



Municipality of the District of West Hants/Town of Windsor
In cooperation with Department of Municipal Affairs
TRANSITION COORDINATOR JOB DESCRIPTION



Scope of position

The Transition Coordinator (the Coordinator) facilitates an effective and efficient consolidation of the Town of Windsor and the Municipality of the District of West Hants. This will require working not only with the legislatively mandated Transition Committee, but also working with municipal councils and communities encompassed by the combined consolidation.

The Coordinator will be required for a seventeen-month period beginning in November 2018 and concluding in March of 2020.

The Coordinator is required to Chair meetings of the Transition Committee as defined in the Region of Windsor and West Hants Municipality Act.

Legislative requirements of the Role

- The Coordinator is the Chair of the Transition Committee and may only vote on questions considered by the Committee in the case of a tie.
- Where the Transition Committee is unable to decide any question concerning the design and implementation of the administrative structure of the Municipality by majority vote, the Coordinator may determine the question, and the decision of the Coordinator is final and binding.
- The Coordinator will consult with the CAO who is responsible for appointing the heads of the departments of the Municipality.
- The Coordinator has all the powers of a Commissioner appointed pursuant to the Public Inquiries Act.

The Coordinator SHALL:

- Apply to the Nova Scotia Utility and Review Board for a determination of, and the Board shall determine, the number of councillors and the boundaries of the polling districts in the Municipality.
- Provide for the first election of the Mayor and councillors of the Municipality with the assistance of employees of the municipal governments.

The Coordinator MAY:

- Abridge any time period contained in the Municipal Elections Act for the purpose of the first election.

General Duties and Responsibilities

- Develop a Terms of Reference for the Transition Committee in accordance with the Region of Windsor and West Hants Municipality Act.
- Schedule regular meetings with this committee at least monthly, or more often as required.

- Develop a strong working relationship with the Department of Municipal Affairs and any other provincial departments or agencies that are affected by the consolidation of the Town of Windsor and the Municipality of the District of West Hants
- Develop a work plan for the Transition Committee which may include, but is not limited to:
 - Coordination and submission of an application to the NSUARB for new electoral district boundaries
 - A public engagement strategy
 - An internal and external communications strategy
 - An organizational study to determine the optimal structure for the new municipality
 - A plan to merge pension and benefits for employees
 - A framework for the consolidation of bylaws and policies of the two municipalities in a timely and efficient matter
 - A plan for the technical transition of hardware, software and records
 - An inventory of all lands and properties owned, leased or under contract by the parties and a plan to transfer ownership or interest of said assets to the new municipality
- The Coordinator will have signing authority for the transition committee budget and will be responsible for financial reporting to the Department of Municipal Affairs and the Transition Committee.
- The Coordinator will be the spokesperson for the transition committee. This includes responding to media requests.
- Meet all legislative requirements of the role

Required Attributes

Strong leadership skills, excellent communication abilities, knowledge of municipal governance and operations, financial acumen, ability to solve complex problems, strategic thinking, experience with change management, negotiation, facilitation and project management.

Term of Employment

From November 2018 to March 2020, consisting of approximately eight (8) to ten (10) days per month of work in Windsor and West Hants, with some travel to other areas of the province for meetings if required.

The Transition Coordinator will be compensated at a rate TBD

The Transition Coordinator will be reimbursed for expenses (e.g., mileage for travel outside Windsor/West Hants) incurred in the course of business.