

WEST HANTS REGIONAL MUNICIPALITY

Council Meeting Agenda Amended

January 23, 2024 - 6:00 p.m.

Sanford Council Chambers, 76 Morison Dr, Windsor, NS

Virtual via Zoom (also FB Livestream)



West Hants
something inspiring awaits

1. Call to Order
2. Attendance
3. Announcements
4. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log (Pg. 4)
 - b) Dashboard Action Items – Dangerous or Unsightly Premises
 - c) Dashboard Action Items – Dangerous or Unsightly Premises
5. Declaration(s) of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2023-12-12 Council Meeting Minutes
 - b) 2023-12-19 Special Council Minutes
7. Presentations
 - a) Paris Family History - Hon. Percy Paris
 - ~~b) Pallet Houses – Department of Community Services~~
8. Public Hearings - None
9. Second Readings - None
10. Unfinished Business/Postponed Motions
 - a) Windsor West Hants Water Utilities - Audit Recommendation Report – Councillor Ivey (Pg. 10)
 - b) Water and Sewer Rate Information related to Water and Sewer Rates (Presentation and Motion) – G.A. Isenor and Director Rochon (Pg. 16)
 - c) Follow up Information related to Windsor Stormwater Management – Director Richard
 - b) Short Term Rentals Information Report - Planner Fredericks (Pg. 116)
11. Mayor's Report
12. Committee(s) of Council Excerpts/Recommendations
 - a) Committee of the Whole Excerpts (January 9, 2024)

- i. 2024 Nova Scotia Municipal Elections - Alternate Voting (Pg. 215)
- ii. Accessibility Advisory Committee Resident Member Appointment (Pg. 249)
- iii. Asset Retirement Obligation Policy (Pg. 253)
- iv. Regional Emergency Plan for Flood Areas (Pg. 260)
- v. Regional Home Flood Protection Program (Pg. 261)
- vi. Meeting and Committee Procedural Policy RCOGE-003.00 (Pg. 262)
- vii. Region 6 Solid Waste Management 2024-25 Budget (Pg. 327)
- viii. Windsor and West Hants Water Utilities Monthly Financial Reports (Pg. 336)

b) Planning and Heritage Advisory Committee Recommendations (as it relates to First Readings)

- i. WHLUB Amendment: PID 45215290, Riverview Drive, Brooklyn First Reading Recommendation Report - Planner Fredericks (Pg. 337)
- ii. WHLUB Amendment: PID 45218658, Armstrong Lake East Road, Vaughan First Reading Recommendation Report – Planner Fredericks (Pg. 364)
- iii. WHLUB Amendment: PID 45226636, Halewood Drive, Falmouth First Reading Recommendation Report – Planner Dunphy (Pg. 383)
- iv. Development Agreement: PID 45058310 and 45058344, Wagners Court, Windsor First Reading Recommendation Report – Planner Dunphy (Pg. 406)
- v. Windsor MPS/LUB Text Amendment: Pesaquid Comprehensive Development District First Reading Recommendation Report – Planner Dunphy (462)
- vi. HMPS, HLUB, WHMPS, and WHLUB Amendments: Bog Road Boundary Review, Hantsport/Hants Border First Reading Recommendation Report – Planner Dunphy (Pg. 481)
- vii. WHMPS and WHLUB Amendment Request: Wind Farm Policies – Director Poirier (Pg. 497)

13. Councillor Municipal Business/Activity Reports

a) Councillor Ivey, District 11 Activity Report

14. Correspondence

a) Information

- 1. Avon Causeway Activity Log - None (Pg. 563)
- 2. Correspondence Received Activity Log (Pg. 572)
 - i. Rezoning Millard Court, Union Corner
 - Christina Hudgins Re Millard Court (Pg. 585)
 - Emily and Shawn Seaboyer & Family Re Application for Rezone of OS lot, Millard Court, Union Corner (Pg. 586)
 - Phil Pidgeon Re Rezoning of PID 45236601 Millard Court, Union Corner (Pg. 587)
 - ii. Haley Brown Re Urgent Request for Postponement of Commercial Wine Support Program Announcement (WHRM copied) (Pg. 589)
 - iii. WGNS Letter to Minister Morrow (WHRM copied) (Pg. 591)
 - iv. WGNS Response letter to Minister Morrow, Minister MacMaster (WHRM copied)
 - v. Mary Penner Re Thank You to Citizens of Windsor (Pg. 607)

- vi. West Hants Historical Society Letter to WHRM Re Percy Name (Pg. 608)
 - vii. Andrew Hardman Re Supreme Court Decision Re Permit D2023-019 (Pg. 609)
 - a. Requests - None
 - b. Outgoing Correspondence Log (Pg. 637)
 - i. 2024-01-18 Premier Houston, Minister Lohr, MP Blois and MLA Sheehy-Richard Re Affordable Housing in West Hants (Pg. 640)
- 15. New Business
 - a) Windsor Food Bank Funding Mayor Zebian (Pg. 642)
 - b) AV Girls Hockey All Star Game - In kind donation – Mayor Zebian (Pg. 645)
- 16. In-Camera
 - a) MGA 22(2)(a) Land Matter
 - b) MGA 22(2)(a) Legal Matter
 - c) ~~MGA 22(2)(a) Personnel Matter~~
- 17. Next Meeting Date / Adjournment – February 13th, 2024 Committee of the Whole Meeting 6 p.m.

Matter	Start Date	Deadline / Update	Status/Progress Updates	Resp.
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	2020-09-22	On-going	Beautification Strategy presentation provided at Nov, 2023 COTW mtg. PRIME has been engaged to create how the signs will look and are working on gathering suitable photos for Hantsport, Windsor and West Hants.	PW/Comm. Dev
W. B Stephens Building Design Project Management Tender Award (Municipal Office) - Draft an RFP that will look at A) the 100 King Street Building B) The 76 Morison Building and C) or an alternative new location is required to facilitate the needs of the Municipality.	2020-10-27	2022-on going	Ongoing - RFP pending	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09	Spring/Summer 2024	On-going, an event will be scheduled this year.	Mayor
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation.	2021-06-22		On-going	Mayor
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	2021-06-22	Unknown	Pending, awaiting meeting dates from Glooscap Council. Mayor will follow up.	Mayor/CAO
Subdivision Street Lighting - Create a policy to come back to Council for review.	2023-01-10	2024	Report at October COTW, More information will be presented to Council for discussion/decision.	PW
Waste Collection By-Law - initiate the process for consolidating the Windsor and West Hants waste by-law to remove the disparities that exist between the two.	2023-03-28	2024	Approved, staff are gathering information, a report will follow.	PW
Sidewalk Extension from Wentworth Road to the WH Sports Complex - prepare a report on what is required to extend the sidewalk from Wentworth Rd. to the WH Sports Complex and as a second step to include extending the sidewalk to the end of the block (intersection of Wentworth and Tregothic).	2023-04-11	2024	Approved, Report to follow	PW

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Short Term Rentals - Planning staff prepare a report with recommendations/regulations if appropriate for short term rentals within WHRM rentals. Report will go to PAC first.	2023-05-09	2024	Approved, Report to follow	Plan
Noise By-Law/Peace and Good Order - staff revisit the Noise By-Law/Peace and Good Order.	2023-09-12	2024	Approved, Report to follow	CAO
Sewer Odours - staff explore options on masking sewer odours arising from the Combined Storm/Sewer System & report back to Council with recommendations.	2023-10-10	2024	Approved, Report to follow	PW
Fresh Water Resources/Explore Ownership of the pond - staff determine if the property known as Town Pond is or was ever a public resource, further if it was a public resource but is no longer, then when and how did it transition from public to private ownership.	2023-10-10	2024-03	Approved, Verbal update provided. Ownership is private. Further title searches will require financial resources.	PW/PLAN/CAO
Public Participation Policy - the original report (PPP) be referred back to staff to enhance awareness of Public Information Meetings and return to Council with a report in a timely manner.	2023-10-24	2024-01-23	Report presented, staff directed to enhance signage	Plan
Dykeland Lodge Request - staff review possible options for an alternate route in and out of College Road.	2023-11-28	2024	Approved, Pending a report	PW
Affordable Housing - Staff write a letter to the province of NS and all ministers responsible urging them to transfer the proposal from the affordable housing association of NS to another suitable site in West Hants.	2023-12-12	2024	Letter sent	CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Prograss Updates</u>	<u>Resp.</u>
Bulk Water and Sewer Rebate - 1. Staff create a regional sewer rebate in the same manner as the low income residential tax rebate that includes a \$50/quarter rebate with funding avenues to be presented by staff. 2. Staff create a regional bulk water rebate that would be similar to the low income residential tax rebate that includes a \$200/yr/residential property owner to be funded through avenues presented by staff.	2023-12-12	2024	Approved, Pending report	Finance
Stormwater Management - Staff come back with more information including a suggested RFP for Council to review utilizing the CBCL report and that the RFP identifies developing a stormwater mitigation plan identifying both short and longer term phased in solutions.	2023-12-19	2024	Approved, Pending report and RFP	PW
Asset Retirement Obligation (ARO) Policy - approves the Asset Retirement Obligation Policy RCOFN-014.00 as presented at the 2024-01-09 COTW meeting.	2024-01-09	2024-01-23	Pending Council Approval	Finance
Region 6 Solid Waste Management 2024-25 Budget - approves the 2024-25 Operating Budget for Region 6 for the amount of \$878,660, as presented at the 2024-01-09 COTW meeting.	2024-01-09	2024-01-23	Pending Council Approval	Finance
2024 Municipal Elections - Aletrnate voting - approves contracting and performing alternate voting for the 2024 NS Municipal and CSAP Elections to Intelivote for the quoted price of 41,075.00 plus taxes and to be funded through the Regionaal Election Reserves.	2024-01-09	2024-01-23	Pending Council Approval	CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
2024 Municipal Elections - Aletrnate voting - approves the use of alternate (electronic) voting as the voting methods for the 2024 NS Municipal Election and CSAP elections from the first advanced poll day to the close of ordinary poll day and further that paper ballots be used on all advanced poll days and ordinary poll day.	2024-01-09	2024-01-23	Pending Council Approval	CAO
Water and Sewer Rates - rate percentages remain status quo and further that Council rely on the consultant's expertise to determine the percentage range (around 40%) to present for consideration.	2024-01-09	2024-01-23	Pending Council Approval	Finance
Floodzones - staff create a "Home Flood Protection Program" to present to Council by the March COTW meeting for viewing and or approval for budgetary implications.	2024-01-09	2024-03-13	Pending Council Approval	PW
Floodzones - develop an Emergency plan for Windsor and Hantsport Floodzones (intended to be a Regional program) and present it to Council by the March COTW meeting.	2024-01-09	2024-03-13	Pending Council Approval	PW
Windsor and WH Water Utilities Detailed Audit - a water utility financial report including the volume of water that is delivered wholesale to the transmission and distribution system and the volume of water that is billed through the Finance Dept. to the retail end users be presented on a monthly basis.	2024-01-09	2024-01-23	Pending Council Approval	Finance

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Accessibility Advisory Committee Resident Member Appointment - Melissa Macaskill be appointed to the committee for the 2 yr term (Jan. 2024-Jan. 31, 2026). Jennifer Davison be re-appointed to the committee for the 3 yr term (Jan. 2024- Jan. 31, 2027).	2024-01-09	2024-01-23	Pending Council Approval	CAO
Meeting and Committee Procedural Policy RCOGE-003.00 - staff be directed to make the necessary changes to the policy as discussed at the 2024-01-09 COTW meeting.	2024-01-09	2024-01-23	Pending Council Approval	CAO

West Hants Regional Municipality In-Camera Dashboard (Action List)

January 23, 2024

Green - Complete

Yellow - In-progress

Red - Not started

[illegible]



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request	Councillor Activity <input checked="" type="checkbox"/>
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To: Committee of the Whole – West Hants Regional Municipality

Submitted by: **Jim Ivey, Councillor, Windsor South, District 11**

Date: January 9, 2023

Subject: Windsor West Hants Water Utilities - Detailed Audit Recommendation Report

LEGISLATIVE AUTHORITY

Meeting and Committee Procedural Policy: Councillor Reports
MGA Part II Sections 30 & 31 CAO and Council Relationship
NSUARB – Water Utility Regulations

RECOMMENDATION or DECISION REQUEST

Council directs CAO to secure an independent firm to undertake a detailed, operational and financial audit of the West Hants and Windsor Water Utilities.

Council directs the CAO to have Water Utility Financial Reports provided to Council for review on a monthly basis as presently occurs with the West Hants operating financial report and further that the water utility budgets also include the volume of water that is delivered 'wholesale' to the transmission and distribution system and the volume of water that is billed through the finance department to our retail, end-user customers.

Property	Public Opinion <input checked="" type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input checked="" type="checkbox"/>
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BACKGROUND:

In January 2022, staff identified an apparent wholesale meter reading error between the Windsor and Three Mile Plains Water Utility "TMP" (one of three consolidated West Hants Utilities).

The meter reading issue was described as being sufficiently large (40 million gallons per quarter) to trigger an investigation for billing purposes. Review of the matter involved staff from both the Department of Finance and Public Works. The issue was ultimately resolved around June 2021 with the meter being replaced.

An estimate calculated by staff for a correcting adjustment was issued to the TMP utility which appears to have reduced its 'Source of Supply' cost for water purchased from the Windsor Water Utility almost entirely (not just for the overage of the meter). (Wholesale water, bulk meter, bulk rate).

Additionally, the Windsor Utility was subsequently assessed a correcting adjustment (\$297,000) against its water sold revenues for its sale of water to the Three Miles Plain Utility. (Wholesale water, bulk meter, bulk rate).

(It should be noted that none of the preceding details regarding the meter reading issue or financial impacts were raised with West Hant Regional Council or the Audit Committee over the last two years).

When the 2022-23 Audited Statements were presented to Council (Oct 28, 2023), the Windsor Utility reflected a deficit of (-\$425K) against a budget of +\$118K.

The Three Mile Plains / West Hants Utility however generated a surplus of +\$341K against a budgeted loss of (-\$118K).

Questions were raised about the cause of the deficit for the Windsor Utility as well as the surplus of the West Hants Utility during the presentation of the audited statements. The responses provided were solely as a "budget to actual" comparison without any reference to the two primary factors of almost \$300K in adjustments for each of the two utilities.

Responses to questions over the last 2 months have at the very least, maintained a level of uncertainty regarding the meter reading issue and how it was 'adjusted' operationally and financially on the wholesale side of the equation. Information on the timing when the meter reading issue first occurred and for the credits issued remains vague.

DISCUSSION:

Water Utilities in Nova Scotia are regulated by the Utility and Review Board. The interconnection of the Windsor and Three Mile Plains Utilities continues to be a regulated relationship including the accounting for both non-revenue water and unaccounted water.

The Windsor Water Utility does not have a record of operating at a deficit and further has historically sold water on a wholesale basis to the Three Mile Plains Utility at a recent level which generated revenues of approximately \$220K +/- per year (2020-21 and 2021-22).

(To note, the budget for sales to Three Mile Plains for the last 2 years has been \$294,000 or \$56,000 less than the 'incorrectly metered' value of water sold as of the third quarter of 2021-22 estimated at \$350,000).

Adjustments were reported to have been applied to both the Windsor and Three Mile Plains Utilities for the 2021-22 fiscal year and for the remainder of the credit to be applied to the 2022-23 fiscal year, (for the billing period between June 2021 and April 2022). The records do not reflect any discernable credit in 2021-22. The credits issued in 2023 (297K) appear to have been an overcorrection of 2023 data or a combination of 2022 and 2023.

Auditors:

Council was advised that the auditors were aware of the meter reading and correcting adjustments being made to the financial statements, yet there is no mention of the meter read issue or the credits during the audit process in 2022 nor in 2023.

At the conclusion of discussions **for the 2022 Audit**, the auditors commented that:

...“And to me this would point to the signs of a well-run and well-funded municipal unit. You're liquid, you're not underwater, ***you've got water utilities that are well funded, and your rates are in line with holding decent levels of profit there and not huge deficits not that you're overly profitable, but you're not in a huge deficit either.***”...

At the conclusion of discussions **for the 2023 Audit**, the auditors commented that:

...“*The Windsor Water Utility was flagged as showing a deficit of \$425,784. Not alarming but if this trend continues, a rate review and/or consolidation with the West Hants Water Utility should be considered.*”...

No reference was made in the auditor's comments or in the Audited Financial Statements (for **prior period adjustments**) for the credits issued which are material and which were the primary single contributor to the deficit of the Windsor Water Utility and the vastly improved performance of the Three Mile Plains Utility.

Unaccounted and Non-Revenue Water

As a final comment, the unaccounted and non-revenue water (56%-59%) within the Three Mile Plains distribution system has been significant over an extended period of time. It is noted in the NSUARB 2016 Three Mile Plains Water Utility Rate application and also in the NSUARB 2019 Consolidation of the West Hants Utilities application.

Information requests from 2016 application affirmed by West Hants that:

...“ The non-revenue water for the most recent 12-month period is 59% of water purchased from the Town of Windsor Water Utility. Of this amount 53% is unaccounted for with 6% accounted for”

Further in response to the question that the water purchased in the rate study is the correct amount, the reply from West Hants was:

“...*The rate study is based on purchasing 100,919,590 imp gallons per year. The most recent data from the Utility indicates that it purchased 98,179,242 imp gallons in the most recent 12 month period...*”

Information requested during the NSUARB 2019 utility consolidation application included:

Which of the current three water utilities purchase water from Windsor and what is the annual volume of the purchase(s)?

“*As noted in the response to IR-23a) the Three Mile Plains/Wentworth Water Utility purchases water from Windsor. The volume purchased in 2017/18 was 391,113 cubic meters. (which equals 86,032,832 imp gallons)*”.

It is noted in one of the NSUARB hearing documents that water is distributed through three master meters which are located at the following distances and locations from the treatment plant: 1.7 km (Back Road), 2.8 km, (Dill Road) and 8.2 km (Wentworth Road). It is unknown where the

“Underwood meter” fits into this configuration.

Information received last evening from the Department of Finance is appreciated. It must be identified however that the meter reading issue and the significant credit was reported to have begun in early fiscal 2021 and run through to the beginning of fiscal 2022. The wholesale water sold to Three Mile Plains during that period appears (by way of reverse math), to have been based on 88,981,275 gallons (\$223,434). The year prior (fiscal 2020-2021), reflects a similar volume with sales of 87,959,371 gallons generating sales of \$220,773.

In closing, this was never intended to be such a detailed process. This report only deals with the meter reading issue. Without clear information being provided to Council, it is difficult to discern and is important to know:

- when the wholesale meter became faulty,
- the magnitude of the misreads in volume of water and billable amounts related to water sold
- the magnitude of the correction in volume of water and billable correcting adjustment required,
- the period when the meter read was corrected and
- the periods for when the correcting adjustments were being applied.

A few of the reasons why this is important include:

- Proper information for budgetary planning and accounting. It appears Three Mile Plans Utility has realized its full revenue for water delivered / sold to its residents but does not have the cost of water purchased included as an expense (but does appear to have the cost of engineering and supervision allocated as a cost component of purchased water).
- Setting rates for new rate applications
- Financial Condition reporting of the utilities is not clear and could be described as somewhat incorrectly represented for the two utilities.
- Tracking of unaccounted and non-revenue water for control purposes
- Planning for future water needs including supply and demand.

NEXT STEPS

To Be Determined

FINANCIAL IMPLICATIONS

To be determined

ALTERNATIVES

To be determined

ATTACHMENTS:

The updated Utility Information from the department of Finance include in the agenda:

CHIEF ADMINISTRATIVE OFFICER REVIEW

The following comments have been provided by the Director of Financial Services and have been reviewed and supported by the Chief Administrative Officer.

Staff have been committed to providing additional information to support the highlighted information, brought to Council in October 2023, and as the matter of the 2022-23 Financial results of the Windsor Water Utility remains a current discussion of Council. Staff have highlighted meter

reads, comparison of bulk meters to residential meters and reminders of equipment failures that impact the utility and its financial results in 2021-22 and 2022-23.

The following information provides a recap of the events between February 2022 and October 2023.

The 2022-23 Financial Statements were presented to the audit committee, by a Department of Municipal Affairs and Housing registered auditing firm. The approved Financial Statements are also provided to the Utility and Review Board for review and records.

To provide some added insight on the auditor's process and the conclusions he provided to the financial statements I provide the following comments about his process in response to Councillor Ivey's remarks about materiality and independence.

Auditors are required to test their own independence prior to starting an audit and provide an independent auditor's report with the statements. The auditors provided an unqualified opinion of West Hants' financial statements for the years 2021-22 and 2022-23. They stated they felt that there were no errors or omissions in the statements that would cause a reasonable person's opinion to change. Auditors do quantify materiality, for testing purposes. However, they state the concept is more of a qualitative factor, considering what level of misstatement would change someone's opinion of the financial statements. Meaning when transactions are over the quantitative value set, then the qualitative factors are reviewed. This would only trigger notification through the audit process if incorrectly stated in the statements. Usually accompanied by management being unwilling to correct the transaction.

As part of the 2022-23 annual budget process, staff identified a concern that required further review in February 2022, that would impact the revenue and expenses for 2021-22 for the water utilities. When three quarters of water billing through one of the bulk master meters at 5 Back Rd (from Windsor Water Utility to supply the Three Mile Plain Bulk Master Meter through the West Hants Water Utility), was over 38 million gallons each. This matter has more recently been noted in the supplemental material provided to Council in January 2024, regarding the entirety of consumption through the Three Mile Plains route was 32.3 million gallons annually. It was determined in April 2022, there was a decimal error in the meter read process. A corresponding credit was issued in April 2022, for previous billing periods. The March 2022 bill from Windsor Water to West Hants Water for the Three Mile Plains route, was voided off the account in April 2022 and reissued with the correct read.

In response to Councillor Ivey's comments relating to 2022-23 Budget and why the change in revenue for the Windsor Water Utility for the Three Mile Plains route wasn't adjusted to reflect the changes associated with the change in consumption due to the correction to the meter reading process, before its approval, the following comments are provided. At that time of 2022-23 budget preparation and deliberation, it was unclear how the total impact of correcting the reads would have on the revenue for the Windsor Water Utility for the 2022-23 year. This is due to first quarter billing not being completed until July 2022, and because the history on the account couldn't be utilized to provide an accurate forecast for revenue. The 2022-23 Utility Budgets were approved in June 2022, using historic revenue figures from Three Mile Plains. Further in June 2022, the meter was also replaced. In August 2022, an accrual entry was completed to move the credit for previous periods into fiscal 2021-22. The credit and corresponding accrual in 2021-22 were reviewed by the auditors with Manager Gibson, during the 2021-22 audit process, performed in the summer and fall of 2022. In additions this matter was highlighted and reviewed through the Mentorship process, in Winter 2023, as part of the auditor's recommendation, to further confirm that the accrual was recorded correctly by Manager Gibson.

As a reminder, the credit process is a normal operational procedure with the same logic applied to

every customer account no matter if the account is held, commercially, residentially, or municipally. Accruals are also a part of normal operational procedures. Meter issues, overbilling and underbilling can occur, and the Rules and Regulations from the Utility and Review Board outline how they must be handled. Staff are confident that the adjustments were recorded correctly and as per financial requirements.

Though billing adjustments are not brought directly to Council, the newly established regular financial updates provided to Council, will provide on an on-going basis information related to the Utilities, in alignment with current practices for general operating.

However even though these adjustments are not brought to Council, staff recognize that once the lower revenue was able to be confirmed, in the winter of 2022-23, this is when that matter could have been brought more directly to Council's attention.

With regards to the request for an independent audit firm to conduct a review of the Windsor Water and West Hants Water 2022-23 Financials, staff are confident that the entries have been recorded properly, and an additional audit process would provide the same opinion consistent with the previous audit performed by Kent & Duffett.

Pending Council's direction staff will support their wishes to provide added clarity and confirmation to Council but note the additional audit process will place unscheduled demands on staff and normal operations. If Council proceeds with the second audit, the cost of the audit is estimated to add between \$8-\$15 thousand to the utility budgets and may require approximately 8-12 weeks of ongoing staff support in order to complete, once an auditing firm registered through Department of Municipal Affairs and Housing is found through the procurement process.

Report Prepared by: **Jim Ivey, Councillor Windsor South, District 11**

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: West Hants Regional Municipality Council

Submitted by: _____
Carlee Rochon, Director of Financial Services

Date: January 23, 2024

Subject: Consolidated Water and Sewer Study Presentation and Recommendations

LEGISLATIVE AUTHORITY

- Public Utilities Act, Section 64
- Municipal Government Act, Section 81 (1)[a] & [b]; and Sections 333-343

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends to Council that:

...the West Hants Regional Municipality apply to the Nova Scotia Utility and Review Board to amalgamate the two existing water utilities (Windsor and West Hants) into the West Hants Regional Water Utility and to apply for changes in its rates for water and water service, fire protection to the West Hants Regional Municipality and changes to its rules and regulations for customers served by the West Hants Regional Water Utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited, dated January 18, 2024.

...the rates for sewer service for customers in West Hants Regional Sewer Utility as set out in the sewer rate study prepared by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited dated January 18, 2024, be adopted and that staff prepare the necessary changes to related by-laws and policies.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Council made a motion to consolidate the water utilities and sewer services in December 2023. G.A. Isenor Consulting and Blaine S. Rooney Consulting consolidated the water utilities and sewer services and conducted a water rate study and a sewer rate study to determine their financial needs over for the next three years (2024-25 to 2026-27).

It is common for water utilities and sewer services to review their rates every three to five years to determine if they are remaining self-sufficient.

DISCUSSION

Water rates

The proposed rates for the water utility have taken into account the combined needs of the two water utilities. The consultants looked at a number of factors, including water consumption over the past year, previous rate studies, audited statements, capital investment plans, consultations with staff, among others. From this they were able to make predictions on future financial requirements, both operational and capital, for the water utilities. The methods used by the consultants are consistent with previous rate studies done for the former Municipal units that have resulted in approval by the Nova Scotia Utility and Review Board (UARB) and the establishment of effective rates for the purposes of running the water utilities on a breakeven basis.

The water rate study must first be presented to Council for approval. Should Council approve the water rate study, it would then be passed on to the UARB for a rate hearing. This hearing is open to the public. Based on the evidenced presented at the rate hearing, the UARB will either establish the proposed water rates, make adjustments, or require another rate study be submitted.

Sewer rates:

In addition to the water rates, Council is being asked to approve proposed sewer rates. The approval of the sewer rates is different because the UARB approval for sewer rates is not required; this is strictly a Council decision. The proposed rates for the sewer utility have taken into account the combined needs of the two sewer utilities, and the consultants prepared this study in similar fashion as the water study.

NEXT STEPS

Finalization of the documentation for Utility and Review Board application,

FINANCIAL IMPLICATIONS

The rate studies presented illustrate, based on evidence, what is required to effectively run the water and sewer utilities on a breakeven basis. It is important to note that the UARB requires that water utilities be run on a breakeven basis, including setting aside a reserve for ongoing capital repairs and replacements. The same methodology has been applied in the rate study to the sewer services. Although the financial stability of sewer services is not regulated by an outside authority, it is a sound financial practice and recommended that the sewer service be self-sufficient and be able to meet its current and future operational and capital requirements.

ALTERNATIVES

- Council could reject the water and/or the sewer rate study and ask that it be revised. Direction on what changes is required would be needed.
- Council could reject the consolidation of the water utilities and/or sewer services. This would require a notice of rescission for the December 2023 motion and then after the allotted time period, a motion of Council to rescind the original motion would be required. Should this occur, the water rate studies for each utility would need to be updated and may not be in effect for the upcoming fiscal year due to UARB scheduling.

ATTACHMENTS

- Water Utility Water Rate Study
- Sewer Service Rate Study

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____
Carlee Rochon, Director of Financial Services

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

West Hants Regional Water Utility
Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

18-Jan-24

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – RULES AND REGULATIONS

**WINDSOR WEST HANTS WATER UTILITY
SUPPLEMENTAL NOTES ON WORKSHEETS**

WORKSHEET B-1

The Utility has included a transfer from the operating surplus to the capital works in 2023/24 (\$100,000) and 2024/25 (\$450,000) to reduce the needed borrowing and to smooth rates.

WORKSHEET B-2a/b/c/d/e

The Worksheet was prepared by summing the projected expenses for the Windsor Water Utility and the West Hants Water Utility for the current year, 2023/24. Expenses for the Test Years are based on a 3% increase per year or other increases if known.

WORKSHEET B-3

The capital program is based summing the capital programs for the Windsor Water Utility and the West Hants Water Utility for the current year as well as the test years.

WORKSHEET C-3

Depreciation and Return on Rate Base is allocated 70% to Base, 15% to Delivery, and 15% to Production in the first two test years. Depreciation is allocated 60% to Base 20% to Delivery and 20% to Production in the final test year for rate design purposes. All other allocations are consistent with the Handbook. The proposed allocation provides approximately 40% of the total revenue from customer base charges in the first test year, 41% in the second and 39% third test years

WORKSHEET C-4

The total number of 5/8" customers served by the Utility is projected to increase by 15 new customers per year.

WORKSHEET D-1

The revenue from metered sales and the fire protection rate in Worksheet D-2 are calculated based on 3 months at the existing rates and 9 months at the proposed rates based on receiving new UARB approved rates effective 1 July 2024.

WINDSOR WEST HANTS WATER UTILITY
GENERAL NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the years 22/23 (Actual) and 23/24 (Budget) as provided by the Utility.

Operating Revenues - The operating revenue for 24/25, 25/26 and 26/27 is based on the Utility's budget. The revenue includes no projected growth of new customers. The fire protection rate is based on rate approved in the last rate hearing.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

Non-operating Revenues – The non-operating revenue projected during the test years are detailed in Worksheet B-1.

Non-operating Expenditures – The non-operating expenditures projected during the test years are detailed on worksheet B-1.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 24/25, 25/26 and 26/27.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the operating expenditures for 22/23 and the estimated operating expenditures as provided by the Utility for the year 23/24. The projected expenditures for the years for 24/25, 25/26 and 26/27 are taken from information provided by the Utility and are based on a 3% increase per year for inflation or other increases if known.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 23/24, 24/25, 25/26 and 26/27. The depreciation fund balance for the year 22/23 is taken from the Financial Statements.

Worksheet B-4

This worksheet is used for the projected capital contribution.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. Each year includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from Worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge. The remaining expenses are allocated at 10% to fire protection.

Worksheet C-2

This worksheet calculates the return on rate base

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents. There is a projected growth in the number of residential customers of 15 per year.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for current year is based on information provided by the Utility. In addition to the projected increase in customers it is anticipated that there will be an annual reduction of 1% annually as a result of conservation.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 24/25, 25/26 and 26/27.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years.

West Hants Regional Water Utility Comparative Statement of Operations

Fiscal Years ending March 31st

	2022/23 (Actual)	2023/24 (Budget)	Projection Using Current Rates		
			2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
OPERATING REVENUES					
Metered Sales	2,837,540	2,882,969	2,882,969	2,882,969	2,882,969
Public Fire Protection - Windsor	319,208	319,208	319,208	319,208	319,208
Public Fire Protection from West Hants	155,095	155,095	155,095	155,095	155,095
Public Fire Protection West Hants	595,789	595,789	595,789	595,789	595,789
Commercial	0	2,033	2,094	2,157	2,222
Sprinkler Service/Private Hydrants	5,728	8,142	8,281	8,349	8,416
Sales to Other Utilities	241,903	250,000			
Bulk Water Sales	0	161,727	166,579	171,576	176,723
Other Income	8,361	9,695	9,828	9,958	12,945
Total	4,163,624	4,384,658	4,139,843	4,145,101	4,153,367
OPERATING EXPENDITURES					
Source of Supply	309,736	289,800	20,394	21,006	21,636
Power and Pumping	45,465	0	0	0	0
Water Treatment	898,534	1,001,742	1,036,197	1,067,283	1,099,301
Transmission and Distribution	1,122,483	1,339,222	1,379,844	1,421,239	1,463,876
Administration and General	518,114	567,812	587,311	607,766	625,999
Depreciation	639,311	814,831	1,065,450	1,121,887	1,159,042
Taxes	63,891	72,018	74,178	76,404	78,696
Total	3,597,534	4,085,425	4,163,373	4,315,584	4,448,551
OPERATING PROFIT (LOSS)	566,090	299,233	-23,530	-170,483	-295,184
		0			
NON-OPERATING REVENUES					
Interest on Customer Accounts	9,602	7,432	7,655	7,655	7,884
Interest	0	2,459	2,533	2,533	2,609
Special Service	0	17,661	18,191	18,191	18,737
Other	0	721	743	743	765
Other- Bank Interest	0	3,500	3,605	3,605	3,713
Total	9,602	31,773	32,727	32,727	33,708
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	572,672	206,177	107,582	254,162	78,269
Debt Charges - Interest	45,416	33,661	29,448	22,946	17,053
New Debt - Principal	0	154,402	163,667	173,487	183,896
New Debt - Interest	0	340,787	331,523	321,703	311,294
New Debt - Principal	0	0	159,993	169,593	179,768
New Debt - Interest	0	0	353,126	343,527	333,351
New Debt - Principal	0	0		39,786	42,173
New Debt - Interest	0	0		87,813	85,426
New Debt - Principal	0	0	0	0	23,933
New Debt - Interest	0	0	0		87,813
Transfer to Sludge Handling Reserve	0	20,000	10,000	10,000	10,000
Capital out of Revenue	42,862	58,000	78,000	58,000	58,000
Earnings	0	0	0	0	0
Total	660,950	813,028	1,233,339	1,481,016	1,410,976
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-85,258	-482,021	-1,224,142	-1,618,773	-1,672,452
SURPLUS AT BEGINNING OF YEAR	1,459,569	1,374,311	792,290	792,290	-881,853
CAPITAL FROM SURPLUS	0	100,000	450,000	0	0
ACCUMULATED SURPLUS (DEFICIT)	1,374,311	792,290	-881,853	-826,483	-2,554,305

Worksheet B-2

18-Jan-24

West Hants Regional Water Utility Statement of Operating Expenditures and Revenue Requirements					
	2022/23 (Budget)	2023/24 (Budget)	2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
OPERATING EXPENDITURES					
Source of Supply	309,736	289,800	20,394	21,006	21,636
Power and Pumping	45,465				
Water Treatment	898,534	1,001,742	1,036,197	1,067,283	1,099,301
Transmission and Distribution	1,122,483	1,339,222	1,379,844	1,421,239	1,463,876
Administration and General	518,114	567,812	587,311	607,766	625,999
Depreciation	639,311	814,831	1,065,450	1,121,887	1,159,042
Taxes	63,891	72,018	74,178	76,404	78,696
Total	3,597,534	4,085,425	4,163,373	4,315,584	4,448,551
NON OPERATING EXPENSES					
Debt Charges - Principal	572,672	206,177	107,582	254,162	78,269
Debt Charges - Interest	45,416	33,661	29,448	22,946	17,053
New Debt - Principal	0	154,402	163,667	173,487	183,896
New Debt - Interest	0	340,787	331,523	321,703	311,294
New Debt - Principal	0	0	159,993	169,593	179,768
New Debt - Interest	0	0	353,126	343,527	333,351
New Debt - Principal	0	0	0	39,786	42,173
New Debt - Interest	0	0	0	87,813	85,426
New Debt - Principal				0	23,933
New Debt - Interest				0	87,813
Amortization of Debenture Discount	0	0	0	0	0
Interest Paid on consumer deposits	0	20,000	10,000	10,000	10,000
Capital out of Revenue	42,862	58,000	78,000	58,000	58,000
Earnings	0	0	0	0	0
Total	660,950	813,028	1,233,339	1,481,016	1,410,976
LESS NON-OPERATING REVENUES					
Interest on Customer Accounts	9,602	7,432	7,655	7,655	7,884
Interest	0	2,459	2,533	2,533	2,609
Special Service	0	17,661	18,191	18,191	18,737
Other	0	721	743	743	765
Bank Interest	0	3,500	3,605	3,605	3,713
Total	9,602	31,773	32,727	32,727	33,708
LESS OTHER OPERATING REVENUE					
Sundry	8,361	9,695	9,828	9,958	12,945
Sprinkler Service	5,728	8,142	8,281	8,349	8,416
Commercial	0	2,033	2,094	2,157	2,222
Bulk Water Service	0	161,727	166,579	171,576	176,723
Total	14,089	181,597	186,782	192,040	200,306
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS	4,234,793	4,685,082	5,177,203	5,571,834	5,625,513

**West Hants Regional Water Utility
Statement of Operating Expenditures**

	2022/23 (Estimated)	2023/24 (Projected)	2024/25 (Budget)	2025/26 (Budget)	2026/27 (Budget)
SOURCE OF SUPPLY					
Professional Services	0	0	0	0	0
Operational Labour and Benefits	44,001	0	0	0	0
Maintenance - Watershed Roads	5,000	5,000	5,150	5,305	5,464
Maintenance	6,072	8,000	8,240	8,487	8,742
Water Purchased - TMP Excluding Fire Protection Charge	265,554	270,000		0	0
Other Supplies & Expenses	10,082	300	309	318	328
Water Withdrawal Fees	5,000	6,500	6,695	6,896	7,103
Other	0	0	0	0	0
TOTAL SOURCE OF SUPPLY	335,709	289,800	20,394	21,006	21,636
POWER AND PUMPING					
Operations Labour	43,358	0	0	0	0
Structures and Improvements	1,667	0	0	0	0
Pumping Equipment	107	0	0	0	0
Other	333	0	0	0	0
Power Hantsport WTP	0	0	0	0	0
Fuel/Propane-Generator	0	0	0	0	0
TOTAL POWER AND PUMPING	45,465	0	0	0	0
WATER TREATMENT					
Engineering					
Operational Labour	328,359	425,192	437,948	451,086	464,619
Telephone Services	7,665	0	0	0	0
Power - Eldridge Rd	41,456	37,100	39,697	40,888	42,115
Power - Hantsport WTP	21,364	18,350	19,635	20,224	20,831
Photocopier Expenses	450	500	515	530	546
Office Supplies	0	200	206	212	219
Computer Expenses	0	0	0	0	0
Engineering Services	1,672	0	0	0	0
Training & Travel	7,560	0	0	0	0
Chemicals	222,845	235,000	242,050	249,312	256,791
Other Supplies & Expenses	2,641	3,000	3,090	3,183	3,278
Maintenance - Plant Roadways	7,584	8,500	8,755	9,018	9,288
Maintenance - Building	23,162	26,600	27,398	28,220	29,067
Maintenance - Equipment	45,978	60,500	62,315	64,184	66,110
Maintenance - Treatment Equipment	39,925	55,000	56,650	58,350	60,100
Maintenance - Waste Water Lagoon	3,754	5,000	5,150	5,305	5,464
Power	58,981	54,600	58,422	60,175	61,980
Fuel	56,620	38,000	39,140	40,314	41,524
Telephone	0	0	0	0	0
Alarm	480	700	721	743	765
Lab Supplies	16,312	18,000	18,540	19,096	19,669
Outside Testing	11,521	14,000	14,420	14,853	15,298
All Terrain Vehicle	205	500	515	530	546
Other	0	1,000	1,030	1,061	1,093
TOTAL WATER TREATMENT	898,534	1,001,742	1,036,197	1,067,283	1,099,301

Worksheet B-2a/2b/2c/2d/2e

TRANSMISSION AND DISTRIBUTION					
Computer & Asset Management	0	0	0	0	0
Supervision	249,929	251,777	259,330	267,110	275,124
Operational Labour	585,097	647,398	666,820	686,825	707,429
Engineering Services	0	0	0	0	0
Training, Travel	0	0	0	0	0
Maintenance Standpipe Industrial Park	21,871	20,000	20,600	21,218	21,855
Small Tools & Equipment	8	6,000	6,180	6,365	6,556
Structures and Improvements	167	0	0	0	0
Safety Equipment and Clothing	0	0	0	0	0
Maintenance - Transmission Mains	0	0	0	0	0
Other Distribution Plants (Leak Detection)	10,118	7,500	7,725	7,957	8,195
Maintenance - Mains and Standpipes	138,388	150,000	154,500	159,135	163,909
Bulk Water Haul Station	0	4,500	4,635	4,774	4,917
Maintenance - Services	-40,883	55,000	56,650	58,350	60,100
Maintenance - Meters	11,914	10,500	10,815	11,139	11,474
Maintenance - Hydrants	-1,697	14,500	14,935	15,383	15,845
PW Cost Distribution	26,810	30,150	31,055	31,986	32,946
Power - Isolation Valve Chamber	1,383	1,450	1,552	1,599	1,647
PW Contribution	0	32,000	32,960	33,949	34,967
Rents (DMA Radio)	0	600	618	637	656
Vehicle Use from Public Works	67,839	55,000	56,650	58,350	60,100
Fleet Fuel	25,082	25,000	25,750	26,523	27,318
Lab Analyst	13,971	15,000	15,450	15,914	16,391
Monitoring Services	0	2,000	2,060	2,122	2,185
Power	11,434	9,647	10,323	10,633	10,952
Consumer Billing and Accounting	0	0	0	0	0
Other	1,052	1,200	1,236	1,273	1,311
TOTAL TRANSMISSION AND DISTRIBUTION	1,122,483	1,339,222	1,379,844	1,421,239	1,463,876
ADMINISTRATION AND GENERAL					
Professional Services	14,211	25,000	25,750	26,523	27,318
Computer & Asset Management	5,426	6,700	6,901	7,108	7,321
Advertising	1,859	1,700	1,751	1,804	1,858
Auditors	8,134	18,000	18,540	19,096	19,669
UARB	9,058	19,500	20,085	20,688	21,308
Professional Services	23,069	45,000	46,350	47,741	49,173
Computer & Asset Management	6,002	10,200	10,506	10,821	11,146
Mileage & Expenses	5,947	4,500	4,635	4,774	4,917
Insurance	18,279	20,545	23,626	27,170	27,985
Uncollectible Accounts	0	5,000	5,150	5,305	5,464
Training & Travel	18,857	17,000	17,510	18,035	18,576
Telephone	14,920	12,800	13,184	13,580	13,987
Administration Fee	387,203	375,867	387,143	398,758	410,721
General Office Expenses	1,765	4,000	4,120	4,244	4,371
General Property	0	0	0	0	0
Other	3,384	2,000	2,060	2,122	2,185
TOTAL ADMINISTRATION AND GENERAL	518,114	567,812	587,311	607,766	625,999

West Hants Regional Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2022/23					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		669,430
					0
LAND AND LAND RIGHTS					
Source of Supply Land					0
Land - General					0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures Roads and Gates	40,000		40,000	0.04	1,600
Power and Pumping Structures	0		0	0.04	0
Electrical Upgrades & Lagoons Workshop	0		0	0.04	0
Storage Reservoir	10,000	0	10,000	0.05	500
Water Treatment Plant	50,000		50,000	0.05	2,500
Treatment Plant Gate and Security	0	0	0	0.04	0
Other- System Report	15,000		15,000	0.1	1,500
Equipment			0		0
Electrical Pumping	10,000	0	10,000	0.04	400
Purification Equipment	100,000	0	100,000	0.05	5,000
Office Furniture and Equipment	0		0	0.1	0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.2	0
Backwash Piping	0		0	0.02	0
Distribution Mains Equipment	16,000	0	16,000	0.05	800
Flushing station and Valve replacement	23,000	0	23,000	0.04	920
Mains Service Repairs	155,000	0	155,000	0.04	6,200
Mains			0		0
Transmission	0	0	0	0.0133	0
Distribution	85,125	0	85,125	0.0133	1,132
Meters	40,800	0	40,800	0.05	2,040
Hydrants	0	0	0	0.0133	0
Sprinkler Connections		0	0		0
Services	20,000	0	20,000	0.02	400
Other	0	0	0	0.333	0
TOTAL	564,925	0	564,925		22,992
Source of Funding					
			Depreciation Fund Balance beginning of year		959,483
Outside Funding	0		Interest on Fund balance		11,994
Capital out of Revenue	50,000		Fund balance before expenditures		971,477
Depreciation fund	514,925		Depreciation Payment in Current Year		692,422
Long Term Debt	0		Depreciation Expenditure in Current Year		-514,925
TOTAL	564,925		Balance after expenditures		1,148,974

West Hants Regional Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2023/24

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		639,311
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - Water Storage Tank	0		0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures	850,000		850,000	0.0133	11,305
Source of Supply Structures	80,000		80,000	0.04	3,200
Power and Pumping Structures	25,000		25,000	0.04	1,000
Purification	0		0	0	0
Distribution Reservoirs and Standpipes	6,000,000	3,000,000	3,000,000	0.0133	79,800
Water Treatment Plant	40,000		40,000	0.04	1,600
Bulk Water Station	150,000	0	150,000	0.05	7,500
Other- System Assessment Report/Modeling	40,000		40,000	0.1	4,000
Equipment	0		0		0
Electrical Pumping	25,000	0	25,000	0.05	1,250
Purification Equipment	150,000	0	150,000	0.04	6,000
Purification Equipment	105,000		105,000	0.05	5,250
Office Furniture and Equipment	0		0	0.05	0
Transportation Equipment	0	0	0	0.2	0
Tools and Work Equipment	9,000		9,000	0.1	900
Backwash Piping	0		0	0.05	0
Control and Monitoring equipment	105,000		105,000	0.01	1,050
Distribution Mains Equipment	8,000		8,000	0.05	400
Meter Reading System	150,000	0	150,000	0.05	7,500
Mains Service Repairs/ PRV Upgrade	238,000		238,000	0.04	9,520
Other	0	0	0	0.05	0
Mains	0		0		0
Transmission	200,000	0	200,000	0.0133	2,660
Distribution	1,777,787	0	1,777,787	0.0133	23,645
Meters	50,800	40,800	10,000	0.05	2,540
Hydrants	0	0	0	0.02	0
Sprinkler Connections	0	0	0	0.0133	0
Services	320,000	20,000	300,000	0.02	6,400
Other	0	0	0	0.333	0
TOTAL	10,323,587	3,060,800	7,262,787		175,520
Source of Funding					
			Depreciation Fund Balance beginning of year		959,765
Outside Funding	3,060,800		Interest on Fund balance		11,997
Capital out of Revenue	58,000		Fund balance before expenditures		971,762
Depreciation fund	1,425,000		Depreciation Payment in Current Year		814,831
Long Term Debt	5,679,787		Depreciation Expenditure in Current Year		-1,425,000
Capital From Surplus	100,000				
TOTAL	10,323,587		Balance after expenditures		361,593

West Hants Regional Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2024/25					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		814,831
LAND AND LAND RIGHTS					
Source of Supply Land	0	0	0	0	0
Future Reservoir Land	0				0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures-Roads	60,000	0	60,000	0.04	2,400
Power and Pumping Structures	0	0	0	0.02	0
Purification		0	0	0.02	0
Distribution Reservoirs and Standpipes	50,000	25,000	25,000	0.04	2,000
Water Treatment Plant	40,000	0	40,000	0.04	1,600
General Wellfield Development	0	0	0	0.04	0
Other - Future Development Capital Require	0	0	0	0.05	0
Equipment		0	0		0
Electrical Pumping	15,000	0	15,000	0.04	600
Purification Equipment	3,048,000	0	3,048,000	0.04	121,920
Purification Equipment	85,000		85,000	0.05	4,250
Emergency Generator	0	0	0	0.05	0
Transportation Equipment	170,030	0	170,030	0.1	17,003
Tools and Work Equipment	0	0	0	0.1	0
GIS System		0	0	0.05	0
Distribution Mains Equipment	8,000	0	8,000	0.05	400
Meter Pit	0	0	0	0.05	0
Mains Service Repairs/ PRV Upgrade	198,000	0	198,000	0.04	7,920
Mains		0	0		0
Transmission	4,112,000	2,056,000	2,056,000	0.01333	54,813
Distribution	1,708,410	0	1,708,410	0.01333	22,773
Meters	290,800	40,800	250,000	0.05	14,540
Hydrants		0	0	0.02	0
Sprinkler Connections			0	0.0133	0
Services	20,000	20,000	0	0.02	400
Other	0		0	0.02	0
TOTAL	9,805,240	2,141,800	7,663,440		250,619
Source of Funding					
			Depreciation Fund Balance beginning of year		361,593
Outside Funding	2,141,800		Interest on Fund balance		4,520
Capital out of Revenue	78,000		Fund balance before expenditures		366,113
Depreciation fund	1,250,000		Depreciation Payment in Current Year		1,065,450
Long Term Debt	5,885,440		Depreciation Expenditure in Current Year		-1,250,000
Capital from Surplus	450,000		Balance after expenditures		181,562
TOTAL	9,805,240				

West Hants Regional Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2025/26

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		1,065,450
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General	0		0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures-Roads	10,000		10,000	0.04	400
Power and Pumping Structures			0	0.02	0
Purification			0	0	0
Distribution Reservoirs and Standpipes	0	0	0	0.01333	0
Water Treatment Plant	0		0	0.0133	0
General Test well	0	0	0	0.04	0
Other Water Source Structures			0	0.05	0
Equipment			0		0
Electrical Pumping	10,000		10,000	0.04	400
Purification Equipment	85,000	0	85,000	0.05	4,250
Office Furniture and Equipment			0	0.05	0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.1	0
GIS System			0	0.05	0
Distribution Mains Equipment	8,000		8,000	0.05	400
Geotubes for Biosolids Handling	30,000	0	30,000	0.333	9,990
Mains Service Repairs/ PRV Upgrade	198,000		198,000	0.04	7,920
Mains			0		0
Transmission	0		0	0.0133	0
Distribution	2,303,550	102,225	2,201,325	0.0133	30,637
Meters	40,800	40,800	0	0.05	2,040
Hydrants	0		0	0.02	0
Sprinkler Connections			0	0.0133	0
Services	20,000	20,000	0	0.02	400
Other					0
TOTAL	2,705,350	163,025	2,542,325	1	56,437

Source of Funding		Depreciation Fund Balance beginning of year	181,562
Outside Funding	163,025	Interest on Fund balance	2,270
Capital out of Revenue	58,000	Fund balance before expenditures	183,832
Depreciation fund	1,020,775	Depreciation Payment in Current Year	1,121,887
Long Term Debt	1,463,550	Depreciation Expenditure in Current Year	-1,020,775
Capital from Surplus	0	Balance after expenditures	284,944
TOTAL	2,705,350		

West Hants Regional Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2026/27

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		1,121,887
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General	0		0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures-Roads	10,000		10,000	0.04	400
Power and Pumping Structures			0	0.02	0
Purification			0	0	0
Distribution Reservoirs and Standpipes	0	0	0	0.01333	0
Water Treatment Plant	0		0	0.0133	0
General Test well	0	0	0	0.04	0
Other Water Source Structures			0	0.05	0
Equipment			0		0
Electrical Pumping	0		0	0.04	0
Purification Equipment	55,000	0	55,000	0.05	2,750
Office Furniture and Equipment			0	0.05	0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.1	0
GIS System			0	0.05	0
Distribution Mains Equipment	8,000		8,000	0.05	400
Geotubes for Biosolids Handling	0	0	0	0.333	0
Mains Service Repairs/ PRV Upgrade	198,000		198,000	0.04	7,920
Mains			0		0
Transmission	0		0	0.0133	0
Distribution	1,747,775	0	1,747,775	0.0133	23,245
Meters	40,800	40,800	0	0.05	2,040
Hydrants	0	0	0	0.02	0
Sprinkler Connections		0	0	0.0133	0
Services	20,000	20,000	0	0.02	400
Other					0
TOTAL	2,079,575	60,800	2,018,775	1	37,155
Source of Funding					
			Depreciation Fund Balance beginning of year		284,944
Outside Funding	60,800		Interest on Fund balance		3,562
Capital out of Revenue	58,000		Fund balance before expenditures		288,505
Depreciation fund	1,080,375		Depreciation Payment in Current Year		1,159,042
Long Term Debt	880,400		Depreciation Expenditure in Current Year		-1,080,375
Capital from Surplus	0		Balance after expenditures		367,173
TOTAL	2,079,575				

18-Jan-24

West Hants Regional Water Utility Calculation of Amoritization on Capital Contributions (to Plant) 2023/24			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	0	0.01	0
Power and Pumping Structures	0	0.04	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	25,000	0.04	1,000
Water Treatment Plant	0	0.04	0
General - Watershed Study	0	0.05	0
Other Water Source Structures	0	0.10	0
Equipment		0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.04	0
Office Fruniture and Equipment	0	0.05	0
Transportation Equipment	0	0.2000	0
Tools and Work Equipment	0	0.10	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.05	0
Other Equipment	0	0.05	0
Mains		0.00	0
Transmission	1,553,000	0.0133	20,701
Distribution	453,263	0.0133	6,028
Meters	0	0.050	0
Hydrants	0	0.0200	0
Sprinkler Connections	0	0.01	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	2,031,263		27,730

West Hants Regional Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2024/25

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	0	0.04	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.02	0
Distribution Reservoirs and Standpipes	25,000	0.0400	1,000
Water Treatment Plant	0	0.04	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	0	0.05	0
Equipment		0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.04	0
Office Furniture and Equipment	0	0.05	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.05	0
Other Equipment	0	0.04	0
Mains		0.00	0
Transmission	503,000	0.0133	6,705
Distribution	651,474	0.0133	8,684
Meters	20,000	0.05	1,000
Hydrants	0	0.02	0
Sprinkler Connections	0	0.01	0
Services	0	0.02	0
Other	0	0.02	0
TOTAL	1,199,474		17,389

West Hants Regional Water Utility
Calculation of Amoritization on Capital Contributions (to Plant)
2025/26

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	0	0.04	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.01	0
Water Treatment Plant	0	0.01	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	0	0.05	0
Equipment		0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.05	0
Office Frurniture and Equipment	0	0.05	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.33	0
Other Equipment	0	0.04	0
Mains		0.00	0
Transmission	0	0.0133	0
Distribution	401,975	0.0133	5,346
Meters	20,000	0.05	1,000
Hydrants	0	0.02	0
Sprinkler Connections	0	0.01	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	421,975		6,346

West Hants Regional Water Utility
Calculation of Amoritization on Capital Contributions (to Plant)
2026/27

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	0	0.04	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.01	0
Water Treatment Plant	0	0.01	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	0	0.05	0
Equipment		0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.05	0
Office Frurniture and Equipment	0	0.05	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.33	0
Other Equipment	0	0.04	0
Mains		0.00	0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	20,000	0.05	1,000
Hydrants	0	0.02	0
Sprinkler Connections	0	0.01	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	20,000		1,000

West Hants Regional Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2023/24							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Organization and Working Capital	1,293		1,293	100.0%	1,293	0.0%	0
Tangible Plant	-	-					
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	-	-	-	90.0%	0	10.0%	0
Land - General	694,591	-	694,591	90.0%	625,132	10.0%	69,459
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Source of Supply Structures	727,151	850,000	1,577,151	90.0%	1,419,436	10.0%	157,715
Structures and Improvements	261,840	80,000	341,840	90.0%	307,656	10.0%	34,184
Power and Pumping Structures	626,059	25,000	651,059	90.0%	585,953	10.0%	65,106
Purification Building	2,172,409		2,172,409	90.0%	1,955,168	10.0%	217,241
Water Treatment Plant	1,904,071	-	1,904,071	80.0%	1,523,257	20.0%	380,814
Distribution Reservoirs and Standpipes	1,467,771	6,000,000	7,467,771	40.0%	2,987,108	60.0%	4,480,663
Water Treatment Plant	-	40,000	40,000	90.0%	36,000	10.0%	4,000
Other Structures and Improvements	463,174		463,174	90.0%	416,857	10.0%	46,317
Lagoon Drying Bed/Sludget Lagoon	204,870		204,870	90.0%	184,383	10.0%	20,487
Treatment Plant Gate and Security	-		-	90.0%	0	10.0%	0
Bulk Water Station	88,943	150,000	238,943	90.0%	215,049	10.0%	23,894
Flushing Station and Valve Replacement	-		-	90.0%	0	10.0%	0
Other System Assessment Report	-	40,000	40,000	90.0%	36,000	10.0%	4,000
Equipment	-	-	-		0		0
Electrical Pumping	160,471	25,000	185,471	90.0%	166,924	10.0%	18,547
Water Treatment Equipment	-	150,000	150,000	90.0%	135,000	10.0%	15,000
Purification Equipment	4,011,450	105,000	4,116,450	90.0%	3,704,805	10.0%	411,645
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	285,118		285,118	90.0%	256,606	10.0%	28,512
Tools and Work Equipment	21,834	9,000	30,834	90.0%	27,750	10.0%	3,083
Software/Computers General	3,293	-	3,293	90.0%	2,963	10.0%	329
Control and Monitoring equipment	-	105,000	105,000	90.0%	94,500	10.0%	10,500
Distribution Mains Equipment	-	8,000	8,000	40.0%	3,200	60.0%	4,800
Geotubes for Biosolids Handling	7,175						
Meter Reading Equipment	-	150,000	150,000	90.0%	135,000	10.0%	15,000
Mains Service Repairs/ PRV Upgrade	-	238,000	238,000	40.0%	95,200	60.0%	142,800
Other	-	-	-	40.0%	0	60.0%	0
Mains	-	-	-		0		0
Transmission	2,975,134	200,000	3,175,134	40.0%	1,270,054	60.0%	1,905,081
Distribution	7,408,328	1,777,787	9,186,115	40.0%	3,674,446	60.0%	5,511,669
Meters	1,289,833	50,800	1,340,633	100.0%	1,340,633	0.0%	0
Hydrants	513,147	-	513,147	0.0%	0	100.0%	513,147
Donated Assets	2,087,143		2,087,143	50.0%	1,043,572	50.0%	1,043,572
Services	971,144	320,000	1,291,144	100.0%	1,291,144	0.0%	0
Other	133,925	-	133,925	90.0%	120,533	10.0%	13,393
TOTAL	28,480,167	10,323,587	38,796,579	61.0%	23,655,621	39.0%	15,140,958

West Hants Regional Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2024/25							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	1,293		1,293	100.0%	1,293	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	694,591	0	694,591	90.0%	625,132	10.0%	69,459
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	1,577,151	60,000	1,637,151	90.0%	1,473,436	10.0%	163,715
Structures and Improvements	341,840		341,840	90.0%	307,656	10.0%	34,184
Power and Pumping Structures	651,059		651,059	90.0%	585,953	10.0%	65,106
Purification Building	2,172,409	0	2,172,409	90.0%	1,955,168	10.0%	217,241
Water Treatment Plant	1,904,071	40,000	1,944,071	80.0%	1,555,257	20.0%	388,814
Distribution Reservoirs and Standpipes	7,467,771	50,000	7,517,771	40.0%	3,007,108	60.0%	4,510,663
Water Treatment Plant	40,000		40,000	90.0%	36,000	10.0%	4,000
Other Structures and Improvements	463,174	0	463,174	90.0%	416,857	10.0%	46,317
Lagoon Drying Bed	204,870		204,870	90.0%	184,383	10.0%	20,487
Treatment Plant Gate and Security	-		-	90.0%	0	10.0%	0
Bulk Water Station	238,943		238,943	90.0%	215,049	10.0%	23,894
Flushing Station and Valve Replacement	-		-	90.0%	0	10.0%	0
Other System Assessment Report	40,000	0	40,000	90.0%	36,000	10.0%	4,000
Equipment	-	0	-		0		0
Electrical Pumping	185,471	15,000	200,471	90.0%	180,424	10.0%	20,047
Water Treatment Equipment	150,000		150,000	90.0%	135,000	10.0%	15,000
Purification Equipment	4,116,450	3,048,000	7,164,450	90.0%	6,448,005	10.0%	716,445
Purification Equipment		85,000	85,000	90.0%	76,500	10.0%	8,500
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	285,118	170,030	455,148	90.0%	409,633	10.0%	45,515
Tools and Work Equipment	30,834	0	30,834	90.0%	27,750	10.0%	3,083
Software/Computers General	3,293	0	3,293	90.0%	2,963	10.0%	329
Control and Monitoring equipment	105,000		105,000	90.0%	94,500	10.0%	10,500
Distribution Mains Equipment	8,000	8,000	16,000	40.0%	6,400	60.0%	9,600
Meter Shop Equipment	150,000	0	150,000	90.0%	135,000	10.0%	15,000
Mains Service Repairs/ PRV Upgrade	238,000	198,000	436,000	40.0%	174,400	60.0%	261,600
Other	-		-	40.0%	0	60.0%	0
Mains	-	0	-		0		0
Transmission	3,175,134	4,112,000	7,287,134	40.0%	2,914,854	60.0%	4,372,281
Distribution	9,186,115	1,708,410	10,894,525	40.0%	4,357,810	60.0%	6,536,715
Meters	1,340,633	290,800	1,631,433	100.0%	1,631,433	0.0%	0
Hydrants	513,147	0	513,147	0.0%	0	100.0%	513,147
Donated Assets	2,087,143		2,087,143	50.0%	1,043,572	50.0%	1,043,572
Services	1,291,144	20,000	1,311,144	100.0%	1,311,144	0.0%	0
Other	133,925	0	133,925	90.0%	120,533	10.0%	13,393
TOTAL	38,796,579	9,805,240	48,601,819	60.6%	29,469,212	39.4%	19,132,607

West Hants Regional Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2025/26							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	1,293		1,293	100.0%	1,293	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	694,591	0	694,591	90.0%	625,132	10.0%	69,459
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures-Roads	1,637,151	10,000	1,647,151	90.0%	1,482,436	10.0%	164,715
Structures and Improvements	341,840		341,840	90.0%	307,656	10.0%	34,184
Power and Pumping Structures	651,059		651,059	90.0%	585,953	10.0%	65,106
Purification Building	2,172,409	0	2,172,409	90.0%	1,955,168	10.0%	217,241
Water Treatment Plant	1,944,071	0	1,944,071	80.0%	1,555,257	20.0%	388,814
Distribution Reservoirs and Standpipes	7,517,771	0	7,517,771	40.0%	3,007,108	60.0%	4,510,663
Water Treatment Plant	40,000		40,000	90.0%	36,000	10.0%	4,000
Other Structures and Improvements	463,174	0	463,174	90.0%	416,857	10.0%	46,317
Lagoon Drying Bed	204,870		204,870	90.0%	184,383	10.0%	20,487
Treatment Plant Gate and Security	-		-	90.0%	0	10.0%	0
Bulk Water Station	238,943		238,943	90.0%	215,049	10.0%	23,894
Flushing Station and Valve Replacement	-		-	90.0%	0	10.0%	0
Other System Assessment Report	40,000	0	40,000	90.0%	36,000	10.0%	4,000
Equipment	-	0	-				
Electrical Pumping	200,471	10,000	210,471	90.0%	189,424	10.0%	21,047
Water Treatment Equipment	150,000		150,000	90.0%	135,000	10.0%	15,000
Purification Equipment	7,164,450	85,000	7,249,450	90.0%	6,524,505	10.0%	724,945
Purification Equipment	85,000		85,000	90.0%	76,500	10.0%	8,500
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	455,148	0	455,148	90.0%	409,633	10.0%	45,515
Tools and Work Equipment	30,834	0	30,834	90.0%	27,750	10.0%	3,083
Software/Computers General	3,293	0	3,293	90.0%	2,963	10.0%	329
Control and Monitoring equipment	105,000		105,000	90.0%	94,500	10.0%	10,500
Distribution Mains Equipment	16,000	8,000	24,000	40.0%	9,600	60.0%	14,400
Mains Service Repairs/ PRV Upgrade	436,000	198,000	634,000	40.0%	253,600	60.0%	380,400
Geotubes for Biosolids Handling		30,000	30,000	90.0%	27,000	10.0%	3,000
Meter Shop Equipment	150,000		150,000	90.0%	135,000	10.0%	15,000
Other	-		-	40.0%	0	60.0%	0
Mains	-	0	-		0		0
Transmission	7,287,134	0	7,287,134	40.0%	2,914,854	60.0%	4,372,281
Distribution	10,894,525	2,303,550	13,198,075	40.0%	5,279,230	60.0%	7,918,845
Meters	1,631,433	40,800	1,672,233	100.0%	1,672,233	0.0%	0
Hydrants	513,147	0	513,147	0.0%	0	100.0%	513,147
Donated Assets	2,087,143		2,087,143	50.0%	1,043,572	50.0%	1,043,572
Services	1,311,144	20,000	1,331,144	100.0%	1,331,144	0.0%	0
Other	133,925	0	133,925	90.0%	120,533	10.0%	13,393
TOTAL	48,601,819	2,705,350	51,307,169	59.7%	30,655,332	40.3%	20,651,837

West Hants Regional Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2026/27

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	1,293		1,293	100.0%	1,293	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	694,591	0	694,591	90.0%	625,132	10.0%	69,459
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures-Roads	1,647,151	10,000	1,657,151	90.0%	1,491,436	10.0%	165,715
Structures and Improvements	341,840	0	341,840	90.0%	307,656	10.0%	34,184
Power and Pumping Structures	651,059	0	651,059	90.0%	585,953	10.0%	65,106
Purification Building	2,172,409	0	2,172,409	90.0%	1,955,168	10.0%	217,241
Water Treatment Plant	1,944,071	0	1,944,071	80.0%	1,555,257	20.0%	388,814
Distribution Reservoirs and Standpipes	7,517,771	0	7,517,771	40.0%	3,007,108	60.0%	4,510,663
Water Treatment Plant	40,000	0	40,000	90.0%	36,000	10.0%	4,000
Other Structures and Improvements	463,174	0	463,174	90.0%	416,857	10.0%	46,317
Lagoon Drying Bed	204,870	0	204,870	90.0%	184,383	10.0%	20,487
Treatment Plant Gate and Security	-	0	-	90.0%	0	10.0%	0
Bulk Water Station	238,943	0	238,943	90.0%	215,049	10.0%	23,894
Flushing Station and Valve Replacement	-	0	-	90.0%	0	10.0%	0
Other System Assessment Report	40,000	0	40,000	90.0%	36,000	10.0%	4,000
Equipment	-	0	-				
Electrical Pumping	210,471	0	210,471	90.0%	189,424	10.0%	21,047
Water Treatment Equipment	150,000	0	150,000	90.0%	135,000	10.0%	15,000
Purification Equipment	7,249,450	55,000	7,304,450	90.0%	6,574,005	10.0%	730,445
Purification Equipment	85,000	0	85,000	90.0%	76,500	10.0%	8,500
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	455,148	0	455,148	90.0%	409,633	10.0%	45,515
Tools and Work Equipment	30,834	0	30,834	90.0%	27,750	10.0%	3,083
Software/Computers General	3,293	0	3,293	90.0%	2,963	10.0%	329
Control and Monitoring equipment	105,000	0	105,000	90.0%	94,500	10.0%	10,500
Distribution Mains Equipment	24,000	8,000	32,000	40.0%	12,800	60.0%	19,200
Mains Service Repairs/ PRV Upgrade	634,000	198,000	832,000	40.0%	332,800	60.0%	499,200
Geotubes for Biosolids Handling	30,000	0	30,000	90.0%	27,000	10.0%	3,000
Meter Shop Equipment	150,000	0	150,000	90.0%	135,000	10.0%	15,000
Other	-	0	-	40.0%	0	60.0%	0
Mains	-	0	-		0		0
Transmission	7,287,134	0	7,287,134	40.0%	2,914,854	60.0%	4,372,281
Distribution	13,198,075	1,747,775	14,945,850	40.0%	5,978,340	60.0%	8,967,510
Meters	1,672,233	40,800	1,713,033	100.0%	1,713,033	0.0%	0
Hydrants	513,147	0	513,147	0.0%	0	100.0%	513,147
Donated Assets	2,087,143	0	2,087,143	50.0%	1,043,572	50.0%	1,043,572
Services	1,331,144	20,000	1,351,144	100.0%	1,351,144	0.0%	0
Other	133,925	0	133,925	90.0%	120,533	10.0%	13,393
TOTAL	51,307,169	2,079,575	53,386,744	59.1%	31,556,142	40.9%	21,830,602

Worksheet C-1

18-Jan-24

West Hants Regional Water Utility**Allocation of Fire Protection Charges**

Projected Expenses for Year 2024/25

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	20,394	10.0%	2,039
Water Treatment	1,036,197	10.0%	103,620
Transmission and Distribution	1,379,844	39.4%	543,190
Adminstration and General	587,311	10.0%	58,731
Depreciation	1,065,450	39.4%	419,425
Taxes	74,178	39.4%	29,201
Return on Rate Base	1,013,830	39.4%	399,105
Total	5,177,203	30.0%	1,555,311

West Hants Regional Water Utility**Allocation of Fire Protection Charges**

Projected Expenses for Year 2025/26

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	21,006	10.0%	2,101
Water Treatment	1,067,283	10.0%	106,728
Transmission and Distribution	1,421,239	40.3%	572,068
Adminstration and General	607,766	10.0%	60,777
Depreciation	1,121,887	40.3%	451,575
Taxes	76,404	40.3%	30,754
Return on Rate Base	1,256,249	40.3%	505,657
Total	5,571,834	31.0%	1,729,659

West Hants Regional Water Utility**Allocation of Fire Protection Charges**

Projected Expenses for Year 2026/27

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	21,636	10.0%	2,164
Water Treatment	1,099,301	10.0%	109,930
Transmission and Distribution	1,463,876	40.9%	598,600
Adminstration and General	625,999	10.0%	62,600
Depreciation	1,159,042	40.9%	473,949
Taxes	78,696	40.9%	32,180
Return on Rate Base	1,176,962	40.9%	481,277
Total	5,625,513	31.3%	1,760,699

West Hants Regional Water Utility					
Calculation of rate Base and required Return on rate Base					
Years Ending March 31st					
	2022/23	2023/24	2024/25	2025/26	2026/27
	(Actual)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
RATE BASE					
Utility plant in Service March 31st	28,265,156	38,796,579	48,601,819	51,307,169	53,386,744
Less Accumulated Depreciaton on actual cost of plant in service (Estimated)	(9,353,667)	(10,168,498)	(11,233,947)	(11,290,384)	(12,392,989)
Less unamortized amount of capital contribution for plant in service	-	(2,003,533)	(3,157,888)	3,528,398	(3,528,398)
Estimated Rate Base at Year End	18,911,489	26,624,548	34,209,983	43,545,182	37,465,356
REQUIRED RETURN					
Non-operating Expenditures (B-2)	660,950	813,028	1,233,339	1,481,016	1,410,976
Less Non-operating Revenue	(9,602)	(31,773)	(32,727)	(32,727)	(33,708)
Less Other Non-operating Revenue (B-2)	(14,089)	(181,597)	(186,782)	(192,040)	(200,306)
Return on Rate Base	637,259	599,658	1,013,830	1,256,249	1,176,962
Required Rate of Return (Req'd Return/Est Rate Base)	3.37%	2.25%	2.96%	2.88%	3.14%

West Hants Regional Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2024/25

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	20,394	2,039	18,355							100%	18,355
Water Treatment	1,036,197	103,620	932,577							100%	932,577
Transmission and Distribution	1,379,844	543,190	836,654			0%	0	100%	836,654		
Administration and General	587,311	58,731	528,580	10%	52,858	90%	475,722				
Depreciation	1,065,450	419,425	646,024			70%	452,217	15%	96,904	15%	96,904
Taxes	74,178	29,201	44,977			100%	44,977				
Return on Rate Base	1,013,830	399,105	614,725			70%	430,308	15%	92,209	15%	92,209
SUBTOTAL	5,177,203	1,555,311	3,621,893		52,858		1,403,224		1,025,767		1,140,044
TOTAL	5,177,203	1,555,311	3,621,893		52,858		1,403,224		1,025,767		1,140,044

West Hants Regional Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2025/26

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	21,006	2,101	18,905							100%	18,905
Water Treatment	1,067,283	106,728	960,554							100%	960,554
Transmission and Distribution	1,421,239	572,068	849,171			0%	0	100%	849,171		
Administration and General	607,766	60,777	546,989	10%	54,699	90%	492,290				
Depreciation	1,121,887	451,575	670,312			70%	469,218	15%	100,547	15%	100,547
Taxes	76,404	30,754	45,650			100%	45,650				
Return on Rate Base	1,256,249	505,657	750,592			70%	525,414	15%	112,589	15%	112,589
SUBTOTAL	5,571,834	1,729,659	3,842,174		54,699		1,532,573		1,062,306		1,192,595
TOTAL	5,571,834	1,729,659	3,842,174		54,699		1,532,573		1,062,306		1,192,595

West Hants Regional Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2026/27

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	21,636	2,164	19,472							100%	19,472
Water Treatment	1,099,301	109,930	989,371							100%	989,371
Transmission and Distribution	1,463,876	598,600	865,276			0%	0	100%	865,276		
Administration and General	625,999	62,600	563,399	10%	56,340	90%	507,059				
Depreciation	1,159,042	473,949	685,093			60%	411,056	20%	137,019	20%	137,019
Taxes	78,696	32,180	46,516			100%	46,516				
Return on Rate Base	1,176,962	481,277	695,686			70%	486,980	15%	104,353	15%	104,353
SUBTOTAL	5,625,513	1,760,699	3,864,814		56,340		1,451,611		1,106,648		1,250,215
TOTAL	5,625,513	1,760,699	3,864,814		56,340		1,451,611		1,106,648		1,250,215

Worksheet C-4

18-Jan-24

West Hants Regional Water Utility Service Connections and Equivalents 2023/24			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	3832	1	3,832
3/4"	55	1.5	83
1"	48	2.5	120
1.5"	19	5	95
2"	35	8	280
3"	6	16	96
4"	4	25	100
6"	0	50	0
8"	0	90	0
TOTAL	3999		4,606

West Hants Regional Water Utility Service Connections and Equivalents 2024/25			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	3847	1	3,847
3/4"	55	1.5	83
1"	48	2.5	120
1.5"	19	5	95
2"	35	8	280
3"	6	16	96
4"	4	25	100
6"	0	50	0
8"	0	90	0
TOTAL	4014		4,621

West Hants Regional Water Utility Service Connections and Equivalents 2025/26			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	3862	1	3,862
3/4"	55	1.5	83
1"	48	2.5	120
1.5"	19	5	95
2"	35	8	280
3"	6	16	96
4"	4	25	100
6"	0	50	0
8"	0	90	0
TOTAL	4029		4,636

West Hants Regional Water Utility Service Connections and Equivalents 2026/27			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	3877	1	3,877
3/4"	55	1.5	83
1"	48	2.5	120
1.5"	19	5	95
2"	35	8	280
3"	6	16	96
4"	4	25	100
6"	0	50	0
8"	0	90	0
TOTAL	4044		4,651

Worksheet C-5

18-Jan-24

West Hants Regional Water Utility Service Connections and Equivalents 2024/25					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	303.70	13.17	316.86	79.22
5/8"	1	303.70	13.17	316.86	79.22
3/4"	1.5	455.54	13.17	468.71	117.18
1"	2.5	759.24	13.17	772.41	193.10
1.5"	5	1,518.48	13.17	1,531.64	382.91
2"	8	2,429.56	13.17	2,442.73	610.68
3"	16	4,859.12	13.17	4,872.29	1,218.07
4"	25	7,592.38	13.17	7,605.55	1,901.39
6"	50	15,184.76	13.17	15,197.93	3,799.48
8"	90	27,332.57	13.17	27,345.74	6,836.44
TOTAL					

West Hants Regional Water Utility Service Connections and Equivalents 2025/26					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	330.62	13.58	344.19	86.05
5/8"	1	330.62	13.58	344.19	86.05
3/4"	1.5	495.92	13.58	509.50	127.38
1"	2.5	826.54	13.58	840.12	210.03
1.5"	5	1,653.08	13.58	1,666.66	416.66
2"	8	2,644.93	13.58	2,658.51	664.63
3"	16	5,289.87	13.58	5,303.44	1,325.86
4"	25	8,265.42	13.58	8,278.99	2,069.75
6"	50	16,530.83	13.58	16,544.41	4,136.10
8"	90	29,755.50	13.58	29,769.07	7,442.27
TOTAL					

West Hants Regional Water Utility Service Connections and Equivalents 2026/27					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	312.14	13.93	326.07	81.52
5/8"	1	312.14	13.93	326.07	81.52
3/4"	1.5	468.21	13.93	482.14	120.54
1"	2.5	780.35	13.93	794.28	198.57
1.5"	5	1,560.70	13.93	1,574.64	393.66
2"	8	2,497.13	13.93	2,511.06	627.76
3"	16	4,994.25	13.93	5,008.19	1,252.05
4"	25	7,803.52	13.93	7,817.45	1,954.36
6"	50	15,607.05	13.93	15,620.98	3,905.24
8"	90	28,092.68	13.93	28,106.61	7,026.65
TOTAL					

Worksheet C-6

18-Jan-24

West Hants Regional Water Utility Water Consumption by Block		
Meter Size	Actual Current Consumption	2023/24 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	0	0
5/8"	525,812	518,642
3/4"	26,680	26,680
1"	32,694	32,694
1.5"	30,080	30,080
2"	157,997	157,997
3"	27,066	27,066
4"	30,068	30,068
6"	0	0
8"	0	0
TOTAL	830,397	823,227

West Hants Regional Water Utility Water Consumption by Block		
Meter Size	2024/25 Current Consumption	2025/26 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	0	0
5/8"	513,501	508,449
3/4"	26,680	26,680
1"	32,694	32,694
1.5"	30,080	30,080
2"	157,997	157,997
3"	27,066	27,066
4"	30,068	30,068
6"	0	0
8"	0	0
TOTAL	818,086	813,034

West Hants Regional Water Utility Water Consumption by Block		
Meter Size	2026/27 Current Consumption	0 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	0	0
5/8"	503,365	0
3/4"	26,680	0
1"	32,694	0
1.5"	30,080	0
2"	157,997	0
3"	27,066	0
4"	30,068	0
6"	0	0
8"	0	0
TOTAL	807,949	0

Worksheet C-7

18-Jan-24

West Hants Regional Water Utility Calculation of Consumption Charge 2024/25	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.39
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.25
TOTAL CONSUMPTION CHARGE PER 1000 Imp.Gallons	
2.65	

West Hants Regional Water Utility Calculation of Consumption Charge 2025/26	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.47
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.31
TOTAL CONSUMPTION CHARGE PER 1000 Imp.Gallons	
2.77	

West Hants Regional Water Utility Calculation of Consumption Charge 2026/27	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.55
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.37
TOTAL CONSUMPTION CHARGE PER 1000 Imp.Gallons	
2.92	

Worksheet C-8

18-Jan-24

West Hants Regional Water Utility
Water Consumption by Block
2024/25

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	316.86	0
5/8"	3,847	316.86	1,218,974
3/4"	55	468.71	25,779
1"	48	772.41	37,076
1.5"	19	1,531.64	29,101
2"	35	2,442.73	85,496
3"	6	4,872.29	29,234
4"	4	7,605.55	30,422
6"	0	15,197.93	0
8"	0	27,345.74	0

TOTAL BASE REVENUE 1,456,082

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ Cubic Meter</u>	
1st Block	818,086	2.65	2,165,811

TOTAL CONSUMPTION REVENUE 2,165,811

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 3,621,893

West Hants Regional Water Utility
Water Consumption by Block
2025/26

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	344.19	0
5/8"	3,862	344.19	1,329,273
3/4"	55	509.50	28,023
1"	48	840.12	40,326
1.5"	19	1,666.66	31,667
2"	35	2,658.51	93,048
3"	6	5,303.44	31,821
4"	4	8,278.99	33,116
6"	0	16,544.41	0
8"	0	29,769.07	0

TOTAL BASE REVENUE 1,587,272

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ Cubic Meter</u>	
1st Block	813,034	2.77	2,254,902

TOTAL CONSUMPTION REVENUE 2,254,902

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 3,842,174

West Hants Regional Water Utility
Water Consumption by Block
2026/27

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	326.07	0
5/8"	3,877	326.07	1,264,184
3/4"	55	482.14	26,518
1"	48	794.28	38,126
1.5"	19	1,574.64	29,918
2"	35	2,511.06	87,887
3"	6	5,008.19	30,049
4"	4	7,817.45	31,270
6"	0	15,620.98	0
8"	0	28,106.61	0

TOTAL BASE REVENUE 1,507,951

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ Cubic Meter</u>	
1st Block	807,949	2.92	2,356,863

TOTAL CONSUMPTION REVENUE 2,356,863

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 3,864,814

West Hants Regional Water Utility Calculation of Bulk Water Rate Years Ending March 31st				
Cost Base	2023/24	2024/25	2025/26	2026/27
Total Operating Expenses (Worksheet B-2)	4,085,425	4,163,373	4,315,584	4,448,551
Total Non Operating Expenses (Worksheet B-2)	813,028	1,233,339	1,481,016	1,410,976
Total Expenses	4,898,452	5,396,712	5,796,601	5,859,527
Water Consumption in Cubic Meters	823,227	818,086	813,034	807,949
Unit Calculations				
Unit cost per cubic metre	5.95	6.60	7.13	7.25
Operating cost and profit mark-up	30%	30%	30%	30%
Bulk rate per cubic metre	7.74	8.58	9.27	9.43

WEST HANTS UTILITY CUSTOMERS

West Hants Regional Water Utility Comparison of Current Water Rates with Proposed New Rates 2024/25										
Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered										
5/8"	32	62.25	79.22	27.3%	78.40	84.72	8.1%	140.65	163.93	16.6%
3/4"	65	92.42	117.18	26.8%	159.25	172.08	8.1%	251.67	289.26	14.9%
1"	167	152.74	193.10	26.4%	409.15	442.12	8.1%	561.89	635.22	13.1%
1.5"	335	303.56	382.91	26.1%	820.75	886.88	8.1%	1,124.31	1,269.79	12.9%
2"	567	484.53	610.68	26.0%	1,389.15	1,501.08	8.1%	1,873.68	2,111.77	12.7%
3"	2,061	967.14	1,218.07	25.9%	5,049.45	5,456.32	8.1%	6,016.59	6,674.39	10.9%
4"	459	1,510.07	1,901.39	25.9%	1,124.55	1,215.16	8.1%	2,634.62	3,116.55	18.3%
6"	-	3,018.20	3,799.48	0.0%	-	-				0.0%

WINDSOR UTILITY CUSTOMERS

West Hants Regional Water Utility Comparison of Current Water Rates with Proposed New Rates 2024/25										
Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered										
5/8"	38	69.75	79.22	13.6%	55.40	99.77	80.1%	125.15	178.99	43.0%
3/4"	131	102.00	117.18	14.9%	192.41	346.53	80.1%	294.41	463.70	57.5%
1"	172	166.51	193.10	16.0%	252.58	454.89	80.1%	419.09	647.99	54.6%
1.5"	423	327.78	382.91	16.8%	622.12	1,120.41	80.1%	949.90	1,503.32	58.3%
2"	1,245	521.30	610.68	17.1%	1,829.81	3,295.42	80.1%	2,351.11	3,906.11	66.1%
3"	194	1,037.36	1,218.07	17.4%	285.38	513.97	80.1%	1,322.74	1,732.04	30.9%
4"	3,300	1,617.93	1,901.39	17.5%	4,850.32	8,735.23	80.1%	6,468.25	10,636.62	64.4%
6"	-	3,230.61		0.0%	-	-				0.0%

West Hants Regional Water Utility Comparison of Current Water Rates with Proposed New Rates 2025/26										
Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered										
5/8"	33	79.22	86.05	8.6%	99.77	92.55	-7.2%	178.99	178.60	-0.2%
3/4"	121	117.18	127.38	8.7%	346.53	336.35	-2.9%	463.70	463.72	0.0%
1"	170	193.10	210.03	8.8%	454.89	472.26	3.8%	647.99	682.29	5.3%
1.5"	396	382.91	416.66	8.8%	1,120.41	1,097.69	-2.0%	1,503.32	1,514.35	0.7%
2"	1,129	610.68	664.63	8.8%	3,295.42	3,129.97	-5.0%	3,906.11	3,794.60	-2.9%
3"	1,128	1,218.07	1,325.86	8.8%	513.97	3,127.70	508.5%	1,732.04	4,453.56	157.1%
4"	1,879	1,901.39	2,069.75	8.9%	8,735.23	5,211.95	-40.3%	10,636.62	7,281.70	-31.5%
6"	-	-			-					

West Hants Regional Water Utility
Comparison of Current Water Rates with Proposed New Rates
2026/27

Meter Size	Average Quarterly Consumption Base Charge			Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered										
5/8"	32	86.05	81.52	-5.3%	92.55	94.68	2.3%	178.60	176.20	-1.3%
3/4"	121	127.38	120.54	-5.4%	336.35	353.77	5.2%	463.72	474.31	2.3%
1"	170	210.03	198.57	-5.5%	472.26	496.72	5.2%	682.29	695.29	1.9%
1.5"	396	416.66	393.66	-5.5%	1,097.69	1,154.55	5.2%	1,514.35	1,548.20	2.2%
2"	1,129	664.63	627.76	-5.5%	3,129.97	3,292.09	5.2%	3,794.60	3,919.86	3.3%
3"	1,128	1,325.86	1,252.05	-5.6%	3,127.70	3,289.70	5.2%	4,453.56	4,541.75	2.0%
4"	1,879	2,069.75	1,954.36	-5.6%	5,211.95	5,481.90	5.2%	7,281.70	7,436.27	2.1%
6"										

Worksheet D-2

18-Jan-24

West Hants Regional Water Utility Comparative Statement of Operations Fiscal Years ending March 31st					
	2022/23 (Actual)	2023/24 (Budget)	Projection Using Proposed Rates		
			2024/25 Test Yr 2	2025/26 Test Yr 3	2026/27 Test Yr 3
OPERATING REVENUES					
Metered Sales	2,837,540	2,882,969	3,429,232	3,842,174	3,864,814
Public Fire Protection - Windsor	319,208	319,208			
Public Fire Protection from West Hants	155,095	155,095			
Public Fire Protection West Hants	595,789	595,789	1,434,006	1,729,659	1,760,699
Commercial	0	2,033	2,094	2,157	2,222
Sprinkler Service/Private Hydrants	5,728	8,142	8,281	8,349	8,416
Sales to Other Utilities	241,903	250,000	62,500	0	0
Bulk Water Sales	0	161,727	166,579	171,576	176,723
Other Income	8,361	9,695	9,828	9,958	12,945
Total	4,163,624	4,384,658	5,112,520	5,763,874	5,825,819
OPERATING EXPENDITURES					
Source of Supply	309,736	289,800	82,894	21,006	21,636
Power and Pumping	45,465	0			
Water Treatment	898,534	1,001,742	1,036,197	1,067,283	1,099,301
Transmission and Distribution	1,122,483	1,339,222	1,379,844	1,421,239	1,463,876
Administration and General	518,114	567,812	587,311	607,766	625,999
Depreciation	639,311	814,831	1,065,450	1,121,887	1,159,042
Taxes	63,891	72,018	74,178	76,404	78,696
Total	3,597,534	4,085,425	4,225,873	4,315,584	4,448,551
OPERATING PROFIT (LOSS)	566,090	299,233	886,647	1,448,289	1,377,268
NON-OPERATING REVENUES					
Interest on Customer Accounts	9,602	7,432	7,655	7,655	7,884
Interest	0	2,459	2,533	2,533	2,609
Special Service	0	17,661	18,191	18,191	18,737
Other	0	721	743	743	765
Bank Interest	0	3,500	3,605	3,605	3,713
Total	9,602	31,773	32,727	32,727	33,708
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	572,672	206,177	107,582	254,162	78,269
Debt Charges - Interest	45,416	33,661	29,448	22,946	17,053
New Debt - Principal	0	154,402	163,667	173,487	183,896
New Debt - Interest	0	340,787	331,523	321,703	311,294
New Debt - Principal	0	0	159,993	169,593	179,768
New Debt - Interest	0	0	353,126	343,527	333,351
New Debt - Principal	0	0	0	39,786	42,173
New Debt - Interest	0	0	0	87,813	85,426
New Debt - Principal	0	0	0	0	87,813
New Debt - Interest	0	0	0	0	23,933
Interest Paid on consumer deposits	0	20,000	10,000	10,000	10,000
Capital out of Revenue	42,862	58,000	78,000	58,000	58,000
Earnings	0	0	0	0	0
Total	660,950	813,028	1,233,339	1,481,016	1,410,976
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-85,258	-482,021	-313,965	0	0
SURPLUS AT BEGINNING OF YEAR	1,459,569	1,374,311	792,290	28,324	28,324
CAPITAL FROM SURPLUS	0	100,000	450,000	0	0
ACCUMULATED SURPLUS (DEFICIT)	1,374,311	792,290	28,324	28,324	28,324

Appendix 1

Loan Calculator Long Term Debt 2022/23

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule

	Principal	Interest	Total	Balance
Year				
1	\$0.00	-	-	-
2	\$0.00	-	-	-
3	\$0.00	-	-	-
4	\$0.00	-	-	-
5	\$0.00	-	-	-
6	\$0.00	-	-	-
7	\$0.00	-	-	-
8	\$0.00	-	-	-
9	\$0.00	-	-	-
10	\$0.00	-	-	-
11	\$0.00	-	-	-
12	\$0.00	-	-	-
13	\$0.00	-	-	-
14	\$0.00	-	-	-
15	\$0.00	-	-	-
16	\$0.00	-	-	-
17	\$0.00	-	-	-
18	\$0.00	-	-	-
19	\$0.00	-	-	-
20	\$0.00	-	-	-

Loan Calculator Long Term Debt 2023/24

Interest Rate	6.0%
Term in years	20
Capital \$	5,679,787

Payment Schedule

	Principal	Interest	Total	Balance
Year				
1	\$154,402.49	340,787.22	495,189.71	5,525,384.51
2	\$163,666.64	331,523.07	495,189.71	5,361,717.86
3	\$173,486.64	321,703.07	495,189.71	5,188,231.22
4	\$183,895.84	311,293.87	495,189.71	5,004,335.38
5	\$194,929.59	300,260.12	495,189.71	4,809,405.79
6	\$206,625.37	288,564.35	495,189.71	4,602,780.43
7	\$219,022.89	276,166.83	495,189.71	4,383,757.54
8	\$232,164.26	263,025.45	495,189.71	4,151,593.28
9	\$246,094.12	249,095.60	495,189.71	3,905,499.16
10	\$260,859.76	234,329.95	495,189.71	3,644,639.40
11	\$276,511.35	218,678.36	495,189.71	3,368,128.05
12	\$293,102.03	202,087.68	495,189.71	3,075,026.02
13	\$310,688.15	184,501.56	495,189.71	2,764,337.86
14	\$329,329.44	165,860.27	495,189.71	2,435,008.42
15	\$349,089.21	146,100.51	495,189.71	2,085,919.22
16	\$370,034.56	125,155.15	495,189.71	1,715,884.65
17	\$392,236.63	102,953.08	495,189.71	1,323,648.02
18	\$415,770.83	79,418.88	495,189.71	907,877.19
19	\$440,717.08	54,472.63	495,189.71	467,160.11
20	\$467,160.11	28,029.61	495,189.71	(0.00)

Loan Calculator
Long Term Debt
2024/25

Interest Rate	6.0%
Term in years	20
Capital \$	5,885,440

Payment Schedule for Capital Works

	Principal	Interest	Total	Balance
Year				
1	\$159,993.08	\$353,126.40	513,119.48	5,725,446.92
2	\$169,592.66	\$343,526.82	513,119.48	5,555,854.26
3	\$179,768.22	\$333,351.26	513,119.48	5,376,086.03
4	\$190,554.32	\$322,565.16	513,119.48	5,185,531.72
5	\$201,987.58	\$311,131.90	513,119.48	4,983,544.14
6	\$214,106.83	\$299,012.65	513,119.48	4,769,437.31
7	\$226,953.24	\$286,166.24	513,119.48	4,542,484.07
8	\$240,570.43	\$272,549.04	513,119.48	4,301,913.63
9	\$255,004.66	\$258,114.82	513,119.48	4,046,908.97
10	\$270,304.94	\$242,814.54	513,119.48	3,776,604.03
11	\$286,523.24	\$226,596.24	513,119.48	3,490,080.80
12	\$303,714.63	\$209,404.85	513,119.48	3,186,366.17
13	\$321,937.51	\$191,181.97	513,119.48	2,864,428.66
14	\$341,253.76	\$171,865.72	513,119.48	2,523,174.90
15	\$361,728.99	\$151,390.49	513,119.48	2,161,445.91
16	\$383,432.72	\$129,686.75	513,119.48	1,778,013.19
17	\$406,438.69	\$106,680.79	513,119.48	1,371,574.50
18	\$430,825.01	\$82,294.47	513,119.48	940,749.49
19	\$456,674.51	\$56,444.97	513,119.48	484,074.98
20	\$484,074.98	\$29,044.50	513,119.48	(0.00)

Loan Calculator
Long Term Debt
2025/26

Interest Rate	6.0%
Term in years	20
Capital \$	1,463,550

Payment Schedule for Capital Works

	Principal	Interest	Total	Balance
Year				
1	\$39,785.96	\$87,813.00	127,598.96	1,423,764.04
2	\$42,173.12	\$85,425.84	127,598.96	1,381,590.93
3	\$44,703.50	\$82,895.46	127,598.96	1,336,887.42
4	\$47,385.71	\$80,213.25	127,598.96	1,289,501.71
5	\$50,228.86	\$77,370.10	127,598.96	1,239,272.85
6	\$53,242.59	\$74,356.37	127,598.96	1,186,030.27
7	\$56,437.14	\$71,161.82	127,598.96	1,129,593.12
8	\$59,823.37	\$67,775.59	127,598.96	1,069,769.75
9	\$63,412.77	\$64,186.19	127,598.96	1,006,356.98
10	\$67,217.54	\$60,381.42	127,598.96	939,139.44
11	\$71,250.59	\$56,348.37	127,598.96	867,888.85
12	\$75,525.63	\$52,073.33	127,598.96	792,363.22
13	\$80,057.17	\$47,541.79	127,598.96	712,306.06
14	\$84,860.59	\$42,738.36	127,598.96	627,445.46
15	\$89,952.23	\$37,646.73	127,598.96	537,493.23
16	\$95,349.36	\$32,249.59	127,598.96	442,143.87
17	\$101,070.33	\$26,528.63	127,598.96	341,073.54
18	\$107,134.55	\$20,464.41	127,598.96	233,938.99
19	\$113,562.62	\$14,036.34	127,598.96	120,376.38
20	\$120,376.38	\$7,222.58	127,598.96	-

SCHEDULES A, B, AND C
RATES AND CHARGES

SCHEDULE "A"
WINDSOR WEST HANTS WATER UTILITY

SCHEDULE OF RATES AND CHARGES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 July 2024)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.25 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the West Hants Water Utility of the Municipality of the District of West Hants.

1. **RATES:**

(a) <u>Base Charges</u>		<u>Quarterly</u>
Unmetered (based on 68 cm per quarter)		259.24
Size of Meter		
5/8"		79.22
3/4"		117.18
1"		193.10
1.5"		382.91
2"		610.68
3"		1,218.07
4"		1,901.39
6"		3,799.48
8"		6,836.44

(b) Consumption Rate \$ 2.65 per cubic meter

c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the District of West Hants, the Municipality of the County of Kings, and the Glooscap First Nation shall pay annually to the Utility for fire protection on or before September 30, 2024 the sum of \$1,434.006. The rate is based on 3 months at the existing rate and 9 months at the proposed rate.

The fire protection charge shall be apportioned among the Municipality of the District of West Hants, the Municipality of the County Kings, and the Glooscap First Nation based on the number of hydrants owned and operated by the Utility as of April 1, 2024 in each location.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT CONNECTION RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGE FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CUSTOMER ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The Customer Account Creation Fee includes the initial turn-on of the water service to the customer's providing it happens during regular working hours. If the customer requests the initial turn-on be done outside of regular working hours the fee shall be \$150.00 including the Customer Account Creation Fee.

9. CONNECTION FEE

The Utility shall charge a \$50.00 connection fee for turning water on at a customer's premises. If connection is outside of regular working hours, the charge is \$150.00.

10. DISCONNECTION FEE

There is no charge for turning off water to a customer's premises. A connection charge, as noted in Item # 9 above, shall apply when the water is turned on. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed at the customer's expense.

11. SPECIAL SERVICE CHARGE:

A minimum special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a requested service not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. The exact charge will be calculated based on the time and materials used by the Utility plus 30% for overhead and profit. The customer shall be informed if the charge will exceed the \$50.00 minimum prior to the service being provided.

12. DISHONoured PAYMENTS

The Utility shall charge a \$25.00 administration fee plus any additional bank charges for cheques or pre-authorized payments that have been dishonoured by the Customer's bank or other financial institution.

13. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to

A

keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

14. CHARGE FOR REVIEW OF DRAWINGS AND SPECIFICATIONS

The Utility shall levy a charge with any person requesting a review of Design Drawings and specifications for additions and or extensions to the Utility's system. The charge shall be \$1.00 per lineal foot (\$3.28 per lineal metre) for reviews undertaken by Utility Staff. If the services of an external Consulting Engineer is deemed necessary by the Utility the charge shall be the total amount paid to the Consulting Engineer plus 25% for the Utility to coordinate the review. Payment is due when the Design Drawings are approved by the Utility.

The Utility will undertake audit inspections of the water system including the building service connections. The applicant shall pay 2% of the construction cost estimate for inspection fees.

15. BULK WATER

Bulk water will be provided to water haulers who have been approved by the Utility at the designated location at a cost of \$8.58 per cubic metre or part thereof with a minimum charge of \$40.00. Such charge shall be rendered for each loading.

SCHEDULE "B"

WEST HANTS WATER UTILITY

SCHEDULE OF RATES AND CHARGES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2025)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.25 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the West Hants Water Utility of the Municipality of the District of West Hants.

1. **RATES:**

(a) <u>Base Charges</u>		<u>Quarterly</u>
Unmetered (based on 68 cm per quarter)		274.64
Size of Meter		
5/8"		86.05
3/4"		127.38
1"		210.03
1.5"		416.66
2"		664.63
3"		1,325.86
4"		2,069.75
6"		4,136.10
8"		7,442.27

(b) Consumption Rate \$ 2.77 per cubic meter

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the District of West Hants, the Municipality of the County of Kings, and the Glooscap First Nation shall pay annually to the Utility for fire protection on or before September 30, 2025 the sum of \$1,729,659.

