**

**MOVED BY ZEBIAN/MORTON THAT AT 7:52PM, THE MEETING BE ADJOURNED.  
MOTION CARRIED**

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Warden, Munic. of West Hants

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Mayor, Town of Windsor