

Steering Committee Meeting Notes

January 10, 2023 @ 8am

Municipal Council Chamber

Attendance: Mayor Laurie Boucher, Warden Owen McCarron, Deputy Warden Hughie Stewart, Deputy Mayor Willie Cormier, Jeff Lawrence, Shirlyn Donovan, Kate Gorman, Shannon Long, Glenn Horne.

- 1) Meeting called to order by Mayor Boucher at 8:10pm
- 2) Review of Minister's Letter
 - The letter acknowledging the County and Town's request to consolidate into one municipal unit was shared. Committee members made brief comments.
- 3) Update from CAOs on Meeting with DMHA.
 - CAOs Jeff Lawrence and Glenn Horne met with DMAH officials on December 16. The purpose of the meeting was to understand next steps on the part of the province and municipalities.
 - Topics discussed included:
 - The process to consider and introduce legislation and the associated timelines.
 - What work should be done by the municipalities to prepare for legislation.
- 4) Review of Steering Committee Terms of Reference
 - Now that a decision on consolidation has been made by both County and Town, staff will review the existing terms of reference for this committee and advise if any changes are recommended.
- 5) Staff Transition Leadership Team
 - CAOs Jeff Lawrence and Glenn Horne shared that they have begun to bring senior staff of the County and Town together for regular meetings.
 - The purpose of these meetings is to begin managing the change at the staff level we expect to occur with the consolidation of the municipalities, including the appropriate engagement and communication with staff.
 - A learning shared by the former CAOs of Windsor & West Hants experience is to appropriately communicate and engage staff early and throughout this process of consolidation.

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6) Renewed Regular Meetings

- Since Councils made the decision to request consolidation, the steering committee has not been meeting on a regular basis.
- The Committee determined that it would continue to meet as required.

7) In-Camera

- Advice Eligible for Solicitor Client Privilege.
- Personnel.

The meeting adjourned at 9:34.