The fire protection charge shall be apportioned among the Municipality of the District of West Hants, the Municipality of the County Kings, and the Glooscap First Nation based on the number of hydrants owned and operated by the Utility as of April 1, 2025 in each location.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE CONNECTION HYDRANT RATES

Per hydrant per year \$250.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGE FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CUSTOMER ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The Customer Account Creation Fee includes the initial turn-on of the water service to the customer's providing it happens during regular working hours. If the customer requests the initial turn-on be done outside of regular working hours the fee shall be \$150.00 including the Customer Account Creation Fee.

9. CONNECTION FEE

The Utility shall charge a \$50.00 connection fee for turning water on at a customer's premises. If connection is outside of regular working hours, the charge is \$150.00.

10. DISCONNECTION FEE

There is no charge for turning off water to a customer's premises. A connection charge, as noted in Item # 9 above, shall apply when the water is turned on. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed at the customer's expense.

11. SPECIAL SERVICE CHARGE:

A minimum special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a requested service not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. The exact charge will be calculated based on the time and materials used by the Utility plus 30% for overhead and profit. The customer shall be informed if the charge will exceed the \$50.00 minimum prior to the service being provided.

12. DISHONOURED PAYMENTS

The Utility shall charge a \$25.00 administration fee plus any additional bank charges for cheques or pre-authorized payments that have been dishonoured by the Customer's bank or other financial institution.

13. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to

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keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

14. CHARGE FOR REVIEW OF DRAWINGS AND SPECIFICATIONS

The Utility shall levy a charge with any person requesting a review of Design Drawings and specifications for additions and or extensions to the Utility's system. The charge shall be \$1.00 per lineal foot (\$3.28 per lineal metre) for reviews undertaken by Utility Staff. If the services of an external Consulting Engineer is deemed necessary by the Utility the charge shall be the total amount paid to the Consulting Engineer plus 25% for the Utility to coordinate the review. Payment is due when the Design Drawings are approved by the Utility.

The Utility will undertake audit inspections of the water system including the building service connections. The applicant shall pay 2% of the construction cost estimate for inspection fees.

15. BULK WATER

Bulk water will be provided to water haulers who have been approved by the Utility at the designated location at a cost of \$9.27 per cubic metre or part thereof with a minimum charge of \$40.00. Such charge shall be rendered for each loading.

SCHEDULE "C"

WEST HANTS WATER UTILITY

SCHEDULE OF RATES AND CHARGES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April 2026)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.25 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the West Hants Water Utility of the Municipality of the District of West Hants.

1. RATES:

(a) Base Charges

Quarterly

Unmetered (based on 68 cm per quarter)	279.88
Size of Meter	
5/8"	81.52
3/4"	120.54
1"	198.57
1.5"	393.66
2"	627.76
3"	1,252.05
4"	1,954.36
6"	3,905.24
8"	7,026.65

(b) Consumption Rate \$ 2.92 per cubic meter

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the District of West Hants, the Municipality of the County of Kings, and the Glooscap First Nation shall pay annually to the Utility for fire protection on or before September 30, 2026 the sum of \$1,760,699.

The fire protection charge shall be apportioned among the Municipality of the District of West Hants, the Municipality of the County Kings, and the Glooscap First Nation based on the number of hydrants owned and operated by the Utility as of the April 1, 2026 in each location.

For subsequent years, the annual public fire protection rate shall be based on the above or:

- a) the sum of 40.9% of Transmission and Distribution, Taxes and Depreciation expenses of the Utility, and 40.9% of the sum of the (Non-Operating Expenditures less the Non-Operating Revenue less Other Operating Revenue of the immediately preceding year), plus 10 % of all other expenses;
- b) whichever is the greater; and,
- c) the fire protection charge shall be apportioned among the Municipality of the District of West Hants, the Municipality of the County Kings, and the Glooscap First Nation based on the number of hydrants owned and operated by the Utility as of the April 1 of the year of the calculation.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$250.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$300.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the water service box, the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE CONNECTION HYDRANT RATES

Per hydrant per year \$250.00

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6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$60.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water Utility, at meter consumption rates.

7. CHARGE FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. CUSTOMER ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The Customer Account Creation Fee includes the initial turn-on of the water service to the customer's providing it happens during regular working hours. If the customer requests the initial turn-on be done outside of regular working hours the fee shall be \$150.00 including the Customer Account Creation Fee.

9. CONNECTION FEE

The Utility shall charge a \$50.00 connection fee for turning water on at a customer's premises. If connection is outside of regular working hours, the charge is \$150.00.

10. DISCONNECTION FEE

There is no charge for turning off water to a customer's premises. A connection charge, as noted in Item # 9 above, shall apply when the water is turned on. In the case where the shutting off is requested because there is no operable shut off valve serving the dwelling, an isolation valve must be installed at the customer's expense.

11. SPECIAL SERVICE CHARGE:

A minimum special service charge of \$50.00 (\$150.00 if such work is performed after regular working hours) shall be made to each customer receiving a requested service not provided for elsewhere in the schedules or the rules and regulations except for water service repairs requested by the Utility. The exact charge will be calculated based on the time and materials used by the Utility plus 30% for overhead and profit. The customer shall be informed if the charge will exceed the \$50.00 minimum prior to the service being provided.

12. DISHONoured PAYMENTS

The Utility shall charge a \$25.00 administration fee plus any additional bank charges for cheques or pre-authorized payments that have been dishonoured by the Customer's bank or other financial institution.

13. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

14. CHARGE FOR REVIEW OF DRAWINGS AND SPECIFICATIONS

The Utility shall levy a charge with any person requesting a review of Design Drawings and specifications for additions and or extensions to the Utility's system. The charge shall be \$1.00 per lineal foot (\$3.28 per lineal metre) for reviews undertaken by Utility Staff. If the services of an external Consulting Engineer is deemed necessary by the Utility the charge shall be the total amount paid to the Consulting Engineer plus 25% for the Utility to coordinate the review. Payment is due when the Design Drawings are approved by the Utility.

The Utility will undertake audit inspections of the water system including the building service connections. The applicant shall pay 2% of the construction cost estimate for inspection fees.

15. BULK WATER

Bulk water will be provided to water haulers who have been approved by the Utility at the designated location at a cost of \$9.43 per cubic metre or part thereof with a minimum charge of \$40.00. Such charge shall be rendered for each loading.

SCHEDULE D
RULES AND REGULATIONS

SCHEDULE “D”

WEST HANTS WATER UTILITY

SCHEDULE OF RULES AND REGULATIONS GOVERNING THE SUPPLY OF WATER AND WATER SERVICES (1 July 2024)

In these Rules and Regulations, unless the context otherwise requires, the expression:

“Municipality” means the West Hants Regional Municipality

“Utility” means the West Hants Regional Water Utility

“Customer” means a person, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations.

“Domestic Service” means the type of service supplied to the owner or their authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.

“Automated Meter Infrastructure (AMI)” means a system which uses radio frequency transmission technology for measuring individual customer’s water consumption at intervals of an hour or less and communicating such information at frequent intervals to the Utility.

“Commercial Service” means any service other than a domestic service as herein defined.

“Metered Rate Service” means that type of service charged for at metered rates and is supplied to all customers. All new customers shall be metered.

“Bulk Rate” means a metered or unmetered service charge based on a Schedule of Rates for Bulk Water Sales from a designated fill station.

“Encoder Receiver Transmitter (ERT)” means a device used to transmit data from a water meter to the Utility and is deemed to be part of such meter.

“Fire Department” means any fire department, as described in the Municipal Government Act, whose service area includes a portion of the Utility’s distribution system or any fire department responding under a mutual aid agreement and under the direction of a fire department whose service area they are in.

1. **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:

- a) the customer applying for and receiving approval for water service

- b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

A property owner who rents or leases a property or self-contained unit to a tenant or lessee shall be required to open an account for the provision of water at the property rented or leased;

- c) any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the amount of water utilized; and,
 - d) where service is supplied to a condominium unit, the Condominium Corporation in which the unit is situated, shall be deemed to be the customer of record and shall be liable for payment of the service bill for the condominium unit.
2. **DEPOSITS:** An applicant for service shall deposit with the Utility a sum of \$100.00. This deposit shall be held by the Utility as collateral security for the payment of the customer's bills but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all their liability to the Utility in respect of such service, the deposit shall be returned to them with interest based on the rate of interest obtained by the West Hants Regional Municipality on its surplus cash balances on deposit with its banker as of March 31 of each fiscal year.
3. **BILLING:** If an agreement/contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

The Utility charges the base rate for the entire year for seasonal customers. The quarterly base rate charge will apply for each quarter regardless of water turn-offs.

4. **REFUSAL OF SERVICE:** Service may be refused or suspended to any customer who has failed to discharge all of his liabilities to the Utility.
5. **PAYMENT OF BILLS:** Bills shall be rendered to each customer at intervals of approximately three months (quarterly) and shall be payable within 30 days after the date rendered. Bills are due on the billing date and bills not paid within 30 days after the billing date shall be subject to the interest charge as set out in the Schedule of Rates and Charges. The Utility shall charge a \$25.00 fee plus bank charges for cheques or pre-authorized payments that have been dishonored by the customer's bank or other financial institution.

6. **ADJUSTMENT OF BILLS:**

- (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.
- (b) Customer under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
- (c) Customer overbilled - In the event a customer has been billed in error for a service they did not receive, the Utility will reimburse such customer the amount billed to and paid by the customer, together with interest calculated as simple interest paid on savings accounts by the Utility's bank, respecting the period during which the customer was incorrectly billed by the Utility, such period not to exceed five years.

7. **METER READING:** In the case of metered service customers who are billed quarterly, meters shall be read in at least two of the four quarters annually, normally, the second and fourth, and, subject to Regulation 8, each billing for these quarters shall be based upon the meter reading with adjustment for any earlier estimated reading. The Utility may, at its option, estimate the readings in the alternate quarters based on the actual consumption from the previous quarter. In the case of metered service customers who are billed monthly, meters shall be read monthly.

8. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:**

- (a) Non-Commercial Customers: If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two consecutive billing periods. If an estimated bill is rendered for two consecutive billing periods, the Utility shall notify the customer that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
- (b) Commercial Customers: If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available

until the issue is resolved. The Utility shall notify the customer that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.

9. **SUSPENSION OF SERVICE FOR NON PAYMENT OF BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered. The customer shall pay the reconnection fee as set out in the Charges for Re-establishing Water Service in the Schedule of Rates and Charges when the suspension order is created. Service suspension can be delayed if approved payment arrangements have been made and the customer is in compliance with arrangements. Customers who fail to comply with the payment arrangements will not be approved for future arrangements.

In the event of a violation of these Regulations by a person or customer, including liabilities and obligations owed to the utility by any person or customer under a private contract for services entered into between the Utility and such person or customer, the Utility may refuse or immediately suspend service to such person or customer and may continue such refusal or suspension until the violation has been cured.

The Utility may, in considering the circumstances respecting a request to reconnect service, decline to reconnect such service outside Regular Working Hours where the service was disconnected as a result of a violation of these Regulations.

10. **WATER TO BE SUPPLIED BY METER:** Except where water is used for construction purposes from a hydrant under the supervision of the Utility and except as in these Regulations otherwise provided, all services other than those used exclusively for fire protection shall be metered. The Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.

Any building occupied by more than one tenant may have a separate meter with appropriate isolation valves for each tenant. With the Utility's approval, such a building shall be serviced by one meter, provided the landlord is the customer. The additional meters for individual tenants will only be allowed if in the landlord (building owner's) name, therefore the landlord is the customer of record (as per section 1.b).

A customer shall not sell unmetered water to any person without the written approval of the Utility.

When AMI becomes available to a customer, the Utility is authorized to require such customer to have an AMI meter installed for the metering of service. Where AMI is the standard meter in use, and an AMI meter is not installed, such customer will be subject to a charge of \$50.00 per read for the measurement of service by a meter which is required to be read manually and such meter will be read on a quarterly basis. Where a customer has water service measured by a meter using radio frequency technology to report meter reading to a receiving device, such customer cannot refuse replacement of such meter

with an AMI meter.

11. **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility. Each metered service shall have a stop device located at the property line or outside the building foundation wall of a premise where service is provided, as determined by the Utility, to permit control of such service. Each water service line shall be metered individually. A service connection to a meter shall be installed with a shut off valve on both sides of the meter, inside the building, to the satisfaction of and without expense to the Utility and as prescribed by the Utility.
12. **METER READERS:** Each meter reader shall be provided with an official identification, which they shall exhibit on request.
13. **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. If entry to the property on which such meter is located is required, the Utility shall notify the customer by registered mail and undertake its reasonable efforts to obtain a reading, and failing such arrangements being made despite its reasonable efforts, the Utility shall have the right to suspend service to any customer who refuses such access.
14. **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter and a related reading device. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and replaced and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

In the event of an alteration to a building to which water service is provided, the Customer shall be responsible, as required by the Utility, to relocate the meter inside the building and a meter reading device located on the exterior of the building, at the Customers expense to a location approved by the Utility.
15. **MASTER WATER METERS:** In circumstances where a customer or customers is or are, as the case may be, provided service by the Utility with multiple water meters, the Utility may supply, at its expense, a master meter and install such master meter in a location on such customer's premises in a manner approved by the Utility. A customer is liable to pay for water which passes through the meter measuring service to such customer, provided, however, that if the aggregate of the amounts of water passing through the meters of

individual customers is less than the amount of water passing through the master meter associated with the meters of such individual customers, the difference in cost of service obtained by subtracting the aggregate cost of metered water service measured by the meters of individual customers from the cost of metered water service measured by the master meter shall be shared equally among such individual customers. The Utility may suspend water service without notice to those individual customers who fail to pay their respective portion of the difference in cost of water service described therein. Customers receiving water service where there is a master meter providing service as described in this section are jointly and severally liable for all water passing through such master meter and for the minimum charges therefore as provided herein. The customer, or group of individual customers referred to in this section, as the case may be, is responsible for the distribution of water from the Utility's master meter to the properties of a customer or customers, and the Utility shall be under no obligation to install, maintain or replace any pipes, appliances, fixtures or other apparatus connected therewith.

16. **DAMAGE TO WATER METERS:** Each customer shall be responsible for the condition of the ERT and water meter installed on their service and shall protect it. They shall be liable for any damage to the water meter, ERT and related equipment, providing service to such customer's premises, resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter or the replacement of a meter seal either broken or removed illegally shall be paid by the customer. The cost shall be charged to the customer in the form of a bill consisting of the amount of the actual costs incurred (a \$50.00 minimum charge shall apply). If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid. Repetitive occurrences of damage to the meter or the illegal breaking or removal of the seal of the meter may result in the suspension of water services to that customer by the Utility. Where the Utility determines a customer is liable for damage, such customer shall pay to the Utility:

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|---------------------------|----------------------------|
| (i) Damaged ERT | \$80.00 |
| (ii) Wire to ERT cut | \$80.00 |
| (iii) Damaged water meter | market price/cost recovery |

17. **METER TESTING:** On the request to have their meter tested, the Utility may charge the sum of \$100.00 to defray, in part, the cost of making the test for meters up to one inch (1") in size. In the case of meters one-and-one-half inches (1 ½") and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one-and-one-half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.

18. **PLUMBING TO BE SATISFACTORY:** All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Building Code Act (Nova Scotia) and regulations of and be approved by the proper official of the Municipality and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied

the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Municipality and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility. Water service to a customer may be discontinued at any time if, in the opinion of the Utility, the water meter measuring such service is in a dirty, unsanitary or inaccessible place.

19. **REMOTE REGISTERING WATER METERS:** When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, their agents or members of their family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a 40-day written demand for the payment, to disconnect the water service to the customer.
20. **CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION:**
 - (a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.
 - (b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customers sole cost and expense, to install at any point on the customer's water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.
 - (c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of their employer, and the tester's license number.
 - (d) Installation, maintenance, field-testing and selection of all BFP devices shall fully

conform to the latest revision of CSA B64.10 and CSA B64 series

- (e) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:
 - (i) suspend water service to such person, or
 - (ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such person.
- 21. **ALTERNATE WATER SUPPLY PROHIBITED:** Connection of any customer's installation served by the Utility to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.
- 22. **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
- 23. **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets for supplying ships, etc., which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
- 24. **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall customer sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
- 25. **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than three-quarter inch (3/4") in diameter shall be laid for any service.

The installation of the service pipe from the main in the street to the right of way including all required fittings, tapping into the water main, excavation for the laying of the service pipe, backfilling and replacement of the street and sidewalk surfaces shall be paid for by the Applicant.

The excavation may be the same excavation as is used for the sewer service pipe

providing the minimum horizontal and vertical separation between the water and sewer pipes can be obtained. If the separation distances cannot be obtained a separate excavation for the water service pipe shall be provided. In either case the excavation and backfilling and replacement of the street and sidewalk surfaces is to be provided by the applicant without cost to the Utility.

The cost of the complete construction from the street line to the premises shall be paid by the customer.

For services larger than three quarters (3/4") the whole cost shall be borne by the customer.

Should any person make application for more than one service to their premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Utility and shall be inspected by the official recognized by the Utility prior to being backfilled.

When a service has been installed without objection from the customer as to the location of the same, no subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

Each water service connection shall be individually metered.

In the event of a change of the use of such premises, including by way of rezoning, re-subdivision, condominium conversion or otherwise, where such use would result in an increased occupancy of the premises, the owner of such premises shall apply to the Utility to request the use of the existing service connection or new connections suitably sized to provide the increased demand required, pursuant to which application:

- (i) The applicant may be required to provide a hydraulic analysis of the proposed water use and existing system to determine the suitability of the service for the new use, subject to the Utility in its sole discretion, determining whether existing service connections are not suitable;
- (ii) All such service connections shall be installed at the owner's expense, from the main water line in the public street or right of way to the applicant's premises, such installation to be in accordance with, West Hants Municipal Services Specifications Manual, the Building Code Act, R.S.N.S. 1989, c46 and regulations made under the authority of that Act and to the satisfaction of the Utility.

When a water service connection is abandoned or is to be abandoned, the Utility may require the owner of the property serviced by such water service connection to, at its expense, cap off such water service connection at the water main or as otherwise prescribed by the Utility.

The Utility may require the owner referred to in this section to provide either a maintenance bond in the amount of \$10,000 per residential Water Service Connection

and \$20,000 per Industrial, Commercial or Institutional (ICI) Water Service Connection, or a certified cheque payable to the Utility to ensure performance of such abandonment.

Where an owner fails to carry out an abandonment referred to in section within six months of notice to the Utility, the Utility shall be entitled to negotiate the maintenance bond or certified cheque, as the case may be, without notice to the owner, and apply the proceeds to the cost of completing such abandonment, together with other costs related thereto, and the balance of the proceeds, if any shall be returned to the owner without interest.

Where an application for a service connection is submitted to the Utility with a building permit for a construction project with a value greater than \$100,000, or where a property is being redeveloped, and the service connection is 30 years of age or older, the owner shall install a replacement or new service connection at the owner's expense and in accordance with the Utility's design specifications.

26. **REPAIRS TO SERVICES:** If a leak or other trouble occurs in the service line, it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the property line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at their expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at their expense.

The Utility may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Utility to do such work shall deposit with the Utility a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of their service pipe and, after being notified of same, they refuse or unduly delay to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

27. **DEPOSITS IN ADVANCE:** Whenever a customer requests the Utility to do work for which they are required to pay and the Utility agrees to do the work, they shall deposit with the Utility, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work or execute an agreement to pay the actual cost. When the actual cost is determined, an adjustment in the payment shall be made. Regular service shall not be established by the Utility until all charges are paid in full. Installations shall be made in accordance with the West Hants Regional Water Utility specifications and be subject to inspection by the Utility's engineer or Utility's employees prior to water service being made available.

28. **PIPE INSTALLATION:** The Utility shall not be required to install pipe in any short term or seasonal conditions which, in its opinion, are not suitable for such installations and under which the Utility cannot guarantee a free flow of water and or water quality, in service pipes.

29. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations. Any unauthorized connection shall be subject to removal by the Utility. The cost of the removal, including labour and materials and an estimate of the water used together with a \$400 service charge shall be paid by those who made the unauthorized connection.
30. **THEFT OF SERVICE:** The Utility may impose penalties in addition to charges for service approved by these Regulations for each unauthorized Water Service Connection, as follows:
- | | |
|--|----------|
| (i) First incident | \$300.00 |
| (ii) Second incident, and each incident thereafter | \$750.00 |
31. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.
32. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service. A customer is solely responsible for the maintenance, repair and replacement of all privately owned fire protection systems, including fire protection plumbing, valves, sprinklers, hydrants and related appurtenances.
33. **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.
34. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the fire department engaged in the work of such department, from using any hydrant or other source of water supply designated by the Utility for fire protection purposes.
35. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
36. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation

has been removed.

37. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The Utility shall supervise the installation of same. If requested by an applicant and subject to the applicant having applied for and received all approvals, a metered service pipe may be connected to the fire protection service pipe outside the serviced premises provided such metered service pipe is fitted with a shutoff valve approved by the Utility. Discharge of water from fire protection systems for maintenance purposes shall be in accordance with these Regulations. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the latest edition of the West Hants Regional Municipality's Design and Construction Standards pursuant to the West Hants Regional Municipality's Subdivision By-law.

38. **FIRE HYDRANT FLOW TESTING:** The Utility may, upon request, attend a site to operate the Water System for the purpose of facilitating fire hydrant flow testing. Where a person or company has made a request and the Utility grants approval pursuant to this section such person or company shall:

(a) Pay for all traffic control expenses, as deemed necessary by the Utility; and

(b) Pay the Utility the cost of having Utility staff attend as follows:

- | | |
|--|---------------------|
| (i) One Utility staff attending: | \$300 |
| (ii) Two Utility staff attending: | \$600 |
| (iii) More than two Utility staff attending: | cost-recovery basis |

(c) The Utility is not obligated to provide equipment or materials required for testing it is solely the responsibility of the person/company requesting the service.

39. **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the customer's side of the meter, a pressure reducing valve of a type satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.

40. **PRESSURE RELIEF VALVES:** Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 39, the customer shall, for their own safety and protection, install on their hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
41. **EXTENSIONS:** When the provisions of the Municipal Government Act SNS 1998, c18 and the regulations made thereunder apply, the Utility may, at the request of the subdivider or owner, accept any water line constructed in accordance with the latest revision of the West Hants Regional Municipality's Design and Construction Standards / Specifications and in accordance with the applicable Subdivision By-law of the West Hants Regional Municipality without charge to the Utility or payment to the subdivider or owner, if:
- (a) the Utility has made periodic inspections during construction;
 - (b) the water line meets the standards and specifications of the Utility;
 - (c) the water line had passed all tests required by the Utility; and
 - (d) the owner has tendered to the Utility a conveyance of the same together with an easement when the water line is not located on the public street of the Municipality.
42. **SALE OF BULK WATER:** The Utility may allow a person to have access to bulk fill water stations in accordance with the fees, consumption rates and access card use as follows:
- (a) The first set-up fee is \$60.00 with an annual inspection fee of \$50.00 that will be charged for each vehicle equipped for access to the bulk fill stations.
 - (b) Vehicles accessing a designated bulk fill station shall be inspected and approved by the Utility on an annual basis, beginning April 1, as part of its permitting process.
 - (c) Consumption rates for water accessed through the bulk fill stations are in accordance with the Schedule of Rates and Charges.
 - (i) Bulk fill station account:
 - i. Bulk fill station accounts will be pre-loaded in specific dollar amounts and will be recorded as deferred revenue.
 - ii. Individual accounts and personal identification numbers (PIN) will be assigned to each vehicle and a key fob to use the station to access water.
 - iii. When an account is closed by an authorized user any outstanding balance will be refunded to such user.
 - iv. Consumption charges will be deducted from an account based on the volume of water sold by the rate structure authorized by these Regulations.
 - (d) Designated bulk fill station procedures in the Utility shall be adhered to at all times by authorized users as a condition of retaining such permit.

- (i) Failure to follow the permitting requirements set out in this section shall result in termination of a designated bulk fill station permit.

(e) The Utility reserves the right to control flow rates at each designated fill station.

- 43. **WATER CONSERVATION DIRECTIVES:** The Utility may issue conservation of water directives to its customers, if in the opinion of the Utility, such directives are required to permit the Utility to provide reliable continuous water service to all customers served by the Utility. During such times as these directives are in force, customers who do not comply with the directives may have their water service suspended until such time as they agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. Such customers shall be required to pay the Charge for Re-establishing Water Service as laid out in the approved Schedule of Rates for the Utility.
- 44. **CURB STOP/CONTROL VALVE SERVICE BOX:** The curb stop/control valve service box housing the customer's control valve shall be exposed for access by the Utility at all times. The Utility requires all curb stop/control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of a customer's water meter. Any adjustment of the service box or valve box is the responsibility of the customer.

The customer shall ensure the curb stop/control valve service box and/or the valve box is exposed at all times. In the event that the curb stop/control valve service box is buried, paved over, backfilled or damaged as a result of carelessness, willful obstruction or any other occurrence that, in the opinion of the Utility, results in the requirement for the Utility to expose, re-expose, adjust or repair the curb stop /control valve service box, it shall be at the customer's expense. The Utility may undertake such activities as it deems necessary to gain access to the premises curb stop/control valve service box without expense to the Utility. When such action is undertaken, the reinstatement of the road, right-of-way, driveway, sidewalk, curb or landscape will be charged back to the customer if such activity is undertaken by the Utility.

Combined WWH Sewer Rate Study

Sewer Rate Model

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

04-Jan-24

INPUTS REQUIRED FOR RATE CALCULATION

The following Inputs are required

Table 1-1

(a)	Assumed Inflation Rate	3%	Per Year
(b)	Current Year	2022/23	
	Test Years	2023/24	
		2024/25	
		2025/26	
		2026/27	
(c)	Estimated Annual Growth Rate	0.00%	
(d)	Estimated Unmetered Production Rate	23	cubic meters per month
(e)	Number of Customers by Class/Meter Size for Current Year		
	Unmetered	124	15
	15mm - 5/8"	3832	
	19 mm - 3/4"	55	
	25 mm - 1"	48	
	37 mm - 1.5"	19	
	50 mm - 2"	35	
	75 mm - 3 "	6	
	100 mm - 4"	4	
	150 mm - 6"	0	
	200 mm - 8"	0	
(f)	Estimated Decrease in Consumption per customer from previous year		
	Year	Decrease (%)	
	2023	1%	
	2024	1%	
	2025	1%	
	2026	1%	
	2027	1%	
(f)	Effluent Flow by Customer Class/Meter Size for Current Year		
	(cubic meters)		
	Unmetered	16,120	
	15mm - 5/8"	525,812	
	19 mm - 3/4"	26,680	
	25 mm - 1"	32,694	
	37 mm - 1.5"	30,080	
	50 mm - 2"	157,997	
	75 mm - 3 "	27,066	
	100 mm - 4"	30,068	
	150 mm - 6"	0	
	200 mm - 8"	0	
	Credit for water that is not sent to Sewer	-	
(g)	Long Term Interest Rate on Borrowing	6.00%	

Table 2-1

04-Jan-24

Combined WWH Sewer Rate Study Comparative Statement of Operations Fiscal Years ending March 31st						
	2021/22 (Actual)	2022/23 (Actual)	2023/24 (Projected)	Projection Using Current Rates		
				2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
OPERATING REVENUES						
WEST HANTS						
Sewer Rate West Hants	1,183,918	1,186,564	1,193,994	1,201,424	1,208,854	1,216,284
Other revenue - West Hants	3,049	0	3,286	3,385	3,486	3,591
WINDSOR						
Sewer Rate	960,331	959,968	1,030,000	1,030,000	1,030,000	1,030,000
Leachate Treatment Revenue		0	39,500	45,500	56,000	59,000
West Hants Treatment Revenue		0	0	0	0	0
Other Revenue	3,887	4,000	4,000	4,000	4,000	4,000
Total	2,151,185	2,150,532	2,270,780	2,284,308	2,302,340	2,312,874
OPERATING EXPENDITURES						
Sewage Collection	20,744	64,500	69,500	71,585	73,733	75,945
Sewage Lift Stations	153,198	134,771	155,587	164,688	171,317	178,421
Sewage Treatment West Hants	109,503	106,000	121,150	127,231	131,048	134,979
Sewage Treatment - Lagoon Drive	99,812	84,830	89,160	93,780	96,731	99,633
Sewage Treatment - Wentworth Road	61,229	61,814	78,250	81,796	84,678	87,218
Administration and General	989,701	1,006,489	1,001,703	1,024,598	1,055,810	1,089,324
Capital Reserve Contribution Windsor	0	180,444	216,687	281,706	354,083	381,951
Capital Reserve Contribution West Hants	253,224	340,305	361,945	412,868	484,120	539,691
Taxes		0	0	0	0	0
Total	1,687,411	1,979,153	2,093,982	2,258,251	2,451,519	2,587,163
OPERATING PROFIT (LOSS)	463,774	171,379	176,798	26,057	-149,179	-274,289
NON-OPERATING REVENUES						
Interest and other income	0	0	0	0	0	0
Contract Services	0	0	0	0	0	0
Sludge Handling	0	0	0	0	0	0
Transfer from Depreciaton Fund	0	0	0	0	0	0
Other - Capital Reserve Reduction	0	0	0	0	0	0
Total	0	0	0	0	0	0
NON-OPERATING EXPENDITURES						
WEST HANTS						
Principal on Existing Debt	91,667	91,667	108,867	108,867	156,137	156,137
Interest on Existing Debt	19,022	26,290	13,278	13,278	15,479	15,479
New Debt - Principal (Current Year)		0	0	0	0	0
New Debt - Interest (Current Year)		0	0	0	0	0
New Debt - Principal (Test Year 1)			0	0	0	0
New Debt - Interest (Test Year 1)			0	0	0	0
New Debt - Principal (Test Year 2)				0	0	0
New Debt - Interest (Test Year 2)				0	0	0
New Debt - Principal (Test Year 3)					-	-
New Debt - Interest (Test Year 3)					-	-
New Debt - Principal Test Year 4)						-
New Debt - Interest (Test Year 4)						-
Capital out of Revenue -Sewer Equipment	0	0	0	0	0	0
Capital out of Revenue - Sewer Renewal	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total West Hants	110,689	117,957	122,145	122,145	171,616	171,616
WINDSOR						
Principal on Existing Debt - Windsor	241,729	253,648	210,950	260,293	368,293	368,293
Interest on Existing Debt - Windsor	112,584	104,420	97,264	99,562	104,586	104,586
New Debt - Principal and Interest			35,669	35,669	35,669	35,669
New Debt - Principal and Interest				109,344	109,344	109,344
New Debt - Principal and Interest					266,087	266,087
New Debt - Principal and Interest						120,757
Short Term Borrowing						
Capital out of Revenue	0	0	0	8,500	10,000	9,000
Other	0	0	0	0	0	0
Total	465,002	476,025	466,028	635,513	1,065,595	1,185,352
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-1,228	-304,646	-289,231	-609,456	-1,214,774	#####

Revenue Required

04-Jan-24

Table 3-1

Combined WWH Sewer Rate Study Statement of Operating Expenditures and Revenue Requirements					
	2022/23 (Actual)	2023/24 (Projected)	2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
OPERATING EXPENDITURES					
Sewage Collection	64,500	69,500	71,585	73,733	75,945
Sewage Lift Stations	134,771	155,587	164,688	171,317	178,421
Sewage Treatment West Hants	106,000	121,150	127,231	131,048	134,979
Sewage Treatment - Lagoon Drive	84,830	89,160	93,780	96,731	99,633
Sewage Treatment - Wentworth Road	61,814	78,250	81,796	84,678	87,218
Administration and General	1,006,489	1,001,703	1,024,598	1,055,810	1,089,324
Capital Reserve Contribution Windsor	180,444	216,687	281,706	354,083	381,951
Capital Reserve Contribution West Hants	340,305	361,945	412,868	484,120	539,691
Taxes	0	0	0	0	0
Total	1,979,153	2,093,982	2,258,251	2,451,519	2,587,163
ADD NON-OPERATING EXPENDITURES					
Non-Operating Expenditures - WEST HANTS	117,957	122,145	122,145	171,616	171,616
Debt Charges - Principal	253,648	210,950	260,293	368,293	368,293
Debt Charges - Interest	104,420	97,264	99,562	104,586	104,586
New Debt - Principal and Interest	0	35,669	35,669	35,669	35,669
New Debt - Principal and Interest	0	0	109,344	109,344	109,344
New Debt - Principal and Interest	0	0	0	266,087	266,087
New Debt - Principal and Interest	0	0	0	0	120,757
Short Term Borrowing	0	0	0	0	0
Capital out of Revenue	0	0	8,500	10,000	9,000
Other	0	0	0	0	0
Total	476,025	466,028	635,513	1,065,595	1,185,352
LESS NON-OPERATING REVENUES					
Interest and other income	0	0	0	0	0
Contract Services	0	0	0	0	0
Sludge Handling	0	0	0	0	0
Transfer from Depreciation Fund	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0
LESS OTHER OPERATING REVENUE					
Leachate Treatment Revenue	0	39,500	45,500	56,000	59,000
	0	0	0		0
Interest and Other Income	0	0	0	0	0
Other Revenue	4,000	7,286	7,385	7,486	7,591
Total	4,000	46,786	52,885	63,486	66,591
REVENUE REQUIRED FROM CUSTOMERS	2,451,178	2,513,225	2,840,879	3,453,628	3,705,924

Table 4-1

04-Jan-24

Combined WWH Sewer Rate Study Statement of Operating Expenditures					
	2022/23 (Actual)	2023/24 (Projected)	2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
SEWAGE COLLECTION SYSTEM					
WEST HANTS					
Pipe Maintenance	20,000	20,000	20,600	21,218	21,855
Operational Expense	3,500	3,500	3,605	3,713	3,825
Other	0	0	0	0	0
SUB-TOTAL WH SEWAGE COLLECTION	23,500	23,500	24,205	24,931	25,679
WINDSOR					
Pipe Maintenance	6,500	6,500	6,695	6,896	7,103
Operational Expenses	6,000	5,000	5,150	5,305	5,464
Maintenance - Manhole Structure	3,500	4,500	4,635	4,774	4,917
Outside Contract Work	25,000	30,000	30,900	31,827	32,782
Other	0	0	0	0	0
SUB-TOTAL WINDSOR SEWAGE COLLECTION	41,000	46,000	47,380	48,801	50,265
TOTAL WWH COLLECTION SYSTEM	64,500	69,500	71,585	73,733	75,945
SEWAGE LIFT STATIONS					
WEST HANTS					
Insurance	8,321	9,937	11,428	13,142	15,113
Power	28,000	49,000	52,430	54,003	55,623
Maintenance	41,000	40,000	41,200	42,436	43,709
Portable Generator	0	0	0	0	0
Other	0	0	0	0	0
SUB-TOTAL WEST HANTS SEWAGE LIFT STATIONS	77,321	98,937	105,058	109,581	114,445
WINDSOR					
Insurance	1,950	2,300	2,645	3,042	3,521
Power	2,500	2,500	2,575	2,652	2,732
Maintenance	31,500	25,100	26,857	27,663	28,493
Stock Items	21,000	26,000	26,780	27,583	28,411
Portable Generator	500	750	773	796	820
Other	0	0	0	0	0
SUB-TOTAL WINDSOR SEWAGE LIFT STATIONS	57,450	56,650	59,630	61,736	63,976
TOTAL PUMPING STATIONS	134,771	155,587	164,688	171,317	178,421
SEWAGE TREATMENT					
WEST HANTS					
Power	50,000	61,150	65,431	67,394	69,416
Sewage Treatment Fee	6,000	10,000	10,300	10,609	10,927
Operational Expense	50,000	50,000	51,500	53,045	54,636
Other	0	0	0	0	0
SUB-TOTAL WEST HANTS SEWAGE TREATMENT	106,000	121,150	127,231	131,048	134,979
WINDSOR					
WINDSOR TREATMENT- LAGOON DRIVE					
Water/Sewer Charges - Lagoon Drive	550	550	567	583	601
Power - Lagoon Drive	56,000	45,610	48,803	50,267	51,775
Chemical Supplies - Lagoon Drive	11,000	25,000	25,750	26,523	27,318
Insurance - Lagoon Drive	780	1,000	1,150	1,323	1,363
Operation Expenses - Lagoon Drive	6,500	7,000	7,210	7,426	7,649
Maintenance - Lagoon Drive	10,000	10,000	10,300	10,609	10,927
Other Costs - Lagoon Drive	0	0	0	0	0
SUB-TOTAL WINDSOR TREATMENT LAGOON DRIVE	84,830	89,160	93,780	96,731	99,633
WINDSOR					
SEWAGE TREATMENT - WENTWORTH ROAD					
Water/Sewer Charges - Wentworth Road	8,500	8,500	8,755	9,018	9,288
Power - Wentworth Road	8,500	20,650	22,096	22,759	23,442
Insurance - Wentworth Road	2,314	3,100	3,565	4,100	4,223

Operation Expenses - Wentworth Road	7,500	11,000	11,330	11,670	12,020
Equipment Maintenance - Wentworth Road	35,000	35,000	36,050	37,132	38,245
Other Costs - Wentworth Road	0	0	0	0	0
SUB-TOTAL TREATMENT WENTWORTH ROAD	61,814	78,250	81,796	84,678	87,218
ADMINISTRATION AND GENERAL					
WEST HANTS					
Salary	251,700	271,700	279,645	288,034	296,675
Employer share Benefits	41,650	51,500	53,045	54,636	56,275
Mileage and Expenses	750	750	773	796	820
Training and Development	2,500	3,500	3,605	3,713	3,825
Telephone	2,000	2,000	2,266	2,334	2,404
Mandated Communications	500	0	0	0	0
Adminsitration Fee	69,520	81,654	84,104	86,627	89,226
Public Works Cost Distribution	19,000	19,000	19,570	20,157	20,762
Computer & Asset Management	8,500	6,500	6,695	6,896	7,103
Insurance	3,183	4,400	4,532	4,668	6,648
Fleet Maintenance	18,100	19,000	19,570	20,157	20,762
Fleet Fuel	14,200	24,000	24,720	25,462	26,225
Other	5,000	5,000	5,150	5,305	5,464
Professional Services	10,800	10,000	6,000	6,180	6,365
Capital Out of Revenue	0	0		0	0
Treatment Plant Kings County	95,600	95,600	98,468	101,422	104,465
Treatment Plant Windsor	60,000	0	0	0	0
LESS Treatment Plant Windsor	0	0	0	0	0
SUB-TOTAL WEST HANTS ADMIN AND GENERAL	603,003	594,604	608,143	626,387	647,019
WINDSOR					
Salary	238,300	222,500	229,175	236,050	243,132
Employer Share Benefits	41,100	42,600	43,878	45,194	46,550
Mileage & Expenses	600	600	618	637	656
Training and Development	2,000	3,000	3,090	3,183	3,278
Telephone	500	900	927	955	983
Administration Fee	51,436	61,560	63,407	65,309	67,268
PW Cost Distribution	19,000	19,000	19,570	20,157	20,762
Computer & Asset Management	8,500	6,500	6,695	6,896	7,103
Insurance	3,500	3,439	3,955	4,548	4,684
Equipment Maintenance	7,000	9,000	9,270	9,548	9,835
Equipment	5,000	5,000	5,150	5,305	5,464
Fleet Maintenance	8,500	8,500	8,755	9,018	9,288
Fleet Fuel	8,000	15,000	15,450	15,914	16,391
Other	750	500	515	530	546
Professional Services	9,300	9,000	6,000	6,180	6,365
Other	0	0	0	0	0
SUB-TOTAL WINDSOR ADMIN AND GENERAL	403,486	407,099	416,455	429,423	442,305
TOTAL WWH ADMINISTRATION AND GENERAL	1,006,489	1,001,703	1,024,598	1,055,810	1,089,324

04-Jan-24

Table 6-1

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2022/23				
	Planned Capital Spending Program	Estimated Average Life in Years	Depreciation Rate	Annual Depreciation
	Capital Reserve Rate at the beginning of the Year			2,149,036
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	0	50	0.02	0
Wastewater Treatment Plant	0	25	0.04	0
Other Wastewater Structures	0	25	0.04	0
Other Wastewater Structures	0	25	0.04	0
Equipment				0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	63,000	20	0.05	3,150
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	0	5	0.200	0
Lift Station Upgrade	40,000	20	0.05	2,000
Collection Mains & Manholes Equipment	30,000			0
Other - SCADA	0	10	0.1000	0
Other Equipment	0	10	0.1000	0
Collection System				
Forcemain	0	50	0.02	0
Mains	319,500	75	0.0133	4,260
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Other	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	552,500			13,810
Source of Funding				
			Reserve Fund Balance	2,149,036
External Funding	0		Contribution to Reserve Fund in Current Year	520,749
Capital Reserve	532,500		Reserve Fund Expenditure in Current Year	-532,500
Customers (services)	20,000			
Long Term Debt	0		Reserve Fund Fund Balance	2,137,285
Capital from Revenue	0			
TOTAL	552,500			

Table 6-2

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2023/24				
	Planned Capital Spending Program		Capital Cost Contribution by Others	Net Capital Cost
	Capital Reserve Rate at the beginning of the Year			520,749
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	15,000	20	0.05	750
Power and Pumping Structures	80,000	30	0.03	2,667
Wastewater Treatment Plant	50,000	25	0.04	2,000
Wastewater Treatment Plant	42,000	20	0.05	2,100
Other Wastewater Structures	0	25	0.04	0
Other Wastewater Structures	0	25	0.04	0
Equipment				0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	50,000	20	0.05	2,500
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	25,000	5	0.200	5,000
Lift Station Upgrade	50,000	20	0.05	2,500
Collection Mains & Manholes Equipment	0			0
Other Generator	140,000	10	0.1000	14,000
Other SCADA & Electrical	42,000	10	0.1000	4,200
SCADA	30,000	7	0.1429	4,286
Collection System				
Forcemain	0	50	0.02	0
Mains	1,011,060	75	0.0133	13,481
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Other	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	1,635,060			57,883
Source of Funding				
External Funding	0	Reserve Fund Balance		2,137,285
Capital Reserve	1,205,938	Contribution to Reserve Fund in Current Year		578,632
Customers (services)	20,000	Reserve Fund Expenditure in Current Year		-1,205,938
Long Term Debt	409,122	Reserve Fund Fund Balance		1,509,979
Capital from Revenue	0			
TOTAL	1,635,060			

Table 6-3

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2024/25				
	Planned Capital Spending Program		Capital Cost Contribution by Others	Net Capital Cost
	Capital Reserve Rate at the beginning of the Year			578,632
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	40,000	50	0.02	800
Wastewater Treatment Plant	0	25	0.04	0
Other Sludge Drying Bed	336,440	25	0.04	13,458
Other Treatment Equipment	158,500	20	0.05	7,925
Equipment				0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	8,500	25	0.04	340
Treatment Equipment	40,000	20	0.05	2,000
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	283,390	5	0.20	56,678
Tools and Work Equipment	15,000	5	0.200	3,000
Lift Station Upgrade	40,000	20	0.05	2,000
Collection Mains & Manholes Equipment	0	10	0.10	0
Other SCADA	30,000	10	0.1000	3,000
Other SCADA	30,000	7	0.1429	4,286
Other Equipment	0	10	0.1000	0
Collection System				
Forcemain	0	50	0.02	0
Mains	1,354,190	75	0.0133	18,056
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Other	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	2,436,020			115,942
Source of Funding				
			Reserve Fund Balance	1,509,979
External Funding	0		Contribution to Reserve Fund in Current Year	694,574
Capital Reserve	1,153,357		Reserve Fund Expenditure in Current Year	-1,153,357
Customers (services)	20,000			
Long Term Debt	1,254,163		Reserve Fund Fund Balance	1,051,196
Capital from Revenue	8,500			
TOTAL	2,436,020			

Table 6-4

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2025/26				
	Planned Capital Spending Program		Capital Cost Contribution by Others	Net Capital Cost
	Capital Reserve Rate at the beginning of the Year			694,574
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	0	50	0.02	0
Wastewater Treatment Plant	0	40	0.03	0
Other Wastewater Structures	600,000	25	0.04	24,000
Other Treatment Equipment	3,100,000	50	0.02	62,000
Equipment	0			0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	695,000	20	0.05	34,750
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	0	5	0.200	0
Lift Station Upgrade	35,000	20	0.05	1,750
Collection Mains & Manholes Equipment	0	20	0.05	0
Other SCADA	0	10	0.1000	0
Other Equipment	0	10	0.1000	0
Collection System				
Forcemain	0	50	0.02	0
Mains	1,254,600	75	0.0133	16,728
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Lagoon Drive STP Sludge Removal	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	5,784,600			143,628
Source of Funding				
			Reserve Fund Balance	1,051,196
External Funding	1,550,000		Contribution to Reserve Fund in Current Year	838,202
Capital Reserve	1,152,600		Reserve Fund Expenditure in Current Year	-1,152,600
Customers (services)	20,000			
Long Term Debt	3,052,000		Reserve Fund Fund Balance	736,799
Capital from Revenue	10,000			
TOTAL	5,784,600			

Table 6-5

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2026/27				
	Planned Capital Spending Program		Capital Cost Contribution by Others	Net Capital Cost
		Capital Reserve Rate at the beginning of the Year		838,202
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	0	50	0.02	0
Wastewater Treatment Plant	0	25	0.04	0
Other Wastewater Structures	0	25	0.04	0
Other Treatment Equipment	1,008,500	20	0.05	50,425
Equipment				0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	44,000	20	0.05	2,200
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	15,000	5	0.200	3,000
Lift Station Upgrade	35,000	20	0.05	1,750
Collection Mains & Manholes Equipment	0			0
Other Equipment	0	10	0.1000	0
Other Equipment	0	10	0.1000	0
Collection System				
Forcemain	0	50	0.02	0
Mains	1,624,850	75	0.0133	21,665
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Other	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	2,827,350			83,440
Source of Funding				
		Reserve Fund Balance		736,799
External Funding	500,000	Contribution to Reserve Fund in Current Year		921,642
Capital Reserve	913,280	Reserve Fund Expenditure in Current Year		-913,280
Customers (services)	20,000			
Long Term Debt	1,385,070	Reserve Fund Fund Balance		745,161
Capital from Revenue	9,000			
TOTAL	2,827,350			

Leachate Treatment Charge

04-Jan-24

Total Flow combined System

Effluent into all Plants	846,036	cubic meters	
Effluent into plant from Windsor	0	cubic meters	
Effluent into plant - TMP and Wentworth	-	cubic meters	
Leachate Flow	38,503	cubic meters	(38,503 tonnes)
Total Effluent flow into STP	884,539	cubic meters	
Percent of Effluent from Leachate	4.4%		

Flow to Treatment Plant only

Effluent into plant from Windsor	381,817	cubic meters	
Effluent into plant - TMP and Wentworth	169,583	cubic meters	
Leachate Flow	38,503	cubic meters	(38,503 tonnes)
Total Effluent flow into STP	589,903	cubic meters	
Percent of Effluent from Leachate	6.5%		

Table 7-1

Combined WWH Sewer Rate Study Allocation of Leachate Treatment Charge 2023/24				
	Revenue	Service	Leachate Flow	Leachate Treatment
OPERATING EXPENDITURES	Required	Allocation	Allocation	Charge
Sewage Collection	69,500	0.0%	4.4%	-
Sewage Lift Stations	155,587	25.0%	4.4%	1,693
Sewage Treatment West Hants	121,150	100.0%	4.4%	5,331
Sewage Treatment - Lagoon Drive	89,160	100.0%	4.4%	3,923
Sewage Treatment - Wentworth Road	78,250	100.0%	4.4%	3,443
Administration and General	1,001,703	25.0%	4.4%	10,901
Capital Reserve Contribution Windsor	216,687	50.0%	6.5%	7,042
Capital Reserve Contribution West Hants	361,945	0.0%	0.0%	-
Taxes	0	0.0%	0.0%	-
Non Opt Expenditures less Non Opt Revenue	419,242	40.0%	4.4%	7,300
TOTAL	2,513,225			39,633

Table 7-2

Combined WWH Sewer Rate Study Allocation of Leachate Treatment Charge 2024/25				
	Revenue	Service	Leachate Flow	Leachate Treatment
OPERATING EXPENDITURES	Required	Allocation	Allocation	Charge
Sewage Collection	71,585	0.0%	4.4%	-
Sewage Lift Stations	164,688	25.0%	4.4%	1,792
Sewage Treatment West Hants	127,231	100.0%	4.4%	5,538
Sewage Treatment - Lagoon Drive	93,780	100.0%	4.4%	4,082
Sewage Treatment - Wentworth Road	81,796	100.0%	4.4%	3,560
Administration and General	1,024,598	25.0%	4.4%	11,150
Capital Reserve Contribution Windsor	281,706	50.0%	6.5%	9,155
Capital Reserve Contribution West Hants	412,868	0.0%	0.0%	-
Taxes	0	0.0%	0.0%	-
Non Opt Expenditures less Non Opt Revenue	582,628	40.0%	4.4%	10,144
TOTAL	2,840,879			45,423

Table 7-3

Combined WWH Sewer Rate Study Allocation of Leachate Treatment Charge 2025/26				
	Revenue	Service	Leachate Flow	Leachate Treatment
OPERATING EXPENDITURES	Required	Allocation	Allocation	Charge
Sewage Collection	73,733	0.0%	4.4%	-
Sewage Lift Stations	171,317	25.0%	4.4%	1,864
Sewage Treatment West Hants	131,048	100.0%	4.4%	5,704
Sewage Treatment - Lagoon Drive	96,731	100.0%	4.4%	4,211
Sewage Treatment - Wentworth Road	84,678	100.0%	4.4%	3,686
Administration and General	1,055,810	25.0%	4.4%	11,490
Capital Reserve Contribution Windsor	354,083	50.0%	6.5%	11,508
Capital Reserve Contribution West Hants	484,120	0.0%	0.0%	-
Taxes	0	0.0%	0.0%	-
Non Opt Expenditures less Non Opt Revenue	1,002,109	40.0%	4.4%	17,448
TOTAL	3,453,628			55,911

Table 7-4

Combined WWH Sewer Rate Study Allocation of Leachate Treatment Charge 2026/27				
	Revenue	Service	Leachate Flow	Leachate Treatment
OPERATING EXPENDITURES	Required	Allocation	Allocation	Charge
Sewage Collection	75,945	0.0%	4.4%	-
Sewage Lift Stations	178,421	25.0%	4.4%	1,942
Sewage Treatment West Hants	134,979	100.0%	4.4%	5,876
Sewage Treatment - Lagoon Drive	99,633	100.0%	4.4%	4,337
Sewage Treatment - Wentworth Road	87,218	100.0%	4.4%	3,797
Administration and General	1,089,324	25.0%	4.4%	11,854
Capital Reserve Contribution Windsor	381,951	50.0%	6.5%	12,413
Capital Reserve Contribution West Hants	539,691	0.0%	0.0%	-
Taxes	0	0.0%	0.0%	-
Non Opt Expenditures less Non Opt Revenue	1,118,761	40.0%	4.4%	19,479
TOTAL	3,705,924			59,698

Table 8-1

04-Jan-24

Combined WWH Sewer Rate Study Calculation of Revenue Required for Each Billing/Cost Category 2023/24							
	Total Revenue	Less Leachate	Net Revenue				
	Required	Charge	from Customers	Base		Effluent	
Sewage Collection	69,500	0	69,500	0%	0	100%	69,500
Sewage Lift Stations	155,587	1,693	153,894	0%	0	100%	153,894
Sewage Treatment West Hants	121,150	5,331	115,819	0%	0	100%	115,819
Sewage Treatment - Lagoon Drive	89,160	3,923	85,237	0%	0	100%	85,237
Sewage Treatment - Wentworth Road	78,250	3,443	74,807	0%	0	100%	74,807
Administration and General	1,001,703	10,901	990,802	100%	990,802	0%	0
Capital Reserve Contribution Windsor	216,687	7,042	209,644	0%	0	100%	209,644
Capital Reserve Contribution West Hants	361,945	0	361,945	0%	0	100%	361,945
Taxes	0	0	0	0%	0	100%	0
Non Opt Expenditures less Non Opt Revenue	419,242	7,300	411,943	5%	20,597	95%	391,346
SUBTOTAL	2,513,225	39,633	2,473,592		1,011,399		1,462,193
TOTAL	2,513,225	39,633	2,473,592		1,011,399		1,462,193

Table 8-2

Combined WWH Sewer Rate Study Calculation of Revenue Required for Each Billing/Cost Category 2024/25							
	Total Revenue	Less Leachate	Net Revenue				
	Required	Charge	from	Base		Effluent	
Sewage Collection	71,585	0	71,585	0%	0	100%	71,585
Sewage Lift Stations	164,688	1,792	162,895	0%	0	100%	162,895
Sewage Treatment West Hants	127,231	5,538	121,693	0%	0	100%	121,693
Sewage Treatment - Lagoon Drive	93,780	4,082	89,697	0%	0	100%	89,697
Sewage Treatment - Wentworth Road	81,796	3,560	78,236	0%	0	100%	78,236
Administration and General	1,024,598	11,150	1,013,448	100%	1,013,448	0%	0
Capital Reserve Contribution Windsor	281,706	9,155	272,550	18%	49,059	82%	223,491
Capital Reserve Contribution West Hants	412,868	0	412,868	0%	0	100%	412,868
Taxes	0	0	0	0%	0	100%	0
Non Opt Expenditures less Non Opt Revenue	582,628	10,144	572,484	15%	85,873	85%	486,611
SUBTOTAL	2,840,879	45,423	2,795,457		1,148,380		1,647,077
TOTAL	2,840,879				1,148,380		1,647,077

Table 8-3

Combined WWH Sewer Rate Study Calculation of Revenue Required for Each Billing/Cost Category 2025/26							
	Total Revenue	Less	Net Revenue				
	Required	Leachate Charge	from	Base		Effluent	
Sewage Collection	73,733	0	73,733	0%	0	100%	73,733
Sewage Lift Stations	171,317	1,864	169,453	0%	0	100%	169,453
Sewage Treatment West Hants	131,048	5,704	125,344	0%	0	100%	125,344
Sewage Treatment - Lagoon Drive	96,731	4,211	92,521	0%	0	100%	92,521
Sewage Treatment - Wentworth Road	84,678	3,686	80,992	0%	0	100%	80,992
Administration and General	1,055,810	11,490	1,044,320	100%	1,044,320	0%	0
Capital Reserve Contribution Windsor	354,083	11,508	342,575	20%	68,515	80%	274,060
Capital Reserve Contribution West Hants	484,120	0	484,120	0%	0	100%	484,120
Taxes	0	0	0	0%	0	100%	0
Non Opt Expenditures less Non Opt Revenue	1,002,109	17,448	984,661	26%	256,012	74%	728,649
SUBTOTAL	3,453,628	55,911	3,397,717		1,368,847		2,028,870
TOTAL	3,453,628				1,368,847		2,028,870

Table 8-4

Combined WWH Sewer Rate Study Calculation of Revenue Required for Each Billing/Cost Category 2026/27							
	Total Revenue	Less	Net Revenue				
	Required	Leachate Charge	from	Base		Effluent	
Sewage Collection	75,945	0	75,945	0%	0	100%	75,945
Sewage Lift Stations	178,421	1,942	176,479	0%	0	100%	176,479
Sewage Treatment West Hants	134,979	5,876	129,104	0%	0	100%	129,104
Sewage Treatment - Lagoon Drive	99,633	4,337	95,296	0%	0	100%	95,296
Sewage Treatment - Wentworth Road	87,218	3,797	83,422	0%	0	100%	83,422
Administration and General	1,089,324	11,854	1,077,470	100%	1,077,470	0%	0
Capital Reserve Contribution Windsor	381,951	12,413	369,537	20%	73,907	80%	295,630
Capital Reserve Contribution West Hants	539,691	0	539,691	0%	0	100%	539,691
Taxes	0	0	0	0%	0	100%	0
Non Opt Expenditures less Non Opt Revenue	1,118,761	19,479	1,099,282	30%	329,785	70%	769,497
SUBTOTAL	3,705,924	59,698	3,646,226		1,481,162		2,165,064
TOTAL	3,705,924				1,481,162		2,165,064

Table 9-1

04-Jan-24

Combined WWH Sewer Rate Study Service Connections and Equivalents 2023/24			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	121	1	121
15mm - 5/8"	3832	1	3,832
19 mm - 3/4"	55	1.5	83
25 mm - 1"	48	2.5	120
37 mm - 1.5"	19	5	95
50 mm - 2"	35	8	280
75 mm - 3 "	6	16	96
100 mm - 4"	4	25	100
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	4120		4,727

Table 9-2

Combined WWH Sewer Rate Study Service Connections and Equivalents 2024/25			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	121	1	121
15mm - 5/8"	3847	1	3,847
19 mm - 3/4"	55	1.5	83
25 mm - 1"	48	2.5	120
37 mm - 1.5"	19	5	95
50 mm - 2"	35	8	280
75 mm - 3 "	6	16	96
100 mm - 4"	4	25	100
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	4135		4,742

Table 9-3

Combined WWH Sewer Rate Study Service Connections and Equivalents 2025/26			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	121	1	121
15mm - 5/8"	3862	1	3,862
19 mm - 3/4"	55	1.5	83
25 mm - 1"	48	2.5	120
37 mm - 1.5"	19	5	95
50 mm - 2"	35	8	280
75 mm - 3 "	6	16	96
100 mm - 4"	4	25	100
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	4150		4,757

Table 9-4

Combined WWH Sewer Rate Study Service Connections and Equivalents 2026/27			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	121	1	121
15mm - 5/8"	3877	1	3,877
19 mm - 3/4"	55	1.5	83
25 mm - 1"	48	2.5	120
37 mm - 1.5"	19	5	95
50 mm - 2"	35	8	280
75 mm - 3 "	6	16	96
100 mm - 4"	4	25	100
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	4165		4,772

Table 10-1

04-Jan-24

Combined WWH Sewer Rate Study Wastewater Base Charges 2023/24					
Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1	213.98	213.98	53.50	17.83
15mm - 5/8"	1	213.98	213.98	53.50	17.83
19 mm - 3/4"	1.5	320.98	320.98	80.24	26.75
25 mm - 1"	2.5	534.96	534.96	133.74	44.58
37 mm - 1.5"	5	1,069.92	1,069.92	267.48	89.16
50 mm - 2"	8	1,711.88	1,711.88	427.97	142.66
75 mm - 3 "	16	3,423.76	3,423.76	855.94	285.31
100 mm - 4"	25	5,349.62	5,349.62	1,337.41	445.80
150 mm - 6"	50	10,699.24	10,699.24	2,674.81	891.60
200 mm - 8"	90	19,258.64	19,258.64	4,814.66	1,604.89
TOTAL					

Table 10-2

Combined WWH Sewer Rate Study Wastewater Base Charges 2024/25					
Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1	242.20	242.20	60.55	20.18
15mm - 5/8"	1	242.20	242.20	60.55	20.18
19 mm - 3/4"	1.5	363.30	363.30	90.82	30.27
25 mm - 1"	2.5	605.49	605.49	151.37	50.46
37 mm - 1.5"	5	1,210.99	1,210.99	302.75	100.92
50 mm - 2"	8	1,937.58	1,937.58	484.40	161.47
75 mm - 3 "	16	3,875.16	3,875.16	968.79	322.93
100 mm - 4"	25	6,054.94	6,054.94	1,513.73	504.58
150 mm - 6"	50	12,109.88	12,109.88	3,027.47	1,009.16
200 mm - 8"	90	21,797.78	21,797.78	5,449.44	1,816.48
TOTAL					

Table 10-3

Combined WWH Sewer Rate Study Wastewater Base Charges 2025/26					
Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1	287.78	287.78	71.95	23.98
15mm - 5/8"	1	287.78	287.78	71.95	23.98
19 mm - 3/4"	1.5	431.68	431.68	107.92	35.97
25 mm - 1"	2.5	719.46	719.46	179.87	59.96
37 mm - 1.5"	5	1,438.92	1,438.92	359.73	119.91
50 mm - 2"	8	2,302.28	2,302.28	575.57	191.86
75 mm - 3 "	16	4,604.55	4,604.55	1,151.14	383.71
100 mm - 4"	25	7,194.61	7,194.61	1,798.65	599.55
150 mm - 6"	50	14,389.23	14,389.23	3,597.31	1,199.10
200 mm - 8"	90	25,900.61	25,900.61	6,475.15	2,158.38
TOTAL					

Table 10-4

Combined WWH Sewer Rate Study Wastewater Base Charges 2026/27					
Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1	310.42	310.42	77.60	25.87
15mm - 5/8"	1	310.42	310.42	77.60	25.87
19 mm - 3/4"	1.5	465.63	465.63	116.41	38.80
25 mm - 1"	2.5	776.05	776.05	194.01	64.67
37 mm - 1.5"	5	1,552.09	1,552.09	388.02	129.34
50 mm - 2"	8	2,483.35	2,483.35	620.84	206.95
75 mm - 3 "	16	4,966.70	4,966.70	1,241.67	413.89
100 mm - 4"	25	7,760.46	7,760.46	1,940.12	646.71
150 mm - 6"	50	15,520.93	15,520.93	3,880.23	1,293.41
200 mm - 8"	90	27,937.67	27,937.67	6,984.42	2,328.14
TOTAL					

Table 11-1

04-Jan-24

Combined WWH Sewer Rate Study Estimated Effluent Flow by Block		
Meter Size	Actual Current Consumption	2023/24 Estimated Consumption
	1st Block (Cubic meters)	1st Block (Cubic Meters)
Unmetered	15,639	15,639
15mm - 5/8"	525,812	518,642
19 mm - 3/4"	26,680	26,680
25 mm - 1"	32,694	32,694
37 mm - 1.5"	30,080	30,080
50 mm - 2"	157,997	157,997
75 mm - 3 "	27,066	27,066
100 mm - 4"	30,068	30,068
150 mm - 6"	0	0
200 mm - 8"	0	0
Less non-treated flows	0	0
TOTAL	846,036	838,866

Table 11-2

Combined WWH Sewer Rate Study Estimated Effluent Flow by Block		
Meter Size	2024/25 Estimated Consumption	2025/26 Estimated Consumption
	1st Block (Cubic meters)	1st Block (Cubic Meters)
Unmetered	15,639	15,639
15mm - 5/8"	513,501	508,449
19 mm - 3/4"	26,680	26,680
25 mm - 1"	32,694	32,694
37 mm - 1.5"	30,080	30,080
50 mm - 2"	157,997	157,997
75 mm - 3 "	27,066	27,066
100 mm - 4"	30,068	30,068
150 mm - 6"	0	0
200 mm - 8"	0	0
Less non-treated flows	0	0
TOTAL	833,725	828,673

Table 11-3

Combined WWH Sewer Rate Study Estimated Effluent Flow by Block		
Meter Size	2026/27 Current Consumption	
	1st Block (Cubic meters)	
Unmetered	15,639	
15mm - 5/8"	503,365	
19 mm - 3/4"	26,680	
25 mm - 1"	32,694	
37 mm - 1.5"	30,080	
50 mm - 2"	157,997	
75 mm - 3 "	27,066	
100 mm - 4"	30,068	
150 mm - 6"	0	
200 mm - 8"	0	
Less non-treated flows	0	
TOTAL	823,588	

Effluent Charge

Table 12-1

04-Jan-24

Combined WWH Sewer Rate Study Calculation of Wastewater Effluent Charge 2023/24	
BLOCK 1	
<u>Total Charge Base and Commodity Worksheet (Table 9-1)</u>	1.743
Quantity from Effluent Flow Worksheet (Table 12-1)	
TOTAL EFFLUENT CHARGE PER Cubic Meter	1.743

Table 12-2

Combined WWH Sewer Rate Study Calculation of Wastewater Effluent Charge 2024/25	
BLOCK 1	
<u>Total Charge Base and Commodity Worksheet (Table 9-2)</u>	1.976
Quantity from Effluent Flow Worksheet (Table 12-2)	
TOTAL EFFLUENT CHARGE PER Cubic Meter	1.976

Table 12-3

Combined WWH Sewer Rate Study Calculation of Wastewater Effluent Charge 2025/26	
BLOCK 1	
<u>Total Charge Base and Commodity Worksheet (Table 9-3)</u>	2.448
Quantity from Effluent Flow Worksheet (Table 12-3)	
TOTAL EFFLUENT CHARGE PER Cubic Meter	2.448

Table 12-4

Combined WWH Sewer Rate Study Calculation of Wastewater Effluent Charge 2026/27	
BLOCK 1	
<u>Total Charge Base and Commodity Worksheet (Table 9-4)</u>	2.629
Quantity from Effluent Flow Worksheet (Table 12-4)	
TOTAL EFFLUENT CHARGE PER Cubic Meter	2.629

Table 13-1

04-Jan-24

Combined WWH Sewer Rate Study				
Wastewater Effluent Charge				
2023/24				
BASE CHARGE				
Meter Size	Number	Base Rate	Dollar Revenue	
Unmetered	121	213.98	25,892	
15mm - 5/8"	3,832	213.98	819,990	
19 mm - 3/4"	55	320.98	17,654	
25 mm - 1"	48	534.96	25,678	
37 mm - 1.5"	19	1,069.92	20,329	
50 mm - 2"	35	1,711.88	59,916	
75 mm - 3 "	6	3,423.76	20,543	
100 mm - 4"	4	5,349.62	21,398	
150 mm - 6"	0	10,699.24	0	
200 mm - 8"	0	19,258.64	0	
TOTAL BASE REVENUE			1,011,399	
EFFLUENT CHARGE				
	Quantity	\$/ Cubic Meter		
1st Block	838,866	1.743	1,462,193	
LEACHATE CHARGE			39,633	
TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT)			2,513,225	

Table 13-2

Combined WWH Sewer Rate Study				
Wastewater Effluent Charge				
2024/25				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	121	242.20	29,306	
15mm - 5/8"	3,847	242.20	931,734	
19 mm - 3/4"	55	363.30	19,981	
25 mm - 1"	48	605.49	29,064	
37 mm - 1.5"	19	1,210.99	23,009	
50 mm - 2"	35	1,937.58	67,815	
75 mm - 3 "	6	3,875.16	23,251	
100 mm - 4"	4	6,054.94	24,220	
150 mm - 6"	0	12,109.88	0	
200 mm - 8"	0	21,797.78	0	
TOTAL BASE REVENUE			1,148,380	
EFFLUENT CHARGE				
	Quantity	\$/ Cubic Meter		
1st Block	833,725	1.976	1,647,077	
LEACHATE CHARGE			45,423	
TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT)			2,840,879	

Table 13-3

Combined WWH Sewer Rate Study				
Wastewater Effluent Charge				
2025/26				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	121	287.78	34,822	
15mm - 5/8"	3,862	287.78	1,111,424	
19 mm - 3/4"	55	431.68	23,742	
25 mm - 1"	48	719.46	34,534	
37 mm - 1.5"	19	1,438.92	27,340	
50 mm - 2"	35	2,302.28	80,580	
75 mm - 3 "	6	4,604.55	27,627	
100 mm - 4"	4	7,194.61	28,778	
150 mm - 6"	0	14,389.23	0	
200 mm - 8"	0	25,900.61	0	
TOTAL BASE REVENUE			1,368,847	
EFFLUENT CHARGE				
	Quantity	\$/ Cubic Meter		
1st Block	828,673	2.448	2,028,870	
LEACHATE CHARGE			55,911	
TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT)			3,453,628	

Table 13-4

Combined WWH Sewer Rate Study				
Wastewater Effluent Charge				
2026/27				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	121	310.42	37,561	
15mm - 5/8"	3,877	310.42	1,203,493	
19 mm - 3/4"	55	465.63	25,610	
25 mm - 1"	48	776.05	37,250	
37 mm - 1.5"	19	1,552.09	29,490	
50 mm - 2"	35	2,483.35	86,917	
75 mm - 3 "	6	4,966.70	29,800	
100 mm - 4"	4	7,760.46	31,042	
150 mm - 6"	0	15,520.93	0	
200 mm - 8"	0	27,937.67	0	
TOTAL BASE REVENUE			1,481,162	
EFFLUENT CHARGE				
	Quantity	\$/ Cubic Meter		
1st Block	823,588	2.629	2,165,064	
LEACHATE CHARGE			59,698	
TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT)			3,705,924	

Table 14-1

04-Jan-24

Combined WWH Sewer Rate Study Wastewater Rates 2023/24			
	<u>Annual</u>	<u>Quarterly</u>	
(b) <u>Base Charges</u>			
Size of Meter	<u>Annual</u>	<u>Quarterly</u>	<u>Monthly</u>
15mm - 5/8"	213.98	53.50	17.83
19 mm - 3/4"	320.98	80.24	26.75
25 mm - 1"	534.96	133.74	44.58
37 mm - 1.5"	1,069.92	267.48	89.16
50 mm - 2"	1,711.88	427.97	142.66
75 mm - 3 "	3,423.76	855.94	285.31
100 mm - 4"	5,349.62	1,337.41	445.80
150 mm - 6"	10,699.24	2,674.81	891.60
200 mm - 8"	19,258.64	4,814.66	1,604.89
(c) Consumption Rate (per Cubic Meter) \$ 1.74 per Cubic Meter			

Table 14-2

Combined WWH Sewer Rate Study Wastewater Rates 2024/25			
	<u>Annual</u>	<u>Quarterly</u>	
(b) <u>Base Charges</u>			
Size of Meter	<u>Annual</u>	<u>Quarterly</u>	<u>Monthly</u>
15mm - 5/8"	242.20	60.55	20.18
19 mm - 3/4"	363.30	90.82	30.27
25 mm - 1"	605.49	151.37	50.46
37 mm - 1.5"	1,210.99	302.75	100.92
50 mm - 2"	1,937.58	484.40	161.47
75 mm - 3 "	3,875.16	968.79	322.93
100 mm - 4"	6,054.94	1,513.73	504.58
150 mm - 6"	12,109.88	3,027.47	1,009.16
200 mm - 8"	21,797.78	5,449.44	1,816.48
(c) Consumption Rate (per Cubic Meter) \$ 1.98 per Cubic Meter			

Table 14-3

Combined WWH Sewer Rate Study Wastewater Rates 2025/26			
	<u>Annual</u>	<u>Quarterly</u>	
(b) Base Charges			
Size of Meter	<u>Annual</u>	<u>Quarterly</u>	<u>Monthly</u>
Standard	287.78	71.95	23.98
19 mm	431.68	107.92	35.97
25 mm	719.46	179.87	59.96
37 mm	1,438.92	359.73	119.91
50 mm	2,302.28	575.57	191.86
75 mm	4,604.55	1,151.14	383.71
100 mm	7,194.61	1,798.65	599.55
150 mm	14,389.23	3,597.31	1,199.10
200 mm	25,900.61	6,475.15	2,158.38
(c) Consumption Rate (per Cubic Meter) \$ 2.45 per Cubic Meter			

Table 14-4

Combined WWH Sewer Rate Study Wastewater Rates 2026/27			
	<u>Annual</u>	<u>Quarterly</u>	
(b) Base Charges			
Size of Meter	<u>Annual</u>	<u>Quarterly</u>	<u>Monthly</u>
15mm - 5/8"	310.42	77.60	25.87
19 mm - 3/4"	465.63	116.41	38.80
25 mm - 1"	776.05	194.01	64.67
37 mm - 1.5"	1,552.09	388.02	129.34
50 mm - 2"	2,483.35	620.84	206.95
75 mm - 3 "	4,966.70	1,241.67	413.89
100 mm - 4"	7,760.46	1,940.12	646.71
150 mm - 6"	15,520.93	3,880.23	1,293.41
200 mm - 8"	27,937.67	6,984.42	2,328.14
(c) Consumption Rate (per Cubic Meter) \$ 2.63 per Cubic Meter			

Table 15-1

04-Jan-24

WEST HANTS										
Combined WWH Sewer Rate Study Comparison of Average Quarterly Rates 2024/25										
Meter Size	Average Flow	Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	c.m./quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
Unmetered	32	62.32	60.55	-2.8%	54.40	63.22	16.2%	116.72	123.77	6.0%
15mm - 5/8"	32	62.32	60.55	-2.8%	54.40	63.22	16.2%	116.72	123.77	6.0%
19 mm - 3/4"	65	93.49	90.82	-2.9%	110.50	128.41	16.2%	203.99	219.24	7.5%
25 mm - 1"	167	155.81	151.37	-2.8%	283.90	329.92	16.2%	439.71	481.29	9.5%
37 mm - 1.5"	335	311.62	302.75	-2.8%	569.50	661.81	16.2%	881.12	964.56	9.5%
50 mm - 2"	567	498.60	484.40	-2.8%	963.90	1,120.14	16.2%	1,462.50	1,604.54	9.7%
75 mm - 3 "	2,061	997.19	968.79	-2.8%	3,503.70	4,071.64	16.2%	4,500.89	5,040.43	12.0%
100 mm - 4"	459	1,558.11	1,513.73	-2.8%	780.30	906.78	16.2%	2,338.41	2,420.52	3.5%
150 mm - 6"	-	3,116.22	3,027.47	-2.8%	-	-		-	3,027.47	0.0%

WINDSOR										
Combined WWH Sewer Rate Study Comparison of Average Quarterly Rates 2024/25										
Meter Size	Average Flow	Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	c.m./quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
15mm - 5/8"	38	55.33	60.55	9.4%	76.73	74.45	-3.0%	132.06	135.00	2.2%
19 mm - 3/4"	131	82.99	90.82	9.4%	266.50	258.59	-3.0%	349.49	349.41	0.0%
25 mm - 1"	172	138.32	151.37	9.4%	349.84	339.45	-3.0%	488.16	490.82	0.5%
37 mm - 1.5"	423	276.63	302.75	9.4%	861.65	836.08	-3.0%	1,138.28	1,138.82	0.0%
50 mm - 2"	1,245	442.61	484.40	9.4%	2,534.36	2,459.13	-3.0%	2,976.97	2,943.52	-1.1%
75 mm - 3 "	194	885.22	968.79	9.4%	395.27	383.53	-3.0%	1,280.49	1,352.32	5.6%
100 mm - 4"	3,300	1,383.16	1,513.73	9.4%	6,717.85	6,518.44	-3.0%	8,101.01	8,032.18	-0.8%
150 mm - 6"	-	2,766.31	3,027.47	9.4%	-	-		-	3,027.47	0.0%

Combined WWH										
Combined WWH Sewer Rate Study Comparison of Average Quarterly Rates 2025/26										
Meter Size	Average Flow	Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	c.m./quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
Unmetered	33	60.55	71.95	18.8%	65.93	81.70	23.9%	126.47	153.65	21.5%
15mm - 5/8"	33	60.55	71.95	18.8%	65.93	81.70	23.9%	126.47	153.65	21.5%
19 mm - 3/4"	121	90.82	107.92	18.8%	239.59	296.92	23.9%	330.41	404.84	22.5%
25 mm - 1"	170	151.37	179.87	18.8%	336.40	416.90	23.9%	487.77	596.77	22.3%
37 mm - 1.5"	396	302.75	359.73	18.8%	781.90	969.02	23.9%	1,084.65	1,328.75	22.5%
50 mm - 2"	1,129	484.40	575.57	18.8%	2,229.53	2,763.08	23.9%	2,713.92	3,338.65	23.0%
75 mm - 3 "	1,128	968.79	1,151.14	18.8%	2,227.91	2,761.07	23.9%	3,196.70	3,912.21	22.4%
100 mm - 4"	1,879	1,513.73	1,798.65	18.8%	3,712.55	4,601.00	23.9%	5,226.28	6,399.65	22.5%
150 mm - 6"	-	3,027.47	3,597.31	18.8%	-	-		-	3,597.31	0.0%

Table 15-2

Combined WWH Sewer Rate Study Comparison of Average Rates 2026/27										
Meter Size	Average Flow	Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	c.m./quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
Unmetered	32	71.95	77.60	7.9%	81.70	85.33	4.4%	153.65	162.93	6.0%
15mm - 5/8"	32	71.95	77.60	7.9%	81.70	85.33	4.4%	153.65	162.93	6.0%
19 mm - 3/4"	121	107.92	116.41	7.9%	296.92	318.81	7.4%	404.84	435.22	7.5%
25 mm - 1"	170	179.87	194.01	7.9%	416.90	447.63	7.4%	596.77	641.65	7.5%
37 mm - 1.5"	396	359.73	388.02	7.9%	969.02	1,040.45	7.4%	1,328.75	1,428.47	7.5%
50 mm - 2"	1,129	575.57	620.84	7.9%	2,763.08	2,966.76	7.4%	3,338.65	3,587.60	7.5%
75 mm - 3 "	1,128	1,151.14	1,241.67	7.9%	2,761.07	2,964.60	7.4%	3,912.21	4,206.28	7.5%
100 mm - 4"	1,879	1,798.65	1,940.12	7.9%	4,601.00	4,940.17	7.4%	6,399.65	6,880.28	7.5%
150 mm - 6"	-	3,597.31	3,880.23	7.9%	-	-	0.0%	3,597.31	3,880.23	0.0%

Appendix 1

Loan Calculator		Interest Rate	6.0%	
Long Term Debt		Term in years	20	
2023/24		Capital	\$409,122	
Payment Schedule				
	Principal	Interest	Total	Balance
Year				
1	\$11,121.80	24,547.32	35,669.12	398,000.20
2	\$11,789.11	23,880.01	35,669.12	386,211.09
3	\$12,496.45	23,172.67	35,669.12	373,714.64
4	\$13,246.24	22,422.88	35,669.12	360,468.39
5	\$14,041.02	21,628.10	35,669.12	346,427.38
6	\$14,883.48	20,785.64	35,669.12	331,543.90
7	\$15,776.49	19,892.63	35,669.12	315,767.41
8	\$16,723.08	18,946.04	35,669.12	299,044.34
9	\$17,726.46	17,942.66	35,669.12	281,317.88
10	\$18,790.05	16,879.07	35,669.12	262,527.83
11	\$19,917.45	15,751.67	35,669.12	242,610.38
12	\$21,112.50	14,556.62	35,669.12	221,497.88
13	\$22,379.25	13,289.87	35,669.12	199,118.64
14	\$23,722.00	11,947.12	35,669.12	175,396.63
15	\$25,145.32	10,523.80	35,669.12	150,251.31
16	\$26,654.04	9,015.08	35,669.12	123,597.27
17	\$28,253.28	7,415.84	35,669.12	95,343.98
18	\$29,948.48	5,720.64	35,669.12	65,395.50
19	\$31,745.39	3,923.73	35,669.12	33,650.11
20	\$33,650.11	2,019.01	35,669.12	0.00

Loan Calculator		Interest Rate	6.0%	
Short Term Debt		Yearly	20	
2024/25		Capital	\$1,254,163	
Payment Schedule				
	Principal	Interest	Total	Balance
Year				
1	\$34,093.87	75,249.78	109,343.65	1,220,069.13
2	\$36,139.50	73,204.15	109,343.65	1,183,929.64
3	\$38,307.87	71,035.78	109,343.65	1,145,621.77
4	\$40,606.34	68,737.31	109,343.65	1,105,015.43
5	\$43,042.72	66,300.93	109,343.65	1,061,972.71
6	\$45,625.28	63,718.36	109,343.65	1,016,347.43
7	\$48,362.80	60,980.85	109,343.65	967,984.63
8	\$51,264.57	58,079.08	109,343.65	916,720.06
9	\$54,340.44	55,003.20	109,343.65	862,379.62
10	\$57,600.87	51,742.78	109,343.65	804,778.75
11	\$61,056.92	48,286.72	109,343.65	743,721.83
12	\$64,720.34	44,623.31	109,343.65	679,001.49
13	\$68,603.56	40,740.09	109,343.65	610,397.94
14	\$72,719.77	36,623.88	109,343.65	537,678.17
15	\$77,082.96	32,260.69	109,343.65	460,595.21
16	\$81,707.93	27,635.71	109,343.65	378,887.28
17	\$86,610.41	22,733.24	109,343.65	292,276.87
18	\$91,807.03	17,536.61	109,343.65	200,469.84
19	\$97,315.46	12,028.19	109,343.65	103,154.38
20	\$103,154.38	6,189.26	109,343.65	0.00

Loan Calculator		Interest Rate	6.0%	
Short Term Debt		Term in years	20	
2025/26		Capital	\$3,052,000	
Payment Schedule				
	Principal	Interest	Total	Balance
Year				
1	\$82,967.27	183,120.00	266,087.27	2,969,032.73
2	\$87,945.30	178,141.96	266,087.27	2,881,087.43
3	\$93,222.02	172,865.25	266,087.27	2,787,865.41
4	\$98,815.34	167,271.92	266,087.27	2,689,050.06
5	\$104,744.26	161,343.00	266,087.27	2,584,305.80
6	\$111,028.92	155,058.35	266,087.27	2,473,276.88
7	\$117,690.66	148,396.61	266,087.27	2,355,586.22
8	\$124,752.09	141,335.17	266,087.27	2,230,834.13
9	\$132,237.22	133,850.05	266,087.27	2,098,596.91
10	\$140,171.45	125,915.81	266,087.27	1,958,425.45
11	\$148,581.74	117,505.53	266,087.27	1,809,843.71
12	\$157,496.65	108,590.62	266,087.27	1,652,347.07
13	\$166,946.44	99,140.82	266,087.27	1,485,400.63
14	\$176,963.23	89,124.04	266,087.27	1,308,437.40
15	\$187,581.02	78,506.24	266,087.27	1,120,856.37
16	\$198,835.89	67,251.38	266,087.27	922,020.49
17	\$210,766.04	55,321.23	266,087.27	711,254.45
18	\$223,412.00	42,675.27	266,087.27	487,842.45
19	\$236,816.72	29,270.55	266,087.27	251,025.72
20	\$251,025.72	15,061.54	266,087.27	0.00

Loan Calculator		Interest Rate	6.0%	
Short Term Debt		Term in years	20	
2026/27		Capital	1,385,070	
Payment Schedule				
	Principal	Interest	Total	Balance
Year				
1	\$37,652.51	83,104.20	120,756.71	1,347,417.49
2	\$39,911.67	80,845.05	120,756.71	1,307,505.82
3	\$42,306.37	78,450.35	120,756.71	1,265,199.46
4	\$44,844.75	75,911.97	120,756.71	1,220,354.71
5	\$47,535.43	73,221.28	120,756.71	1,172,819.28
6	\$50,387.56	70,369.16	120,756.71	1,122,431.72
7	\$53,410.81	67,345.90	120,756.71	1,069,020.91
8	\$56,615.46	64,141.25	120,756.71	1,012,405.45
9	\$60,012.39	60,744.33	120,756.71	952,393.06
10	\$63,613.13	57,143.58	120,756.71	888,779.93
11	\$67,429.92	53,326.80	120,756.71	821,350.01
12	\$71,475.71	49,281.00	120,756.71	749,874.30
13	\$75,764.26	44,992.46	120,756.71	674,110.04
14	\$80,310.11	40,446.60	120,756.71	593,799.93
15	\$85,128.72	35,628.00	120,756.71	508,671.21
16	\$90,236.44	30,520.27	120,756.71	418,434.77
17	\$95,650.63	25,106.09	120,756.71	322,784.14
18	\$101,389.67	19,367.05	120,756.71	221,394.47
19	\$107,473.05	13,283.67	120,756.71	113,921.43
20	\$113,921.43	6,835.29	120,756.71	0.00



Planning and Heritage Advisory Committee Excerpts January 11, 2024

Short Term Rentals

Planner Fredericks presented the results of an online survey and a public meeting that were held in late 2023 with the Planning and Heritage Advisory Committee. The Committee discussed short term rentals and potential regulations for these in WHRM. The Committee recognized that the issue is complex and there could be an opportunity to have the issue considered as part of the comprehensive Plan Review project which will result in the development of new planning documents.

The recommended motion from the PAC/HAC was:

...that PAC/HAC send forward a recommendation to Council to include these survey results regarding Short Term Rentals in the ongoing Plan Review process for new Planning Documents.

ATTACHMENTS

2024-01-11 Information Report: Short Term Rentals; File #23-11



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Mark Fredericks, Senior Planner

Date: January 11, 2024

Subject: Information Report: Short Term Rentals

LEGISLATIVE AUTHORITY

Municipal Government Act Section 214

Tourist Accommodations Registration Act Section 6

RECOMMENDATION or DECISION REQUEST

This report is being provided for information purposes only.

BACKGROUND

In April 2023, the Province of Nova Scotia introduced a tourist accommodation registry which requires all short term rentals to register with the Province annually. This applies to all short term rentals including those within people's homes and is defined as a rental arrangement that lasts fewer than 28 days. This registration approach involves providing the Provincial registration number within all rental listings through online booking platforms like Airbnb.

On May 9, 2023, COTW recommended that Council direct staff to prepare a report regarding regulations for short term rentals. On May 23, 2023 the Council passed the following motion:

“Council direct planning staff to prepare a report with recommendations regulations if deemed appropriate for short term rentals within the West Hants Regional Municipality to be provided to the Planning and Heritage Advisory Committee as a starting point.”

On September 14, 2023, the PAC/HAC considered an information report from staff with examples of how short term rentals could be regulated and discussed the potential implications on staff resources, and other issues like consistency in regulations, based on differences in communities. This report is included as Attachment B.

At this September 14, 2023 meeting PAC/HAC passed the following motion:

“that staff consider hosting a public information meeting style to consult with the public on their opinions on short term rentals in the background and concurrently staff look at both current provincial regulations for accommodation businesses of all sizes as well as how other towns of similar size have regulated Airbnb’s or other short-term rentals.”

Following this meeting, an online survey was established that collected 441 responses between October 31 and December 15, 2023. All the responses received through the survey can be found in Attachment A – Survey Results. In addition to the input received through this survey, staff also hosted a public meeting on November 21, 2023, to discuss short term rental regulations with the public. This meeting was attended by several staff, Councillors and PAC/HAC members along with more than 50 members of the public.

DISCUSSION

The feedback from the November 21, 2023, public meeting revealed that regulating short term rentals could introduce problems with affordability for owners who supplement their mortgages with income from short term rental arrangements. This scenario was highlighted with many cottage owners in attendance at this meeting who shared their stories which include the ability to rent their cottage and how that helps them with costs of ownership. These cottage units, mostly located in un-serviced, rural communities, may not represent a significant loss in long term rentals when they are used for short term rentals. This location issue was also recognized in some of the survey responses as housing availability and affordability could be impacted when residential units are converted into short term rentals within serviced communities like Windsor, Falmouth, Hantsport and Three Mile Plains. However, when short-term rentals are located in rural areas around lakes and along the coastline, and are often seasonal dwellings, there is less demand for these to be used as long term rentals, and in some cases seasonal dwellings would not be appropriate for year-round habitation.

Another portion of the conversation at this public meeting was the Housing Needs Assessment report which had been released earlier in November, prior to this public meeting. This report found that approximately 0.5% of the housing stock in WHRM was used for short term rentals. This report also found that the Municipality was approving new housing developments at a fast rate which could help avoid any housing shortages into the next decade.

Other common themes staff heard from the survey, and during the public meeting, included:

Income Generation: for the owners who rent their homes or cottages, it helps them with cost of ownership, and generates income for other support staff including local cleaners, local handy persons, snow removal, and yard maintenance staff.

Tourism and Local Economy: short term rentals can contribute to tourism by providing alternative accommodation options, potentially bringing in more visitors into the rural areas of WHRM and boosting the local economy. This was recognized during the meeting as the region does not have many formal accommodation options besides the Super 8 hotel and a few Bed and Breakfast establishments.

Flexibility for Travelers: Short term rentals often offer greater flexibility in terms of location, amenities, and cost, providing travelers with more personalized and affordable options compared to traditional hotels.

Cultural Exchange: Short term rentals can facilitate cultural exchange as guests stay in destinations and have the opportunity to interact with local residents.

Housing Affordability: One of the primary concerns staff heard was the potential impact of short term rentals on housing affordability. If several short term rentals are established in a community, this could contribute to the reduction of long term rental units, which may drive up rental prices. However, staff also heard about the affordability challenges that regulations could bring, if an owner was no longer able to rent their cottage or second home, and how they could not otherwise afford to own it.

Neighborhood Disruption: Some argue that the influx of short term renters can disrupt the sense of community in residential neighborhoods, leading to noise and increased traffic. Other survey responses spoke to the compatibility of their guests and neighbors. Another consideration staff heard at the meeting related to long term tenants who might also create this type of disruption, and how these problems are not exclusive to short term tenants.

Enforcement Challenges: The rapid growth of the short term rental market has outpaced regulations in many municipalities whether intentionally or not. This can create challenges in enforcing any new regulations on an already established market.

Why regulate short term rentals?

At the December 14, 2023, PAC/HAC meeting, an update was provided to the Committee on this project, and it was requested that consideration be given to the question of why the Municipality would want to regulate short term rentals and what objectives were trying to be met. This question also arose during the November 21, 2023, public meeting. The direction that staff received from Council and PAC/HAC was limited to the motions listed above. Staff believe the following types of concerns are likely to have generated initial interest in the topic.

Regulating short term rentals could serve the following purposes:

- Housing Affordability: Regulation can help address concerns about the impact of short term rentals on housing affordability. This can be done by limiting the conversion of long term rental units into short term rentals.
- Community Stability: Regulations can contribute to maintaining the stability of residential neighborhoods. This can be achieved by establishing zoning rules, noise restrictions, and other measures to prevent disruptions caused by a high turnover of short term renters.
- Safety And Standards: Governments can implement regulations to ensure that short term rental properties meet safety and quality standards. This may involve requirements for inspections, adherence to building codes, and compliance with health and safety regulations.
- Fair Competition: Regulations can help level the playing field between traditional lodging (e.g., hotels) and short term rentals. This may involve licensing requirements and ensuring compliance with hospitality industry standards.
- Data Collection and Monitoring: Establishing regulations enables data to be collected on the short term rental market. This includes information on the number of listings, occupancy rates, and economic impact. Gathering this information is valuable for making informed policy decisions.
- Community Engagement: Implementing regulations often involves engaging with the community. This includes residents, property owners, and local businesses. Their input is important to address concerns and ensure that the regulations reflect the needs and values of the community. The feedback gathered through the public meeting and survey was an effective approach to considering the community's perspective on short term rentals. There were various positions expressed within the community input, but the majority leaned towards less regulation, and a more open approach which would seek the continued allowance of short term rentals to exist anywhere a residential unit is permitted.

Regulating short term rentals is context specific, and different municipalities may weigh these factors differently based on their unique circumstances and priorities. Municipalities may choose not to regulate short term rentals based on local priorities, economic goals, political factors, and community desires. Some of the reasons why a municipality might opt not to regulate short term rentals include:

- Limited impact: Some municipalities have a low percentage of their housing stock being used for short term rentals and the impact is therefore limited and may not be worthwhile investing in creating and enforcing regulations. In WHRM approximately

0.5% of the existing housing inventory is used for short term rentals (November 2023 Housing Needs Assessment prepared for the Province of Nova Scotia).

- Economic Stimulus: Short term rentals can contribute to the local economy by attracting tourists, creating jobs, and generating additional income for property owners. Some municipalities may prioritize the economic benefits and fear that stringent regulations could limit this growth.
- Tourism Promotion: Communities which are reliant on, or want to promote tourism may view short term rentals as a crucial component of their tourism industry. Regulations might be perceived as barriers to attracting visitors who prefer the flexibility and uniqueness offered by short term rentals over traditional accommodations.
- Flexibility and Innovation: A municipality may value the flexibility and innovation that short term rentals bring to the housing market. For example, allowing homeowners to rent out their properties on a short term basis can be seen as a way to adapt to changing economic conditions and consumer preferences.
- Limited Resources: Some municipalities may lack the resources, such as staff and funding, to implement and enforce regulations effectively. Establishing and maintaining a regulatory framework can require significant administrative effort and costs.
- Local Opposition: In some cases, there may be strong local opposition to regulation from property owners, residents, or businesses who benefit from the current state of the short term rental market.
- Data gaps: some municipalities may lack comprehensive data on impacts of short term rentals including tourism benefits which could make it difficult to assess the need for regulations.

Staff Considerations

Effective regulation of short term rentals requires flexible policies that can address local concerns while considering the global nature of this evolving industry. Regulation may be a worthwhile tool when short term rentals are contributing significantly to housing shortages. However, in WHRM at the current rate of 0.5% of housing being used for short term rental, and a recent Housing Needs Assessment report identifying the Municipality as having favorable housing approval numbers into the future, this threshold may not have been met.

NEXT STEPS

Discuss the public feedback collected and recommend a direction to Council on whether to consider regulations for short term rentals in WHRM.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the filing of this report. However, if the direction is to establish regulations which require staff to inspect or enforce short term rentals,

this may impact staff resources which could have financial implications for the Municipality.

ALTERNATIVES

In response to this report, the PAC/HAC may:

- Recommend that Council direct staff to take no action in regulating short term rentals at this time;
- Direct staff to prepare amendments to the planning documents related to short term rentals to be incorporated during the Plan Review ; or
- Provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Survey Results

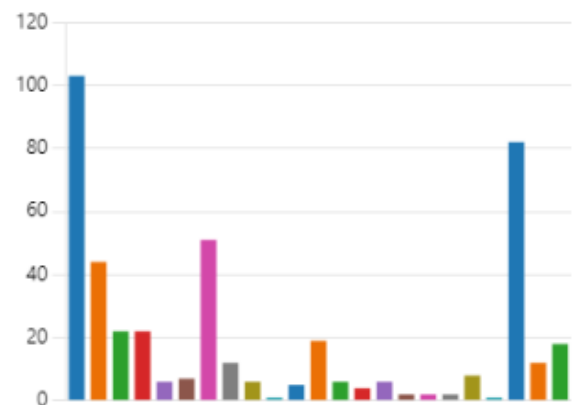
Attachment B PAC Information Report - September 14, 2023

Report Reviewed by: _____
Sara Poirier, Director of Planning and Development

Attachment A - Survey Results

1. Select the nearest community where you live most of the time (primary residence)

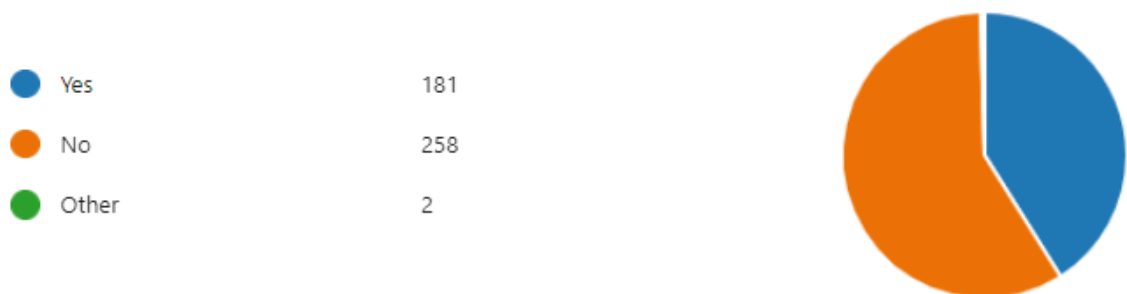
Windsor	103
Falmouth	44
Three Mile Plains	22
Hantsport	22
Martock	6
Windsor Forks	7
Vaughan	51
Ellershouse	12
Newport Station	6
St Croix	1
Ardoise	5
Brooklyn	19
Avondale	6
Mount Denson	4
Burlington	6
Summerville	2
Kempt Shore	2
Cheverie	2
Bramber	8
Cogmagun	1
Elsewhere in Nova Scotia	82
Elsewhere in Canada	12
Other	18



2. Do you think home owners should be able to rent their primary residence, when they're not living there?



3. Do you own a secondary residence? (cottage, secondary suite, second dwelling etc.)



4. Do you think home owners should be able to rent their secondary (or 3rd, 4th, etc.) residence, when they're not living there?



5. Tell us about your experiences with Short Term Rentals (positive or negative)

'Nothing but positive
A great way for home owners to make some extra cash
A great way for someone to make extra money and promote tourism to the area
A lot better than a hotel/motel, gets you closer to the community
A short term rental saved us when our home closing was delayed by 2 weeks - it was a less expensive option than the Super8.
That said, I was recently in Hamilton, ON and stayed in a short term rental for 3 nights. The unit is owned by a company who has bought out most of the properties in the downtown and industrial area, and while I paid marginally less, I was distressed by the fact that there were citizens sleeping rough in tents just outside the door - citizens of the town who SHOULD have been able to rent the very apartment I was staying in but couldn't because of the short term rental market.
ABSOLUTELY HORRIBLE!!!! There is a short term rental right behind my house operating illegally. We are zoned for single-family dwelling only. There is a parade of lunatics renting this property and you never know what is going to happen at the house. The homeowner is useless and doesn't care what happens to the house or property. They also know there are zero consequences imposed for operating their illegal rental. We have witnessed violent fights, domestic violence, and suspected human trafficking. End short term rentals! It's horrible
Absolutely positive. Makes exploring the maritimes a treat
Add much value to our community
Air B&B in Yarmouth while my son was in hospital. Reasonably priced, convenient and made a difficult situation easier.

Air bnb should now be regulated to only rooms in the primary residence
all experiences with rentals for summer vacations have been good
All good very positive
All have been positive. Short term rentals in many areas are the only option due to lack of other types of suitable accommodation
All positive. Was the only option when hotels are booked solid; which is most of the time whenever there is an event or tourist season.
Always a rent increase and the landlord don't want to repair nothing and if so put a bandage on it. Sucks!! If landlords increase the rent it should have to be inspected to make the living space is up to code, out of fairness.
Always extremely positive it's nice when you need a place to stay to put the money in the pocket of someone like you instead of into a big corporation it also helps those who may not be able to fully afford that residence, The means to help pay for it.
Always good to have an option to rent a cottage on a lake or ocean There are no hotels in most of these areas, nice to be able to rent a cottage and enjoy some time in nature without having to buy a property!
Always positive
Always positive a great way to get away
Always positive here in NS and elsewhere throughout Canada, the US and England.
Always positive. Able to have a more personal stay. Stay in areas where no hotels are available.
Always positive. There is a demand for short term rentals. Brings I people from away and they spend their money in small communities which helps small businesses.
As a family of 5 it is the only way we can travel as we are to big for one hotel room but our kids are to small to have 2 rooms. Str are truly our only option!
As a guest travelling as a family of 5 (2 adults, 3 children) and a 100-lb dog, I only stay in short-term rentals. I like when the children have their own space, a kitchen so we don't have to eat out three times a day, and a home away from home feel. I also own a cottage in southwest Nova Scotia, that we rent out when we are not using it. I promote it in my home province and get mostly out-of-province travelers who come to our less-traveled area of Nova Scotia on vacation because they found me on social media. They love the fact that they have a direct contact with the owner that knows the area very well and can give them recommendations on things to see and do, places to eat, hidden gems to discover, etc. There is also human/relationship aspect - being the guest of an actual person and not of a chain or big brand - that also plays a big role in hospitality; as marketers say, nowadays people want to buy from people.
As a previous STR owner in HRM, I had an amazing experience renting out my basement apartment as a STR seasonally (STR May-Aug and LTR for Sept-Apr). Unfortunately, due to the new regulations in HRM, I am no longer able to operate and have faced significant loss of income. I fear of losing my home and I do not wish the same fate on others. Further, I have attended several family functions (weddings, gatherings, etc) in/near West Hants and have always used a STR. I enjoy the convenience of a STR and will be saddened if they are no longer an option.

As a renter: Short term rentals are the only reasonable solution for a family to get together or travel. Staying at a hotel can not compare to renting a cottage by the ocean, on a lake, or in the woods. As an owner: the ability to rent our cottage makes it affordable and allows others to enjoy it as well instead of it sitting empty.
As a seasonal homeowner family (we are locals) who are also registered for short term rental we find that STRs:
Help with costs of family ownership
Increases the quality of life for our families
Provide Year-round support for local businesses
Provide employment opportunities in community that otherwise is non-existent
Ensures increased #s of Ambassadors promoting underserved areas
We pay to provide free to you - Provincial, National and International Marketing specific to underserved areas
As a Short Term Rental owner I enjoy sharing my little slice of heaven with others.
As a single mom raising 2 kids I would not be able to get by without it. I find people respectful of my property and it has been a great experience for me and my family.
As a traveller, short term rentals like AirBNBs offer flexibility and convenience that hotels simply cannot offer. I travel to Ontario to see my daughter quite often. Living out of a hotel room and eating out for every meal is no way to visit with family. An AirBNB allows me to feel like I'm in a home, where I can grocery shop, prepare meals, and relax.
As a host in the Windsor area, I can tell you that the inventory of short-term rentals, including the hotels and Bed and Breakfasts, do not meet the capacity at all times. Granted, much of the time there are options open other than AirBNBs. That said, a lot of my guests have been travelling with family or for a week-long or month-long visit, and an AirBNB with a fully furnished apartment fits their needs more than a hotel or a bed and breakfast would. We have hosted travelling nurses, students who are in town for a two-month educational course, etc.
At Falls Lake Resort, we are having the experience that properties are being sold or build for STR's. Our community is being stripped away by fires during fire ban, fireworks also during the ban and late night. A fire started here will make the national news for sure because we are in the middle of a forest. I hope you adopt HRM policy.
Awesome
BAD
Bad
Bad and not much neighbor did about because they were out of country

Being able to rent our cottage for 2 months in summer was part of of financial plan when we bought it. It allows us to enjoy it for the other 10 months. Creating a cozy, artistic and relaxing place for other families in addition to our own- brings us a lot of joy. This is our 4th summer doing limited STR and most of the families who rent out the cottage are the same ones,now coming for their fourth summer. We have received many wonderful messages about memories they created and cherish, at our cottage.
Best option for our family with a small child and a dog. Being able to cook our own meals and have our own rooms makes the journey so much better.
Caution is best approach. Money up front as you'll lose if you dont
doesnt apply
Dumb. Worse than a hotel, unless you have a big group. Takes away from the home supply
Each time I've stayed in a short term rental I have had a wonderful experience, I have absolutely nothing negative to say.
Expensive and to my knowledge, do not necessarily have to meet same standards as registered/approved accommodations like a hotel, inn or bed and breakfast. Ie. renting out a room in a home does not require a license.
Extremely positive - has provided alternate employment for me as a stay at home parent that aligns with my value system
Extremely positive - I've been renting our secondary residence located next to our primary residence for 6 years. We have hosted guests from many parts of the world who enjoy what Nova Scotia has to offer and participate in the local community. Some are looking to relocate to NS when they retire. Most spend a lot in the local community.
Far more welcoming than a hotel room. You can cook, relax, travel with your entire family on an affordable budget. Can't do that if you're relying on hotels.
Federal subsidy exists for foreign workers to come in. This is why air b&b is dangerous and housing issues face Canadians. There are stipulations like your employment must provide housing if you're a low wage worker, example Tim's workers.
Housing: Employers must ensure that low-wage temporary foreign workers have access to suitable and affordable housing. In some cases, the employer may provide these accommodations, while in other cases the employer will simply ensure the employees are able to access this. The total cost of the housing cannot exceed 30% of the worker's income before taxes.
Friend was renovicted from their apartment and it was turned into an airbnb, so they had to come stay with me in a spare room for a few months to find a new, affordable place to live.
GARBAGE HOUSES SITTING VACANT THE VACANT HOUSE REMOVE FROM THE COMMUNITY PEOPLE WHOM MAKE COMMUNITIES AND THE VIABILITY OF COMMUNITIES.
Good experience but it wasn't in NS.
Good experiences. Makes traveling with a baby easier than staying in a hotel
Good option for people especially in west Hants where there's not many options. ie: hotels, B&B's.
Good.

Great for get aways and family vacations. Way better and relaxed then hotels and motels with children. Better locations. More pet friendly options. Definitely preferred way to stay away from home.
Great for rural areas where no hotels or motels are available. Helps tourism, attracts more people to areas they normally wouldn't have the opportunity to stay.
Great option for vacations. Prefer air bnb to hotels now.
Great way for people to experience Windsor. Many international guests choose Windsor because it's central. Then when they arrive they see what a cute town we have and they spend \$ here. Go to the restaurants and cafes shop in our stores and wineries. Brings a lot of revenue to the town that would otherwise be spent in other communities if there was not enough places to stay in Windsor.
Great, no issues
have been renting short term for mini break and large family holidays for app 20 years. We could have never afforded to take our whole family 5 kids spouses and grandchildren on a group holiday without short term rentals. We have amazing photo books of "grandchild week" and the fun everyone had blending our blended family. Now all the cousins are close and have a stable base that divorced families seldom achieve. The togetherness of being in the same location eating together playing games at night watching little ones grow cannot be achieved in a hotel room. Now we are old and enjoy short breaks. Having the flexibility that a short term rental provides is a game changer. It also enables us to support local businesses. If there were no short term rentals we would not go.
Have had an STR in the past and don't agree with government not allowing them and telling people what to do with their own property. Looking to do a couple again in the future but not if we can't use them as an STR. We also own LTR's so have experience in both areas.
have no but heard terrible stories about them.
Have not rented to date.
Have not used
Have rented houses in Florida and have had great experiences
Have rented them elsewhere for vacations. All secondary properties we own nearby are long term rentals.
Have some experience hosting and renting wit Airbnb. Overall very positive experience.
Have you looked at the hotels in West Hants, literally none so where do you want people to stay when they are traveling to our beautiful province. Dont kill tourism and all the local businesses that depends on it.
Haven't been able to find a short term rental that is accessible and affordable in West Hants.
Haven't rented locally, but they're great anytime we have

Having lived near them before, sometimes they are rented by people for the purpose of having a party and can be disruptive to the people around them who live in a residential neighborhood and did not expect to be living next to a de facto hotel.

Home owners should be able to rent there home if someone wants to live in it for a short time. I don't think hotels should be turned into someone's home permanently. That leaves no room for people out of town who visit and need a place to stay.

Housing spots being used as air b&bs means housing taken from those who need it. Plus there is not enough vetting to ensure the renters are behaving appropriately

I always choose a short term rental when traveling over hotels if my stays are more than a few nights. Much more convenient and comfy

I am a cleaner for short term rentals in the west hants area. If these properties are forced to extend their stays to 28 days or more this not only impacts their income but also impacts mine significantly.

I can not afford to buy a home in my home town because STRs have inflated the market to much.

I clean an Airbnb here in Cheverie. It's brought a lot of tourists to the area.

I do Airbnb myself and love that there is an option to choose something else but hotel and not be limited just to a hotel especially when you have a family or group of friends staying together.

I do not have any experience with short term rentals. However it's a shame to have a rental empty while the owner is away for months at a time. There are so many people living on the streets that even one night with a roof over there head might make a change.

I do not use them or rent mine out.

I don't have any experience with Airbnb but I have 13 years experience in short term rentals in the tourism industry as a campground owner. I was also a board member and past president of COANS and a board member of QVS

I don't think it should be anybody's business what other do with the property they paid for

I enjoy having the option to rent a cottage/ cabin/ home in NS to enjoy the local scenery and amenities.

I enjoy renting out seasonally. I have full control over who rents it and it is short if the experience is negative (vs long term where you are stuck in a bad situation with little rights over your own property and could find yourselves financially ruined). We also love that our children have the opportunity to meet people from all over the world. We had the opportunity to help our neighbours who were displaced by the wildfire by providing free accommodations during the worst moment in their lives.

It has also helped us to put food on the table and pay the mortgage during a recent layoff period. We would have likely found ourselves at food banks or faced challenges keeping our home. This gave us breathing room when we needed it and the safety net is one of best decisions we've made as home owners.

I enjoy short term rentals. It makes it easier to be in a community and be close to where you need to be when there are not many hotel options

I enjoy them very much when travelling

I firmly believe short term rentals help our community by housing travel nurses, resident doctors, people working in our communities to grow our economy ... Telus workers, NS Powers workers etc. as well as those citizens who are not in a position to sign a 6 month or annual lease (people moving here, people between houses, etc).

Tourism is a critical part of the NS Economy. Rural areas do not have hotel or commercial accommodation capacity to accommodate all the tourists we get. If there is no where for them to stay, we very well may lose that income. Let's be the welcoming Nova Scotians the world knows us to be.

I have a senior friend who had to move out of her home with her husband and dog during repairs after the hurricane. They live in West Hants. The insurance company wanted them in a motel with a kitchenette in Halifax. No stove, just a microwave. I was able to help them get into a STR/Air B&B in their community. They were comfortable and were very grateful that it existed. There is a family now living in the same STR/Air B&B for almost a year now, as their home is being built in West Hants. With rentals a problem now more than ever, where would they be if this business was not there?

I have always had a very positive experience with Short Term Rentals. Not only does it help tourism NS, but it also brings people to different communities that have previously never been. For small communities like West Hants that have Martock, Bentrige Winery, etc. having rentals helps them gain more business.

I have always had positive experiences with short term rentals. They are usually very well maintained and are great when travelling. I've never had a negative experience with a short term rental or the owners of said rentals.

I have an air bnb and it has provided me a great secondary income

I have been using short-term rentals for recreational properties for years I feel it's excellent for the economy and property owners to be able to maximize use of their secondary homes

I have enjoyed staying in homes in the Caribbean, yet it's all about respect and respecting one location.

I have found having a pet travel with me is hard finding suitable accommodation that allows them to stay. Short term rentals make it more home like and offer more flexibility when travelling with our dog.

I have had great experiences with short term renters in my area. Short term renters bring monetary benefits to the community.

I have had lots of great experiences with short term rentals. They are much easier and nicer than hotels. I even had trouble getting a hotel in the super 8 in Windsor so I'd there were no air B@b's I could not stay in Windsor.

I have had no experience with short term rentals

I have had positive experiences as a renter

I have had some good experiences renting short term, in many cases I find the rental of a home useful for my family as hotel costs continue to rise.

I have moved back home from a tourist town in Alberta and short term rentals (airbnb, vrbo type) are a huge contributing factor as to why people are being run out of that town. There are no homes for rent, and the ones that are available are priced at unattainable rental costs. As demand always equals higher rent and vacation (short term rentals as you have dubbed it) rentals lead to increasing demand and the removal of long term rentals from the rental market. Giving people incentives to buy 2nd, 3rd , 4th and more homes should only be allowed if they are renting them for folks to live in. We need homes not investment opportunities for the “haves”.
I have never rented one
I have no desire to stay in hotels when on vacation. I will not travel within the province if I have to stay in a hotel as they are already way too expensive. I would prefer spending my money on Airbnb's as the money going to the Airbnb owners stays in the province.
I have no experience but would require a legal contract and deposit for security of damages.
I have no experience with rentals
I have none
I have not rented my properties for short term rentals but have rented other properties as short term
I have rented an airbnb before they got too expensive. It was nice but I now realize they just take away housing from people.
I have rented vacation AB&B's around the province. All positive experiences
I have stayed in short term rentals in larger cities in the past. Some of these were in buildings with strict policies against such rentals. The convenience of having a place to myself did not outweigh how anxious I felt staying somewhere with such a policy.
I have stayed in two STRs - one on exchange to France, and once when I moved to Ontario. For the French one, I lived in the same apartment as the owner, and I feel it significantly enriched my experience by living with someone who knew the area and spoke the language. By contrast, when I moved to Ontario I spent a week in an STR that was basically a hotel. The only benefit was that it was cheaper than a hotel, but I recognize the strain that puts on surrounding residential uses.
I have used air bnb for several years in Ont and Que. Most were positive experiences but have found the pricing more expensive than motels over the past year.
I have used an STR before. I think they're ok in small quantities, but there should be restrictions in place based on the number of STRs an owner can provide (on the property where they reside) and what can be done on secondary properties that they own (but don't reside in).
I have used my cottage as a STR for the past 1.5 years and it has been a positive experience for both ourselves and those renting. It is a nice option for people who want a quieter place to stay with all the conveniences of a home. We have never had a problem with guests damaging our home or property and have not had any complaints from neighbours. We have also stayed at STR which allowed us to stay in beautiful locations and save by making our own meals.
I have used them and want to continue having that choice
I have visited many Air Bnb's

I know some seniors who use their cottage as short term rentals in order to help with their increasing cost of living. It's important for people to be able to utilize their assets that they've paid for themselves, to help get by.
I like staying in short term rentals when visiting family in Windsor. The prices have gotten too expensive for me lately though.
I like using airbnb for rural vacations, but agree with the ban in Halifax as housing needs to be priority. Also don't believe people should be able to own 2+ airbnbs
I live by a off grid airbnb, as far as I know there are no regulations..this person blocks our driveway, has invited strangers on others properties, butns during burn bans etc etc..I pay alot of taxes and am bombarded by someone who doesn't....I'm taking legal action because of non disclosure in the sale of our home.
I live in Cottage Country. I have no issues with people renting their property as long- or short- term rentals and have not seen any big issues in my community.
I live in HRM and I used to have 1 STR (3-bedroom) before the City stepped in and indiscriminately shut down over 65% of the small-scale STRs, operated mostly by individual residents owning 1 or 2 STRs. My wife and I kept the STR well-maintained with a regular cleaner, gardener, and local kid to cut the lawn. We employed local people and brought in tourist dollars from other provinces and countries to the local economy, while renting out on a medium-term basis (1-6 months) throughout the winter. We had very low vacancy rates, and housed profs, travel nurses, med students, etc in the off-season. We had a good system set up, and no complaints from neighbours. In fact, several of our neighbours had family members come to stay at our STR when they visited, so they could stay in the same neighbourhood. STR regulations should focus on ensuring owners operate their STRs responsibly, in the benefit of the surrounding neighbourhood, and in bringing money into the local economy... not on banning STRs outright, with no reason other than poor planning for affordable housing on the government's part. A quick note - we even used to give 1% of our revenue (not profit, but revenue) to two local charities - Out Of The Cold and Feed NS - with plans to increase this percentage as we continued to work on making our STR operate more efficiently. Unfortunately, that all evaporated when the City failed to listen to local STR owners and chose to side with the Big Hotels in the city.
I love em. We use them when we visit friends and family in CB or Ont.
I love renting short term rentals as it gives me a dog friendly option for my pet, as well as gives me flexibility with the space. I also appreciate renting out my personal cottage time to time to help with my mortgage payments at these high interest rates, have eyes on the property, etc.
I love using short term rentals for weekend getaways in NS. It gives us an opportunity to visit other areas in the province and keep tourism alive
I much prefer the intimacy of renting a fully equipped home for myself and family when traveling than a large chain hotel. I have always had wonderful experiences
I myself have enjoyed staying at short term rentals. They offer a more affordable, accessible, option for families who want to travel. I think they are a great way for tourists to enjoy our province.
I only book short term rentals because they are more accommodating for my families needs with a pet and children.
I only have long term tenants. Any time I have stayed at a short term rental it has been a cottage or use of the primary home while the owner is away.

I own 2 short term rentals in Falls Lake. I have hosted thousands of people and brought thousands of dollars of business to the area. I also directly employ about 5 local people who clean, maintain, mow and plow my places. I have noise monitors and cameras to keep an eye on my places. I have only had a handful of very minor incidents over the last 5 years. No parties have happened and I my neighbours rent their places as well.

I own a cottage in the Vaughan area. This cottage was built as a recreational property in a recreational cottage bare land condominium community. The property was originally built by Cottage Country and rented as a short term vacation rental for years before being sold as a bare land condo. The cottage is 650 sq/ft. and didn't have any laundry until recently. I have lived there as a primary residence for a period and it is not really suitable as a reliable full-time residence. The road can be dangerous, the septic system was designed as a secondary residence, it has occasional well water issues, and commuting for work is a challenge. This unit has never been reliable housing or rental stock, so it should not be treated as such.

As a recreational property, it is amazing. It is close to a lake and the community is such that is is an oasis from a busy lifestyle required to make ends meat today. The advent of online rental platforms Airbnb and Vrbo have allowed my family the ability to earn income on a property that could not be reliably rented by traditional long term means. This made the dream of owning this property a reality that could not otherwise be realized. The property is within a strata community that allows short term rental, it is registered with the Province of NS as a tourism accommodation, we pay for several insurance policies, I pay enormous amounts of income tax, and we utilize only local businesses, and promote heavily local businesses like Martock, OnTree, Bent Ridge, Bedard Bakery, Walkers Diner, Route 5 Pub, School House Brewing, Lisa's, The Spitfire Arms, and more. We pay several different cleaners \$110-\$160 per clean for 1.5 hrs of work 1-3 times a week. These are woman who benefit from a flexible employment and who do not have childcare. We allow cleaners to bring their children and use out amenities while cleaning and provide free stays on occasion. We used a local lawn care and snow removal companies, we paid for a roof from a local roofer, and repairs from local plumber and electrician. We engage our neighbors an ensure our STR is not a nuisance. We engage with other short term rentals to collaborate on attracting tourism to an underappreciated corner of the province and are rewarded with hundreds of warm reviews and stories about washer toss with family, apple picking, hours on the lake, dinner at Bent Ridge or a weekend at Martock with a hot tub to relax. We are engaged with our community and passionate to share and offer a unique accommodation that is not serviced by hotel chains that funnel money out of the province. We are not real estate investors, we are not even breaking even after tax, we're attempting to provide family with a place to share memories every summer and without this opportunity we simply could not make that happen. Not to mention, we paid premium, top of the market, multiple offer prices for this property based on a property evaluation that a property like this could be used for short term rental. If this property can't be rented in this fashion, the property value will plummet so it can't be sold, long term rental prices for this property will not cover the monthly costs, I will be in financial ruin and forced to leave the province again for higher paying labor market away from by child to try and service the mortgage. I do not believe this is the intended spirit of the discussion, as no rental stock will be returned to market.

On the other side, when traveling outside of a major city, I exclusively use Airbnb as a platform for my vacation rentals. Hearing every conversation or a hall full of drunk or belligerent people is not as appealing as a private home or suite with a kitchen when travelling with a child.

I own a short term rental. It has been a great additional income. We purchased our cottage as an investment property as it is located in a cottage resort.

I previously used AirBNB when I traveled until I learned about the negative impacts that short term rentals have on the housing market.

I really don't understand how STR are a problem for municipalities, especially small rural areas where it's a dying population. The problem is lack of housing, which tax paying home owners should not be responsible for providing. It's a lively hood for many NS residents. And it encourages tourism in the area.

I refuse to move anywhere short term as I'm continually looking for long term. I understand short term is good for some circumstances, but majority rental now all seem to be short or fixed term.

I rent a cottage in the valley twice a year. I can't afford my own cottage so I appreciate being able to enjoy some paradise in this province and renting a cottage on Airbnb

I rent a gorgeous place on Falls Lake every year. The person who owns it has it as their family cottage. I take care of this place like it's my own. I am thankful I have a place like this to escape to.

I rent mine I pay the mortgage and Taxes Its my choice.

I rent out my cottage on airbnb in the vaughan area when me and my family are not using it. We have welcomed guests from all over and have loved sharing our property with visitors. We employ our neighbors for cleaning, landscaping, snow plowing, lawn mowing, plumbing, carpentry, etc. They have appreciated having the additional income, especially in the winter. Our guests visit local restaurants, businesses, wineries, and stores while they are staying with us. We have had a very positive experience with short term rentals.

I see no problem with short term rentals. It brings more people and money into the community

I simply do not understand why we allow people to take apartments and houses entirely off the market, turn them into airbnbs, and charge extortionate amounts of money for them per night instead of taking on a full time tenant. We're in a [REDACTED] housing crisis, people are dying, this should not [REDACTED] be allowed.

I spent a couple of days in a cottage close to Windsor. It was a great shor term rent experience.

I stayed at an Airbnb twice a year in Nova Scotia in the valley. I now have my own cottage that I love opening up to travellers like me. Most of our guests are Nova Scotians looking for a week away at a lake house

I take my family to NS regularly and stay at cottages and airbnbs, using different platforms. I prefer them to hotels motels bc I have special needs family, and they can accommodate me much better with better facilities and experiences. Please don't ban this. The owners are tax payers too, and should be allowed to do what they want with their properties as long as it doesn't interfere with anyone else's privacy. They offer value people are looking for. They should not be the scapegoats for others greed.

I think as a property owner, you should be able to do as you please with the property you paid for and pay taxes on. It should not be the responsibility of the home owners to take care of the population who does not have a home that is the government's of all levels jobs with the taxes we pay so they need to start doing their jobs on ALL levels.

I think it's a great alternative to hotels especially given the lack of hotels in the area. Gives the opportunity to get away and experience short term lake living

I think it's great especially since there is only one hotel in the area.

I think short term rentals are the issue with why rent has skyrocketed, it makes the rentable properties have a dangerously low inventory, I believe Nova Scotia should follow suit with other places, and place higher tax on short term rentals
I think that residents who own secondary property should be able to rent it short term.
I think that short term rentals have a much needed place in society. There are many people who need accommodations for shorter periods of time and to have a home or apartment can give people comfort. I believe that if someone has a secondary or recreational property as long as the zoning allows they should be able to do as they wish at anytime with that property.
I often choose to stay in a short term rental over a hotel or motel, as I enjoy the conveniences they have to offer, and the privacy as well. Almost all of my experiences have been a 10/10 and I find people who operate short term rentals to have a high amount of care for their guests and the properties they rent.
I think they are a valuable asset to small communities and large. They offer a different stay than hotels. I stay in both but prefer STR.
I think they are an amazing boost for the economy of Windsor. People being able to come for the weekend and enjoy downtown; the wineries and breweries, weddings, and Martock. I think it would be a huge disappointment to remove or regulate short term rentals. This is not the answer to the housing issue in Windsor.
I travel with children and a dog - staying in STR in the valley and by bay of fundy is the only way we could take these kinds of getaways. If we had the option between staying at home or staying in a hotel we would opt to not take the trip. We also rent our cottage as a STR when we are not there. It is not insulated for winter use so will never be suitable for a long term tenant. Renting it out to others for a few weeks a year helps us maintain the cottage and gives our single mom neighbour a part time job cleaning and her son mows the lawn.
I use them almost exclusively. They are essential for affordable travel and/or vacations that meet my needs.
I use them exclusively when travelling, they are a wonderful alternative to hotels and a welcome find in areas without hotels. We have several in our area and they bring much needed tourist dollars.
I use them when visiting an area, better than a hotel.
I used short term rentals lots and feel way more comfortable and having the amenities of a kitchen far exceeds a hotel.
I work in the insurance industry (company side) and have seen everything good and bad
I've had great experiences using short term rentals for short vacations. With most being dog friendly it's given me the option to take the dogs too. They're typically more cost efficient as well giving as way more options to visit areas around the province.
I've had very positive experiences with both using and offering short term rentals. I believe short term rentals add value to an area and an economic resource by bringing tourists into an area, especially rural areas that might not necessarily have a lot of tourist traffic. I much prefer staying in a home environment, it is much more personable, than a hotel. I own a property in Falls Lake where there are many short term rentals and it's never been an issue. I don't agree with all the rules and regulations coming in to try and limit short term rentals as the solution to our housing crisis.
I've only rented while in other places. It was always positive. No contact check ins, no hassle. And usually cheaper than a hotel with more space.

I've rented a cottage in the area & it was a very positive experience, and much nicer than staying in a hotel. I would recommend it to anyone
I've stayed in a few short term rentals. It's nice to find affordable accommodations that aren't in a hotel setting allowing larger families or groups a place to stay. Also allowing people to stay in more rural areas
I've used short term rentals for staycations as well as when travelling. My experience is a positive one. However, I can see the harm to the housing shortage as well.
I've used Short Term Rentals when travelling with friends, and have found it to be an affordable and comfortable option to staying in hotels.
impact on shared septic systems, no concern for proper waste /garbage disposal, not sorting or responsible, noise, renters not following condo bylaws, frequency of travel in and out of shared roads, in condo shared community there is all the impact on the associated and no benefit from the owner/renters but all the impact. insurance rates for the condo community, moved to retire, quiet to a closed single family community. private.
In Cape Breton where my secondary residence is, short term rentals have decimated local rental stock for long term residents. Neighbours of these vacation homes did not intend to live next to a motel or party house. They have no recourse except ensure the disruption or sell.
In my area, I know of people that are leveraged to a point that they are going to effect some sort of housing shortage or a collapse of their own wealth due to speculative housing investments. All bad.
In regards to the above question renting, i mean long term renting, NOT AirBnB!
It brings in money from tourism and provides people in our communities employment. (E.g. cleaners, property managers)
It has been a wonderful experience. We rent out our cottage each July and August when we travel out of the country. We typically see the same families each year and they all are grateful for the opportunity to give their kids a lake cottage experience. We pay tax, including income tax and we employ a local cleaner, yard maintenance etc. renting when we are away allows us to afford to keep the cottage and we spend every other weekend throughout the fall, winter and spring there.
It has been great! They keep the price of accommodations low, they provide unique stay experiences, provide accommodations in areas that down typical have hotels/motels, increase overall tourism in the province and can generate so much needed income for people during these tough financial times.
It helps if you need a place to stay for a short period of time while waiting for a more permanent place to be ready to move into but it is very stressful when you have to keep finding a new place to move into in a short period of time especially if you have a family you're responsible for.
It provides choices for people to meet their specific needs
It's a decent concept but the execution is flawed
It's been absolutely positive. Short term rentals bring additional income to middle class families along with extra tourism dollars to communities.
I've never utilized short term rentals, other than Air B&B's in other areas of NS
I've often rented AirBnbs, and if I was a neighbour of one I'd be quite upset. Too much coming and going, residents not invested in the community, potential for noise, garbage issues, etc. In short, short term rental tenants don't always make good neighbours, and the owners are more interested in the income rather than policing renters. AirBnb type apps only let renters evaluate hosts so the hosts

pander to them. Neighbourhoods need good neighbours not transient renters or pandering hosts.
I've rented my secondary residence and I've also been a guest in someone else's STR. In both cases it was a great experience, meeting diverse people from all over. In the case of my secondary residence, my neighbors preferred having STR guests over my LTR tenants as the STR visitors staying for 1-2 weeks were more respectful of neighbors, there was less garbage on the property, no parties, and engaging conversations with visitors working or vacationing in NS.
I've used Airbnb and Home rental services for vacations
I've used Airbnb to book several stays away from home and have had great experiences. We use them for our staff retreats as well which has been very convenient. Our team is remote so twice a year we get together in person for a few days. Being able to be all under one roof has been really great, and we've got to discover parts of the Province that we may not have been able to if we were strictly looking at hotels/motels.
Just had my first year doing STR and love it. Guests come and go. No fighting with tenants, you meet people from all over the world! Make connections, and still get to enjoy your space when not renting. Much prefer this over Ltr.
Lack of regulation has had me experience both great Short Term accommodations, and truly terrible ones. There was no one to really help resolve my issue when my host had failed to clean the room or change the linens of where I was staying.
Long term rentals are needed at the moment to aid the housing crisis.
Looking for a place to rent
Loss of property tax revenue from Short Term Rental enterprises operating hidden within R1 and R2 residential zones, and loss of income tax revenue from property owners making a fast buck off of their non-primary residential properties.
Love that there are a home away from home!
Love them, hotels are not a good alternative for family vacations or for travel anywhere outside of a city. Hotels are far too expensive. STRs bring tourists to the whole province, not just HRM.
Love them. more affordable for families and 2 couples travelling together and more flexible ie kitchen and sometimes laundry provided
Lovely
Luckily I have never had to do that yet
Make it almost impossible to find an available rental for more than a few months. I want a home, not just shelter.
Many Renters do not follow by laws or respect the full time resident's space. Having strangers next door like a revolving door, does not make for a peaceful life. Many short term renters are there to party.
Mostly Air bnb in remote locations.
Mostly in Florida or warmer places. Generally great to okay experiences.

My family rents a cottage every thanksgiving, it's a hunting cottage and I think it's great to have that option. But it's a COTTAGE not a home, if you asked me 5 years ago I wouldn't have thought anything of it and said people can do what they want with their homes or secondary homes. But today? Too many people are profiting off of this housing crisis. It needs to be slowed down for sure.
<p>My neighbour has a short term rental. It has been a horrible experience for the surrounding people. We once had a beach that was full of clams and was quiet that not many people went to. She uses the privacy of the beach and the clams as a selling point for her rental. There is no longer any clams to be harvested because her tenants over harvested them.</p> <p>Some of her tenants yell and holler at other people going to the beach(her property views the beach and is up against the access road for it. Last summer my kids and I also had one of her renters follow us around the beach then follow us back to my property. We no longer feel safe in our home or in our community because the amount of different people who are constantly going through her rental.</p>
My wife and I use short term rentals most of the time when we travel. It is a way to integrate yourself right into the community and feel at home. We have become lucky enough to be short term rental owners as well, and get to provide that very comfort to our guests that we look for when we visit places. Being integrated into the community also means money in the community. If my chain hotel has a restaurant I'm probably not going to go to the mom and pop diner down the road.
Negative. Because of all the short term rentals, there is very few long time rentals. And because there are very few long time rentals, the price of rent has sky rocketed.Yes
negative. Home owners do not take responsibility for issues when renting.
No experience ,It would depend on the background etc, of the renter .
No community engagement from owners, rude, loud, unknown guests and loss of privacy in yard next to rental.
No concerns with short term rentals, they bring tourism to the area and with that they bring dollars to the local economy and support local business. We need these to maintain our vibrant community. We have a lack of hotels within this area that can support groups. Short term rentals provide options to visit the area without being limited to the Super 8!
No experience except hotels for vacation/work trips
No issues at all. Helps me affords my residence.
No negative experience
<p>No positive</p> <p>No negative</p>
No shows. Improper recycling. Parties
Noise, theft, casing out areas for theft, fire ban entitled renters, no long term rent opportunities, out of province B&B owners that only exploit rural areas.
noisey weekend parties in rentals, garbage thrown on beach from houses
Not an apparent issue within West Hants, however, moving from Halifax this was a large issue with a constant revolving door of people in adjacent buildings. Short term rentals have depleted the long term rental supply and substantially increased local rent prices.

Not me but know of two others that had there rent jacked up an couldn't afford to stay there Sounds to me they were forced out of there rental for really no reason. Other than rent increase
One of the most affordable ways for travellers to explore rural areas in this province. Not everyone can afford a cottage so being able to rent one is perfect for many families.
Only ever used one once and it was convenient to have a place to large enough for our whole family to stay instead of renting multiple hotel rooms
Only want to rent in cottage communities
Our experiences with short term rentals has been almost entirely positive. My wife and I travel the world whenever time and resources permit us to do so and we only choose traditional hospitality options when absolutely necessary. STRs offer a tremendous amount of choice to travellers and a much more engaging and inspiring experience than other options. Privacy, functionality, cleanliness, location, ease of check-in/out, size and convenience based on number of guests, price, etc... all reasons we choose STRs over hotels or other hospitality options. We also typically feel like we've had a more authentic experience when we stay at a STR, and often hosts will engage and offer local tips on restaurants, tours or other experiences that we otherwise wouldn't be exposed to. In my experience, peer-reviewed STRs are typically better equipped and better managed than traditional hospitality options. Detailed descriptions are provided by hosts so that guests know exactly what amenities and features are present - parking, rooms, utilities, extras.
Overall positive. Have used them when visiting, have never rented out a space
Overwhelmingly positive both as a renter and landlord. Our province has very little tourist accommodations especially in rural areas. Short term rentals provide people with places to stay to support our tourism industry and allow people to experience our beautiful province.
Overwhelmingly positive, aside from renting to "international students".
Owners don't do enough research on their potential tenants. It appears to be a money grab for the owners.
Positive
Positive
Positive
Positive
Positive
Positive - they fill a needed gap for events, people who travel with pets (most hotel/motels don't accept pets) and can give a traveller more of a home feel when travelling. Times are tough and most people need a second income beyond their day jobs. This helps deliver that.
Positive experience
Positive on most stays
Positive a) Good source of income for hosts b) Affordable compared to hotels c) Good for tourism industry
Positive! traveling with a family all over the world I would choose airbnb/STR over hotels. Better accommodation, more comfortable, able to choose what you need.
Positive. Helps us pay bills/ survive in this overpriced economy created by our government.

Positive. When I moved to NS, I stayed at an AirBNB in HRM for a bit and when I realized I wanted to stay in the province the landlord and I agreed to turn it into a long term month to month agreement. Please note that that was in 2020, before the housing crisis. Things are probably very different now.
Positive.. a great way for added income with things as expensive as they are these days. Also with little accommodations available in the area short terms are required to keep visitors to the area.
Positive.. no issues
Predatory pricing, and seriously depletes available stock for people who actually want to live in their home.
Prefer Airbnb over hotels specifically since COVID. Less exposure.
Premises not well monitored for parking and behaviour of renters. Owners are "out of province" or "out of country" therefore not readily available for rental monitoring.
Prices are too high for anyone to afford.
Provides a place to stay when we're traveling that isn't a stale environment like a hotel. Much more comfortable lodgings, and provides the opportunity to keep the money local, instead of in a hotel chain account overseas.
Rent cost is too high.
Rentals under 28 days should be limited as there is such a housing shortage. Air BnB tenants are not a sustainable aspect of the community long term, homes get damaged, lack of property management support, out of province buyers running them
Renting in Windsor is expensive and if the new units being built are STR's, I'm screwed.
Short term rentals are a great way to stay in comfort at a reasonable price. That said, sometimes people will rent just to throw a party. In my single bad experience with rentals the lack of respect for the community and surrounding properties was a problem law enforcement could not help.
short term rentals = less than 1 year lease = student housing, flop houses, airbnb. all of these are bad for locals. they do not generate income for the community, but rather end up costing the community more as the houses are treated like motels but the business isn't acting like a motel (eg: having commercial garbage contracts in place, etc) student rental / short term rentals are not good as students tend to destroy property.
Short term rentals allow me to experience vacation home living without the expense of owning a vacation home. I've travelled all over the world using short term rentals and they are a completely different experience than hotels. I would be very sad if they disappeared.
Short term rentals are amazing!
short term rentals are an amazing way to have affordable, accessible and personalized stays!
Short term rentals are essential to tourism and for families from Nova Scotia that like to get away for a couple of days but want to stay in a house like environment so that they can cook, let kids play outside and to enjoy the local neighbourhood
Short term rentals are great
Short term rentals are great and major necessity here in our province!
Short term rentals are great for vacations and staycations in rural areas where hotel accommodations are not prevalent

Short term rentals are phenomenal for the economy here in Nova Scotia. People are struggling in the economy and short term rentals allow people to get away on a budget when they can't afford to travel elsewhere. Cottages should always be able to be rented out. It's a win win.

Short term rentals are unregulated. The fact that the market has exploded with short term rentals should be an indication that a loop hole is being exploited.

Short term rentals being tourists to the community, support local businesses and employ cleaners, property managers and maintenance workers. Without short term rentals the tourist traffic would be non existent.

Short term rentals bring in needed accommodation resources and satisfy this need for short term accommodations as the current commercial supply cannot meet the demand. Short term meets market at peak periods and is Not suitable for long term "low rental housing".

Short term rentals can create a shortage of long term rental stock.
The typical renter is on vacation and being on vacation they may not adhere to the basic premise of a neighborhood. Late night noise, transient nature of the renters.
If STRs are allowed to proliferate without any regulation, they will make it increasingly difficult to find housing and will continue to drive housing prices higher.
Those residents that do not choose to monetize their property should have some protection from a commercial enterprise starting next door and completely changing the dynamic of the single biggest investment of their lives.

Short term rentals have contributed to the current housing crisis. Smaller communities that attract tourists are scooping up long term housing to rent short term. Decreasing long term housing and driving up rents and property values.

Short term rentals of recreational properties play an important role in contributing to the economy outside major cities.

Short term rentals provide a necessary form of temporary housing for NS and other residents who may be travelling with family, visiting family, doing a work term or school term or a place to stay when in between other accommodations. Families travelling for school functions or extra curricular activities also use airbnbs in areas like hants county where there are limited or no hotel and motel options. It's also a critical element for homeowners to supplement their income to be able to stay in their homes with the rising costs of living and interest rates. STRs provide flexible options to the homeowners to control what they do with THEIR assets. A government that dictates what you can or cannot do with your assets is too heavy handed and controlling.

Short-term rentals fill a very evident void in the tourism sector.

Short-term residences fill a necessary need in both the housing market and the tourism market. They provide a transitional option for those changing accommodations, moving into the area, moving out of the area, or, from a tourism perspective, visit the area in a manner that does not fit well with traditional tourism accommodation options. Traditional tourism accommodations do not cater well to larger groups and families, stays lasting more than a week or so, people travelling with pets, and a number of other key use cases. Most importantly, they provide for unique stays, like waterfront cottages or estate stays. Willow Vale Estate in Falmouth is a fairly good example of a short-term option that fits well with the community and offers a unique tourism product, attracting the type of corporate retreats, family reunions, wedding events, and similar groups that simply would not stay at a Motel 8. I have used short-term rentals on several occasions, as they are just more suitable for longer-term stays with families or for longer-term business travel.

I used to own a condo that I rented out for short-term stays, not the kind of AirBnB or VRBO stays of days to weeks, but more of an executive furnished rental for stays between one month and a year. The types of renters we catered to were mostly new residents and displaced residents. For example, the president of a local university stayed while his family got settled and found more appropriate long-term accommodations, which allowed them to get a feel for the area and which neighbourhoods might match their needs. Another renter was displaced for three months after a burst pipe did a significant amount of damage to their home.

Some (very few) can be really respectfully but most guess are loud and disrespectful. We live in a private road and I find the renter's don't know the road and use high speed which causing danger for the rest of us.

Some are great, beautiful, clean and lovely to stay in.. but without regulation and regular inspections.. others are unhealthy dumps.

Some do not respect the quiet times. On our private cottage rd the association put a 10pm quiet time in place for all cottages including the rentals do to some of the rentals guest partying into the late hours. The cottages across the lake (it is a narrow cove) do not have regulations and most appear to be a short term rental my friend had their retirement home built a cross from us then the next home became a short term rental and they ended up selling it a few months later as a result.

Some hosts are insane and dangerous. Any commercial activities should be regulated. STRs can not be.

Some renters not respectful of full time residents with regard to noise and waste collection/management.

Stayed in a VRBO near Peggys Cove during a family Thanksgiving get together. Generally good but comings and goings must have been nuisance to neighbours close by.

STRs take permanent housing out of the market. We are in a serious housing shortage, it is unconscionable that owners of secondary housing should be allowed to rent housing for a short term or restrict full time housing to the months October-April.

Tenancy board is useless and a money grab by government.

Terrible, there are none, landlords are to picky, no dogs, cats nor kids, criminal record check, credit check, yet newcomers have to done of this. Rent to our fellow country men and women.

The lakes and cottages in the area offer for perfect family or friends getaway, especially as the area is developing with nice restaurants and the proximity to tourist areas.

The make cottage country loud and have no respect for surrounding area when camp and cottages are available through a company, private rentals should be regulated
The people can be loud and disruptive in cottage country. Lots of litter and less respect for the area. A cottage should not have 10 non locals in it.
the province has the data, use it
The rise of short term rentals as a revenue stream is two-fold: First, you can make far more money (retail rates versus LTR rates). But more to the point.... it's SO MUCH easier. When you LTR, you have to deal with an inconsistent and incredibly tedious landlord tenant board. The rules are mushy at best, poorly enforced (landlord or tenant side), and privilege people who already own things outright. It's a long game, to be sure, but it's also not easy. If it's going to be long, it's got to be easy -- or else people will look for short cuts like STRs.
Whatever regulations come for STRs (and I believe they should be regulated like any B&B or small hotel is), the reality is the LTR market is inconsistent, risky, and a very, very long-game to make profit. Why on earth would someone money-minded want that?
There are limited places stay in West Hants. STR are a great option
There are too many, convenient when done right but we are in a housing crisis and there are too many financially well off people abusing their income and taking housing away from those in need in our communities.
There is no where to stay in the Annapolis Valley. Short term rentals help bring in tourism and help people make additional income. It is not the municipalities business to decide what someone can or can not do with their own property.
There needs to be more of them
There's a shortage of housing. Let people rent their homes.
They are a fantastic alternative to staying in a hotel. You get the space and privacy of being "home" and being able to cook meals is one of the biggest benefits.
They are a good economic driver to our region. They provide free promotion to businesses and events. STRS's are good for us.
They are a perfect fit in response to either a lack of hotels in an area, or for families who can't spend afford the same level of comfort at a hotel. It also helps people afford their mortgages and brings money to the local neighbourhood outside of city cores.
They are very few and very expensive. Not helpful when you are in an emergency situation
They benefit the community by bringing business to the area plus provide jobs like that for cleaning companies and others trying to supplement their income. How are we going to grow? People who stay in these places and have a good experience are most likely to revisit our province again. Its great for the tourism industry! Would be a shame to lose it if it's beneficial.
They destroyed the housing market. They take rental units off the market and leave less supply for the people who need to rent. NYC has banned air bnb entirely, and that is resulting in the cessation of growth of rental prices in that city.

They don't follow the rules. They have fires during fire ban. Always loud noise and party. They take equipment from other properties and steal things. They don't follow the rules for garbage, because it not their community.
They have been excellent in every way. Getting a space for business retreats. Family vacations where there are no hotels. Providing economic uptick in small communities.
They offer a more unique vacation experience, especially rurally. I think they are great for places outside of big cities.
They provide a necessary service that's not being met elsewhere in the market.
They provide much needed income during drastic increasing costs of living. To some, it helps keep food on the table. It also provides visitors and income for other businesses throughout West Hants and provides tax generation for our government.
They're a great way for families to gather at a reasonable price. They also encourage tourism in more rural areas.
Time and place for str
Too many party goers. Too much extra traffic in a confined area. Disrespectful garbage management, often throwing compistable items over the cliff to be washed away by the tide.
Uninvited people on our property. We have lakefront and have had to tell people to get off property. Noisy parties. Live in a condo Corp with shared septic...renters do not follow septic rules causing backups. Garbage overflow and not being sorted. Shared garbage bins are rejected for pickup. Negative experiences. Not adhering to fire bans.
Use them quite often especially when hotels are full.
Very little experience
Very enjoyable to discover areas outside on the main tourism zones
very expensive
very good, increase tourism, supports local business, and adds much-needed revenue that hard-working people will appreciate rather than answering these unnecessary read tape surveys to prove that short term rentals are good for the economy
Very limited,, but it should not be goverened by any municipality.
Very negative. Many family homes are being turned into rentals forcing families out of our community.
Very positive
Very positive experiences visiting different areas that do not have hotels and therefore would not have the opportunity to visit otherwise
Very positive for short term rentals, we have a vacation property in kempt shore that we were able to keep in the family by providing short term rentals to offset the cost. It has been amazing to share our property and what we love with others, and visitors from out of province and even country!
Very positive short term rental experiences.
Very positive!
Very positive, it's great for the community as it brings in revenue for businesses.

Very positive.
Very positive. We moved to NS in 2014 and renting short term rentals across the province helped us discover this beautiful province.
Very variable in terms of value and reasonableness of owner's expectations. Used to be a compelling alternative to hotels but no longer. Once stayed in an Airbnb (in Montreal) and encountered the building's owner who was unaware that his tenants had put the unit on Airbnb.
Way too many new people going through the communities which could be adding to the increase in thefts.
We are seniors with a dog and love short term rentals. We like peace and quiet get up early go to bed at 9 pm and really need to cook our own food for health reasons. We also need naps. Independent short term rentals are our only option.
We had a case in falls lake resort where a str was used then left open for a crew to empty it out. There are slow driving vehicles here on a regular basis. We are looking to gate the community for protection.
We have a short term rental that we rent through AirBNB. It has allows us to have a family cottage that we couldn't afford otherwise. The money we make also allows us to assist with housing for our retired father and his common law partner that are on fixed income.
We have been involved in short term rentals for federal years and it has been a positive experience.
We have had great success in renting out bedrooms within our primary residence on a short term basis. We operate a bed and breakfast accommodations business.
We have had only positive experiences renting our space
We have operated both short term and long term rentals for several years. In our experience, short term rentals bring huge dollars to the local area through tourism spending, and also provide a means for some interesting architecture to be constructed and renovated in the areas we operate in. There is no real impact to the long term rental market by regulating the short term rental market, as in our experience units earmarked for short term rentals, especially in rural areas, do not cross well into the long term rental market. Landlords are not willing to rent their decorated, well maintained rural properties on a long term basis and instead just dispose of them or hold them for their own use.
We have stayed in AirB&Bs and have always had great experiences.
We live in-between two short term rentals as well as there are many on our road. There is an increase in noise, enjoying outside living on the weekend in the summer, is almost impossible. The owners pay the same taxes as we do and yet they run a business. All other businesses pay commercial taxes. I believe short term rentals are good as long as owners are treated like businesses.
We love renting STR like cottages in west Hants
We love short term rentals for weekend get always and longer vacations. Staying in a home in a small town makes us feel part of the community. We also spend money in the community at restaurants and grocery stores, for example.
We never had any issue it's very positive experience and we should promote as a part of travel. It offer traveler's more flexibility, affordability and variety than traditional hotels. They also provide a more authentic and local experience of the destination.

We own a short term rental cottage on Falls Lake. The cottage is our family cottage, where we enjoy summers by the lake with our 8 year old son. In recent years, with the cost of living going up, we have started to rent the cottage out to help offset costs.

Since starting the rentals, we have created an influx of jobs into the very local economy. We pay our cleaners \$25-\$50 per hour, well over the going rate. Most of our cleaners bring their children when they clean, providing a steady stream of income while being able to also stay at home to raise their kiddos. In the past year, we have employed a roofing company (brand new roof after the summer storm), a plumber to put in laundry(as nobody has ever lived full time in the cottage since it has been built, but our family needs it when we stay), exterminators, snow removal, lawn maintenance, hot tub maintenance, and electricians. We have spent tens of thousands of dollars in the Windsor area.

(Happy to provide receipts and evidence). We only use local companies and folks.

We also solely advertise and support local tourist businesses, restaurants, wineries, activities.

Martock is a huge draw to our guests and people come all year round.

We allow pets which many hotels don't. We have a full kitchen to help families save money. We offer free laundry. There are many things in our cottage that cannot be offered in conventional hotel rooms, especially when traveling with children.

We rent cottages in the Falls Lake area often. It's a family tradition that we cherish greatly. We chose to rent from private owners as apposed to hotels or large camp grounds for the added experience and privacy. We come to the area for this amenities that are otherwise not serviced and make a weekend out of skiing, dinner at Bent Ridge, and live music at School House Brewing. We love the trip in for breakfast at Bedard bakery and enjoying a private

Hot tub in the woods. It truly be a crime to not allow us to come to this area of the province to spend our hard earned money.

We rent our cottage in Kings County as a short term rental. It has allowed us to keep this property in our family until we are able to sell our primary home in Hants County and move to the cottage. Our guests have been from Nova Scotia and across Canada. They want the "non-tourist" experience and come to enjoy the sights and attractions in the area. Many are not interested in staying in hotels where the profit leaves the province and goes to big industry. They want a local experience and feel good knowing their vacation dollars are supporting local people and businesses.

We used to have a str and it went well for the most part. We rented for four years and only had two bad experiences. With that being said my neighbors had to deal with those two bad experiences and for that we felt awful. I think, with proper screening str's can run smoothly buy you always need to be considerate of your neighbors.

We've rented air bnb for quarantine for Covid locally.

We use them all the time when we travel

We've used str's for a number of years and have always found it's a great way to vacation with family - everyone in the same house.

We recently started renting our home out through Airbnb. We're very strict about the guests that rent our home and we've had only positive experiences. Our guests are either here to visit family, to work or to visit the province as tourists.

We've had both negative and positive experiences with short term rentals. But the negatives really stand out as it seemed there were no consequences for the hosts. One time in particular they gave us the wrong address. After hours of trying to get a hold of them to get the correct info, we had to give up and find a hotel. The next day they tried to charge us an extra fee for not showing up.

We've also had hosts hire people to let us in and stay in the premises. They stayed up all night in the living room to ensure we would not leave the assigned room. Neither of us drink or smoke, we just wanted a place to rest after hiking in cape Breton all day. But we felt like we were under guard, they didn't even want us using the washroom and timed our shower in the morning to charge extra fees if we took longer than 10 minutes.

After so many negative experiences, all in Nova Scotia, we no longer use airbnb.

when I travel within Canada I always use airbnb Hotels are to expensive and often to far away
I always had a good experience

When traveling with family including children, ST rentals are the most convenient and I never book anything else. Tourism is wonderful. What I do not appreciate is foreign ownership and rentals. Non-Canadians or PRs should not be permitted to own property in Canada.

When travelling, cottage or Airbnb are great alternatives to hotels or motels.

When we travel or just want to get away for the weekend, we always stay in short term rentals (not hotels) because we love the ability to stay in nature and experience places like locals. We also own a cottage in Vaughan that we use as a short term rental because it allows us to be able to afford a cottage. Our cottage is not suitable for long term rental because it's not winterized and doesn't have closets or laundry.

While they are great for vacationing, they take away from livable places for people with no home.

With a shortage of rentals for tourists, it's a nice alternative to hotels and motels

With the increase in interest rates short term rentals are the only way we have been able to keep our cottage. Many people from all over the world have come to stay at our cottage and increase tourism for Nova Scotia.

Without short term rentals our backyard wedding at home would not have been possible. We only have one reasonable hotel in the area (super 8) which was fully booked that weekend. Luckily our guests from away were still able to come and celebrate with us and had a safe place to lay their heads with short term rentals. We live in the middle of nowhere - unless some major hotels go in the area - we need rentals!!

Would rent out our family cottage for several weeks per year to help with expenses and upkeep. Allowed us to keep the cottage.

You are able to remove bad renter immediately. You have access to check the property often.

6. Do you think West Hants should regulate Short Term Rentals?

No. As an owner who is a first responder who has to transfer around and pay rent at a second place, its the only way to afford it. Its my property so as long as i am not involved in criminal activity its no one else's business.
A few guide lines/ regulations would be good.
Absolutely
Absolutely and it needs to be enforced
Absolutely not, the municipality has no business telling people what they can and cannot do with their own property
Absolutely not, we are not a big city and regulating short term rentals will only deter small amount of tourists that we get from our area
Absolutely not.
Absolutely not. Again, why is it anyone else's business what people do with their property
Absolutely not. If this happens, in my opinion it is the first start to violating rights. What is to stop the regulation to grow into anything else....
Regulating houses rental is not going to fix the lack of houses, it will not reduce rental properties
Absolutely NOT. Leave the home owners alone to do as they please with their properties. We have enough rules and regulations on this country.
Absolutely not. West hants needs to promote accommodation/tourism, not spoil it.
Regulating STR is not going to solve the housing crisis. But it will affect those locals who are trying to make an honest living through investing in their own property.
Absolutely, ban them. See above!!
Absolutely, if you penalize financially, for short term rentals, that well in return, increase the inventory for long-term rentals in terms to purchase
Absolutely. There are too many short term rentals of apartments that could be rented by people in the community who need a place to live. It's unfortunate to see people have to choose to stay or leave the community because of a shortage of rental options.
Absolutely. We are in a housing crisis, unless it's a cottage then regulations need to be in place
All short term rentals pay hst to Canada and the Province they are registered. I believe there should be a cap on the amount of rentals that one person can have to prevent large business investors from buying up all properties. All properties also pay municipal taxes.
As long as they are registered with the province this should be enough.

Ban them altogether or heavily regulate them and enforce those regulations with heavy fines.

Companies should not be allowed to buy up properties for the purpose of short rental as it much needed takes long term rentals off the market.

Cottage country has been built on tourism. The areas around the lakes do not need regulation, cottages were built as vacation properties.
If you plan to regulate, please look at the Kelowna/West Kelowna model. Resort areas/cottage areas are designed as short term rental areas. Our cottage will never and has never been lived in full time and will not solve the housing crisis.
If you want to implement a tax or levy, I could see this.

I'm also in support of a grandfather clause, short term rentals currently established are fine but no new ones with new builds.
Please look carefully at the financial impact this would cause to your bustling tourist industry. No tourism means fewer jobs.

Current, regulations are fine as is. Treated like the small business they are. A lack of housing is not a concern.

Definitely Yes

Emphatic YES! Short term rentals allowed everywhere disrupt the neighbouring residents and erode the sense of community. Regulations should strictly control where and how they can be implemented.

For fire regulations maybe parking but don't interfere with the market place.

I believe an owner should have the freedom to rent their property on their terms.

I believe STRs should be allowed in West Hants. It brings income into the region and enables guests a place to stay where otherwise they may need to travel to HRM. I do not believe that STR are contributing to the housing crisis. That was caused by other factors that I will not go into here.

I believe they should absolutely regulate STRs! They should however take the opportunity to learn what other areas (namely HRM) did wrong, and actually REGULATE them, not BAN them. A small group of us had come together following our Hearing (where 71% of the speakers spoke out against the proposed regulations as written - we were ignored) and asked for common sense regulation that focused on four key points:

- 1) licensing to ensure that we maintain a healthy balance in number of STRs and LTRs,
- 2) regulations and best practices instituted to minimize disruption to neighbours (for both the STR and LTR side),
- 3) the grandfathering of any well-operating STR, and
- 4) a 2% levy in the place of the hospitality tax to be put towards long-term housing solutions.

Again - I hope that West Hants takes the opportunity to look at those proposed solutions to make regulations that make sense for all residents of West Hants, while promoting the county as a tourist destination. There are many lessons to be learned here about how HRM screwed up their public consultation process - particularly by not listening to the very people at their Hearing.

I can not think of any reason that they should be regulated other than to protect both parties in safety and environmental issues.

I can think of other things my tax dollars can be spent on that are more important than policing this.
I do not think it is necessary to regulate as they are self regulating in that negative reviews are enough for most to avoid the space in future
I do not think West Hants should regulate Short Term Rentals, especially in cottage areas. With Halifax's recent ban on short term rentals and the lack of hotels in our area, travellers are looking outside HRM for tourist accommodations and this could be really good for the West Hants economy. Also, times are tough and homeowners should have the option to use their properties in ways that help them cover costs of mortgages, etc.
I do not. I feel it should be the owners choice. Again, without my air B and B we wouldn't afford being able to live.
I do, but only to the extent of the large companies that have multiple investors and multiple units.
I don't know
I don't mind regulating them, depending on what regulate means.
I don't really think it's necessary but I'm speaking as someone who follows all the rules through Airbnb. I feel that property owners should be able to decide how to use their own property.
I don't think apartments should be used as short term rentals but I feel cottages are just fine.
I don't think they should regulate short term rentals. This is going to put too much pressure on renters and the community around them. The rentals need to still follow the condo corp. requirements (if this applies) but that should be it.
I don't see an issue with short term rentals. Unless home owners are making tenants rehome to rent them short term I see no issue
I don't think thing short term rentals should be regulated any more than long term rentals. The duration of a rental shouldn't matter. Whatever safety regulations are attached to long term rentals should apply but it should not be more onerous.
I feel some of these new places being built is not affordable, maybe ask developers to have some that are affordable. I know some folks are homeless living in their vehicles because of health reasons too. Cannot move into an unhealthy building. Tenancy board needs to update their regulations on what is charged for rent.
I think any regulatory framework for short-term rentals should be via land-use bylaw and zoning mechanisms and not a regulation of the industry itself. Define when, where, and how secondary suites and other accommodations can be built and leave primary residences out of scope for any sort of regulation. Housing supply will always meet demand, perhaps lagging, but I don't think short-term rentals are having a negative effect on supply any more than an influx of new residents might. In both cases, builders will meet the need.
I think everyone should have the right to rent their property if they wish
I think regulating those rentals will cause people to move out of that area and leave many people without accommodations for skiing and other sightseeing in the valley areas. I think doing this will cause a lot of financial loss for the area and the people that pay the taxes in that area. Imagine the restaurants and gas stations that won't see those tourists or the local grocery store.

I think regulating will be fine as long as there are not excessive taxes or fees. It is a benefit to our community to have visitors spending time and money here. There are not a lot of accommodations so short term rentals are needed to accommodate visitors.

I think STR should be regulated similar to LTR with respect to basic safety standards. I don't think any government should tell a property owner what they can do with their property. Unless NS Residential Tenancies is overhauled to give property owners more protection you will not see me going back to LTR.

I think that a short term rental property should be required to register/have a permit to operate like any other business.

I think that if someone is renting an apartment long term (a year or more), they shouldn't be able to airbnb that apartment. BUT if someone owns a secondary property, they should be able to rent that out on a short term (though airbnb) or long term basis as they see fit.

I think that West Hants should regulate short term rentals on the basis of safety.

I think there should be better regulations of who gets to rent out their homes to people. I know lots people with cottage rentals who make good money and make happy families, there is a downside, such as too many rentals such as air b n b. Especially clustered together to make a bunch of "rental neighborhoods". Where are the houses for families that need houses? All these wealthier people renting their homes out isn't helping people with less. I think that if you have two homes and you rent out one that you shouldn't be able to register a price for that. there should be a company involved, otherwise the owner should be a landlord and give their house away because theres just no need of having two houses at this point when canadian citizens cannot even afford one house for their families.

I think they should be encouraged

I think west hants should ban them entirely. We are in a housing crisis. People are dying. Ban airbnb and open up these rentals to full time tenants. And add a rent cap while you're at it. No apartment in this province is worth \$2k a month.

I think West Hants should start a movement collectively to encourage the entire province to notice this is why we are facing large issues of Canadians being unhoused. Work with neighbouring First Nations and Canadian Municipalities such as Hammonds Plains where I live and working collectively with HRM.

If regulations are considered for short-term rentals, it's vital to differentiate between the family that owns a cottage and rents it from time to time when they don't use it and the large-scale commercial operations that manage a large portfolio of properties. A one-size-fits-all approach would overlook the substantial differences in scale and nature within the STR industry. Tailoring regulations to each type of player would ensure fairness and relevance.

If somebody wants to use their vacation home as a short term rental that allows for someone else to get enjoyment out of a property that is otherwise vacant I see no issue. This helps the home to be occupied and allows for higher utility costs that puts money back into the community. Those people will be purchasing local items, gas, groceries and so on when otherwise they would not.

A broader conversation with massive public input should be had to determine how short term rentals best fit into west hants. I think that any regulations should not be blanketed for the entire municipality as there are so many different areas that have different needs in terms of short term rentals.

I'm not against regulating SRT but not restricting it all together. There needs to be rules that protect neighbors and the community.

Is housing shortage an issue? if not, then no.

Is there anything wrong with HRM regulations?

It depends- what is the need? Many neighbor complaints? Dangerous situations? If this isn't happening, then I think the taxes collected are a benefit to the municipality. It allows renters- family homes, not hotels/or commercial cottage developments to build family memories for a week. Many renters don't want to own a cottage, they just want to rent it. So STR are filling a need. Properties that enter the resale market- where short-term rental are prohibited, have less value.

It has to be! At some point the municipality has to take responsibility

It's their property that they pay bills/taxes on. You have no right to tell a person what they are to do with their own property. Honest hard working people are being punished for the corruption/mistakes made by our government.

limitations on air bnbs..only new builds as air bnbs...existing dwellings should not be converted to air bnbs

Maybe in the town but not cottage country. It's not fair that only rich people in this province would now be able to experience cottage country

Most definitely. A s.all one bedrolm.cottage should not be rented to "sleep 8" people. Also too many random people coming through small neighbourhoods with no regard for the people living in the area. Sewage and water concerns especially when 3 or 4 units are hooked up to 1 small sewage holding tank. And fire safety when 3 or 4 residences are connected to one power source by exyension cords.

Needs more regulation and enforcement ability

No (x30 unique submissions)

No - it's not your property to regulate. How someone uses their real estate is not up to anyone but the homeowner.

No - Make informed decisions regarding the area of West Hants. Get the facts, recognise uninformed bias. We have unique areas in West Hants that are underserved such as the Shore and Cottage Country where primary and secondary homes and cottages fill that gap. By using these properties as STRs it helps offset the costs of ownership for locals and Nova Scotians while providing year round support to local businesses in these underserved areas.

It is an ASSUMPTION that if a seasonal/secondary home or cottage is not used as an STR that it will become affordable housing or housing on the open market; this is an assumption. For those of us on the Shore it's not true, ask STR owners in West Hants directly, get the facts. They have their properties for specific reasons such as quality of life for their families. So if STRs are not permitted, these homes will sit empty when families aren't there, property owners will experience undue hardship in already difficult times, and the local economy will not be served creating unnecessary hardship for businesses in underserved areas. This doesn't make sense.

No - more regulation is just costly and an interference.

No - will lose our rental spots and will stop visiting

No

This province needs people to start small businesses, and needs to stop putting roadblocks in the way. The only exception to this, would be for people who live out of province, I could see some regulation for that, but otherwise let this grow! Nova Scotia is perfect for these types of businesses, and they present an opportunity for people to make a living in creative ways. Please don't destroy the potential of this!

No

where would travellers go? there are no hotels

No as long as everyone is abiding by the municipal noise bylaws

No as previously mentioned there is the need for short term rentals in the area.

No because it promotes tourism

No I do not. Short-term rentals can contribute to local economies by generating additional income for homeowners and fostering tourism. The economic boost can extend to local businesses such as restaurants, shops, and attractions, leading to increased job opportunities and overall economic growth. Short-term rentals provide the homeowners with the flexibility to earn extra income by renting out their property for short periods. It can be particularly beneficial for individuals or families facing financial challenges, as it allows them to leverage their property for additional revenue. Not regulating short-term rentals allows consumers to have a wider range of choices when it comes to accommodation. I may prefer the unique and diverse options provided by short-term rentals over traditional hotels, leading to increased competition and innovation in the hospitality industry.

No I do not. What is the problem with how they are managed now

No more or less than any other business.

No need for endless bureaucratic meddling! Enough is enough!

No opinion

No people who own these businesses should be regulated

Do you regulate grocery stores ? Do you regulate long term rental?

No problem it will hurt way more people than it would help. Some people have had to build themselves a job around these shorter rentals. You would be putting them out of business. The cleaners, the hosts and the businesses around them. Rely on the income. Also many people rent to subsidize longer tenants rent so they don't have to raise it. And to help pay their own bills.

No there are enough regulations now, no need to add more to an already terrible housing issue.

No They have No Say legally None at all.

No they should not. There are enough rules, regulations, permits and laws on people and their property in addition to having to already have the insurance, etc. on their property.

No this is not a solution to housing. Most short term rental ie VRBO would not be appropriate or cost effective to the renter or rentee as a housing option. We need to focus on affordable/accessible rental units.

No we don't need more government regulations

No we should not regulate short term rentals. With all the regulations being put in place in HRM it would make it very hard for individuals of West Hants to provide short term rentals. This would then decrease the tourism coming in and supporting local within the community.

No we are poor regulators with a history of fighting and controversy

NO

You can see that there was no impact to the housing crisis when HRM implemented regulations, if that is why Hants may be considering the same type of by laws.

Short term rentals provide a necessary form of temporary housing for NS and other residents who may be travelling with family, visiting family, doing a work term or school term or a place to stay when in between other accommodations. Families travelling for school functions or extra curricular activities also use airbnbs in areas like hants county where there are limited or no hotel and motel options. It's also a critical element for homeowners to supplement their income to be able to stay in their homes with the rising costs of living and interest rates. STRs provide flexible options to the homeowners to control what they do with THEIR assets. A government that dictates what you can or cannot do with your assets is too heavy handed and controlling.

No!

No!

NO! Let the free market forces regulate it.

No, absolutely not. Regulating them in Halifax is already going to destroy tourism in Halifax as we have friends who will no longer visit now because they do not want to stay in a hotel while visiting Halifax. Hotels are way too expensive and they aren't willing to pay for 3 meals a day because they don't have a kitchen in their hotel room. Airbnb owners are small business owners and if we want money to stay in our province, we need to have these short term rentals as an option.

No, because it's the owners right to use their property for their own financial gains.

No, because the province already has strict regulations regarding short term rentals. More regulations and taxes do nothing to fix our current housing crisis, if anything they contribute to the problem by deterring people from renting their properties. This is clear by the number of apartment buildings currently for sale across the province. Regulating short term rentals will force people to sell but very few would ever be considered "affordable" and the demand in our province is still so much more than the housing supply therefore will not alleviate any housing pressure and do nothing to help low income earners. Most short term rentals are in seasonal cottage country settings which also provide many people with the opportunity to experience our province in ways that they would be otherwise unable to do.
No, don't create extra work for yourself. Let private business thrive. Let people make money, which they reinvest.
No, I don't think West Hants should regulate STR. The platforms to advertise STR have strict guidelines for ensuring guests follow rules and that protect the host if damage should occur to their property.
No, I don't think it's necessary. The industry can regulate itself. Bad reviews are bad for business so most str owners go above and beyond to make the experience a positive one.
No, I encourage a free market.
No, I think people are already regulated enough and should be able to do what they want with their own property, although I am not a fan of Air B&B type rentals (those should be regulated as it is being used like a business for income)
No, if insured and following rules there are no legitimate reasons short term rentals shouldn't be here to stay! AirBnB is life saver to me and my work travels! They are all to code and I've never had any issues.
No, it should be up to the homeowner
No, it's a source of income for so many renters also a investment with a hard way earned money. People need to see that part as a human being. It's same like we are not happy let others not happy as well. We have so peaceful community in West Hants with responsible people living there so there is no need at all, also no tourist wants to stay at hotels these days it's not worth it.
No, it's cottage country for the most part and it bring business to martock bent ridge and Windsor.
No, it's not a government task to regulate. You don't regulate hotels and since becoming further involved in regular long term rentals, government has created a disastrous mess.
No, it's not needed.
No, it's personal property. It is someone's choice.
No, it's pointless to do so
No, many of these were purchased with the understanding they could offset cost with short term rental.
Many areas rentals and cottages or other similar style stays.
No, no need!
No, people invest all their money into their rentals. How does anyone have the right to take that away from them
No, people should be free to do what they like with there property

No, people who travel has specific needs and AirBNBs provide those for people.
No, regulations are making it very difficult to run this type of part time business adventure. Remember, as hosts we use our hard earned after tax money to own and operate and pay taxes on every cent of profit we make.
No, Short Term Rentals generate a positive economic boost to our Communities
No, stay out of it. We are being regulated to death. The province is already requiring registration, stay out of it.
No, that's taking away people's freedoms and rights
No, the municipality should not regulate short term rentals
No, the short term rentals already adhere to regulations through the platform or insurance they use!
No, they are very important for tourism , which supports local business
No, they have enough to sort out now!
No, this is someone's investment towards retirement. They may have spent money to upgrade to make a certain return on that investment. Just regulating them does not mean it will turn into a long term rental. It does not mean long term rentals will increase for tenants. It is the tenancy board that needs to be updated so that landlords can remove tenants not paying or destroying property and not had to sit back and watch it happen. It is because of these tenants that fixed term leases are being used and good tenants are suffering for this.
No, we are not a big city, that is the appeal to bring tourists into our area, we don't have hotel chains or a lot of BnBs . People like to stay in a small community and not have to drive a long way to spend a night.
No, what people do with THEIR homes and THEIR properties that THEY pay taxes on, should be free to use it as they please. You build long term rentals and leave people alone.
No,, this us a personal decision plus most insurance companies (if owner is away) requires that the owner have the property checked regularly,
No,we are currently building an in-law suite. In the future it could be a rental. Building cost was too great to recoup with a yearly lease. It would be an unaffordable monthly rent long term.
No. These short term properties are individually owned, income for individuals and already follow area regulations that other individuals living in the area abide by. These are personal properties that governments should just leave alone.
No. We are ruled to death
Concentrate on primary issues to make our area more desirable. Quality shopping and medical so we don't have to take out money outside of Windsor
No. Folks have built their primary and/or secondary dwellings to code and policy of the day. Their intentions have complied with regulations. They have followed process. To have it dictated to them what they then do with their properties following that is not fair nor just. And really, abuse of power by any government entity.
No. I believe if it is the homeowner's right to rent responsibility.

No. Leave owners and their property alone.
No. Regulating makes no sense in the manner in which it is being contemplated. Units removed from the short term market will not just automatically be added to the long term market. There will be no material impact on the housing shortage. It may make sense to add a levy or tax to the short term rental units to increase some of the tax base, and to allow a fair offset against the operators rental income however. 2-4% billed at the source of the rental would be fair, and would add to the tax fund for the municipality which can then be redirected to programs which will actually make an impact on long term rental housing issues.
No. The amount of airbnbs in west hants is not substantial enough to warrant regulations like imposed in Halifax. It would also been sad for the current Airbnb owners to have their income taken away by regulation. We have seen that it hasn't solved the housing issues in other communities it won't have any positive affect here only negative. Regulation is just a cash grab
No. Administering program will add to my taxes. Population isn't dense enough to warrant regulation. Entirety of municipality is less than 20,000.
No. Air bnb already regulates.
No. Government has to stop over regulating things that are not problems or broken. Short term rentals are not the problem to the housing issues.
No. HRM decided to do it and it's causing a lot of issues with places closing. If hotels are booked up then where will people stay for a short term visit? HRM's decision is a money grabber for them, they just can't see the repercussions of what they are doing to the economy. Once again they make a decision, roll it out, and has severe repercussions to the economy. Wait until they see the ripple affect of the damage it will do!
No. I don't think it is up to them what I do with the property I own and pay for
No. I don't think the municipality should have a say in what you do with your home or secondary properties as long as it isn't violating any laws. The onus should not be on hard working people to fix a crisis that they did not create.
No. I don't see the need. STRs drive a lot of economic value in the region that would otherwise not be present. Guests that choose STRs don't typically opt for traditional hospitality stays so regulating STRs will lead to a net loss in tourism dollars, not to mention the economic benefits that STR hosts inject into the economy by hiring local people to assist with day-to-day management of properties. I don't think entire apartment buildings should be used for STRs but small operators should be free to do with their property as they see fit.
No. I think if someone owns a property they should have the right to rent it out whenever they want. Most people who own these rentals use them for their families as well and just rent when they are not going to their cottage. Regulating short term rentals will only screw over the people who own them as these people would never be able to rent their cottage long term as they would no longer have anywhere to stay for vacation either. Limiting short term rentals will not fix the housing crisis!
No. I think it will affect our tourism which we rely on!

No. I think we pay more than enough in taxes we should able to choose how we use our properties.
No. In a small town such as West Hants, there are very few hotels and rental options available without STR. These rentals provide an option to visitors that otherwise may not even visit. I think you would see a drastic decline in vacationers if STR were to be abolished. Not to mention the amount of hardship it would cause to all the business owners.
No. It accounts for less than 0.5% of all housing in West Hants.
NO. it is not the concern of the municipality to interfere with what people do with their own property they pay their taxes on. This is not their business so they have NO right dictating what someone can do with their own property.
No. It is not the county's business what WE do with our own properties. We pay our taxes and keep our properties maintained. What is done with our properties is non of the governments business.
No. It is private and does not concern the municipality.
No. It's lovely to have a place to rent outside of the city for a week or so instead of hotels!
No. Just adds unnecessary government meddling in some ones personal business. We need less regulation, not more.
No. Just because someone wants to run an air b and b doesn't mean they want to or should a land lord.
No. Main reason? There are no places to stay overnight as it is in West Hants when any event happens or during tourist season. There are enough regulations imposed by Air bnb/insurance companies already. Try banning short term rentals and watch Windsor turn into a geriatric retirement town while tourists move along further down the valley to where there are actually accommodations available.
No. Many people including us need affordable options. Also places where we can maintain our independence with dignity. We love the east coast especially this area and love to support local businesses. Please don't take that away from us.
No. Not for primary residences or family cottages.
No. Nova Scotia relies on tourism and markets its hospitality. Short term rentals offer a convenience and hospitality that hotels and motels cannot. To eliminate that for tourists and residents who earn living is very short sighted. It will do nothing to solve the housing crisis and will damage tourism.
No. Other than the very most basic of safety requirements. There's really no need. If a person rents their home then it's their choice. Their liability. Their extra income that will be declared regardless. It's not a true commercial venture and regulating another small business idea is just unnecessary.
No. Owners should have authority over how they allocate their time, energy and resources.
No. People have the right to do whatever they want with the property or properties they work hard to have
No. People pay good money and high taxes. They should be able to do as they see fit with there properties. By regulating you will increase the cost of the rentals. Thus hindering the market and causing a loss of rentals for both the owners and local business in the area.
No. Sort water/sewer issues first.

No. STR benefit west hants by bringing in visitors and it generates revenue for other business. There are not many hotels in the area so it provides a place for vacationers to stay. It also provides income during a time of crisis and for many helps put food on the table.
No. The area is mostly rural or cottage area and blindly regulating as a big city would is not appropriate. The area is still seen as a destination for short trips for both Nova Scotian and other Canadians, so STR are most definitely needed. Hotels/motels do not cater to families/small group wanting to spend time together.
No. The regulation of private property brings about a host of other issues. You will decrease tourism for small businesses in your area.
No. There are already provincial regulations and business regulations in place regarding rental units.
No. There are enough regulations over peoples lives
No. There are more important things that need attention.
No. There are no hotels near by so airbnbs are an awesome way to visit the area!
No. There are various cottage areas in West Hants that have been built for recreational and vacation use. The majority of homeowners in the area are seasonal and rely on being able to rent out their cottage or camp when they are not being used. A lot of these properties do not have washer/driers or the electrical capacity to turn them into full time long term rentals so restricting short term rentals would not add any new housing to the market. These are cottages, not regular homes. With rising housing and food costs, a lot of Nova Scotians are looking for new vacation spots within the province, rather than travelling abroad. Short term rentals in west hants bring tourism to the area, even through the winter, which stimulates the local economy by supporting local businesses and providing employment. Families have booking cottages in cottage country (Vaughan) for decades and having these taken off the market as vacation rentals would be detrimental to tourism, especially in the summer.
No. There is no need to regulate or to have a watch dog type of position. There is just no reason for it.
No. These people are providing a service and are already heavily regulated by whichever app they are working through.
No. They are privately owned.
No. They bring in tourists which bring money.
No. This is a city issue and should not apply for seasonal homes. Short term rental market provides great economic benefits to the area.
No. This is a rural community with businesses that rely on tourist support. Without short term rentals there is nowhere for them to stay.
No. This is private property and like other entrepreneurs, people have the right to run a small business. As a family, we look for Airbnb rentals before any other accommodation. If they don't exist, we won't be traveling there. They are a cheaper alternative to hotels and make life easier traveling with young kids due to access to kitchen and laundry facilities.
No. You're not a big city - you're not Halifax, you're not BC

No. Aside from safety, stay out of my business.
No.... Stay the hell out of people's personal business!!!
Nope, its a tourism supported community. Most properties arent even suitable for year round living, people wont make those long term rentals.
Nope. People own their homes. Let them make their own decisions. Shortage of rentals around. And lack of hotels or rentals.
Not ,should perhaps could depending on circumstances
Not at this time.
Not over regulate, do we regulate B and B?
Not really sure what that would look like. Would need to know that before saying yes or no.
Not sure.
Nothing more than the province does. Why does government feel they need to step in and get involved in business? Not needed.
Of course there should be regulations that encourage responsible landlords who fill an essential niche in the tourism market. But to consider anything like the draconian sledgehammer approach of HRM is fatal to tourism around the province. The question is not should there be regulation, but what kind.
Only to prevent large scale commercial str operators taking over. STR's are well suited to folks just trying to use the assets they own (worked for and paid for out of after tax dollars) to help them get by in these very inflationary times.
Possibly limit the number of short term stays per year. This will likely stop short term rental properties from being only a business but would still owners to use their property to make ends meet when they are not using it themselves.kee
Regulate but not control
Regulate in the sense that they can be tracked for data, such as what the province did. However, people should have the freedom to use their properties as they see fit.
Regulate in what way? I don't mind regulating but do not think it's a good idea to restrict someone renting out their property if they choose to. It is their property so they should decide what's best for them
regulate price range -yes
Regulate pricing. Cap it.
Regulate so apartments / houses don't all become str and people become homeless and rents increase

Regulate, sure. Ban/impose duration of stay limits? Absolutely no. Vacation cottages are something that should be accessible to everyone- not just those that can afford to own a vacation property. Similarly, vacation homes should be used and not sat empty. Often people cannot and do not live at their vacation home year round, or even most of the time. It is a tragedy to hoard this resource when people are willing to rent them and utilize them.

Similarly, rules around parking or registration could limit grievances from owners who choose to not rent their properties. Being mindful of safety, privacy, and neighborhood use/convenience are all important things to protect the joyful use of property. Reasonable regulation can be put in place that is to the benefit of everyone.

Regulation but not banning. Secondary suites and cottages should be able to be rented.

Regulation, yes. Banning, NO.

Regulations that are already in place should be used to guarantee guest safety (fire codes, building codes) and happy neighborhoods (noise bylaws). I think banning or limiting STRs is not necessary, if there are too many the market will self correct when there are not enough guests to make it viable.

Seeing that the housing crisis seems to be largely blamed on short term rentals i think there should be a fee that str owners should pay that goes into a pot to help fund housing projects for different communities within the province, but I don't I agree with heavy fees and regulations.

Short term rentals are a vital part of our economy, culture, and tourism. For instance, ski martock attracts many tourists and visitors in the winter months. Shouldn't we provide somewhere for these people to stay? In addition to the benefit short term rentals pose to our economy and tourism rates, we are living in a difficult economical time and many families and individuals are struggling to make ends meet. Having the option of renting out their home or secondary home allows these individuals to have an extra source of income, which for many, just might be what is keeping them from living in tents.

Some landlords don't follow the rules for rental properties
Some have increased by 25% or more
So hants west should regulate

Somewhat

STR or whatever they now classify themselves as, have never had regulations on them, that I know of. The hospitality industry was vocal about this a few years ago. They saw them as competition, I see them as no different then a cottage rental except on a larger size. STR are not the reason for our housing crisis. What do you think regulations would do? What would West Hants gain or prevent from regulations? That is my question to you?

Tenancy Board should regulate the short term rentals, under the umbrella of the Residential Tenancies Act.

That depends on what is meant by "regulate".

That depends on what regulated means. I should have the right to rent property I own. Will registration and regulations protect me as the home owner?

That's a loaded question. Not easy to answer.

Everything needs some control but to say yes to regulations will hinder the smaller homeowners like myself that are using STR to help them get by. Nothing will change for those abusing the system with multiple units.

The Municipality should not regulate Short Term Rentals for the following reasons:

Property Rights and Personal Freedom:

Property owners should have the right to use their property as they see fit, provided it does not harm the community or violate existing laws. Regulating short-term rentals can be seen as an infringement on these property rights and personal freedom.

Economic Benefits:

Short-term rentals can be a significant source of income for homeowners, allowing them to supplement their finances or pay off mortgages. This economic benefit can be crucial for many, especially in challenging economic times.

Tourism and Local Economy:

Short-term rentals can boost local tourism by offering more diverse and affordable accommodations. This can help local businesses such as restaurants, shops, and attractions by bringing in more visitors to the area.

Consumer Choice:

Regulating short-term rentals might limit consumer choice. Travelers often appreciate the variety of accommodation options, including short-term rentals, which can offer unique experiences not found in traditional hotels or motels.

Self-Regulation and Market Forces:

The market can often regulate itself to some extent. Homeowners who provide subpar short-term rental experiences will receive negative reviews and, as a result, fewer bookings. This can incentivize homeowners to maintain high standards without the need for additional regulations.

Customization and Personalization:

Short-term rentals allow for a more personalized and unique experience for travellers. This can be particularly attractive to those seeking a more authentic and local experience.

Enforcement Challenges:

Regulating short-term rentals can pose enforcement challenges for the municipality. Ensuring compliance with regulations, collecting taxes, and monitoring the industry can be resource-intensive and may not be cost-effective.

Potential Impact on Housing Supply:

Regulating short-term rentals may have unintended consequences, such as reducing the incentive to offer long-term rentals. This could impact housing availability, driving up rents in the long-term rental market.

Existing Laws and Regulations:

There may already be regulations in place to address issues like noise, safety, or property

<p>maintenance. These laws can address concerns associated with short-term rentals without the need for additional, specific regulations.</p>
<p>The short term rentals fulfill a need and serve to augment current costs to maintain a residence due to high taxes, water, power, heat and other municipal services coupled with maintenance and mortgage costs.</p>
<p>There could be rules in place (such as registration, follow standards), but they should be allowed as it promotes tourism in the area.</p>
<p>There should be regulations on STRs, but it should be aimed more towards the large companies and not individual homeowners. The regulations in HRM are too strict in some aspects and STR owners were not consulted at all in the process of creating these regulations. Please consult STR owners in the area to assist in creating fair regulations.</p>
<p>There should be some regulation, given so many can't find affordable housing</p>
<p>They probably should be regulated, in some way. Not so regulated that it's prohibitive for either though.</p>
<p>They should allow them.</p>
<p>they should be able to have a place to stay that is affordable</p>
<p>They should be regulated. Possibly put a cap on how many 1 person /company can have in one area. Higher taxes on that property. The logistical costs may be higher than it's worth to try and regulate them</p>
<p>To avoid a Halifax-like housing crisis.</p>
<p>To control behaviours of renters and owners by providing culpability for use of property.</p>
<p>To preserve the stock of long term housing all short term rentals should be banned.</p>
<p>Tourist Accommodations are regulated by the province, and AirBNBs are required to be registered as Tourist Accommodations with an annual RYA number. I suppose there could be a marketing levy imposed, but that would need to translate into tourism marketing. Based on your list of regulations, below, that could be applied to Short Term Rentals, if those regulations are similarly placed on hotels by the municipality (I'm thinking fire and life safety, parking, municipal registration) then I can support the same type of regulations to cross over to AirBNBs, but I do not believe AirBNBs should be subject to more regulations than hotels/Bed and Breakfasts. I understand the difference here is that Hotels and B&Bs pay Commercial Tax rates, and AirBNBs are generally in buildings with residential tax rates and zoning. I would argue with this same breath that B&Bs should not be commercial taxes, so perhaps B&Bs and AirBNBs could be subject to a Small Business or Small Scale Tourist Accommodation tax rate?</p> <p>I also do not believe the municipality should be able to prohibit AirBNBs. Putting regulations to ensure they are safe (fire, building code, etc) and the guests are following by-laws is fine, and logical.</p> <p>I do not see how the municipality has an jurisdiction over the duration of stay. Does it have similar jurisdiction over duration of stay for hotels? B&Bs?</p>
<p>Unnecessary expense and without bylaw enforcement it becomes a real wasted of resources and makes citizens sceptical of ALL regulations.</p>

We are already regulated through Tourism NS, follow AirBNB guidelines, abide by our community covenants, and pay taxes in multiple spectrums.
We should have guidelines to protect both parties
West Hants is a large diverse area. Diverse in its people but very diverse in its zoning and types of residences. I think the majority of long term rentals in West Hants are those that are vacation properties, in “cottage country”, or areas where people can experience a week or weekend away from it all. I think not regulating short term rentals would have little effect on the housing crisis, because people do not want to “live” in cottage country.
West Hants requires more accommodations, short term rentals help aid this problem.
What does „regulate” mean? This is such a vague question, it’s unanswerable. Government is already messing up long term regulation, so perhaps improve that first (and what I mean is that property rights are poorly upheld, while renters are permitted to live rentfree and destroy property with no real consequences).
Where I have my places it is cottage country and many residents rent out their places to offset their costs. I am open to having some rules around them but I think any type of ban or restriction of renting out cottages would be detrimental to property values as well as the local economy.
While demand is there, I don’t think the demand for short term rentals is huge in west hants. However, With only one hotel, we do need more accommodations in order to host events, conferences, tournaments, etc. unless a developer or the municipality wants to build a hotel, this is A solution for those travelling. I know some folks will argue that it’s taking away from long term rentals, So I’d love for staff to explore a cap on the amount of short term rentals: this would provide an opportunity for accommodations to support economic growth while keeping long term housing solutions in the market. Obviously I’m not an expert, so just a thought. I trust the staff experts to make those decisions with public feedback.
Yes (x26 unique submissions)
Yes - STRs should be regulated like any other B&B (Nova Scotia already has a framework for this). They should **NOT** be subject to punitive fees and regulations need to recognize sites like Airbnb and VRBO are <i>*marketing channels*</i> -- a local homeowner (provider) listing a room on Airbnb (marketing channel) is functionally the same as the Hilton (provider) listing on Expedia (marketing channel)
yes - there needs to be greater restrictions if this is allowed, follow the federal guidelines.
Yes - there needs to be minimum safety standards, licensing requirements. It’s commercial activity and should be subject to similar/same fees and taxes as any other business.
Yes - we only have one hotel, but several amazing BNBs that are licensed accommodations. What we don’t have is affordable living options for our own neighbours.
Yes absolutely to prevent gouging
Yes allow dogs, and kids. Any size dogs any age kids.

Yes and no. I find regulations are often over the top and are too wide and blanketed. But I say yes because we need more long term housing.

No because I don't want to have yet more restrictions on what I can and can't do with my own property.

There has to be a middle ground. Maybe the secondary residence needs to be classified as cottage or vacation property and each property assessed by someone so it qualifies.

Yes and no. Regulation in higher density neighbourhoods should be considered. Larger properties or a wider distance to neighbours pose minimal disturbance.

Yes and no. Where short term rentals would suit some people, it doesn't suit everyone, most people need a more permanent place to live instead of moving from place to place all the time.

Yes as per reason above and there are too many people looking for rentals and they may have unnecessary high rent but at least they can have a consistent home for at least one year.

Yes because the more short term rentals there are, the less housing there is for people.

Yes because there are not enough affordable rental properties

Yes because they are harmful to the rental market when left unregulated.

Yes I do. These should be for emergencies not for tourists.

Yes I do. In some instances it shouldn't be allowed at all. Some people live out of province and have multiple homes here that they are using as short term rentals. This shouldn't be allowed. This is taking away from housing for people who are actually residents. I think a requirement of short term rentals should be that you actually LIVE full time in NS. Primary residence should be the same province NOT in another one.

Yes I do. Mainly for safety reasons

Yes I think seasonal cottages would be ok for short term rentals but family homes in established neighborhoods or rural areas would be better for long term rentals for the so many families looking for affordable housing

YES IF YOU DONT YOU WILL HAVE EMPTY HOUSES AND THEN YOU WILL SEE BUSINESSES CLOSE BECAUSE THERE ARE NO PEOPLE HERE MONDAY THRU THURSDAY. YOU CAN RENT IF YOU YOURSLF ARE AWAY FOR 3 MONTHS, BUT NOT PLACES THAT ARE BOUGHT AND THEN JUST ENTERED ON ARBB FOR A NITE HERE AND THERE. GIVE INCENTIVES TO PEOPLE WHO RENT OUT ROOMS IN THEIR HOMES BUT WE DONT NEED A COMMUNITY OF WEEKEND ONLY DEWELLERS

Yes just in case of issue of getting residence back

Yes please, before it turns into a disaster like everywhere else.

Yes so that housing options for local residents are not restricted while keeping purchase prices down. Non resident owners should have more regulations and restrictions than locals

Yes there should be some sort of regulations but undecided on what all they should entail.

Yes they bring in more people to spend money in the community.

Yes they need regulation to protect everyone.

Yes they should be regulated. They should be registered and pay a fee/tax to help with the costs of development of new housing and to keep track of the amount of short term rentals and their affect on the housing stock in West Hants.
Yes to avoid impacting long term housing and limit density of short term rentals in some neighbourhoods
Yes to free up much needed housing.
yes to protect the people that are renting them
Yes to some degree. A dwelling that could otherwise serve as someone's home should be considered for longer term rentals. Cottages that are not used year round by the homeowner would serve a different purpose and could still fall under short term rentals.
yes! since you are not building affordable housing
Yes!!!! See above (question 5)
Yes, absolutely. If west hants doesn't regulate STRs younger skilled persons will not be able to afford to live there and work. The town will die the same way Bridgetown did as its only retired people living there paying far lower taxes than younger working people.
Yes, because it is a business, and oversight can ensure the public's interests are protected, and it has exacerbated the housing shortage.
Yes, because neighbours have to have comfort and feel secure too and don't need to deal with many strangers coming n going unlike a home especially if your literally next door.,
Yes, because of the housing crisis. People desperately need long term housing to live in and that should take priority over short term rentals.
Yes, because someone will make it a nightmare for the neighbors.
Yes, because there is a lack of housing in the area.
Yes, because we are currently having a housing crisis. We need to prioritize affordable rentals, as there are way too many families struggling to find a home, and a lot of what is available is unaffordable for someone with children. We should not prioritize a short term boost to someones wallet when so many people in our small area cannot find a place to live.
Yes, but not to limit their use... more to protect long term tenants from being taken advantage of by operators using short term rental practices to price gouge individuals who cannot find other long term accommodations.
Yes, depending on the regulations.
Yes, I believe that Hants County should regulate some aspects of the short term rental market. I believe that secondary properties that are not the primary residence of the owner should be charged a fee as a disincentive for short term rentals. The goal would be to open these secondary dwellings up to the long term rental market and reduce housing pressures. In addition to regulating the short term rentals, Hants County should be advocating to the province to improve the landlord-tenant act serve both groups better and incentivize landlords to rent out on a longer term.
Yes, I can't imagine how this adds to an area beside undercut price or over inflate the accommodation and tourism businesses.

Yes, I do not oppose regulation, I oppose blanket regulations or regulations that do not suite the region. It is important to ensure that accommodations are safe and suitable for that use. Remember, these are not businesses as they are not allowed to have multiple visitors at all hours of the day. These are local citizens earning income, contributing to community, and providing a desired service that is not serviced by traditional hotels. We are sole proprietors taxed at over twice the rate of a business without most of the tax exemptions. We are drawing people to a region which needs tourism dollars to contribute to local business and that is underserved in hotel stock.

I have family in BC and have lived in Alberta for 20 years. This is not a new concept, only new to Nova Scotia. Many places have banned STR's, then were forced to revisit and regulate to repair damage from the regulation. I have family in West Kelowna, this is a community that relies on tourism, like many in the Okanagan, and has created appropriate regulation in my opinion. West Hants has the ability to take their time, do their homework, and find common ground to ensure everyone is well served by regulation. For instance, West Kelowna has recognized that it has many recreational secondary condo properties which were originally intended for recreation and short term rental. They have established "resort" zones in which STR's are permitted. They have established clear safety guidelines, permitting, and appropriate permitting fees for STR's. Cottage country in West Hants is similar in that it has many recreational communities whose original intended use is recreation and rentals, not housing stock. Perhaps grandfathering in areas or zoning some of these areas as "cottage" in which the use of the building is secondary in nature would be appropriate. Perhaps levies and fees can be added and funds used to build more long term housing stock in communities serviced with schools, hospitals, and employment like Windsor, etc. We really do not want to take away from the community, and we do not wish to be lawless. The families that own cottages are proud tax paying members of the community, banning STR's is not a fight against Airbnb, it's a slap in the face to community members and a win for American or Ontario based hotel chains.

Yes, if only to know where they are should emergency events occur.

Yes, if there were short term rentals they should be zoned specifically for that and only a very, very small percent should be allowed to be developed. Then there should be a higher tax system for those second homes that are not for everyday living.

Yes, if they so then less honest people will not be able to take advantage

Yes, make room for more people to be able to afford renting.

Yes, more available opportunities for people need to be available

yes, otherwise it will be a free for all with dangerous not up to code issues

yes, owners should be responsible for tenants actions, bylaws should be enforced

Yes, regulate for record keeping and maneuvering when needed.

Yes, safety regulations should be made.

Yes, see above.

Yes, so it is safe for everyone and prevents misuse

Yes, so that owners looking for income do not run a large number, keeping housing off regular market.

Yes, so that we know what's going on in our communities.

Yes, some landlords or homeowners can become greedy and unfair
Yes, there is a housing shortage.
Yes, there should be rules and terms to abide by for both the owner and renter. Short term should have the same security as long term.
Yes, there should be safety regulations.
Yes, they have a major impact on communities including on housing prices, noise/other nuisances and a loss of a sense of community. They also should be forced to pay taxes, like any other commercial business, and meet building code standards for commercial accommodations. Enforcement is also a very important component of short term rental regulations.
Yes, they should not be allowed. If they want to rent to make income then it should be at least month to month leases since we have a housing shortage.
Yes, those that rent short term for extra income are not considerate of their neighbors.
Yes, to a degree. Entire houses capable of being used year-round should not be allowed as short term rentals. Cottages and the like are fine.
yes, to create by-laws to enforce misuse of the concept and control rental requirements.
Yes, to keep housing open for residents rather than visitors
Yes, we feel regulation is not a bad thing. Safety regulations would be important, but I don't think banning rentals in these small cottages would do anything to help housing. We would not be coming to the area to stay at Super 8, we like spending the idea of a unique accommodation.
Yes, West Hants needs to address a crisis, not just Windsor but its entire domain.
Yes, with a hospitality tax/marketing levy, similar to what a hotel in halifax charges.
Yes, with the current state of housing, I believe short term rentals is a large part of the reason there's such a lack of affordable housing.
Yes. I think short term rentals are making it harder for people to have long term rentals and is contributing to homelessness across Nova Scotia.
yes. investment property artificially drives up housing prices, destabilizes the rental market, and puts undue burden on the municipality to provide commercial like services to a motel thats treated like a residence.
Yes. It is direct competition with hotels so should be regulated the same as hotels. Short term rentals are having detrimental impacts on people finding long term living arrangements in most areas. Profit should not be more important than basic living necessities but without regulation profit will be the driving force.
Yes. Non STR owners have no voice. As HRM regulations take hold, the STR landscape in West Hants may change significantly.
Yes. AirBNB is a defacto hotel. They are already in breach of land use bylaws and are in non compliance with the Hotel act.
Yes. And monitor fixed term. Houses should not be used as a was to gain income. I understand long term investment, but it seems interest and house costs are making it hard for everyone, and short term is a way to increase rent way more than what people can afford.

Yes. Any dwelling unit that is fit for habitation year round (i.e. winterized) and accessible year round should not be permitted as a short-term rental. Given that we are in a housing shortage and affordability crisis, the supply of long-term housing should not be further constricted by Airbnb style rentals. Owners should be incentivized to rent secondary (etc) dwellings to long-term tenants or sell them.

Individual rooms within an owner-occupied dwelling, and structures that are not fit for normal, long-term occupancy (e.g. yurts) are fine for short term rentals, in my opinion.

Yes. At an absolute minimum, those operating short term rentals should be assessed commercially as they are operating a commercial business.

YES. Communities like ours are 50% plus short term rentals. We live on a road our residents maintain. There is an increase in garbage, traffic, noise etc and owners need to pay some of their profits to combat the added expenses. There are camp fires and fireworks during fire bans. There is unsafe use of lake and equipment for photo opts and because of drinking and not having enough education about water safety in both summer and winter.

Yes. Contrary to what STR rental owners claim, these are not helping the economy; they're buying up extra homes beyond just a primary and secondary home and turning these homes into mini-hotels. We're in a housing crisis and there is no need for this.

yes. contributes to reduction in prime real estate, increase in home prices

Yes. Cost of living is out of control.

Yes. For a couple of reasons 1. To prevent an over saturation in rentals.. especially when homes are being bought for rentals while others go homeless. 2. As stated above lack of regulation and inspection can mean shoddy built cabins filled with bed bugs and 3. To prevent MANY someones from building several cabins/domes on farmland in a farming community as once something is built on farmland it is no longer farm land.

Yes. I think owners need to abide by rules that allow their neighbors to not live next to unruly properties.

Yes. I think the industry in general should be regulated. Licensed. Inspected. And taxed. Nova Scotia has an extremely vibrant tourism industry and it needs to be encouraged and not stifled. I do not like the approach that HRM has handled this. I hope that West Hants takes another approach.

Yes. In order to keep this a family area and not HRM's airbnb farm. Increase housing in the area and attract new residents that will improve Nd respect our community

Yes. It removes housing from the market. They are also unregulated with no consequences for negative behavior as they can seek to have negative reviews removed from the site.

Yes. It's out of hand. Some places have people in them to long of periods and some places are empty for whatever reason.

Yes. Many STRs are operating as hotels. If you want to run a hotel, open a hotel through the proper planning processes. STRs remove units from the long-term rental and housing markets. There are some instances where STRs are filling a market gap, so I don't think they should be banned altogether

Yes. Obviously landlords should be able to rent out their properties. However, if affordable housing is an issue in the community, then those properties should first be offered to community members as long term rentals, rather than as short term rentals such as airbnbs.

Yes. People make way more money off short term rentals than they do long term rentals and in the middle of a housing crisis it's gotten out of hand. I know someone who rents their secondary home for 1000\$ a NIGHT. They are profiting off of taking away a home for someone. West Hants homeless population has exploded, and long term rentals are being turned into air b&bs. The housing support in this town is a JOKE, and the options are getting more and more limited. West Hants needs to make some serious changes - regulate short term rentals, get a shelter (working in shelters in the city we used to say "what is going ON in Windsor?? Do they not have ANYTHING for their residents??" Because we used to get them all; they would need to leave their entire family and support system to just get a roof over their head for a night. And that was 6+ years ago, imagine what it's like now!!) at the very least push for a seasonal shelter to get people out of the cold and get more housing support workers who actually support people.

Yes. Rentals need to be available for people to call home. If all secondary homes were short term rentals we would have no rentals. However, there are a lot of cottages that may be better suited for short term rentals

Yes. Short term rentals should have as much regulation as hotels. Arguably more as they also intersect with the general residential concerns, not only commercial.

Yes. STRs reduce the supply of rental housing for residents within the municipality who have long-term housing needs. It's not easy to finding housing here and STRs reduce the vacancy rates. There should be limits of how many STRs a property owner can rent / advertise at a given time. If someone lives on-site and uses a room or an accessory dwelling suite as an STR, that's fine. But a property owner shouldn't be able to offer several STRs from a single property, or use their 2nd, 3rd, 4th, etc. properties solely as an STR. Those additional properties should be preserved for long-term tenants who want to stay in their desired community and contribute locally.

Yes. To control unruly renters

yes. Too much overturn. not part of community. taking spaces for others

Yes. We are a smaller tight knit community. Driving prices up for homeowners because the increase in residences, use of municipal services etc is not helpful if not taken into consideration. West Hants already lacks funding for infrastructure and I don't see that changing by adding many homes and people. The tax dollars are not being used to make things better for the long term families.

Yes. We have a housing crisis.

Yes. West Hants is becoming an area where HRM bylaws pushed rental investment schemes to their benefit. HRM laid the entire policy for us to simply adopt, rather than err trying to customize it.

Yes.

Adopt Halifax policy. Even better, talk to Mike Savage, Abe, and ask where he would have tighten things up.

Yes.

Lets learn from what the entire WORLD is trying to control. Ya gotta be reading str headlines, right?

Yes.

STR's disrupt the quiet life of West Hants living.

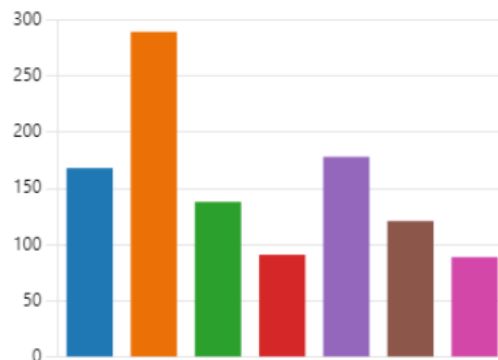
Yes...things are getting out of control with rentals.

7. A range of regulations could be applied to Short Term Rentals. Please indicate which you think are important.

7. A range of regulations could be applied to Short Term Rentals. Please indicate which you think are important.

[More Details](#)

Parking requirements	168
Fire and Life Safety requirements	289
Duration of stay	138
Number of rooms	91
Municipal Registration	178
Municipal fees system	121
Other	89



8. Do you think Short Term Rental regulations should be the same across the entire municipality or should different communities have different regulations?

A blanket decision regarding STRs for the entire municipality is not in the best interest of West Hants. At this time STRs in West Hants should not be regulated. Monitor and Evaluate. As time evolves and facts are provided make informed decisions specific to areas. West Hants has unique areas and each should be considered based on what is or isn't happening in that area.

Absolutely

Across the board

Across the entire municipality

Across the entire municipality

Additional requirements, such as parking, can be levied in more "metropolitan" areas to balance the impact on the town infrastructure. Rural areas should not really have any regulations other than life safety requirements as there is no discernible impact on the housing issue with these units.

Again this question is bias in one direction.

We should not be regulating..

all areas should have the same regulations

All individuals should have authority over how they allocate their time, energy, and resources.
All regulations should be the same. Differences create confusion and this municipality already has enough confusing difference
All rentals should be treated equally.
All the same. Strong rules and very limited availability, only allowed in areas where there is enough affordable accommodations available for long term renters.
All the same....including mouse bylaws that apply to towns should also apply to rural locations.
All year-round communities should be following the same regulations. I see an argument that strictly vacation communities might not need to follow the same rules (ie, a warm season trailer park etc).
As long as following code and safety guidelines in province, all should be good across the board.
As per my previous answer they should be different. For example what might apply in Windsor would be completely different than Vaughn, Avondale, or the Kempton shore.
As with HRM, there are very different scenarios in different communities that should be reflected in the approach the municipality takes.
Before regulations are put in place I think a study should be done to determine viability of long term rentals as opposed to short term rentals in rural communities.
By zoning.
Communities are unique and should have unique regulations.
Consistency across the board, because they should be tied into land use strategy planning and measures like zoning.
Consistency across the municipality is important.
Cottage areas should be exempt as cottage country was designed for shorter term stays. Please also consider grandfathering in current short term rentals.
Could be different based on population density of the area.
could be different depending on the area and specific issues. What are the issues ? Why the survey ? You must have a reason ? Do tell.
Definitely
Definitely difference based on rural/commercial zones.
Depending on the areas
Differ by location. Cottage country / rural vs next to services and amenities
Different (x5 unique submissions)
Different as the town/urban areas have differences to rural areas
Different by community as each is different.
Different communities

Different communities could have different regulations because each STR is unique.
Different communities have different options for accommodations. Rural areas should support STRs and should study the benefits of what they bring to the local economy before attempting to restrict them.
Different communities need to have different regulations, given the vastly different communities and types of properties that exist in this area. Regulating cottages or homes in a rural area will not fix the housing crisis. It is one thing to regulate apartments or a house in Windsor, but how properties are used in rural areas is quite different. There is a community called “cottage country” that is designed so families can enjoy vacationing there and spending time on some of the province’s most beautiful lakes. Most people cannot afford to buy a cottage, but they still want to book a family vacation on a lake every year so. This is why having a range of cottage rentals is essential. There is a huge demand for vacation rentals in this area.
Different communities should be treated accordingly. Those in Windsor could be treated differently as they are using other resources.
different communities should have different regulations depending on water view and acreage
Different communities should have different regulations.
Different communities should have different regulations. It not one solution fits all case here. People bought these properties by their hard earned money and what they do with it is their business, why government need to poke their nose in everything when these homeowners paying their dues, following by laws etc like a responsibility homeowner.
Different communities should have different regulations. Smaller more rural areas should have the option to do short term rentals.
Different communities should have different regulations. Not one solution can fit to all cases. Here we are trying to follow all rules paying taxes on time why govt need to poke on this. We are very responsible owners following all rules and not intervening in others life.
Different communities should have individual regulations. Rural areas have much different housing and tourism needs than within town limits, which is where more people actually prefer to live.
Different communities with different regulations.
Different communities with different regulations. Some communities are clearly destination communities where people love to vacation.
Different communities within a municipality may have unique characteristics, concerns, and needs. Allowing for different regulations enables local autonomy, letting communities tailor rules to address specific challenges or opportunities related to short-term rentals.
Different communities, different regulations
Different depending on population/ housing options in each area.
Different depending upon commercial or residential area!
Different for city center than rest of municipality should there be a regulation implemented

Different for different communities.
Different for each municipality.
Different regulations
Different regulations depending on how close hotel /motels are
Different regulations for cottage country. We have been doing short term rentals in Vaughan for 30 years. It's in fair to change that now
Different regulations for different communities
Different regulations for different communities depending on their needs
Different regulations for the town vs the rural areas for sure
Different regulations per different communities
Different regulations. Cottage country should not be included, cottages are not at fault for a housing crisis and should not be treated as such.
Different, due to the volume. Used to help people get started.
Different. Town versus rural would look different.
Do not regulate something that is not a problem. You will create issues if you regulate.
Doesn't need to be regulated in any of the communities.
Don't need regulation.
Don't need regulations
Each community should have its own regulations
Entire
Entire Municipality
Entire Municipality
Entire municipality or be within town limits and outside town limits
Entire municipality. It is not for the municipality to decide which area becomes unable to afford rent due to STR's.
Entire municipality. I wouldn't feel it would be fair if my community didn't regulate them but another did and vice versa.
Entire whm
Fewer regulations in less populated / seasonal communities.
First of all I think the regulations should be minimal across the board. But for accommodations that are not lived in full time like cottages they should be less. If they are not currently lived in full time they are not interfering with long term rentals as they are not available. The answer is to build more long term rental accommodation. Not make it so families cannot afford to keep recreation properties.
Follow HRM and there will be no inappropriate, different regulations.

For me it's all about location. Some locations have a mile separation while others are within a yard.
Higher density communities should be looked at only.
Housing requirements for the community should play a role in determining if short term rentals are allowed/regulated.
I believe a one-size-fits-all approach to regulating STRs might not be suitable. Concerns surrounding STRs can differ significantly from one community to another. While regulations aim to address local concerns, it's also worth acknowledging that STRs play a role in attracting tourists and supporting local businesses, especially in more rural areas. Tailoring regulations to the unique needs and dynamics of each community could offer a balanced approach, addressing concerns while recognizing the beneficial impact of STRs on local businesses.
I believe cottage communities should not be treated like the housing shortage in HRM.
I believe it should be the same across the municipality. People need long term places to live.
I believe municipalities and governments should stay out of this.
I can see it might be different in "cottage country".o
I do believe different regulations across our municipality causes loopholes for short term rentals. Short term rentals should be treated the same as any company that rents - for example - apartment buildings. Honestly the province/municipality have to grow a back bone and set a precedence for there to be change in the housing crisis and the abuse of ownership and profit.
I do not think the regulations should automatically be the same,
I do not think regulations are necessary as mentioned above
I do not understand why need it have any regulations?? All rental properties had to be registered with Tourism NS and pay fee there, what else do you want?!
I don't agree with the regulation. And I've never agreed with one size fits all regulations, all communities are different.
I don't believe that there should be regulations other than safety, but those should be the same across the entire municipality.
I don't believe there should be regulations.
I don't know enough about it to have an opinion. What do other communities do and why?
I don't feel that the Municipality should have anything to do with short term rentals.
I don't feel there should be any regulations on short term rentals. This is not the right approach to impact residents/property owners who are contributing to the economy of the local community. The population of different areas and access to service and transportation should be a factor. More rural areas are not where most people are seeking housing.
I don't have enough information to comment.
I don't know
I guess regulations should be the same to not complicate things for the municipality

I think a baseline set of regulations should apply everywhere. Exceptions could be considered on a case by case basis.
I think all communications should mind their own business when it comes to what someone wants to do with their own property. This is so infuriating that this survey is even a thing. Leave people alone and stop trying to run the show. This has no impact on the housing market. If you ban short term rental then all that's going to happen is that there will be an over flow of listings sitting on the market as they will be unaffordable to buyers. Cottage country is just that. Stay out of people's business.
I think different communities should have different guidelines, if any at all, as communities are all different.
I think it needs to be cohesive across the municipality to reduce confusion
I think it only makes sense to look at it and access per community as different activities happens in different communities
I think it should be the same
I think it should vary depending on the area/community, because every neighbourhood has a different atmosphere and would require altered regulations.
I think it's fine without involvement from the municipality
I think regulating these as a means to help the housing issue is unfair to everyone. If the zoning already allows this why would you change it now. Doing this to gain financial support is unfair. Doing this to helping a housing crisis that isn't in this area is unfair. There isn't a reason to do this in this area that would be fair or reasonable to the people that pay taxes there or the businesses that need the renters.
I think short term rentals should be banned outright.
I think that every community is distinct and should be treated individually
I think that short term rental regulations should mirror what exists within HRM in many ways. I would like to see regulation for those who rent more than 5 units (bedrooms, apartments, homes, with unit meaning any of these) be regulated and subjected to the same regulations as bed and breakfasts per tourism regulations.
I think that you may need a different approach in towns vs rural areas such as Falls Lake where many people have cottages.
I think the more rural areas could use less restrictive regulations
I think the municipality should allow tax paying home owners do what they want with their home, as long as they are following safety regulations.
I think the only regulations should be with respect to safety standards and therefore those standards should apply to any rental, STR or LTR.

I think there should be a list of best practices offered - which are made up in cooperation with local small-scale STR operators. The people who operate these small businesses know best what it takes to run a successful one. These best practices might state slightly different practices based on rural vs urban. The decision whether or not an STR should have to close its doors should not be done arbitrarily - it should be based on whether the STR receives fact-based complaints from surrounding neighbours that show the STR is not operating according to best practices, AND it is causing disruption in doing so.

I think there should be unified regulations for all municipalities/communities.

I think there should only be fire and life saving measures put in place they should all be the same

I think they should all be registered and all pay a fee.

I think they should be the same across the municipality, and all its communities

I think this is absolutely [REDACTED] what is trying to be done here. Corruption at its finest. This is becoming one [REDACTED] place to live.

I think we should ban them nationwide but starting with west hants is fine. Because people are dying.

I would believe that rentals where ever they are situated should be treated equally. Again safety and any environmental issues should be regulated.

If it is a cottage area there should be fewer regulations because no one ever lives there full time.

If it is enforced there should still be rentals allowed for secondary 'cottage' homes that are often seasonal so all can enjoy.

If regulations are to be applied, they should be regional. If one of the goals is to re-open inventory for long-term, residential rentals, which is a fine position to take, the impact on regulations in Cottage Country vs Brooklyn vs Kempt Shore vs Windsor would result in completely different outcomes for the increase of inventory. We also have to look at the industry in each area: Windsor is the town centre for much of West Hants. Lots of activity happens in town that brings tourism, which makes tourism a viable industry in this area. With tourism comes the need for tourist accommodations. The other reality here is, if AirBNBs are active and viable in any of the various communities, that correlates to need/demand. Taking away AirBNBs that are booked through tourism activities to trade for long-term residential options only trades one problem for another. If tourist accommodations are in more of a supply position than a demand position, the AirBNB will regulate itself and either turn back into a long-term rental or be sold to someone else who would use it as primary residence. AirBNBs within someone's house (ie renting a room or a section of the home) are likely not in question here as much as free-standing apartments and houses.

If regulations do come into affect than there should be different regulations for different community types. Staying in a town and staying in cottage country are quite different experiences and settings.

If there are regulations imposed they should vary by region. The more rural the less regulation.

If there are regulations imposed, areas that are meant for cottages and leisure should not have regulations and should be allowed to continue operating short term rentals. Banning or limiting short term rentals (especially in these areas) does not solve the housing crisis and in term massively affects the tourism industry and individuals who are just trying to make an honest living.

If there is a problem with housing in a population dense area and the data suggests that regulations in that area would lead to meaningful change in affordable housing options, then consider regulations only in particular areas within the municipality. It does not make sense to regulate the entire municipality if there are certain areas where STR regulations would have little or no effect on housing - and consider the economic cost of regulations in these calculations as well. The average STR guest spends thousands of dollars in the immediate area and those those guests would otherwise stay either in larger centres like Halifax or not visit at all.
If we are one municipality then it should be the same
I'm not sure.
It depends on the situation and location. Someone in a rural setting doesn't normally have to worry about parking issues like a location in a town would.
It should all depend on the area and why you are doing it.
It should be different in different communities. Actually follow what the community wants for a change.
It should be the same across the entire municipality. There's no need to make things complicated for any of the parties involved.
It should be the same across the whole municipality. People need to live there to work in the towns or industrial areas.
It should be the same.
It would be easier if whole municipality had same rules.
It would be nice if it were all the same, less confusing.
Just as every community is different, the regulations need to suit the community.
Just go for one bylaw and see later if variations need to be made. Getting one thru, and enforced, is going to be enough of a task.....
Keep it simple
Minimal intervention everywhere.
No (x5 unique submissions)
No all communities are the same and they should differ throughout the province
NO COTTAGES AND OR BUNKIES OR SECOND DWELLING ON PROPERTY WHERE OWNER IS LIVING SHOULD MAYBE BE DIFFRENT
No difference between the communities
No municipal regulations
No municipality is the same. Rules and regulations need to reflect the people living there not be a blanketed statement.
No opinion
No opinion
No regulation

No regulation needed. Reviews provide all the information potential renters need to know before making a decision on where to spend their money.
No regulations are required.
No regulations..
No restrictions period. Too much interference by government, allow the market to do its thing.
No they should be different
No, case by case.
No, depending on municipal services.
No, each area deserves a unique ruling
No, I don't think the cottages are the same type of property as an apartment in Windsor.
No, it should be addressed by region and should be allowed in recreational areas. New zoning or grandfathering may be required. Banning rental of a secondary cottage that's not suitable for long term living does not help someone without adequate transportation find affordable housing near work and schools in a larger town like Windsor.
No, some places have no commercial rentals, thus, private should be allowed in these areas. This fills gaps and allows tourists still.
No, there are different locations such as cottage areas or high residential
No, there should be no regulations other than confirming safety requirements of rental.
Not sure.
Now that question is a way to divide West Hants again. Pit communities against each other based on perceived attractions, location and accessibility.
Obviously major centre's should be addressed more closely than cottage country/rural
One policy for our region.
Our area has many rural opportunities, and short term rentals are different on our lakes than in town. Cottages absolutely can be perfect short term rentals, but in the main core like Windsor and Hantsport, no short term rentals should be allowed
Outside hrm should welcome short term rentals
Perhaps different - For example renting out a cottage in Vaughn is different than renting out an apartment in Windsor. One could be used for full-time year round housing while the other likely couldn't.
Please be consistent.
Please don't have investors flock to a vulnerable township because of an error in judgements.
Possibly different communities have different regulations based on criteria such as distance to local attractions, proximity to other accommodations and availability of ltr's in the community.

Possibly different. Rural property rentals may not affect neighbours as much as urban rentals. Loss of long term rental opportunity affects housing availability for families.
Provincial regulations
Regulations for rental accommodation - no matter the term of rental - should be consistent as they should only apply to safety issues.
Regulations should be common sense and only implemented where necessary.
Regulations should be the same across the municipality.
Regulations should remain the same through the Municipality
Regulations, if required, should be developed by the province.
Same (x47 unique submissions)
SAME NONE OF IT WE NEED THAT HOUSING FOR THE HOUSING CRISIS NOT AS FUN INCOME FOR THE RICH
Same - otherwise onerous to regulate
Same across
same across entire municipality (x7 unique submissions)
Same across the board
Same across the board otherwise people will move around and different areas will be seen as “better” when that is not the case.
Same across the municipality
same across the Municipality otherwise the appearance of favoritism/corruption could be an issue if that is something WHRM wants to avoid
Same across the municipality.
Same across the municipality. Having three sets of planning documents is already confusing enough.
Same across the province
Same across the province.
Same all across the board
Same being none
Same everywhere
Same everywhere
Same for continuity
Same if any
Same regulations for municipality of West Hants
Same regulations makes things easier,

Same through NS, leaves no room for discrimination or feuds.
Same, less confusing.
same. coincide with provincial guidelines
Same. Equality is fair.
Same. It's easier for everyone to understand and for the Municipality to enforce.
same. It's simple and less confusing for renters and owners to know what they are getting into.
Same. Otherwise wealthy Ontarians will continue to buy and renovate Nova Scotians.
Same... leave us alone!
Seasonal Tourist accommodation is different because the dwelling is usually a 3 season and is built as such
See answer above. The need for regulating short term rentals is less important in areas where people aren't seeking long term rental. I own a cottage on Falls Lake and get to rent that to people so they can experience the cottage life even for a weekend. My parents did the same thing when I was a kid, so renting vacation properties is not new. There needs to be different regulations in communities that are less likely to have long term tenants (no access to grocery, jobs, etc.)
Seems you have decided to enact regulations and are just wondering where you can achieve the most money.
Short term rental regulations should be equally applied across the province.
Short term rentals are a necessity for our entire province. Why would we want to limit the people who come visit our beautiful province?
Should be based mainly on dwelling type (year round, seasonal, etc) and less on location.
Should be considerate depending on community.
Should be dependent on the community
Should be provincially regulated.
Should be the same
Should be the same
Should be the same
Should be the same across the municipality.
Should be the same across West Hants.
Should be the same but not based on one municipalities decision. They should listen to the people rather than have the boards make the decisions.
Should be the same everywhere
Should be the same for everyone.
Should be the same.
Should probably be consistent
Shouldn't be regulated

Standard across the board
Stop with this foolishness to try and get more money. Focus on the current issues.
Just trying to copy HRM and that's why people are buying in other areas. I would sell and you will lose those short term people spending on your community
Tenancy Board should regulate the short term rentals, under the umbrella of the Residential Tenancies Act.
The entire municipality.
The fewest regulations enacted across all municipalities equally.
The municipality as a whole should look to limit the amount of regulations that are put in place for home owner. As home owners of a vacation property it is very expensive to up keep and in order to be able to keep the property in the family we have to offset the costs.
The municipality isn't that big to warrant separate systems.
The only 'regulation' that would be beneficial to discuss is parking in the downtown area. There should be central designated tourist parking created for visitors to the area.
The same (x11 unique submissions)
The same - Regulate STRs using Nova Scotia's B&B mandates that are already in existence. Don't add additional punitive fees
The same across entire municipality so no confusion
The same across the province and federally
The same but this seems punitive to be honest and a money grab.
The same every where, that's fair
The same everywhere. Stop limiting people on what they can do with their own properties.
The same for all!!!
The same I suppose
The same if any but why would you want to stop tourism ? No where to stay will just stop tourism. We want our town to grow You want more taxes? ? You want visitors to spend money in Windsor, part of that is having places to stay. And not just a plain hotel, you want experiences
The same to eliminate confusion.
The same within the entire Municipality
The same. BUT, there should not be regulations. Again, folks complied when building their dwellings and have complied with the rules to-date. To change it to address the Province's responsibility to provide housing is NOT a private property owners responsibility.
The same. All airbnbs in west hants contribute to the tourism dollars spent here. It's completely unfair to allow some to keep their businesses and others to lose them in the same small community.
Theh should be the same across the Municipality

there has to be same general regulations with increased restrictions in identified areas to protect public and facilitate long term housing crisis.
There should be no regulations (beyond regular building code compliance of course).
There should be no regulations added as these are personal properties. No different than when we all have visitors. Except that individuals are making money and government should not benefit. Income tax is already paid on this income for the rentals. Just leave it alone.
There should be NO regulations on what tax paying citizens do with their OWN properties.
There should be no regulations outside of HRM. Being this far out of city centre we are not adding to the housing crisis.
There should be no regulations, we are not a big community! Not a big city!
There should be no restrictions but if there must it should be the very minimum and should t apply outside of former townships of hantsport and windsor
There should not be any regulations. Leave it as it currently is. It is not a problem
There should not be any short term rental regulations.
There shouldn't be any input from the council.
There shouldn't be regulations.
They already have different regulations for different communities. Ie. HRM.
They should be regulated nation wide. We are in a housing crisis, and regulations on STRs are proven to have a positive impact on housing affordability
They should be the same
They should be the same throughout.
They should be the same.
They should differ. It's one thing if you own an apartment building, it's another if your secondary rental property is a small cottage that isn't winterized.
This will only increase work for your office which I am sure is currently understaffed to even do the minimum work.
To maintain cohesion, it would make the most sense for regulations to be enforced equally across the entire municipality.
Treated equally throughout the municipality
Unsure
Unsure
Urban and rural areas will likely need different regulations. It's not the same to rent a cottage that you use with your family to help cover the costs of maintenance or an entire apartment in the city just for profit.
Whatever is required in landlord/tenant rules now. And follow LUB.

Yes (<i>x10 unique submissions</i>)
Yes ,, should be the same,, One has to think of the type of person that would be the tenant or renter,,
Yes- as in no regulation
Yes I would think that's fine.
Yes less confusing
Yes unless there are zones commercial accommodations. Here in Vaughan there is already accomadation applied by DND camp and cottages.
yes, same across.
Yes, the same for the entire municipality
You shouldn't have your hands in everyone business, you have enough to worry about in West Hants. Worry about the 101/Causeway issue. Or have not enough people been killed and hurt there? Give your heads a shake. And build some housing yourselves, lord knows our taxes will pay for it

9. Do you have any additional comments?

A roof over your head is a right that is taken for granted when you have it. The less eligible rooms available for long term rental hurts people in the long run. People, unchecked, will take the path of least resistance to make money and right now, short term rentals is that path.
AB&B provide good value for the \$
Address housing issues and provide affordable and accessible housing this is not related to short term rentals. This is a smoke and mirrors approach to a real problem.
Again, it is private property. Let the home owners decide what to do with it.
All existing airbnbs, VRBO's should allowed to continue, what gives the township the right to take away people's livelihoods? If regulations come into affect all existing STR's should be grandfathered into being able to continue to operate. If you want to impose future regulations/ limit how many/ who can have them in the future that's different... but to strip people of their businesses that are already in existence and an integral part of the community is an absolute shame.
All new builds should have required allocation of set number of units for low income
Allow short term rentals to succeed by not imposing additional regulations - respect the free market!!
As any of these rentals are income makers, they should be set ip as a business and income tax paid accordingly

As this short term rental does not really effect me personally, I do believe that at this time it is pertinent that we can help as many people as possible to have a place to live either while waiting for a permanent place or for the homeless. However if the short term rental we are talking about in this survey is for recreational purposes then it may have different requirements needed to eliminate noise, and other such nuisance issues that can cause neighbours to be inconvenienced or a business to be negatively impacted.
Ask other Municipalities such as Inverness about the impact of short term rentals on long term rental stock
Ban airbnb. Homeless people are [REDACTED] dying.
Ban short term rentals
Be careful of the wording that you use in survey questions. Questions 2 and 4 don't ask explicitly about STRs - the question includes consideration of long-term renting as well. I'm not sure if that was by design or not, but you'll need to use that consideration in your analysis.
Closing STRs us not the answer and if you over regulate this instead if boosting tourism its going to only hurt our economy. More people will then be out of work because tourism is down and then the rise if social assistance will begin in an already over taxed system. Think about these reproussions.
Congratulations on developing a sustainable town for growth
Consider the impact of the recent HRM regulations and how they may drive STR investment into West Hants.
Consult, consult, consult!! The regulations imposed in HRM are disheartening and not going to accomplish anything, it certainly will not fix the housing crisis!
Do not ban short term rentals..it will damage our province economically.
Do not kill tourism, this province wont survive without it. Airbnb's already banned in HRM and west hants is in close proximity. People will have no place to stay within an hour of HRM. Think about it!
Do not regulate.
Don't be a heavy handed controlling government
Don't need regulations
Don't waste people's times with these unnecessary surveys.
Find out how many of your council members or family of council members own AirBNBs. They will always vote for self interest. Then report this before the vote. This way constituents can later vote to remove them from office.
Free the Fish, and mind your own business
Great survey Mark Fredericks. Easy to adopt HRM policy and implement.
Great survey. Lets see who has the power.
Have lost sleep as renters have let off fireworks in trees and started large outside fire pit fires. Usually they are drinking and total disregard for safety.

Homeowners should not be regulated as to whom they choose to stay at their personally owned properties
Housing is not affordable for a lot of people and I do not have any good answers that would resolve that issue.
I am a tourist that rents there every summer and winter. I wouldn't go there if I had to rent a hotel in the city and drive. I would simply go to a spot where the access to skiing is easy and close.
i am against short term rentals as they present themselves currently.
I am frustrated. That is all.
I am not renting to homeless or low income. This isn't going to change anything. I would sell I don't want that nightmare and hassle.
I am so tired of the money grabs and gov't control.
I believe short term rentals are a great idea and are beneficial not only to the homeowner but to the people renting. Unfortunately, since covid there has been such an influx of new residents in many communities that housing has become unaffordable and/or limited, partially due to these short term rentals.
I believe STR are good for the economy and for people looking for a place to stay. We've had positive experiences as both hosts and guests.
I do not think that the Municipality should not be controlling decisions of any individual(s)homesRegarding whst
I don't think regulating anything around short term rentals. Let people do with what they want with their own property.
I don't think they should be regulated. All this dose is increase costs for end users and hurts owners and tax payers.
I dont thank the government and developers issues with not building enough lower income or higher density housing so that other people can afford houses should be turned around and born by those who own property. In cottage country, it's not like it's going to open up a rental area for someone to do long-term rentals. It makes no sense. if they want to charge an additional tax to help fund other housing developments that no problem. But to tell me how I can and cannot use my own property is ridiculous.
I don't think it makes sense to duplicate registration or rules Provincially and Municipally.
I have offered my cottage up for long term rental but have had no offers
I have soo many.
I have stayed at the cottages in the area and value the fact that homeowners open their property for short term. I believe short term rentals are a valuable asset to travels, communities and tourism.
I hide my email due to high volume of internet fraud - so be sure the one below is a human who lives in West Hants.

I maintain wonderful relationships with my neighbors. I am careful in who I rent to. My next door neighbor runs his cottage as a full time airbnb and I've never had any issues with it.

I really enjoy STRs and I think they bring / add to tourism in our province. I think it would be a shame to regulate them too heavily.

I see one of the multiple choice options for regulations is municipal fees. Boy you just love to get your hands into everything. I'm fortunate enough to be able to own a cottage and rent that to people for the experience.

I think it would be fair to regulate short term rentals the same way that hotels/motels are

I think more effort should have been put into this survey. I feel this is very bias and it seems to be positioned in a way that a decision is already made. Very disappointing

I think people living in hotels for a long period of time should not be allowed. This is taking away from having places for people to stay when they come to visit or are on business trips

I think strs should be welcomed within communities especially as they can help boost tourism and bring money and jobs into any givin area. The majority of travelers I speak with prefer staying at a short term rental

I think the municipality should focus on other important matters.

I think there is a fair compromise to be struck here. However, you really need to understand that adding regulations to STR operators will in no material way impact long term rental affordability. The basic economics of it just dont make sense, especially given recent interest rate issues and overall pricing for entry to the market. Operators aren't just going to flip their units to affordable housing. That idea is ridiculous.. They'll either hold them empty, or sell them to a single family, most likely from out of area who can afford the entry investment, and the residents who require housing will remain in the same boat they're currently in...

I think there should only be a certain amount of rentals in a community. There should be rules set for a rental and they should be inspected

I think to abolish STR or to make it even harder to run a STR is a mistake, especially for west hants where there are not a lot of hotels or options for visitors.

I used to own a duplex and rented out both sides. We generally had damage to repair after each tenant left. We had one tenant stop paying rent after the first month. It took 8 months to get her out. She caused 10,000 in damages, left the house full of drug paraphernalia, feces, used tampons. it was disgusting and disheartening. We went to residential tenancies. We were treated like the bad guys through the hearing. We won our case and she was ordered to pay. She disappeared. There are no measures in place to protect long term landlords. We sold the house and vowed never to be landlords again. I am sick every day when I hear news and radio using the term landlord like they would murder - its said with a sneer. Not all shoppers are shoplifters. Not all landlords are evil. I've spoken to other landlords who kept their places after a similar experience with residential tenancies but moved to AirBNB instead - because AirBNB has their back and AirCover insurance covers them for instances like the one we experienced.

I want to reiterate that there should not be additional fines regulations or red-tape to homeowners who want to rent rooms within their primary residence. Any regulations or fees should only be directed at secondary properties to disincentivize short term rentals and open those properties up to long term leases/rentals.
I would like more specific information on why you are thinking of adding regulations. It is so hard to find nice places already
I would love to be part of this process somehow. I have done a lot of research around the topic.
If approved it must be treated the same for all areas.
If extra enforcement is needed it should be paid for by short term rental owners.
If it's my rental property it should be my choice how I choose to rent it and to whom I rent it to
If renting a secondary property, I would like if it's not abused and that the property wasn't bought just to be a short term rental.
If someone has only two residences. Lives in each one 6 months out of the year then I see no reason why they shouldn't rent the home they are not currently living in. If someone has an apartment building then all the units should be offered as long term rentals only.
IF THEY PAY COMERCIAL TAX THEN OK BUT THIS IS AN UNDRGROUND ECONOMY EXTRA GARBAGE PAY,
If you are doing this to regulate this situation to increase long term rentals, it will not be successful. They will not increase.
If you start regulating short term rentals in our community it may affect our tourism potential. Also we know many people who use their rentals to subsidize their own mortgage. It could make it harder on those people which is not fair.
Im assuming the root cause of this is ultimately the housing crisis. This is not how we solve the housing crisis. Pouring time, energy, and resources into actual solutions for affordable housing is the only way. This is a band-aid attempt to do something - the reality is it will change nothing.
Imposing restrictions on short term rentals will bankrupt many of us. By building a cottage in Nova Scotia we were hoping to enjoy this wonderful province but without short term rentals we will be forced to sell and might as well travel to other provinces instead of spending our money at home.
In larger urban markets, where tourism traffic is more prominent, short-term rentals may reduce long-term housing availability, increase housing costs, displace locals, and impact the character of neighbourhoods. I don't think these problems are present in smaller communities, where these options help encourage tourism and provide transitional housing where these needs are underserved or completely unmet.
In this insane housing crisis it is disheartening to see people fix old houses in the area to rent for the hope of a quick buck instead of actual permanent housing.
Incentives for building long term rental accommodation is the answer not more red tape and political fixes.

Instead of investing ways to regulate (tax) short term rentals; the municipal government should investigate creating something that is actually needed badly like a homeless shelter & or rehab center for addicts who would like to get clean. I'm sure there is federal money if someone were to lobby for this important cause..

It's important to recognize the difference between the micro businesses of pensioners and lower income folks and the big business of property manager and those who own multiple STR's. Big difference. Also, if the province is trying to grow tourism dollars to \$4B by 2023, going after STR's is counter productive.

It's time to take action

Leave airbnbs alone in West Hants

Leave it alone

Leave short rentals as is.

Leave short term rentals be

Leave the people and their properties that they work hard for alone.

Less government

Less regulation is better. We are generally regulated beyond necessity.

Lots of moving parts with today's environment.

Make regulations that it is at least a minimum of month to month leasing to help the homelessness that is happening. These short term air b&b's are adding to the homelessness because a lot of these places used to be actual rented homes for people. Also, I do not think people who have a primary residence outside of NS should be allowed to have multiple properties here and rent them as short term rentals.

More detail regarding the benefits of STRs in underserved areas: Employment opportunities with competitive wage rates directly in communities include: Cleaners, Lawn Care, Snow Removal, Water Delivery, Plumbers, Electricians, Carpenters, Managers. STRs provide Year- Round support for community and local businesses – Flying Apron, Art Gallery, Irving, Petro Can, Shore Thing Take Out, Cambridge Cliffs Golf Course, Avondale Sky Winery, Martock and Windsor. Airbnb hosts provide Provincial, National and International marketing are paid for by us - the homeowners, free to you! STR hosts provide support in times of crisis – Covid Isolation, Refuge from Wildfires. We are Ambassadors for the Shore area - people travel to interact with locals., we no longer have Tourist Bureaus to support this. Short Term Rentals, like VRBO or Airbnb, give a great opportunity for local people of the Shore (including retirees) to show guests around. This can be a supplemental source of income for a retiree. Ambassadors have local knowledge that Tourism NS will not have such as good bass fishing spots,, knowledge of the history of shipbuilding in our area, locations to pick berries, scenic views not discoverable through provincial tourism materials, particular characteristics of beaches, or the experience of just sitting and talking with the guests. This is not the job of staff at, say for example, the Super-8 in Windsor.

Need before greed.

Nightly rentals should be taxed as inns and motels. They should be kept to the same safety and registration standards.

No additional comments, but if you would like to chat further, please reach out at ---. My name is ---, and we have already gone through many of these same issues in HRM, and I would love to help you come up with regulations that actually make sense. Thanks, I appreciate the fact that you've issued this survey as a chance for the public to offer feedback.

Not in favor of heavy reg, but operators must pay commercial tax even if they are in a residential area

Our guests are helping other small businesses in the area. They buy gas, groceries. Meals at restaurants, coffee shops, pubs and breweries. Our guests often comment publicly on the great venues available locally. I'd hate to see this additional revenue dry up for local businesses.

Overall I think this survey is needed, and will hopefully gain some responses. I'm a nurse researcher and I wonder if some of the questions however, are not specific enough, and therefore may lead to assumed answers. For example, "Do you think homeowners should be able to rent their secondary residence, when they're not living there?" This question assumes that we are only talking about people who own one secondary residence, when in fact many of the people who are considered the "problem owners" within short term rentals may own half a dozen or more secondary residences. If reading the question as it is written, you may have people say yes an owner should be able to rent their secondary residence without connecting the context to short term rentals. The question doesn't specify short term rental. Yes this is the context of the survey but there is an assumed level of education and reading comprehension by not making it obvious that each question is about short term rental use. It would also be helpful to specifically define that in this case, secondary residence does not mean a second home but could mean 4th, 5th, 6th, or more! I think, because of the above reasons, this survey may benefit those in the short term rental market rather than offer the community a fair opportunity to complete the questions with the full context of information. I would suggest either adding more detail to the question, or providing more answers such as: homeowners should be able to rent their secondary residence for both short or long term homeowners should be able to rent their secondary residence for long term rentals only homeowners should be able to rent their secondary residence for short term rentals only No Other ____ I hope this makes sense. I'll also include this in my survey responses.

People who can't even fix roads to make them safe have no business telling others how to manage their property.

Please consider every angle of this before making a irrational decision. We bring a lot of tourism and money to this community by providing accommodations for people skiing at martock and travelling to vineyards etc.

Please consider families who have come to this area for recreation for years

Please do not try to regulate , this is not the same as HRM

Please don't ban short term rentals in this area

Please don't blindly follow Halifax's lead. Come up with your own answers for your own municipality

Please don't do this it's not worth it, try to see the real picture here. We are intelligent people and know what is right and wrong.

Please don't make the mistake that HRM did and consult with Airbnb/STR operators. They contribute to the economy and these rentals are most often the difference between someone eating and not eating, having a roof and having a tent. STR operators use this as their livelihood and have just as much of a right to that livelihood as others.

Please find a solution.

please make more affordable housing please, the older people don't need anymore expensive trailers behind the highschool. We need restoration of homes that are already made and to be condemned. We need better insurance on our older homes so that they can last. Too many times i've seen older homes that municipal money could go towards fixing and maybe duplexing but it just rots because a contractor should be doing it instead... do better please coming from a scared young person trying to get by

Please make policy soon

Please regulate or ban them in residential areas.

Private rental should be taxed as business income not personal.

Proceed thoughtfully and carefully, and keep in mind the crucial role that STRs play in the tourism industry, particularly in rural NS.

Property owners should be able to use their properties as they wish. The extra income is important to families. Nova Scotia is a tourist province and families need unique, affordable places to stay while visiting our province.

Regulating STRs is ostensibly about housing access and affordability. If that is truly the outcome, STRs need to be regulated like B&Bs already are in Nova Scotia **AND** there needs to be advocacy for a cleaner, simpler landlord tenant act (copying Ontario's new "Standard Lease" would be a good start)

Regulations are not required. Let people choose where they want to rent. It is a service to the renters. Don't over complicate this. There is no reason to have regulations.

Regulations equal red tape which becomes burdensome (not a short-term property owner)

Renting cottages for a week or less has been a part of Nova Scotia Summer vacation culture for 100+ years.

Restricting rentals in rural areas would have a negative effect on the economy. Why not invite people to the area and bring tourism money all over Nova Scotia?

Say no to vacation rentals, people need homes not more stock of vacation homes. The rich do not need more opportunities to take from the working class.

Scapegoating STR in NS is not addressing the root of our housing problems. Governments have been actively advertising for folks to move to NS communities, with population growth targets, yet had no plan to increase housing, health care, or education capacity to serve that targeted population growth.

Shame on you West Hants for even starting this conversation. What a way to go backwards.

short term rental operators already contribute more taxes than the general public, increasing regulations and fees is a cheap tax grab that sounds good to the public while doing absolutely nothing to help the housing crisis. More effective strategies would be to change zoning/building regulations to reduce permitting wait times, by allowing different types of buildings, tax incentives to promote affordable rental units and investing in the tenancy review board to reduce processing time

Short Term Rentals Also bring crime to the area
short term rentals are a cancer. not every house should be a motel.
short term rentals are a great way for people outside your community to come and stay - I personally have done so on several occasions and contributed money to your local economies. Without these accommodations I would be forever to go to major metropolitan areas more frequently and not get the rural experience
Short term rentals are needed and are all ready registered.
Short Term Rentals are quite frankly a necessity for tourism and without them the cities would suffer.
Short term rentals can be a helpful way to increase the use of underused properties, but should not be displacing renters who need affordable accommodations
Short term rentals have destroyed the housing market making it impossible for people to live full time in the community.
Short term rentals support tourism. There are too few hotels or traditional tourist accommodations
Short Term Rentals were supposed to be run as b&bs in a homeowner's primary residence, but most are not run that way at all. Corporations buy up properties in established residential neighbourhoods, either homes or condos, at a price higher than what a family could afford, and rent the units out as short term rentals. The renters are not protected by a minimum standard of safety, security or privacy as they would be from commercial enterprises like hotels. The renters are sometimes disruptive or dangerous to a residential area, causing noise and damage. Short Term Rentals have had a devastating effect on the availability housing, with many claiming it as the primary cause of the housing shortage. Short term rentals have caused job losses from a downturn in the accommodations sector and are a source of underground income that doesn't get taxed. The only people who benefit are greedy property owners.
should be taxed at commercial rates as they are a business
Some older rentals should be brought up to building code. Especially egress for bedrooms an mandatory smoke an co2 detectors
Stop gouging people
Stop trying to over regulate us!!
Stopping STR's from operating in the west hants community could severely impact the tourism in the area, which in turn could impact people's livelihoods.
STR are beneficial to both the people travelling and the hosts. It is a win for both groups.
STR owners are not the enemy. No one is doing this to become rich. It is a service that is needed and those of us lucky enough to have the room or property can provide it. If Tourism was the topic of the day, as it was 20 years ago, STR would not be seen as the villain's as they are portrayed presently..
STRs have destroyed communities around the world by limiting permanent housing for citizens of the country m city or community, anything that can be done to limit them should be done
Thank you for taking the time to review these concerns. Please look seriously at cottage country exemption and the serious impact it would make to surrounding businesses if there is nowhere for tourists to stay in the locations they are looking to stay.

The ability to rent out our own properties to help cover the costs and bring tourists to support our community is extremely valuable. Without it we would be forced to sell at a loss and be indefinitely digging ourselves out of the financial hole we would be left in. Please consider the financial impact on individuals and the community tourist traffic.

The argument against regulating short-term rentals revolves around property rights, personal freedom, economic benefits, and the role of the market in self-regulation. It's essential to strike a balance between community concerns and individual property rights when discussing this issue, finding ways to address any problems without unnecessarily restricting homeowners' options.

The majority of guests to this area book a 1 week stay in the summer or a weekend in the fall/winter. People are not looking to rent cottages in this area for a month or longer. Restricting short term rentals to a month or longer would destroy tourism in this area. Businesses like Bent Ridge Winery, Martock, Cherry Hill, Sunnyhill Antiques - would all suffer if cottages are no longer allowed to be rented out to vacationers. Blanket regulations only make sense in densely populated cities.

The short term rental system and affordable housing shortage are two different items.

The vast majority of STR owners are community members that operate their STRs as a means of small business/secondary income. They treat their guests well, are attentive to their neighbour's needs and give back to the local economy and communities. If there is a need for affordable housing, or housing in general, let's have a wider conversation about this that includes a lot of the other contributing factors. It would appear that STRs have become a lightning rod for housing-related issues but there are many factors in play and regulating STRs out of existence without considering those other factors or the wide array of benefits that these properties offer tourists/guests and the region would be a mistake, in my opinion. It's worth noting as well that in one of the meetings held this fall (September) that one of the committee members clearly identified himself as someone operating a traditional hospitality option who stood to directly benefit from regulations on STRs. I assume the county would have conflict of interest policies in place and this individual would be in clear violation of such a policy and should recuse himself immediately from the committee and all discussions on the matter.

There is a housing shortage but there has to be an understanding that inflation is affecting the majority of our residents. It is the homeowner that maintains, financially obligated and relinquishes their privacy to engage in the short term rental. The Municipality must protect interests (homeowner, neighborhoods, Financial institutions, municipal taxes, etc) with regulations.

There is no huge shortage of rental units in Hants compared to HRM ,our local businesses will suffer with less tourists

There should be no tax benefits for having a rental property that is empty. Cost of running a property should not be deductible if the property is not being occupied. Cottages should not be allowed to deduct cost of ownership is only very occasionally (1 x year?) being rented. This is a cottage owner scam, and needs to end.

This is a good thing perhaps,, but things like policing is important,, What is the character Oof the renters

This is absolutely absurd to even create a survey about. People who own properties should have to be bothered about their use from the government.

This is not going to help the housing crisis it's only going to make rent higher. As many lower rentals are being subsidized by have one longterm one str. We need more low rentals not just more rentals.

This will hurt hospitality and tourism for the economy. Many rely greatly on these to get by.
Those snowbirds that go away for the winter would not rent their homes. Buying a home now to use as a STR would be a huge investment on the purchasers side. I have spoken to someone recently who sold their STR rental because they couldn't get past people damaging their property etc.
To increase the supply of housing, make it safer and easier, not harder, for property owners to let to tenants on whatever terms and conditions are convenient to the owners. Short term or long term, why would I let anyone live on my property when there are no protections in place from authorities?
Treat resident owners who have a secondary property such as their cottage that they rent out differently from out of province owners, who only purchase properties to operate short term rentals.
We are getting a lot of new units being built. Don't make this a investment playground for speculation on rental short term. We have a new chance to be a city. Don't let it fail again.
We are in a housing crisis. Getting a better idea of how short term rentals is affecting our municipal housing market should be addressed
We don't need more fees or taxes on anything - why is this even being considered?
We need government housing. Interest rates and housing costs make rent way too high. But I also don't understand why people are buying 600k houses just to rent. But that makes the market that much more difficult.
We own a cottage near others that are successfully rented out on weekends and the owners are local and do a great job with ensuring that all rules are followed, however there are a handful that are not local property owners and the properties speak for themselves. As an association we quickly highlight negative properties that have a revolving door of bad renters.
We're in the middle of a housing crisis, you only need to look at the airbnb FB to see that people are trying to circumvent rules and buy properties to airbnb. Even if this only stops 200 airbnb units, that's 200 less families that are potentially homeless.
What do we have here to support these rentals? Entertainment/tourism wise. What are these numbers?
When answering these questions I considered the term short term rentals as 'rentals'.
Where was the notification, other than the Facebook notice on the municipality's page at 4 p.m. on the date of the meeting, for the public session about short-term rentals? I did not know about this until after it happened. And even if I had seen the Facebook post, it was within hours of the meeting start time!
Why does this need to be regulated. Seems like another money grab by the government. The cost of living is high enough and a rental can help offset the increase in the cost of living.
Why the survey ? Is there a problem ?
With the current housing shortage, and winter coming soon, it's best to take action ASAP
With the housing crisis, less short term rentals, or making it less profitable would increase housing because people would likely sell their "investment properties"

Yes - stop trying to grab more freaking tax dollars from people. I see this 100% as a bunch of municipal e politicians sitting around the table trying to figure out how to collect more money to waste fully spend. Need more chairs do ya?

Yes I think the government should STOP trying to make this so difficult !

yes, stop the short term rentals.

10. If you have questions or comments, you can contact Mark Fredericks, Senior Planner at mfredericks@westhants.ca or by phone at 902-798-8391 Ext 148, before December 15, 2023. If you are interested in future updates, please provide a contact email in the box below. (email addresses have been omitted).

Hi Mark. Very interested in any updates on this, thank you.

I'm sure Mark will get lots of inquiries about this.

Nice to see you looking for feedback

Please do the community a service and take your time to get these regulations right. We all want the best for this community and a do not harm approach should be paramount. We greatly appreciate councils service and understand the challenges faced. Please keep everyone in mind and do not copy other's work in HRM or elsewhere, this is a very different community and that should be reflected in regulation.

Situation with municipality is bad enough without adding identification to the your arsenal.

The gov't should not be in involved free market economy. Canada is already over regulated and overtaxed.

This s a violation of home owners rights.

With 2000+ new build units on the horizon for west hants.. short term rentals are extremely important to the community and people in transition..

Attachment B - PAC Information Report - September 14, 2023



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Mark Fredericks, Senior Planner

Date: July 13, 2023

Subject: Short Term Rentals – Information Report

LEGISLATIVE AUTHORITY

Municipal Government Act Section 214

Tourist Accommodations Registration Act Section 6

RECOMMENDATION or DECISION REQUEST

This report is being provided for information purposes only.

BACKGROUND

On May 9, 2023 the COTW recommended that Council direct staff to prepare a report regarding regulations for short term rentals. On May 23, 2023 the Council passed the following motion:

Council direct planning staff to prepare a report with recommendations regulations if deemed appropriate for short term rentals within the West Hants Regional Municipality to be provided to the Planning and Heritage Advisory Committee as a starting point.

In September of 2020, a previous information report was provided to the Planning Advisory and Heritage Advisory Committee discussing short term rentals and the available regulatory approaches at that time. This 2020 report is included as Attachment A. More recently, in April of 2023, the Province of Nova Scotia introduced a registry system for short term rentals, which

supports Municipalities in balancing their communities' need for housing and travel accommodations.

DISCUSSION

Short-term rentals (STRs) facilitated by online platforms like Airbnb, have gained popularity in recent years. This popularity has provided economic benefits to operators and the tourism industry while also raising concerns about the impact on local housing availability and neighborhood character. To address these concerns, some municipalities seeking to balance the demand for tourism with the need for more housing have implemented regulations to manage and control short-term rental activities. Regulating short term rentals can make it easier for residents to find adequate housing by ensuring more of the housing stock is made available for regular and longer-term rental scenarios. However, regulating an ever changing digital and international form of housing can be challenging for smaller municipalities when enforcement falls to limited staff resources.

The Province of Nova Scotia has introduced a Tourist Accommodation Registry which requires all short-term rentals to register with the Province annually. This applies to all short-term rentals including those within people's homes and is defined as a rental arrangement that lasts fewer than 28 days. This registration approach involves providing the Provincial registration number within all rental listings through online booking platforms like Airbnb.

Under this new Provincial registry effort, the owner of any short-term rental must demonstrate their compliance with local bylaws as a condition of obtaining or maintaining an existing registration through the Tourist Accommodations Registry. This process must be done for each individual rental unit. It is through this opportunity that municipalities can choose to regulate STRs. This can be done with a stand-alone bylaw, or included within the existing Municipal Planning Strategy and Land Use Bylaw, by listing STRs as a permitted use in various land use zones and excluding them from others.

The nature of short term rentals can result in many forms of housing being made available for rent. Sometimes the activity of short term rentals can be indistinguishable from an owner-occupied home. However, in some locations, the short duration of stay, and potential for disruption can make them more noticeable. In these areas, a municipality may choose to shape the regulations to apply more flexibly to areas that permit a wider mix and density of commercial/residential uses, and restrict the opportunity in certain low density residential areas. This type of analysis may be better suited to a comprehensive consideration of all permitted land uses during the Plan Review project. Alternatively, if maximum flexibility is desired, the municipality could allow STRs to locate anywhere by recognizing them as residential dwellings and avoiding any additional regulations.

Many cities across Canada have been dealing with this strain on housing for longer than smaller municipalities, and the following list illustrates the range of approaches that have been used in large Canadian cities.

How other Municipalities approach regulations

Many Canadian cities have created some form of regulation to help manage local housing demand with the increasing popularity of short term rentals.

1. City of Toronto, Ontario:

- Introduced a short-term rental bylaw in 2017, requiring hosts to register with the city and obtain a license.
- Implemented a zoning regulation that allows short-term rentals only in a homeowner's primary residence, limiting the rental of secondary suites and investment properties.
- Established a maximum limit of 180 nights per year for short-term rentals.

2. City of Vancouver, British Columbia:

- Implemented regulations in 2018 that require hosts to obtain a business license and display it in their advertisements.
- Introduced zoning restrictions allowing short-term rentals only in a homeowner's principal residence, prohibiting the rental of secondary suites and investment properties.
- Enforced a one-host, one-home policy, limiting hosts to renting out only their primary residence.

3. City of Montreal, Quebec:

- Passed regulations in 2019 requiring hosts to obtain a short-term rental permit and display it in their listings.
- Implemented a 31-day minimum stay requirement for entire homes and apartments in certain zones, limiting the availability of short-term rentals.
- Introduced zoning regulations that restrict short-term rentals in some residential areas and certain commercial zones.

4. City of Calgary, Alberta:

- Implemented regulations in 2020 that require hosts to obtain a short-term rental license and display it in their listings.

- Introduced a cap on the number of bedrooms that can be rented out in a short-term rental property.
- Enforced a maximum number of occupants per short-term rental unit based on the size of the property.

5. City of Ottawa, Ontario:

- Introduced regulations in 2020 that require hosts to obtain a short-term rental permit and display it in their listings.
- Implemented a cap of 180 nights per year for short-term rentals.
- Enforced zoning restrictions that prohibit short-term rentals in certain areas, such as core residential zones.

There appear to be two core approaches to regulating STRs across Canada, including:

- Registration/licensing to track and monitor the number and location of STRs.
- Land use regulations to control location and other site specifics by establishing zoning regulations that define where short-term rentals are permitted.

Within the land use regulations approach, the following types of controls could include:

- Occupancy limits or duration of stays – limiting the number of guests based on the size of the units may reduce potential conflicts with the neighborhood by avoiding overcrowding.
- Parking requirements and building code compliance – may require regular inspections to ensure egress window requirements are met, fire extinguishers are provided etc.
- Special taxes or fees - collected by the municipality from the owners to fund infrastructure projects or enforcement staff positions.
- Complaint systems - where residents can report issues such as noise disturbances, property damage, or violations of regulations. Municipalities would require staffing to provide follow up and enforce penalties for non-compliance, including fines and revocation of licenses, to ensure adherence to the regulations.

Municipalities have responded to the evolution of short-term rentals by applying regulations that aim to balance the economic benefits of this industry with the maintenance of existing

residential neighborhoods. By introducing a registry or zoning regulations, or other code compliance measures, municipalities can manage short-term rentals effectively and reduce the potential for neighborhood conflict. However, this type of regulation could take time to develop and apply to appropriate locations. Depending on the level of control desired, the enforcement aspect of these regulations may require additional staff resources to implement.

NEXT STEPS

Discuss and provide feedback to staff on what direction to follow if regulations are the desired approach.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the filing of this report.

ALTERNATIVES

In response to this report, the PAC/HAC may:

- Recommend no action is taken to regulate the location or number of short term rentals;
- Direct staff to prepare text amendments to the planning documents;
- Direct staff to prepare text amendments to be incorporated into the new planning documents through the Plan Review project; or
- Provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A September 10, 2020 Information Report to the Planning Advisory Committee

Report Reviewed by: _____
Sara Poirier, Director of Planning and Development

Attachment A



WEST HANTS REGIONAL MUNICIPALITY

Information Report to the Hantsport and Windsor Area Advisory Committees

To: Members of the Hantsport Area Advisory Committee (HAAC) and
Members of the Windsor Area Advisory Committee (WAAC)

Submitted by: Sara Poirier, Planner

Date: September 1, 2020 (HAAC) and September 3, 2020 (WAAC)

Subject: Short Term Rentals

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act Section 214.

2.0 BACKGROUND

A group of Dalhousie University Master of Planning candidates completed a project entitled *“Impact of Short Term Rentals in the Region of Windsor and West Hants Municipality”* in April 2020 which provided the Planning and Development Department insights into short term rentals in the Region.

3.0 DISCUSSION and DOCUMENT REVIEW

3.1 Short Term Rental Accommodations

A short term rental is a form of roofed accommodation that is offered to the traveling public for less than 28 consecutive days, usually as a private dwelling or room in a dwelling. In comparison, a long term rental is a form of housing that is rented by a resident for over 28 days.

As an often less expensive alternative to renting a room in a hotel or motel, short term rentals have become popular with tourists over the last decade. Due to that

popularity, communities across North America are finding that there are multiple pros and cons that can be associated with short term rentals (Table 1).

Table 1: Potential Pros and Cons of Short Term Rentals

Pros	Cons
Extra income for property owners	May impact availability and / or affordability of long term rentals
Encourages tourism and gives a more authentic experience of a community	Increase in nuisance complaints (i.e. noise, traffic, etc.)
Encourages renovations to older homes	Threatened sense of community identity
	Threatened loss of community services (i.e. libraries, grocery stores)

The Planning and Development Department have not received any specific complaints about short term rentals in the Region to date. However, there have been a few comments received from residents when accommodation type uses were proposed in their neighbourhood. The comments include concerns about:

- safety, associated with the rapid turnover of renters; and
- increased noise, traffic and pollution which could take away from the rural lifestyle.

The current planning documents in the Region do not recognize or regulate short term rentals. The Development Officers would allow a short term rental in any zone that permits a single unit dwelling and they have issued permits in the past for accessory apartments or bed and breakfast establishments. Bed and breakfast establishments are permitted as a home-based business.

Updates to the Provincial tourist accommodations legislation in Nova Scotia includes the adoption of the *Tourist Accommodations Registration Act* (2020) which requires that operators or hosts of short term rentals register their short term rentals if they are not their primary residence. The *Act* defines a short term rental as the “*provision of roofed accommodations to a single party or group, for payment or compensation, for a period of 28 days or less*”. The Provincial website lists the types of tourist accommodations that would need to be registered which includes a: bed and breakfast, cottage or cabin, hostel, hotel, inn, manufactured (mobile) home, motel, resort, vacation home, unusual lodging (i.e. a tiny home, yurt or dome) or a room in a tourist home. It also states that campgrounds only need to register if they offer roofed accommodations similar to cabins, cottages or yurts.

3.2 Dalhousie University Short Term Rental Report

Although the Planning and Development Department has not received any complaints to date specifically regarding short term rentals, a lot of other municipalities in Nova Scotia and North America have been feeling the impact of short term rentals, particularly in residential zones, and are determining how to regulate them. The Planning and Development Department asked Dalhousie University planning students to investigate the impact that short term rentals may have in the Region and whether regulations should be adopted to control these uses before potential issues arise.

The Dalhousie University report (2020) discusses the residential real estate market and tourism in the Region, explores short term rental trends across Canada and Nova Scotia, and provides an impact assessment on housing, traditional lodging and heritage, before summarizing findings and making recommendations for the Region.

There are three types of hosts of short term rentals as specified in the report. These are:

- (1) Principal residents - residents who are renting out a room or live on the same property
- (2) Owner of seasonal dwelling – residents who rent out their home or cottage seasonally when they are not occupying it
- (3) Commercial property owners – property owners who solely use the property as a short term rental

The planning students determined that there are currently 59 short term rentals available in the Region, concentrated in the communities of Vaughan, Windsor Forks, Windsor / Falmouth. These rentals are available for an average of 217 days per year, rent for an average daily rate of \$142, and earn their hosts an average annual revenue of \$14,335.

The report discusses the methods that other municipalities are using to regulate short term rentals. These include:

Table 2: Methods Used to Regulate Short Term Rentals

Method	Description
Business licenses	<p>A municipality requires the short term rental to apply for a license to operate. Many municipalities put a limit on how many business licenses are available per year and charge a fee for the license.</p> <p>The business license ensures the municipality is aware of the business to be able to track non-</p>

	compliance. The municipality can also create requirements prior to receiving a license such as requiring a fire inspection.
Platform regulations	<p>A municipality or province can require the platforms that advertise the short term rentals (i.e. Airbnb, HomeAway, etc.) to register, adhere to specific policies (i.e. displaying permit numbers) and pay a fee to provide the service to tourists in the specific area.</p> <p>This method is typically seen in larger cities such as Toronto where there are thousands of short term rentals available.</p>
<p>Land Use By-law regulations</p> <ul style="list-style-type: none"> • principle residence only • separation distance requirements 	<p>Municipalities can regulate short term rentals through their Land Use By-laws by listing short term rentals as a specific use in certain zones, creating restrictions including that the short term rental must only be operated in a principle residence, and requiring a separation distance between short term rentals to ensure they do not dominate the land use in a community.</p> <p>Any regulations that are created in the Land Use By-law would need to be able to be enforced by the Development Officer.</p>

The Dalhousie University report concludes that short term rentals in the Region are currently filling a gap where regular tourist accommodations such as campgrounds or hotels/motels are not available. It also states that as short term rentals are not currently causing problems in the Municipality, specific regulations to deal with short term rentals are not necessary at this time.

The report provides three recommendations for the Region:

- (1) Define short term rentals in the Land Use By-laws;
- (2) Engage the public to gain an understanding of community attitudes towards short term rentals; and
- (3) Monitor the signs that short term rentals are impacting the community including new tourism attractions, decline in rental housing vacancy, increase in rental housing costs, increase in housing costs, construction of purpose

built short term rentals, and increased number of commercial operators of short term rentals.

3.3 Regional Planning Documents

The planning documents for the Region are the Hantsport, West Hants and Windsor Municipal Planning Strategies and Land Use By-laws. Staff reviewed these planning documents for policies regarding housing, tourist accommodations and home-based businesses.

The Hantsport Municipal Planning Strategy (HMPS) includes a goal of *“providing housing opportunities to encourage new residents”* to the area. Policy 4.11.1 of the West Hants Municipal Planning Strategy (WHMPS) states that Council shall *“encourage the provision of housing adequate to meet the needs of all citizens of West Hants. Affordable housing, special-needs housing and rental accommodation shall be encouraged to develop in a manner that is sensitive to the needs of the community and those being served.”* The Windsor Municipal Planning Strategy (WMPS) outlines specific principles for development in the community of Windsor including providing more flexibility in allowing the consideration of mixed-use development and encouraging compact residential and commercial growth.

All of the planning documents encourage home-based businesses by permitting these uses in dwellings or buildings accessory to a dwelling, with certain restrictions to minimize impacts on adjacent residential uses. A summary of the regulations on home-based businesses can be found in Table 3.

Table 3: Regulations on Home-Based Businesses

	Hantsport LUB	West Hants LUB	Windsor LUB
Total Floor Area of the Dwelling and Accessory Building	Up to 25% or 538.2 ft ² (50 m ²), whichever is less	<u>Growth Centre and Village designation:</u> Up to 25% to a maximum of 500 ft ² (46.45 m ²) <u>Hamlet, Agriculture and Resource designations:</u> Up to 25% to a maximum of 1,000 ft ² (92.90 m ²)	Up to 25% to a maximum of 500 ft ² (46.45 m ²)
Exterior Appearance	Cannot change the exterior of the building		
Employees	Up to two (2) assistants that are not residents of the property		

Parking	One (1) off street parking space for every 269.1 ft ² (25 m ²) occupied by the business	One (1) off street parking space for every 200 ft ² (18.58 m ²) occupied by the business
Additional		Specifically lists the types of uses that can be considered as a home-based business and lists those uses that cannot

In the West Hants and Windsor planning documents a bed and breakfast establishment can be considered as a home-based business. Bed and breakfast establishments are not subject to the size requirements similar to other home-based businesses and can rent up to four (4) rooms to the traveling public. In Hantsport, bed and breakfast establishments are permitted in the Two Unit Residential (R-2) and Mixed Commercial / Residential (C-2) Zone subject to specific requirements.

An accessory apartment is defined as *“a self-contained dwelling unit within or attached to a main dwelling in such a way as to maintain the appearance of the structure as a single unit dwelling”*. The West Hants and Windsor planning documents permit one (1) accessory apartment in the residential zones (except the Rural Residential (R-4) and Manufactured Home Park (MHP) Zones in the West Hants documents) within or attached to the main dwelling. The West Hants planning documents restrict accessory apartments to 700 ft² (65.03 m²) of floor area and they are restricted to 25% of the total floor area in Windsor. Accessory apartments are not defined or listed as a permitted use in any zone in Hantsport, however secondary suites are permitted as per the Building Code.

In Hantsport, new residential uses are permitted in the Commercial (C-1) zone provided they do not occupy more than 50% of the gross floor area of the structure and are located above, behind or below a commercial use, office, museum, or medical clinic which has frontage on the street. All types of residential uses are permitted in the Mixed Commercial / Residential (C-2) Zone.

In West Hants, a variety of tourist accommodations are permitted in the commercial zones. Residential uses are permitted in the same building as the commercial use in the commercial zones. Seasonal dwellings on private roads are permitted in the General Resource (GR) zone. Campgrounds and ski lodges are permitted in the Recreational Commercial (RecC) zone.

In Windsor, mixed use commercial / residential development can be considered by Council in the Residential designation by development agreement. There are a variety of commercial designations and zones established in Windsor which permit a range of commercial uses, tourist accommodations and entertainment uses.

Although commercial uses are to be the predominant use in these areas, residential uses are permitted with some restrictions.

3.4 Housing in the Region

The 2016 census reported a population of 15,368 in West Hants and a population of 3,648 in Windsor, bringing the Regional population to approximately 19,000 residents. The population density per square kilometer of West Hants in 2016 was 12.4 and for Windsor was 400.6.

Only 13% of the population in West Hants rent whereas 87% own their homes. The majority (89%) of homes in West Hants are single detached dwellings. Comparatively, in Windsor, 55% of the population rent compared to 45% of residents that own their homes. Almost half (48%) of the homes in Windsor are single detached dwellings, 38% are apartments under five (5) stories in height and 13% are semi-detached, row houses, or apartments in a duplex.

Affordable housing is defined as spending 30% or less of your gross income on good quality shelter. Table 4 shows a comparison of the percent of households living in an unaffordable housing situation. In Nova Scotia, 12% of owner households and 43% of tenant households live in an unaffordable housing situation. In West Hants, 14% of owner households and 37% of tenant households spend over 30% of their income on housing. Whereas, in Windsor, 17% of owner households and 52% of tenant households are in an unaffordable housing situation.

Table 4: Percent of Households Spending 30% or more on Shelter Costs

2016 Census Data	Nova Scotia	West Hants	Windsor
Percent of owner households spending 30% or more of its income on shelter cost	12%	14%	17%
Percent of tenant households spending 30% or more of its income on shelter cost	43%	37%	52%

3.5 Discussion

The intention behind short term rentals was to normalize a type of home share model where someone could rent out an extra room in their house, or their whole house if they were going away on vacation. The problem now is that online platforms are making it easier to advertise these rentals, making it more convenient

for people to become commercial operators by converting their long term rental units into short term rental units or by purchasing or building single unit dwellings to specifically convert them to short term rentals.

Planning and Development Department staff discussed the Dalhousie University report, the planning documents, the current housing situation in the Region, and potential options for consideration.

The Planning and Development Department proposes that the definition of short term rentals for the Region be *“Short Term Rental means a form of accommodation that is offered to the traveling public for less than 28 consecutive days within a private dwelling.”* This definition specifically ties short term rentals to dwellings to ensure short term rentals in residential areas are compatible with surrounding community. As tourist accommodations such as hotels, motels and campgrounds are permitted in a variety of zones across the Region already, this definition will allow Council to explicitly state that short term rentals must be within a dwelling when they are permitted in a zone.

To ensure that the majority of short term rentals that are being developed in residential areas are accessory to residential uses and operated by principle residents, staff believe short term rentals should be permitted as home based businesses in the Regional Municipality. This would allow a resident to earn extra income from renting out a space in their home or on their property for a short term rental but would also ensure that short term rentals have minimal impact on the surrounding neighbourhood. Development permits are required from the Planning and Development Department to operate a home-based business and they would be restricted to certain requirements as described in Table 3.

As approximately half (52%) of the population in Windsor rent and over half (52%) of those residents that rent are already facing an unaffordable situation, staff believe that short term rentals as the main use of the lot should be prohibited in the community of Windsor. Prohibiting stand alone short term rentals in Windsor will ensure that the challenges facing residents that rent in Windsor are not further exacerbated. If short term rentals were permitted as the main use of the lot in Windsor they could increase the cost and decrease the availability of long term rentals in the community.

In West Hants and Hantsport, staff request direction on whether short term rentals should be permitted as the main use of the lot in residential zones. The residential zones are intended to accommodate future residential growth. If stand alone short term rentals are permitted in residential zones it would permit a property owner to rent out their entire property instead of just the portion of the property as permitted by the home-based business regulations. Any purpose-built short term rental in a

residential zone would need to meet the requirements of the underlying zone to ensure compatibility with the surrounding neighbourhood.

In West Hants and Hantsport, short term rentals as the main use of the lot should be permitted in commercial areas where residential uses and other tourist accommodations are permitted. The Resource and Agricultural zones in West Hants were intended to have resource and agricultural uses as the dominant land use. Staff request direction on whether the committees and Council would also like to permit stand alone short term rentals in the Resource and Agriculture zones.

Planning and Development Department staff discussed having further restrictions on short term rentals such as separation distances, time limits (i.e. 150 days per year), lot requirements (i.e. one short term rental per lot), fire inspection or proof of insurance. As there are already specific requirements of home-based businesses, bed and breakfast establishments, and other commercial uses in the commercial zones staff do not believe that stand alone short term rentals should have to meet any further requirements. Staff would require direction if specific restrictions on short term rentals are to be pursued.

Community engagement would be required to gain an understanding of community attitudes towards short term rentals. It would allow staff to determine how different communities feel about short term rentals as home-based businesses and as stand alone operations in residential zones, and if they would like further requirements placed on short term rental hosts prior to being able to operate in the Region.

4.0 OPTIONS

4.1 Option 1: Business as Usual

Continue permitting short term rentals in zones that permit single unit dwellings as a single unit dwelling, accessory apartment or bed and breakfast establishment.

4.2 Option 2: Follow Dalhousie University Report Recommendations

- (i) Define short term rentals in the Land Use By-laws (*Note: if a term is defined in the LUB and then it is not listed as a permitted use in a zone, it is purposely excluded from being permitted in that zone, and this can be extended to all zones*)
- (ii) Engage the public to gain an understanding of community attitudes towards short term rentals
- (iii) Monitor the signs that short term rentals are impacting the community

4.3 Option 3: Additional Considerations to the Dalhousie University Report Recommendations - *Recommended*

- (i) Engage the public to determine their opinion on short term rentals and appropriate regulations
- (ii) Define short term rentals in the Land Use By-laws
- (iii) Consider permitting short term rentals as a home-based business in the Regional planning documents which would restrict short term rentals to an accessory use to residential uses
- (iv) Prohibit short term rentals as the main use of the lot in all areas in Windsor
- (v) Determine where short term rentals should be permitted as the main use of the lot in West Hants and Hantsport
- (vi) Determine if specific regulations are required for short term rentals and determine how these will be administered and enforced
- (vii) Monitor the signs that short term rentals are impacting the community

5.0 FINANCIAL IMPLICATIONS

There are no financial implications associated with the filing of this report.

6.0 CONCLUSION

This report gives the HAAC and WAAC options to discuss and consider on how to accommodate short term rentals in the Region. Staff requires direction from the Committees on the following items:

- What are the Committees thoughts on:
 - permitting short term rentals as home-based businesses?
 - prohibiting short term rentals as the main use of the lot in Windsor?
 - permitting short term rentals as the main use of the lot in the residential areas elsewhere in the Region?
- What options (if any) staff should move forward with?

Report Reviewed by:

Madelyn LeMay, Director, Planning and Development



Committee of the Whole Excerpts
January 9, 2024

2024 NOVA SCOTIA MUNICIPAL – ALTERNATE VOTING EXCERPT

During the November 14th Committee of the Whole meeting, a Request for Decision report was presented requesting directions for next steps for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections. Much discussion was held around voting methods (hybrid vs electronic vs paper ballots), mobile polls and security levels.

Following the November meeting, the RFQ#WHRM24-01 (Alternate Voting – Hybrid for the 2024 Municipal and CSAP Election) was released on the NS Procurement site on December 15, 2023 and closed at 2 p.m. on January 3, 2024 resulting in the need to award the contract for alternate voting for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL APPROVES CONTRACTING AND PERFORMING ALTERNATIVE VOTING FOR THE 2024 NOVA SCOTIA MUNICIPAL AND CONSEIL SCOLAIRE ACADIEN PROVINCIAL (CSAP) ELECTIONS TO INTELIVOTE FOR THE QUOTED PRICE OF 41,075.00 PLUS APPLICABLE TAXES AND BE FUNDED THROUGH THE REGIONAL ELECTION RESERVES.

COUNCIL APPROVES THE USE OF BOTH ALTERNATIVE (ELECTRONIC) VOTING AND PAPER BALLOTS AS THE VOTING METHODS IN THE 2024 NOVA SCOTIA MUNICIPAL AND CONSEIL SCOLAIRE ACADIEN PROVINCIAL (CSAP) ELECTIONS FOR ALL DAYS (FROM THE FIRST ADVANCED POLL DAY TO THE CLOSE OF ORDINARY POLL DAY).



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 9, 2024 Committee of the Whole

Subject: 2024 Municipal Election

LEGISLATIVE AUTHORITY

Municipal Elections Act, Chapter 300 of the Revised Statutes, 1989, amended 2019, published 2021 *Municipal Government Act*, R.S.N.S. 1998

RECOMMENDATION or DECISION REQUEST

that Committee of the Whole recommends that

1. that Council approves contracting and performing alternative voting for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections to Intelivote for the quoted price of 41,075.00 plus applicable taxes and be funded through the Regional Election Reserves.
2. that that Council approves the use of alternative (electronic) voting as the voting methods in the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections from the first advanced poll day to the close of Ordinary Poll Day and further that paper ballots be only used on Ordinary Poll Day.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/> <input checked="" type="checkbox"/>
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During the November 14th Committee of the Whole meeting, a Request for Decision report was presented by Municipal Operations Supervisor Thornton requesting directions for next steps for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections.

Much discussion was held around voting methods (hybrid vs electronic vs paper ballots), mobile polls and security levels. Some key points raised were:

- A hybrid option would include both electronic and paper ballots.
- Mobile polls could be considered for areas with limited access to internet connectivity.
- Electronic voting requires a secondary means for voting (telephone) as per the Municipal Election Act (MEA).
- High security levels (similar to those in banking institutions) are in place as well as an auditor for security purposes and to ensure the voting system is not able to be broken or tampered with.

During this meeting Council noted that a hybrid model could serve as a transitional phase to get residents used to moving towards solely electronic voting for future elections.

At the November 28th Council meeting the following motion was ratified:

“THAT COUNCIL APPROVES USING BOTH ELECTRONIC VOTING AND PAPER BALLOTS (A HYBRID MODEL), AS THE VOTING METHODS IN THE 2024 NOVA SCOTIA MUNICIPAL AND CONSEIL SCOLAIRE ACADIEN PROVINCIAL (CSAP) ELECTIONS. AND FURTHER, THAT STAFF ISSUE A REQUEST FOR PROPOSALS FOR THE ELECTRONIC VOTING SERVICES IN THE 2024 NOVA SCOTIA MUNICIPAL AND CONSEIL SCOLAIRE ACADIEN PROVINCIAL (CSAP) ELECTIONS”.

DISCUSSION

Following the November meeting, the RFQ#WHRM24-01 (Alternate Voting – Hybrid for the 2024 Municipal and CSAP Election) was released on the NS Procurement site on **December 15, 2023 and closed at 2 p.m. on January 3, 2024.**

Tender Timeline

Posted to Procurement	December 15, 2023
Closing Date	January 3, 2024,
Price Expiry Date	March 3, 2024
Days Remaining (based on January 23 rd Council Meeting)	40 Days

Five quotes were received for this one envelope process. Submissions were to be in a sealed envelope (or as an email submission) and marked clearly as RFQ # WHRMAD24-01.

The chart below reflects each submission and price.

Proposal Submission	Financial Quote before taxes
Intelivote	\$41,075.00
Voatz	\$41,681.55
Scytl	\$44,182.92
Simply Voting	\$59,615.20
VOTEASE	\$232,425.00

Of the five submissions, two (2) (Scytl and Intelivote) have had successful experience with Municipal Elections and are frequently used by the Province and other Municipal Units.

It is important to recognize that approving a voting method is a critical step necessary in order to secure a Returning Officer (RO) for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections. An RO must be appointed by Council **on or before March 15, 2024** in order to meet deadlines as per the NS Municipal Elections Act (MEA).

The role of the Returning Officer cannot be understated, as there is a significant amount of work to ensure a successful election in compliance with the Nova Scotia MEA.

In anticipation of the 2024 election, staff have reached out to former RO's to gauge their interest in acting as the RO for WHRM's 2024 and CSAP election. Each person responded that they were not interested in the RO position should WHRM choose to proceed with a Hybrid model for Advanced and Ordinary Polling days. In having conversations with other municipal units, WHRM anticipates it may be difficult to find an RO for a hybrid election and if successful, it will come at a greater cost.

In addition to this challenge, it is anticipated there will be a lack of available election staff for all 2024 elections. Municipalities are expected to have trouble finding workers and pay rates are expected to be significantly higher than in previous years to meet current demands.

In an effort to support Council's decision to move forward with a Hybrid election, staff are recommending that alternative/electronic voting be used on the first advance poll day (to be determined) to the close of voting on Ordinary Election Poll Day of October 19, 2024 and that paper ballots only be used on the Ordinary Polling day (October 19, 2024).

Electronic voting offers voters the ability to vote by phone or online, which removes physical access barriers such as transportation and provides an opportunity for residents to vote from the comfort of their own homes. In addition, areas identified as having connectivity issues could be supported with electronic voting. IT has identified that the STARLINK could be utilized in these areas to provide an internet connection to allow eligible electors the ability to vote via a tablet. Staff could act as poll workers, resulting in the need to secure approximately 50 election workers.

As noted in the 2023-22-14 report to Council, WHRM has all the necessary IT resources to support electronic voting, with any additional resources (iPad, Laptops, etc.) that can be quickly and easily obtained and deployed with minimal effort. Contracted IT support resources can also be utilized

to act as an auditor throughout the election period, and to act as an additional test of all the election voting mechanisms.

In addition, Mobile Polls should be considered for licensed nursing homes, hospitals, homes for the aged, and homes for the care and treatment of chronic diseases. Mobile polls would be open during ordinary poll day (not advance poll days) from 8:00 a.m. – 7:00 p.m. and can be any of the voting methods opted for by Council.

NEXT STEPS

Pending Council approval, staff will award the alternate voting method contract to and proceed with securing a Returning Officer (RO) for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections.

FINANCIAL IMPLICATIONS

It is estimated that 2024 costs will be approximately 20-25% higher than 2020. The projected balance in the Regional Elections Reserves on March 31, 2024 is \$50,000. Pending Council approval any remaining costs (Returning Officer, Assistant Returning Officer, Printing, Hall Rentals, Poll Workers, etc.) associated with the 2024 Municipal and CSAP (Conseil scolaire acadien provincial) would need to be identified and approved in the upcoming 2024-25 Budget. The total cost associated to the recommendation is **\$42,837.12**.

As identified in a previous report the 2023-24 municipal operating budget had \$1,500.00 allocated to support preliminary 2024 municipal election budget expenditures. There are financial implications.

ALTERNATIVES

1. Council could choose not to support the recommendations.
2. Council could choose to provide alternate direction to staff. This is not staff's recommendation.

ATTACHMENTS

1. Table detailing polling stations and dates and timing for voting options
2. 2023-11-14 2024 Municipal and CSAP Elections – Request for Decision Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation detailing the hybrid option as noted in the report but further ask Council to consider the need for paper ballots. A table is attached to the report displaying the details associated with polling stations and dates and timing for voting options.

Council's direction for a hybrid is certainly respected but if the primary concern from Council on behalf of voters is the availability of internet, access to a computer or a telephone those needs can be addressed through a solely electronic election as displayed in option #3 listed in the table. Multiple mobile polling stations can be facilitated around the WHRM from October 10th through to October 19th to address these concerns and the eleven (11) traditional polling stations on the ordinary poll day can be outfitted with user friendly technology. Paper would not be required.

If the primary rationale for a hybrid option is simply to provide voters with the traditional paper option and not due to internet, computer, telephone availability or for other reasons then a hybrid model remains the best option for Council.

We share these perspectives with Council so that options of efficiency, improved accessibility to voters and to help address what we anticipate in advance will be human resource challenges when conducting the election. It might be that these HR challenges do not become a reality.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Reviewed by: _____

Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: _____

Mark Phillips, CAO

WHRM 2024 Municipal Elections Voting Options

	Method of Voting	Timing and Dates	Polling Stations
Option #1	Hybrid (electronic & paper)	Electronic – the electronic method has the capacity to offer voting from the earliest advanced poll date legislatively authorized, if approved by Council, through to ordinary poll day. October 10 th to 19 th (9 days).	Electronic – 1. Not required <i>and / or</i> 2. Mobile voting options - TBD (predetermined sites or tech mobility) <i>and / or</i> 3. Electronic options at the polling stations on the ordinary poll day - TBD
		Paper – advanced poll dates, determined by Council and ordinary poll day. 1. Oct 15 th -4 th day before ordinary poll day. 2. Oct 19 th – ordinary poll day 3. One (1) additional day TBD by Council, not earlier than Oct 10 th .	Paper – 1. Number of advanced poll dates with eleven (11) polling stations. 2. Eleven (11) polling stations on ordinary poll day.
Option #2	Hybrid (electronic & paper)	Electronic – the electronic method has the capacity to offer voting from the earliest advanced poll date legislatively authorized, if approved by Council, through to ordinary poll day. October 10 th to 19 th (9 days).	Electronic – 1. Not required <i>and / or</i> 2. Mobile voting options - TBD (predetermined sites or tech mobility) <i>and / or</i> 3. Electronic options at the polling stations on the ordinary poll day - TBD
		Paper – ordinary poll day only. 1. Oct 19 th – ordinary poll day	Paper – 1. Eleven (11) polling stations on ordinary poll day.
Option #3	Electronic only	Electronic – the electronic method has the capacity to offer voting from the earliest advanced poll date legislatively authorized, if approved by Council, through to ordinary poll day. October 10 th to 19 th (9 days).	Electronic – 1. Not required <i>and / or</i> 2. Mobile voting options - TBD (predetermined sites or tech mobility) <i>and / or</i> 3. Electronic options at the polling stations on the ordinary poll day - TBD



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Committee of the Whole

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: November 14, 2023

Subject: 2024 Municipal and CSAP Elections - Request for Decision Report

LEGISLATIVE AUTHORITY

Municipal Elections Act, Chapter 300 of the Revised Statutes, 1989, amended 2019, published 2021
Municipal Government Act, R.S.N.S. 1998

RECOMMENDATION or DECISION REQUEST

...that Committee of the Whole recommend to Council

Option 1

...that Council approves electronic voting as the voting method in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections. And further, that staff issue a Request for Proposals for the electronic voting services in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

Option 2

...that Council approves electronic voting as the voting method in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections with paper ballots solely used for the mobile polls. And further, that staff issue a Request for Proposals for the electronic voting services in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

Option 3

...that Council approves using paper ballots as the sole voting method in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

Option 4

...that Council approves using both electronic voting and paper ballots (a hybrid model), as the voting methods in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

And further, that staff issue a Request for Proposals for the electronic voting services in the 2024 Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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The Nova Scotia *Municipal Elections Act* (MEA) is the provincial statute governing elections for municipal councils in Nova Scotia. The *Act* was last amended in 2019; therefore, no updates since our last municipal election.

Nova Scotia Municipal and Conseil Scolaire Acadien Provincial (CSAP) elections are held on the third Saturday in October every four years. The next regular election is scheduled for October 19, 2024.

Our last Municipal election was that of consolidation of the former Municipality of the District of West Hants and Town of Windsor. It was held March 7, 2020. That election fell outside the regular scheduled municipal election date in NS (October).

West Hants Regional Municipality has eleven councillors and one Mayor elected at-large. There are eleven polling districts.

In 2022, West Hants Regional Municipality underwent a review to “confirm or to alter the number and boundaries of polling districts and the number of councillors” as per Provincial legislation and submitted its application to the Nova Scotia Utility and Review Board (NSUARB).

The NSUARB considered the application and approved the number of councillors remaining at eleven; however, that the polling districts be revised. (approved polling district maps attached).

The MEA outlines the framework (roles, responsibilities, processes, and timelines) in which a municipal election is to run. Some of the key roles and responsibilities are noted below:

Roles and Responsibilities

Province	Municipalities
<ul style="list-style-type: none">• Appoints Municipal Elections Officer• Oversee and navigate the <i>Municipal Elections Act</i> and associated forms• Provides support to Returning Officers (RO), including RO training• Fields questions from municipalities and the public• Distributes materials to assist ROs – Handbook, Calendar, and Candidates Guide• Collects election statistics	<ul style="list-style-type: none">• Responsible for coordinating and administering the election• Ensures sufficient resources to support election• Plan for execution of election (i.e. all electronic, all paper, hybrid, booking polling stations, staffing, ordering of materials and supplies, etc.)• Ensures bylaw is updated if required (e.g. Alternative Voting Bylaw)• Ensures compliance and meeting legislative requirements through the MEA• Trains elections staff

DISCUSSION

The 2024 Municipal Election has important deadlines as per the NS Municipal Elections Act.

Returning Officer (RO) must be appointed by Council.	March 15, 2024
Polling districts must be divided into divisions and reported to Council and must be available for public inspection.	March 31, 2024
Council must direct the RO to conduct enumeration or use recent elections list as the basis for the preliminary electors list.	April 15, 2024
No special election is required to be held unless council or the Minister determine otherwise.	April 19, 2024
The RO must prepare a preliminary list of electors for each polling division.	July 31, 2024
Last day to establish procedures and forms for the conduct of voting in accordance with the by-law.	August 20, 2024
Nomination Day	September 10, 2024
Ordinary Polling Day	October 19, 2024

In preparation of the 2024 Municipal election and its timelines, as well as the 2024/25 Municipal Operating Budget, the election method opted by council is key (paper, electronic, or a hybrid). Staff reached out for estimates for the 2024 elections.

Examples for each method include:

PAPER BALLOT	ELECTRONIC (INTERNET & PHONE)
Hall Rentals	E-voting via internet and telephone
Stationary and copying	Creation, production, postage and distribution of voter information letters via Canada Post
Mailing	Advertisements
Advertisements	Laptops/tablets
Travel Allowance	Mobile printer
First Aid Training for election workers	Internet connection and/or Starlink
Election workers (approx. Minimum 55 poll workers; a Returning Officer; an Assistant Returning Officer	Election workers (approx. five poll workers; a Returning Officer; and Assistant Returning Officer
2020 Actual Municipal Election Costs	
\$56,861.92	\$0.00

2024 Estimated Municipal Election Costs	
\$71,077.40 * (25% increase overall from 2020)	\$60,000.00

* The 25% increase is as of November 2023. Printers advised that increases are unknown heading into 2024.

A **hybrid option** may be considered by Council (paper ballot AND electronic voting). It is worthy to note that should that be considered, the following is required:

- Paper ballots - 70% of the total number of electors is still required (not required if solely e-voting)
- Hall rentals – required in all polling districts (not required if solely e-voting)
- Election workers – full composition is required (not required if solely e-voting)

Mobile Polls – mobile polls are considered for licensed nursing homes, hospitals, homes for the aged, and homes for the care and treatment of chronic diseases.

The mobile polls are only open during ordinary poll day (not advance poll days) from 8:00 a.m. – 7:00 p.m. Mobile polls can be any of the voting methods opted by Council. It is not uncommon to use paper ballots as the voting method. In this situation, only the number of eligible electors within the home plus 10% is required for the number of ballots. However, poll books are still required. Further, a tablet or iPad is also a viable option.

Information Technology – The required Information Technology (IT) resources for electronic voting are very minimal. WHRM currently has all the necessary IT resources to support electronic voting, with any additional resources (iPad, Laptops, etc.) that can be quickly and easily obtained and deployed with minimal effort. IT support resources are often utilized to act as an auditor throughout the election period, to act as an additional test of all the election voting mechanisms. Our current IT support has experience fulfilling this role for other municipal units that have used electronic voting.

FINANCIAL IMPLICATIONS

There are no projected financial implications. The 2023/24 municipal operating budget currently has \$1,500.00 allocated to support some preliminary 2024 municipal election budget expenditures (primarily advertising).

The 2024 municipal election costs will be incorporated into the 2024/25 West Hants Regional Municipality's Operating Budget.

NEXT STEPS

Pending Council direction, staff will proceed with:

- Issuing a Request for Proposals for electronic voting (if this is opted)
- Advertise for the contract of a Returning Officer

ALTERNATIVES

This is a request for decision report. Four options permitted for voting in Nova Scotia Municipal Elections are those presented in this report.

Staff recommendation is either Option 1 or 2.

ATTACHMENTS

- Municipal and School Board Elections Voting By-law, RE-001
- Polling District Maps approved by the NSUARB in 2023

CHIEF ADMINISTRATIVE OFFICER REVIEW

Council has reflected on the provision of internet across the WHRM when considering the sole method of electronic voting or a hybrid. Cost, logistics and aiming for high voter rates have too been considerations. The report highlights deadlines associated with the 2024 election and look forward to Council's direction so that planning can begin.

Report Prepared by: 
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Jeff Hanshaw, Information Technology Consultant

Report Reviewed by: _____
Carlee Rochon, Director of Financial Services

Report Approved by: 
Mark Phillips, CAO

Part 1 – TITLE

BE IT ENACTED by the Council of the **Region of Windsor and West Hants Municipality (also known as West Hants Regional Municipality)**, under the authority of Section 146A of the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended, as follows:

Short Title

1. This By-law shall be known and cited as the “Municipal and School Board Elections Voting By-law”.

Part 2 – DEFINITIONS

2. In this By-law:
 - (a) “Act” means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended;
 - (b) “advance poll” means the Tuesday immediately preceding ordinary polling day; and either
 - (i) one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day; or
 - (ii) if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
 - (c) “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
 - (d) “alternative voting” means voting by telephone or via the internet and may include a combination of telephone and internet voting;
 - (e) “ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put, or a physical box where paper ballots are put;
 - (f) “candidate” means a person who has been nominated as a candidate pursuant to the *Act*;
 - (g) “Council” means the Council of the Municipality;
 - (h) “Deputy Returning Officer” means a person appointed under the *Act* to preside over a polling station;
 - (i) “*Education (CSAP) Act*” means the *Education (CSAP) Act*, 1995-1996 S.N.S. c. 1, as amended;
 - (j) “election” means an election held pursuant to the *Act*, including a school board election, a special election and a plebiscite;

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- (k) "Election Officer" means an election official under the Act;
 - (l) "elector" means a person:
 - (i) qualified to vote pursuant to the *Act* and the *Education (CSAP) Act*; and
 - (ii) entitled to vote for an election pursuant to Section 7 of this By-law;
 - (m) "friend voter" means a friend who votes for an elector pursuant to Section 9 of this By-law;
 - (n) "internet ballot" means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
 - (o) "Municipality" means the Region of Windsor and West Hants Municipality (also known as West Hants Regional Municipality);
 - (p) "normal business hours" means the time between 8:30 am and 4:30 pm Monday through to and including Friday, excluding statutory holidays;
 - (q) "ordinary polling day" means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
 - (r) "paper ballot" is text on paper including all the choices available to an elector and the spaces in which an elector marks a vote;
 - (s) "PIN" means the Personal Identification Number issued to:
 - (i) an elector for alternative voting on alternative polling days; or
 - (ii) to a System Elections Officer;
 - (t) "plebiscite" means a plebiscite directed to be held by the Council pursuant to Section 53 of the *Municipal Government Act*;
 - (u) "proxy voter" means an elector who votes by a proxy pursuant to the *Act*;
 - (v) "regular election year" means 2020 and every fourth year thereafter;
 - (w) "Returning Officer" means a Returning Officer appointed pursuant to the *Act*;
 - (x) "seal" means to secure the ballot box and prevent internet, telephone or paper ballots from being cast;
 - (y) "special election" means a special election held pursuant to the *Act*, including a special election for a vacancy on a school board;
 - (z) "spoiled ballot" referring to alternative voting means an internet ballot or telephone ballot that is accepted by the elector that:
 - (i) is not marked for any candidate in a race; or
 - (ii) is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
 - (aa) "system" means the technology, including software, that:

- (i) records and counts votes; and
 - (ii) processes and stores the results of alternative voting during alternative polling days;
- (bb) "System Elections Officer" means:
 - (i) a person who maintains, monitors, or audits the system, and
 - (ii) a person who has access to the system beyond the access necessary to vote by alternative voting, and
 - (iii) a person who, pursuant to section 146A(3)(cd) of the *Act*, is appointed as auditor to audit and monitor the performance of the system of voting.
- (cc) "telephone ballot" means:
 - (i) an audio set of instructions which describes the voting choices available to an elector; and
 - (ii) the marking of a selection by an elector by depressing the number on a touch tone keypad.

Part 3 – VOTING PERMITTED

- 3.
 - (1) Subject to this By-law, Council may conduct elections by paper ballot, alternative voting or combination thereof.
 - (2) Alternative voting shall be permitted on alternative polling days, and conducted in accordance with this By-law.
 - (3) Paper ballot voting will be conducted in accordance with the *Act*.

Part 4 – NOTIFICATION OF ELECTORS

- 4.
 - (1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the Municipality, and if not available, in a newspaper in which can be readily available to the Municipality as well as on the Municipality's website and/or social media pages.
 - (2) The notice of alternative polling days shall:
 - (a) identify the alternative polling days for alternative voting; and
 - (b) inform the elector that telephone voting and/or internet voting is permitted during alternative polling days.
 - (3) The notice may include any other information the Returning Officer deems necessary.

Part 5 – FORM OF TELEPHONE AND INTERNET BALLOTS

5. (1) A telephone ballot and internet ballot shall:
- (a) identify by the title “Election for Mayor” or “Election for Councillor” or “Election for School Board Member”, as the case may be;
 - (b) identify the names, or names by which they are commonly known, of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
 - (c) warn the elector to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates”, as the case may be.
- (2) No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

Part 6 – OATH

6. (1) Any oath that is authorized or required shall be made in the form required by the *Act*.

Part 7 – ELECTORS

7. (1) No person shall vote by alternative or paper voting unless:
- (a) the person’s name appears on the revised list of electors pursuant to section 50A of the *Act*; or
 - (b) the person’s name does not appear on the revised list of electors and:
 - (i) the person appears before the Returning Officer or the Deputy Returning Officer during normal business hours during alternative polling days; and
 - (ii) the person swears an oath in the prescribed form by the *Act*.

Part 8 – PROXY VOTING

8. (1) A proxy voter shall not vote for an elector by alternative voting.

Part 9 – FRIEND VOTING

9. (1) A friend voter shall only vote for an elector by alternative or paper voting if:
- (a) an elector is unable to vote because:
 - (i) the elector is blind;

- (ii) the elector cannot read; or
 - (iii) the elector has a physical disability that prevents him or her from voting by alternative voting.
- (b) the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the oaths prescribed by the *Act*.
- (2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- (3) The elector shall take an oath in the prescribed form providing that he or she is incapable of voting without assistance.
- (4) The friend of the elector shall take an oath in the prescribed form that:
 - (a) the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
 - (b) the friend will mark the ballot as requested by the elector; and
 - (c) the friend will keep secret the choice of the elector.
- (5) The Returning Officer shall enter in the poll book:
 - (a) the reason why the elector is unable to vote;
 - (b) the name of the friend; and
 - (c) the fact that the oaths were taken.

Part 10 – VOTING

- 10. (1) The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.
- (2) The system shall put spoiled internet ballots and telephone ballots in the ballot box.

Part 11 – SEAL

- 11. (1) Where alternative voting closes before the close of the polls on ordinary polling day, the system shall seal the ballot box until after the close of the poll on ordinary polling day.
- (2) The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

Part 12 – LIST OF PERSONS WHO VOTED

- 12. (1) Where alternative voting closes before the close of the polls on ordinary polling

day, the system shall:

- (a) generate a list of all electors who voted by alternative voting; and
 - (b) on the revised list of electors cause a line to be drawn through the name of all the electors who voted during alternative polling days.
- (2) A printed and electronic copy of the lists under subsection (1) shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
- (3) Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

Part 13 – COUNTING

13. (1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.
- (2) In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots.

Part 14 – TALLYING OF SPOILED BALLOTS

14. (1) At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

Part 15 – Recount by System

15. (1) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
- (2) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
- (3) If the regenerated count and the initial count do not match, the Returning Officer shall:
- (a) direct one final count be regenerated by the system of the votes cast by alternative voting, and
 - (b) attend while the final count is being regenerated.
- (4) The regenerated final count pursuant to subsection (3) shall be the final count of the votes cast by alternative voting.

Part 16 – RECOUNT BY COURT

16. (1) For a recount, the judge shall only consider the final count by the system, as determined by section 15(2) or 15(4), of the total number of votes that were cast by alternative voting for each candidate.
- (2) The final count by the system, as determined by section 15, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by paper voting.

Part 17 – SECRECY

17. (1) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.
- (2) Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

Part 18 – OTHER METHODS OF VOTING

18. (1) If voting via the Internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day; which may include telephone ballot and/or paper ballot.

Part 19 – APPOINTMENT OF AUDITOR

19. (1) The Returning Officer may appoint a System Elections Officer for the purpose of auditing and monitoring the performance of the system of voting.
- (2) A System Elections Officer so appointed shall carry out the duties of auditor as outlined in the procedures and forms for the conduct of voting pursuant to Section 146A(4) of the *Act*.
- (3) Before carrying out the duties described in subsection (2), the System Elections Officer shall swear an oath in the form prescribed by the regulations.

Part 20 – SEVERABILITY

20. (1) If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

Part 21 – Prohibitions

21. (1) No person shall:
- (a) use another person's PIN to vote or access the system unless the person is a friend voter;
 - (b) take, seize, or deprive an elector of his or her PIN; or
 - (c) sell, gift, transfer, assign or purchase a PIN.
- (2). No person shall:
- (a) interfere or attempt to interfere with an elector who is casting an internet ballot, telephone ballot or paper ballot;
 - (b) interfere or attempt to interfere with alternative voting; or
 - (c) attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.
- (3) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

Part 22 – Offences and Penalty

22. (1) A person who:
- (a) violates any provision of this By-law; or
 - (b) permits anything to be done in violation of any provision of this By-law; is guilty of an offence.
- (2) A person who contravenes subsection (1) is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000.00) and not more than ten thousand dollars (\$10,000.00) and in default of payment, to imprisonment for a term of two (2) years less a day, or both.
- (3) In determining a penalty under subsection (2), a judge shall take into account:
- (a) the number of votes attempted to be interfered with;
 - (b) the number of votes interfered with; and
 - (c) any potential interference with the outcome of an election.
- (4) Pursuant to section 146A of the *Act*:
- (a) the limitation period for the prosecution of an offence under this By-law is two years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and
 - (b) The *Remission of Penalties Act*, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this By-law.

I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the Region of the Windsor and West Hants Municipality at a meeting duly called and held on the **28th** day of **July, 2020**.



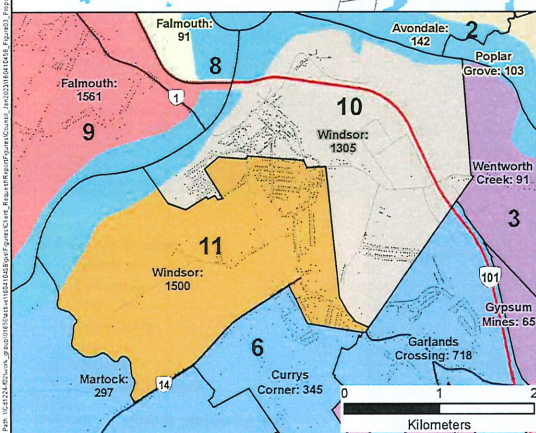
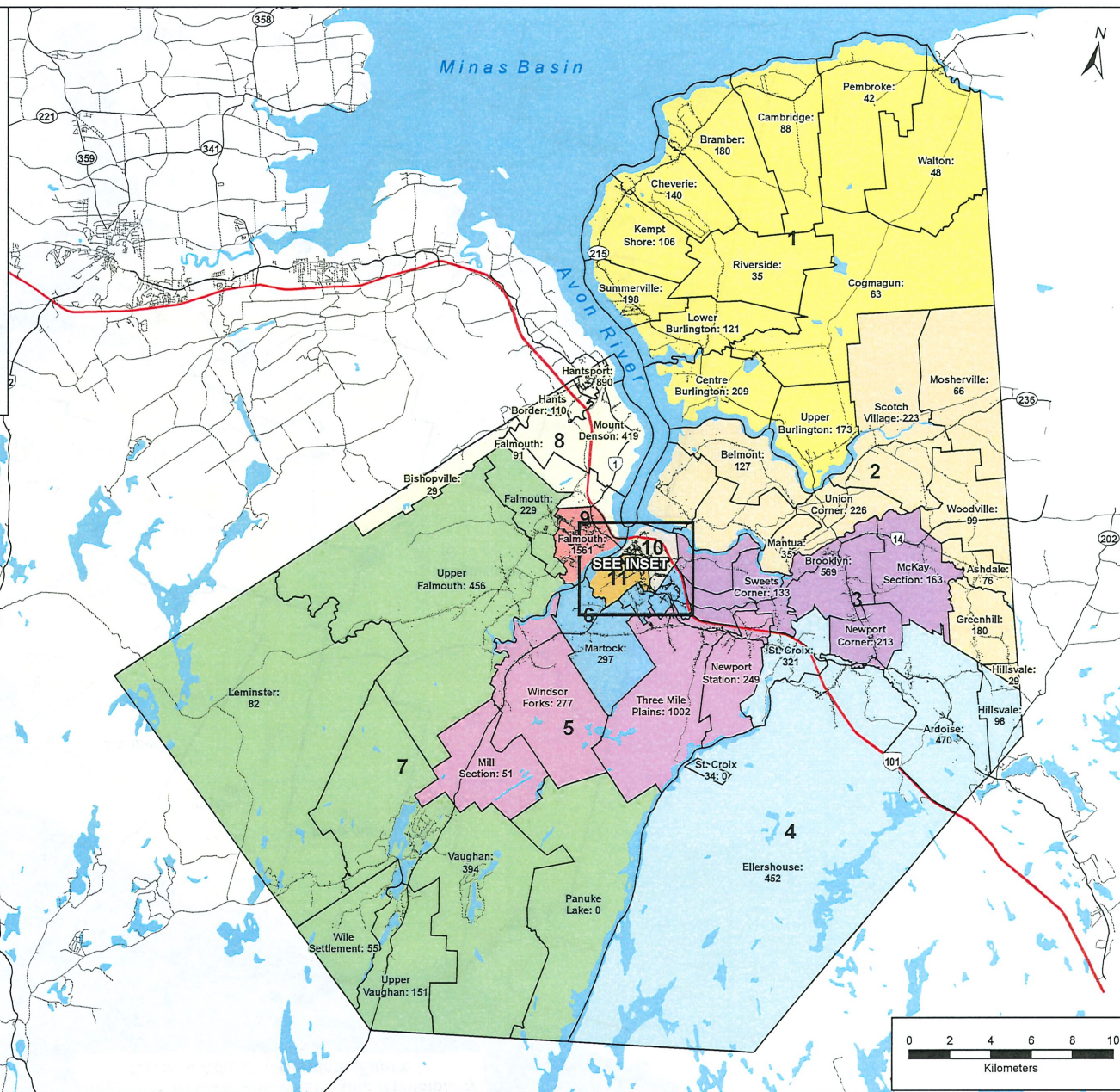
R. N. Brown
Municipal Clerk

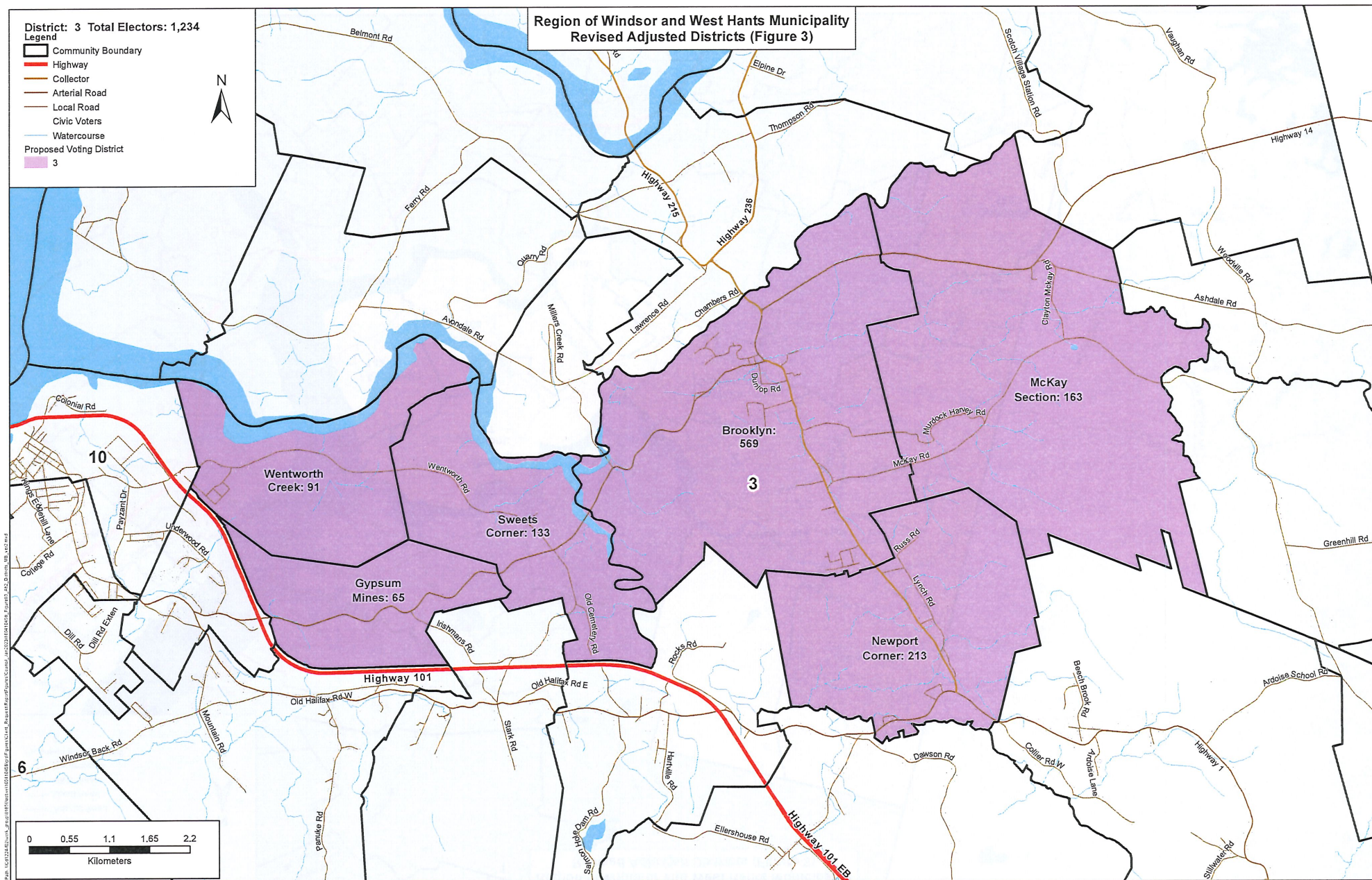
By-Law Adoption	
First Reading:	June 23, 2020
Notice Published:	June 27, 2020
Second Reading & Approval	July 28, 2020
Final Publication	August 1, 2020
Notice to Municipal Affairs	August 4, 2020
Description: Initial approval of Municipal and School Board Elections Voting By-law, RE-001.	

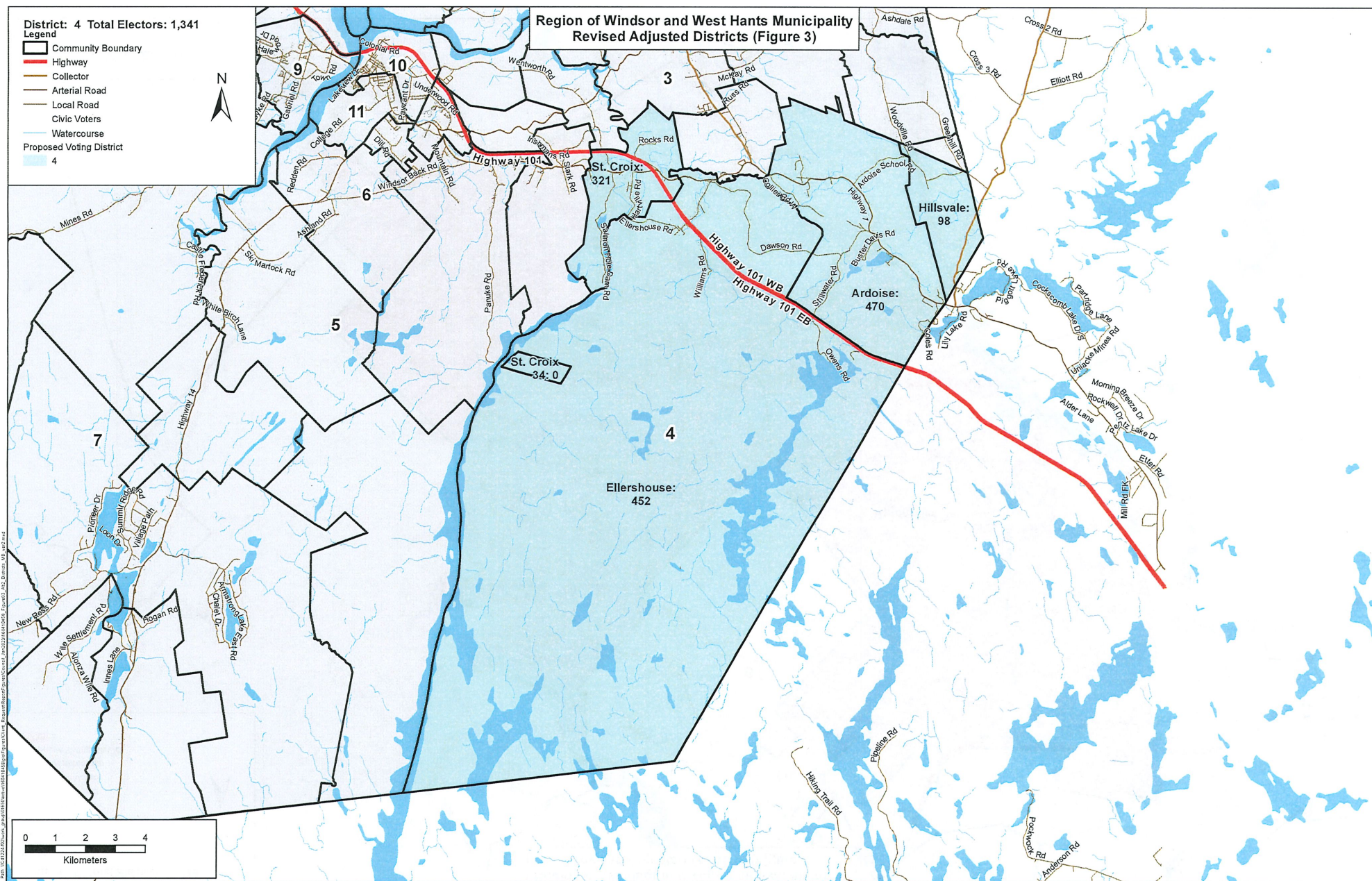
Region of Windsor and West Hants Municipality - 11 Adjusted Districts
(Adjusted January 2023-01-16 Community Label)

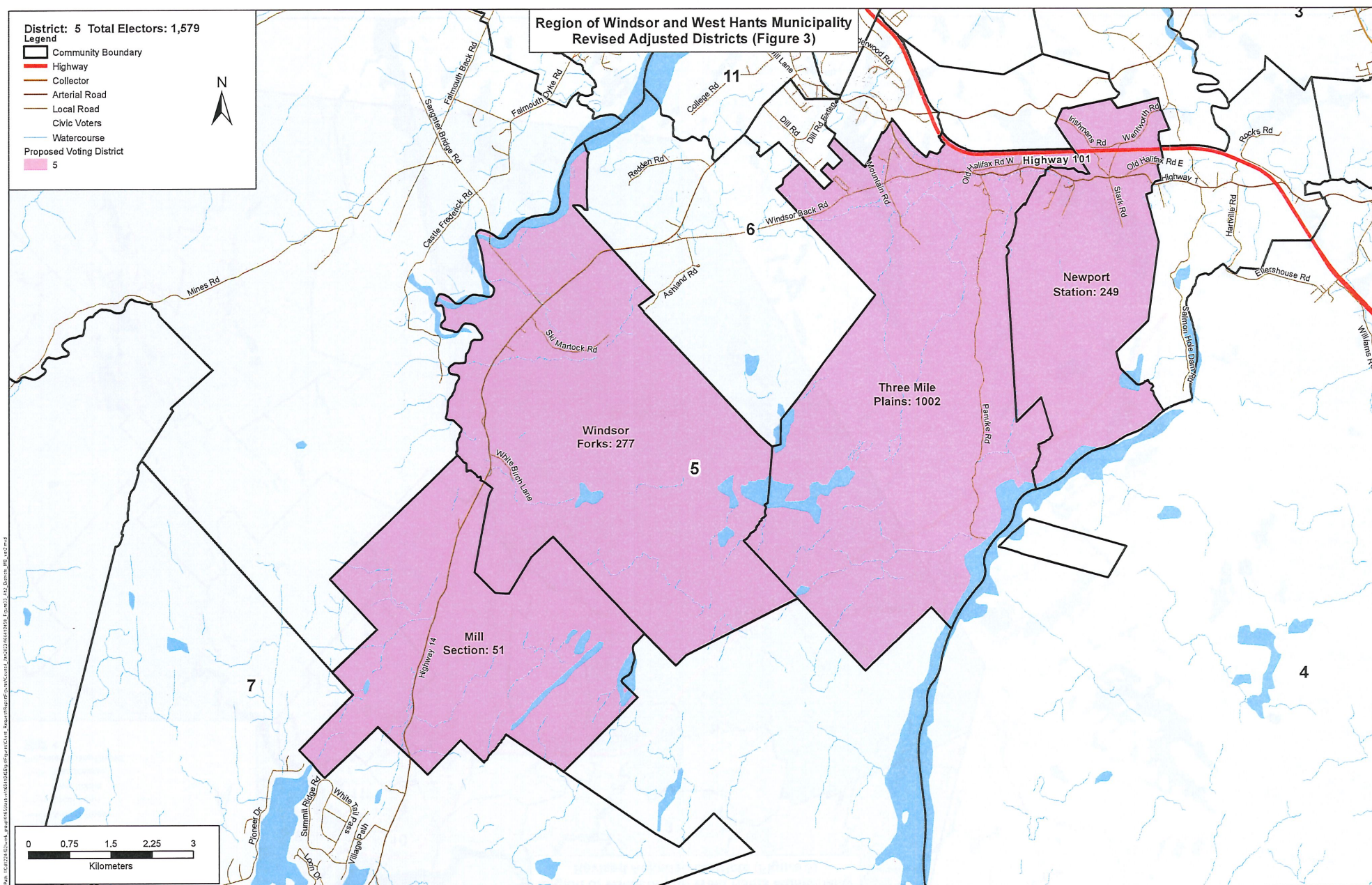
Community Electors
 Ellershouse: 452

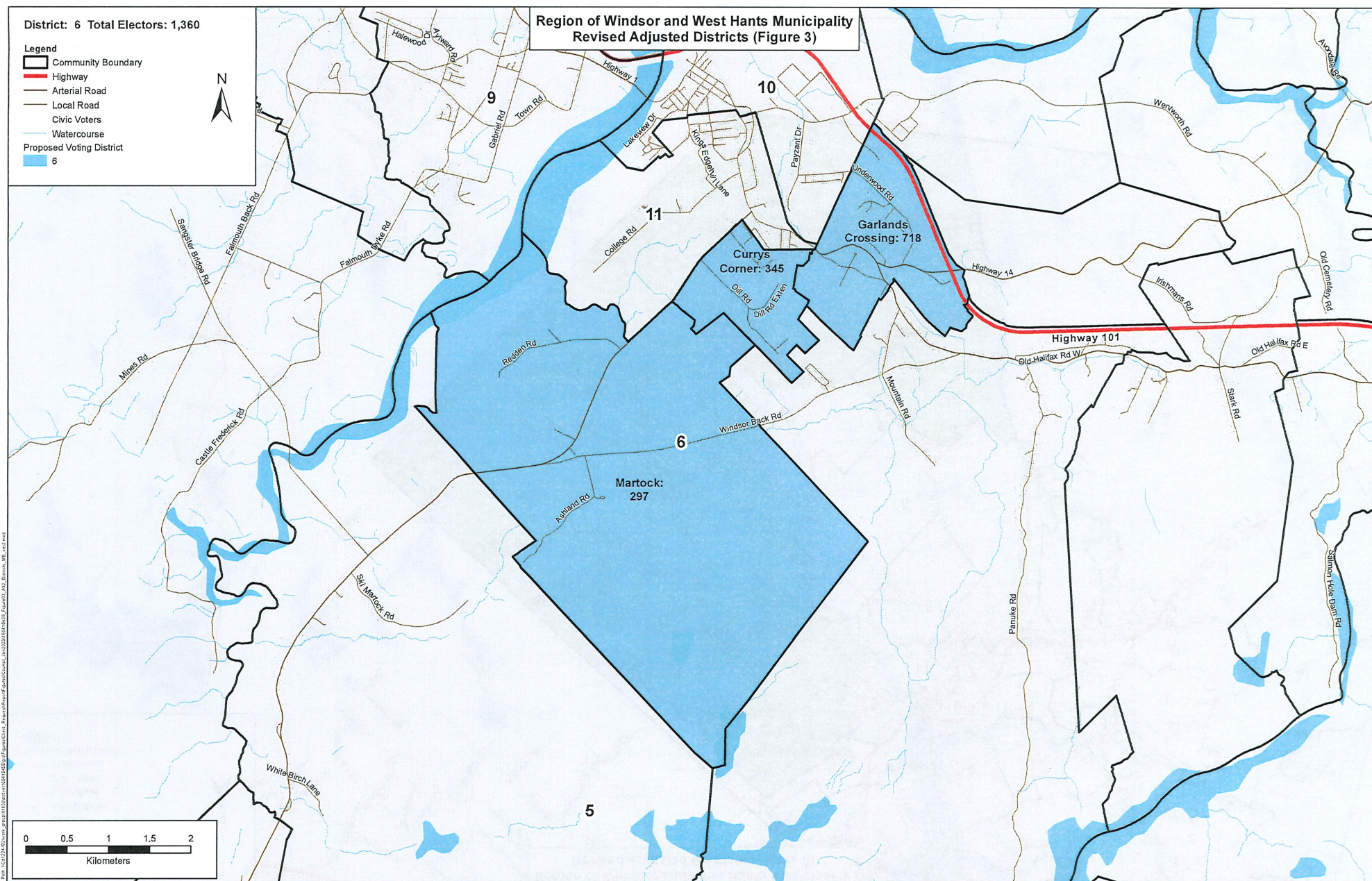
District	Electors	Land Area (km ²)	Variation from Average	
			Number	%
1	1,403	288	-6	-0.4%
2	1,306	147	-103	-7.3%
3	1,234	59	-175	-12.4%
4	1,341	252	-68	-4.8%
5	1,579	100	170	12.1%
6	1,360	22	-49	-3.5%
7	1,367	406	-42	-3.0%
8	1,539	43	130	9.3%
9	1,561	8	152	10.8%
10	1,305	5	-104	-7.4%
11	1,500	5	91	6.5%
TOTALS	15,495	1,336		
Average	1,409	121		

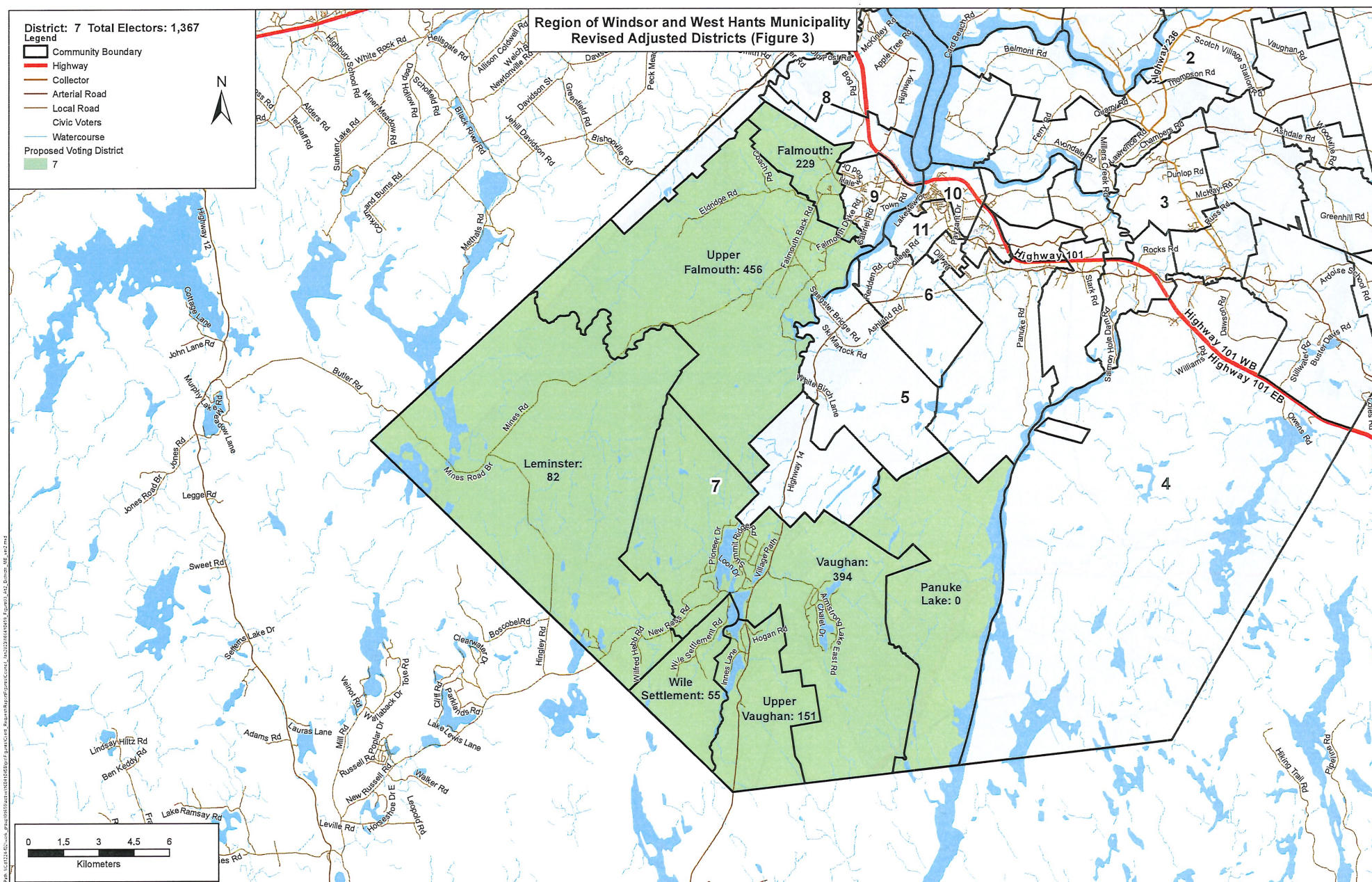


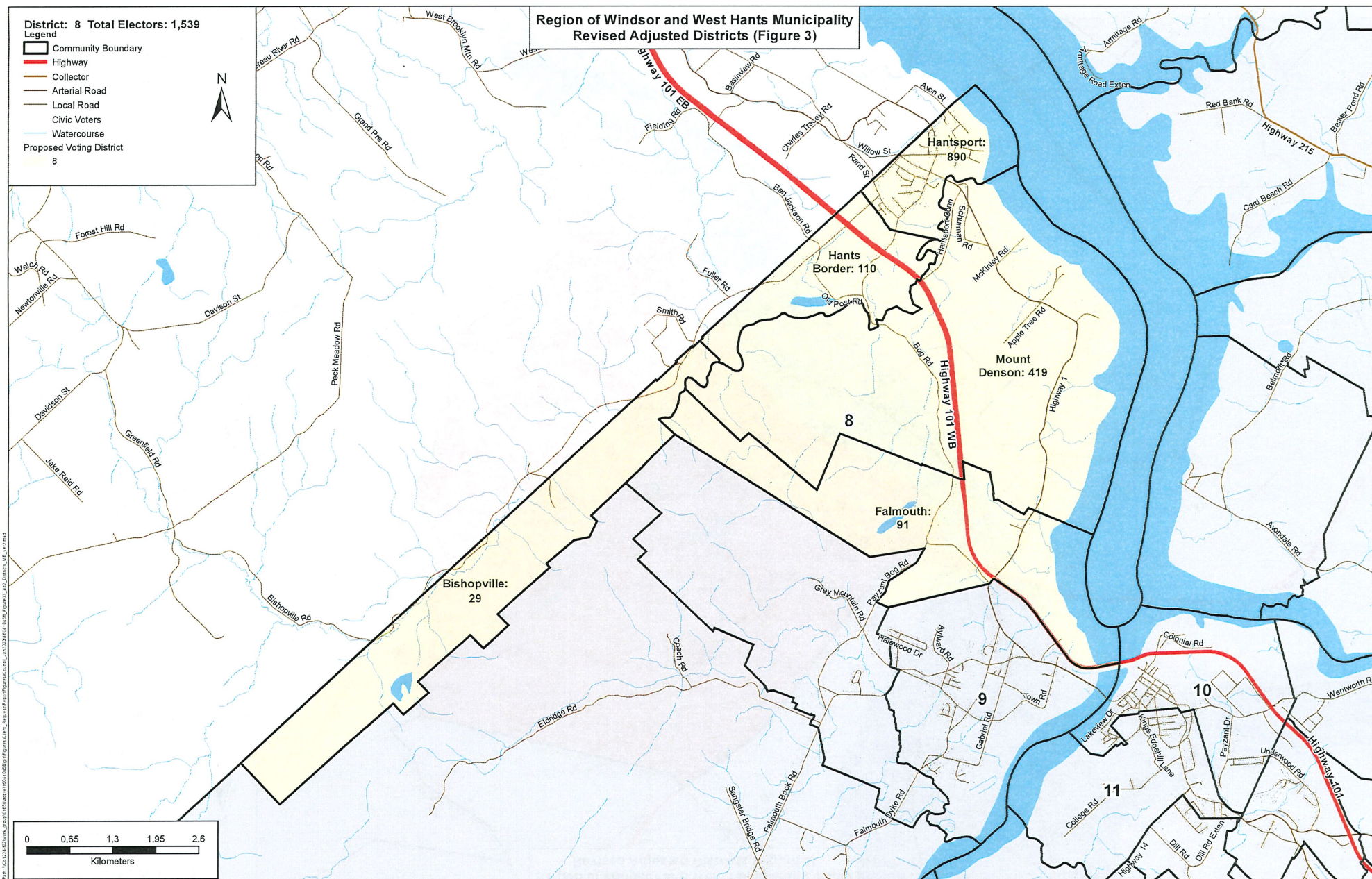


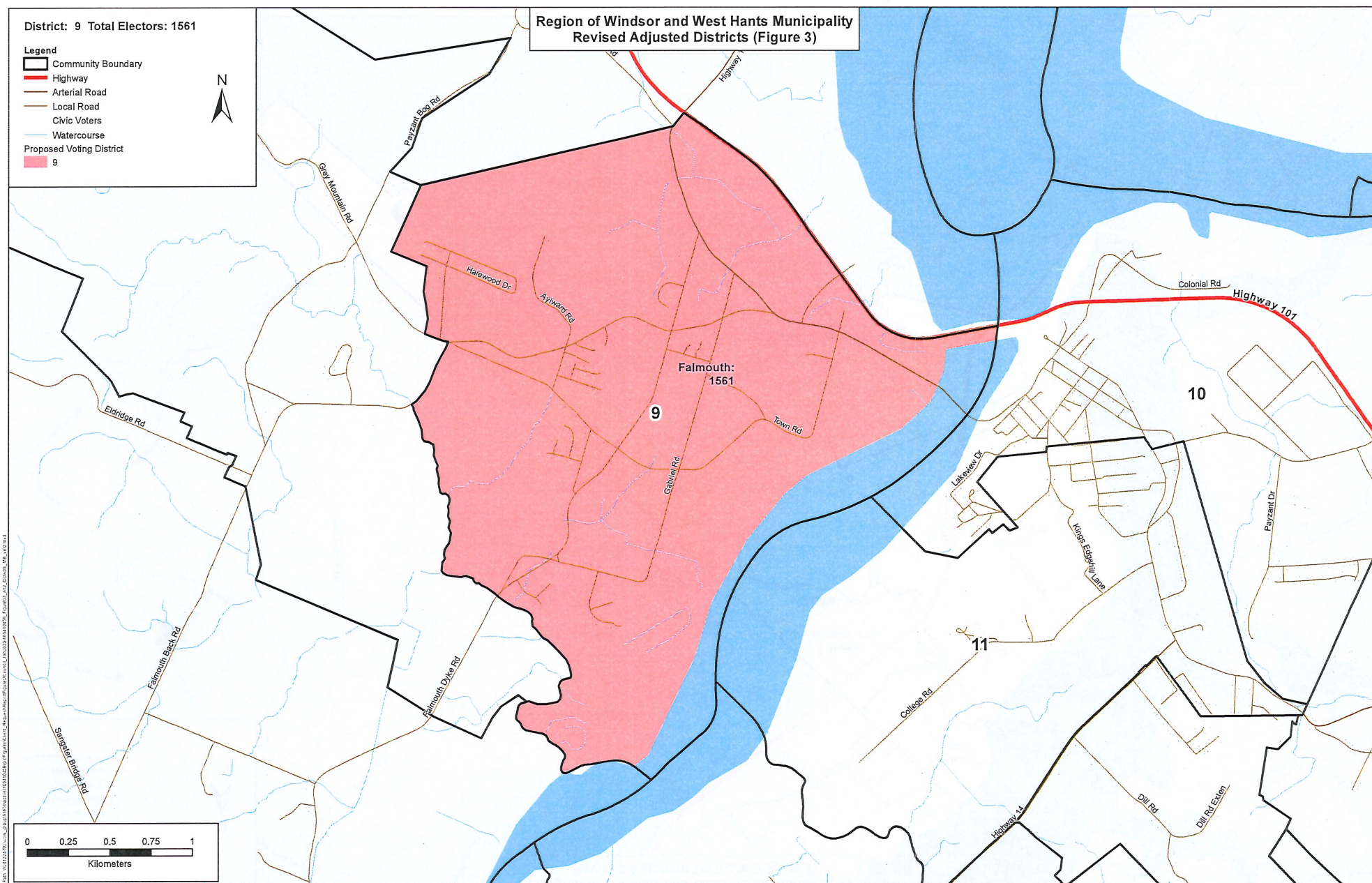






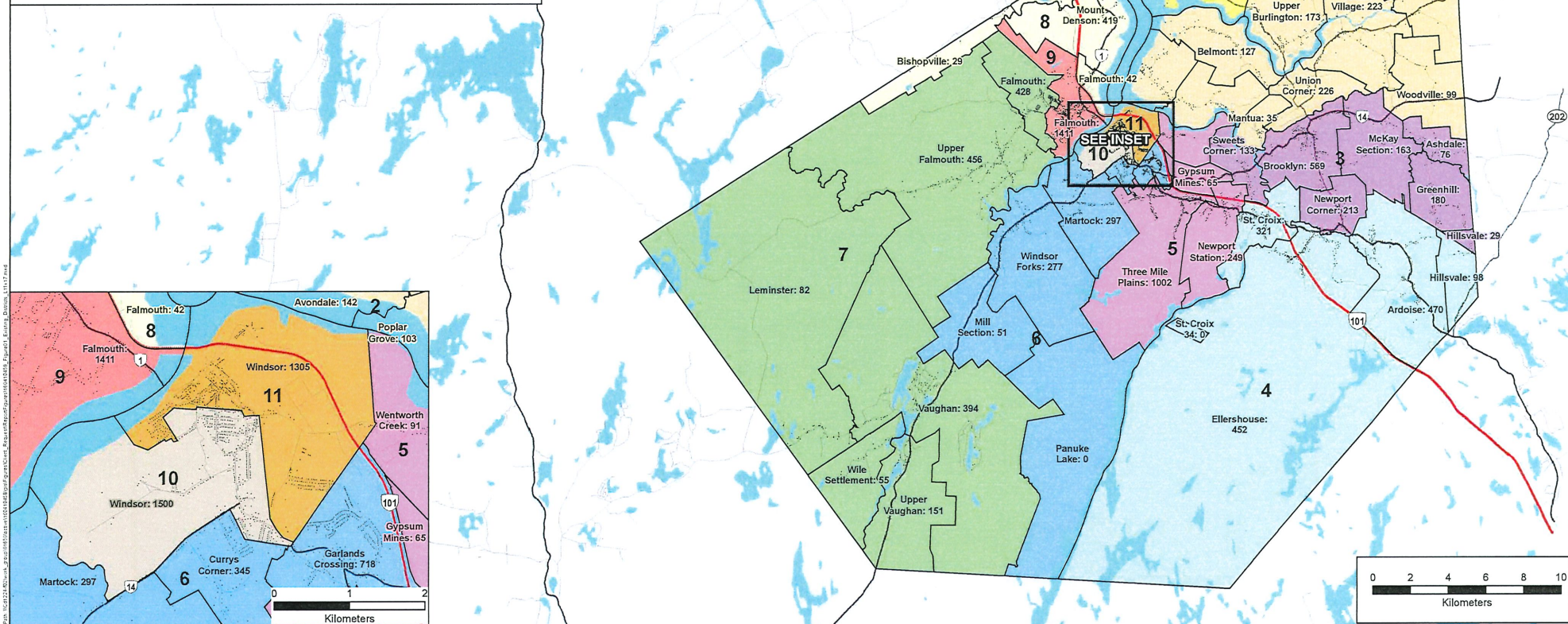






Region of Windsor and West Hants Municipality - 11 Existing Districts with updated Community Label	voter population
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Community			Electorate	
District	Electorate	Land Area (km ²)	Variation from Average	
			Number	%
1	1,167	216	-242	-17.2%
2	1,257	202	-152	-10.8%
3	1,363	66	-46	-3.2%
4	1,341	252	-68	-4.8%
5	1,407	59	-2	-0.1%
6	1,688	127	279	19.8%
7	1,566	354	157	11.2%
8	1,490	38	81	5.8%
9	1,411	13	2	0.2%
10	1,500	5	91	6.5%
11	1,305	5	-104	-7.4%
TOTALS	15,495	1,336		
Average	1,409	121		





Committee of the Whole Excerpts
January 9, 2024

ACCESSIBILITY ADVISORY COMMITTEE RESIDENT MEMBER APPOINTMENT EXCERPT

The Accessibility Advisory committee provides advice to Council identifying, preventing, and eliminating barriers for those who live, work and play in our region regarding municipal programs, services, initiatives and facilities.

Two (2) previous appointments expired as of October 31, 2023. Only one (1) member expressed interest in reapplying; creating the need to seek additional representation to fill the vacancy.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL APPROVES THE FOLLOWING RESIDENT MEMBER (MELISSA MACASKILL) BE APPOINTED TO THE ACCESSIBILITY ADVISORY COMMITTEE FOR THE TWO (2) YEAR TERM JANUARY 2024 TO JANUARY 31, 2026.

COUNCIL APPROVES THE FOLLOWING RESIDENT MEMBER (JENNIFER DAVISON) BE RE-APPOINTED TO THE ACCESSIBILITY ADVISORY COMMITTEE FOR THE THREE (3) YEAR TERM JANUARY 2024 TO JANUARY 31, 2027.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 9, 2024 Committee of the Whole

Subject: Resident Appointment to the Accessibility Advisory Committee

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA) – Sections 24-27, Standing, special and advisory committees; Vacancy on Boards, Commissions and Committees; Citizen Advisory Committees; and Community Committees.

Nova Scotia Accessibility Act

West Hants Regional Municipality Meeting and Committee Procedural Policy RCOGE-003.00

RECOMMENDATION or DECISION REQUEST

That Committee of the Whole recommend that ...

Council approves the following resident member (Melissa MacAskill) be appointed to the Accessibility Advisory Committee for the two (2) year term January 2024 to January 31, 2026.

Council approves the following resident member (Jennifer Davison) be re-appointed to the Accessibility Advisory Committee for the three (3) year term January 2024 to January 31, 2027.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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DISCUSSION

The Accessibility Advisory committee provides advice to council identifying, preventing, and eliminating barriers for those who live, work and play in our region regarding municipal programs, services, initiatives and facilities.

At least one half of the members of the AAC must be person(s) with disabilities or representatives from organizations representing persons with disabilities.

Two (2) previous appointments expired as of October 31, 2023. Only one (1) member expressed interest in reapplying; creating the need to seek additional representation to fill the vacancy.

Public advertisement was placed in the Valley Journal Advertiser, on the Municipal website and Facebook pages commencing December 12th, 2023. Interested applicants were invited to apply until 12 p.m. (Noon) on Friday, December 22, 2023 resulting in (2) two expressions of interest being received.

All applications were reviewed by the Active Living Coordinator and frontline staff person supporting the Accessibility Advisory Committee and Municipal Clerk resulting in the following recommendation before Council this evening.

This report recommendation would bring the membership to seven and in compliance with both our policy and with the Accessibility Act representation guidelines.

NEXT STEPS

If approved by Council, will be notified of the successful appointment and all required administrative paperwork will be sent. The newly appointed members will be contacted and notified of their appointment and invited to the next scheduled meeting. A review of past meeting minutes and the Terms of Reference will aid the newly appointed members in their understanding of the committee's work thus far.

FINANCIAL IMPLICATIONS

Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

Council can choose to not support the recommendation and direct staff to readvertise for the vacant position.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendations .

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Deanna Snair, Municipal Clerk

Report Approved by:  _____
Mark Phillips, CAO



Committee of the Whole Excerpts
January 9, 2024

ASSET RETIREMENT OBLIGATIONS (ARO) POLICY EXCERPT

A formal standard, PSAS 3280, for Asset Retirement Obligations (ARO) was issued in August of 2018, which covered, retirement obligations related to tangible capital assets controlled by a public sector entity, which may still be in productive use, or no longer in use, legal obligations, including an obligation created by a promissory estoppel and solid waste landfill closure and post-closure liabilities (formerly covered by PSAS 3270).

PSAS 3280 had an effective date of April 1, 2022. Meaning that municipalities were required in fiscal year 2022-23 to start accounting for asset retirement obligations. The policy formalizes the process West Hants Regional Municipality will follow for tangible capital assets currently under their control or for new capital items that are acquired. Formalizing this process allows users of our financial statements to understand the information provided for these assets and their retirement obligations.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL APPROVES POLICY RCOFN-014.00 ASSET RETIREMENT OBLIGATION, WHICH IS SUBSTANTIVELY THE SAME AS THE DRAFT PRESENTED ON JANUARY 9, 2024.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: West Hants Regional Municipality's Committee of the Whole

Submitted by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Date: January 9, 2023

Subject: RCOFN-014.00 Asset Retirement Obligation Policy

LEGISLATIVE AUTHORITY

- Public Sector Accounting Board (PSAB) Handbook, Section 3280

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that . . .

. . . Council approves policy RCOFN-014.00 Asset Retirement Obligation, which is substantively the same as the draft presented on January 9, 2024.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic v	Councillor Activity <input type="checkbox"/>
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A formal standard, PSAS 3280, for Asset Retirement Obligations (ARO) was issued in August of 2018, which covered:

- Retirement obligations related to tangible capital assets controlled by a public sector entity, which may still be in productive use, or no longer in use.
- Legal obligations, including an obligation created by a promissory estoppel.
- Solid waste landfill closure and post-closure liabilities (formerly covered by PSAS 3270).

PSAS 3280 had an effective date of April 1, 2022. Meaning that municipalities were required in fiscal year 2022-23 to start accounting for asset retirement obligations.

DISCUSSION

The attached policy formalizes the process West Hants Regional Municipality will follow for tangible capital assets currently under their control or for new capital items that are acquired. Formalizing this process allows users of our financial statements to understand the information provided for these assets and their retirement obligations.

This policy indicates that a liability for an asset retirement shall be recognized only if there is a legal obligation, transactions, or events to give rise to the liability have occurred, there is an expected future economic benefit given up, and the amount can be reasonably estimated.

The majority of this policy relates to new capital assets being acquired and how to account for the potential retirement obligation of these. However, there was a requirement before now to review all owned assets and determine a possible retirement obligation for those items as well, this was discussed in detail during our 2023-24 budget sessions:

- We have the following known assets requiring retirement:
 - Windsor Community Centre
 - Windsor Courthouse
 - Windsor Town Office
 - Hantsport Library
 - Hantsport Water Hauler Well
 - Closed Cogmagun Landfill

NEXT STEPS

- Over the next four years, the obligation required for the above assets will be added to our ARO reserve.
- New purchases will be reviewed for any known required retirement obligations.

FINANCIAL IMPLICATIONS

There are financial implications related to the new standard, as we must allocate funds into a reserve specifically for the retirement obligations. However, the 2022-23 Audited Financial Statements have already included the ARO for capital assets the Municipality currently owns that have retirement obligations and is included in the notes section of the statements.

When budgeting for 2023-24 we have accounting for transferring our closed landfill reserve to the new ARO reserve, as well as one fifth of the obligations for other assets we own with retirement obligations. Over the next four budget years, we will move the remaining obligation into the reserve.

ALTERNATIVES

- Council could request changes to policy RCOFN-014.00 Asset Retirement Obligation
- Council could not approve the policy

ATTACHMENTS

- FCOFN-014.00 Asset Retirement Obligation Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW

The policy and recommended financial strategy to address the retirement obligations align with the requirements of the municipality. The value of the reserves and annual allocation towards the reserves should be highlighted during budget deliberations annually including the up-and-coming 2024/25 budget sessions.

I support the recommendation.

Report Prepared by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

1. PURPOSE

The purpose of this Policy is to stipulate the accounting treatment for Asset Retirement Obligations (ARO) so users of the Municipal financial statements can discern information about these assets, and their end-of-life obligations.

2. DEFINITIONS

Term	Definition
Accretion Expense	The increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.
Asset Retirement Activities	All activities related to an asset retirement obligations. Including, but not limited to: <ul style="list-style-type: none"> • Decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased. • Remediation of contamination of a tangible capital asset created by its normal use. • Post-retirement activities such as monitoring. • Constructing other tangible capital assets to perform post-retirement activities.
Asset Retirement Cost	The estimated amount required to retire a tangible capital asset.
Asset Retirement Obligation	Legal obligation associated with the retirement of a tangible capital asset.
Tangible Capital Assets	Tangible capital assets are non-financial assets, having physical substance that: <ul style="list-style-type: none"> • are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Municipal tangible capital assets. • Have useful economic lives extending beyond an accounting period. • Are to be used on a continuing basis in the Municipality's operations. • Are not for sale in the ordinary course of Municipality operations.

3. APPLICATION

The Municipality shall account for and report on Asset Retirement Obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

4. RECOGNITION

4.1. A liability should be recognised when, as at the financial reporting date:

- 4.1.1. There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- 4.1.2. The past transactions or events giving rise to the liability has occurred;
- 4.1.3. It is expected that future economic benefits will be given up; and
- 4.1.4. A reasonable estimate of the amount can be made.

4.2. A liability for an asset retirement obligation cannot be recognized unless **ALL** of the criteria above are met.

4.3. The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

4.4. The estimate of the liability should include only costs directly attributable to asset retirement activities. Cost would include post-retirement operation, maintenance, and monitoring that are an integral part of the retirement of the tangible capital assets.

4.5. Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs related to the asset retirement activity.

4.6. Upon initial recognition of a liability for an asset retirement obligation, the Municipality will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset by the same amount as the liability. Where the obligation related to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Municipality as an asset, the obligation will be expensed upon recognition.



**WEST HANTS REGIONAL MUNICIPALITY
ASSET RETIREMENT OBLIGATION POLICY**

RCOXX-###.00

- 4.7. The capitalization thresholds used by the Municipality will also be applied to the asset retirement obligations to be recognized.

5. SUBSEQUENT MEASUREMENT

- 5.1. The asset retirement costs will be allocated to accretion expenses in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset.
- 5.2. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

6. PRESENTATION AND DISCLOSURE

- 6.1. The liability for asset retirement obligations will be disclosed in the Municipal financial statements.

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of _____(month), _____(year).

Deanna Snair, Municipal Clerk

Adoption	
Notice to Council	Date
Approval	Date
Description	



Committee of the Whole Excerpts
January 09, 2024

EMERGENCY FLOOD RELATED PLAN EXCERPT

Much discussion has occurred relating to flooding and Combined Sewer Overflows (CSO's) that occur in infrequently in public parks and homes. Posting signs advising of potential CSO's was the proper/transparent thing to do; however, in knowing that nothing has been designed to deal with the current weather patterns/conditions occurring, along with infrastructure needs and upgrades, there was value in knowing if anything else could be done, like an emergency plan that speaks to what may/can be done when a large storm is forecasted, or staff start to see the system backing up.

There was value in having staff look at what they currently do and see if something else could be added to/improved upon or if something was missed to see if anything more could be done. It was beneficial to have staff articulate their response plan in point form, so everyone has a better understanding (of the plan and what is done in response to weather related events).

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL DIRECT STAFF TO DEVELOP AN EMERGENCY PLAN FOR THE WINDSOR AND HANTSPORT FLOODZONES (AND COULD ENCOMPASS ALL THE AREAS THAT FLOOD) AND PRESENT IT TO COUNCIL BY THE MARCH COMMITTEE OF THE WHOLE MEETING.



Committee of the Whole Excerpts
January 09, 2024

REGIONAL HOME FLOOD PROTECTION PROGRAM EXCERPT

Much correspondence and discussion has occurred regarding flooding in the Flood zone area in Windsor. Although direction was provided for staff to come back with more information including a suggested RFP for council to review, the issue remained on the forefront of everyone's mind as more flood events could occur before anything could be done to assist residents.

There was value in exploring a Regional Flood Protection Program for residents. Timing would be critical as there may be budgetary implications. Staff will report back on potential options for consideration.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL DIRECT STAFF TO CREATE A "HOME FLOOD PROTECTION PROGRAM AND PRESENT IT TO COUNCIL BY THE MARCH COMMITTEE OF THE WHOLE MEETING FOR VIEWING AND/OR APPROVAL FOR BUDGETARY IMPLICATIONS.



Committee of the Whole Excerpts
January 9, 2024

MEETING AND COMMITTEE PROCEDURAL POLICY EXCERPT

The Meeting and Committee Procedural Policy RCOGE-003.00 was reviewed and presented with proposed amendments. The proposed amendments were related to two (2) committee's composition numbers and one (1) committee requested a name change.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL DIRECT THE CAO TO ENGAGE STAFF TO MAKE THE NECESSARY CHANGES TO THE MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 FOLLOWING THE DISCUSSION OF COUNCIL AT THE JANUARY 9, 2024 COMMITTEE OF THE WHOLE MEETING.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 9, 2024 Committee of the Whole

Subject: Meeting and Committee Procedural Policy Housekeeping Amendments

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 12(6) The council of a county or district municipality may, by policy, adopt rules governing the election of a warden by the council members.

RECOMMENDATION or DECISION REQUEST

Should Council wish to approve the proposed amendments the following motion would be in order:

Committee of the Whole recommends that...

COUNCIL DIRECT THE CAO TO ENGAGE STAFF TO MAKE THE NECESSARY CHANGES TO THE MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 FOLLOWING THE DISCUSSION OF COUNCIL AT THE JANUARY 9, 2024 COMMITTEE OF THE WHOLE MEETING.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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In January 2023 the Meeting and Committee Procedural Policy RCOGE-003.00 was brought forward for consideration to better align the policy and remove inconsistencies.

At the January Council meeting, Council identified a need to review the policy on an annual basis, resulting in the proposed amended Policy before Council.

DISCUSSION

Staff have reviewed the policy and previous motions made by Council and Advisory Committees of Council to determine the areas within the policy requiring additional attention. Without deviating from the intent of the policy and being mindful of the Councils current practice the following amendments are being recommended:

Current Policy		Proposed Policy as Amended
Section 9.4		Community based information sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings.
Section 14 In-Camera Minutes	Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded electronically for accuracy in the minute taking process,	Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded electronically for accuracy in the minute taking process, unless determined by Council to cease audio/video recording during the discussion.

Appendix D – Committee Composition Section 4, 4.1 (Pg. 37)	<p>The AAC will consist of seven (7) members as follows:</p> <ul style="list-style-type: none"> • To a two-year term – One (1) members of Council and One (1) Alternate • To a two-year term Four (4) Resident members • To a three-year term Two (2) Resident members. 	<p>The AAC will consist of a minimum of seven (7) members as follows:</p> <ul style="list-style-type: none"> • To a two-year term – One (1) members of Council and One (1) Alternate • To a two-year term – No less than Four (4) Resident members • To a three-year term – No less than Two (2) Resident members.
Appendix L – Committee Name Change	Municipal Climate Change Action Plan (MCCAP) Committee	Climate Action Committee
Appendix L – Section 1.1	<p>The Climate Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality. hereafter referred to as “the MCCAP”. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.</p>	<p>The Climate Action Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Climate Action Plans of the Municipality. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.</p>
Appendix L - Section 2(a)	(a) “MCCAP Committee” means the Climate Action Plan Committee;	Remove “MCCAP Committee” means the Climate Action Plan Committee;
Appendix L - Section 4.3	The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.	The duties and procedures of the Climate Action Committee will be as set out in the relevant Terms of Reference for the Climate Action Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.
Appendix M- Section 4.1	The Committee will consist of seven (7) voting members to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty and ten	The Committee will consist of eight (8) voting members to ensure all perspectives are represented and ten (10) non-voting supporting members as follows: Eight (8) citizen members of diverse race and ethnicity (including, but not

	<p>(10) non-voting supporting members as follows: Seven (7) citizen members of diverse race and ethnicity (including, but not limited to those from the African Descent, Acadian, Glooscap First Nation, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)</p> <ul style="list-style-type: none"> • One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting) • One (1) RCMP Representative (non-voting) • One (1) Community Health Board Representative (non-voting) • Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting) • One (1) Councillor and one (1) Alternate (non-voting) 	<p>limited to those from the African Descent, Acadian, Glooscap First Nation, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)</p> <ul style="list-style-type: none"> • One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting) • One (1) RCMP Representative (non-voting) • One (1) Community Health Board Representative (non-voting) • Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting) • One (1) Councillor and one (1) Alternate (non-voting)
Appendix M - Add Section 5.3		Add Section 5.3 Resident Members may be reappointed for a maximum of three (3) terms.

NEXT STEPS

Once Council provides direction, staff will amend the Meeting and Committee Procedural Policy RCOGE-003.00 as discussed and ratified at the January 23rd, 2024 Council meeting.

It should be noted that each additional committee member appointment will increase remuneration expenses by approximately \$600.00/per year (based on attending one (1) meeting per month per year).

FINANCIAL IMPLICATIONS

ALTERNATIVES

1. Committee of the Whole may choose to amend the proposed policy as presented prior to recommending Council consider adopting the amended policy.
2. Committee of the whole may choose to not approve the draft policy and remain with the current policy in place.

ATTACHMENTS

- “Draft” RCOFN-003.00 Meeting and Committee Procedural Policy – With highlighted proposed changes for discussion.

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State “Not Applicable” if report is from staff which already incorporates CAO review.)

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

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1. General

- 1.1. This Policy will be known and cited as the “Meeting and Committee Procedural Policy”.
- 1.2. The purpose of this Procedural Policy is to:
 - a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
 - b) establish the Committee of the Whole as a Committee of Council; and
 - c) establish various other Committees of Council.
- 1.3. In this Policy:
 - a) “Act” means the Municipal Government Act, Stats. N.S. 1998, C. 18
 - b) “Business day(s)” means a day which the administrative offices of the Municipality are open for business;
 - c) “Chair” means the presiding officer of Council or a Committee of Council;
 - d) “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Municipality;
 - e) “Clerk” means the Clerk of the Municipality;
 - f) “Closed Meeting” means a meeting which is not open to the public and may be known as in-camera.
 - g) “Committee of Council” means a committee formed pursuant to a resolution or policy of Council;
 - h) “Council” means all Council members of the Municipality;
 - i) “Councillor” means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
 - j) “Electronic means” the use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring.
 - k) “Majority” means more than one-half of those present

- l) “Meeting Package” means the package prepared for a meeting consisting of the agenda and associated agenda item material;
- m) “Motion” means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
- n) “Municipal or Municipality” means the West Hants Regional Municipality;
- o) “Pecuniary interest” means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
- p) “Planning document” means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
- q) “Question” means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
- r) “Quorum” means the majority of members required to hold a meeting.
- s) “Resolution” means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
- t) “Staff” means a person employed by the Municipality;
- u) “Two-thirds vote” means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

- a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;
- b) to provide strategic planning for the Municipality with the goals:
 - i. to provide good government;
 - ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;
 - iii. to develop and maintain safe and viable communities;
 - iv. to work with other municipal units for the best interests of the Municipality within the province;
 - v. to provide active programs of training and upgrading of staff and Council; and
 - vi. such other goals as from time to time are determined;

- c) to conduct the official business of the Municipality;
- d) to carry out any statutory public hearings as required by the *Act* and other legislation;
- e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

2.2. The mandate of the Committee of the Whole is:

- a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:
 - i. first and second readings of a by-law enactment, amendment or repeal; and
 - ii. matters which are the subject of statutory hearing of Council;
- b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the *Act*;
- c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
- d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
- e) except for an Order under the *Act* for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

- 3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the *Act* and Section 14 of this Policy.
- 3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
 - a) at the location set by the Committee of the Whole,
 - b) on the second Tuesday of each month, except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
 - a) at the location set by Council,

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- b) on the fourth Tuesday of each month except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.
- 3.5. Meetings may be rescheduled, relocated or cancelled:
- a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
 - b) at the request of majority of the members of Council or Committee of Council;
 - c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.
- 3.6. Additional or special meetings of Council or a Committee of Council may be convened:
- a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
 - b) at the request of the Chair;
 - c) at the request of the majority of members;
 - d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
 - e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.
- 3.7. Notice to Councillors and the Public of meetings:
- a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
 - b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
 - c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;
 - d) meeting notice need not be provided of:

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- i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
 - ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
 - iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
 - e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;
- 3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.
- 3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:
- a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
 - b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;
 - c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.
4. Communications
- 4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.
- 4.2. Council communication to the public is:
- a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
 - b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
 - c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
 - d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.
- 4.3. Council communication to staff is:
- a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff

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- will normally provide their response through a written information or recommendation report like that in Appendix A;
 - b) through resolutions from Council to the CAO.
 - 4.4. Committees will communicate to Council:
 - a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
 - b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.
 - 4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.
 - 4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
 - a) the correspondence is directed to a Councillor or Committee of Council member;
 - b) is in writing and received by mail or email;
 - c) is legible;
 - d) is not libelous, irrelevant, offensive or improper; and
 - e) is **dated and** signed by the writer's name.
 - 5. Meeting Attendance and Quorum
 - 5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.
 - 5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.
 - 5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.
 - 5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.
 - 5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.



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- 5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.
- 5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.
- 5.8. A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA.
- a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
 - b) Except as provided in section 5.8, all attempts will be made for Council or Committee members to attend meetings in-person.
 - c) Council or Committee member will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.
 - d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
 - e) If used during a closed meeting, the member will ensure confidentiality is maintained at all times;
 - f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.
 - g) The Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
- 5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).
- 5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.



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- 5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.
- 5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council
6. Election Process for Deputy Mayor, Chair or Vice-Chair
- 6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
- a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
 - b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
 - c) after the third and final call for nominations, the Mayor will declare nominations closed;
 - d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
 - e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;
 - f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;
 - g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;
 - h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
 - i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
 - j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.
- 6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of

November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia

- 6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.
- 6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.
- 6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

- 7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
 - a) Call to Order
 - b) Attendance
 - c) Approval of Agenda, including additions or deletions
 - d) Declaration(s) of Conflict of Interest
 - e) Announcements
 - f) Approval of previous meeting's minutes
 - g) Public Hearings
 - h) Unfinished Business/Postponed Motions
 - i) Mayor's Report
 - j) Committees of Council Recommendations
 - k) Councillor Municipal Business Reports
 - l) Correspondence
 - m) New Business
 - n) In-Camera
 - o) Next Meeting Date / Adjournment
- 7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
 - a) Call to Order
 - b) Attendance
 - c) Approval of Agenda, including additions and deletions
 - d) Declaration(s) of Conflict of Interest

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- e) Announcements
 - f) Approval of the Minutes
 - g) Presentations
 - h) Unfinished Business/Postponed Motions
 - i) Reports
 - j) Correspondence
 - k) New Business
 - l) Public **Comment** Participation Period
 - m) In-Camera
 - n) Next Meeting Date / Adjournment
- 7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.
- 7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.
- 7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.
- 7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.
- 7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.
- 7.8. Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
- 7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.



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- 7.10. If an agenda item's associated material is not distributed in the meeting package and the majority of Council accept the report it will be distributed electronically or by hard copy during or after the meeting.
- 7.11. Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.
- 7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting once approved by the majority of Council. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
- 7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.
- 7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website.
- 7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.
8. Council and Committee Chair Duties
- 8.1. The Chair of Council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except:
- a) in the absence of the Mayor, the Deputy Mayor will be the Chair
 - b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.
- 8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.
- 8.3. It will be the duty of the Chair to:

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- a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
 - b) ask members to declare any Conflicts of Interest;
 - c) receive and put to a vote all motions presented and announce the results;
 - d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
 - e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
 - f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
 - g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
 - h) permit the CAO to speak on any point upon request;
 - i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
 - j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant to the issue under discussion in order to provide information to assist debate;
 - k) declare a meeting dissolved if no quorum has been achieved;
 - l) adjourn to another place and/or time without ending the meeting with the consent of Council;
 - m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
 - i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
 - ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.

9.2. Written minutes kept will:

- a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;

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- b) contain all motions and decisions by consensus and will record the outcome of each vote;
 - c) record the names of all Councillors or resident members who voted “Nay” to a motion put to a vote;
 - d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
 - e) contain presentation points and timestamps of when the reports were discussed during the meeting.
 - f) be clear, accurate, concise, and formatted to be readable;
 - g) be written in past-tense;
 - h) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.
- 9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council (including In-Camera sessions) will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.
- 9.4. Community based information sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings.
- 9.5. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.
- 9.6. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council’s Administrative Terms of Reference.
- 9.7. Minutes of all meetings will be posted in draft electronic form on the Municipality’s website for the public and to the internal communication system for Councillors and staff for information.
- 9.8. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.



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- 9.9. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".
- 9.10. The press will be allowed to only use audio recording equipment during public meetings.
- 9.11. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee
- 9.12. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages.
- 9.13. Except for Section 9.3, 9.9 and 9.11 of this Policy, electronic means recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

10. Meeting Decorum and Rules of Debate

- 10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.
- 10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.
- 10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e., issued tablets that would contain the agenda and related documents).
- 10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present
- 10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:
- a) speak disrespectfully of any person;

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- b) use offensive language
 - c) speak on any subject other than the subject for which they received approval to speak;
 - d) disobey any decision of the Chair;
 - e) enter a cross debate with another member; or
 - f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.
- 10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.
- 10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.
- 10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.
- 10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.
- 10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.
- 10.11. The mover of a motion will have the right to reply and sum up in closing the debate.
- 10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.
- 10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the

members present, to leave the meeting, which for clarity means leaving the property of the meeting location.

- 10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to request presentations at Council meetings.
- 10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
- a) a note of the reading;
 - b) the date;
 - c) the way it was dealt with.
- 10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the meeting will resume the next business day at 6:00 pm to complete the work from the previous day's approved agenda.

11. Conflict of Interest

- 11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.
- 11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
 - c) not take part in the discussion of or vote on any question with respect to the matter;
 - d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.



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- 11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.
- 11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.
- 11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

- 12.1. The types of motions which may be made at a Council or Committee of Council meeting are:
- a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
 - b) Subsidiary motions – facilitates or modifies the main motion;
 - c) Incidental motions – relates to a question of procedure regarding a main motion;
 - d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.
- 12.2. The following are common but not all Subsidiary motions:
- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
 - b) Amend – changes something within the main motion;
 - c) Postpone definitely – sets the main motion aside until a specified time;
 - d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
 - e) Limit or extend debate – shortens or lengthens the time for debate;
 - f) Previous Question – closes debate and brings the main motion to a vote;
 - g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.
- 12.3. The following are common but not all incidental motions:
- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;

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- b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
 - c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
 - d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
 - e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.
- 12.4. The following are common but not all privilege motions:
- a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
 - b) Recess – provides a short break in the meeting;
 - c) Fix the time to adjourn – sets a time to adjourn the meeting;
 - d) Adjourn – closes the meeting.
- 12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.
- 12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.
- 12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.
- 12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.
- 12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.
- 12.10. When any main motion is being considered, the only motions in order will be:
- a) to amend;
 - b) to refer;
 - c) to postpone either definitely or indefinitely; or
 - d) to limit or extend debate;
 - e) the previous question.



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- 12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.
- 12.12. A motion to adjourn will always be in order except in the following cases:
- a) when a Council or Committee of Council member is in possession of the floor;
 - b) when the “yeas” and “nays” are being called;
 - c) while the Council or Committee of Council members are voting; or
 - d) when the motion to adjourn was the last preceding motion.
- 12.13. The following motions will be decided without debate:
- a) a motion to reconsider;
 - b) all motions as to priority of business or as the suspension of the order of the day;
 - c) applications to speak more than the prescribed number of times;
 - d) a motion to allow any person other than a Council member to address the Council;
 - e) a motion to postpone definitely;
 - f) a motion to lay on the table when claiming a privilege over another person; and
 - g) a motion to adjourn.
- 12.14. Before putting the motion to a vote, the Chair will ask “Are you ready for the question” and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.
- 12.15. The usual form of voting on any motion will be by the Chair calling for “yeas” and “nays”, and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.
- 12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.
- 12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.

- 12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.
- 12.19. The following motions require a two-thirds vote:
- a) to suspend the rules;
 - b) to limit or extend debate;
 - c) to amend or rescind something previously adopted;
 - d) to object to the consideration of the question; or
 - e) to close nominations.
- 12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.
- 12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.
- 12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.
- 12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.
- 12.24. The following motions may bring a motion for consideration again:
- a) Take from the table – takes up the motion previously laid on the table;
 - b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
 - c) Amend something previously adopted – modifies a motion previously presented and adopted;
 - d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
 - e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.
- 12.25. No motion can be reconsidered if the actions cannot be undone.
- 12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move

reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.

- 12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.
- 12.28. No discussion of the main question will be allowed during the motion for reconsideration.
- 12.29. The following matters are not eligible for reconsideration:
- a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
 - b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
 - c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
 - d) a matter which has already been reconsidered once;
 - e) a vote to reconsider; and
 - f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.
- 12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.
- 12.31. A summary of the rules for common motions can be found in Appendix B.

13. Points of Order (also refer to Code of Conduct Policy)

- 13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.
- 13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.



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- 13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.
- 13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.
- 13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"
- 13.6. If a Council or Committee of Council member resists:
- a) the rules contained in this Policy;
 - b) willfully obstructs the business of Council or the Committee of Council;
 - c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;
- the member may be ordered by the Chair to leave their seat.
- 13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.
- 13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.
- 13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.



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- 13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.
- 13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

- 14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:
- a) acquisitions, sale, lease and security of municipal property;
 - b) setting minimum price to be accepted by the municipality at a tax sale;
 - c) personnel matters;
 - d) labour relations;
 - e) contract negotiations;
 - f) litigation or potential litigation;
 - g) legal advice eligible for solicitor-client privilege;
 - h) public security.
- 14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.
- 14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.
- 14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.
- 14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded electronically for accuracy in the minute taking process, **unless determined by Council to cease audio/video recording during the discussion.**
- 14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may

be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.

- 14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.
- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.
- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.
- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.
- 15.4. Approval of Policies:
 - a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
 - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
 - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
 - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.

- 15.5. Approval of By-laws and Planning Documents:
- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
 - b) The process for Council to approve a planning document or amendment thereof, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
 - c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
 - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
 - b) Owner or Developer Presentations (if applicable)
 - c) Written Submissions in Favour or Against
 - d) Questions or Comments from the Public in Favour or Against
 - e) Concluding Remarks
- 15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.
- 15.8. The resolution, policy or by-law to be rescinded or repealed:
- a) will have been approved at a previous Council meeting, and
 - b) will not have been carried out to the extent that it is too late to undo for the future.

16. Receiving Public Input

- 16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:
- a) speaking with a resident directly;
 - b) at public consultation and information meetings;
 - c) during Public Hearings;

- d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
- e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
- f) through formal petitions and written applications to Council.

16.2. Petitions and applications to Council will be:

- a) legibly written or printed on paper;
- b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
- c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
- d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

- 17.1. The Council of the Municipality may establish Committees of Council for various matters.
- 17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action, unless otherwise enabled under this Policy or by Provincial Legislation.
- 17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:
 - a) Accessibility Advisory Committee – Appendix D
 - b) Audit Committee – Appendix E
 - c) Davidson Lake Watershed Committee - F
 - d) French Mill Brook Watershed Advisory Committee – Appendix G
 - e) Fences Arbitration Committee – Appendix H
 - f) Repealed
 - g) Repealed
 - h) Mill Lakes Watershed Advisory Committee – Appendix J
 - i) Planning Advisory/Heritage Advisory Committee – Appendix K
 - j) Municipal Climate Change Action Plan Committee – Appendix L
 - k) Diverse and Inclusive Communities Committee – Appendix M

l) Police Advisory Board – Appendix N

- 17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.
- 17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.
- 17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.
- 17.7. Council agrees to participate in the following external boards and committees:
 - a) Annapolis Valley Regional Library Board
 - b) Hants County Residence for Senior Citizens Board
 - c) Landfill Liaison Committee
 - d) Region 6 Solid Waste Management Board
 - e) Valley Communication Fibre Network
 - f) Valley Regional Enterprise Network
 - g) Highway 101 Twinning Community Liaison Committee
- 17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
 - a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
 - b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
- 17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.
- 17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.



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- 17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.
 - 17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.
 - 17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.
 - 17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.
 - 17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.
 - 17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.
 - 17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.
 - 17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.
 - 17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

- 18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO

(or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.

- 18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.
- 18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.
- 18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.
- 18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.
- 18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

- 19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:
 - a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
 - b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
 - c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
 - d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
 - e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
 - f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
 - g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.
- 19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
 - a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;

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- b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
 - c) Audit Committee Policy dated November 28, 2017.

20. Related Legislation, Policies, Procedures

20.1. The following is a list of related legislation, policies and procedures:

- a) Municipal Government Act
- b) Municipal Conflict of Interest Act
- c) Freedom of Information and Protection of Privacy Act
- d) Protection of Property Act
- e) Robert's Rules of Order

APPENDIX A
Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: _____ (Name of Committee)

Submitted by: _____
(Name and Title)

Date: _____ (Date)

Subject: _____ (Title or Subject of Report)

LEGISLATIVE AUTHORITY

(State where ability for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check “Councillor Activity” and provide your update/info below in the “Discussion” section.)

DISCUSSION



WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

RCOGE-003.00

(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

(List any attachment to the report, if anything.)

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State “Not Applicable” if report is from staff which already incorporates CAO review.)

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



APPENDIX B

Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
Incidental Motions	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
Privilege Motions	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
Subsidiary Motion	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No



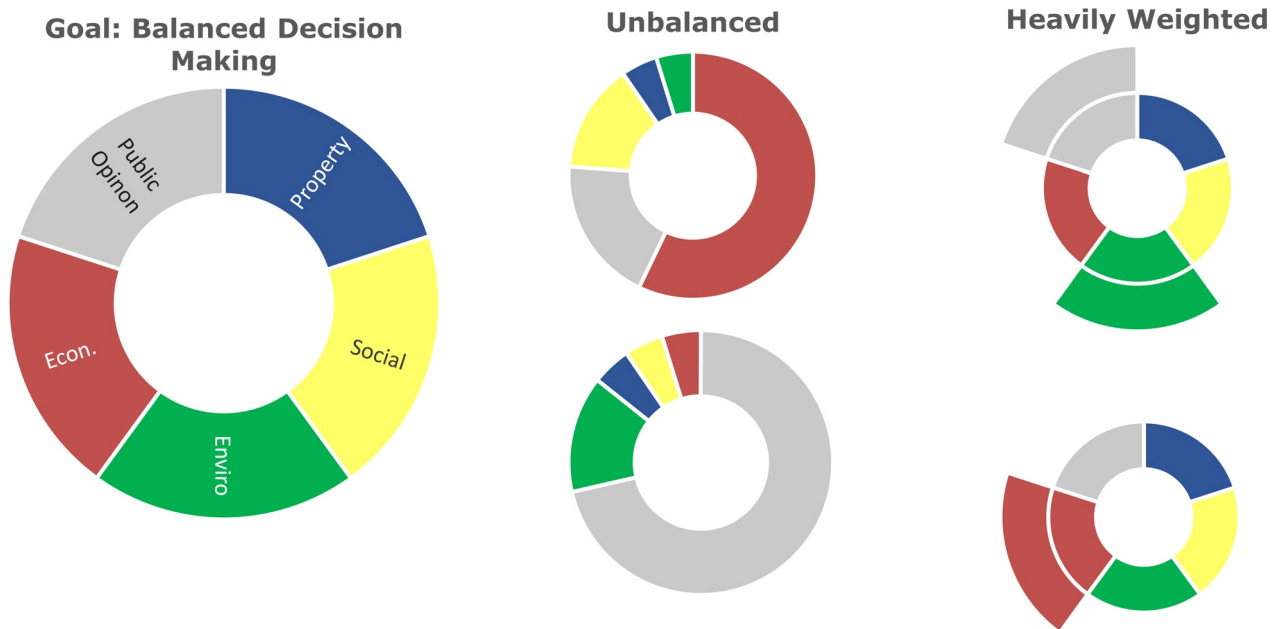
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No
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APPENDIX C

Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

- 1.1. The Accessibility Advisory Committee provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the West Regional Hants Municipality become a barrier-free community and ensuring obligations under “An Act Respecting Accessibility in Nova Scotia (2017)” are met.

2. SCOPE

- 2.1. This Policy is applicable to all members appointed to the Municipality’s Accessibility Advisory Committee.

3. DEFINITIONS

- 3.1. In Appendix D,
- a) “AAC” means the Accessibility Advisory Committee of the Municipality;
 - b) “Act” means the *Accessibility Act*;

- c) “Barrier” means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
- d) “Council” means the Council for the Municipality;
- e) “Disability” includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual’s full and effective participation in society;
- f) “Municipality” means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of a minimum of seven (7) members as follows:
 - To a two-year term – One (1) members of Council and One (1) Alternate
 - To a two-year term – No less than Four (4) Resident members
 - To a three-year term – No less than Two (2) Resident members.
- 4.2. Resident members will not be members of Council or employees of the Municipality.
- 4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 4.4. If a member vacates AAC for any reason at any time before that member’s term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.
- 4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

- 5.1. AAC has the following responsibilities:
 - a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
 - A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
 - Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services, and
 - ii. Any proposed enactments or bylaws it will be administering; and
 - Any other prescribed information.
 - b) Advise Council on the impact of the Municipality’s policies, programs and services on



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- persons with disabilities;
- c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;
 - d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
 - e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;
 - f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
 - g) Monitor Federal and Provincial government directives and regulations; and,
 - h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

- 6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.
- 6.2. A quorum for AAC will be a majority, four (4) members.
- 6.3. The AAC may receive presentations from the public upon approval of the Chair.
- 6.4. The AAC may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

APPENDIX E

Audit Committee

1. PURPOSE

- 1.1. The primary purpose of the Audit Committee (the "Committee") is to provide advice to Council on all matters relating to audit and finance. The objective of the Committee is to:
 - a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act*; and
 - b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

2. SCOPE

- 2.1. This Policy is applicable to all serving members Audit Committee.

3. DEFINITIONS

- 3.1. In Appendix E,
- a) “Auditor” means the External Auditor conducting the audit of the Municipality;
 - b) “CAO” means the Chief Administrative Officer for the Municipality;
 - c) “Director of Finance” means the Director of Financial Services for the Municipality;
 - d) “Municipality” means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. Council will annually appoint members to an Audit Committee.
- 4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.
- a) Resident members should be sufficiently versed in financial matters to understand the Municipality’s account practices and policies and the major judgements involved in preparing the financial statements.
 - b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.
 - c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
 - d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.
 - e) The Council Remuneration Policy will be followed regarding any remuneration for the two resident members.
 - f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

5. DUTIES AND RESPONSIBILITIES

- 5.1. Audit:
- a) Review the qualifications, independence, quality of service, performance, and fees of the auditors and recommend the appointment of an auditor to Council.
 - b) Carry out the responsibilities of the Audit Committee contained in Section 44 of the *Municipal Government Act*, in consultation with Management.
- 5.2. Finance and Risk Management
- a) Review with Management the quarterly financial updates and recommend to Council to be received.
 - b) Management will give a presentation on all financial policies used in the preparation of the external financial statements; at the first annually meeting of the year.

- c) Review with Management the adequacy of internal controls.
- d) Review with Management annually risk management practices including insurance coverage.

6. ADMINISTRATION

- 6.1. Meetings of the Audit Committee will be held at least quarterly. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS

- 2.1. In Appendix F,
 - a) “Committee” means the Davidson Lake Watershed Advisory Committee;
 - b) “Councillor” means an elected member of the Council of the Municipality;
 - c) “Municipality” means the West Hants Regional Municipality.

3. PURPOSE

- 3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed.
- 3.2. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.3. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISORY COMMITTEE

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- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
 - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
 - k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
- One (1) Landowner Representative
 - One (1) Councillor and one alternate
 - One (1) Nova Scotia Department of Lands and Forestry Representative
 - One (1) Water Utility Representative
 - One (1) Planning and Development Department Representative
 - One (1) Nova Scotia Environment Representative
- 5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. **ADMINISTRATION**

- 6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. **PREAMBLE**

- 1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.
- 1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. **DEFINITIONS**

- 2.1. In Appendix G,
 - a) “Committee” means the Falmouth Watershed Advisory Committee;
 - b) “Councillor” means an elected member of the Council of the Municipality;
 - c) “Municipality” means the West Hants Regional Municipality.

3. **PURPOSE**



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- 3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
 - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
 - k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION



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- 5.1. The Committee members will be comprised of:
- Three (3) Landowners Representatives
 - One (1) Councillor and one (1) alternate
 - One (1) Water Utility Representative
 - One (1) Planning and Development Department Representative
 - One (1) Nova Scotia Department of Lands and Forestry Representative
 - One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
 - One (1) Nova Scotia Environment Representative
- 5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer

APPENDIX H

Fences Arbitration Committee

1. PURPOSE

- 1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

- 2.1. In Appendix H,
- a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;

- b) "Clerk" means the Municipal Clerk of the Municipality;
- c) "Committee" means the Fences Arbitration Committee of the Municipality;
- d) "Council" means the Council of the Municipality;
- e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
- f) "Minister" means the Minister of Agriculture;
- g) "Municipality" means the West Hants Regional Municipality;
- h) "Non-livestock farm" means land upon which no livestock is maintained.
- i) "Owner" includes
 - i. With respect to livestock, any person who has lawful custody of the livestock
 - ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

- 3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.
- 3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.
- 3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.
- 3.4. All members or alternates will be residents of the Municipality.
- 3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.
- 3.6. The Committee will meet on an as needed basis.
- 3.7. Two (2) members of the Committee will form a quorum.
- 3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

- 4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:

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- a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,
 - i. Determine the location, height and material of construction of any fence;
 - ii. Determine the manner of maintenance of a fence;
 - iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
 - iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
 - v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.
 - b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.
 - c) Disposing of stray livestock in such a manner as it deems fit, should no offer or reasonable offer be made at sale.
 - d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.
 - e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

5. CONFLICT

- 5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

APPENDIX I

Repealed

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility.

The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

- 2.1. In Appendix J,
- a) “Committee” means the Mills Lakes Watershed Advisory Committee;
 - b) “Councillor” means an elected member the Council of the Municipality;
 - c) “Municipality” means the West Hants Regional Municipality;
 - d) “Staff” means a person employed by the Municipality.

3. PURPOSE

- 3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.
- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;

-
- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
 - k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
 - Four (4) Landowner Representatives
 - One (1) Councillor and one (1) alternate
 - One (1) Nova Scotia Department of Lands and Forestry Representative
 - One (1) Water Utility Representative
 - One (1) Planning and Development Department Representative
 - One (1) Nova Scotia Environment Representative (voting)
- 5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

- 6.4. All Landowners are welcome to attend Committee meetings as observers.
- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

- 1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the Municipal Government Act.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

- 2.1. In Appendix K,
 - a) Repealed.
 - b) “Municipality” means the West Hants Regional Municipality;
 - c) “PAC/HAC” means the Planning Advisory/Heritage Advisory Committee of the Municipality;
 - d) Repealed.

3. COMMITTEE COMPOSITION

- 3.1. The PAC/HAC will be established under the following terms:
 - a) The Committee will consist of ten (10) members as follows:
 - Three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees, two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) members of Council.

4. ADMINISTRATION



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- 4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
 - 4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.
 - 4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.
 - 4.4. Resident Committee Members may be reappointed for a maximum of three (3) terms.

APPENDIX L

Climate Action ~~Municipal Climate Change Action Plan (MCCAP)~~ Committee

1. PURPOSE

- 1.1. The Climate Action ~~Plan~~ Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the ~~Municipal Climate Change~~ Action Plans of the Municipality. ~~hereafter referred to as “the MCCAP”~~. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impacts of climate change.

2. DEFINITIONS

- 2.1. In Appendix L,
 - a) ~~“MCCAP Committee” means the Climate Action Plan Committee;~~
 - b) “Municipality” means the West Hants Regional Municipality.

3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of ten (10) members:
 - Three (3) Councillors;
 - Two (2) resident members, who are not members of Council
 - Chief Administrative Officer or designate;
 - Director of Public Works or designate;
 - Director of Planning and Development or designate;
 - Director of Community Development or designate;
 - Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.

- 3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

- 4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.
- 4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.
- 4.3. The duties and procedures of the ~~MCCAP~~ Climate Action Committee will be as set out in the relevant Terms of Reference for the ~~MCCAP~~ Climate Action Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX M

Diversity and Inclusive Communities Committee

1. MANDATE

- 1.1 Through the establishment of this committee, we are committed to strengthening existing partnerships while collaborating with individuals, groups, and organizations to reduce systemic racism and discrimination while strengthening the ability of individuals and community to address issues of diversity, justice, and inequality while providing opportunities for inclusiveness and belonging to improve the lives of all.

2. PURPOSE

- 2.1 The purpose of the Diverse and Inclusive Communities Committee is to serve in an advisory capacity and make recommendations to Council which will formulate strategic action plans achieve the following:
- a) Advocate, educate, celebrate, address, and advise on issues concerning social marginalization, equity, racism, and discrimination within the Municipality and its workplaces.
 - b) Break down barriers and implement programs, policies, and practices that promote diversity and inclusion and create opportunities which are inclusive and welcoming to all.

3. DEFINITIONS

- 3.1. In Appendix M
- a) "Municipality" means the West Hants Regional Municipality

4. COMPOSITION



- 4.1 The Committee will consist of ~~seven (7)~~ eight (8) voting members to ensure all perspectives are represented ~~and side in a tie breaking scenario that promotes progression without uncertainty~~ and ten (10) non-voting supporting members as follows: ~~Seven (7)~~ Eight (8) citizen members of diverse race and ethnicity (including, but not limited to those from the African Descent, Acadian, Glooscap First Nation, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)
- One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting)
 - One (1) RCMP Representative (non-voting)
 - One (1) Community Health Board Representative (non-voting)
 - Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting)
 - One (1) Councillor and one (1) Alternate (non-voting)

5. ADMINISTRATION

- 5.1. A Chair and Vice-Chair will be elected bi-annually based upon the date of the Committee establishment.
- 5.2. Citizen committee members will serve a two (2) year term.
- 5.3. Resident Members may be reappointed for a maximum of three (3) terms.
- 5.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 5.5. Administrative services for the Committee will be provided by the Municipality.
- 5.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX N

Police Advisory Board Committee

1. PURPOSE

- 1.1 The purpose of the Police Advisory Board Committee is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Municipality. The Advisory Board does not, however, exercise

jurisdiction relating to the complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

2. DEFINITIONS

- 2.1. In Appendix N
- a) “Municipality” means the West Hants Regional Municipality
 - b) “PAB” means the Police Advisory Board

3. COMPOSITION

- 3.1 The Police Act of NS – Section 57 - Establishment and composition of Police Advisory Boards, and Section 68(1) – Function of Advisory Board

The Committee will consist of five members:

- (a) two members of council appointed by resolution of the council;
- (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

4. ADMINISTRATION

- 4.1. Each Councillor, appointed by Council, serves on the Committee for a designated term (2 years). Members are eligible for reappointment.
- 4.2. A Chair will be elected bi-annually, with the next appointment commencing November 2024.
- 4.3. Citizen and Council committee members will serve a two (2) year term.
- 4.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 4.5. Administrative services for the Committee will be provided by the Municipality.
- 4.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.
- 4.7. Meetings will be held at least quarterly.

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **24th** day of **January 2023**.

Deanna Snair
Municipal Clerk

Adoption	
<i>Notice to Council:</i>	March 9, 2020
<i>Approval:</i>	March 23, 2020
<i>Description:</i> Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
First Amendment	
<i>Notice to Council:</i>	October 13, 2020
<i>Approval:</i>	October 27, 2020
<i>Description:</i> Amended Policy to add the Diversity and Inclusion Committee, changed the report form, terminology changes and amend agenda package procedures.	
Second Amendment	
<i>Notice to Council:</i>	February 9, 2021
<i>Approval:</i>	February 23, 2021
<i>Description:</i> Amended Policy to delete the words “and December” from Sections 3.2(b) and 3.3 (b), to enable meetings in December.	
Third Amendment	
<i>Notice to Council:</i>	March 9, 2021
<i>Approval:</i>	March 23, 2021



Description: Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of “Municipality” within the Appendices.

Fourth Amendment

<i>Notice to Council:</i>	April 12, 2022
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<i>Approval:</i>	April 26, 2022
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Description: Amend Policy (Section 9.3) to add that In-Camera meeting sessions be recorded to ensure accuracy which results in all meetings are recorded.

Fifth Amendment

<i>Notice to Council:</i>	June 14, 2022
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<i>Approval:</i>	June 28, 2022
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Description:

- Amend Appendix K, Section 3.1 to read that the committee will consist of ten (10) members as follows: seven (7) resident members from the region of West Hants who are not council members or municipal employees or immediate family members (defined as children, brother, sister, spouse, mother, father) of either Council or municipal employees and three (3) members of Council and further that this will take effect at the November PAC/HAC meeting.
- Amend Appendix K to remove section 3.1 B that reads “council members will be appointed to the committee in November for a term of one (1) year and the term will expire following the October meeting the next year. the appointments made as of April 2021 will expire October 2022”, as per section 17.8 it automatically makes it a 2 yr. term.
- Amend Appendix K to add a Section 4.1 to read resident members may be reappointed for a maximum of three (3) terms.
- Amend Appendix M to reflect the changes noted in Attachment B; and further direct staff to advertise for interested parties who will become the voice and support of the diverse and inclusive communities committee.
- Amend Section 8.1 to read “the chair of council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except: a) in the absence of the Mayor at Council, the Deputy Mayor will be the Chair and b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

Sixth Amendment

<i>Notice to Council:</i>	July 12, 2022
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<i>Approval:</i>	<i>July 26, 2022</i>
<i>Description:</i> <ul style="list-style-type: none"> Amend the Policy to make the necessary changes to the minute taking process to add presentation points and timestamps to the reports in the official minutes. Amend the Policy such that “all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting. 	
<i>Seventh Amendment</i>	
<i>Notice to Council:</i>	<i>September 13, 2022</i>
<i>Approval:</i>	<i>September 27, 2022</i>
<i>Description:</i> Amend Appendix K, section 3.1 to read “ the committee will consist of 10 members as follows: 3 resident members from the former Municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees, 2 residents from the community of Hantsport who are not council members or municipal employees, 2 resident members from the community of Windsor who are not council members or municipal employees and 3 members of Council.	
<i>Eighth Amendment</i>	
<i>Notice to Council:</i>	<i>October 11, 2022</i>
<i>Approval:</i>	<i>October 25, 2022</i>

Description:

- Amend Appendix M to reflect the changes noted in Attachment B (Section 4.1 to reflect that the committee will consist of seven (7) voting members (to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty, and ten (10) non-voting supporting members as follows: Seven (7) resident members of diverse race and ethnicity (including, but not limited to, those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2SLGBTQIA+, Senior, Youth, and Newcomers' communities) (One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting), One (1) RCMP Representative (non-voting), One (1) Community Health Board Representative (non-voting), Six (6) non-voting staff members appointed by the Chief Administrative Officer and One (1) Councillor and 1 Alternate (non-voting)
- Amend Section 10.16 of the Policy to read: "a meeting of Council or Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. if the meeting agenda is not complete as of 10:00 p.m., the meeting will resume the next business day at 6:00pm to complete the work from the previous day's approved agenda.

Ninth Amendment

Notice to Council:

January 10, 2023

Approval:

January 24, 2023

Description:

- Amend Section 1.3 (j) to include the definition of "Electronic means". The use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring."
- Amend Section 5.8 to read "A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA."
 - a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
 - b) Except as provided in section 5.8, all attempts will me made for Council or Committee members to attend Meetings in-person.
 - c) Council or Committee member will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice

<p>should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.</p> <p>d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;</p> <p>e) If used during a closed meeting, the member will ensure confidentiality is maintained at all times;</p> <p>f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.</p> <p>g) The Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;</p> <ul style="list-style-type: none"> • Amend Section 7.7 and 7.8 to read as 5:00 p.m. • Amend Section 7.10 to add “and the majority of Council accept the report” • Amend Section 7.11 to read as “Late additions to the agenda will be accepted if approved by the majority of Council at the meeting.” • Amend Section 7.12 to include “once approved by the majority of Council.” • Amend Section 9.12 to read as “electronic means” and remove audio and video. • Amend Section 10.14 to read as “For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings.” • Amend Section 14.5 to include “These meetings will be recorded electronically for accuracy in the minute taking process.” • Amend Appendix D, Section 4.1 to include “and One (1) Alternate.” • Amend Section 17.3 to include the Police Advisory Board (PAB). • Amend the Policy to include an Appendix N, for the Police Advisory Board. • Amend Section 17.7 to include the Highway 101 Twinning Community Liaison Committee (CLC) 	
Tenth Amendment	
Notice to Council:	<i>January 9, 2024</i>
Approval:	<i>January 23, 2024</i>



Description:

- Amend Section 9.4 to include “Informational sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings”.
- Amend Section 14.5 to include the wording “unless determined by Council to cease audio/video recording during the discussion”.

Amend Appendix D Committee Composition

- The AAC will consist of a minimum of seven (7) members as follows:
- Add the wording “No less than” to Resident members

Amend Appendix L

- Committee name changed from Municipal Climate Change Action Plan (MCCAP) to Climate Action Committee.
- Amend Section 1.1 to read as “The Climate Action Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Climate Action Plans of the Municipality. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change”.
- Remove Section 2(a) “MCCAP Committee” means the Climate Action Plan Committee.
- Amend Section 4.3 to remove “MCCAP” wording and replace with Climate Action.

Amend Appendix M

- Amend Section 4.1 to read as the Committee will consist of eight (8) voting members to ensure all perspectives are represented and removing the wording “and side in a tie breaking scenario that promotes progression without uncertainty”.
- 5.7. Add Section 5.3 “Resident Members may be reappointed for a maximum of three (3) terms”.



Committee of the Whole Excerpts
January 9, 2024

REGION 6 - 2024-25 BUDGET EXCERPT

Region 6 Solid Waste Management is a liaison group of 12 Municipalities dedicated to reducing waste in homes, businesses, and communities. Through programs and educational outreach, they promote proper waste sorting and diversion.

As outlined in the Inter-Municipal Agreement, Section 35 each participating Council must approve the proposed budget, or refuse, by March 15th the year the budget applies.

Region 6 prepared their annual budget for review by their Technical and Inter-Municipal Committee at a meeting held on December 1, 2023, with the Inter-Municipal Committee unanimously voting in favour of the draft 2024-25 budget.

The 2024-25 budget is in the amount of \$878,660, which is a 2% increase from last year's budget of \$861,578. Region 6 was able to fully open all education programs up across the region last fiscal year, and this year they will continue with the same services.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL APPROVES THE 2024-25 OPERATING BUDGET FOR REGION 6 SOLID WASTE MANAGEMENT FOR THE AMOUNT OF \$878,660, AS PRESENTED ON JANUARY 9, 2024.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: West Hants Regional Municipality Committee of the Whole

Submitted by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Date: January 9, 2024

Subject: Region 6 Solid Waste Management 2024-25 Budget

LEGISLATIVE AUTHORITY

- Municipal Government Act, Part IV Finance, Section 65
- Region 6 Solid Waste Management Services Inter-Municipal Agreement, Items 34 to 39

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that . . .

. . . Council approves the 2024-25 operating budget for Region 6 Solid Waste Management for the amount of \$878,660, as presented on January 9, 2024.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Region 6 Solid Waste Management is a liaison group of 12 Municipalities, including those located along the South Shore and West Hants in Nova Scotia. It is dedicated to reducing waste in homes, businesses, and communities. Through programs and educational outreach, they promote proper waste sorting and diversion.

As outlined in the Inter-Municipal Agreement, Section 35 each participating Council must approve the proposed budget, or refuse, by March 15th the year the budget applies to.

DISCUSSION

After the audit was completed for the 2022-23 fiscal year, Region 6 has an operational deficit of \$7,864. This amount has been added to the total municipal contributions in 2024-25, paid by each participating Municipal Unit.

Region 6 prepares their annual budget for review by their Technical and Inter-Municipal Committee, which was held a meeting on December 1, 2023, with the Inter-Municipal Committee unanimously voting in favour of the draft 2024-25 budget. Now Region 6 requests that each participating Council approve the annual budget.

The 2024-25 budget is in the amount of \$878,660, which is a 2% increase from last year's budget of \$861,578. Region 6 was able to fully open all education programs up across the region last fiscal year, and this year they will continue with the same services.

NEXT STEPS

Notify Region 6 Solid Waste Management once ratified by Council.

FINANCIAL IMPLICATIONS

For the 2024-25 fiscal year, the Region 6 budget has resulted in increased Municipal Contributions for all regions. Additionally, the previous year deficit adds \$7,864 to that contribution.

West Hants Regional Municipality receives 21% of the funding from Region 6 and therefore also pays 21% of the municipal contribution total. This results in a 2024-25 contribution of \$32,322.86 for WHRM, which is up 26% from the previous year.

This amount will be paid by funds in the diversion credit reserve and will have no impact on the general tax rate.

ALTERNATIVES

Council could refuse to approve the Region 6 Solid Waste Management budget and ask that changes be made, by the Committee.

ATTACHMENTS

- Budget Approval Request, Region 6 Solid Waste Management, dated December 6, 2023
- Region 6 Activities Summary 2023

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation pending further comments from the council representative of Region 6 Committee.

Report Prepared by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Mark Phillips
West Hants Regional Municipality
PO Box 3000
76 Morison Dr
Windsor NS B0N 2T0

December 6, 2023

RE: Budget Approval 2024-25

Dear Mr. Phillips,

On Friday, December 1, 2023, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2024 – March 31, 2025.

The following motion was passed:

MOTION: to recommend approval of the 2024-25 Region 6 Inter-Municipal Committee Budget to member units, as circulated. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”



PO Box 639 / 45 School St , Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS BoJ 2Eo

E-mail: Christine.McClare@Region6SWM.ca

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 15, 2024 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink that reads "Christine H. McClare". The signature is written in a cursive style with a large, stylized "C" and "M".

Christine H. McClare BA Psych
Regional Coordinator

encl.



Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Region 6 Solid Waste Management

INCOME	2023-24 Actuals as of September 30	2023-24 Projection	2023-24 Budget	2024-25 ESTIMATE
Contracts/Service Agreements				
Education Contract	\$ 11,710	\$ 80,392	\$ 80,392	\$ 80,392
Coordinator Agreement	\$ 9,410	\$ 43,286	\$ 43,286	\$ 43,286
Enforcement Contract	\$ 13,326	\$ 89,425	\$ 89,425	\$ 89,425
Sub-total	\$ 34,446	\$ 213,103	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	\$ -	\$ 81,350	\$ 90,000	\$ 90,000
Diversions ¹	\$ 317,200	\$ 350,000	\$ 350,000	\$ 350,000
Municipal Approved Programs	\$ 60,600	\$ 80,500	\$ 80,500	\$ 80,500
Interest	\$ 4,047	\$ 8,095		
Sub-total	\$ 381,847	\$ 519,945	\$ 520,500	\$ 520,500
Municipal Contribution				
Municipal Billing ²	\$ 60,689	\$ 127,975	\$ 127,975	\$ 145,057
Previous Year Deficit (Surplus) ²	\$ -	\$ (6,596)	\$ (6,596)	\$ 7,864
Sub-total	\$ 60,689	\$ 121,379	\$ 121,379	\$ 152,921
TOTAL	\$ 476,983	\$ 854,427	\$ 854,982	\$ 886,524
Inter-Municipal Reserves Schedule	Previous Years Expenses	F2023-24 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program	\$ 37,432	\$ -	\$ 37,432	\$ -



Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

EXPENSES	2023-24 Actuals as of September 30	2023-24 Projection	2023-24 Budget	2024-25 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	\$ 35,589	\$ 85,329	\$ 85,329	\$ 89,200
Coordinator Benefits	\$ 8,222	\$ 11,350	\$ 11,350	\$ 16,020
Travel (Coordinator)	\$ -	\$ 2,200	\$ 3,500	\$ 3,000
Training and conference	\$ 1,097	\$ 2,500	\$ 2,000	\$ 2,200
Office Rental	\$ 5,366	\$ 10,731	\$ 10,000	\$ 9,675
Cell phones	\$ 1,024	\$ 2,049	\$ 1,000	\$ 2,000
Internet/Phone/Fax	\$ 600	\$ 1,200	\$ 1,300	\$ 1,300
Office supplies and services	\$ 850	\$ 1,700	\$ 3,500	\$ 3,000
Computer/materials	\$ 383	\$ 3,000	\$ 1,500	\$ 3,600
Insurance	\$ -	\$ 3,900	\$ 3,700	\$ 3,900
Administration	\$ -	\$ 9,390	\$ 9,390	\$ 9,390
Legal & Auditor	\$ -	\$ 9,281	\$ 10,000	\$ 9,500
Sub-total	\$ 53,131	\$ 142,630	\$ 142,569	\$ 152,785
EDUCATION				
Education salary	\$ 27,087	\$ 66,305	\$ 66,305	\$ 69,780
Educator Benefits	\$ 5,976	\$ 11,279	\$ 11,279	\$ 14,390
Travel (education)	\$ 5,552	\$ 13,886	\$ 14,000	\$ 14,000
Advertising	\$ -	\$ -	\$ 1,500	\$ 1,000
R6RECYCLES	\$ 12,777	\$ 12,777	\$ 12,000	\$ 12,780
Program materials	\$ 575	\$ 2,500	\$ 4,000	\$ 4,000
Sub-total	\$ 51,966	\$ 106,746	\$ 109,084	\$ 115,950
PAYMENTS TO UNITS				
Enforcement Contract	\$ -	\$ 89,425	\$ 89,425	\$ 89,425
Dairy Stewardship	\$ -	\$ 90,000	\$ 90,000	\$ 90,000
Diversion ¹	\$ -	\$ 350,000	\$ 350,000	\$ 350,000
Municipal Approved Programs	\$ -	\$ 80,500	\$ 80,500	\$ 80,500
Sub-total	\$ -	\$ 609,925	\$ 609,925	\$ 609,925
TOTAL	\$ 105,097	\$ 859,301	\$ 861,578	\$ 878,660
Revenue/Expenditure	\$ 371,886	-\$ 4,874	-\$ 6,596	\$ 7,864

Notes to BUDGET:

1. Diversion Credits - \$5.5 million is available Provincially, up from \$5 million available last year. It is expected that a new smoothing agreement will take place during this year.

2. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the deficit for 2022-23 which is added to the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

TABLE 1: Municipal billing 2024-25				
Municipal Area Served:	2021 Population	% of Region	2024-25	
Shelburne Shared Services	6,456	6.99%	\$	10,696.42
Town of Bridgewater	8,790	9.52%	\$	14,563.43
Town of Mahone Bay	1,064	1.15%	\$	1,762.85
Municipality of Lunenburg	25,545	27.68%	\$	42,323.42
Municipality of Barrington	6,523	7.07%	\$	10,807.42
Town of Clark's Harbour	725	0.79%	\$	1,201.19
Municipality of Chester	10,804	11.71%	\$	17,900.26
Town of Lunenburg	2,396	2.60%	\$	3,969.74
Region of Queens Municipality	10,486	11.36%	\$	17,373.39
West Hants Regional Municipality	19,509	21.14%	\$	32,322.86
Total	92,298	100.00%	\$	152,921.00



Region 6 Activities Summary 2023-24

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Collaboration with Scotian Shores group to clean up Ghost Fishing Gear and other litter on our beaches and coastlines went to a new level this past summer. A partnership with another group has allowed for a helicopter to be used in inaccessible areas. At Cape Sable (Cape Sable Island, Barrington) they have removed many pounds of gear that were identified last year.
- Use of social media and videos aims to reduce litter and educate on proper waste management. Posts are an additional and effective way to reach more of our residents and businesses (What Goes Where Wednesday, Let's Be Clear Litter Doesn't Belong Here and many more).
- The Master Recycler program is being offered to both youth and adults. This on-line and in person, has educated residents to spread the word on the benefits of recycling.

Administration

- Work continues with the province to implement EPR for Printed Paper and Packaging (PPP) with the first milestone of municipalities getting registered for the industry-led. Assistance and guidance provided to units to supply the required recycling program data to register for the industry-led program. Between now and October 1, 2023, industry will consult municipalities and develop a program plan for submission to the province. Contracts may be negotiated with municipalities for collection and/or education services.
- Other EPR programs are being created simultaneously for Batteries, Light Bulbs and Small Appliances. The program plans are due to the province and programs are to be in place by July, August and September 2024. Once in effect, these programs will see more material diverted from landfill and industry covering the cost of managing these materials.
- Getting to 300kg/person/year consultation feedback to the province to maximize diversion while minimizing negative impacts to funding and managing programs.
- Working with the Province to mitigate the impact of the ban on pressure treated lumber from disposal at C&D sites. New methods will be required to keep pressure treated timber separate. Compliance steps continue to be taken.
- Ongoing work to lessen the impact of waste generated by natural disasters. Wildfire and Flooding impacts this past summer, saw additional material sent for disposal. With documentation on weights, it is possible that these materials will not count against diversion.

Christine H McClare
Regional Coordinator
Dec 7, 2023



Committee of the Whole Excerpts
January 09, 2024

WINDSOR AND WEST HANTS WATER UTILITIES MONTHLY FINANCIAL REPORTS EXCERPT

Much discussion has occurred relating to the water utilizes and the credit issued between the two utilities. It was felt that with all the discussions and the level of detail within the water utility reports that there was value in providing a formal report to discuss the matter further. Consensus was that there was value in having a monthly report on the water utilities, it was good information to have and similar to other monthly financial reports provided. The report will also look at water volumes that go through on a wholesale and retail basis.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL DIRECTS THE CAO TO HAVE WATER UTILITY FINANCIAL REPORTS PROVIDED TO COUNCIL FOR REVIEW ON A MONTHLY BASIS AS PRESENTLY OCCURS WITH THE WEST HANTS OPERATING FINANCIAL REPORT AND FURTHER THAT THE WATER UTILITY BUDGETS ALSO INCLUDE THE VOLUME OF WATER THAT IS DELIVERED 'WHOLESALE' TO THE TRANSMISSION AND DISTRIBUTION SYSTEM AND THE VOLUME OF WATER THAT IS BILLED THROUGH THE FINANCE DEPARTMENT TO OUR RETAIL END-USER CUSTOMERS.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Mark Fredericks, Senior Planner

Date: January 23, 2024

Subject: WHLUB Map Amendment: PID 45215290, Riverview Drive, Brooklyn; File #23-26A

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

Should Council wish to proceed to Public Hearing, the following motion would be in order:

...that Council gives First Reading and will hold a Public Hearing to consider amending Schedule A: V-1 of the West Hants Land Use By-law to rezone PID 45215290 on Riverview Drive, Brooklyn, from the Open Space (OS) zone to the Single Unit Residential (R-1) zone as shown in the report #23-26 to the Planning and Heritage Advisory Committee dated December 14, 2023.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
--	---	--------------------------------------	---------------------------------	-----------------------------------	--

A completed application was received on September 20, 2023, from Mark Phillips, Chief Administrative Officer (CAO) of West Hants Regional Municipality, on behalf of the landowner, West Hants Regional Municipality. The application was needed for Council to consider rezoning of the subject lot from the Open Space (OS) zone to the Single Unit Residential (R-1) zone. This request follows Council's direction to rezone select surplus properties for future residential use, following the list of divestiture recommendations contained within the 2016 Parks and Open Space Plan.

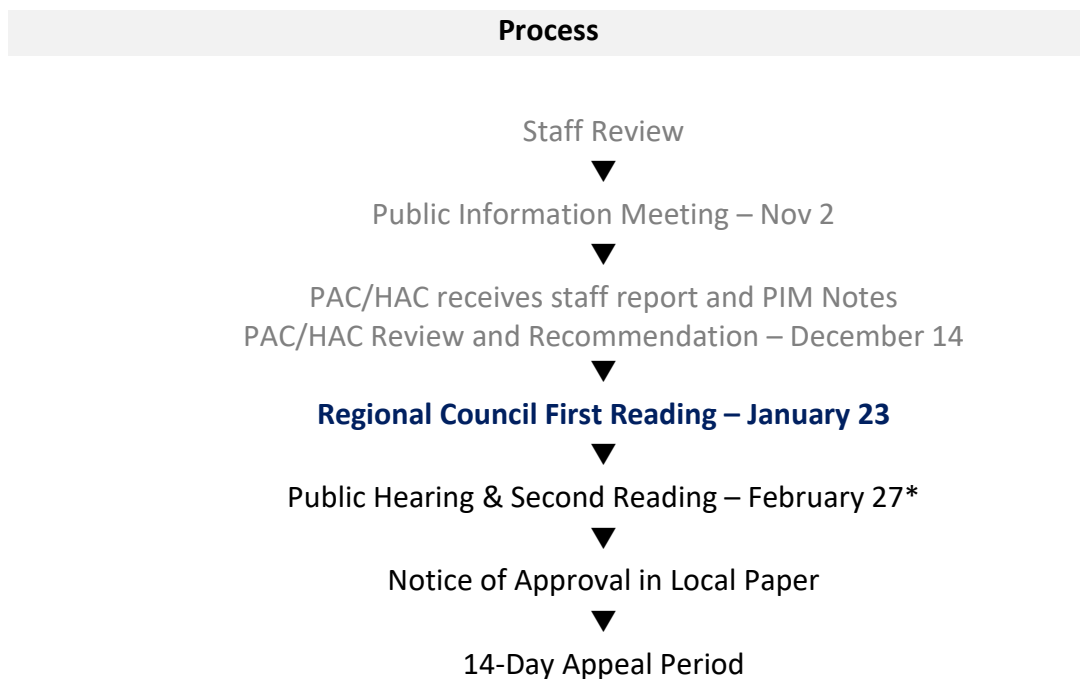
DISCUSSION

A Public Information Meeting was held on November 2, 2023.

On December 14, 2023, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The Committee discussed the importance of signage or other approaches to increase public awareness of Municipally owned open space properties that could be used by the public. It was highlighted that all open spaces can be found on the Municipal website through the online interactive zoning map. The PAC/HAC recommended in favour of the application at this meeting.

NEXT STEPS

The process for this application is as follows.



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. However, the possible future sale of the subject property, following the rezoning could generate Municipal revenue.

ALTERNATIVES

In response to this application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the map amendment; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A 2023-12-14 Staff Report – WHLUB Map Amendment: PID 45215290,
Riverview Drive, Brooklyn; File #23-26

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation are in keeping with the direction provided by Council to-date.

It is recognized that planning staff, PAC/HAC, and members of Council have received expressions of concern from residents, particularly those adjacent to the surplus lands about the rezoning.

To proceed with first reading will allow for the formal public hearing process that will ultimately support the final decision-making phase, SECOND READING.

I support the recommendation.

Report Prepared by: _____
Mark Fredericks, Senior Planner

Report Approved by: _____
Sara Poirier, Director of Planning and Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

**Appendix A – 2023-12-14 Staff Report – WHLUB Map Amendment: PID 45215290, Riverview
Drive, Brooklyn; File #23-26**



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Mark Fredericks, Senior Planner

Date: December 14, 2023

Subject: WHLUB Map Amendment: PID 45215290, Riverview Drive, Brooklyn; File #23-26

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

To enable the rezoning of the subject lot to the Single Unit Residential (R-1) zone, staff recommends that the PAC/HAC forward a positive recommendation by passing the following motion:

"...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending Schedule A: V-1 of the West Hants Land Use By-law to rezone PID 45215290 on Riverview Drive, Brooklyn, from the Open Space (OS) zone to the Single Unit Residential (R-1) zone as shown in the report #23-26 to the Planning and Heritage Advisory Committee dated December 14, 2023."

BACKGROUND

The subject lot was conveyed to the Municipality of West Hants when the Hillview Estates subdivision was created by Orno Holdings Limited in 1988. The original survey is included as *Figure 4* which labels the subject property as a 'proposed park area'.

The Parks and Open Space plan was adopted by West Hants Council in 2016 with two goals: (1) to direct the operations, maintenance, acquisition, divestment, funding, and programming of the Municipal parks and open space network; and (2) To ensure that the local network of parks

and open space will continue to meet recreational needs and protect unique, natural, and cultural resources for the next ten years. This plan recognized several parcels that were suitable for divestiture. On October 26, 2021, Council approved the motion to:

APPROVE THE DIVESTMENT OF 17 MUNICIPALLY OWNED PARKLAND PROPERTIES AS RECOMMENDED IN THE WEST HANTS PARKS AND OPEN SPACES PLAN AND FURTHER THAT THE PROCEEDS OF SALE BE RECORDED IN A CAPITAL RESERVE ACCOUNT AND TO BE DIRECTED TO THE COMMUNITY FOR WHICH THE PROPERTY RESIDED OR THE PROCEEDS CAME FROM.

Municipal Council directed the CAO to submit planning applications to rezone a select list of these surplus lands by passing the following motion on September 11, 2023:

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR SHERMAN COUNCIL THAT THE CHIEF ADMINISTRATIVE OFFICER BE DIRECTED TO SUBMIT AN APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT TO CONSIDER REZONING LANDS PREVIOUSLY IDENTIFIED AS SURPLUS, PID 45226636, 45045952, 45215290, 45221868, 45222254, 45218658, 45222049, 45236601 AND 45225018 TO PROVIDE OPPORTUNITY FOR RESIDENTIAL DEVELOPMENT.

A completed application was received on September 20, 2023, from Mark Phillips, Chief Administrative Officer (CAO) of West Hants Regional Municipality, on behalf of the landowner, West Hants Regional Municipality. The application was needed for Council to consider rezoning of the subject lot from the Open Space (OS) zone to the Single Unit Residential (R-1) zone.

DISCUSSION

The subject lot is approximately 2.75 acres in size with approximately 295 feet of road frontage. The lot is currently designated Village (V) on the Generalized Future Land Use Map (GFLUM) of the West Hants Municipal Planning Strategy (WHMPS) (*Figure 1*). The subject lot is zoned Open Space (OS) on Schedule A: V-1 of the West Hants Land Use By-law (WHLUB) (*Figure 2*).

Surrounding Context

All properties surrounding the subject lot are also designated Village (V) and zoned Single Unit Residential (R-1) zone. The immediately surrounding properties are vacant, and there are two single unit residences at the end of Riverview Drive, with other single unit dwellings located along Hazelwood Drive and Etter Road. This neighborhood is a low-density rural subdivision with large lot sizes that provide significant separation between dwellings and most of the properties have abundant private outdoor space.

Parks and Open Space

Staff from the Community Development Department reviewed the subject property in November 2023 and came to same conclusion as was outlined in the 2016 Parks and Open Space Plan, which was that the site did not represent a high value for recreation space as it has limited opportunities for parking, trail development and water access due to steep slopes.

There are also several other recreation opportunities available in the community of Brooklyn including the Brooklyn District Elementary School trail, and Brooklyn Fire Hall trail, along with a playground and provincial park nearby. Staff from the Community Development Department recognized that some time had passed since Council's adoption of the Parks and Open Space Plan and indicated that if Council wanted to reconsider divesting this parcel and instead develop it as a park, they could return with a park development plan for Council's consideration. In September of 2023, Council requested the CAO to apply to rezone the subject lot to provide opportunities for residential development.

Public Information Meeting

During the Public Information Meeting for this file and comment period that followed, staff heard from a few residents in the area about the value they placed on open space, and their desire to maintain this parcel as publicly owned land that could be developed into a park space. One resident offered to form a community group to support the maintenance of the property if it were kept in Municipal ownership and made available as a park space. More information is included in Attachment B – Public Information Meeting Notes.

Subdivision By-law

The West Hants Subdivision By-law outlines the parkland dedication required as part of any subdivision process. This process is the method that resulted in the Municipality owning this lot during a subdivision process in 1988. The details of parkland dedication are outlined in the Subdivision By-law, and an excerpt of this is shown below:

PART 14: PARKLAND DEDICATION

- | | | |
|--|------------|--|
| | 71. | Prior to approval by the Development Officer of the final plan of subdivision, the subdivider shall either: |
| Transfer of land | (a) | transfer to the Municipality, free of encumbrances, for parks, playgrounds, and similar public purposes, an area of useable land within the area being subdivided equal to five percent (5%) of the area of the lots to be approved, as shown on the final plan of subdivision, exclusive of streets, easements, and the residue of the land of the subdivider; or |
| Transfer of cash in lieu | (b) | provide to the Municipality a sum of money equivalent to five percent (5%) of the market value, as determined by an assessor, of the lots to be approved, as shown on the final plan of subdivision, exclusive of streets, easements, and the residue of the land of the subdivider; or |
| Transfer of equivalent value | (c) | where the Council agrees, provide to the Municipality equivalent value, in any combination as determined by the Municipality; or |
| Transfer of land outside area being subdivided | (d) | where the Council agrees, transfer to the Municipality, free of encumbrances, an area of useable land of equal value outside the area being subdivided but within the boundaries of the Municipality, in lieu of the land in the subdivision required to be transferred under subsection 71(a) . |
| Transfer of land with water frontage | 72. | Where the area of land being subdivided has frontage on the ocean, a river or a lake, any land transferred in accordance with subsection 71(a) shall include either useable land with frontage on the ocean, river or lake or land suitable for public access to the ocean, river or lake. |

The subject lot was a transfer of land to comply with the criteria in subsection 71 of the West Hants Subdivision By-law, as it represented five percent (5%) of the area of the lots to be

approved. The subject lot also met the criteria in subsection 72 regarding land with water frontage. The property has water access to the Herbert River.

West Hants Municipal Planning Strategy - Document Review

Section 13.2 of the West Hants Municipal Planning Strategy (WHMPS) describes the Council's intention with the Open Space zone to *"...apply primarily to parkland and publicly-owned outdoor recreational uses which generally do not require main buildings. The main purpose of the zone is to preserve and protect open space for the use of residents of West Hants."*

MPS Policy 13.2.1 *It shall be the intention of Council to establish an Open Space (OS) zone which applies to parks and other public outdoor recreation uses, cemeteries, historic sites and similar uses. Generally, open space uses do not involve main buildings, but the zone may also be applied to certain institutional uses, such as museums and interpretive centres, which are located on large parcels of land used as parkland.*

MPS Policy 13.2.2 *It shall be the policy of Council to zone only public lands for open space purposes.*

The subject property has been zoned Open Space since it was created, as it was publicly owned parkland over the past 35 years. However, this parcel was never developed into a park and the 2016 Parks and Open Space Plan identified it as a property for the Municipality to consider divesting. This determination considered the steep site conditions and the availability of other recreation opportunities within the larger community of Brooklyn.

West Hants Municipal Planning Strategy - Specific Criteria

Section 6.2 of the WHMPS allows Council to consider rezoning land to the Single Unit Residential (R-1) within the Village designation. The criteria are evaluated in Attachment A and discussed here.

MPS Policy 6.2.3 *It shall be the policy of Council to consider rezoning land within the Village designation to Single Unit Residential (R-1) or Two Unit Residential (R 2) subject to the following:*

- (a) the proposed use will not conflict with adjacent existing uses;*
- (b) any other matter which may be addressed in a Land Use By law; and*
- (c) Policy 16.3.1.*

If the subject property is rezoned to the Single Unit Residential (R-1) zone, as shown in *Figure 3* (proposed zoning), it is not expected that the resulting low density residential development would create conflicts with the existing uses. The adjacent properties on either side are vacant and the land on the opposite side of Riverview Drive is also vacant. The property sizes are large in this neighborhood, which results in considerable separation between dwellings and adequate private open space for each property.

West Hants Municipal Planning Strategy - General Criteria

WHMPS Policy 16.3.1 establishes the general criteria that must be considered for all amendments to the Land Use By-law (Attachment A). In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Development Officer, Community Development Department staff and the Provincial Road authority have no concerns with the proposed rezoning which have not been addressed in this report.

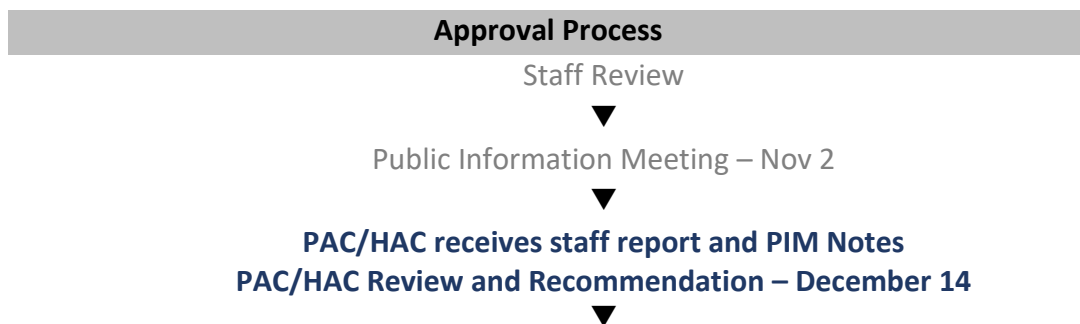
MUNICIPAL CLIMATE CHANGE ACTION PLAN

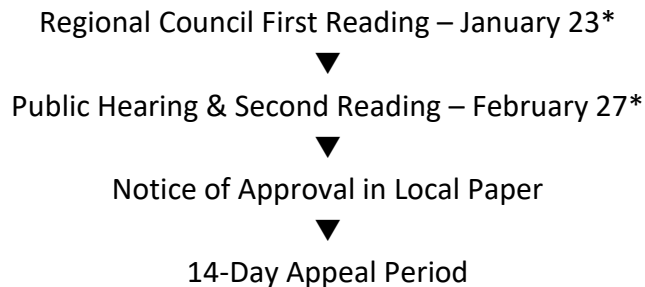
The West Hants Municipal Climate Change Action Plan (MCCAP) Simulated Flooding Extent from Storm Surge and Maximum Flood extent from Climate Change do not show a risk of storm surge or climate change related flood risk on the subject lot. The steep slope of the subject property elevates most of the lot above any potential flood risk from the Herbert River. Most of the lot does not appear within the potential sea level rise floodplain that is shown on the sea level modeling/coastal flooding map in the West Hants MCCAP report.

If the property is sold, any new property owners would be responsible for ensuring that their lot is suitable for the proposed uses.

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of both the specific and general policies of the WHMPS and are consistent with the intent, objectives, and policies of the WHMPS. The amendment meets the specific and general criteria for amendment to the WHLUB or WHMPS. As a result, it is reasonable to amend the zoning of PID 45215290 to the Single Unit Residential (R-1) zone.





*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. However, the possible future sale of the subject property, following the rezoning could generate Municipal revenue.

ALTERNATIVES

In response to the application, PAC/HAC may recommend that Council:

- recommend that Council hold First Reading and authorize a Public Hearing to approve the WHLUB map amendment as drafted or as specifically revised by direction of PAC/HAC;
- recommend Council not support this application to rezone the property and maintain the open space zoning and municipal ownership; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	West Hants GFLUM Extract
Figure 2	West Hants Zoning Map Extract - Current
Figure 3	West Hants Zoning Map Extract – Proposed
Figure 4	Survey of Hillview Estates Subdivision 1988
Attachment A	Policy Summary for WHLUB Amendments
Attachment B	Public Information Meeting Notes

Report Prepared by: _____
Mark Fredericks, Senior Planner

Report Reviewed by: _____

Sara Poirier, Director of Planning and Development

Figure 1 - West Hants GFLUM Extract

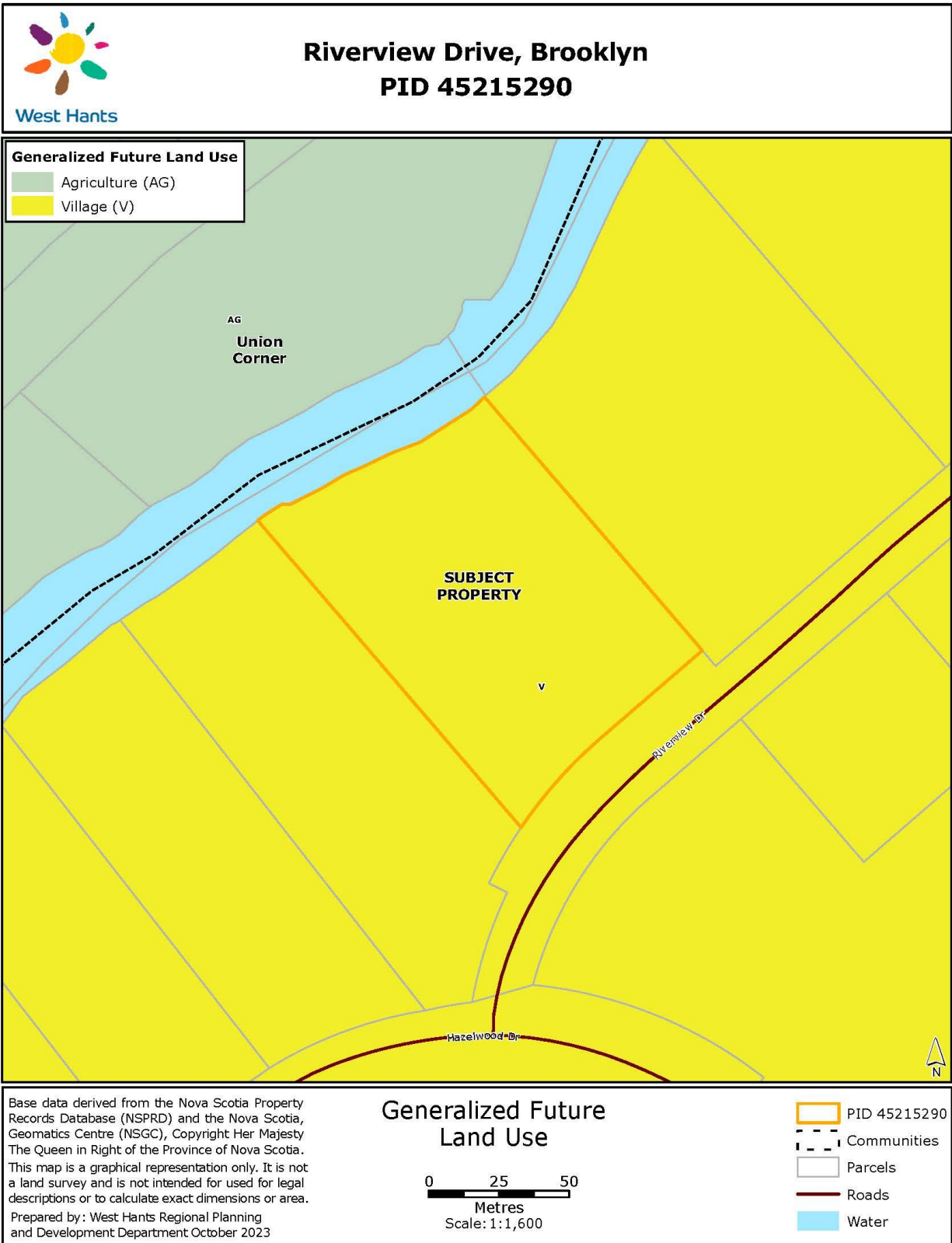


Figure 2 - West Hants Zoning Map Extract - Current



Figure 3 - West Hants Zoning Map Extract - Proposed

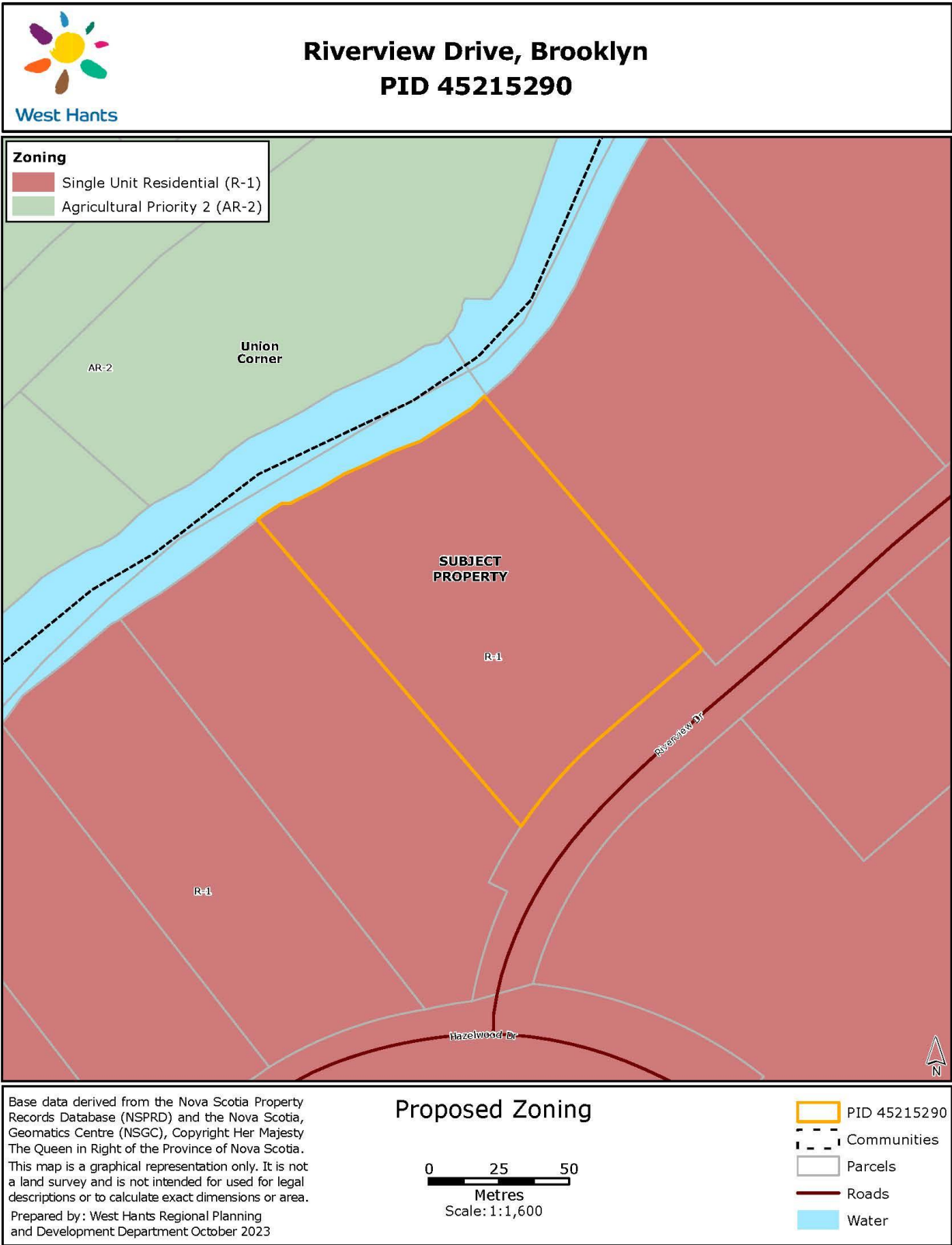
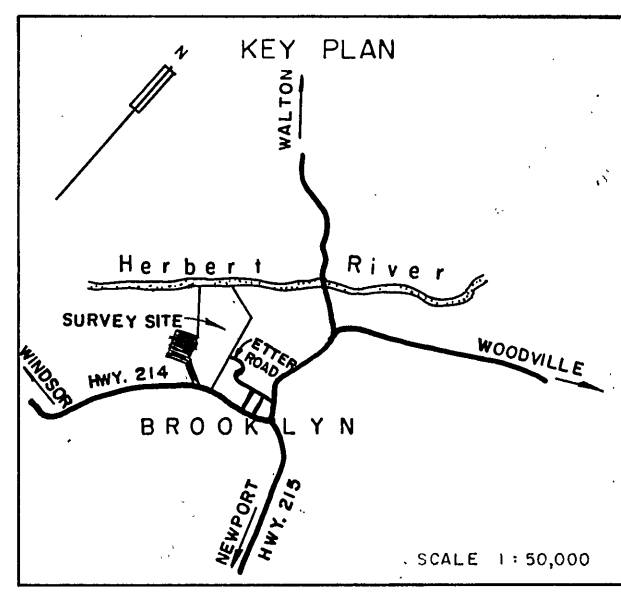


Figure 4 - Survey of Hillview Estates Subdivision 1988



- ==LEGEND==
- S.M. Survey Marker (Placed)
 - S.M.(F) Survey Marker (Found)
 - I.P.(F) Iron Pipe (Found)
 - △ N.S.C.M. Nova Scotia Coordinate Monument
 - I.B.(F) Iron Bar (Found)

==NOTES==

Bearings shown hereon are referred to a 3° Transverse Mercator Projection, Zone 5 having a Central Meridian of 64°30' W. Longitude.

Field Transverse adjusted by Compass Rule.

Scale factor not applied.

LOT 8 Road design by Ronald Hiltz, P.Eng.

Plan References -

1. LOT 8 by Bruce Lake, N.S.L.S. dated June 5, 1987.
2. Etter Road Extension by Bruce Lake, N.S.L.S. dated November 18, 1987.
3. LOTS 1-15 by Bruce Lake, N.S.L.S. dated November 30, 1987.

All LOTS to be single family residential serviced by on site water & disposal fields.

Preliminary LOT design & street design by R. Hiltz, P.Eng.

The following streets and highways are owned and maintained by the Department of Transportation:

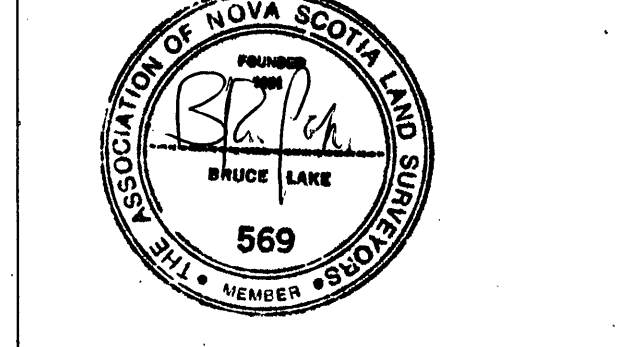
- Riverview Drive
- Hazelwood Drive
- Etter Road Extension

MUNICIPALITY OF WEST HANTS
FINAL PLAN APPROVED
PLAN No. 114/88
APPROVAL OF LOT 16 to 25

REMARKS.....

I certify that this plan of subdivision has been duly approved in accordance with the provisions of the Planning Act.

Date: DEC 2 1988 Signed: N. John Harvey
WEST HANTS MUNICIPAL DEVELOPMENT OFFICER



==CERTIFICATE==

I, BRUCE LAKE, Nova Scotia Land Surveyor, hereby certify that the survey represented by this plan was conducted under my supervision and that the survey and plan were made in accordance with the Nova Scotia Land Surveyor's Act and the Regulations made thereunder.

This 19th day of OCTOBER 1988

B.L. N.S.L.S. No. 569

FINAL
PLAN OF SUBDIVISION
LOTS 16-25
HILLVIEW ESTATES

HANTS COUNTY BROOKLYN, NOVA SCOTIA

EREDDEN & LYON SURVEYS LIMITED
97 WATER STREET
HANTS COUNTY NOVA SCOTIA

SCALE: 1" = 100' PLAN No. 2102B/87
DATE OF SURVEY: SEPTEMBER 6, 1988 TO OCTOBER 19, 1988

Attachment A - Policy Summary for WHLUB Amendments

Policy 6.2.3 *It shall be the policy of Council to consider rezoning land within the Village designation to Single Unit Residential (R-1) or Two Unit Residential (R-2) subject to the following:*

CRITERIA	COMMENT
<i>(a) the proposed use will not conflict with adjacent existing uses;</i>	The proposed use is not expected to conflict the adjacent uses. The properties immediately adjacent and across the street are all vacant, undeveloped lots that are also zoned Single Unit Residential (R-1).
<i>(b) any other matter which may be addressed in a Land Use By law; and</i>	Not applicable.
<i>(c) Policy 16.3.1.</i>	Reviewed below.

Policy 16.3.1 In considering development agreements and amendments to the West Hants Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:

<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	No central sewer or water services are available in this community. The subject property has more than adequate lot area to meet the minimum standard of the Single Unit Residential (R-1) zone for un-serviced lots. This indicates the lot should be capable of accommodating an on-site well and septic system, that would be designed and installed at the time of permitting. The approval for these on-site services is the jurisdiction of Nova Scotia Department of Environment and Climate Change.
<i>(ii) the adequacy of school facilities;</i>	Brooklyn District Elementary School and West Hants Middle School are both located approximately 2km from the subject lot. The proposed rezoning represents a very small potential increase in school population which is expected to be accommodated by these schools.

<i>(iii) The adequacy of fire protection and other emergency services;</i>	The Brooklyn Fire Department is approximately 2km away from the subject property. Staff reached out to the Fire Chief but have not yet received any feedback. It is likely that the proposed Single Unit Residential (R-1) zoning would not create any new issues with adequacy of emergency equipment or response time.
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	The Provincial Department of Public Works (DPW) indicated the road network was adequate for the proposed rezoning. They stated that the existing roads of Hazelwood and Riverview Drive are local gravel roads owned and maintained by DPW, the roads should be able to support low density single unit dwellings if rezoned.
<i>(v) the financial capacity of the Town to absorb any costs relating to the development.</i>	There are no anticipated costs to the Municipality regarding this development. However, the possible future sale of the subject property, following the rezoning, could generate Municipal revenue.
<i>(b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on site sewage disposal system;</i>	No central sewer or water services are available in this community. The subject property has more than adequate lot area to meet the minimum standard of the Single Unit Residential (R-1) zone for un-serviced lots. This indicates the lot should be capable of accommodating an on-site well and septic system, that would be designed and installed at the time of permitting. The approval for these on-site services is the jurisdiction of Nova Scotia Department of Environment and Climate Change.
<i>(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	The Provincial DPW indicated they had no concerns with the suitability of the proposed rezoning and would only request further analysis of traffic impacts if 20 or more units were being proposed. There is no active rail transportation in the vicinity. There is no sidewalk or other pedestrian infrastructure in the vicinity.
<i>(d) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The shape of the lot is consistent with the surrounding residential lots and presents no

	<p>concerns for the intended use as a low density residential use.</p> <p>The Development Officer commented that the shape and dimensions of the subject lot would not create any issues for residential use.</p>
<i>(e) the pattern of development which the proposal might create;</i>	<p>The arrangement of properties in this area would be consistent with typical rural residential lots, and the rezoning would not create any unusual development patterns.</p> <p>The Development Officer has no concerns regarding the pattern of development.</p>
<i>(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses or wetlands, and susceptibility of flooding;</i>	<p>The site and surrounding area appear suitable for the proposed residential development. While the lot was recognized as being too steep for park development, a residential dwelling could be located closer to the road and be less impacted by the slope than a park that covered more of the lot or had trail access to more of the lot.</p> <p>The Development Officer commented that there were no concerns with respect to suitability of the site for residential purposes and noted a 50-foot setback from the watercourse would be required for any structure.</p>
<i>(g) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by laws and regulations; and</i>	<p>All Municipal, Provincial, and Federal regulations will have to be met.</p>
<i>(h) any other matter required by relevant policies of this Strategy.</i>	<p>All relevant matters have been addressed in this report.</p>

Attachment B - Public Information Meeting Notes
November 2 –16, 2023
WHLUB Amendment – Riverview Drive, Brooklyn; File 23-26

Meeting date and time	A public information meeting was held on November 2, 2023 beginning at 8:15 p.m. in Council Chambers, 76 Morison Drive in Windsor.
Attending	In attendance: <ul style="list-style-type: none">• Councillor Ivey• Mayor Zebian• Councillor Francis• Chief Administrative Officer, Mark Phillips• Senior Planner, Mark Fredericks• Director of Planning and Development, Sara Poirier• Planning Administrative Assistant, Vanessa Lake• 1 member of the public
Municipal application Riverview Drive, Brooklyn, PID 45215290	Planner Fredericks outlined the request from the CAO to rezone a surplus Municipal property on Riverview Drive in Brooklyn from the Open Space (OS) zone to the Single Unit Residential (R-1) zone.
Comments	<p>One member of the public present at the meeting stated the subject property is the only public open space in their neighborhood and was opposed to the Municipality rezoning and selling it.</p> <p>Staff responded that the property was identified as surplus, and that Council provided direction to rezone the property. A previous study had determined the area has adequate open space and recreation facilities available nearby.</p>
Adjournment	The meeting adjourned at 8:30 p.m.

Phone Calls

Staff received one phone call from Sheila Mcgray, who is a property owner on Highway 14. Sheila was looking for more information about the location of the subject property and whether it backed onto her wood lot property behind her house. The subject lot does not share a boundary with the lot owned by the caller and no concerns were raised. A follow up email was sent to the caller to illustrate the location of the subject property relative to her house.

From: Mark Fredericks
To: Sheila Mcgray
October 31, 2023

Hi Sheila, nice speaking with you today.

As I mentioned, the application to rezone PID 45215290 will soon be available on our website here:
<https://www.westhants.ca/staff-reports.html>

The *attached* map shows where the property is located on Riverview Drive, with a yellow reference star on the property and on your house.

If you drive to the location, you should see a sign posted on the side of the road.

Please let me know if you have any questions.

Thanks

Map attachment:



Public Email Responses Submitted after the PIM

Staff responses appear as **purple text**.

From: Sandra Watson
To: Mark Fredericks
November 7, 2023

Hello Mark Fredericks,

My name is Sandy Watson and I live on Etter Road in Brooklyn. I spoke my concerns at the Public Information Meeting on Nov. 2 ,2023. I would like to put my concerns in writing as well add a few points. I am against rezoning this lot from open space to R1 as well as other lots that were discussed at the public meeting. Concerning the lot on Riverview Drive and the fact that it is unused Open Space space, I can see why the municipality looked at it. My question is why were the the residents of my subdivision never made aware that the space was available to them? I have been living on Etter road for the past 26 years and there is no mention of said open space in my deed. Nor was it ever brought to my or my neighbour's attention. Now that we are aware please do not take this space away. It is the only Open Space in our area of about 30 homes and 30 children. I would like to help develop a walking trail on this lot, perhaps add a bench, making a usable space for community health and

https://urldefense.proofpoint.com/v2/url?u=http-3A_happiness.In&d=DwIFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpagnVfiiMM&r=LFJ4kWqz0t7RR-gPKXzufVGmOyyXKByaslmPnHCu6Nw&m=l-OhUejLZfzfi8S6gU9s2dm5UCQqctyqB46ahHbEVsVxQjF2QEw3UitwoNt1oFV7&s=xXHajEWx6rfiSjmLlGHG29O7oAKJNyIUP6IFhSqARo8&e= addition maintaining the habitat for the native plants and trees and also for the birds, butterflies and other wildlife. There is no other walking space in this area other than on the street. Going for walks outside improves both physical and mental health, reduces stress and gives people a burst of energy. Rezoning community Open Spaces is taking a step back in time and we should instead be preserving Open Space for the environment, for exercise, for mental health and for community social interaction.

Sincerely,

Sandra Watson
184 Etter Road Extension, Brooklyn
watsonsn58@gmail.com
902-790-1816

From: Mark Fredericks
To: Sandra Watson
October 31, 2023

Hi Sandra,
Thanks for reaching out regarding this change in your community. I appreciate and understand the desire to have access to public open space for recreation and wildlife habitat.

The subject property on Riverview Drive was identified as being suitable for divestiture during the 2015 Parks and Open Space Plan. <https://www.westhants.ca/recreatoin/482-parks-and-open-space-plan-main-body-1/file.html>

This plan reviews the available park sites and outlines the process used to determine suitability of public parks based on usability, suitability, and need. Part of this review process considered the surrounding sites in Brooklyn, which are listed on page 33 and include the Brooklyn Fire Hall Trail, the Brooklyn District Elementary School and Brooklyn Municipal Cemetery and mentions of Smileys Provincial park being nearby. On page 80 of the Parks and Open Space plan, the subject property on Riverview Drive is recognized as having "Little potential for water access or recreation use due to steep slope" and it is recommended to "Divest from Municipal holdings and invest in other parks or open space in the area."

I hope this helps explain how the Municipality reached this point. I would encourage you to review the Parks and Open Space Plan if you are looking for recreation opportunities as there are several sites available. More information about recreation sites throughout the municipality can be found on the website here:

<https://www.westhants.ca/recreation-sites.html>

Thanks

Let me know if you have any questions.

Mark Fredericks
Senior Planner

West Hants Regional Municipality
PO Box 3000,
76 Morison Drive, Windsor NS
T 902-798-8391 Ext. 148

From: Katherine Wadden
To: Mark Fredericks
November 9, 2023

Good morning, Mark,

My name is Katherine Wadden and I am reaching out about the Municipality's proposal to rezone PID 45215290 Riverview Drive Brooklyn from open space to R1.

I purchased a lot on Etter Road about two years ago, Lot 10, and I am planning to build a home there soon. I am currently renting on Etter Road and have two small children and cats, and we enjoy the outdoors together.

My family has lived on Etter Road for almost 30 years and we were not aware that PID 45215290 was zoned open space. Does this mean that we could have been going for walks on this property without it being considered trespassing? I asked several residents on the road if they were aware of the open space and no one I spoke to was.

I recently became aware that the subject property on Riverview Drive was identified as being suitable for divestiture during the 2015 Parks and Open Space Plan: <https://www.westhants.ca/recreatoin/482-parks-and-open-space-plan-main-body-1/file.html>. Nobody I spoke to was aware of this either. As you know, this plan reviewed the available park sites and outlined the process used to determine the suitability of public parks based on usability, suitability, and need. Part of this review process considered the surrounding sites in Brooklyn, which are listed on page 33 and include the Brooklyn Fire Hall Trail, the Brooklyn District Elementary School, and Brooklyn Municipal Cemetery, and mentions of Smileys Provincial Park being nearby. Although these are areas nearby for residents to access, getting to them requires a short drive or requires to cross the busy main road in Brooklyn which has no sidewalks or crosswalks in place. I took my children for a bike ride recently down to the cemetery and the Brooklyn firehall. I felt uncomfortable getting them across the street. There were so many cars and trucks coming they said they did not want to try to cross that street again and neither did I.

On page 80 of the Parks and Open Space plan, the subject property on Riverview Drive is recognized as having "Little potential for water access or recreation use due to steep slope" and it is recommended to "Divest from Municipal holdings and invest in other parks or open space in the area." I would like to comment that the property itself is not sloped and it is mainly flat. There is a steep slope going down to the river which should be avoided without proper infrastructure in place. There is ample opportunity to enjoy the view of the river from the property which brings peace and tranquility into people's lives. A water view like this is certainly not available at other sites within walking distance of Etter Road.

Another question I have is about development plans for subdivisions and the recommendation in West Hants Municipality to have 5% maintained as open space for residents. It seems as though when Etter Road was being developed this lot was set aside for this purpose. And now some years later the municipality is recommending against their own best practices for residential development.

There is such a need for community connectedness and I see open space lots as a catalyst for fostering community collaboration. With an anticipated high residential growth rate in West Hants, our municipality will be welcoming new residents who will be navigating the world of fitting into their new community. Having community projects available for residents to participate in brings people together and this is something we need now more than ever.

I would be happy to help coordinate a non-profit community group to adopt this parcel of land to provide stewardship to it. The benefits in the community would be passed down from generation to generation. People will gain a feeling of ownership, and connection to the land and each other. I could see this model being adopted in communities as a way to bring people together and to get them outside and active as the property is just outside their doors. Are you aware of other subdivisions or residential areas in West Hants that provide stewardship to designated green spaces?

Learning that this property was an designated as open space has a lot of people excited about its potential on Etter Road and I know as a collective we would adopt it and great opportunities for our community.

Looking forward to your thoughts and hope to hear from you soon,

Katherine

From: Mark Fredericks
To: Katerine Wadden
November 9, 2023

Thanks for sharing your thoughts, Katherine,

I am out of the office for the next few days and will get back to you next week after I have a chance to discuss your idea with our director of Parks and Recreation regarding a community group arrangement for this property.

Thanks again

From: Katerine Wadden
To: Mark Fredericks
November 9, 2023

Hi Mark,

Thanks for letting me know and I'm looking forward to hearing from you soon :)

Katherine

From: Mark Fredericks
To: Katerine Wadden
November 27, 2023

Hi Katherine,

I have spoken with staff from the Parks and Recreation Department, who also visited the site last week. The feedback I received was that the slope of the lot makes it difficult to develop into a park space. They believe finding space for parking and maintaining trails would be challenging due to the slopes on the property. These comments are consistent with the findings of the 2015 Parks and Open Space plan.

The municipality is expecting to continue processing the rezoning request, with your comments and the feedback from others in the neighborhood included in our report, to give the members of the Planning Advisory Committee and Municipal Council the opportunity to review all the public feedback before making their decision.

Thanks

From: Mandy Singleton

To: Mark Fredericks, Mark Phillips, Mark McLean, Abraham Zebian

November 9, 2023

Resending with the correct email address for Mark Fredericks -

I am contacting you to discuss the Municipality's proposal to rezone PID 45215290 Riverview Drive Brooklyn from open space to R1.

My husband and I moved to Hazelwood Drive, which joins Riverview Drive, 18 years ago. We have created a home, raised our children, and formed many cherished friendships in this neighbourhood. We consider it a fantastic place to raise a family and live a simple, rural life.

Our rear driveway, which runs off a garage on our property, is connected to Riverview Drive. When I walk from the end of that driveway to the current Municipality Rezoning sign on Riverview Drive, it might take me all of 40 steps.

I am sure you can imagine my dismay when I found out we could have been using that piece of property, with a river view, for almost 20 years with our children and pets to connect with nature and explore. How much would we have loved to go on nature walks when they were young without having to load our children in the car and drive to Smiley's Park? Or to take the dogs for a walk somewhere that isn't on a twisty, turny, road that is in a state of disrepair? Or to have access to a green space during Covid lockdowns? This would have been an excellent way for my children and the other children in the neighbourhood to have a break from being home, day after day.

If I were to guess, there are over 20 school-aged children currently living in our subdivision, as well as many dogs and cats who are known and loved by everyone within our little community. I am speaking for our family, and I'm sure for several others that we would appreciate keeping the green space we didn't know we had. It would be a great place to go for a walk in nature and sit and watch the river that flows through our community. And once you turn a lot from a green space to a residential lot, that isn't something you can get back.

Selling off access land for the sake of annual tax revenue from one residence hardly seems worth the cost of selling off a green space that would be well used in our community now that we have been made aware that we are able to use it. It has not been used over the years as we felt we would be trespassing, as many of us have indicated to you and the Municipality.

While making this decision, please keep in mind that Riverview runs off of Etter Road, which I am sure is well-known within the Municipality. It is in an embarrassingly horrid state, and as far as I can tell without having official confirmation, we have missed the window to have it paved within the J-Class Paving program between the Municipality and the Provincial Government, which brings us back to square one as far as the paving goes. We have no Municipal sewer and or water. I sincerely hope that the Municipality will consider the current and future residents of Etter Rd, Hazelwood & Riverview Drive before it is recommended to and voted upon by Council to take away a green space that will be used now that we know we have access to it, without the risk of trespassing.

Please feel free to reach out if you would like to discuss the matter further.

Mandy & Chad Singleton

From: Denise Forand

To: Mark Fredericks, Mark Phillips, Jim Ivey, Laurie Murley

November 23, 2023

Dear Planner Mark, CAO Mark and Councillors Laurie and Jim,

I am writing to address the issue of what you consider Your surplus land .

To sell these lots is detrimental to the citizens of our communities and of its intended purpose and uses. Some are subdivisions, some would allow access to lakes for fishing and most were the least desirable lots for developing, hence donated for the community in lieu of other incentives.

In regards to development downtown Windsor I strongly feel that the small area of the architectural district should hold the height restrictions of 3 stories especially with the view plains of the Very historical Fort Edward. Have you walked Chestnut Street? Do you know you can stand on that street and see the Fort. We have so many different historic homes with our rich long history standing in our quaint township and can help with tourism versus destroying the feel and look of this very small distinct district.

Hopefully you will look at some of my requests and at least physically observe these locations with the best intentions for the community and citizens you're serving.

Sincerely, Denise Forand



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Mark Fredericks, Senior Planner

Date: January 23, 2024

Subject: WHLUB Map Amendment: PID 45218658, Armstrong Lake East Road, Vaughan; File #23-29A

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

Should Council wish to proceed to Public Hearing, the following motion would be in order:

... that Council gives First Reading and will hold a Public Hearing to consider amending Schedule A of the West Hants Land Use By-law to rezone PID 45218658 on Armstrong Lake East Road in Vaughan, from the Open Space (OS) zone to the General Resource (GR) zone as shown in the report #23-29 to the Planning and Heritage Advisory Committee dated January 11, 2024.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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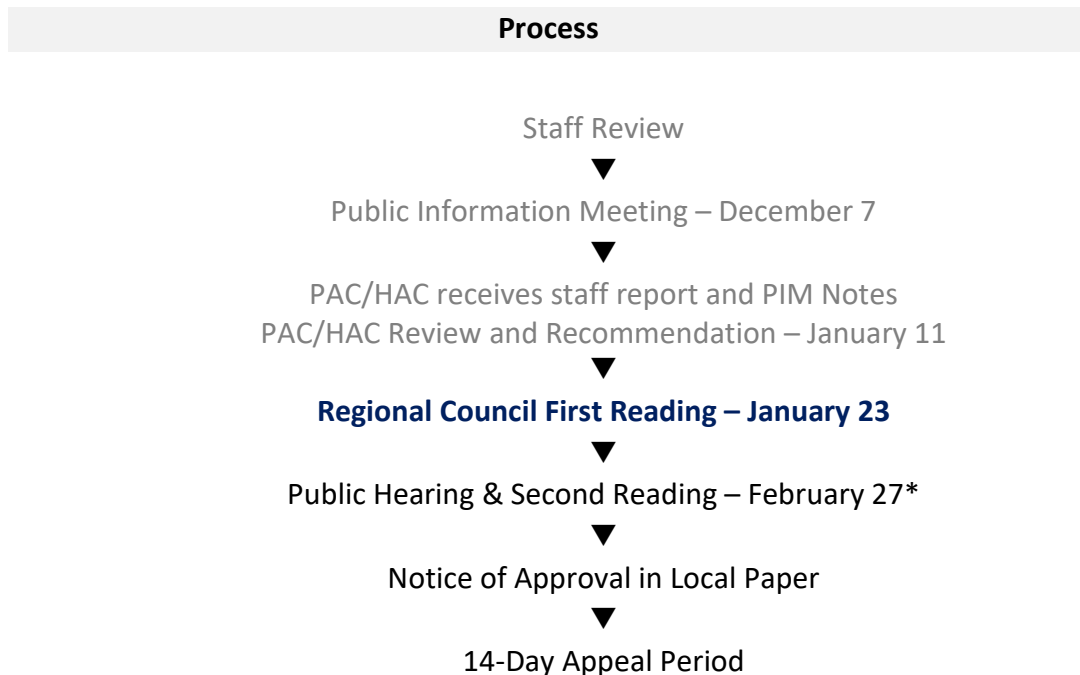
A completed application was received on September 20, 2023, from Mark Phillips, Chief Administrative Officer (CAO) of West Hants Regional Municipality, on behalf of the landowner, West Hants Regional Municipality. The application was needed for Council to consider rezoning the subject lot from the Open Space (OS) zone to the General Resource (GR) zone. This request follows Council's direction to rezone select surplus properties for future residential use, following the list of divestiture recommendations contained within the 2016 Parks and Open Space Plan.

A Public Information Meeting was held on December 7, 2023.

On January 11, 2024, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The Committee briefly discussed how a residential driveway could enter the lot. The PAC/HAC recommended in favour of the application at this meeting.

NEXT STEPS

The process for this application is as follows.



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. However, the possible future sale of the subject property, following the rezoning could generate Municipal revenue.

ALTERNATIVES

In response to this application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the map amendment; or

- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A 2023-12-14 Staff Report – WHLUB Map Amendment: PID 45218658,
Armstrong Lake East Road, Vaughan; File #23-29

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation are in keeping with the direction provided by Council to-date.

It is recognized that planning staff, PAC/HAC, and members of Council have received expressions of concern from residents, particularly those adjacent to the surplus lands about the rezoning.

To proceed with first reading will allow for the formal public hearing process that will ultimately support the final decision-making phase, SECOND READING.

I support the recommendation.

Report Prepared by: _____
Mark Fredericks, Senior Planner

Report Approved by: _____
Sara Poirier, Director of Planning and Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

**Appendix A – 2024-01-11 Staff Report – WHLUB Map Amendment: PID 45218658, Armstrong
Lake East Road, Vaughan; File #23-29**



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Mark Fredericks, Senior Planner

Date: January 11, 2024

Subject: WHLUB Map Amendment: PID 45218658, Armstrong Lake East Road, Vaughan; File #23-29

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

To enable the rezoning of the subject lot to the General Resource (GR) zone, staff recommends that the PAC/HAC forward a positive recommendation by passing the following motion:

"...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending Schedule A of the West Hants Land Use By-law to rezone PID 45218658 on Armstrong Lake East Road in Vaughan, from the Open Space (OS) zone to the General Resource (GR) zone as shown in the report #23-29 to the Planning and Heritage Advisory Committee dated January 11, 2024."

BACKGROUND

The subject lot was conveyed to the Municipality of West Hants when a subdivision application was submitted by the landowners, Dalhousie Projects Ltd. in 1989. The original survey is included as *Figure 4* which labels the subject property as lot #128.

The Parks and Open Space plan was adopted by West Hants Council in 2016 with two goals: (1) to direct the operations, maintenance, acquisition, divestment, funding, and programming of

the Municipal parks and open space network; and (2) To ensure that the local network of parks and open space will continue to meet recreational needs and protect unique, natural, and cultural resources for the next ten years. This plan recognized several parcels that were suitable for divestiture. On October 26, 2021, Council approved the motion to:

APPROVE THE DIVESTMENT OF 17 MUNICIPALLY OWNED PARKLAND PROPERTIES AS RECOMMENDED IN THE WEST HANTS PARKS AND OPEN SPACES PLAN AND FURTHER THAT THE PROCEEDS OF SALE BE RECORDED IN A CAPITAL RESERVE ACCOUNT AND TO BE DIRECTED TO THE COMMUNITY FOR WHICH THE PROPERTY RESIDED OR THE PROCEEDS CAME FROM.

Municipal Council directed the CAO to submit planning applications to rezone a select list of these surplus parcels by passing the following motion on September 11, 2023:

*THAT THE CHIEF ADMINISTRATIVE OFFICER BE DIRECTED TO SUBMIT AN APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT TO CONSIDER REZONING LANDS PREVIOUSLY IDENTIFIED AS SURPLUS, PID 45226636, 45045952, 45215290, 45221868, 45222254, **45218658**, 45222049, 45236601 AND 45225018 TO PROVIDE OPPORTUNITY FOR RESIDENTIAL DEVELOPMENT.*

A completed application was received on September 20, 2023, from Mark Phillips, Chief Administrative Officer (CAO) of West Hants Regional Municipality, on behalf of the landowner, West Hants Regional Municipality. The application was needed for Council to consider rezoning of the subject lot from the Open Space (OS) zone to the General Resource (GR) zone to allow the potential for residential development.

DISCUSSION

The subject lot is approximately 16 acres in size with approximately 133 feet of road frontage on Armstrong Lake East Road. The lot is currently designated Resource (S) on the Generalized Future Land Use Map (GFLUM) of the West Hants Municipal Planning Strategy (WHMPS) (*Figure 1*). The subject lot is zoned Open Space (OS) on Schedule A of the West Hants Land Use By-law (WHLUB) (*Figure 2*).

Surrounding Context

All properties surrounding the subject lot are also designated Resource and zoned General Resource (GR) zone. The subject lot is in a lake side cottage area of Vaughan, that surrounds Armstrong Lake in a development called Chalet Hamlet.

The immediately surrounding properties are a mixture of vacant lots and some single unit dwellings and cottages. The south and east sides of the subject lot border a large lot (2750 acres) of Crown land. The nearest dwelling which abuts the subject lot on the west is a single unit dwelling owned by David Borden, who met with staff on site and provided a tour of his property and the subject lot. This tour highlighted some of the rocky terrain common to the area, including steep slopes and exposed bedrock which could be barriers for parkland

development, or residential development. The subject lot has large rock outcroppings and a wet area along Armstrong Lake East Road.



Figure 1 - Exposed bedrock throughout subject lot



Figure 2 - Entrance to subject lot

Parks and Open Space

The 2016 Parks and Open Space Plan identified the subject lot as an appropriate property to divest. The plan recognized the proceeds of the sale could be used to help fund other Municipally owned parks and open spaces in the area. The Armstrong Lake community has a picnic park with water access on a 4-acre property owned by the Municipality known as the Armstrong Lake Park, at 640 Armstrong Lake East Road.



Figure 3 - Armstrong Lake Park

Subdivision By-law

The West Hants Subdivision By-law outlines the parkland dedication required as part of any subdivision process. This process is the method that resulted in the Municipality owning the subject lot during a subdivision process in 1989. The details of parkland dedication are outlined in the Subdivision By-law, and an excerpt of this is shown below:

PART 14: PARKLAND DEDICATION

	71.	Prior to approval by the Development Officer of the final plan of subdivision, the subdivider shall either:
Transfer of land	(a)	transfer to the Municipality, free of encumbrances, for parks, playgrounds, and similar public purposes, an area of useable land within the area being subdivided equal to five percent (5%) of the area of the lots to be approved, as shown on the final plan of subdivision, exclusive of streets, easements, and the residue of the land of the subdivider; or
Transfer of cash in lieu	(b)	provide to the Municipality a sum of money equivalent to five percent (5%) of the market value, as determined by an assessor, of the lots to be approved, as shown on the final plan of subdivision, exclusive of streets, easements, and the residue of the land of the subdivider; or
Transfer of equivalent value	(c)	where the Council agrees, provide to the Municipality equivalent value, in any combination as determined by the Municipality; or
Transfer of land outside area being subdivided	(d)	where the Council agrees, transfer to the Municipality, free of encumbrances, an area of useable land of equal value outside the area being subdivided but within the boundaries of the Municipality, in lieu of the land in the subdivision required to be transferred under subsection 71(a) .
Transfer of land with water frontage	72.	Where the area of land being subdivided has frontage on the ocean, a river or a lake, any land transferred in accordance with subsection 71(a) shall include either useable land with frontage on the ocean, river or lake or land suitable for public access to the ocean, river or lake.

The subject lot was a transfer of land to comply with the criteria in subsection 71 of the West Hants Subdivision By-law, as it contributed towards five percent (5%) of the area of the lots to be approved at that time.

Document Review

Section 13.2 of the WHMPS describes Council's intention of the Open Space zone to "...apply primarily to parkland and publicly-owned outdoor recreational uses which generally do not require main buildings. The main purpose of the zone is to preserve and protect open space for the use of residents of West Hants."

Policy 13.2.1 *It shall be the intention of Council to establish an Open Space (OS) zone which applies to parks and other public outdoor recreation uses, cemeteries, historic sites and similar uses. Generally, open space uses do not involve main buildings, but the zone may also be applied to certain institutional uses, such as museums and interpretive centres, which are located on large parcels of land used as parkland.*

Policy 13.2.2 *It shall be the policy of Council to zone only public lands for open space purposes.*

The subject property has been zoned Open Space (OS) since it was created, as it was publicly owned over the past 34 years. However, this parcel was never developed into a park and the 2016 Parks and Open Space Plan identified it as a property for the Municipality to consider divesting. This determination considered the availability of open space in the area and the potential for the divestment to help fund the development of nearby Municipally owned parks and open space uses.

The intention of the Resource designation is outlined in Section 9 of the WHMPS. The purpose of the General Resource (GR) zone and the Resource designation is to prioritize resource based land uses and accommodate rural residential development which includes cottage style developments.

Policy 9.1.1 *It shall be the policy of Council to establish a General Resource (GR) zone which will apply to areas of West Hants in the Resource designation which are outside the Growth Centres, Village and Hamlets and are not zoned for agricultural, mineral or water supply uses. This includes large parcels of Crown land, land owned by forestry companies, areas of seasonal residential development which are accessed by private roads, and rural areas which are not considered to be under intense development pressure.*

The subject lot is part of an existing community around Armstrong Lake which is not zoned for agriculture, or part of a growth centre, village, or hamlet and meets the intent and purpose of the General Resource (GR) zone. The subject lot is on a private road owned and maintained by the Chalet Hamlet Property Owners Association. This area can most appropriately accommodate seasonal dwellings and single unit dwellings as outlined in Policy 9.1.8 and may permit some resource type uses if rezoned to the General Resource (GR) zone.

Policy 9.1.8 *It shall be the policy of Council that new private roads for subdivision purposes shall be permitted only in the General Resource zone. Development on private roads shall be limited to seasonal dwellings, single unit dwellings, home-based businesses and resource uses.*

General Criteria

WHMPS Policy 16.3.1 establishes the general criteria that must be considered for all amendments to the Land Use By-law (Attachment A). In summary, the proposed rezoning meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Development Officer, Manager of Building and Fire Inspection Services, Nova Scotia Public Works, and the private road owners/property owners association have no concerns with the proposed rezoning which have not been addressed in this report.

Public Information Meeting

During the Public Information Meeting for this file staff heard from a neighboring property owner regarding the topography and valuation of the property if listed for sale. Another comment during the meeting was regarding access during extreme weather events like a wildfire. While this community does include secondary/ informal routes, the overall road

network for private roads is not under review as part of this application. However, staff will be considering amendments to the MPS, LUB and SUB to require secondary/emergency exits for private road developments in the future, through the planning document review project which is ongoing. More information is included in Attachment B – Public Information Meeting Notes.

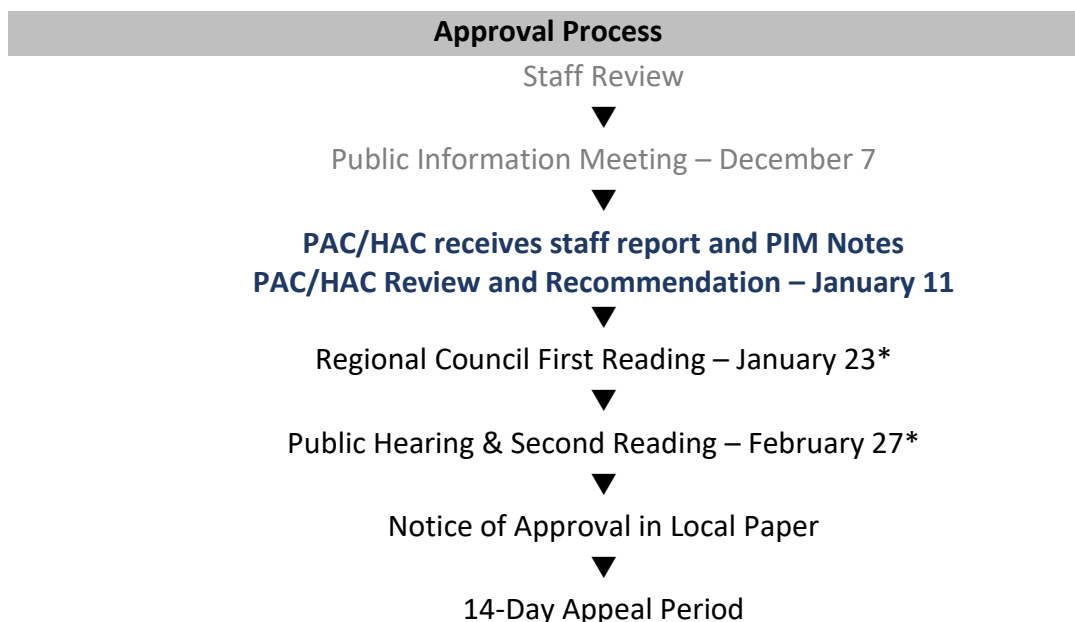
MUNICIPAL CLIMATE CHANGE ACTION PLAN

The West Hants Municipal Climate Change Action Plan (MCCAP) does not recognize the Vaughan area to be at risk from sea level or storm surge. The subject lot is elevated above Armstrong Lake and is sloped towards the road which appears to drain storm water effectively towards the lake. The MCCAP report does not show any climate change related flood risk on the subject lot.

If the property is sold, any new property owners are responsible for ensuring that the lot is suitable for the proposed use.

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of both the intent of the Resource designation and the general amendment criteria of the WHMPS and is consistent with the intent, objectives, and policies of the WHMPS. The amendment is also consistent with the findings and recommendations of the 2016 Parks and Open Space Plan. As a result, it is reasonable to amend the zoning of PID 45218658 from the Open Space (OS) zone to the General Resource (GR) zone.



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. However, the possible future sale of the subject lot, following the rezoning could generate Municipal revenue.

ALTERNATIVES

In response to the application, PAC/HAC may recommend that Council:

- hold First Reading and authorize a Public Hearing to approve the WHLUB map amendment as drafted or as specifically revised by direction of PAC/HAC;
Or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	West Hants GFLUM Extract
Figure 2	West Hants Zoning Map Extract - Current
Figure 3	West Hants Zoning Map Extract – Proposed
Figure 4	Survey of Subdivision 1989
Attachment A	Policy Summary for WHLUB Amendments
Attachment B	Public Information Meeting Notes

Report Prepared by: _____
Mark Fredericks, Senior Planner

Report Reviewed by: _____
Sara Poirier, Director of Planning and Development

Figure 1 - West Hants GFLUM Extract



Figure 2 - West Hants Zoning Map Extract - Current

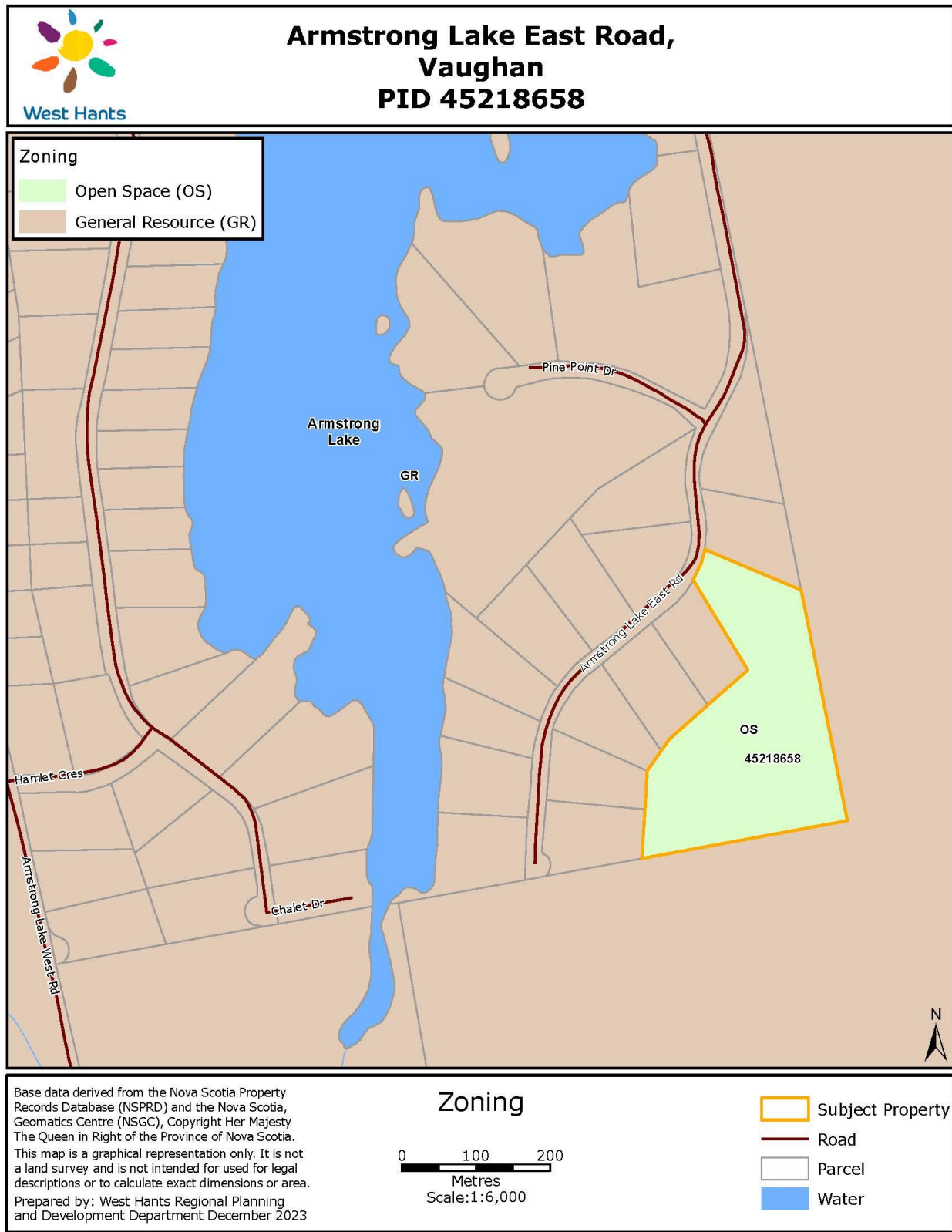


Figure 3 - West Hants Zoning Map Extract - Proposed

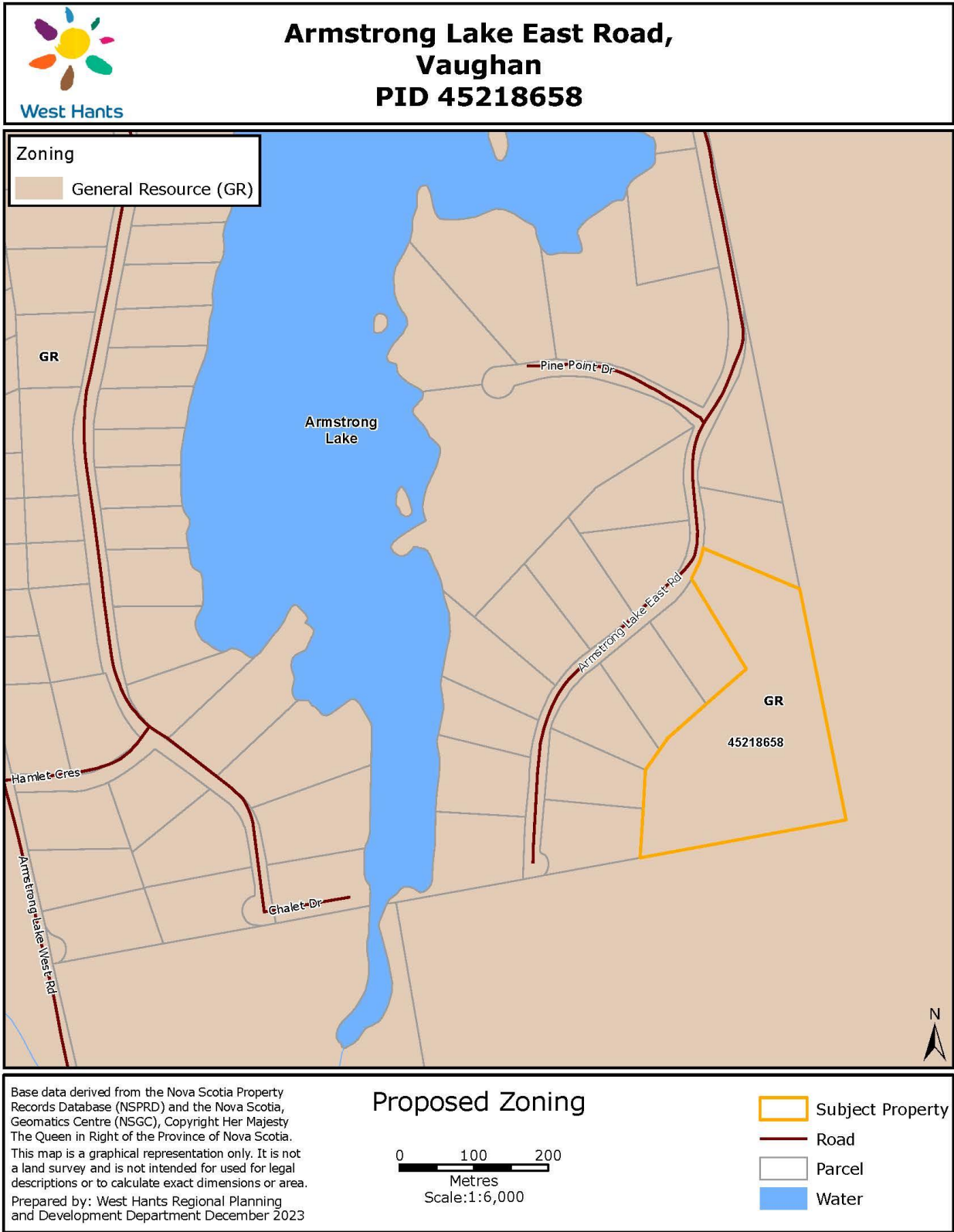
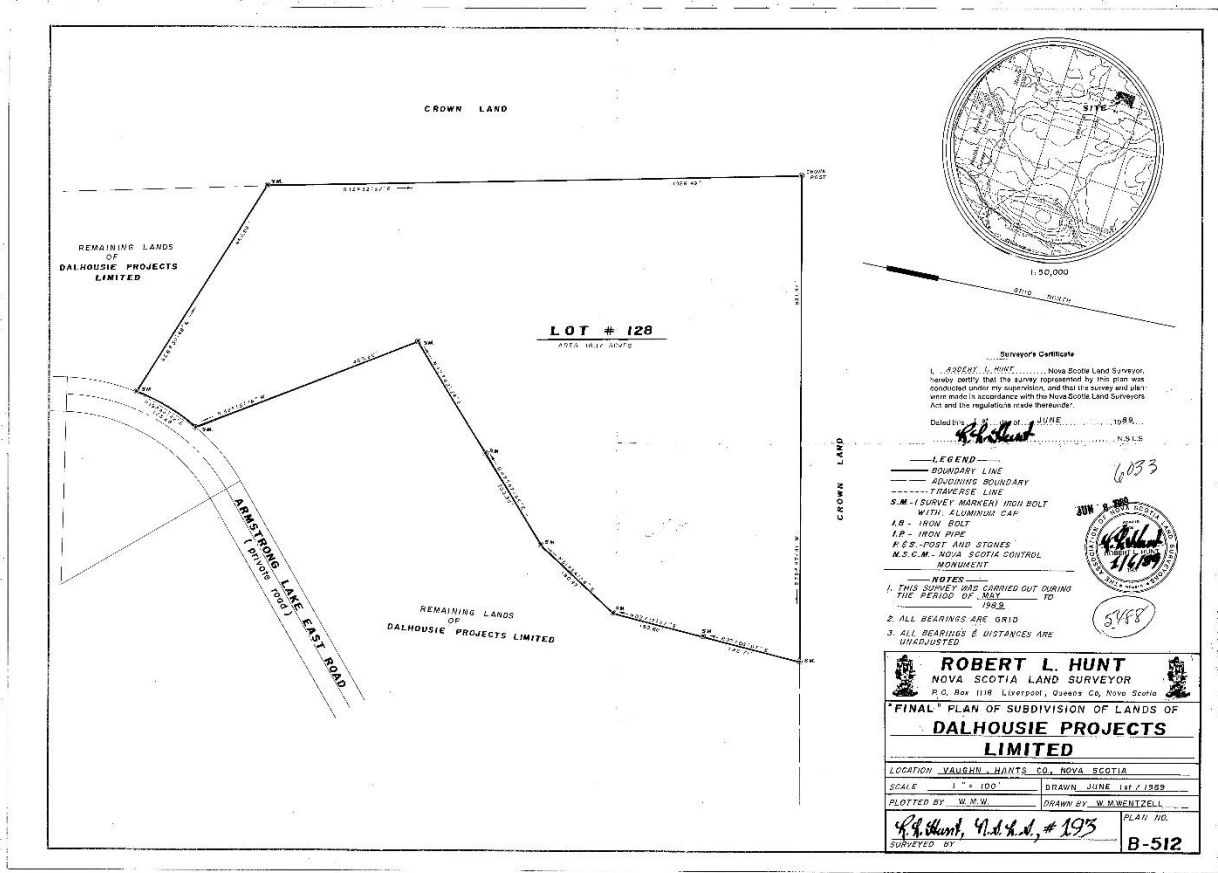


Figure 4 - Survey Subdivision 1989



Attachment A - Policy Summary for WHLUB Amendments

Policy 16.3.1 In considering development agreements and amendments to the West Hants Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:

<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	No Municipal sewer or water services are available in Vaughan. The subject property has more than adequate lot area to meet the minimum lot size requirements for lots serviced by on-site well and septic. The approval for these on-site services is the jurisdiction of Nova Scotia Department of Environment and Climate Change.
<i>(ii) the adequacy of school facilities;</i>	The proposed rezoning represents a very small potential increase in school population which is expected to be accommodated by surrounding schools.
<i>(iii) The adequacy of fire protection and other emergency services;</i>	The South West (Windsor) Fire Department is approximately 5km away from the subject property. Staff reached out to the Fire Chief but have not yet received any feedback. It is unlikely that the proposed zoning would create any new issues with adequacy of emergency equipment or response time due to the low density of the residential uses permitted in the General Resource (GR) zone.
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	The local roads around Armstrong Lake are privately owned and maintained by the Chalet Hamlet Property Owners Association. Staff spoke with Patrick Landry who is one of the Directors of the association. He was supportive of the rezoning and possible sale, as this could increase the number of homes or cottages which contribute dues towards the maintenance of the road. Patrick confirmed that the existing roads are able to accommodate low density residential development if rezoned.

<i>(v) the financial capacity of the Town to absorb any costs relating to the development.</i>	There are no anticipated costs to the Municipality regarding this development. However, the possible future sale of the subject property, following the rezoning, could generate Municipal revenue.
<i>(b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on site sewage disposal system;</i>	See (a)(i) above.
<i>(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	The Chalet Hamlet Property Owners Association had no concerns with the suitability of road regarding the proposed rezoning. There is no active rail transportation in the vicinity. There is no sidewalk or other pedestrian infrastructure in the vicinity.
<i>(d) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The shape and size of the lot is larger than the surrounding lots. Staff expect that the shape and dimensions of the subject lot could enable it to be used for a residential use.
<i>(e) the pattern of development which the proposal might create;</i>	The arrangement of properties in this area is consistent with typical rural residential private road developments. The rezoning would not create any unusual development patterns.
<i>(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses or wetlands, and susceptibility of flooding;</i>	The subject lot appears suitable for the proposed residential development. The subject lot has a wet area next to the road and has an incline and out cropping of bedrock throughout it. These aspects may introduce some challenges for most forms of development including parkland or residential.
<i>(g) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by laws and regulations; and</i>	All Municipal, Provincial, and Federal regulations will have to be met.
<i>(h) any other matter required by relevant policies of this Strategy.</i>	All relevant matters have been addressed in this report.

Attachment B - Public Information Meeting Notes

December 7 - 21, 2023

WHLUB Map Amendment: PID 45218658, Armstrong Lake East Road; File 23-29

Meeting date and time	A Public Information Meeting was held on December 7, 2023 beginning at 6 p.m. in Council Chambers at 76 Morison Drive in Windsor.
Attending	In attendance: <ul style="list-style-type: none">• Councillor Francis• Councillor Ivey• Senior Planner, Mark Fredericks• Planner, Alex Dunphy• Director of Planning and Development, Sara Poirier• Planning Administrative Assistant, Vanessa Lake• PAC/HAC member, Paul Beazley• 4 members of the public
Applicant CAO Mark Philips on behalf of Council Subject Lot PID 45218658, Armstrong Lake East Road	Planner Fredericks outlined the request from the Chief Administrative Officer to rezone a surplus Municipal property on Armstrong Lake East Road from the Open Space (OS) zone to the General Resource (GR) zone.
Comments	<p>Four members of the public were present at the meeting.</p> <p>Paul Beazley requested that the PAC/HAC report should include some discussion around road access, particularly relating to the wildfires issues with limited access in the spring of 2023.</p> <p>Staff responded that this information could be included in the report that comes forward to PAC/HAC.</p> <p>David Borden requested that when pricing the property for sale, consideration should be given to the steep slopes, rocky terrain, and water on the site as these may present barriers to residential development and the appraised value should reflect this.</p> <p>Staff responded that appraisals were being done for some of the selected surplus lands being rezoned, but they were not certain if this property has or will be receiving a property appraisal. Planner Fredericks is looking to meet David on the site to explore the area as it abuts Mr. Borden's property.</p>

	No additional input was received during the comment period.
Adjournment	There being no further business, the meeting adjourned at 6:15 p.m.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Planner

Date: January 23, 2024

Subject: WHLUB Map Amendment: PID 45226636, Halewood Drive, Falmouth; File # 23-24A

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

RECOMMENDATION

Should Council wish to proceed to Public Hearing, the following motion would be in order:

... that Council gives First Reading and will hold a Public Hearing to consider amending Schedule A of the West Hants Land Use By-law to rezone PID 45226636 on Halewood Drive, Falmouth, from the Open Space (OS) zone to the Single Unit Residential (R-1) zone as shown in the report #23-24 to the Planning and Heritage Advisory Committee dated December 14, 2023.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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A completed application was received from the Chief Administrative Officer of West Hants Regional Municipality on behalf of Council on September 20, 2023. The application was to

rezone the subject lot from Open Space (OS) to Single Unit Residential (R-1) to allow the potential for residential development. This subject lot was identified as one of 19 parkland properties specified for divestment in the Parks and Open Space Plan (2016).

DISCUSSION

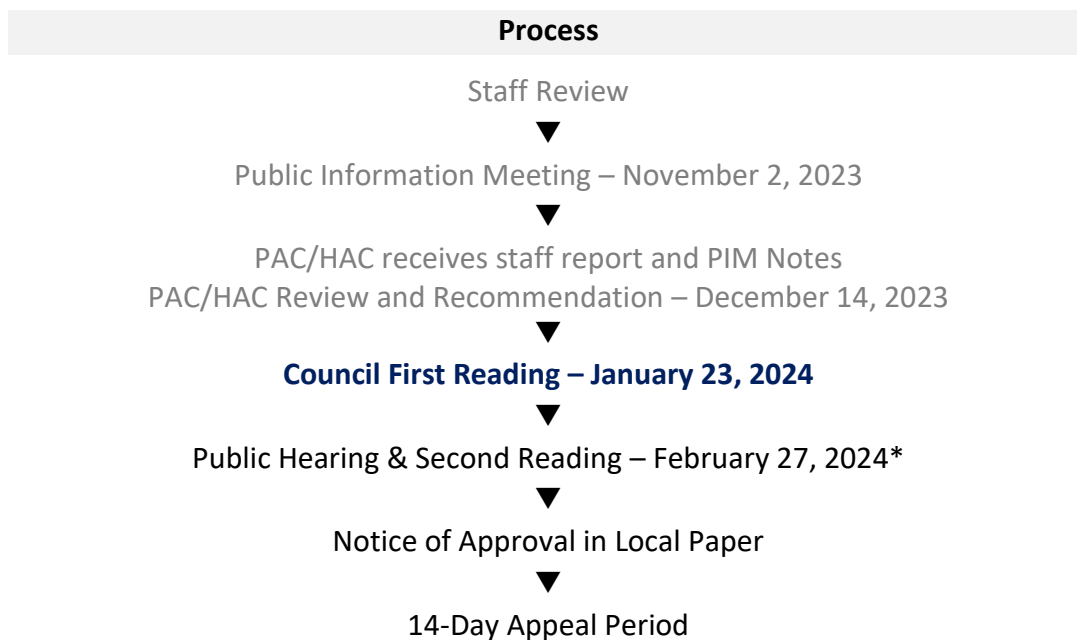
A Public Information Meeting was held on November 2, 2023.

On December 14, 2023, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The Committee discussed how Municipal greenspace is advertised, public purchasing opportunities, subdivision history, how the proceeds from divestment sales are directed to the community, and if it would be possible to subdivide and rezone a portion of the subject lot to maintain a buffer of open space land on either side for the abutting properties.

During the December 14 meeting, PAC/HAC recommended in favour of the application.

NEXT STEPS

The process for this application is as follows:



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. However, the possible future sale of the subject property, following the rezoning, could generate Municipal revenue.

ALTERNATIVES

In response to this application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction, such as requesting further information on a specific topic.

APPENDIX

Appendix A 2023-12-14 Staff Report - WHLUB Map Amendment: PID 45226636,
Halewood Drive, Falmouth; File # 23-24

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation is in keeping with the direction provided by Council to-date.

It is recognized that planning, staff, PAC/HAC and members of Council have received expressions of concern from residents, particularly those adjacent to the surplus lands about the rezoning.

To proceed with first reading will allow for the formal public hearing process that will ultimately support the final decision-making phase, SECOND READING.

I support the recommendation.

Report Prepared by: _____
Alex Dunphy, Planner

Report Approved by: _____
Sara Poirier, Director of Planning and Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

**Appendix A –
2023-12-14 Staff Report - WHLUB Map Amendment: PID 45226636, Halewood Drive,
Falmouth; File # 23-24**



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Alex Dunphy, Planner

Date: December 14, 2023

Subject: WHLUB Map Amendment: PID 45226636, Halewood Drive, Falmouth; File # 23-24

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

RECOMMENDATION

Staff recommend that the PAC/HAC forward a positive recommendation by passing the following motion:

...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending Schedule A of the West Hants Land Use By-law to rezone PID 45226636 on Halewood Drive, Falmouth, from the Open Space (OS) zone to the Single Unit Residential (R-1) zone as shown in the report #23-24 to the Planning and Heritage Advisory Committee dated December 14, 2023.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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A completed application was received from the Chief Administrative Officer of West Hants Regional Municipality on behalf of Council on September 20, 2023. The application was to rezone the subject lot from Open Space (OS) to Single Unit Residential (R-1) to allow the potential for residential development. This subject lot was identified as one of 19 parkland properties re-evaluated for divestment in the Parks and Open Space Plan.

In 2015, a Parks and Open Space Plan was completed by the Community Development Department. This report identified 20 parkland properties for potential divestment, however, the Municipality has since undertaken the development of one of these properties in collaboration with the West Hants Trails Association. After a more recent review and re-evaluation done by the Community Development Department, the 19 properties reviewed were deemed to have little to no potential as a parkland amenity and were recommended for divestment.

On October 26, 2021 Council approved the motion to:

APPROVE THE DIVESTMENT OF 17 MUNICIPALLY OWNED PARKLAND PROPERTIES AS RECOMMENDED IN THE WEST HANTS PARKS AND OPEN SPACES PLAN AND FURTHER THAT THE PROCEEDS OF SALE BE RECORDED IN A CAPITAL RESERVE ACCOUNT AND TO BE DIRECTED TO THE COMMUNITY FOR WHICH THE PROPERTY RESIDED OR THE PROCEEDS CAME FROM.

On August 21, 2023, Council approved the motion to:

THE CHIEF ADMINISTRATIVE OFFICER BE DIRECTED TO SUBMIT AN APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT TO CONSIDER REZONING LANDS PREVIOUSLY IDENTIFIED AS SURPLUS, PID 45226636, 45045952, 45215290, 45221868, 45222254, 45218658, 45222049, 45236601 AND 45225018 TO PROVIDE OPPORTUNITY FOR RESIDENTIAL DEVELOPMENT.

DISCUSSION

The subject lot is currently designated Residential on the Generalized Future Land Use Map (GFLUM) of the West Hants Municipal Planning Strategy (WHMPS) (Figure 1) and is within the Falmouth Growth Centre. The subject lot is zoned Open Space (OS) on Schedule A of the West Hants Land Use By-law (WHLUB) (Figure 2).

The subject lot was provided to the Municipality on December 21, 1990, as part of the subdivision file #34-90 and has been deemed in the Parks and Open Space Plan to have little potential to develop as amenity space due to the number of parks and open space parcels in the neighbourhood.

All properties surrounding the subject lot are designated Residential and zoned Single Unit Residential (R-1) zone. Adjacent properties are single unit dwellings, with other lots zoned Open Space (OS) located on Halewood Drive.

During the November 2, 2023 Public Information Meeting, staff were asked about the requirements for greenspace in subdivisions. In response to the question, staff consulted a Development Officer regarding the West Hants Subdivision By-law. The Development Officer confirmed that prior to approval for a final plan of subdivision, the applicant must provide either a transfer of land equal to 5% of the total area of lots to be approved or provide a sum of money equivalent to 5% of the market value of the lots to be approved. In the case of land transfer, once transferred to the Municipality, the land may be used for public use or as deemed appropriate by Council.

Municipal Planning Strategy Review

Policy 5.4.2 is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider rezoning to the Single Unit Residential (R-1) zone within the Falmouth Growth Centre. The Policy also includes criteria which must be considered in relation to the proposal. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the subject lot is capable of being serviced by municipal water and sewer; and
- the proposed use will not conflict with adjacent existing uses.

Policy 16.3.1 establishes the general criteria that must be considered for all amendments to the West Hants Land Use By-law. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Area Manager of the Nova Scotia Department of Public Works, and Public Works Engineering Division have no concerns which have not been addressed in this report.

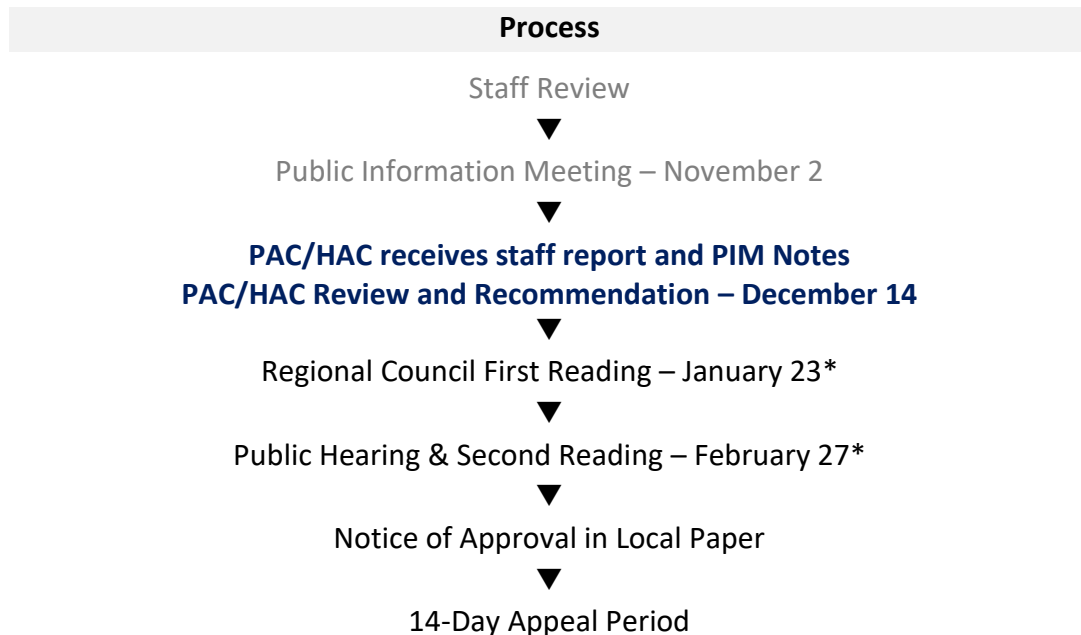
MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) Inland Flooding and Coastal Flooding maps do not show any risks of either inland or coastal flooding on the property.

Property owners are responsible for ensuring that their lot is suitable for the proposed uses.

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of the general policies of the WHMPS, and is consistent with the intent, objectives, policies and criteria of the WHMPS. As a result, it is reasonable to amend the zoning of PID 45226636 to the Single Unit Residential (R-1) zone.



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. However, the possible future sale of the subject property, following the rezoning, could generate Municipal revenue.

ALTERNATIVES

In response to this application, the PAC/HAC may recommend that Council:

- hold First Reading and authorize a Public Hearing to approve the amendment as drafted or as specifically revised by direction of PAC/HAC;
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1

West Hants GFLUM Extract

Figure 2	West Hants Zoning Map Extract
Figure 3	West Hants Proposed Zoning Map Extract
Attachment A	Policy Summary for WHLUB Amendments
Attachment B	Public Information Meeting Notes

Report Prepared by: _____
Alex Dunphy, Planner

Report Approved by: _____
Sara Poirier, Director of Planning and Development

Figure 1 – West Hants GFLUM Extract

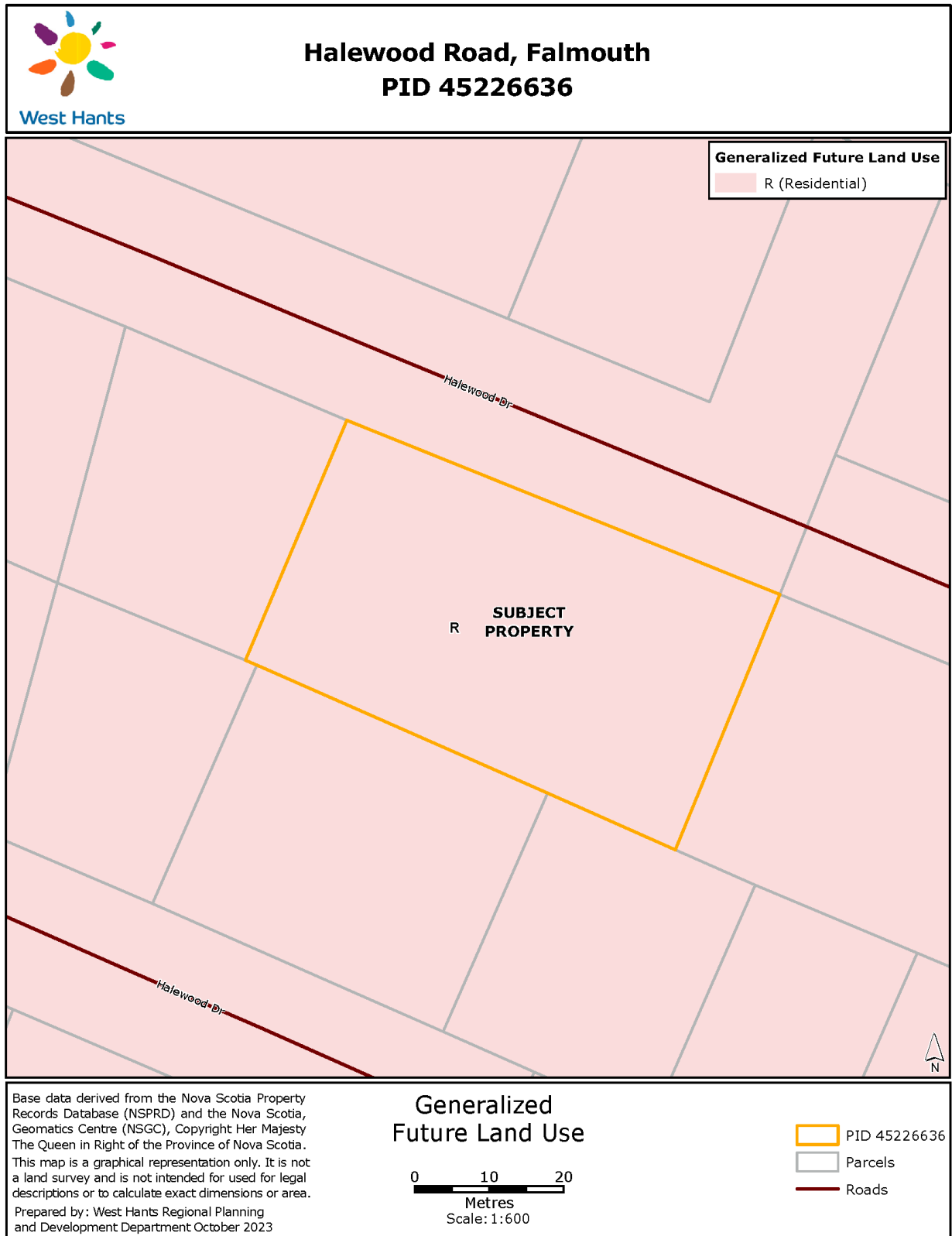


Figure 2 – West Hants Zoning Map Extract



Figure 3 – West Hants Proposed Zoning Map Extract



Attachment A – Policy Summary for Amendments

Policy 5.4.2 <i>It shall be the policy of Council to consider rezoning land within the Falmouth Growth Centre to Single Unit Residential (R 1) subject to the following:</i>	
<i>(a) the area to be rezoned is serviced, or is capable of being serviced, with municipal water and sewer; (Amendment WHMPS 14-01 Effective January 22, 2015)</i>	The Public Works Engineering Division commented that the lot is capable of being serviced by Municipal water and sewer.
<i>(b) the proposed use will not conflict with adjacent existing uses;</i>	All surrounding properties to the subject lot are single unit residences, which matches the proposed zoning. The Development Officer commented that they have no concerns regarding conflict between the proposed use and adjacent existing uses.
<i>(c) any other matter which may be addressed in a Land Use By-law; and</i>	All relevant matters have been addressed in this report.
<i>(d) Policy 16.3.1.</i>	See Policy 16.3.1 below.

Policy 16.3.1 <i>In considering development agreements and amendments to the West Hants Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:</i>	
<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	The Public Works Engineering Division commented that they had no concerns regarding the adequacy of municipal services for the proposed use.
<i>(ii) the adequacy of school facilities;</i>	The Director of Operations for the Annapolis Valley Regional Centre for Education has stated that projected capacity for student enrollment and student transportation appears sufficient to accommodate the proposed development.

<i>(iii) the adequacy of fire protection and other emergency services;</i>	The Manager of Building and Fire Inspection Services commented that they had no concerns regarding the adequacy of fire protection. The local Fire Chief commented that they also had no concerns.
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	The Area Manager of the Nova Scotia Department of Public Works commented that they had no concerns regarding the adjacent road network.
<i>(v) the financial capacity of the Municipality to absorb any costs relating to the development.</i>	There are no anticipated costs to the Municipality regarding this development.
<i>(b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on-site sewage disposal system;</i>	The Public Works Engineering Division commented that the subject lot is capable of being serviced by Municipal water and sewer.
<i>(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	The Area Manager of the Nova Scotia Department of Public Works commented that they had no concerns regarding the suitability of movement and traffic. There are no sidewalks present near the subject lot, however, the shoulder of Halewood Drive provides pedestrian access. There is no active rail line in the vicinity.
<i>(d) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The Development Officer commented that they had no concerns regarding the adequacy of the dimensions and shape of the lot for the intended use.
<i>(e) the pattern of development which the proposal might create;</i>	The Development Officer commented that they had no concerns regarding the pattern of development which the

	proposal might create. The proposed zoning matches the surrounding uses.
<i>(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, wetlands, and susceptibility of flooding;</i>	The subject lot slopes to the north and east. There is also a drainage ditch along Halewood Drive. No waterbodies or wetlands appear to be present on the mapping for the subject lot and there are no evident concerns in terms of steepness of grade, soil or geological conditions.
<i>(g) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by-laws and regulations; and</i>	All Municipal, Provincial, and Federal regulations will have to be met.
<i>(h) any other matter required by relevant policies of this Strategy.</i>	All relevant matters have been addressed in this report.

Attachment B – Public Information Meeting Notes

November 2 – 16, 2023

WHLUB Map Amendment: PID 45226636, Halewood Drive, Falmouth ; File # 23-24

Meeting date and time	A Public Information Meeting was held on November 2, 2023 beginning at 6:01 p.m. The meeting was broadcast live on the Municipal Facebook page.
Attending	<p>In attendance for the meeting:</p> <p>One (1) Chair:</p> <ul style="list-style-type: none">• Mayor Zebian <p>Four (4) members of staff:</p> <ul style="list-style-type: none">• Planner Dunphy• Planner Fredericks• Planning Assistant Lake• Director Poirier <p>Approximately 30 members of the public.</p>
Applicant CAO Mark Philips on behalf of Council Property PID 45226636, Halewood Drive, Falmouth	Planner Dunphy outlined the application to rezone the subject lot to the Single Unit Residential (R-1) zone.
Comments	<p>Comments from the public could be submitted by mail, e-mail and telephone between November 2 –16, 2023.</p> <p>Staff received 2 phone calls and 4 written submissions during the comment period. The phone calls were regarding previous correspondence regarding the future of the subject lot's zoning and interest in other available open space lots.</p> <p>5 members of the public spoke during the Public Information Meeting. Staff and applicant responses are in purple.</p> <ul style="list-style-type: none">• Katherine Watton asked about public participation and how feedback is gathered for the file. <i>Alex responded by explaining the public participation process for planning applications.</i>• Rod Hunter asked why the lot is being rezoned and if there was a buyer. <i>Alex responded that the subject lot was identified as</i>

	<p>surplus land and that an application was made by the CAO on behalf of Council.</p> <p>Mayor Zebian then commented that Council receives individual parcels of land within subdivision developments, certain pieces have been deemed surplus and identified as potential for development. No discussions have taken place regarding a future owner of the lot. The rezoning of the property was initiated prior to the lot being put on the market. Rod then asked how many lots were planned to be developed.</p> <p>Alex responded that this application is only for a rezoning to the Single Unit Residential (R-1) zone and that a separate process may permit further subdivision.</p> <ul style="list-style-type: none"> • Mark Smith commented that the other open space lots nearby are either unsafe due to sinkholes or would require a lot of work to be useable. Mark asked who is responsible for developing greenspace. Alex responded that it would be the responsibility of the Community Development department. Mark then asked what would be done with the other open space lots. Alex responded that there was no direction from Council in the application for additional greenspace development. • Ann Dodge asked if there is any requirement for green space in Municipal subdivisions. Alex responded that a Development Officer would determine what greenspace is required for subdivisions. Ann then asked why the term manufactured home was used. Alex responded that only existing manufactured homes would be permitted and that no new manufactured homes would be permitted on the lot. Ann then commented that the greenspace is
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	<p>beneficial to have and that they had been informed that it would stay as greenspace.</p> <ul style="list-style-type: none"> • Charlene Armstrong commented that they understood that the property would remain greenspace.
Adjournment	The Public Information Meeting was adjourned at approximately 6:22 p.m.

Public Email Responses Submitted for the Application

November 14, 2023

From Ann Dodge and Mark Smith

To Alex Dunphy

Dear Mr. Dunphy,

Please find attached a letter noting concern re the rezoning of property on Haleweek Drive in Falmouth.

Thank you,

Ann Dodge

Letter Attached Below

November 14, 2023

From Rod & Julie Hunter

To Alex Dunphy

Further to the meeting of November 2nd 2023, our comments on the rezoning of the above property are as follows;

Mr. Dunphy we are sending this email to advise that we are against the rezoning of PID 45226636, Halewood Drive, Falmouth, from Open Space to Residential.

We have been residents of [ADDRESS REMOVED], which is directly behind the lot being requested for rezoning, for 15 years. At the time of purchase we were informed that this lot (PID 45226636) was a permanently designated “green space” and residences would not constructed on this lot. This was one of the main factors we took into consideration when we purchased our property on Halewood Drive. From conversations with other residents near this lot they were also informed that this was to be a permanent green space.

We fail to understand after such a long period of time why a change in position has been undertaken? Should other building lots be required there are several still available in the subdivision, as well Falmouth has numerous others building lots open.

From my understanding this lot has been “green” for over 20 years and in view of this many birds and wild animals have taken advantage of this even though it may be on sporadic and temporary bases.

This is a small space in the overall scheme of things and we are hopeful you will reconsider rezoning this lot to Residential and leave it as an open space so that it can be enjoyed by families in the area as well as the many birds and animals that visit this lot.

Thank you

Rod & Julie Hunter

November 14, 2023

From George Armstrong

To Alex Dunphy

Letter Attached Below

November 16, 2023

From Nicole Dunlap-Benedict and Ryan Benedict

To Alex Dunphy

Good Morning Mr Dunphy,

Just a quick note to express how upset we are regarding the possibility of the rezoning of the above mentioned lot.

Our home, which is adjacent to the subject lot, was purchased in 2012. The west side of our house faces the green space (which is what it was called then) and in our living room we have a 7 foot picture window facing the green space. This window is larger than the other picture window in the living room facing the street. When first viewing the house to purchase, I was curious about this large window as most houses in subdivisions do not have a lot of windows on the sides, if any. The real estate agent told me that the builder adapted the house plans and added the big window plus another one on that side of the house because there would never be a neighbour there. Before putting in an offer on the house, I (Nicole) called the Municipality office to verify this was true because I wouldn't have wanted a house so open on one side in a subdivision without the trees there. I was told by the planning department that where it was

zoned a green space, it would stay a green space as this was important to have in growing subdivisions.

Years have gone by and we built a covered deck and gardens towards the green space to utilize the privacy we thought we would always have there. We even purchased the lot on the other side of our home in 2017 in order to build a garage and expand our property and again the green space factored into this decision to add onto this property instead selling and buying elsewhere where we would probably have less privacy.

As one of the original houses on this street, we have watched the homes go up around us, but the green space has remained a beautiful, natural wooded area for our subdivision. Neighbours walking by have frequently commented to us on how loud the singing birds are in there or that they saw deer coming out or that their kids love to watch the squirrels jumping from tree to tree.

We believe the green space offers a nice balance to our neighbourhood. More personally, we are concerned about our property value and how losing those trees will open up our home. Not only to potential neighbours but to the street as well.

We are opposed to the rezoning of this lot from “open space” to residential and disappointed that what we were told 11 years ago by the municipality about the importance of the green space in the subdivision seems to no longer hold true.

Yours truly,

Nicole Dunlap- Benedict

Ryan Benedict

183 Halewood Drive

Falmouth NS B0P 1P0

November 13, 2023

Mr. Alex Dunphy

West Hants Regional Municipality

76 Morrison Dr, P.O. Box 3000

Windsor NS B0N 2T0

RE: Consideration of Rezoning Lot # PID 45226636

Dear Mr. Dunphy,

My name is Mark Smith and my wife Ann Dodge and I live at [ADDRESS REMOVED] in Falmouth. The lot next to our home is under consideration for rezoning and this letter is to oppose rezoning of lot # PID 45226636. We attended the November 2nd public meeting along with members from our subdivision to voice our concerns about the rezoning of a wooded areas next to our home for development and this letter is to further express our opposition.

We moved into our home in December of 2003 and at that time we were the last available lot to be developed in the subdivision. Next to our home was a wooded area and it was a number of years before a local developer purchased the remaining land with intentions of developing building lots. In fact, we were told by the Municipality that we had to pay for a street light to be put on our street because at that time there were no intention to further develop the remainder of the subdivision, therefore it would be at our expense if we wanted a street light. We still pay a monthly a charge for our streetlight despite the fact the subdivision has now been fully developed.

When a local developer purchased the remaining land a few years later and began to develop new lots, my wife and I were approached by that individual and asked if we would support his petition to the Municipality to develop the lot next to ours as it had been designated as greenspace, and according to him, he was unable to access permission to build on the lot. We attended a public meeting at that time as well and were told by a representative from the Municipality that the lot next our home would **not** be re-zoned, and armed with that information, we believed the matter had been dealt with once and for all.

We were opposed to the lot being developed as we realized when we moved into our home that the wooded area served as home to a number of species of birds, raccoons, squirrels and other small wildlife. To this day it remains a safe space where children from the neighbourhood can play in and explore nature in their own community without fear of being encountered by strangers yet be surrounded by people they know from their neighbourhood. And as new subdivisions continue to emerge in Falmouth and the surrounding area, natural habitats continue to disappear and wildlife continue to be forced to find new spaces such as the wooded area our home that offer food, shelter, and safety. Other neighbours that have built homes beside and around the wooded area designed their homes with the understanding that it would never be disturbed.

Further down Halewood Drive at the bottom of the hill where a greenspace (or open space, or recreations space) was developed, (perhaps with the intention of trading off that space one day for the wooded lot next to our home or perhaps to meet a municipal bylaw given the number of homes in the subdivision), we have a major concern that is affecting property values and public safety. Sink holes have emerged beside and in front of the designated greenspace area and

homes in that area of the subdivision have been and continue to be negatively impacted, with our property values being adversely affected.

Two years ago, while out for a walk one evening my wife and I happened upon two young boys about to climb down into a sink hole to further explore on that designated greenspace. We were able to discourage them from continuing with their plan to enter one of the sink holes near the greenspace. Since then, that hole and many other have been filled with various materials.

It appears that little is being said publicly about the damage the sink holes have caused and a few neighbours have sold their homes near the sinks holes to get fair market value for their property before word gets out that there are places in the subdivision where purchasing a home would be a huge financial and safety risk.

The road near these spots continues to quietly be repaired by the Municipality, patching dips in pavement where it is clear the land underneath road has “disappeared”. However, as quickly as some areas are “fixed”, the ground continues to move on both sides of Halewood Drive.

Bylaws exist in developed areas to govern the designation of open space, or green space, or recreational space. The land at the bottom of the hill exists as the open space for our subdivision. Clearly there should be concerns about that land as the sink holes are all around it, making it unsafe for its designated purpose. The green space that is now being discussed for development should remain as is while additional land, safe land, be redesignated, including perhaps other lots that were noted on the map shared during the November 2 meeting.

Ann and I are community-minded citizens and appreciate the importance of growing the community. We fully understand that the housing market is at an all time high in our province with a need for more affordable housing everywhere. There are a number of young families living in our subdivision and it is wonderful to see the bicycles and scooters traveling up and down the road, however, there were other spaces identified on the map used on November 2nd to illustrate the areas under consideration for rezoning and we strongly believe that the wooded area under consideration on Halewood Dr should be protected and left as many of us have been assured over time by the Municipality it would.

Sincerely,

Mark Smith

Ann Dodge

George W. Armstrong
[ADDRESS REMOVED]
Telephone: [NUMBER REMOVED]

November 13, 2023

Alex Dunphy, Planner
76 Morrison Drive, P.O. Box 3000,
Windsor, NS, B0N 2T0
Email: adunphy@westhants.ca

To Whom it May Concern:

I am submitting this brief correspondence for consideration regarding the rezoning of PID # 45226636. I would like to draw attention to two points of concern. The first is the potential loss of green space in my neighbourhood and how this seems counterintuitive when compared to the most recent direction of West Hants Council. The second point of concern centers on the fact that this lot does not have access to sewer.

On the first point I would like to draw your attention to some of the great things happening in our municipality. I have observed, over the past few years, a municipality willing to invest in the health and well being of its citizens. For example, the building of the West Hants Sports Complex and subsequent investment in programs for youth and seniors leaves me proud to be a part of this community. The building of sports fields, swimming pools, hiking trails, and other facilities too numerous to mention promotes the healthy lifestyles of West Hants citizens. Inasmuch as this council and municipality are moving in the right direction I can't help but wonder if taking away neighbourhood green space is changing the trajectory of an otherwise community focussed and healthy practice.

The second point of concern centers on what I learned, while building my house near the lot in question. Apparently the lower portion of Halewood Drive was developed by Brison Developments and the sewer pipe was installed $\frac{1}{3}$ of the way down the street and not in front of this lot.. This fact seemed to initially escape many at Public Works until it was discovered that a lateral sewer pipe had been installed leading to my lot but none leading up the hill to the Green Space lot. Should the municipality rezone the lot in question and sell it for development who pays to have the sewer installed heading west up the hill? If the purchaser of the lot pays for this then it stands to reason that the asking price for the rezoned land will be greatly diminished. Should the municipality incur this cost then it begs the question: will the sewer be installed all the way to the top of the hill to connect with the line on ValleyView Drive? I know from my discussions with Municipal staff, at the time, that this type of work is very expensive. It may be the case that most of the potential financial benefit acquired from the sale of the land becomes lost to the cost of installing a new section of sewer line. This seems like a consideration worth noting.

Sincerely,
George Armstrong
cc: Mayor Abraham Zebian - Email: azebian@westhants.ca



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Planner

Date: January 23, 2024

Subject: Development Agreement: 172, 179, 180, 187 & 188 Wagners Court, Windsor (PIDs 45058310 and 45058344); File # 23-35A

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

Should Council wish to proceed to Public Hearing, the following motion would be in order:

... that Council gives First Reading and will hold a Public Hearing to consider entering into a development agreement to allow grouped dwellings, consisting of 11 dwelling units, on PIDs 45058310 and 45058344 on Wagners Court in Windsor which is substantively the same as the draft set out in Attachment B of the report File #23-35 to the Planning and Heritage Advisory Committee dated December 14, 2023.

... that Council requires that the development agreement with Edward Edelstein which permits grouped dwellings, consisting of 11 dwelling units, on PIDs 45058310 and 45058344 on Wagners Court in Windsor be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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An application was received from Edward Edelstein of Geome Properties Limited on October 11, 2023. The application is to allow the conversion of 5 single unit dwellings into 5 two-unit dwellings on Wagners Court by development agreement.

DISCUSSION

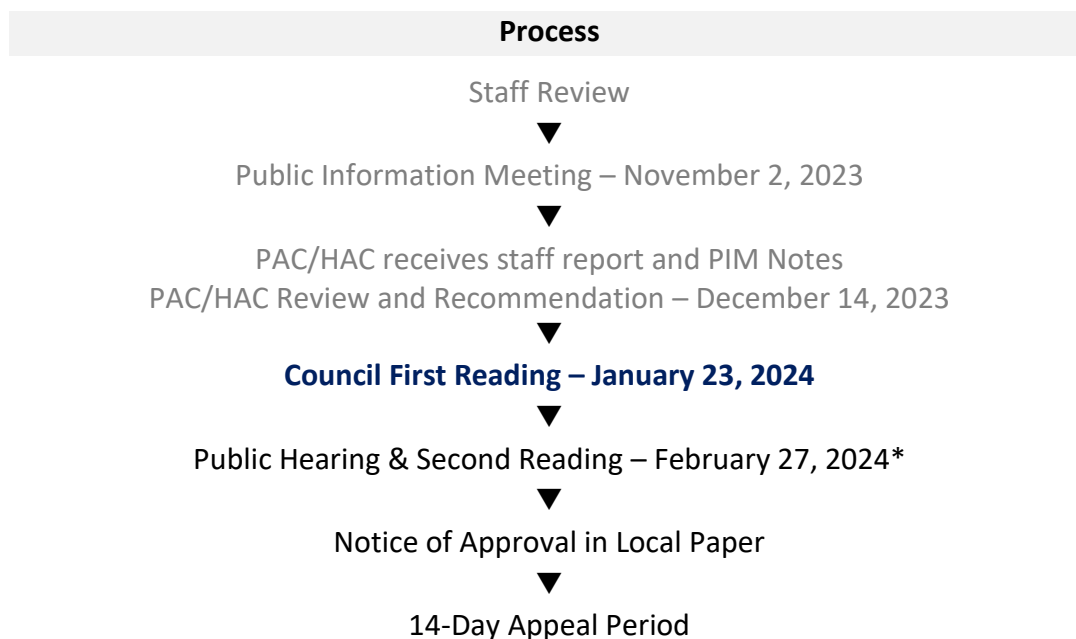
A Public Information Meeting was held on November 2, 2023.

On December 14, 2023, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The Committee discussed the property owners plan to demolish the original structures and build new due to damage, flooding protections in the proposal, and the stormwater management requirement. Staff also relayed the feedback received from both the Fire Chief and Manager of Building and Fire Inspection Services, stating that the proposed separation distances between buildings would be sufficient, provided that non-combustible building materials are used.

During the December 14 meeting, PAC/HAC recommended in favour of the application.

NEXT STEPS

The process for this application is as follows:



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to this application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the development agreement as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDIX

Appendix A 2023-12-14 Staff Report - Development Agreement: 172, 179, 180, 187 & 188 Wagners Court, Windsor (PIDs 45058310 and 45058344); File # 23-35

CHIEF ADMINISTRATIVE OFFICER REVIEW

The development and proposed changes to the Wagner Court area have been clearly displayed by Mr. Edelstein and shared with the PAC /HAC and community through the PIM process. The development addresses housing challenges in the community and can be recognized as an improvement not only to the housing units through modernization but the proposal will help to address historic flood related concerns and improve energy efficiency for those living in the units.

First reading will allow for the formal public hearing process that will ultimately support the final decision-making phase, SECOND READING.

I support the recommendation.

Report Prepared by: _____
Alex Dunphy, Planner

Report Approved by: _____
Sara Poirier, Director of Planning and Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

**Appendix A –
2023-12-14 Staff Report - Development Agreement: 172, 179, 180, 187 & 188 Wagners Court,
Windsor (PIDs 45058310 and 45058344); File # 23-35**



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Alex Dunphy, Planner

Date: December 14, 2023

Subject: Development Agreement: 172, 179, 180, 187 & 188 Wagners Court, Windsor (PIDs 45058310 and 45058344); File # 23-35

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

Staff recommends that the PAC/HAC forward a positive recommendation by passing the following motion:

...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider entering into a development agreement to allow grouped dwellings, consisting of 11 dwelling units, on PIDs 45058310 and 45058344 on Wagners Court in Windsor which is substantively the same as the draft set out in Attachment B of the report File #23-35 to the Planning and Heritage Advisory Committee dated November 14, 2023.

...that PAC/HAC recommends that Council require that the development agreement with Edward Edelstein which permits grouped dwellings, consisting of 11 dwelling units, on PIDs 45058310 and 45058344 on Wagners Court in Windsor be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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An application was received from Edward Edelstein of Geome Properties Limited on October 11, 2023. The application is to allow the conversion of 5 single unit dwellings into 5 two-unit dwellings on Wagners Court by development agreement.

DISCUSSION

The subject lots are designated Residential on the Generalized Future Land Use Map (GFLUM) of the Windsor Municipal Planning Strategy (WMPS) (Figure 1). The subject lots are zoned Two Unit Residential (R-2) and are included in the Architectural Control District on Schedule A of the Windsor Land Use By-law (WLUB) (Figure 2).

The subject lots are located on Wagners Court and currently have 3 single unit dwellings on each lot. The buildings were originally constructed as temporary housing after the fire of 1897 in Windsor. Due to the existing buildings being constructed prior to the implementation of the Windsor Land Use By-law, the buildings have been considered existing non-conforming. This means that the buildings do not meet the setback requirements of the current WLUB.

Surrounding Context

All surrounding properties are designated Residential and zoned Two Unit Residential (R-2), except the back portion of the Windsor Curling Club, being zoned Town Centre (TC) and a larger property to the south and one on the corner of Gray Street and Munroe Street which are both zoned High Density Residential (R-4). Most surrounding properties contain residential uses, with the Windsor Curling Club being located on the north side of Gray Street.

Municipal Planning Strategy Review

Policy 5.4.6 of the WMPS is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider new grouped dwellings by development agreement in the Residential designation. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the proposal does not further reduce the setbacks of the existing non-conforming buildings;
- the proposal is considered compatible with adjacent land uses;
- the draft development agreement outlines buffering and landscaping requirements;
- the architectural design of the proposal meets the requirements of the Central Residential District of the Architectural Design Manual;

- the Development Officer, Public Works Engineering Division, Fire Chief, Manager of Building and Fire Inspection Services, and the Municipal Traffic Authority have no concerns which have not otherwise been addressed in this report.

Policy 13.0.3 of the WMPS establishes the requirement for comments and recommendation from the Planning and Heritage Advisory Committee on the design review of applications for development agreements within the Architectural Control Districts. With consultation from the Development Officer, planning staff have reviewed the proposed design of the buildings, attached as Schedule B of the draft development agreement (Attachment B), and have determined that it conforms to the requirements of the Central Residential District of the Architectural Design Manual (Attachment C). The aspects reviewed by staff include:

- architectural style and façade design;
- height, proportion, and orientation;
- front yard setback;
- roof pitch and style;
- windows and dormers;
- cladding and trim;
- porches, porticos, and verandas;
- exterior staircases and fences; and
- barrier-free access.

Policy 16.3.1 of the WMPS establishes the general criteria that must be considered for all development agreements applications. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Public Works Engineering Division, and Municipal Traffic Authority have no concerns which have not been addressed in this report.

MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) highlights two simulated flooding scenarios. The first scenario is based on a storm surge that occurred in 1997, which shows the expected damage is to occur along the coastline. The second scenario shows the simulated flooding extent for probable maximum flood due to climate change. Under this scenario most of the community of Windsor will experience extensive flooding, including the subject lots.

The applicant has noted that the existing buildings were damaged during the July 2023 flood event. They have stated they will be removing existing crawl spaces, raising the main floor height, and building a new foundation from on-grade concrete slab to mitigate any future flooding impacts.

In accordance with the Municipal Services Specifications Manual, the Public Works Engineering Division will require the developer to provide a confirmation from an engineer that the pre- and post-development flows are neutral or better than before the development.

Property owners are responsible for ensuring that their lot is suitable for the proposed uses.

ADDITIONAL CONSIDERATIONS

During the November 2, 2023 Public Information Meeting, the applicant had stated that the development would be a reconstruction using the existing framework. However, after further investigation the applicant reported to staff that the damage to the existing buildings was more extensive than originally anticipated and would instead need to be completely rebuilt. Staff discussed this change with the Development Officer and determined that demolition and reconstruction of the units, as opposed to renovation, would not affect the development agreement application.

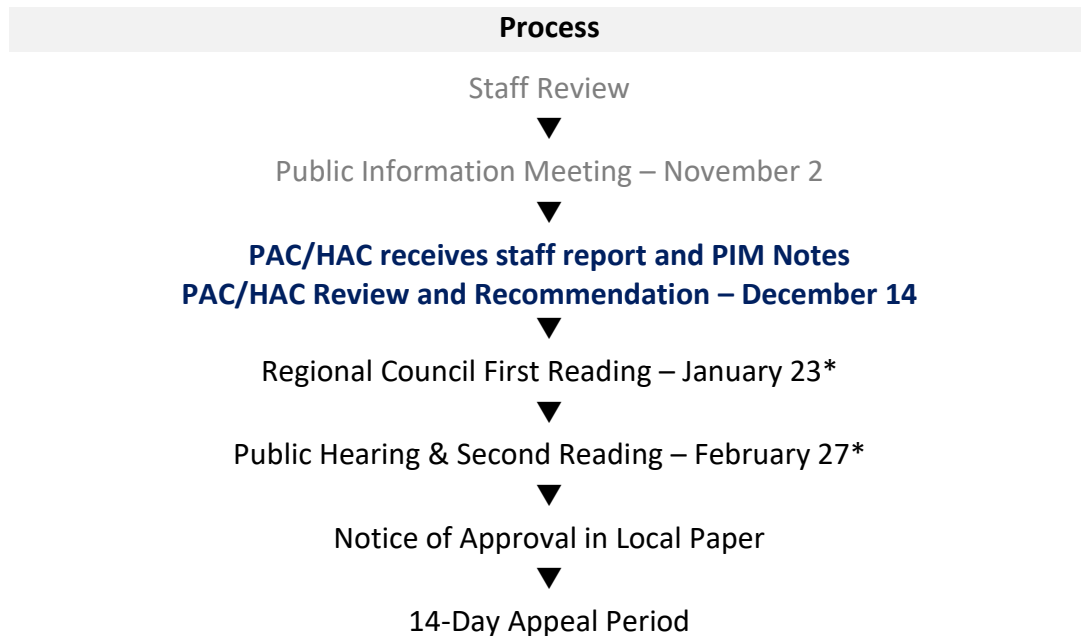
During the November 9, 2023 PAC/HAC meeting, a Committee member asked about the notification signage referring to the proposal as affordable housing. Staff responded that this was a mistake and that our policies only allow development agreements to regulate land use, not rental cost.

Another question was asked during the November 9, 2023 PAC/HAC meeting, regarding how the proposal would be affected by floodwater. As part of the floodproofing measures for the proposal, the applicant has included several floodproofing components. These include removing the existing crawl spaces, raising the main floor height, and building a new foundation from on-grade concrete slab. The applicant does not intend to change the grading of the subject lot, only the height of the buildings. As noted above, confirmation will be required from an engineer that pre- and post-development flows are neutral or better than before the development. This will ensure that there is no increase in stormwater runoff due to the proposal.

Prior to the filing of this report, the applicant had requested to submit an altered site plan (Schedule B of Attachment B). This site plan shows the buildings being moved towards each other, which helps to alleviate the non-conforming side yard setbacks, but further reduces the separation distance between the proposed buildings. At the time of writing this report, staff have not yet received comment from the Fire Chief and the Manager of Building and Fire Inspection Services but have requested a meeting to address any potential concerns.

NEXT STEPS

As noted above, the draft development agreement has been considered within the context of both the specific and general policies of the WMPS, and is consistent with the intent, objectives, policies and criteria of the WMPS. As a result, it is reasonable to consider permitting grouped dwellings, consisting of 11 dwelling units, on PIDs 45058310 and 45058344 on Wagners Court in Windsor by development agreement.



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to this application, the PAC/HAC may recommend that Council:

- hold First Reading and authorize a Public Hearing to approve the development agreement as drafted or as specifically revised by direction of PAC/HAC; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	GFLUM Extract
Figure 2	Zoning Map Extract
Attachment A	Policy Summary for Development Agreement
Attachment B	Draft Development Agreement
Attachment C	Architectural Design Manual Extract – Central Residential District
Attachment D	Public Information Meeting Notes

Report Prepared by: _____
Alex Dunphy, Planner

Report Approved by: _____
Sara Poirier, Director of Planning and Development

Figure 1 – GFLUM Extract

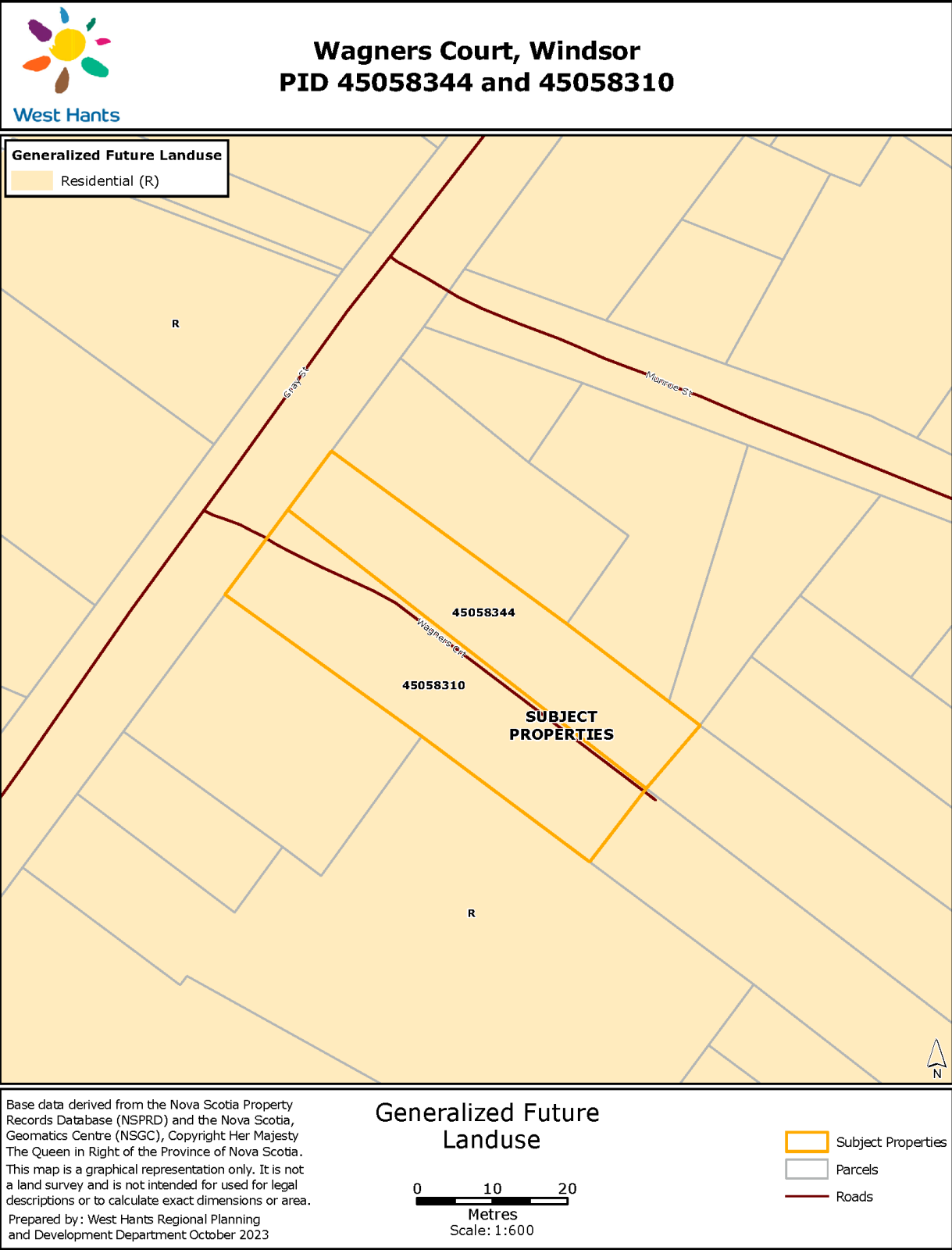
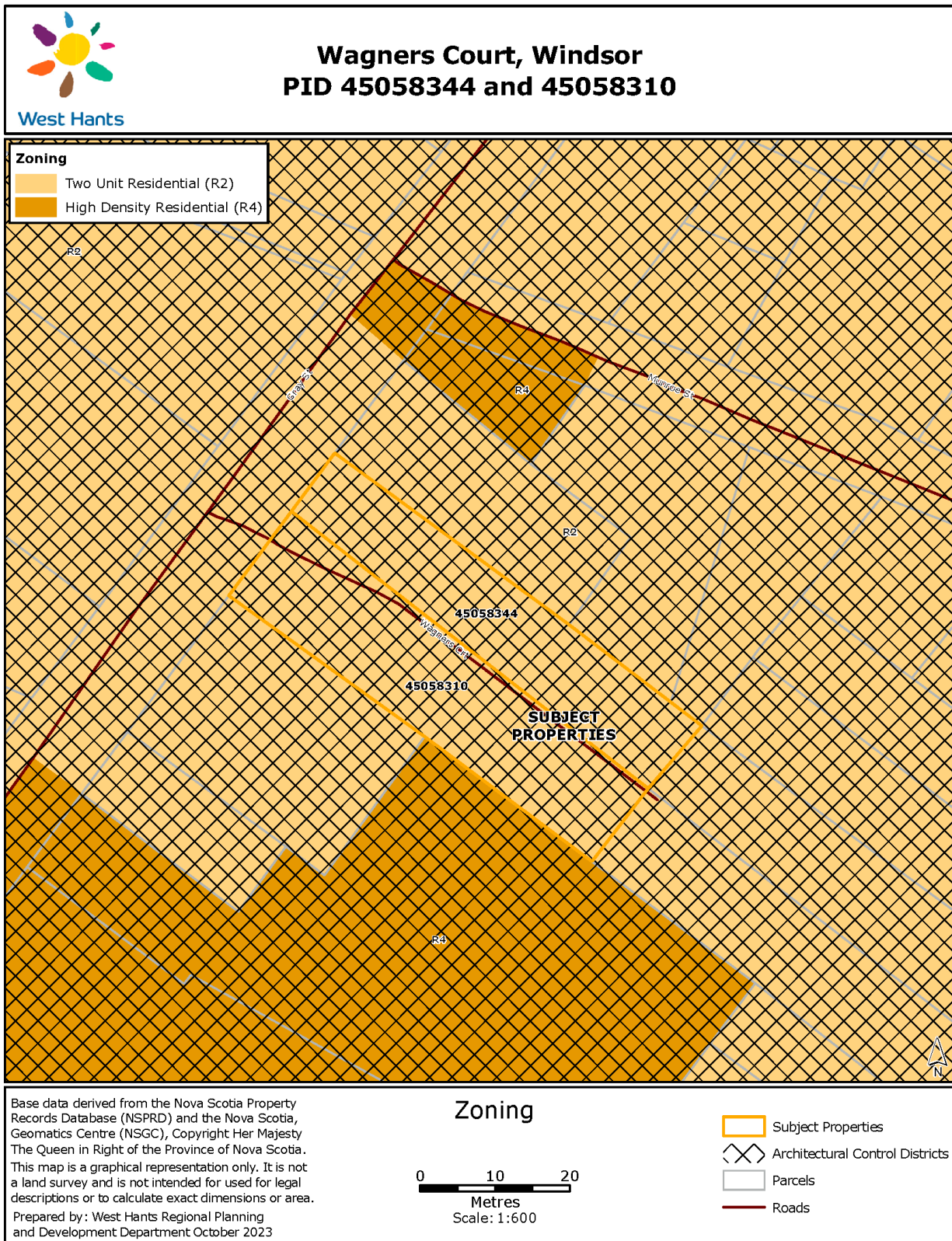


Figure 2 – Zoning Map Extract



Attachment A – Policy Summary for Development Agreement

Policy 5.4.6 *It shall be the policy of Council to consider entering into a development agreement to allow, in the Residential designation, new multiple unit residential development consisting of three or more units, grouped dwellings, boarding houses and residential care facilities, as well as the conversion of existing buildings to three or more units, subject to the following:*

(a) the proposed use meets one of the following:

(i) in the case of a new building or the conversion of an existing non-residential building, that the development is generally consistent with the High Density Residential (R-4) zone standards; or

The existing buildings on the subject lots are considered existing non-conforming buildings as they were built prior to the current WLUB. The applicant has stated that the buildings have been significantly damaged due to the July 2023 flood events and need to be demolished and reconstructed. The Development Officer commented that the proposed development does not meet the rear or side yard setback requirements, minimum lot frontage, or minimum lot area for the High Density Residential (R-4) zone. However, as the current buildings are existing non-conforming, they may be reconstructed or repaired using the footprints of the existing buildings, as long as setbacks are not further reduced during the reconstruction. A property owner is given 12 months following demolition to reconstruct the buildings within the same footprint (Section 5.23 (c) of WLUB).

(ii) in the case of a conversion of an existing residential building, that any addition or enlargement to the building meets the setback requirements of the zone in which it is located, or that any undersized setbacks are not further reduced by the addition or enlargement;

See Criterion (a) (i) of Policy 5.4.6.

<p><i>(b) the height, bulk, lot coverage and appearance of any building is compatible with adjacent land uses;</i></p>	<p>The existing development on the lot is somewhat atypical in terms of built form for the area. However, the proposal appears to be compatible with the size and appearance of adjacent land uses. The height of the proposal is less than the 35 ft. maximum building height set out in the High Density Residential (R-4) zone standards. The Development Officer also commented that the proposal would meet the architectural design requirements of the Central Residential District, which is required of to ensure that new developments match the appearance intended for this area. Staff consider this proposal to be compatible with adjacent uses.</p>
<p><i>(c) the development is considered compatible with the residential character of the area with respect to traffic generation and population density;</i></p>	<p>The Municipal Traffic Authority commented that they have no concerns regarding traffic generation or density of the proposed development.</p>
<p><i>(d) consideration is given to the provision of fences and/or landscaping as part of the residential development to minimize effects on adjacent land uses;</i></p>	<p>The draft development agreement outlines the buffering and landscaping requirements for all parking areas of the development.</p>
<p><i>(e) adequate on-site parking is provided and parking areas are well designed;</i></p>	<p>The Windsor Land Use By-law requires one parking space per dwelling unit for this proposal. A total of 12 parking spaces are provided by the proposal. The Development Officer commented that the parking proposed would be adequate for the development.</p>
<p><i>(f) there is adequate on-site recreational open space suitable in extent and design to the nature of the development; for conversion of existing buildings, nearby public parks may be deemed sufficient;</i></p>	<p>As the existing subject lots are undersized, there is limited space for on-site recreational space. There are nearby recreational spaces, such as Victoria Park, within a walkable distance from the proposal. The Development Officer commented that they have no concern regarding the</p>

	adequacy of recreational space for the proposal.
<i>(g) the development abuts an arterial or collector street as shown on the Transportation Map (Map 2), if the development consists of 12 or more units;</i>	This criterion is considered not applicable, as the proposal consists of 11 dwelling units total. However, this criterion would be met regardless, as Gray Street is considered a collector street on the Transportation Map of the WMPS.
<i>(h) the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual if the proposed development is located in an Architectural Control District;</i>	The Development Officer confirmed that the architectural design of the proposal would meet the requirements of the Central Residential District within the Architectural Design Manual.
<i>(i) in the case of the conversion of an existing structure, renovations can be made to ensure the safety of residents in case of fire;</i>	The Manager of Building and Fire Inspection Services commented that the additions to the buildings, having no openings, steel cladding, and building the interior to meet Fire Code would ensure that the development has adequate fire protection. This will be reviewed during the building permit stage of development, if the development agreement is approved.
<i>(j) any other matter which may be addressed in a development agreement; and</i>	All relevant matters have been addressed in this report.
<i>(k) the provisions of Policy 16.3.1 of the Municipal Planning Strategy.</i>	See below.

Policy 13.0.3

It shall be the policy of Council to seek comments and recommendations from the Windsor Heritage Advisory Committee on the following:

<i>(a) design review of applications for development agreements or Land Use By-law amendments within the Architectural Control Districts; and</i>	Staff have included the proposed building designs and the relevant section of the Architectural Control Manual to allow members of the PAC/HAC to review and provide comments.
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<i>(b) the designation of new Architectural Control Districts and amendments to the Architectural Design Manual.</i>	Not Applicable, as no amendment is proposed.
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<p>Policy 16.3.1 <i>In considering development agreements and amendments to the Town of Windsor Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:</i></p>	
<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	The Public Works Engineering Division commented that although capacity is not considered to be an issue, given the age of the current water/sewer infrastructure, they would suggest that the developer upgrade the mains under Wagner Court. The Public Works Engineering Division will also requires a bulk meter chamber to be installed by the developer. Staff have passed these comments along to the applicant. The applicant will be required to implement the requests of the Public Works Engineering Division during the construction phase.
<i>(ii) the adequacy of school facilities;</i>	The Director of Operations for the Annapolis Valley Regional Centre for Education has stated that they will accommodate all students.
<i>(iii) the adequacy of fire protection;</i>	As the newest site plan was provided to staff immediately prior to the filing of this report, staff have not yet received comment from the Fire Chief and Manager of Building and Fire Inspections Services based on the altered setback. Staff have reached out to all parties to set up a meeting to discuss any potential concerns. This criterion will need to be addressed prior to finalization of the draft development agreement.

<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	The Traffic Authority has no concerns regarding the road networks adjacent or leading to the development.
<i>(v) the financial capacity of the Town to absorb any costs relating to the development.</i>	There are no anticipated costs to the Municipality regarding this development.
<i>(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	<p>The Traffic Authority has no concerns regarding movement suitability on the subject lots.</p> <p>Sidewalks are provided on Gray Street and pedestrian access is required to all building entrances in the draft development agreement.</p> <p>There is no active rail line in the vicinity.</p>
<i>(c) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The Development Officer commented that the subject lots are suitable in terms of dimension and shape for this proposal.
<i>(d) the pattern of development which the proposal might create;</i>	The proposal does not significantly change the existing pattern of development. The Development Officer has no concerns regarding the pattern of development.
<i>(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, wetlands, and susceptibility of flooding;</i>	<p>The subject lots did experience significant flooding during the July 2023 flooding events. The applicant has proposed several solutions in order to prevent future damage from flooding, including removing existing crawl spaces, raising the main floor height, and building a new foundation from on-grade concrete slab. The proposal does not intend to change the grading of the subject lot, only the height of the buildings. In addition, a confirmation of pre- and post-development flows from an engineer will be required prior to receiving development and building permits.</p>

<p><i>(f) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by-laws and regulations; and</i></p>	<p>All Municipal, Provincial, and Federal regulations will have to be met.</p>
<p><i>(g) any other matter required by relevant policies of this Strategy.</i></p>	<p>All relevant matters have been addressed in this report.</p>

Attachment B – Draft Development Agreement



DEVELOPMENT AGREEMENT

THIS AGREEMENT made this day of , 2024.

BETWEEN:

WEST HANTS REGIONAL MUNICIPALITY, a body corporate pursuant to the *Municipal Government Act*, having its chief place of business at 76 Morison Drive, Wentworth Creek, in the County of Hants, Province of Nova Scotia,

(Hereinafter referred to as the “Municipality”)

OF THE FIRST PART

- and -

GEOME PROPERTIES LIMITED, a body corporate with a head office at 2159 Gottingen Street, Halifax, in the County of Halifax, Province of Nova Scotia,

(Hereinafter referred to as the “Owner”)

OF THE SECOND PART

WHEREAS the Owner is the registered owner of the parcels of land located at PIDs 45058310 and 45058344 on Wagners Court in Windsor hereinafter referred to as the “Properties”, which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Properties are designated Residential on the Generalized Future Land Use Map of the Municipal Planning Strategy, zoned Two Unit Residential (R-2) and are included in the Architectural Control District on the Zoning Map of the Land Use By-law; and

WHEREAS the Owner has requested that the Municipality enter into a development agreement to permit up to 11 dwelling units as grouped dwellings on the Properties (the “Development”); and

WHEREAS Policy 5.4.6 of the Municipal Planning Strategy and Section 6.1 (b) of the Land Use By-law enables Council to consider a development agreement for grouped dwellings; and

WHEREAS the Council of the Municipality, at a meeting held on **Month Day, 2024**, approved this request and adopted this Agreement by policy, subject to the execution of this development agreement by the parties hereto and the other conditions herein;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

PART 1 AGREEMENT CONTEXT

1.1 Definitions

In this Agreement, all words or phrases used shall carry their customary meaning unless otherwise set out in the Land Use By-law.

1.2 Schedules

The following attached schedules shall form part of this agreement:

Schedule A - Legal Description

Schedule B - Site Layout

1.3 Municipal Planning Strategy, Land Use By-law and Subdivision By-law

- (a) Municipal Planning Strategy means the Windsor Municipal Planning Strategy, effective on September 21, 2005, as amended, or successor by-laws;
- (b) Land Use By-law means the Windsor Land Use By-law, effective on September 21, 2005, as amended, or successor by-laws;
- (c) Subdivision By-law means the Windsor Subdivision By-law, effective on March 21, 2012, as amended, or successor by-laws.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

The Parties agree that uses on the Properties shall be limited to the following:

- (a) those uses permitted by the underlying zoning in the Land Use By-law; and

- (b) grouped dwellings, consisting of 11 total dwelling units.

Except as otherwise provided in this Agreement, the provisions of the Land Use By-law and the Subdivision By-law apply to any development undertaken pursuant to this Agreement.

2.2 Development Location and Design

- (a) The Development location and design shall be consistent with the Site Plan shown in Schedule B.
- (b) The Development Officer may approve in writing minor changes to the location of the buildings or other aspects of the Site Plan, provided that the setbacks are not further reduced.
- (c) The Properties shall be limited to 11 dwelling units. The Development shall conform to the following site requirements:

Minimum front yard	35 ft. (10.67 m.)
Minimum side yard	4 ft. (1.22 m.)*
Minimum rear yard	6 ft. (1.83 m.)
Maximum height of main building	35 ft. (10.67 m.)
Maximum height of accessory building	15 ft. (4.57 m.)

*The side yard setback shall not apply to the common lot line separating PIDs 45058310 and 45058344. The minimum side yard setback from this line shall be 0 ft. (0 m.)

- (d) Accessory buildings are permitted in accordance with Section 5.1 of the Land Use By-law, Accessory Buildings and Structures.
- (e) The Owner shall keep all undeveloped areas of the Properties landscaped which may include grass, shrubs, trees or other appropriate vegetative cover.

2.3 Access and Egress

- (a) The Owner shall develop, construct, and maintain the driveways in the Development in general conformance with the driveways shown on Schedule B.
- (b) The driveways shown on Schedule B shall be constructed to create a stable surface for vehicle traffic and be clearly demarcated and lined by the Owner. They may be constructed using permeable construction materials to assist with stormwater retention. The vehicular entrance and exit shall be clearly demarcated.
- (c) Pedestrian access to all building entrances must be provided.

2.4 Parking

- (a) All parking spaces shall be located on the lot and shall be generally located as shown on Schedule B.
- (b) A minimum of one parking space per dwelling unit shall be provided for the Development.
- (c) Outside parking aisles and spaces shall be constructed to create a stable surface for vehicle traffic and be clearly demarcated and lined by the Owner. They may be constructed using permeable construction materials to assist with stormwater retention.
- (d) Each parking space shall be a minimum of 9 ft. by 20 ft. (2.7 m. by 6.1 m.) exclusive of driveways and manoeuvring aisles. Parking aisles shall be a minimum of 20 ft. (6.1 m.) wide.
- (e) The number of parking spaces may be varied by the Development Officer.

2.5 Buffering

Outdoor parking shall be screened from adjacent properties, through the use of:

- (a) a mix of local species of coniferous trees. At planting, each tree shall have a diameter of at least 2 in. measured at 4.5 ft. above the surrounding grade and a minimum height of 5 ft.; or
- (b) a hedge of a variety of coniferous shrubs each of which will reach over 6 ft. in height at maturity; or
- (c) a wall or an opaque fence which is a minimum of 5 ft. in height and of sufficient height to provide a visual buffer to the abutting property; or

any combination of the above, all arranged to form a dense or opaque screen, and maintained for as long as the buffer is required.

2.6 Signs and Lighting

Signage and illumination shall be regulated under Sections 5.18 and 7.0 of the Land Use By-law, *Illumination* and *Signs*, which controls lighting, size, location, and number of signs. Exterior lighting for driveways, parking areas, signs or structures shall be shielded and directed downward to ensure there is no light spilling, glare or light cast over neighbouring properties or the street.

2.7 Maintenance

- (a) The Owner shall keep the Properties and buildings and any portion thereof clean and in good repair. Any driveways, fences, lawns, trees, shrubs, walkways and

other landscaping elements shall be regularly maintained and kept in a tidy state and free from unkempt materials or matter of any kind.

- (b) The Owner shall maintain the driveways to a level adequate to allow for access by emergency services vehicles.

2.8 Servicing

(a) Waste Collection

- (i) Municipal garbage collection will be provided to the Development from Gray Street.

(b) Water and Sewer Services

- (i) The building shall be serviced with water and sewer services provided by West Hants Regional Municipality authorized by the Municipal Engineer. Detailed design plans of the water and sewer servicing connections and layout shall be in accordance with the Municipal Services Specifications Manual and shall be submitted to the Municipal Engineer for approval prior to construction.
- (ii) The Owner shall be responsible for constructing, installing and maintaining the water and sewer services on the Property.

(c) Snow Plowing

The Owner shall have sole responsibility for snow plowing within the Development.

2.9 Fire Safety

- (a) No development permit shall be issued until the location and connection design of any fire hydrant(s) to the municipal water supply has been approved by the water utility, in consultation with the district Fire Chief.
- (b) All curbs shall be designed to be mountable by emergency services vehicles.
- (c) All access routes shall be kept clear of overhead obstructions and wires and be maintained by the Owner to allow unimpeded access to the Properties by emergency services vehicles, unless otherwise agreed to in writing by the Fire Chief.

2.10 Architectural Design

The architectural design of the Development shall be built according to the Elevation Renderings attached as Schedule B and shall be consistent with the provisions set out in

the Central Residential District Section of the Architectural Design Manual, as determined by the Development Officer.

PART 3 CHANGES and DISCHARGE

- 3.1** The Owner shall not vary or change the use of the Properties from that provided for in Section 2.1 of this Agreement, *Use*, unless a new agreement is entered into with the Municipality or this Agreement is amended.
- 3.2** Any matters in this Agreement which are not specified in Subsection 3.3 below are not substantive matters and may be changed with the written consent of Council without a public hearing provided that Council determines that the changes do not significantly alter the intended effect of these aspects of this Agreement.
- 3.3** The following matters are substantive matters:
- (a) the uses permitted on the Property as listed in Section 2.1, *Use*;
 - (b) a reduction of the minimum setbacks as listed in Section 2.2, *Development Location and Design*; and
 - (c) the fire safety requirements listed in Section 2.10, *Fire Safety*.
- 3.4** Notwithstanding the foregoing, discharge of this Agreement is not a substantive matter and this Agreement may be discharged by Council without a public hearing.
- 3.5** Notice of Intent to Discharge this Agreement may be given by the Municipality to the Owner following a resolution of Council to give such Notice:
- (a) as provided for in Section 4.1, *Commencement of Development*, of this Agreement; or
 - (b) at the discretion of the Municipality, with or without the concurrence of the Owner, where the Development has, in the reasonable opinion of Council on advice from the Development Officer, ceased operation for a period of at least twenty-four (24) months; or
 - (c) at any time upon the written request of the Owner, provided the use of the Properties is in accordance with the Land Use By-law or a new Agreement has been entered into.
- 3.6** Council may discharge this Agreement 30 days after a Notice of Intent to Discharge has been given.

PART 4 IMPLEMENTATION

4.1 Commencement of Development

- (a) The Owner may not commence any construction or use on the Properties until the Municipality has issued any development permit, building permit and/or occupancy permit that may be required. The date of commencement will be determined as the date the Owner begins Active Construction on the building within this Agreement as permitted by an issued development and building permit.
- (b) Active Construction shall commence not later than twenty-four (24) months from the date this Agreement is signed. If, in the opinion of the Development Officer, this time limit has not been met, this Agreement may be discharged at the option of the Municipality by resolution of Council in accordance with Section 229 of the *Municipal Government Act* 30 days after giving Notice of Intent to Discharge to the Owner. Upon the written request of the Owner, the Municipality, by resolution of Council, may grant an extension to the date of commencement of Development without such an extension being deemed to be an amendment to this Agreement.
- (c) If the Owner is bona fide delayed from commencing the Development for reasons which are beyond the Owner's control, the determination of which shall be at the sole discretion of the Development Officer, then performance by the Owner is excused for the period of the delay and the time period for the Owner to perform their obligations shall be extended by the Development Officer in writing for an equivalent period, without such an extension being deemed to be an amendment to this Agreement.

4.2 Material to be Provided

- (a) The Owner shall provide record drawings to the Development Officer for any portion of the development for which an engineered design is required, within ten (10) days of completion of any work which requires the engineered design.
- (b) The Owner shall, upon written request, provide the Municipality with copies of any documentation, permits or approvals required by Provincial or Federal governments or agencies.

PART 5 ADMINISTRATION and COMPLIANCE

5.1 Compliance with Other Bylaws and Regulations

- (a) Nothing in this Agreement shall exempt the Owner from complying with Federal, Provincial and Municipal laws, by-laws and regulations in force or from obtaining any Federal, Provincial, or Municipal license, permission, permit, authority, or approval required thereunder.

- (b) Where the provisions of this Agreement conflict with those of any by-law of the Municipality applicable to the Property (other than the Land Use By-law to the extent varied by this Agreement) or any statute or regulation, the higher or more stringent requirements shall prevail.

5.2 Severability of Provisions

The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

5.3 Interpretation

- (a) Where the context requires, the singular shall include the plural and the neutral gender shall include the masculine and feminine.
- (b) Where the written text of this Agreement conflicts with information provided in the Schedules attached to this Agreement, the written text of this Agreement shall prevail.
- (c) References to particular sections of statutes and bylaws shall be deemed to be references to any successor legislation and bylaws even if the content has been amended, unless the context otherwise requires.

5.4 Municipal Responsibility

- (a) The Municipality does not make any representations to the Owner about the suitability of the Properties for the development proposed by this agreement. The Owner assumes all risks and must ensure that any proposed development complies with this Agreement and all other laws pertaining to the Development.
- (b) Any failure of the Municipality to insist upon a strict performance of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Municipality may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.

5.5 Breach of Terms or Conditions

Upon breach of any term or condition of this Agreement, the Municipality may notify the Owner in writing. In the event that the Owner has not cured any such breach or entered into arrangements with the Municipality related to such breach to the Municipality's satisfaction, acting reasonably, within six (6) months of such notice then the Municipality may rely upon the remedies contained in Section 264 of the *Municipal Government Act* and may enter the land and perform any of the terms contained in the

Development Agreement, or take such remedial action as is considered necessary to correct a breach of the Agreement, including the removal or destruction of anything that contravenes the terms of the Agreement and including decommissioning the site. It is agreed that all reasonable expenses, whether arising out of the entry on the land or from the performance of the terms, are a first lien on the land that is the subject of the Development Agreement.

5.6 Costs

The Owner shall pay all costs associated with registering this Agreement and all costs associated with any amendment thereof.

5.7 Development Agreement Bound to Land

This Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Municipality in accordance with Section 229 of the *Municipal Government Act*.

5.8 Assignment of Agreement

The Owner may, at any time and from time to time, transfer or assign this Agreement and its rights hereunder and may delegate its obligations hereunder to an assign, successor, heir, or purchaser of the land bound by this Agreement.

5.9 Written Notice

- (a) The Municipality may serve notice on the Owner personally or by ordinary mail which shall be deemed to have been received within three (3) business days of mailing, addressed to GEOME PROPERTIES LIMITED, 2159 GOTTINGEN STREET, HALIFAX, NOVA SCOTIA B3K 3B5, or at any other address provided by the Owner in writing.
- (b) The Owner may serve notice on the Municipality by registered mail addressed to the Chief Administrative Officer, West Hants Regional Municipality, 76 Morison Drive, P.O. Box 3000, Windsor, NS, B0N 2T0, or at any successor address provided by the Municipality to the Owner in writing.

5.10 Full Agreement

This Agreement constitutes the entire agreement and contract entered into by the Municipality and the Owner. No other agreement or representation, oral or written, shall be binding.

IN WITNESS WHEREOF this Agreement was properly executed by the respective parties hereto on the day and year first above written.

SIGNED, SEALED AND DELIVERED

In the presence of:

Witness

Witness

Witness

) **WEST HANTS REGIONAL**

) **MUNICIPALITY**

)

)

)

Per: _____

) Abraham Zebian, Mayor

)

)

) Per: _____

) Deanna Snair, Municipal Clerk

)

)

) **GEOME PROPERTIES LIMITED**

)

)

Per: _____

) Edward Edelstein, President

**PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS**

ON THIS day of , A.D. 2023, before me, the subscriber, personally came and appeared , a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that **THE WEST HANTS REGIONAL MUNICIPALITY**, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed in presence.

A Commissioner of the Supreme Court of Nova Scotia

**PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS**

ON THIS day of , A.D. 2023, before me, the subscriber, personally came and appeared , a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that, **Edward Edelstein**, one of the parties thereto, signed, sealed and delivered the same in presence.

A Commissioner of the Supreme Court of Nova Scotia

AFFIDAVIT OF CLERK

WEST HANTS REGIONAL MUNICIPALITY

I, Deanna Snair of _____, Hants County, Nova Scotia make oath and swear that:

1. I am the Clerk of the West Hants Regional Municipality (the "Municipality") and I have personal knowledge of the matters to which I have sworn in this Affidavit.
2. The Municipality is a body corporate pursuant to the *Municipal Government Act*, S.N.S. 1988, c.18, as amended.
3. I acknowledge that the Municipality executed the attached Instrument by its proper designates duly authorized in that regard under seal on the date of this Affidavit pursuant to subsection 13(3) of the *Municipal Government Act*, S.N.S. 1988, c.18, as amended. This acknowledgement is made pursuant to subsection 31(a) of the Registry Act, R.S.N.S. 1989, c.392 and/or clause 79(1)(a) of the Land Registry Act, S.N.S. 2001, c.6, as amended, for the purpose of registering or recording the Instrument.
4. The Municipality is resident in Canada for the purposes of the Income Tax Act (Canada).

I certify that on this _____, 2023
the Municipal Clerk, Deanna Snair came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA
Print name/affix seal

Deanna Snair, Clerk

Canada
Province of Nova Scotia

AFFIDAVIT & PROOF OF EXECUTION (CORPORATE)

I, Edward Edelstein, Nova Scotia, make oath and say that:

1. I, Edward Edelstein of **GEOME PROPERTIES LIMITED**, the “Corporation”. Except as otherwise stated I have personal knowledge of the matters to which I have sworn in this Affidavit.
2. I acknowledge that I executed the foregoing instrument on behalf of the Corporation on the date of this affidavit; this acknowledgment is made for the purpose of registering such instrument pursuant to s.31(a) of the Registry Act, R.S.N.S. 1989, c.392 or ss.79 and 83 of the Land Registration Act as the case may be.
3. I verify that I have the authority to execute the foregoing instrument on behalf of the corporation and thereby bind the Corporation.
4. The Corporation is a resident of Canada under the Income Tax Act (Canada).
5. The ownership of a share or an interest in a share of the Corporation does not entitle the owner of such share or interest in such share to occupy a dwelling owned by the Corporation.

I certify that on this _____, 2023
the Deponents came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

Edward Edelstein, President

Schedule A
Legal Description – PIDs 45058310 & 45058344

PID 45058310

ALL those certain lots, pieces and parcels of land situate, lying and being in the Town of Windsor bounded and described as follows:

BEGINNING on the northeastern corner of property belonging to the estate of the late A. J. Richards and running thence northeasterly along Gray Street thirty-six feet to a stake;
THENCE southeasterly in a line parallel with the line of the said A. J. Richard's lot, two hundred feet, more or less, to the rear line of land owned by Thomas E. Puddington;
THENCE southwesterly along the rear line of said Puddington's land thirty-six feet to said A. J. Richard's lot;
THENCE northwesterly along the line of said A. J. Richards' lot two hundred feet, more or less, to the place of beginning.

BEING or intended to be the lands and premises conveyed to Angus MacGillivray by The Estate of Leslie Harold Swinamer by deed dated the 19th day of February, A.D., 1996 and recorded at the Registry of Deeds in and for Hants County in Book 773 at Page 256 as document 943.

PID 45058344



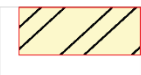
THAT certain other lot of land situate on Gray Street aforesaid in the Town of Windsor bounded and described as follows:

BEGINNING on said Gray Street at the southwestern corner of property of the estate of the late Peter Miles;
THENCE running along Gray Street in a southerly direction thirty-nine feet, more or less, or to the line of land formerly of C. L. Weeks;
THENCE running in an easterly direction along said Weeks' line two hundred feet to the rear line of the lot adjoining lands of Della Torre;
THENCE northerly along Della Torre's line thirty-nine feet, more or less, to the Miles line;
THENCE westerly along said Miles line two hundred feet to the place of beginning.

BEING or intended to be the lands and premises conveyed to Angus MacGillivray by The Estate of Leslie Harold Swinamer by deed dated the 19th day of February, A.D., 1996 and recorded at the Registry of Deeds in and for Hants County in Book 773 at Page 256 as document 943.

Schedule B
Site Plan and Architectural Design Drawings



-  - Existing building
-  - Newly Rebuilt as original
-  - Proposed addition 171 for mechanical room



2159 Gottingen St
Halifax, Nova Scotia
B3K 3B2

902. 412. 2329
info@ecogreenhomes.ca

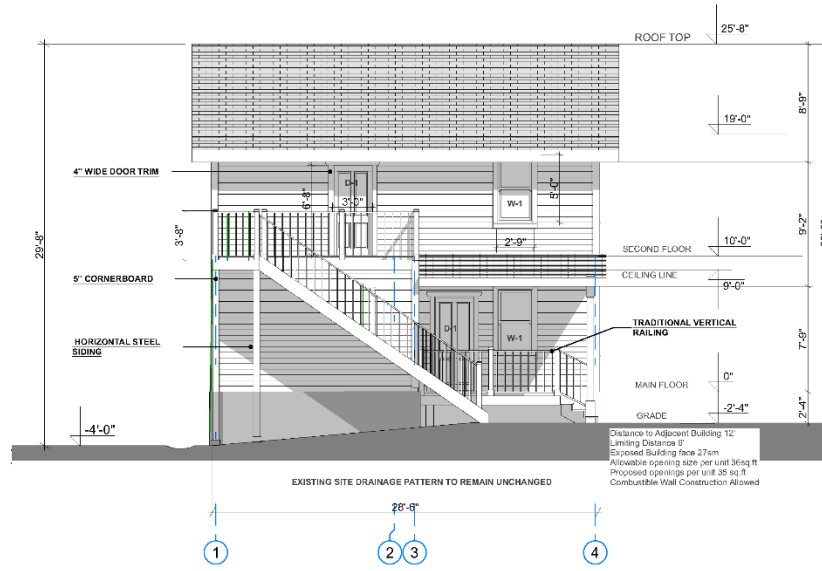
SITE PLAN

171, 172, 179, 180, 187, 188 Wagners Ct

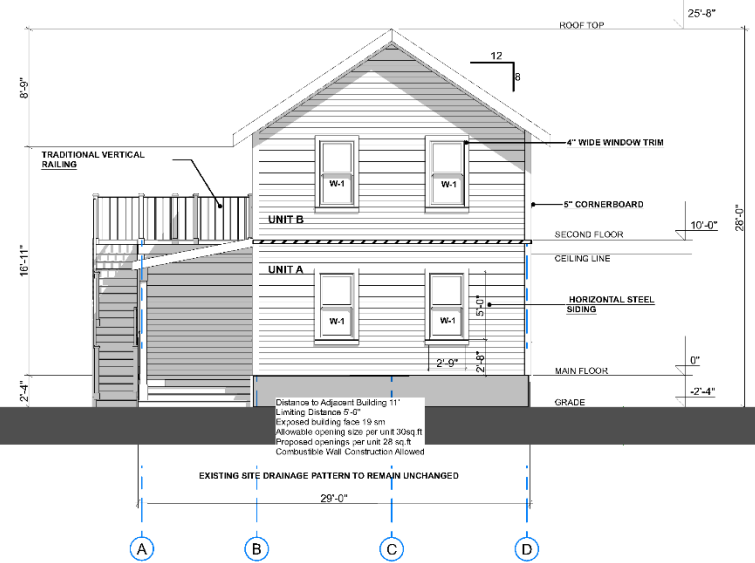
Date: 2023-12-07

A001

WEST ELEVATION



SOUTH ELEVATION



2159 Gottingen St
Halifax, Nova Scotia
B3K 3B2

902. 412. 2329
info@ecogreenhomes.ca

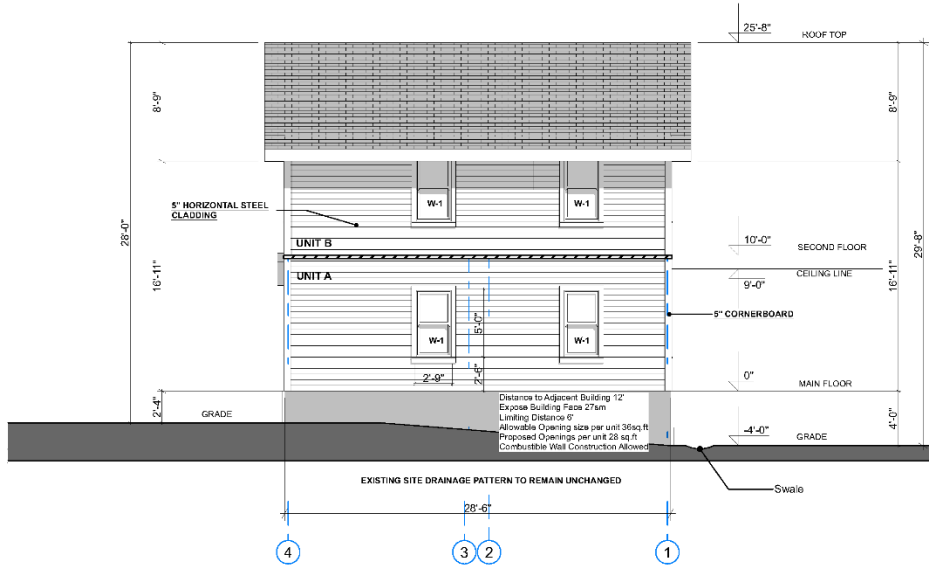
PROPOSED WEST AND SOUTH ELEVATIONS

172, 179, 180, 187, 188 Wagners Ct.

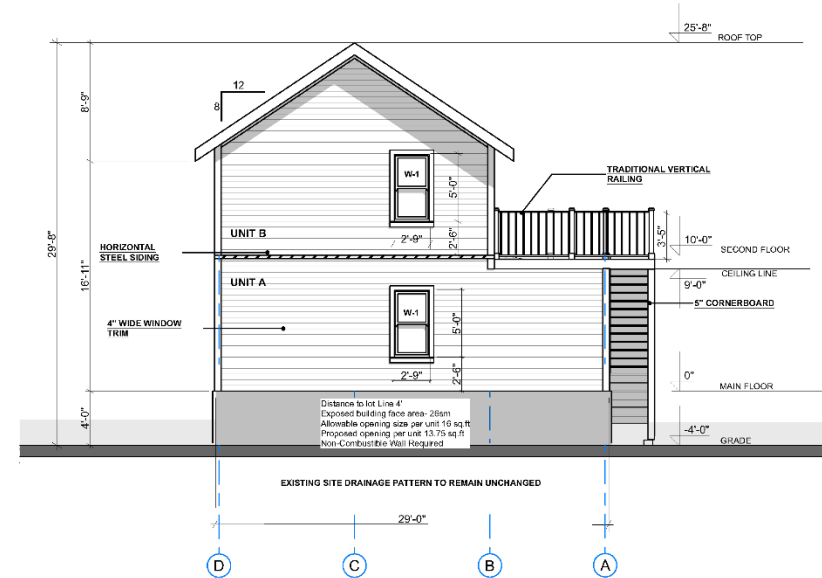
Date: 2023-12-07

A201

EAST ELEVATION



NORTH ELEVATION



2159 Gottingen St
Halifax, Nova Scotia
B3K 3B2

902. 412. 2329
info@ecogreenhomes.ca

PROPOSED NORTH AND EAST ELEVATIONS

171 WAGNERS CT.

Date: 2023-12-07
Scale: 1:100

A-202

Attachment C - Architectural Design Manual Excerpt – Central Residential District

2.0 GENERAL PROVISIONS

2.1 Relationship to the Land Use By-law

This Architectural Design Manual is adopted as a schedule to and forms a part of the Town of Windsor Land Use By-law. Within the Architectural Control Districts, the requirements herein shall apply in addition to all other requirements of the Town of Windsor Land Use By-law. Where there is conflict, the provisions of the Architectural Design Manual shall take precedence.

2.2 Application for a Development Permit

2.2.1 In addition to all other requirements of the Town of Windsor Land Use By-law, every application for a Development Permit for a development located in an Architectural Control District shall be accompanied by the following:

- (a) for new buildings:
 - (i) building plans and elevation drawings; and
 - (ii) a description of the type and dimensions, if applicable, of building materials to be used for the exterior of the building, including, but not limited to, roof, cladding, windows, doors and trim;
- (b) for alterations or additions to existing buildings:
 - (i) current photograph(s) of the existing building;
 - (ii) a description of the project;
 - (iii) a description of the type and dimensions, if applicable, of building materials to be used for the exterior of the building including, but not limited to, roof, cladding, windows, doors and trim; and
 - (iv) where the Development Officer deems necessary, building plans and elevation drawings.

2.2.2 In addition to the items specified in Section 2.2.1, the Development Officer may require the submission of photographic examples, sketches or manufacturer's brochures sufficient to illustrate the proposed project or materials to be used.

2.3 Development by Development Agreement

Where developments within the Architectural Control Districts are to be considered by development agreement in accordance with the relevant provisions of the Town of Windsor Municipal Planning Strategy, the Architectural Design Manual will be used by Council as a reference guide for the design review of such projects.

2.4 Unintentional Destruction of Conforming Structures

If a building in the Ferry Hill, Central Residential or Town Centre Architectural Control Districts, which conformed to the style of the District, is unintentionally destroyed by fire or otherwise, any

new building will be subject to the requirements for new construction set out in Sections 3.1 or 4.0, as well as the requirements of the Municipal Planning Strategy and Land Use By-law.

2.5 Intentional Demolition of Existing Structures

In cases where a building in the Ferry Hill, Central Residential or Town Centre Architectural Control Districts is intentionally demolished, whether it conformed to the style of the District or not, any new proposed building will be subject to the requirements for new construction as set out in Sections 3.1 or 4.0, as well as the requirements of the Municipal Planning Strategy and Land Use By-law.

3.0 FERRY HILL AND CENTRAL RESIDENTIAL DISTRICTS

3.1 New Construction

The public façade(s) of new buildings constructed in the Ferry Hill and Central Residential Architectural Control Districts **shall** be designed and constructed in accordance with the following:

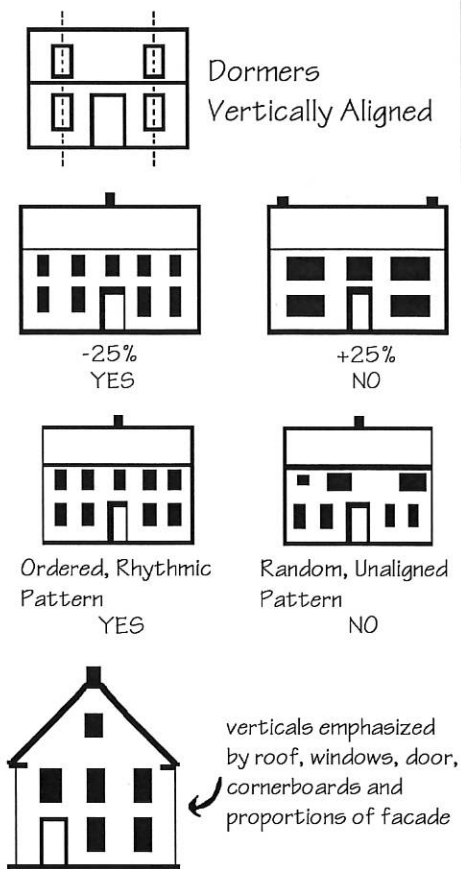
3.1.1 Architectural Style



Late 1800s and early 1900s Victorian styles predominate in the Ferry Hill and Central Residential Architectural Control Districts. It is not intended that new buildings strictly replicate historic styles; however, new construction must be designed with sensitivity to nearby historic buildings. New buildings which are custom-designed and compatible with the architectural style of neighbouring buildings are preferred over standard modern designs that can be seen anywhere.

- Buildings **shall** be designed and constructed in an architectural style which reflects and responds to the historical style of the Architectural Control District.
- Building design should reflect characteristics of one of the following architectural styles (see Appendix 'A'):
 - New England Colonial/Federal (Figure A)
 - Greek Revival (Figure B)
 - Modified Gothic (Figure C)
 - Italianate (Figure D)
 - Second Empire (Figure E)
 - Queen Anne Revival (Figure F)
 - Four Square (Figure G)

3.1.2 Façade Design

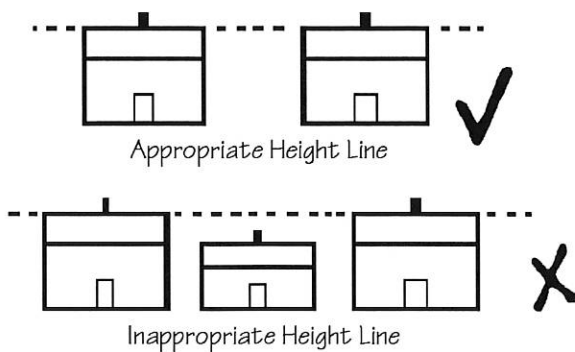


Façade elements such as doors, windows and dormers of houses in the Ferry Hill and Central Residential Architectural Control Districts tend to be aligned in a regular pattern which does not overwhelm the building façades.

The public façade(s) **shall** be designed with reference to the following factors:

- (a) window to wall area ratio: the area of the public façade occupied by window and door openings **shall** be no greater than 25 percent, excluding sunrooms and sun porches; and
- (b) rhythm and alignment: windows and doors **shall** be arranged in a simple rhythmic pattern, and should be aligned both vertically and horizontally. Where small dormers are set in a roof, they should be aligned with window or door openings in the façade below.

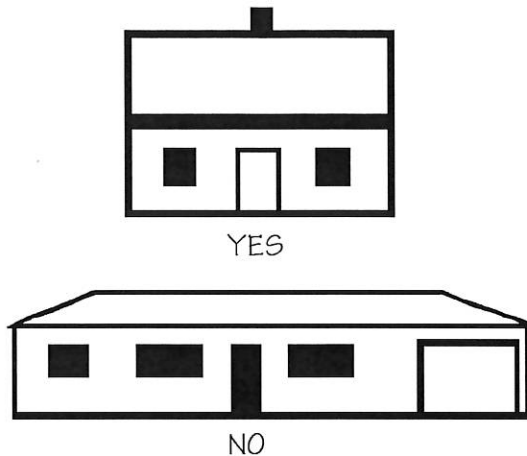
3.1.3 Height



The existing buildings in the both the Ferry Hill and Central Residential Architectural Control Districts range in height from 1 to 2½ storeys, with the majority being between 1½ and 2½ storeys. Modern one-storey ranch and bungalow styles are not characteristic.

- Building height **shall** be between 1½ and 2½ storeys.
- Height lines of adjacent structures should be respected. A common height line should be selected so that the new building blends into the existing streetscape.

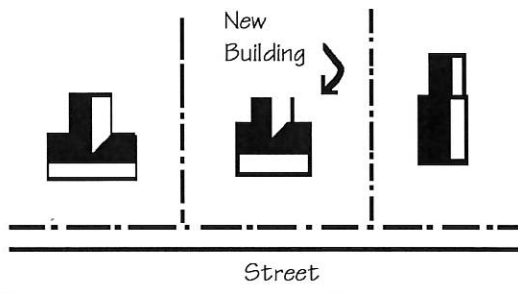
3.1.4 Proportion and Orientation



The majority of the traditional building styles in the Ferry Hill and Central Residential Architectural Control Districts have a general width to length ratio of 1:2 and are constructed with their long axis perpendicular to the street. Other traditional styles more closely resemble a width to length ratio of 1:1. Regardless of architectural style, the Town of Windsor discourages new buildings being oriented with their long axis parallel to the street.

- Buildings **shall** have a width to length ratio no greater than 1:2.
- Buildings **shall not** be constructed with their long axis parallel to the street.
- Notwithstanding the foregoing, multiple unit residential and institutional buildings may be constructed with their long axis parallel to the street provided the design incorporates an articulated façade or other architectural elements which appear to break the building into parts.

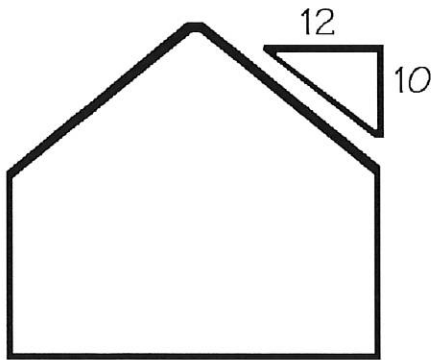
3.1.5 Setbacks



The building setbacks in the Ferry Hill and Central Residential Architectural Control Districts range from 10 to 30 feet (3 to 9 meters). Each streetscape has an average common front yard setback which contributes to the "feel" of the Architectural Control District.

- The front yard **shall** be equal to or an average of the front yards of neighbouring buildings on the same block, provided that the front yard is at least 10 ft (3.05 m) and no more than 30 ft (9.14 m).

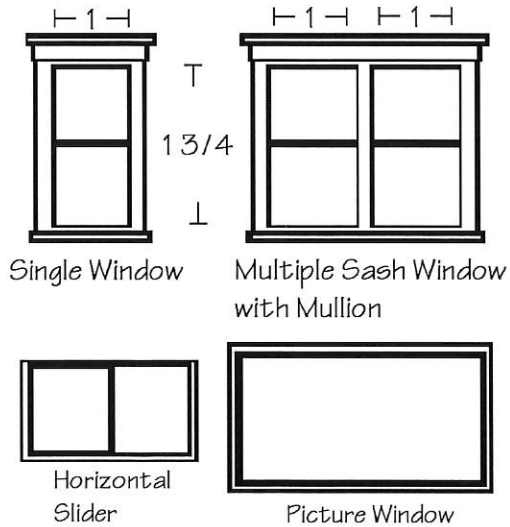
3.1.6 Roof Pitch and Style



The majority of the houses in the Architectural Control Districts have steeply pitched roofs and exhibit gable roof styles, with a few examples of hipped and mansard roofs.

- Roof pitch **shall** be medium to steep, with a minimum roof pitch of 8:12.
- One, or a combination, of the following roof styles **shall** be used:
 - (a) gable
 - (b) hipped
 - (c) mansard

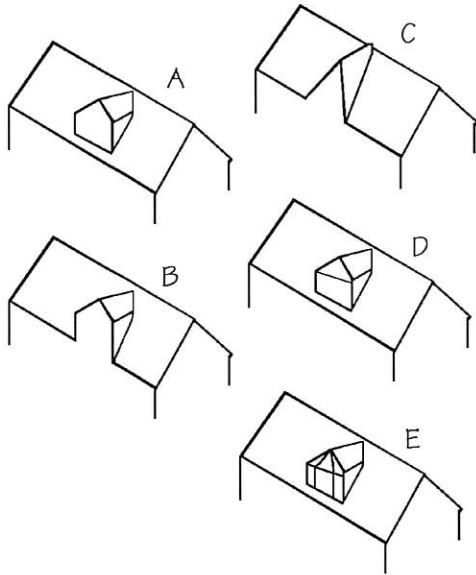
3.1.7 Windows



Houses in the Ferry Hill and Central Residential Architectural Control Districts are characterized by vertical elements, rather than horizontal. Vertically oriented windows and steeply pitched roofs are typical. Horizontally oriented windows are not characteristic.

- Windows on the public façade **shall** be vertically oriented in the façade and should be vertical sliding sash.
- Horizontally proportioned slider windows, picture windows and curved bow windows **shall not** be permitted on public façades.

3.1.8 Dormers



Generally houses in the Architectural Control Districts favour two or three small dormers rather than large shed dormers.

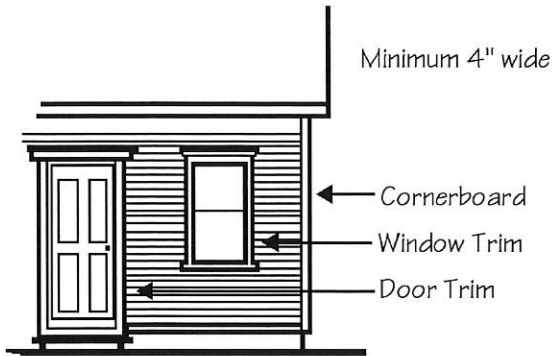
- No building **shall** have more than three dormers per roof side.
- Large shed dormers **shall not** be permitted. Smaller dormers are preferred.
- The following dormer styles are typical of existing houses and are preferred:
 - (a) Gable style (Figures A and B)
 - (b) Gothic (Figure C)
 - (c) Hipped (Figure D)
 - (d) Scottish (5-sided) (Figure E)

3.1.9 Cladding

The majority of the homes in the Ferry Hill and Central Residential Architectural Control Districts have wood cladding. The average width of the clapboard ranges between 5 ½ and 6 inches (13.97 to 15.24 cm). Because of the overlap, the actual exposure of cladding is between 3 ¾ and 4 ¼ inches (9.52 to 11.43 cm). In some instances aluminum or vinyl siding has been added, but where the original trim has been maintained, it does not detract from the historic character of the building or the Architectural Control District. Most of the houses in the Architectural Control Districts are painted or sided, rather than stained, and few of the homes are of brick or mortar construction.

- Exterior cladding **shall** be horizontally aligned clapboard or wood shingling having a maximum exposure of 4 ½ in (11.43 cm), or double 4 ½ in (11.43 cm) siding, except where the building style is Modified Gothic in which case vertical board and batten cladding may be used.
- Wood-coloured wood stains **shall not** be used on buildings with wood cladding.

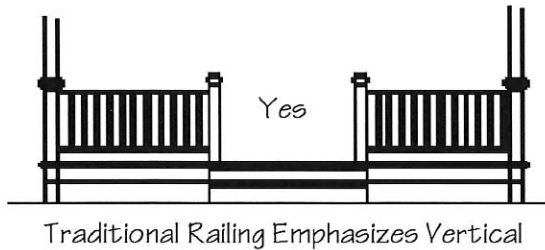
3.1.10 Trim



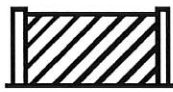
Historic building styles are often defined by their trim alone, thus making trim an important architectural feature. Buildings in the Ferry Hill and Central Residential Architectural Control Districts exhibit a range of plain to elaborate wooden trims. The Town of Windsor encourages decorative window and door trims, corner boards, frieze boards, cornices, brackets and the like on new buildings. Decorative details can contribute greatly to the overall character of the building.

- At a minimum, corner boards and trims around windows and doors **shall** be required.
- All trims **shall** have at least a 4 in (10.16 cm) width. The use of wider trim boards along with more elaborate trim treatments is encouraged.

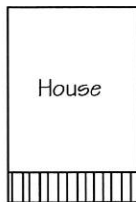
3.1.11 Porches, Porticos and Verandas



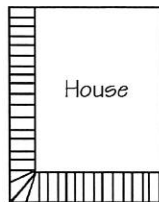
Horizontal
Emphasis



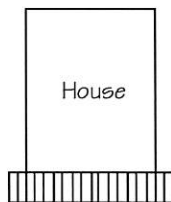
Diagonal
Emphasis



Yes



Yes



No

Building styles which incorporate verandas and porches are typical of the Ferry Hill and Central Residential Architectural Control Districts. For example, Greek Revival homes commonly have a front veranda or porch which spans the width of the public façade. Larger homes of Four Square or Queen Anne styles tend to have larger verandas that extend along more than one side of the building. Contemporary railing designs which emphasize diagonal or horizontal elements are not characteristic.

- Verandas and porches **shall not** have a width greater than the public façade of a building except where larger verandas are typical of the architectural style.
- Railings and staircases on verandas and porches **shall** be constructed with an upper and lower railing, vertical balusters and capped end posts.

3.1.12 Exterior Staircases and Fences



Traditional stairway with capped
newel posts & top & bottom rails
with balusters
6-8" apart

Exterior fire escape staircases have been added to a number of the multiple dwelling buildings in the Architectural Control Districts. These staircases, in general, have been located at the rear of the building and do not detract from the architectural style of the public façade. Some properties have fences in their front yards. Where traditional styles such as picket fences have been used they add to the character of the homes.

- Exterior staircases **shall not** be permitted on the public façade of a building except for steps associated with a porch, veranda, portico or entranceway.
- Chain link or plastic fences **shall not** be permitted in front yards.

3.1.13 Barrier-Free Access

In some buildings, it may be necessary to provide ramps to allow for barrier-free access. Nothing in this Manual is intended to prohibit a property owner from providing such barrier-free access.

- Where possible, barrier-free access ramps should be provided at the side or rear of buildings.
- When a ramp must be located at the front of a building, its design **shall** include railings with vertical balusters and capped end posts.

3.2 Additions or Alterations

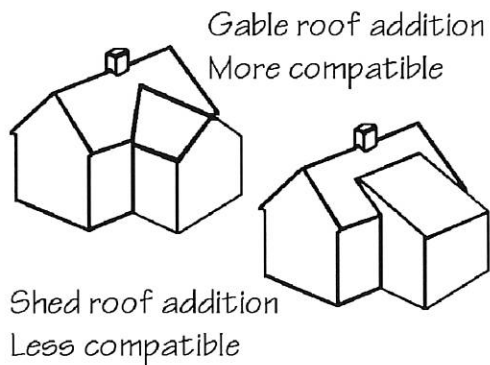
Turn of the century houses were both well designed and well constructed. The detailing in these early homes is extensive and many steps were taken in the original architectural design to protect the decorative features from the elements. It is the detailing in these Victorian homes that contributes most to their historical value and style.

The requirements of this section apply to existing buildings in the Ferry Hill and Central Residential Architectural Control Districts. The objective is to preserve original architectural features and to ensure that any additions or alterations are sensitive to the style and character of the original structure and neighbouring buildings. Therefore, any and all alterations or additions to the public façade of buildings within the Ferry Hill and Central Residential Architectural Control Districts **shall** be designed and constructed in accordance with the following:

3.2.1 Architectural Style

- At a minimum, building style **shall** comply with 3.1.1.
- No alteration or addition **shall** exceed the height of the principal structure.
- The area of any addition **shall not** exceed the existing area of the principal structure.

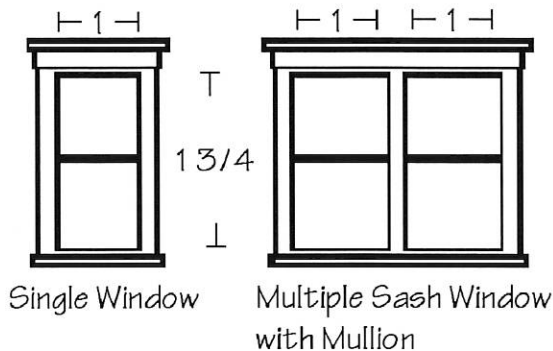
3.2.2 Roof Pitch and Style



Roof style is one of the main defining characteristics of architectural style. Unsympathetic alterations or additions to the original roof pitch or style can negatively affect the entire character of the building.

- The original roof style **shall not** be altered in a manner which is incompatible with the architectural style of the building.
- Any addition constructed on a public façade should have a roof shape and roof pitch which is similar to the principal structure.

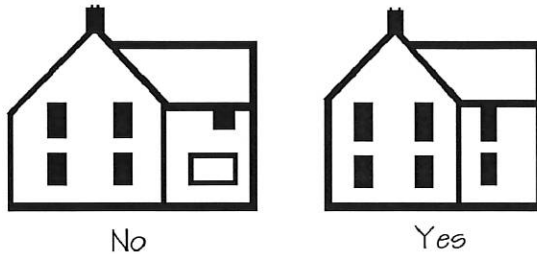
3.2.3 Window Alterations



Most windows found in the Architectural Control Districts are vertically oriented. Horizontally oriented windows are not characteristic. There are, however, several examples of Craftsman style architecture in Ferry Hill which have horizontal windows more typical of that architectural style.

- Where original windows are to be replaced or altered, the new windows **shall** have proportions the same as or similar to the original windows, and **shall not** alter the established window pattern in the façade in terms of visual balance or directional emphasis.
- Where original windows have been altered in size and/or shape, owners are encouraged to replace them with traditional windows which are more in keeping with the architectural style of the building.
- Traditional windows **shall not** be replaced by picture windows or horizontal sliders.

3.2.4 Windows on Additions



To maintain continuity throughout a building, it is important to continue the pattern and orientation of windows onto any new additions.

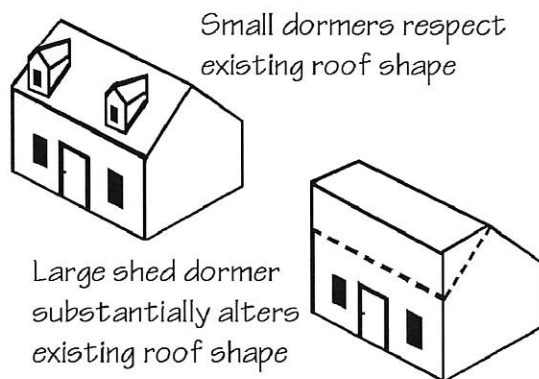
- Windows on additions **shall** have proportions and alignment which complement the existing windows on the principal structure.
- At a minimum, window orientation and style **shall** comply with 3.1.7. There are, however, a few cases where the original window orientation is horizontal rather than vertical. In such cases, the above regulation **shall not** apply.

3.2.5 Skylights

Skylights and solar panels are not considered to be complementary to the style of homes located in the Ferry Hill and Central Residential Architectural Control Districts.

- Skylights and solar panels are not encouraged in the public façade.
- Bubble skylights **shall not** be permitted in the public façade.

3.2.6 Dormers



Roof style is an important architectural characteristic. Dormers play an important part in the roof style. The existing dormers in the Ferry Hill and Central Residential Architectural Control Districts tend to be quite small and do not detract from the roof style.

- New dormers **shall not** substantially alter the established shape or form of the roof. Where small dormers are set in a roof, they should be aligned with window or door openings in the façade below.
- The requirements for dormers as contained in 3.1.8 **shall** apply.

3.2.7 Doors

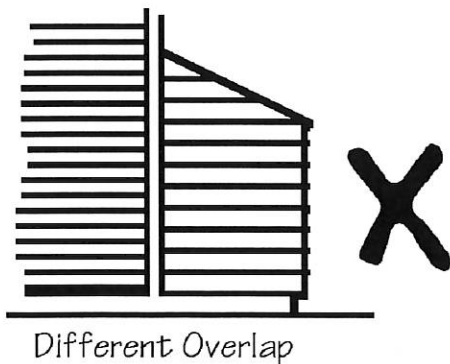
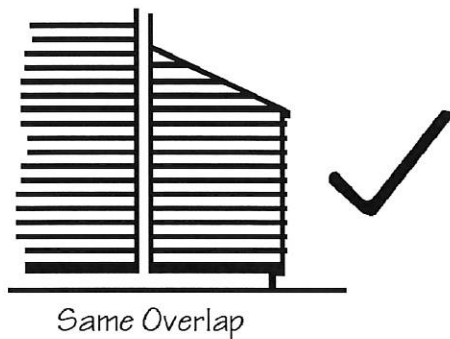
The buildings in the Architectural Control Districts generally have one front entrance, a single door. Double patio doors or sliding doors at the front of the house are not characteristic. Expanding a door frame in the public façade to include double doors or sliding doors is not permitted.

- Where an existing door is to be replaced, the dimensions of the new door **shall** be reasonably consistent with the dimensions of the original door.
- Double patio doors or sliding doors **shall not** be permitted on the public façade.

3.2.8 Replacement of Cladding Materials

- The requirements for cladding in 3.1.9 **shall** apply, except that existing buildings with brick or masonry cladding may replace it with the same or similar material.

3.2.9 Cladding and Trim on Additions



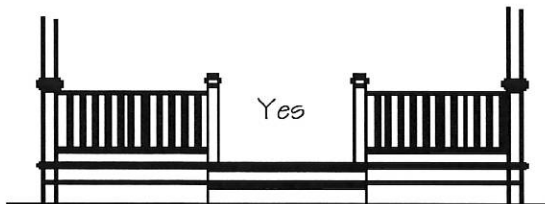
- The cladding on an addition **shall** match the cladding on the principal structure and should have the same overlap.
- The trim on an addition **shall** be of similar width and style as the trim on the principal structure.
- The requirements for trim as contained in 3.1.10 **shall** also apply.

3.2.10 Trim Alterations

Trim is one of the most important characteristics of historic buildings as it is often the single defining feature of building age and style. Many buildings in the Architectural Control Districts still have their original wooden trims, corner boards and frieze boards. These features are characteristic of Victorian style homes and should be preserved where possible.

- Existing historical trim such as corner boards, frieze boards, baseboards, window and door trim, brackets, dentils, etc., **shall** be retained, except where it has passed the point of repair.
- Where trim cannot be repaired and is to be removed, new trim **shall** be replaced in accordance with the regulations contained in 3.1.10.

3.2.11 Porches, Porticos and Verandas

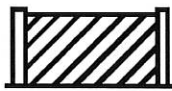


Traditional Railing Emphasizes Vertical



Horizontal
Emphasis

No



Diagonal
Emphasis

The majority of the porches, verandas and porticos in the Architectural Control District were built at the time of the original building. Any new structure built on the public façade will dramatically affect the appearance of the building. It is important to build porches or verandas in a traditional style so as not to detract from the original architectural style of the primary structure. Modern porch, deck and veranda styles are not appropriate for the public façade of any building.

- New or replacement porches, porticos and verandas **shall** be designed and constructed in a manner which reflects the historical style of the main structure and/or the surrounding structures or is historically documented through photographs.
- At a minimum, porches, porticos and verandas **shall** comply with 3.1.11.

3.2.12 Exterior Staircases and Fences

- Any exterior staircases and fences **shall** comply with 3.1.12.

3.2.13 Barrier-Free Access

In some buildings, it may be necessary to enlarge doorways and provide ramps to allow for barrier-free access. Nothing in this Manual is intended to prohibit a property owner from providing such barrier-free accesses.

- The requirements of 3.1.13 **shall** apply.
- The requirements for door dimensions set out in 3.2.6 **shall** be waived when the increased door size is required to provide barrier-free access.

3.3 Non-Conforming Buildings

A number of buildings in the Architectural Control Districts do not exhibit characteristic architectural features, either because they were built later or because they have been extensively altered. These buildings are listed as non-conforming structures in Table 1. Although the Town encourages the owners of such buildings to design any alterations or additions in a style which respects the historic nature of neighbouring structures, as-of-right alterations or additions will not be required to comply with the Architectural Design Manual.

Table 1 Non-Conforming Structures in the Central Residential and Ferry Hill Districts

Civic Address	PID	Style
175 Albert St	45058278	Bungalow
415 Avon St	45048295	Bungalow
30 Cedar St	45240421	Modern Duplex
32 Cedar St	45240439	Modern Duplex
111 Gray St/158 Stannus St	45058476	Modern multiple unit building
123 Gray St	45058468	Small local commercial
175 Gray St	45058377	Modern multiple unit building
370 Hawthorne St	45048345	Bungalow
207 Munro St	45241700	Modern Semi-detached
209 Munro St	45282365	Modern Semi-detached
208 Stannus St	45236973	Bungalow
122 Victoria St	45241734	Modified Ranch (residential care facility)

-
-
- 3.3.1** As-of-right alterations and additions to existing buildings, as listed in Table 1, which do not conform to the architectural style of the Architectural Control Districts **shall** be exempt from Section 3.2 of this Manual.

Developments involving the conversion of an existing non-conforming building to a multiple residential, institutional, commercial or industrial use will be considered by Council through a development agreement or Land Use By-law amendment in accordance with the relevant policies of the Municipal Planning Strategy. It may be impossible to comply with all aspects of the Architectural Design Manual when converting an existing non-conforming building; however, Council will use the Architectural Design Manual as a reference guide for the design review of such projects.

- 3.3.2** Developments involving the conversion of an existing non-conforming building (listed in Table 1) to a multiple residential, institutional, commercial or industrial use **shall** be designed in a manner that is reasonably consistent with the Architectural Design Manual.

The *Municipal Government Act* allows for special provisions in cases of fire or damage to a non-conforming building. Council does not wish to create undue costs for a building owner who has lost a home in such circumstances.

- 3.3.3** In the case of a non-conforming building listed in Table 1 being destroyed by fire or other damage, as described in the Municipal Government Act (Part 239 (1) a), the owner will not be required to build according to the requirements for new buildings as contained in Section 3.1 but may rebuild the structure provided the public façade is substantially the same as before. If the owner wishes to construct a building of a different style than the original structure, the requirements of Section 3.1 must be met.

3.4 New Accessory Structures

- 3.4.1** In the Ferry Hill and Central Residential Architectural Control Districts, cladding materials on new accessory buildings greater than 200 ft² (18.58 m²) in total area **shall** match the principal structure.

Attachment D – Public Information Meeting Notes

November 2 –16, 2023

Development Agreement: 172, 179, 180, 187 & 188 Wagners Court, Windsor
(PIDs 45058310 and 45058344); File # 23-35

Meeting date and time	A Public Information Meeting was held on November 2, 2023 beginning at 6:22 p.m. The meeting was broadcast live on the Municipal Facebook page.
Attending	<p>In attendance for the meeting:</p> <p>One (1) Chair:</p> <ul style="list-style-type: none">• Mayor Zebian <p>One (1) Councillor:</p> <ul style="list-style-type: none">• Councillor Francis <p>Four (4) members of staff:</p> <ul style="list-style-type: none">• Planner Dunphy• Planner Fredericks• Planning Assistant Lake• Director Poirier <p>Approximately 30 members of the public.</p>
<p>Applicant Edward Edelstein, Geome Properties Limited</p> <p>Property 172, 179, 180, 187 & 188 Wagners Court, Windsor (PIDs 45058310 and 45058344)</p>	<p>Planner Dunphy outlined the application to allow 5 proposed two-unit dwellings grouped on two subject lots by development agreement.</p> <p>Edward Edelstein provided a presentation on the proposal and answered questions from the public.</p>
Comments	<p>Comments from the public could be submitted by mail, e-mail and telephone between November 2 –16, 2023. No comments were submitted from the public during the comment period.</p> <p>4 members of the public and the applicant spoke during the Public Information Meeting. Staff and applicant responses are in purple.</p> <ul style="list-style-type: none">• David Morison asked how it would be possible to increase the number of units on a lot that was zoned Two Unit Residential (R-2). Alex responded by explaining the development agreement process.

	<p>Edward also commented that the bedroom count would not be changing and provided some background on the existing and proposed uses.</p> <ul style="list-style-type: none"> • Marty Butler commented that they were in favour of the proposal and asked about the affordable housing grant. Edward responded by explaining that the development would receive a portion of funding from Housing Nova Scotia to rent the units at the median market rate for a period of 10-15 years. • Margarette Morison asked about the traffic and the effect on the property value. Edward responded that traffic is not a concern based on the consultation with a traffic engineer and that nearby property value would increase. Margarette was concerned with the parking. Mayor Zebian responded that parking would be dealt with through the development agreement. • Richard Levy asked if the buildings would be complete new builds. Edward responded that the framework would remain, however all the other building components would be new.
Adjournment	The Public Information Meeting ended at 6:52 p.m.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Alex Dunphy, Planner

Date: January 23, 2024

Subject: WMPS and WLUB Text Amendments: Pesaquid Comprehensive Development District; File # 23-39A

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

RECOMMENDATION

Should Council wish to proceed to Public Hearing, the following motion would be in order:

...that Council gives First Reading and will hold a Public Hearing to consider amending the Windsor Municipal Planning Strategy and Land Use By-law to allow residential units at the rear of commercial uses on the ground floor of existing buildings in the Pesaquid Comprehensive Development District (P-CDD) zone in a manner substantively the same as Attachment B of the staff report to the Planning and Heritage Advisory Committee report dated January 11, 2024.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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A completed application was received from Chad and Mandy Singleton on October 19, 2023. The application is to permit residential units behind commercial units on the ground floor.

DISCUSSION

A Public Information Meeting was held on December 7, 2023.

On January 11, 2024, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The Committee discussed the wording for the location of the residential units, fire safety requirements, residential unit configuration, application background, and waterfront development. The Committee discussed the ability for this proposal to be considered by development agreement instead of through an amendment to the Pesaquid Comprehensive Development District (PCDD) zone at length. As there are only 16 properties within the Pesaquid Comprehensive Development District (PCDD) zone, the commercial uses will remain on the street frontage and the amendment only intends to add the option to include residential units without affecting the ability for commercial development, staff are recommending the amendments to the Pesaquid Comprehensive Development District (PCDD) zone.

Staff also relayed the feedback received from both the Fire Chief and the Public Works Engineering Division. The Fire Chief commented that residential units would require unimpeded access, which is already a requirement of the permitting process, and the Public Works Engineering Division commented that they did not have any concerns regarding the capacity of municipal services for the proposed amendment.

During the January 11 meeting, PAC/HAC recommended in favour of the application.

NEXT STEPS

The process for this application is as follows:



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to this application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the amendments as drafted or as specifically revised by direction of Council; or
- provide alternative direction, such as requesting further information on a specific topic.

APPENDIX

Appendix A 2023-01-11 Staff Report - WMPS and WLUB Text Amendments: Pesaquid Comprehensive Development District; File # 23-39

CHIEF ADMINISTRATIVE OFFICER REVIEW

This matter has been reviewed by the PAC / HAC. The amendment will assist with the provision of residential units in the downtown area. For the noted property owner, it will allow for residential use on the back side of the property but not requiring it should they elect to re-establish a commercial use.

First reading will allow for the formal public hearing process that will ultimately support the final decision-making phase, SECOND READING.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Sara Poirier, Director of Planning and Development

Report Approved by:  _____

Mark Phillips, Chief Administrative Officer

Appendix A –
2023-01-11 Staff Report - WMPS and WLUB Text Amendments: Pesaquid Comprehensive
Development District; File # 23-39



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Alex Dunphy, Planner

Date: January 11, 2024

Subject: WMPS and WLUB Text Amendments: Pesaquid Comprehensive Development District; File # 23-39

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

RECOMMENDATION

Staff recommend that the PAC/HAC forward a positive recommendation by passing the following motion:

...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the Windsor Municipal Planning Strategy and Land Use By-law to allow residential units at the rear of commercial uses on the ground floor of existing buildings in the Pesaquid Comprehensive Development District (P-CDD) zone in a manner substantively the same as Attachment B of the staff report to the Planning and Heritage Advisory Committee report dated January 11, 2024.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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A completed application was received from Chad and Mandy Singleton on October 19, 2023. The application is to permit residential units behind commercial units on the ground floor.

DISCUSSION

The applicants are owners of a business on Water Street in Windsor and would like to convert a portion of the ground floor for residential uses. The commercial use would still face the street. The applicant's lot is designated Town Centre and Commercial Development District on the Generalized Future Land Use Map (GFLUM) of the Windsor Municipal Planning Strategy (WMPS). The subject lot is zoned Pesaquid Comprehensive Development District (P-CDD) and are included in the Architectural Control District on Schedule A of the Windsor Land Use By-law (WLUB). Currently, the WMPS and WLUB do not allow residential uses on the ground floor in the Pesaquid Comprehensive Development District (P-CDD) zone. Staff reviewed the WMPS and WLUB and determined there were no policy options to consider the proposed use by development agreement. Staff reviewed the application and determined the request was similar to the Commercial (C-1) zone in Hantsport where residential uses are permitted with located behind, above, or below a commercial use. Staff have drafted the following amendments based on the Commercial (C-1) zone from the Hantsport Land Use By-law which, if approved, would allow the requested residential use behind a commercial use on the ground floor.

Windsor Municipal Planning Strategy

Policy 7.5.3 and 7.5.5 of the Windsor Municipal Planning Strategy (WMPS) outlines the types of uses that Council will consider within the Pesaquid Comprehensive Development District (P-CDD) zone.

Policy 7.5.3 It shall be the policy of Council that within the Pesaquid CDD, Council will consider a mix of uses including:

(a) commercial development including retail, service, office and entertainment uses;

(b) recreational facilities to accommodate passive and active recreational activities or special events;

(c) residential development as a secondary focus, located on the upper floors of commercial buildings; other types of residential development, such as apartment buildings or town houses, will be considered, but will not be the dominant feature of the development.

Policy 7.5.5 It shall be the policy of Council that within the Pesaquid CDD, minor development such as a change in use in an existing building, a small addition or accessory building, and

repairs or renovations, shall be permitted as-of-right in accordance with the provisions of the Town Centre (TC) zone. In summary, to permit the proposed residential use, the following changes are required to the WMPS:

- Adding wording to Policy 7.5.3 (c) to include residential developments to be located behind an existing commercial use; and
- Adding wording to Policy 7.5.5 to allow residential developments to be located behind existing commercial uses.

The full set of changes can be found in Attachment B.

Windsor Land Use By-law

Section 15.1 of the Windsor Land Use By-law (WLUB) permits the following categories of development in the Pesaquid Comprehensive Development District (P-CDD) zone as-of-right:

- (a) change in use in an existing building, provided the use is permitted in the Town Centre (TC) zone;*
- (b) additions not exceeding 1,000 ft² (92.90 m²) in floor area, alterations, repairs and renovations to existing buildings, subject to Town Centre (TC) zone requirements;*
- (c) accessory structures not exceeding 500 ft² (46.45 m²) in floor area, subject to Town Centre (TC) zone requirements; and*
- (d) temporary retail sales and food service kiosks subject to Section 15.2. The current parking requirement for apartment buildings is a ratio of 1.5 parking spaces per dwelling unit.*

In summary, to permit the proposal, the following addition to the WLUB is required:

- Adding residential uses on the ground floor not exceeding 50% of the ground floor area, located behind commercial use to Section 15.1.

The full set of proposed amendments can be found in Attachment B.

Impact of Proposed Changes

The proposed changes would only affect properties within the Pesaquid Comprehensive Development District (P-CDD) zone. There are currently only 16 properties within the P-CDD zone and they are all located on the north-west side of Water Street in Windsor (Figure 1). The existing uses located in this zone are primarily 1-2 storey buildings with ground floor commercial uses and residential units above. Allowing residential uses to be built behind existing commercial uses on the ground floor will not impact the intended streetscape experience, as commercial uses will still be required at the front of buildings at street level.

Based on inquiries to the local Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Traffic Authority, and Public Works Engineering Division, these changes did not raise any concerns which are not otherwise addressed in this report.

General Criteria

Policy 16.1.1 allows Council to review and make amendments to the WMPS. Amendments may be considered when the GFLUM is required to be changed, in order to bring the Strategy in line with the Statements of Provincial Interest, or when Council deems it necessary because of a change in policy intentions or the development environment. In this circumstance, the request for a ground level residential use within a commercial district is not permitted within the current planning documents and provides Council with the option to consider the proposal as a change in the development environment. The proposal also aligns with the Statement of Provincial Interest Regarding Housing as the amendment will provide additional opportunities for residential development which would not have otherwise been permitted.

Policy 16.3.1 establishes the general criteria that must be considered for all amendments to the WLUB. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Traffic Authority, and Public Works Engineering Division have no concerns which have not been otherwise addressed in this report.

MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) highlights two simulated flooding scenarios. The first scenario is based on a storm surge that occurred in 1997, which shows the expected damage is to occur along the coastline. The second scenario shows the simulated flooding extent for probable maximum flood due to climate change. Under this scenario most of the community of Windsor will experience extensive flooding, including the entirety of the Pesaquid Comprehensive Development District (P-CDD) zone.

As the proposal is intended to be contained within existing buildings, no impact to the flow of stormwater from properties in the Pesaquid Comprehensive Development District (P-CDD) zone is expected.

Property owners are responsible for ensuring that their lot is suitable for the proposed uses.

NEXT STEPS

As noted above, the proposed amendments have been considered within the context of the general policies of the WMPS, and is consistent with the intent, objectives, policies and criteria of the WMPS. As a result, it is reasonable to permit the requested changes to allow residential units behind commercial uses on the ground floor of existing buildings in the Pesaquid Comprehensive Development District (P-CDD) zone.



*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to this application, the PAC/HAC may recommend that Council:

- hold First Reading and authorize a Public Hearing to approve the amendments as drafted or as specifically revised by direction of PAC/HAC;
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

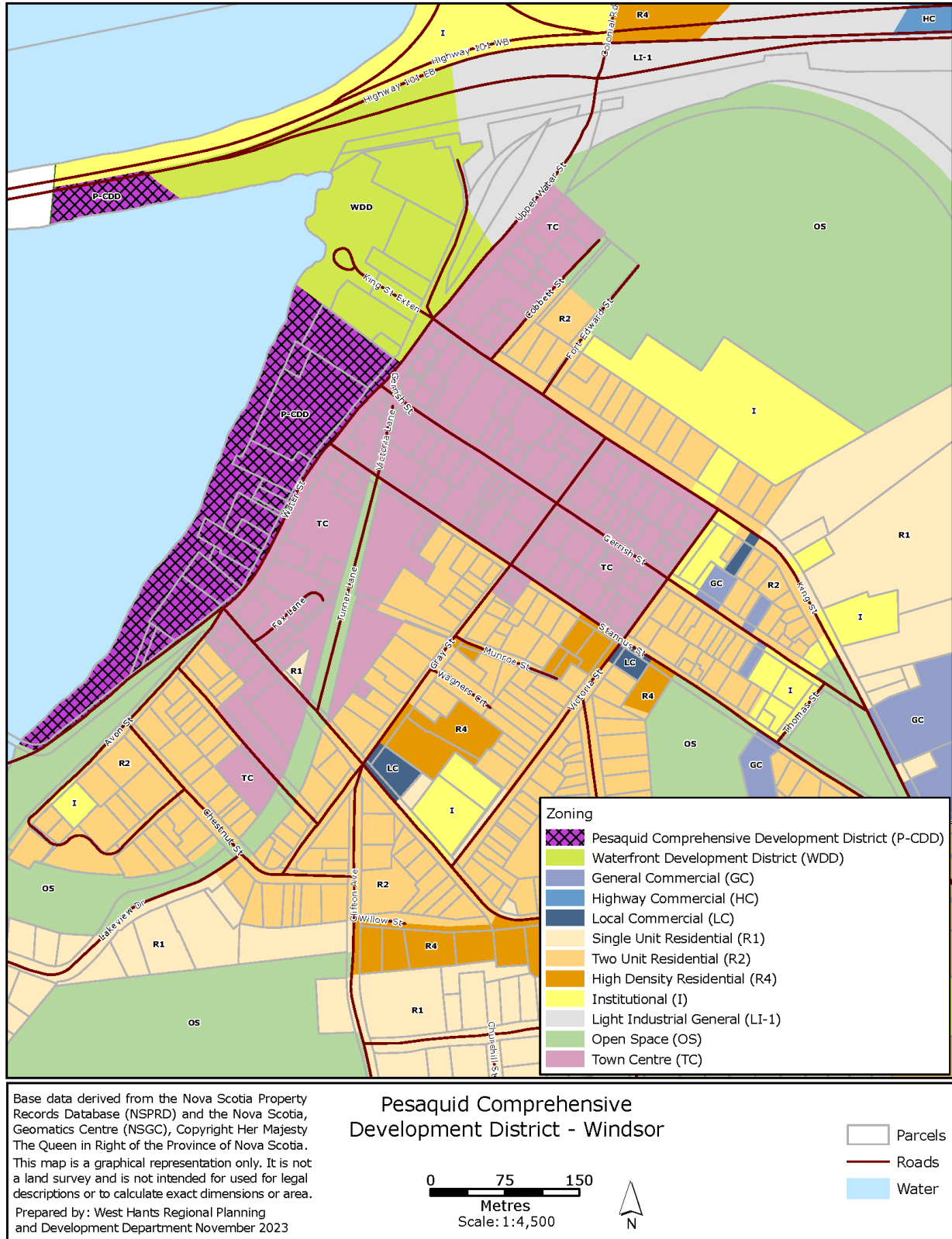
Figure 1 Windsor Zoning Map Extract

Attachment A	Policy Summary for Planning Document Amendments
Attachment B	Draft Amendments
Attachment C	Public Information Meeting Notes

Report Prepared by: _____
Alex Dunphy, Planner

Report Approved by: _____
Sara Poirier, Director of Planning and Development

Figure 1 – Windsor Zoning Map Extract



Attachment A – Policy Summary for Planning Document Amendments

<p>Policy 16.3.1</p> <p><i>In considering development agreements and amendments to the Town of Windsor Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:</i></p>	
<p><i>(a) whether the proposal is considered appropriate in terms of:</i></p>	
<p><i>(i) the adequacy of sewer and water services;</i></p>	<p>The Public Works Engineering Division commented that they had no initial concerns regarding ground level residential uses on Water Street. The Director of Public Works was unable to provide comment at the time of the writing of this report. Staff hope to have that feedback prior to the Planning and Advisory Committee Meeting.</p>
<p><i>(ii) the adequacy of school facilities;</i></p>	<p>The Regional Executive Director of the Annapolis Valley Regional Centre for Education stated that “We have a responsibility to provide public education for students living in the catchment areas served by these schools. We therefore expect our facilities to accommodate any new development.”</p>
<p><i>(iii) the adequacy of fire protection;</i></p>	<p>The Manager of Building and Fire Inspection Services commented that any residential unit would require a fire separation from the commercial space. This fire separation is implemented to ensure that there is adequate fire protection between the residential and commercial uses.</p> <p>At the time of writing this report, staff have yet to receive comment from the</p>

	Windsor Fire Chief. Staff hope to have that feedback prior to the Planning and Advisory Committee Meeting.
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	The Municipal Traffic Authority commented that they did not have any concerns regarding the adequacy of the road networks provided that off-street parking is provided for the residential units. Off-street parking is required in the WLUB for as-of-right developments.
<i>(v) the financial capacity of the Town to absorb any costs relating to the development.</i>	There are no anticipated costs to the Municipality regarding this development.
<i>(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	The Traffic Authority has no concerns regarding the suitability of movement for properties in the Pesaquid Comprehensive Development District (P-CDD) zone, provided that off-street parking is provided for the residential units. Sidewalks are provided on Water Street for pedestrian traffic and there is no active rail line in the vicinity.
<i>(c) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The Development Officer commented that they did not have any concerns regarding the adequacy of the dimensions and shape of the lots for the proposal. As the proposal intends to permit a residential use to occur within an existing building, this would not change the adequacy of the lots which the existing building is located.
<i>(d) the pattern of development which the proposal might create;</i>	The Development Officer commented that they did not have any concerns regarding the pattern of development that the proposal may create. The

	<p>proposal is not anticipated to affect the streetscape of the Pesaquid Comprehensive Development District (P-CDD) zone, as the changes would only permit residential units to be built behind the commercial use on the ground floor of existing buildings.</p>
<p><i>(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;</i></p>	<p>As the proposal is intended to be contained within existing buildings, no impact to the suitability in terms of grade, soil, geological conditions, water bodies, or flooding of properties in the Pesaquid Comprehensive Development District (P-CDD) zone is expected.</p>
<p><i>(f) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by-laws and regulations;</i></p>	<p>All Municipal, Provincial, and Federal regulations will have to be met.</p>
<p><i>(g) any other matter required by relevant policies of this Strategy.</i></p>	<p>All relevant matters have been addressed in this report.</p>

Attachment B – Draft Amendments

Note: purple text indicates a change from the present WMPS or WLUB as recommended by staff and is provided only for the convenience of PAC/HAC and Council.

Text amendments to Section 7.5 of the Windsor Municipal Planning Strategy to allow residential developments to be located on the ground floor, behind a commercial use within an existing building.

Windsor Municipal Planning Strategy

- 1. Amend Policy 7.5.3 in the Windsor Municipal Planning Strategy to include residential development behind commercial uses on the ground floor of existing buildings, so that Policy 7.5.3 reads as follows:**

Policy 7.5.3 *It shall be the policy of Council that within the Pesaquid CDD, Council will consider a mix of uses including:*

- (a) commercial development including retail, service, office and entertainment uses;*
- (b) recreational facilities to accommodate passive and active recreational activities or special events;*
- (c) residential development as a secondary focus, located **behind the commercial uses on the ground floor or** on the upper floors of existing commercial buildings; other types of residential development, such as apartment buildings or town houses, will be considered, but will not be the dominant feature of the development.*

- 2. Amend Policy 7.5.5 in the Windsor Municipal Planning Strategy to include residential development behind commercial uses on the ground floor of existing buildings, so that Policy 7.5.5 reads as follows:**

Policy 7.5.5 *It shall be the policy of Council that within the Pesaquid CDD, minor development such as a change in use in an existing building, a small addition or accessory building, and repairs or renovations, **in accordance with the provisions of the Town Centre (TC) zone, as well as residential units located behind the commercial uses on the ground floor of existing buildings shall be permitted as-of-right.***

Text amendment to the Section 15.1 of the Windsor Land Use By-law to allow residential developments to be located on the ground floor, behind commercial uses within an existing building.

Windsor Land Use By-law

- 1. Amend Section 15.1, *As-of-Right Development*, in the Windsor Land Use By-law to include residential developments on the ground floor to the permitted uses list, so that Section 15.1 reads as follows:**

As-of-Right Development

- 15.1 The following categories of development shall be permitted in the Pesaquid Comprehensive Development District (P-CDD) zone as-of-right:
- (a) change in use in an existing building, provided the use is permitted in the Town Centre (TC) zone;
 - (b) additions not exceeding 1,000 ft² (92.90 m²) in floor area, alterations, repairs and renovations to existing buildings, subject to Town Centre (TC) zone requirements;
 - (c) accessory structures not exceeding 500 ft² (46.45 m²) in floor area, subject to Town Centre (TC) zone requirements;
 - (d) temporary retail sales and food service kiosks subject to Section 15.2;
 - (e) residential uses on the ground floor of existing buildings in accordance with 15.1.1.

- 2. Create Subsection 15.1.1, *Requirements for Ground Floor Residential Uses*, in the Windsor Land Use By-law to include provisions for ground floor residential uses, so that Subsection 15.1.1 reads as follows:**

Requirements for Ground Floor Residential Uses

- 15.1.1 Residential uses on the ground floor of existing buildings shall occupy no more than 50% of the ground floor area of the structure and be located behind or below a commercial use. The commercial use must have frontage on the street.

Attachment C – Public Information Meeting Notes

December 7 - 21, 2023

WMPS and WLUB Text Amendments:

Pesaquid Comprehensive Development District; File # 23-39

Meeting date and time	A Public Information Meeting was held on December 7, 2023 beginning at 6:14 p.m. The meeting was broadcast live on the Municipal Facebook page.
Attending	<p>In attendance for the meeting:</p> <p>Two (2) Councillors:</p> <ul style="list-style-type: none">• Councillor Francis (Chair)• Councillor Ivey <p>Four (4) members of staff:</p> <ul style="list-style-type: none">• Planner Dunphy• Planner Fredricks• Planning Assistant Lake• Director Poirier <p>3 members of the public and the applicants.</p>
Applicant Chad and Mandy Singleton Property Not Applicable	<p>Planner Dunphy outlined the application to amend the text of the Windsor Municipal Planning Strategy and Land Use By-law to permit residential uses on the ground floor of existing buildings in the Pesaquid Comprehensive Development District.</p> <p>The applicant presented on their plan to develop an additional residential unit within their property at 198 Water Street, Windsor, provided that the proposal is successful.</p>
Comments	<p>Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between December 7 - 21, 2023.</p> <p>Staff received no comments or questions from the public.</p> <p>1 member of the public and the applicants spoke during the December 7, 2023, Public Information Meeting. Staff responses are included in purple text.</p> <ul style="list-style-type: none">• Paul Beazly asked about an option to build the residential unit through a development agreement. <p>Alex clarified that there were no policies to allow</p>

	<p>Council to consider the proposed residential use by development agreement.</p> <ul style="list-style-type: none"> The applicant, Mandy Singleton, asked about how the change to the text of the planning documents would be determined. <p>Alex responded that the wording of the proposed amendments has not yet been determined. A change is required due to the planning documents prioritizing commercial development in the Pesaquid Comprehensive Development District (P-CDD).</p>
Adjournment	The PIM was adjourned at approximately 6:28 p.m.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____

Alex Dunphy, Planner

Date: January 23, 2024

Subject: Housekeeping Amendment: Hantsport – West Hants Boundary; File # 23-44A

LEGISLATIVE AUTHORITY

Municipal Government Act Part VIII, *Planning and Development*

RECOMMENDATION

Should Council wish to approve the amendments, the following motions would be in order:

...that Council gives First Reading and will hold a Public Hearing to consider amending the boundary line shown on the maps of the Hantsport Municipal Planning Strategy and Land Use By-law and the West Hants Municipal Planning Strategy and Land Use By-law to reflect the former Town of Hantsport boundary as shown on the 2006 survey plan in the report File #23-44 to the Planning and Heritage Advisory Committee dated January 11, 2024;

...that Council gives First Reading and will hold Public Hearing to consider amending the Generalized Future Land Use Map of the Hantsport Municipal Planning Strategy to include a portion of PID 45046315 and 45366515 in the Residential designation and amending Schedule A of the Hantsport Land Use By-law to include a portion of PID 45046315 and 45366515 in the Two Unit Residential (R-2) zone as shown in the report File #23-44 to the Planning and Heritage Advisory Committee dated January 11, 2024.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
------------	--	--------------------------------------	---------------------------------	-----------------------------------	---

It was brought to staff's attention during an application to rezone five (5) lots on Bog Road that there was a discrepancy between the text and the map of the Hantsport Land Use By-law. Additional background information can be found in the staff reports for File 22-24 and 22-25. This report outlines an option to remedy the identified discrepancy, ensuring that the planning documents follow the former Town of Hantsport boundary as previously surveyed.

DISCUSSION

A Public Information Meeting was held on December 7, 2023.

On January 11, 2024, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The Committee discussed the jurisdiction of the boundary.

During the January 11 meeting, PAC/HAC recommended in favour of the application.

NEXT STEPS

The process for this application is as follows:



FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

There are implications to the owner of PIDs 45046315 and 45366515 based on how much of the lot can be developed as-of-right under the new zoning. Residential zoning would permit subdivision of the lots to allow residential development which is more than what the original agricultural zoning would permit.

ALTERNATIVES

In response to this application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the amendments as drafted or as specifically revised by direction of Council; or
- provide alternative direction, such as requesting further information on a specific topic.

APPENDIX

Appendix A 2023-01-11 Staff Report - Housekeeping Amendment: Hantsport – West Hants Boundary; File # 23-44

CHIEF ADMINISTRATIVE OFFICER REVIEW

First reading will allow for the formal public hearing process that will ultimately support the final decision-making phase, SECOND READING.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Reviewed by: _____

Sara Poirier, Director of Planning and Development

Report Approved by:  _____

Mark Phillips, Chief Administrative Officer

Appendix A –

**2023-01-11 Staff Report - Housekeeping Amendment: Hantsport – West Hants Boundary;
File# 23-44**



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____

Alex Dunphy, Planner

Date: January 11, 2024

Subject: Housekeeping Amendment: Hantsport – West Hants Boundary; File # 23-44

LEGISLATIVE AUTHORITY

Municipal Government Act Part VIII, *Planning and Development*

RECOMMENDATION

Should Council wish to approve the amendments, the following motions would be in order:

...that PAC/HAC recommends that Council give First Reading and hold Public Hearing to consider amending the boundary line shown on the maps of the Hantsport Municipal Planning Strategy and Land Use By-law and the West Hants Municipal Planning Strategy and Land Use By-law to reflect the former Town of Hantsport boundary as shown in the 2006 survey plan as show in the report File #23-44 to the Planning and Heritage Advisory Committee dated January 11, 2024;

...that PAC/HAC recommends that Council give First Reading and hold Public Hearing to consider amending the Generalized Future Land Use Map of the Hantsport Municipal Planning Strategy to include a portion of PID 45046315 and 45366515 in the Residential designation and amending Schedule A of the Hantsport Land Use By-law to include a portion of PID 45046315 and 45366515 in the Two Unit Residential (R-2) zone as show in the report File #23-44 to the Planning and Heritage Advisory Committee dated January 11, 2024.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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It was brought to staff's attention during an application to rezone five (5) lots on Bog Road that there was a discrepancy between the text and the map of the Hantsport Land Use By-law. Additional background information can be found in the staff reports for File 22-24 and 22-25. This report outlines an option to remedy the identified discrepancy, ensuring that the planning documents follow the former Town of Hantsport boundary as previously surveyed.

DISCUSSION

Section 3.3. of the Hantsport Land Use By-law outlines how zoning boundaries will be determined. Section 3.3 (e) states that *"where a zone boundary is indicated as following the town boundary, the town limit shall be the boundary"*. However, upon further investigation of a survey plan from 2006 (Appendix A) it was determined that the mapping boundary does not follow the former Town boundary as previously surveyed. The survey plan indicates that the surveyor established an approximate location for the former Town boundary, which follows the lot boundary of PID 45046315 and that splits through PID 45366515. This line is also depicted on archived mapping of the former Hantsport and West Hants (1976, 1994). Staff are unaware of when the boundary line was changed on the mapping.

The issue was brought to staff's attention by a developer's surveyor who is adamant that more of their property should be designated/zoned residential rather than agricultural. They believe the planning document mapping should follow the former Town boundary, as stated in the Hantsport Land Use By-law.

Department of Municipal Affairs and Housing

In response to questions about the boundary in March 2023 the Department of Municipal Affairs and Housing responded that "As the former Town of Hantsport dissolved in 2015, the Municipality is responsible for determining the location of the boundary. We have reviewed the documents and the subdivision plan from 2006 and suggest you seek a legal opinion on the location of the boundary in relation to your planning documents. In the Hantsport Land Use By-law, Section 3.3 (e) ties the zoning boundary to the former town boundary."

Legal Opinion

To follow up to the correspondence from the Department of Municipal Affairs and Housing, staff reached out to the Municipal Solicitor for legal advice on the Hantsport Land Use By-law referencing the former Town boundary as the zoning boundary. The Municipal Solicitor advised staff that it would be best to ensure that all mapping produced by the Municipality is consistent. Two options were proposed, both of which requiring the usually public planning process:

1. Alter the mapping in the West Hants Municipal Planning Strategy and Land Use By-law, as well as the Hantsport Municipal Planning Strategy and Land Use By-law to reflect the former town boundary line as shown in the 2006 survey plan; or
2. Change the statement in the Hantsport Land Use By-law (Section 3.3(e)) to remove the requirement that the mapping follow the former Town boundary.

This report relates to the first option provided by the Municipal Solicitor, which is to amend the mapping of the planning documents to follow the text of the Hantsport Land Use By-law.

Designation and Zoning

The smaller of the two affected lots (PID 45366515) is split designated Residential on the Generalized Future Land Use Map (GFLUM) of the West Hants Municipal Planning Strategy (WHMPS) and the Hantsport Municipal Planning Strategy (HMPS). The lot is split zoned Two Unit Residential (R-2) on Schedule A of the West Hants Land Use By-law (WHLUB) and the Hantsport Municipal Planning Strategy (HLUB). Surrounding land uses include primarily low-density residential units and farmland to the south of the affected lots.

If Council agrees to change the boundary of the mapping in the Hantsport Municipal Planning Strategy (HMPS), Hantsport Land Use By-law (HLUB), West Hants Municipal Planning Strategy (WHMPS), and West Hants Land Use By-law (WHLUB) to follow the former Town of Hantsport boundary as identified on a survey plan from 2006, Council will also need to determine the designation and zoning of lots impacted by the boundary change. This would include a portion of PID 45046315 and a portion of PID 45366515 which would then be contained within the Hantsport plan area.

Both PIDs would require designation and zoning amendments to the Residential designation on the Generalized Future Land Use Map of the HMPS (Appendix B) and the Two Unit Residential (R-2) zone on the zoning map of the HLUB (Appendix C).

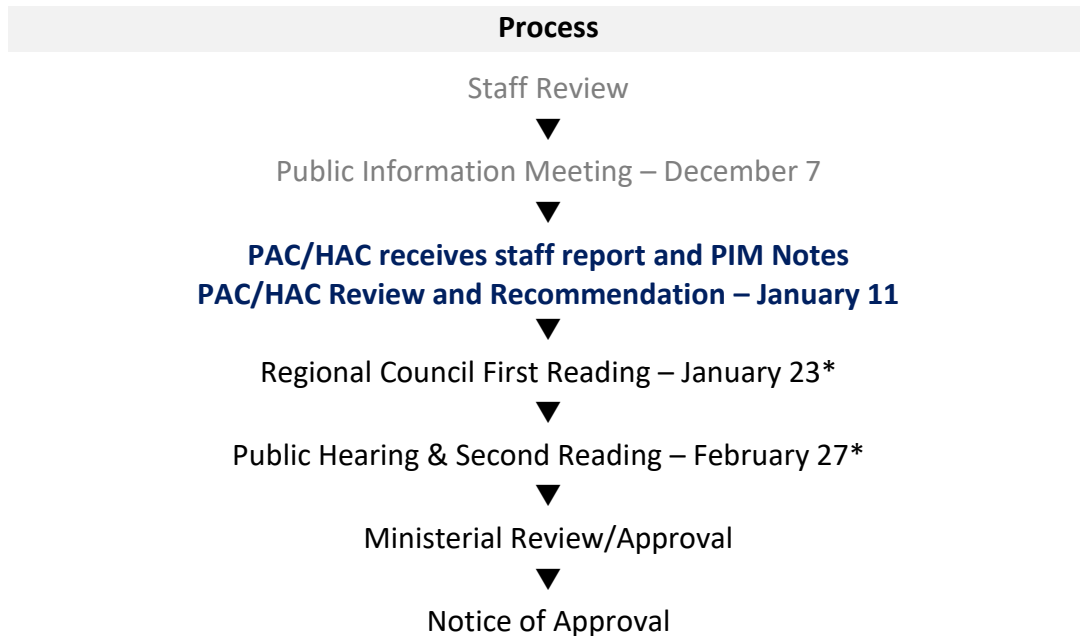
NSCAF Community Boundary

Staff consulted with a representative for the Nova Scotia Civic Addressing File (NSCAF) who confirmed that their data for the Hantsport community boundary has been the same as what is currently shown in the planning document since at least 2006. The Hantsport town boundary layer that was used in previous versions of the planning documents came from the Nova Scotia Topographic Database (NSTDB), which was at the time different than NSCAF community boundaries.

The representative for the Nova Scotia Civic Addressing File (NSCAF) confirmed that the process to change the NSCAF community boundary is straightforward once a request is made. These changes can be implemented within a few business days. From discussions with NSCAF, there are no implications to changing this boundary, other than including more of the sole property

owner's lots within the Hantsport planning area.

NEXT STEPS



FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

There are implications to the owner of PIDs 45046315 and 45366515 based on how much of the lot can be developed as-of-right under the new zoning. Residential zoning would permit subdivision of the lots to allow residential development which is more than what the original agricultural zoning would permit.

APPENDICIES

Appendix A	2006 Survey
Appendix B	Proposed GFLUM Boundary Amendment
Appendix C	Proposed Zoning Boundary Amendment
Appendix D	Public Information Meeting Notes

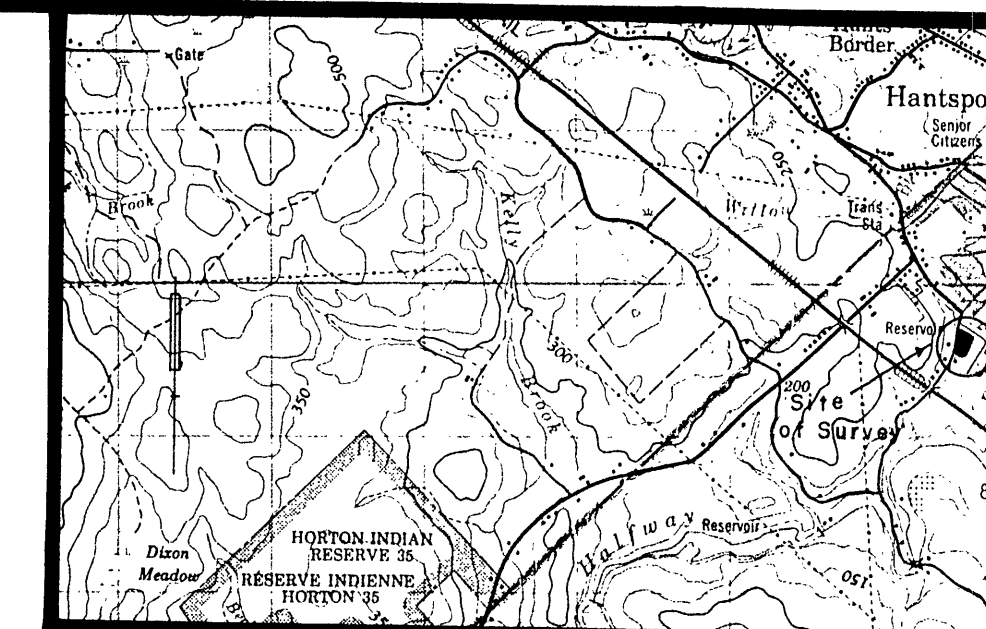
Report Prepared by: _____

Alex Dunphy, Planner

Report Reviewed by:

Sara Poirier, Director of Planning and Development

Appendix A – 2006 Survey



KEY PLAN SCALE 1" = 50,000

LEGEND

- S.M. SURVEY MARKER
- I.P. IRON PIPE
- I.B. IRON BAR
- CALCULATED POINT
- R.P. ROCK POST
- △ N.S.C.M. NOVA SCOTIA CONTROL MONUMENT
- W.P. WOODEN POST
- Fd. FOUND
- WIT. WITNESS
- P.C. POINT OF CURVATURE
- R, A, Ch, T. RADIUS, ARC, CHORD, TANGENT
- (D), (M), (P), (C). DEED, MEASURED, PLAN, CALCULATED
- C/L, T/L. CENTRELINE, TIE LINE
- O.H.W.M. ORDINARY HIGH WATER MARK
- LANDS DEALT WITH BY THIS SURVEY
- LINE NOT TO SCALE

THIS SURVEY WAS CONDUCTED DURING THE PERIOD OF
MAY 2 - JUNE 1, 2005.

SCALE FACTOR WAS NOT APPLIED TO DISTANCES.

COMPASS RULE ADJUSTMENT WAS APPLIED TO MEASUREMENTS.

BEARINGS ARE REFERRED TO THE NOVA SCOTIA S² MODIFIED TRANSVERSE
MERCATOR GRID, ZONE 5, CENTRAL MERIDIAN 64°30' WEST AND WERE
DERIVED FROM THE LINE JOINING N.S.C.M. 8456 TO N.S.C.M. 8457
HAVING A BEARING S 41°41' 34" E.

REGISTERED OR RECORDED AT 1:41.9 O'CLOCK
AUG 23 2006 A.D. AS NO. 85951516
Janet Burns, Acting
Hants Landseer, Registrar

PLAN OF SURVEY SHOWING

LOTS 1 to 6

SUBDIVISION OF LAND OF

ANDREW JOHN MARSH AND
ARLETTE MARIE COMEAU-MARSH

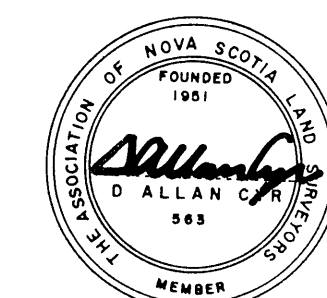
BOG ROAD, HANTSPORT,
HANTS COUNTY, NOVA SCOTIA.

SURVEYORS CERTIFICATE

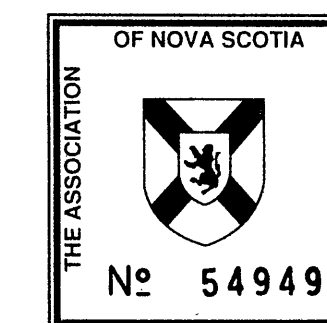
I, D. ALLAN CYR, NOVA SCOTIA LAND SURVEYOR,
HEREBY CERTIFY THAT THE SURVEY REPRESENTED
BY THIS PLAN WAS CONDUCTED UNDER MY SUPER-
VISION AND THAT THE SURVEY AND PLAN WERE
MADE IN ACCORDANCE WITH THE NOVA SCOTIA
LAND SURVEYORS ACT AND THE REGULATIONS
MADE THEREUNDER.

DATED THIS 7th DAY OF JUNE, 2005

D. Allan Cyr N.S.L.S.



SCALE: 1" = 40'
40 30 20 10 0 40 80 120

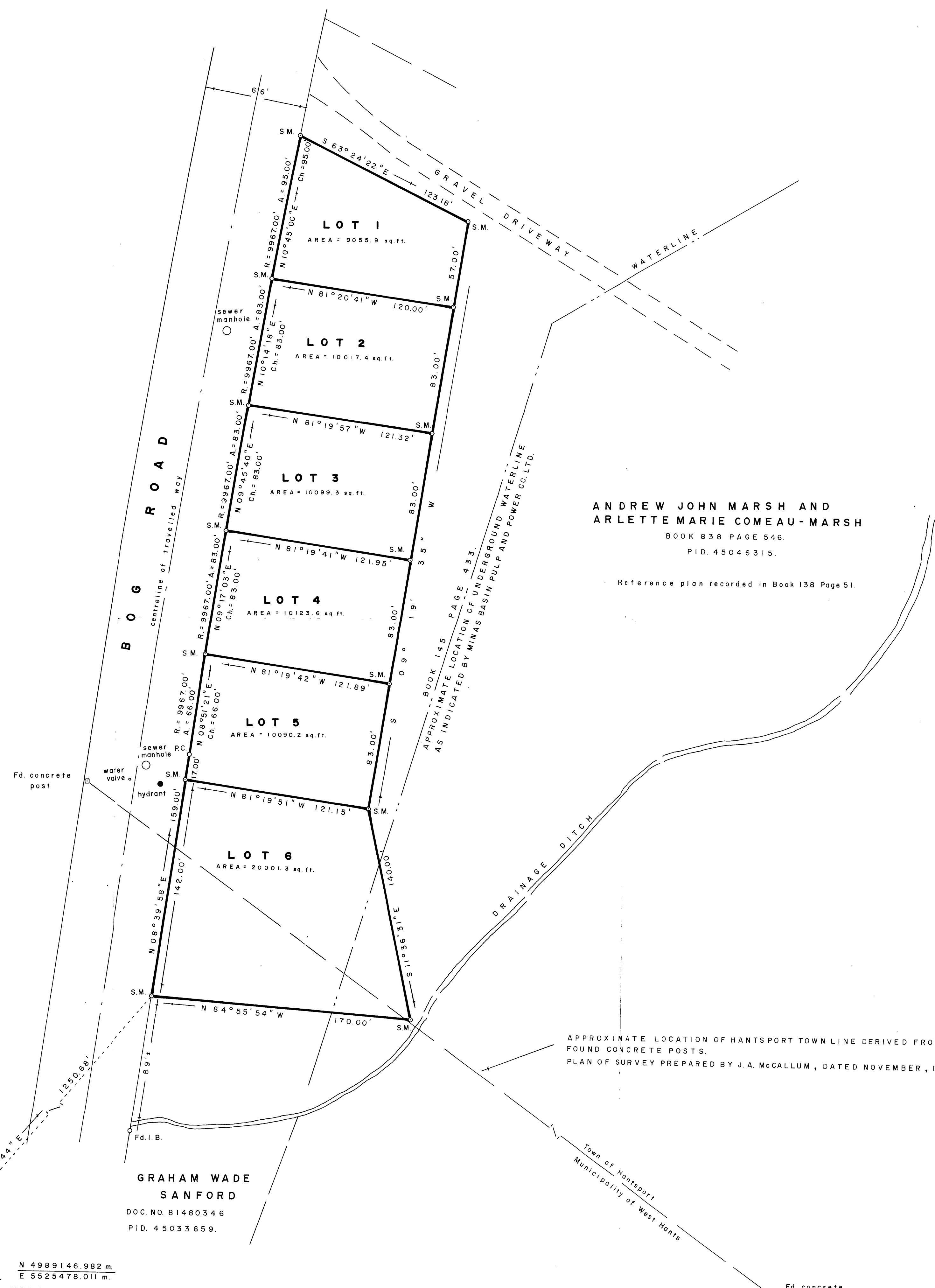


CYR SURVEYS
D. ALLAN CYR,
Nova Scotia Land Surveyor

P.O. Box 904,
Kentville, N.S.
B4N 4H8

DATE OF PLAN JUNE 7, 2005

PLAN NO. S-1-2005-024



ANDREW JOHN MARSH AND
ARLETTE MARIE COMEAU-MARSH
BOOK 838 PAGE 546.
PID. 45046315.

Reference plan recorded in Book 138 Page 51.

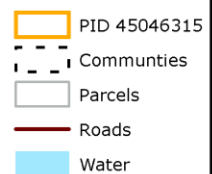
APPROXIMATE LOCATION OF HANTSPORT TOWN LINE DERIVED FROM
FOUND CONCRETE POSTS.
PLAN OF SURVEY PREPARED BY J.A. McCALLUM, DATED NOVEMBER, 1904.

GRAHAM WADE
SANFORD

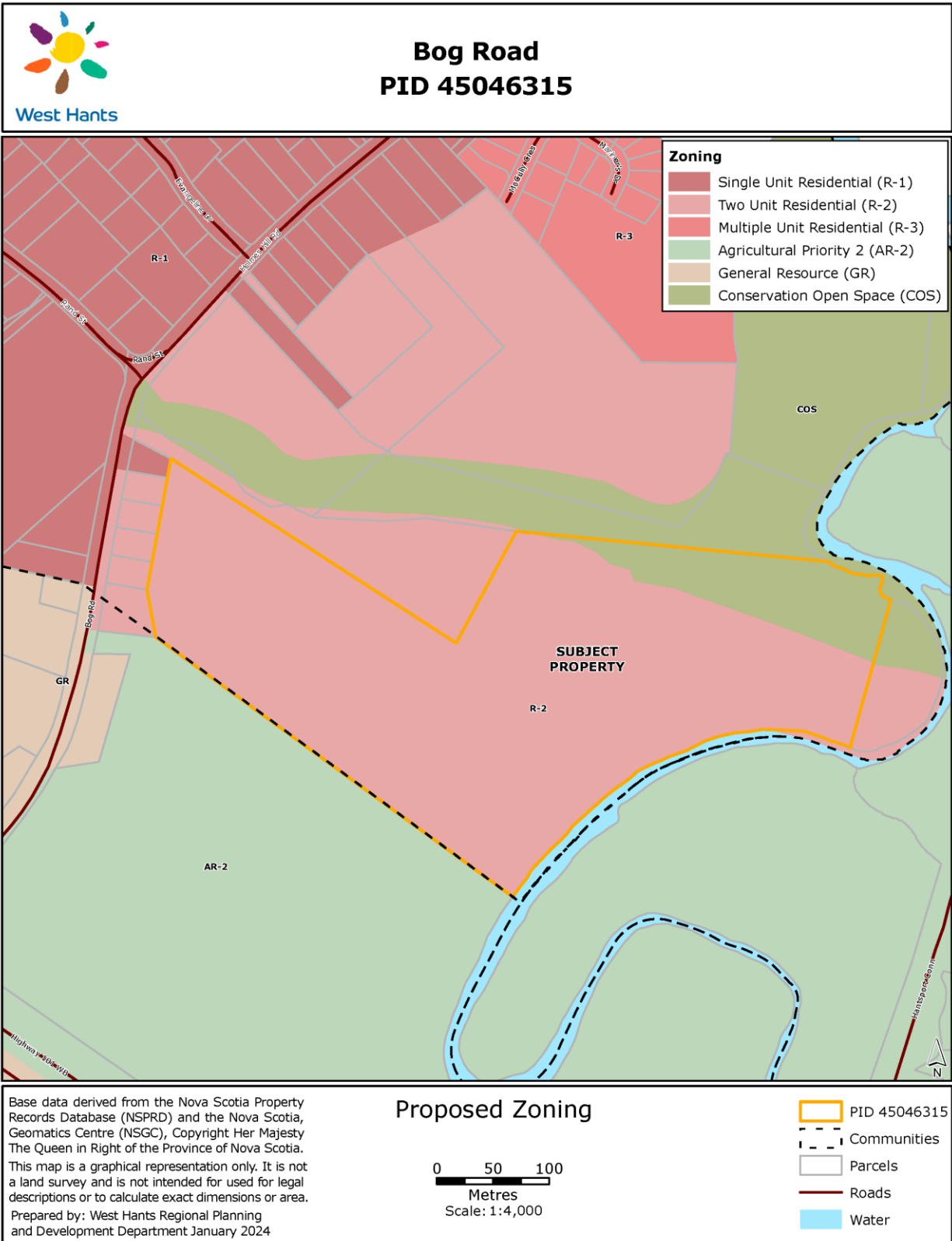
DOC. NO. 81480346
PID. 45033859.

N 4989146.982 m.
E 5525478.011 m.
N.S.C.M. 8457

MUNICIPALITY OF WEST HANTS
FINAL PLAN APPROVED
PLAN No. 32-06
APPROVAL OF LOT 6
REMARKS: No objection of any N.S.C.M. 4990379.259 m.
to this plan of subdivision has been duly 24380.369 m.
I certify that this plan of subdivision has been duly
approved in accordance with the provisions of the
Municipal Government Act
Date Signed *D. Allan Cyr*
Aug 23/2006 WEST HANTS MUNICIPAL
DEVELOPMENT OFFICER



Appendix C – Proposed Zoning Boundary Amendment



Appendix D – Public Information Meeting Notes

December 7 - 21, 2023

Housekeeping Amendment: Hantsport – West Hants Boundary; File # 23-44

Meeting date and time	A Public Information Meeting was held on December 7, 2023 beginning at 6:29 p.m. The meeting was broadcast live on the Municipal Facebook page.
Attending	<p>In attendance for the meeting:</p> <p>Two (2) Councillors:</p> <ul style="list-style-type: none">• Councillor Francis (Chair)• Councillor Ivey <p>Four (4) members of staff:</p> <ul style="list-style-type: none">• Planner Dunphy• Planner Fredricks• Planning Assistant Lake• Director Poirier <p>3 members of the public.</p>
Applicant Internal project Property Hantsport/West Hants boundary	Planner Dunphy outlined the application to amend the Hantsport and West Hants planning documents to change the Hantsport/West Hants boundary line to follow the former Town boundary line as shown in a survey provided to staff.
Comments	<p>Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between December 7 - 21, 2023. Staff received no additional comments or questions from the public.1 Councillor spoke during the December 7, 2023, Public Information Meeting. Staff responses are included in purple text.</p> <ul style="list-style-type: none">• Councillor Ivey asked about a former rezoning which occurred on one of the lots that would be affected by the movement of the boundary line. <i>Alex explained the previous rezoning application for the lots along Bog Road and that moving the boundary line would not affect that property.</i> Councillor Ivey then asked if the intent was to split the lot affected as shown in the survey plan. <i>Alex responded that the intention was to follow the</i>

	former Town boundary line and that the lot would be split between the Hantsport and West Hants jurisdiction.
Adjournment	The PIM was adjourned at approximately 6:44 p.m.



Planning and Heritage Advisory Committee (PAC/HAC) Excerpt

December 14, 2023

WHMPS and WHLUB Wind Farm Policies

During the PAC/HAC meeting on December 14, the Committee discussed an application to consider amendments to Section 4.24 of the West Hants Municipal Planning Strategy to further evaluate wind farm development proposals within the Municipality. Staff provided an overview of the current wind farms within the WHRM, the policies, regulations, and authorities governing wind farms, and examples from other jurisdictions. Staff requested direction from the Committee on whether amendments to the West Hants Municipal Planning Strategy and West Hants Land Use By-law should be drafted in response to this application and the extent of those amendments. The Committee discussed possible amendments at length and concluded that they would like to see maps of specific buffer distances from existing dwellings to determine whether any amendments to the wind turbine setback requirements should be considered.

The recommended motion was that PAC/HAC recommend that...

COUNCIL PROVIDE THE STAFF RESOURCES TO DO A MAPPING EXERCISE TO POINT OUT EXISTING DWELLINGS AND MAP WHERE WIND FARMS COULD BE DEVELOPED USING RADIUS RANGES FROM 1KM, WHICH IS THE EXISTING SETBACK, TO 4KM, WHICH IS A PROJECTED DISCUSSION RANGE FOR POTENTIAL AMENDMENTS TO SETBACKS.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Sara Poirier, Director of Planning and Development

Date: 2023-12-14

Subject: WHMPS and WHLUB Amendment Request: Wind Farm Policies; File# 23-43

LEGISLATIVE AUTHORITY

Part VIII, *Planning and Development, Municipal Government Act*

DECISION REQUEST

Staff require direction from Council on whether amendments to the West Hants Municipal Planning Strategy (WHMPS) and West Hants Land Use By-law (WHLUB) should be drafted in response to this application and the extent of those amendments.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input checked="" type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
--	---	---	---------------------------------	-----------------------------------	--

On November 7, 2023, Steven Hart of Vaughan applied for amendments to the WHMPS Section 4.24 to further evaluate wind farm development proposals within the Municipality.

DISCUSSION

Application

The application that was received by staff specified the following:

"I am writing to make a formal request to amend policy 4.22.4 of the West Hants Municipal Planning Strategy. The requested amendment is to ensure that no large wind

turbine or wind farm shall be considered inside a 20km radius from an existing or under construction large wind turbine or wind farm, or an approved development agreement for a large wind turbine or wind farm until all large wind turbines or wind farms falling within the 20km radius have operated at project capacity for a minimum of 24 months. Protect Vaughan's is requesting this amendment due to the potential environmental consequences that could arise from such projects, including but not limited to: bird migration, sight and sound effects, property values, localized weather pattern changes, and general quality of life for affected residents. It is important to ensure that these factors are considered prior to the commencement of any new projects."

To provide a visual representation of the request, staff developed a map showing the operational or approved wind farms within West Hants Regional Municipality (WHRM) with a 5 km, 10 km, and 20 km buffer around them (Figure 1). Three wind farms have been approved in WHRM through the development agreement process. Two wind farms are currently fully operational, Martock and Ellershuse, and one wind farm was approved by Council earlier in 2023, Benjamins Mill. More details about these wind farms can be found in Table 1.

Table 1: Wind Farms within WHRM

Wind Farm Name	Martock	Ellershuse	Benjamins Mill
Development Agreement Registration (year)	2014	2014	2023
Number of Turbines Permitted	3	10	24
Total Project Capacity	6 MW	16.1 MW	150 MW
Status	Operational	Operational	Under Construction; Operational by 2025

Provincial Environment Goals

In October 2023 the Province of Nova Scotia released a Clean Energy Plan. This plan outlines the Provincial government's goal to phase out coal power and reach 80% renewable energy within the Nova Scotia electrical grid by 2030 and reduce greenhouse gas emissions from electricity by more than 90% from 2005 levels by 2030. The Clean Energy Plan identifies wind power as a major factor in allowing the Province to reach its energy goals. The Province anticipates increasing onshore wind generation from 20% to 50%+ of the overall proposed renewable energy mix. This will include 12% to be produced from wind farms that are currently under construction (370 MW) and 25-30% of energy to be produced by new wind farms in 2030 (1000+ MW).

A staff member from the Department of Natural Resources and Renewables discussed the main considerations for wind turbine siting in Nova Scotia. These include available land that is cleared and accessible by road (commonly forestry land), proximity to transmission lines, proximity to load centre (i.e., HRM), and availability of consistent, non-turbulent wind. These considerations position WHRM as an attractive location for further development of wind turbines.

Wind Farm Regulations

The Department of Energy developed a one-page document on the role of each level of government in regulating wind farms (Attachment A). The Municipal role is to regulate the use of land. This authority is provided to municipalities through Part VIII, *Planning and Development*, of the *Municipal Government Act*. In relation to wind farm developments this could mean determining which zones may be appropriate for wind farms and determining setback requirements for the wind turbines from other types of land uses (i.e., residential).

The Province assumes the role of primary regulator for environmental matters through the *Environment Act*. The *Environment Act* outlines the process for Environmental Assessment. All wind energy projects over 2MW in size must go through the Provincial Environmental Assessment process. The Province has a “Guide to Preparing an EA Registration Document for Wind Power Projects in Nova Scotia” (Attachment C) and a “Citizens Guide to Environmental Assessments” available online. These documents outline the specific information that is required and evaluated by the Department of Environment and Climate Change in relation to Environmental Assessments. For wind projects that require an Environmental Assessment, proponents must describe the biophysical environment (i.e., geology, surface water, habitat, etc.) and socioeconomic conditions (i.e., property values, human health, etc.) within the project submission. A checklist of the general requirements for Environmental Assessment submission is included in Attachment B.

The Environmental Assessment submission is evaluated by experts with the Department of Environment and Climate Change and a final decision is made by the Minister. Previous Environmental Assessment approvals are available for review on the Department of Environment and Climate Change website. Numerous terms and conditions are included in an Environment Assessment approval including timelines for commencement, shadow flicker assessments and noise modeling requirements, setbacks from watercourses, a wildlife management plan, a bat study and monitoring program, an adaptive management plan, a complaint resolution plan, a contingency plan, and a decommissioning and site reclamation plan two years prior to the end of operation. Any concerns with non-compliance with an Environmental Assessment approval should be directed to the Department of Environment and Climate Change for investigation.

During a discussion with staff from the Department of Environment and Climate Change, they noted that the Provincial Environmental Assessment process is currently under review for modernization which is anticipated to be completed by the end of 2024. This will include review of items such as the evaluation of cumulative effects of wind farms.

West Hants Municipal Planning Strategy

Section 4.24 of the WHMPS discusses the policies for wind turbines (Attachment D). The policies require the WHLUB to distinguish between a small wind turbine and large or utility-scale wind turbine. The policies require standards to be established in the WHLUB for the development of small wind turbines including minimum lot size, setback, height and similar requirements to ensure public safety and minimize the potential for land use conflicts. Temporary large wind turbines for exploration or test purposes are permitted outside the Growth Centre, Village and Hamlet designations as-of-right, and permanent or long-term installations of large wind turbines or wind farms outside the Growth Centre, Village and Hamlet designations are considered by development agreement. A development agreement application for a wind farm is only considered by staff once the Provincial Environmental Assessment approval has been received by the proponent.

West Hants Land Use By-law

Section 35.0 of the WHLUB defines wind turbines as the following:

“Wind Turbine includes a windmill used for pumping water and a wind energy conversion system consisting of a wind turbine, a tower and associated control or conversion electronics;

(a) Small Wind Turbine means a wind turbine which has a rated capacity of not more than 100 kW and which is intended primarily to reduce on-site consumption of utility power;

(b) Large Wind Turbine means a wind turbine with a production capacity greater than 100 kW;”

A wind farm is defined as *“an array of two or more large wind turbines connected directly to the utility grid”*.

Section 5.52 of the WHLUB outlines the regulations for wind turbines which includes zones where wind turbines are permitted, required setbacks, and maximum height and minimum lot area for small wind turbines (Attachment E). For large-scale turbines, or wind farms, the regulations outlined in the WHLUB, the Provincial Environmental Assessment approval and previous development agreements are used by Planning staff to negotiate the parameters of a proposed development agreement to consider a wind farm in a particular area. For example, where the WHLUB requires a minimum setback of 200 ft. (60.96 m.) for a small-scale turbine from a dwelling on an adjacent lot, all approved development agreements for wind farms within WHRM require a minimum setback of 1,000 m. (3,280.84 ft.) from the base of the tower

to any dwelling, hotel, motel, or apartment hotel existing as of the date of the agreement, and a minimum setback of 550 m. (1,804.46 ft.) from the base of the tower to any woods camps existing as of the date of the agreement.

Other Jurisdictions

Staff reviewed the regulations for wind turbines in a few other jurisdictions nearby to provide additional details to the Committee and Council.

East Hants

East Hants allows micro-scale and small-scale wind turbines as-of-right. Large-scale wind turbines are to be approved through the site plan approval process and are permitted outside growth areas. The large-scale wind turbines are to comply with setbacks at least 4 times the height of the turbine from grade to the highest extent of the blade. The East Hants Land Use By-law allows a reduction of this setback requirement to 1.5 times the height of the turbine from grade to the highest extent of the blade if an adjacent property owner agrees in writing to the reduced setback.

The site plan application requires the following information to be submitted:

- A site plan showing the proposed location of wind turbine(s) and related structure(s), as well as existing structures, proposed wind test tower sites, proposed and existing roads, adjoining property lines, utility lines, topography and contours, proposed landscaping, environmentally sensitive lands, and watercourses, direction of prevailing winds, noise levels at adjoining property lines, the type, size and location of any proposed security fencing, location of any proposed public safety signage, and possible future site expansion.
- An impact study examining how the proposed wind turbine or wind farm will affect neighbouring properties and community, including an assessment on visual impact (e.g., shadow flicker, wind patterns, lighting, ice throws), noise impact including existing background noise levels, expected noise levels associated with construction and operation of the wind development, and decibel ratings for all equipment required in the wind development.
- Manufacturer's details such as the turbine rated output in Kilowatts, sound characteristics, type of material used in tower, blade, and/or rotor construction, suggested footing construction with engineered plans, and safety features.
- A plan for decommissioning and reclamation of the land.

The East Hants Land Use By-law requires the site plan to be circulated to all properties within 1000 m of the property.

Kings County

Kings County permits accessory wind turbines as an accessory use in all zones and permits small-scale wind turbines as an accessory use in all rural zones. The Kings County Land Use By-

law identifies a “Large Scale Wind Turbine Overlay” area which is where large-scale wind turbines would be permitted. The overlay consists primarily of Crown lands and the boundaries of the overlay are a minimum of 3 km from dwellings existing on November 15, 2018.

There are specific requirements for wind turbines within the Kings County Land Use By-law including that climbing apparatuses are secured to a minimum height of ten (10) feet above grade or are contained within the tower structure and secured by means of a lockable door, that all wind turbines be painted or finished in a matte, non-reflective finish, that no lighting is permitted on any wind turbine except as required by relevant transportation authorities, and that signs and advertising are not permitted on any wind turbines, with the exception of paint or decals indicating the manufacturer of the wind turbine.

A development permit application for a wind turbine is to include:

- Manufacturer’s information, including the type of wind turbine, total height, rotor diameter, maximum rated output capacity, colour, and Canadian Standards Association (or equivalent);
- Authorization documents from Transport Canada and NavCan, or successor bodies; and
- Tower and base designs certified by an engineer licensed to practice in Nova Scotia, and applicable letters of undertaking.

Colchester County

Colchester County has a separate Wind Turbine Development By-law which applies to all large-scale wind turbine applications within the Municipality. The By-law requires the following information to be provided at the time of application to the Development Officer:

- A site plan showing the proposed location of wind turbines and accessory structures, as well as identifying all dwellings, structures and public roads within 2 km of any proposed wind turbine;
- The results of a wind turbine noise modeling study or equivalent, which demonstrates that the project will have an ambient degradation noise standard compliant with the By-law;
- A copy of an Environmental Assessment and notice of the issuance of any Federal and/or Provincial approvals including but not limited to the Department of National Defense, Natural Resources Canada, Transportation Canada, NAV Canada and any other applicable department or agency;
- A copy of the manufacturer’s specifications for the proposed wind turbines;
- A copy of the applicant’s decommission plan with confirmation that decommissioning will commence within 1 year after the license has been terminated, that it will be completed within 12 months after commencement, and written confirmation that a decommissioning bond will be issued upon request, to the Municipality;

- Written acknowledgement from the owners of the parcels of land which form part of the project site that the Municipality shall not be liable for any costs, fees or expenses of any kind which may be incurred by the owner in relation to the decommissioning of the project in the event that the decommission plan is not completed to the owners satisfaction or in accordance with any agreement that may have been entered into between the landowner and the applicant;
- Demonstration that public notification has been, and will be, complied with as required by the By-law.

The minimum setback requirement for a large-scale wind turbine from an external property line is 1 time the height of the turbine and 1 km from an existing dwelling on a neighbouring property if the wind turbine is 100 meters in height or less, or 2 km for wind turbines greater than 100 meters. If a wind turbine exceeds 200 meters an increased setback of 7.5 meters is required for every 1 meter of additional height if the increased minimum setback is necessary to satisfy the maximum ambient degradation noise standard of the By-law.

Similarly to the Kings County Land Use By-law there are specific requirements for wind turbines within the Colchester County Wind Turbine Development By-law. These include that all wind turbines have a non-reflective matte finish in an unobtrusive colour, that the turbine does not include any advertising, other than the wind turbine owner or operator displayed on the nacelle, and that turbines will not have artificial lighting, except for lighting that is required by Transport Canada or other Provincial or Federal regulatory authorities. There are other requirements regarding access and safety, as well as temporary test tower facilities and outdoor storage.

The By-law requires the applicant to host a community meeting in the community where the project is proposed. The meeting is to be advertised at least three weeks prior to the meeting. Individual letters are to be sent by the applicant to any land owner within 2 km of the boundaries of the proposed project by mail and two advertisements are to be placed in the newspaper at least 14 days prior to the meeting date.

Staff Considerations

As Provincial environmental goals are to increase the amount of wind energy powering the electrical grid by 2030 staff anticipate that WHRM will continue to receive requests for wind farm developments. Based on the request submitted to amend WHMPS Section 4.24 there are a few items staff would like to highlight for consideration:

1. The 20 km distance specified in the request excludes almost three quarters of the Municipality (Figure 1). If it is the wish of Council to make changes to the wind turbines policies, amending the policies for the entire Municipality would be more feasible to interpret and administer, than a distance from existing wind farms.

2. The second part of the request is to evaluate any wind farm after it has operated for a minimum of 24 months prior to approving a new wind farm. Based on previously approved Environmental Assessments the Province will outline items that will require a monitoring plan to be evaluated by the Department of Energy and Climate Change prior to turbine operation such as a bat monitoring program and a wildlife management plan. Any concerns with non-compliance with an Environmental Assessment approval would then be directed to the Department of Environment and Climate Change for investigation. The Environmental Assessment process is being modernized to include additional consideration of the cumulative effects of proposals. On the Municipal level it would be difficult to evaluate and enforce these items based on current staff capacity and training.

If it is the wish of Council, staff could review the current planning documents in more detail including:

- the zones where wind farms are permitted;
- the setback requirements for wind farms;
- application requirements for wind farms;
- the approval process for wind farm developments; and
- the criteria required to be evaluated when considering an application for wind farm developments.

When considering amendments to the planning documents, the Committee and Council should consider the expertise needed to evaluate any requirements for wind farm applications and enforcement capabilities within the current staff compliment. There may be financial implications associated with proposed amendments to the WHMPS and WHLUB if additional staff resources, training or specialized equipment is required to evaluate wind projects on a municipal level.

The Committee and Council should also consider jurisdiction as outlined in the Department of Energy document (Attachment A). As Municipal jurisdiction is related to land use, this could include identifying zones where wind farms are considered, or setback requirements for wind turbines from property lines and residential uses. Upon the review of other jurisdictions, it seems there is the potential ability to regulate other items unrelated to land use such as requirements for a decommissioning fund or the community benefits to be included in a project proposal in a separate By-law. This would have to be reviewed further by staff.

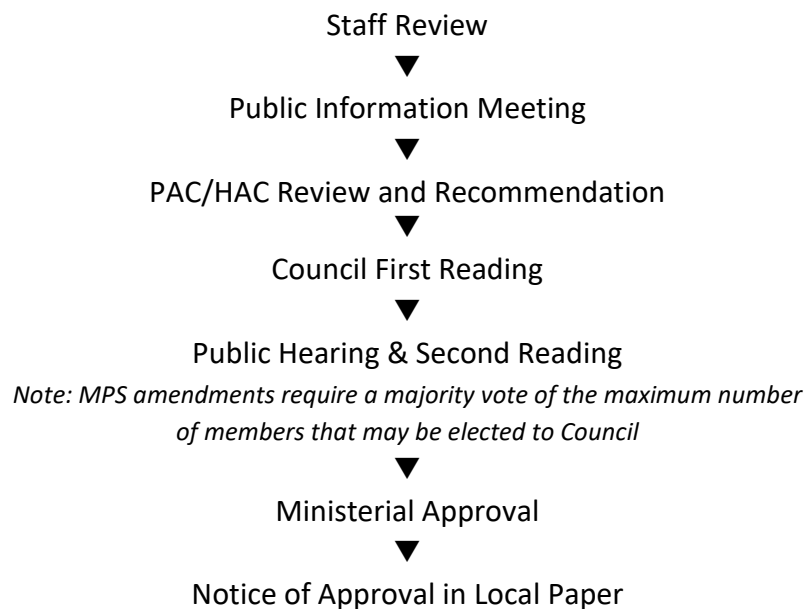
MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) for West Hants was developed in 2013. There is no mention of wind development in the MCCAP as the document focuses more on the

impacts of climate change on the Municipality versus options to reduce greenhouse gas emissions.

NEXT STEPS

If Council provides direction for staff to draft amendments to the West Hants Municipal Planning Strategy (WHMPS) and West Hants Land Use By-law (WHLUB) in response to this application, the process for the amendments would be as follows:



FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report. There may be financial implications associated with proposed amendments to the WHMPS and WHLUB if additional staff resources, training or specialized equipment is required to evaluate wind projects.

ALTERNATIVES

In response to this report, the PAC/HAC may:

- request Council direct staff prepare a draft WHMPS and WHLUB amendments based on direction from PAC/HAC;
- recommend Council not move forward with this application or any amendments associated with the request; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

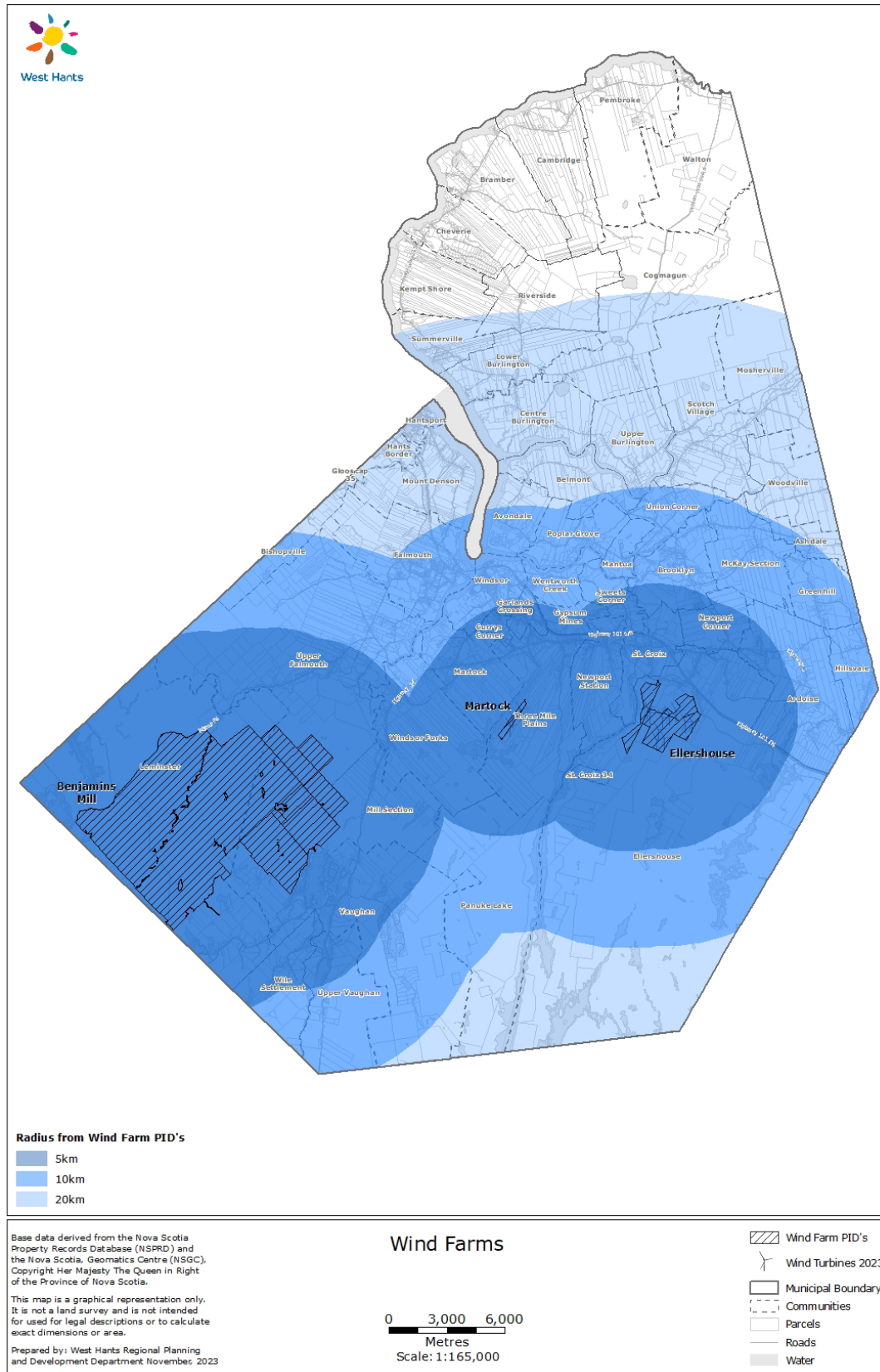
Figure 1	Existing or Approved Wind Farms with Buffers
Attachment A	Department of Energy Jurisdiction for Wind Farm Regulations
Attachment B	Department of Energy and Climate Change Wind Farm Environmental Assessment Checklist
Attachment C	Department of Energy and Climate Change Guide to Preparing an EA Registration Document for Wind Power Projects
Attachment D	WHMPS Excerpt
Attachment E	WHLUB Excerpt

Report Prepared by: _____
Sara Poirier, Director of Planning and Development

Report Reviewed by: _____
Mark Fredericks, Senior Planner

Report Reviewed by: _____
Alex Dunphy, Planner

Figure 1



Attachment A
Department of Energy Jurisdiction for Wind Farm Regulations

Regulation: How does government regulate wind energy projects?

Before any wind energy project in Nova Scotia can be built it must meet, at a minimum, the requirements of the municipal and provincial governments:

Municipal

Primarily, a wind project must conform to the zoning by-laws established by the municipality in which the wind energy project is being built, where such by-laws exist.

Municipalities have the authority to require minimum setbacks between the wind project and residences, businesses, roads, etc.

Municipalities can adjust these requirements to meet with the differing needs of the various regions of their jurisdiction.



For more information view a report by the Union of Nova Scotia Municipalities on [wind turbine guidelines for municipalities](#).

Provincial

All wind energy projects over 2MW (megawatts) in size must undertake a provincial Environmental Assessment (EA), administered by the Department of Environment.

The EA requires proponents to register required information on the environmental effects of any proposed project. EA registration information submitted by the proponent is made available for public review, and all stakeholders have the opportunity to submit comments on the project. Registration information is then reviewed by experts within the provincial and federal government.

Evaluation by these experts, along with issues raised by the public, is considered by the Minister when making a decision. Decision options of the Minister include: granting approval with conditions, request for more details/analysis, or rejection.

The Nova Scotia Department of Environment has prepared a [Proponent's Guide to Wind Power Projects](#).

Federal

Any projects that receive funds from the federal government, are on federal lands, or require a federal permit or authorization may be required to undergo the federal Environmental Assessment process in addition to the provincial EA.

In some cases, both federal and provincial assessments may be required.

Attachment B
Department of Environment and Climate Change Wind Farm Environmental Assessment
Checklist

Environmental Assessment for Wind Projects

Wind energy projects that generate 2 MW of energy or more require a Class I environmental assessment (EA). Early engagement with the EA Branch will allow time to address questions and provide clarity and support on minimum requirements. It is strongly recommended that you set up an EA scoping meeting early.

Minimum Requirements

To officially register a project for an EA, Registration Documents submitted for review must include the information listed in Section 9(1A) of the Environmental Assessment Regulations.

This information ensures that the reviewers have a fair understanding of the project, its purpose, the impact on the area surrounding the proposed undertaking, as well as the socio-economic implications. More information on the legislated requirements can be found in the *Guide to Preparing an EA Registration Document for Wind Power Projects in Nova Scotia* available at <https://novascotia.ca/nse/ea/docs/EA.Guide-Proponents-WindPowerProjects.pdf>

Wind Environment Baseline Studies Checklist

Environment baseline studies are essential in evaluating the impact of a project. It is expected that proponents have completed and present the results of the following environmental baseline studies as part of their environmental assessment registration document (EARD). By doing so, the risk of delays and/or redesign is lowered.

The following table is intended to be a guide and is not a comprehensive list of studies required for wind power projects. Please contact the EA Branch to set up a meeting to discuss your renewable energy project.

Fillable pdf of baseline studies checklist can be found on EA resources page. Use QR code on front page.

Type of Study/Survey	Details	Completed
Noise Levels	Noise modelling that incorporates baseline noise, per Wind Guide, and mitigations.	
Shadow Flicker	Shadow flicker modelling per Wind Guide and mitigations.	
Visual Impact Assessment	Visual impact assessment per Wind Guide and mitigations.	
Cultural and Heritage Resources	Archaeological Resource Impact Assessment (ARIA): summary of accepted Communities Culture, Tourism and Heritage report. Mi'kmaq Ecological Knowledge Study (discuss if not complete)	
Public Engagement	Summary of public sessions and engagement and discussion of how comments/issues were addressed.	
Mi'kmaq Engagement	Summary of engagement actions and discussion of how comments/issues were addressed.	
Birds	At least one year of complete bird surveys (four seasons) including radar and acoustic monitoring, with adequate coverage of the entire site. Discuss second year of bird monitoring (if not complete)	
Bats	At least one full year of complete bat acoustic monitoring (spring and fall) and field habitat assessment, with adequate coverage of the entire site. Discuss second year (if not complete).	
Wetlands	Identification and functional assessments of wetlands that may be impacted (directly or indirectly), per Wind Guide and ECC's Wetland Policy. Discussion of how wetlands, including wetlands of special significance, will be avoided to the extent possible and mitigations.	
Flora and Fauna Species and Habitats	ACCDC data, and core and critical habitat mapping included, and supported by field survey data, including targeted field surveys for species at risk with adequate site coverage. Discussion of mitigations. Duration and seasonality per Wind Guide.	
Fish and Fish Habitat	Fish habitat assessment following Fisheries and Oceans Canada advice.	
Surface Water	Field identification of watercourses and baseline water quality data. Discussion of impacts to water quality and mitigations.	
Groundwater	Identification of groundwater users and baseline or general description of groundwater quality, any interactions with groundwater and impacts, and mitigations.	
Weather Conditions	Description of ecoregion and climate norms	
Climate change	Description of greenhouse gas emissions, mitigations, and adaptation (planning and preparation for a changing climate) within relevant sections of the assessment.	
Air Quality	Discussion of air emissions (e.g., dust) and mitigations. Description of any monitoring programs.	
Geology	Description of geological setting, including surficial and bedrock, and known geohazards (PAG rock, karst topography)	

Short Guide: Environmental Assessment Registration for Wind Projects



Environment and Climate Change

EA Branch Contact:

Phone: 902-424-3600

Email: ea@gov.ns.ca

<https://novascotia.ca/nse/ea/pubs.asp>



Class I Environmental Assessment Process

Applies to projects like
mines, waste facilities and developments in wetlands



Attachment C
Department of Environment and Climate Change Guide to Preparing an EA Registration
Document for Wind Power Projects

Guide to Preparing an EA Registration Document for Wind Power Projects in Nova Scotia

May 2007

Revised October 2021



Policy Division
Environmental Assessment Branch

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About this Guide

The purpose of this guide is to help proponents of wind power projects understand the Environmental Assessment (EA) process and prepare the EA Registration Documents required for EA.

EA is a planning and decision-making tool used to promote sustainable development. By predicting and evaluating the environmental effects of a project before it begins, there is an opportunity to mitigate potential impacts of the project on the environment.

For the public, this process ensures that resources and ecosystem functions are protected. For the proponent of a wind power project, this guide promotes better project planning, which will ultimately save time and money.

More specifically, this guide will help proponents:

- consider all issues associated with wind power projects before submitting the EA Registration Document;
- avoid delays in the EA process; and
- reduce the risk that the Minister will decide that additional information is required or reject a project (note: if the Minister decides additional information is required, the proponent must obtain the missing information and then re-register the updated project for EA).

Project-specific information varies according to the project's scale, location, and the surrounding environment. It is your responsibility, as the proponent, to ensure that the information you submit in your registration materials accurately reflects the circumstances of your particular project. The advice in this guide can help you prepare an accurate and comprehensive submission.

Before registering a project for EA, proponents are encouraged to refer to "*A Proponent's Guide to Environmental Assessment*" for general information about EA and their role during an assessment. Contact the EA Branch or visit the EA Branch website at <http://www.novascotia.ca/nse/ea/> to obtain a copy of this guide. Proponents should also contact the EA Branch for verbal and written guidance on the EA process. Contact information is provided in Appendix II.

Once your EA Registration Document is accepted, it is posted on the EA webpages of the Nova Scotia Environment and Climate Change (NSECC) website. It becomes public information and is available for review by the Mi'kmaq of Nova Scotia and the public. When the Minister makes a decision on the Registration, this is also posted on our website. You can review registrations and decisions at <http://www.novascotia.ca/nse/ea/>.

Does the Wind Project Require Environmental Assessment?

If you are unsure whether the proposed project requires EA, please contact the EA Branch for a determination. Proponents should be prepared to provide the EA Branch with a detailed project description that can be used to evaluate whether the project triggers Part IV (Environmental Assessment) of the *Environment Act*.

Generally speaking, wind projects that can produce at least 2 MW of energy will require a Class I Environment Assessment, as per *Schedule A - Designated Class I and Class II Undertakings* of the *Environmental Assessment Regulations*, noting that these regulations are subject to change from time to time.

Planning for Environmental Assessment

Before starting work on the EA Registration Document, proponents are encouraged to discuss the scope of the assessment with the EA Branch.

The scope of the assessment should include each valued environmental component (VEC) that applies to the project circumstances — consider each one in the EA Registration Document.

When describing the scope of the undertaking, include both temporal and spatial boundaries.

Before undertaking any field work, proponents are advised to contact other government regulatory agencies such as Nova Scotia Department of Natural Resources and Renewables and the Canadian Wildlife Service to help define priorities. The EA Branch can assist proponents in identifying which government agencies should be contacted.

Engagement with the Mi'kmaq of Nova Scotia

The Province is committed to meeting its legal obligations to consult with the Mi'kmaq of Nova Scotia, and within that process, believes there is an important role for proponents in engaging the Mi'kmaq. Under the Environmental Assessment Regulations, proponent must identify all steps taken to identify, list and address concerns of the public and indigenous people about the adverse effects or the environmental effects of the proposed project.

This Guide provides practical assistance to proponents considering development or other activities that may impact Mi'kmaq interests in Nova Scotia. In addition, The Proponents' Guide: The Role of Proponents in Crown Consultation with the Mi'kmaq of Nova Scotia provides advice on how to fulfill this obligation under the EA Regulations, and is available at: [ea-proponents-guide-to-mikmaq-consultation.pdf \(novascotia.ca\)](https://www.novascotia.ca/ea-proponents-guide-to-mikmaq-consultation.pdf)

Meaningful engagement and consultation processes support clearer communication, more efficient and improved decision-making, and lasting outcomes that benefit all Nova Scotians. Appropriate and meaningful consultations with the Mi'kmaq are key to promoting collaboration and strong relationships.

Public Engagement

Conducting public consultation offers citizens the opportunity to inform projects and decisions which may have an impact on their lives. Early and effective public consultation are key components for establishing successful partnerships with local communities and maintaining public support. Benefits of early and effective consultation by proponents include building relationships, increased mutual understanding, added perspective and feedback on potential impacts of decisions and projects.

The Minister considers concerns expressed by the public about the adverse effects or the environmental effects of the proposed undertaking, and the steps taken by the proponent to address those concerns when making a decision.

It is important to note that the Minister also considers the effectiveness of the consultation when making a decision. The method used should suit the type of project and particular community in which it is being conducted. Methods used in the past include organizing open house events, distributing newsletters, conducting door-to-door surveys, advertising in newspapers and establishing 1-800 numbers.

What to include in your EA Registration Document

At a minimum, Registration Documents must include the information listed in Section 9(1A) of the *Environmental Assessment Regulations*.

In addition, EA Registration Documents for wind projects should:

- describe what exists on-site and what is being proposed (during construction and the completed development);
- identify potential impacts — environmental, economic, and social;
- include off-site impacts on the neighbouring environment, such as visual effects, noise, dust, and water run-off;
- explain and document any actions being proposed to minimize impacts on the environment; and
- include maps and digital data showing details, such as property IDs, turbine locations, proposed grid route, transmission corridors, locations of rare species and those potentially at risk, access roads, residences, parks and protected areas, sensitive receptors and structures, wetlands, watercourses and drinking water wells.

The outline of a comprehensive EA Registration Document includes:

- Proponent Description
- Project Information
- Mi'kmaq of Nova Scotia
 - Mi'kmaq Engagement
 - Effects of the Undertaking on the Mi'kmaq of Nova Scotia
- Public Engagement
- Description of the Undertaking
 - Geographical Location
 - Physical Components
 - Site Preparation and Construction
 - Setbacks and Separation Distances
 - Operation and Maintenance
 - Decommissioning
- Valued Environmental Components (VECs) and Effects Management
 - *Biophysical Environment*
 - Weather Conditions
 - Climate Change
 - Geology
 - Surface Water
 - Groundwater
 - Wetlands
 - Flora and Fauna Species and Habitat
 - Project Risk Categories
 - Native Vegetation/Biodiversity
 - Bird Strike/Bird Migration
 - Bats
 - Fish and Fish Habitat
 - Visual Impact Assessment
 - Noise Levels
 - Shadow Flicker
 - Other Issues
 - *Socio-Economic Conditions*
 - Economy
 - Land Use and Value
 - Transportation
 - Recreation and Tourism
 - Human Health
 - Cultural and Heritage Resources
 - Other Undertakings in the Area

Guide to Preparing an EA Registration Document for Wind Power Projects

- Effects of the Undertaking on the Environment
- Effects of the Environment on the Undertaking
- Other Approvals Required
- Funding
- Additional Information
- Appendices

The following sections of this guide will provide details on what information should be considered under each of the headings listed above.

Proponent Description

Describe the project proponent in the following detail:

- Name of the proponent
- Signed statement by the company*
- Mailing address
- Street address
- Telephone number
- Fax number (if available)
- Email address (if available)
- Website (if available)

*Include a signed statement by the company president or chief executive officer that shows they accept the contents of the EA Registration Document with the following details:

- Name of company president/CEO
- Address of company president/CEO
- Signature

Project Information

Outline your project in the following detail:

- Name of Undertaking: Give your project a distinct name.
- Location: Briefly describe the location of the project.
- Maps: Show the location of the project on maps at regional and local scales, with the Universal Transverse Mercator (UTM) grid and the UTM coordinates showing the centre of the site. This map should also include the location of each turbine and any other structures on or near the site.
- Credentials: Include the names and credentials of all primary and secondary qualified professionals and their contribution — attach their CVs in an appendix.

Mi'kmaq of Nova Scotia

While strongly encouraged, it is within the proponent's discretion to proactively engage the Mi'kmaq of Nova Scotia and Indigenous organizations to identify and address any concerns, where appropriate, before registering the project.

In the EA Registration Document, the proponent should include the following:

- Documentation on steps taken to engage the Mi'kmaq.
- A description of any potential adverse impacts to the Mi'kmaq of Nova Scotia, as identified by both the proponent and in any correspondence with Mi'kmaw communities.
- The details of any proposed mitigation or avoidance measures of potential adverse impacts and any feedback received on mitigation or avoidance measures from Mi'kmaw communities.
- Predictions of any residual effects of the project on the Mi'kmaq after mitigation and avoidance measures are implemented and rationale for predictions.
- A discussion on future engagement with the Mi'kmaq to understand the efficacy of mitigation and avoidance measures and to support ongoing engagement.

Mi'kmaq Engagement

Early engagement with the Mi'kmaq of Nova Scotia is strongly encouraged as it enables comprehensive, accurate, and relevant information to be provided to the community. When deciding to involve the Mi'kmaq, you should identify and contact Mi'kmaw communities and Indigenous organizations.

For more information on engagement with the Mi'kmaq of Nova Scotia, refer to *Proponents' Guide: The Role of Proponents in Crown Consultation with the Mi'kmaq of Nova Scotia*: <http://0-nsleg-edeposit.gov.ns.ca.legcat.gov.ns.ca/deposit/b10655268.pdf>.

Effects of the Undertaking on the Mi'kmaq of Nova Scotia

The identification of potential adverse impacts should be undertaken in collaboration with Mi'kmaw communities. To understand potential adverse impacts of a proposed project on the rights of the Mi'kmaq of Nova Scotia, early and meaningful engagement is required.

- Prior to submitting an EA Registration Document, the Province may recommend proponents undertake a Mi'kmaq Ecological Knowledge Study (MEKS). A MEKS identifies areas of historical and current use in the project area pertaining to lands, water and natural resources.

- MEKS are generally recommended for large scale projects or those that are proposed on Crown land or sited close to Indigenous land, or in areas of known high archaeological significance or that have particular cultural significance for the Mi'kmaq.
- An MEKS Protocol has been prepared on behalf of the Assembly of Nova Scotia Mi'kmaw Chiefs. Proponents are encouraged to review this protocol carefully to gain a better understanding of MEKS, including seasonal limitations that may impact proposed planning.
- The Protocol can be found at:
<https://novascotia.ca/abor/aborlearn/docs/mek%20protocol%20second%20edition.pdf>

Public Engagement

For Class I undertakings, proponents are not required to involve the public beyond the official notification through two newspaper advertisements (one with circulation in the vicinity of the undertaking and one with province-wide circulation). However, when making a decision on the proposed undertaking the Minister will consider all public input about the proposed undertaking, whether positive or negative, including concerns about the adverse effects or the environmental effects of the proposed undertaking and the steps taken by the proponent to address those concerns.

The Department strongly recommends that proponents work proactively with the public to address any concerns prior to registering the undertaking in the EA process. When deciding to involve the public, the proponent should consider identifying and contacting local community representatives, government representatives (municipal, provincial and federal), First Nations, and other stakeholders who may have an interest in the proposed undertaking.

Within this section of the EA Registration Document, proponents should include the following:

- Identify the methods used to notify the general public and stakeholder groups, the number of people contacted, and the number of people that responded. Also, provide copies of the information and materials distributed to the public.
- Describe the opportunities that have been or will be provided to allow the public and stakeholder groups to express their concerns and receive information on the various phases of project development including planning, design, environmental assessment review, construction, operation, decommissioning and reclamation.
- Include all comments brought to the attention of the proponent, both written and verbal, during the public information program(s).
- Describe how the public and stakeholder groups' comments were addressed during and following the public information program(s), including any commitments made by the proponent. Anticipated public concerns can be addressed as well.

Description of the Undertaking

This section of the EA Registration Document describes the project as it is planned to proceed through the construction, operation, and decommissioning phases of the wind power development.

Geographical Location

- Identify the site location and its relation to each of the following:
 - existing communities, including Mi'kmaq communities;
 - other developments;
 - transportation facilities;
 - the proposed routes of access;
 - parks and protected areas; and
 - water supplies, etc.
- Submit site plans that show the location of the major components of the proposed project and each of the following details:
 - location of the proposed development in the province;
 - scaled site map of the main project components;
 - Project components may include but not limited to:
 - alignment of power lines connecting the wind power project to the electricity grid;
 - turbine to turbine connections;
 - proposed internal road access routes and transmission line corridors.
 - Watercourse crossing and ditching infrastructure property map including the Property Identification Number(s) (PID); boundaries;
 - large-scale original base map(s) (1:10,000 - 1:12,500 scale preferred);
 - recent aerial photos;
 - proximity to existing and pending protected and conservation areas within provincial, federal, and municipal jurisdictions or protected by land trusts (for example, show existing and pending provincial wilderness areas, nature reserves and provincial parks; federal migratory bird sanctuaries and wildlife management areas; land trust lands; conservation easements; and municipal protected water supply areas)¹;

¹ Mapping for existing and pending protected areas can be found at <https://www.novascotia.ca/parksandprotectedareas/plan/interactive-map/>. Pending protected areas are lands that government has committed to designating as a protected area but for which designation has not yet occurred.

- proximity to administratively conserved sites on Crown lands such as provincial Old Forest Policy set-asides and lands recognized as “protected” through forest certification programs.
- proximity of the development to significant features, such as:
 - housing
 - water bodies and watercourses
- location of the proposed development within secondary and tertiary watersheds, and

The proponent is also encouraged to:

- Contact the municipality to determine if the proposed project will be affected by any land use by-laws, specifically, setback regulations.
- Consult with the utility or grid system operator to ensure connection to the electricity grid is feasible.

Physical Components

- Describe and provide maps and figures for major physical components of the undertaking, such as:
 - site and adjacent areas;
 - the positions of the proposed wind turbine(s) (generator, rotor blades and supporting structure);
 - native vegetation;
 - existing roads to be used for site access;
 - internal access roads to be constructed;
 - watercourse crossings, ditching, diversions;
 - site grading and earth works;
 - proximity to residences; and
 - existing and proposed buildings and structures (including control rooms and electrical substations), etc.
- Describe the proposed wind turbines in detail:
 - how many;
 - rated generation capacity;
 - make and model number;
 - dimensions of the tower;
 - dimensions of the overall design;
 - turbine blade speed in revolutions per minute;
 - lighting requirements, if applicable;
 - materials;

- colour; and
- the alignment of guy wires, if any.

Site Preparation and Construction

- Describe in detail the proposed:
 - construction activities;
 - location;
 - techniques; and
 - schedules.
- Identify the size of the area affected by each respective activity.
- Consider addressing the following aspects and activities:
 - site orientation;
 - stripping of vegetation;
 - clearing and grubbing;
 - erosion and sediment control;
 - proximity distances (including from public or common highways, watercourses, existing and pending parks and protected areas and property boundaries);
 - site access roads (including gradient), location of receiving areas, material storage, and parking areas;
 - drilling and blasting requirements (during turbine installation process);
 - permanent structures (towers, and other structures that will be needed onsite);
 - temporary structures;
 - temporary or permanent watercourse crossings, diversions, or ditching;
 - utilities;
 - risk management, such as contingency plans for malfunctions, accidents, and emergency response plans;
 - the duration of construction work and explanation of the various development phases including the impacts of each phase on the landscape;
 - environmental monitoring and reporting; and
 - other relevant aspects and activities.

Setbacks and Separation Distances

Check if the municipality has setback requirements or separation distances. Many municipalities have development land use by-laws to deal with the setback requirements and separation distances for wind power projects. It is the proponent's responsibility to be aware of and to comply with municipal by-laws.

Locate wind turbines far enough away from domestic dwellings so that the turbines do not unreasonably affect the amenity of such properties through sound, shadow flicker, visual domination, or reflected light.

The advisable distance between residences and a proposed wind development to avoid any disturbance of neighbours depends on a variety of factors including local topography, climate, character and level of background noise, and overall size of the development.

It is best not to locate projects close to parks and protected areas, as nearby wind energy development and disturbance can negatively impact those areas. Proponents with projects occurring within 500m of existing or pending protected areas are encouraged to seek guidance from NSECC's Protected Areas Branch (protected areas) and DNRR (parks) in the early stages of project development to screen for potential impacts and determine whether siting is compatible with ensuring the integrity of nearby parks and protected areas.

Operation and Maintenance

- Include a detailed description of the proposed activities, locations, and schedules during the operational phase of the undertaking. The proponent should consider the following:
 - water management (surface water, groundwater, storm water, withdrawal, drainage, erosion and sediment control, water recycling opportunities, ability of the water source to meet requirements taking into consideration other users in the vicinity);
 - hazardous waste management (for example, fuels, lubricants, hydraulic oil, asphalt, paints, solvents, de-icing agents);
 - waste management;
 - transportation (modes, routes, load size and frequency, maintenance, refueling, load coverings, speed restrictions, tire cleaning);
 - noise management;
 - viewscape protection (such as tree screens and buffer zones);
 - utilities;
 - risk management (for example contingency plans, emergency response plans, and accidents); and
 - environmental monitoring and reporting.

Decommissioning

Include goals and objectives for decommissioning the site, including removal of roads, equipment, and structures, and the long-term objective for future use of the property following decommissioning.

Include comprehensive details with the goal of restoring the site to its natural state with native plants such that impacts of habitat loss (i.e., connectivity) and invasive species are mitigated.

Valued Environmental Components (VECs) and Effects Management

Within the Nova Scotia EA Regulations, VECs are broadly interpreted as environmental (including rare species and those at risk), human health, socio-economic, cultural, historical, archaeological, paleontological and architectural features that may be impacted, whether positive or negative, inside or outside the province, by the proposed undertaking.

To reiterate, the VEC sections of the EA Registration Document should address the following:

- existing environmental conditions and climate change projections — consider both biophysical environment and socio-economic conditions;
- identified VECs;
- predicted environmental effects — both positive and negative effects, both inside and outside the province;
- proposed mitigation to address environmental effects; and
- proposed monitoring programs for the undertaking.

Please note, if proponents predict that there will be no impacts to a certain VEC within the proposed wind power site or within any other area of the wind power project, they must provide an explanation of the prediction in the Registration Document.

The following two broad categories comprise the VECs: Biophysical Environment and Socio-economic conditions. The following section provides a detailed description of the information to be provided in the Registration Document related to these two broad categories of VECs.

Guidance on Information Requirements for Valued Economic Components

Biophysical Environment

Weather Conditions

- Describe the weather conditions at the site including presentation of methods and/or data used to assess the site suitability for wind generation. This should include some consideration of the climate change projections.
- Demonstrate that conditions are adequate for power generation.
- Demonstrate that the design will accommodate extreme winds and ice loads.

- Provide rationale for 1) site selection and 2) consideration of alternatives.

Climate Change

- Climate change should be addressed in terms of greenhouse gas emissions (reduction of GHGs) and adaptation (planning and preparation for a changing climate).
- This section will focus on GHGs mitigation while adaptation is integrated into the data analysis and design decisions throughout the document.

GHG Emissions

- Identify and quantify all direct emission sources and sinks by individual GHG (carbon dioxide, methane, nitrous oxide, sulphur hexafluoride, and hydrofluorocarbons and perfluorocarbons by individual species, where applicable) during the construction, operation and decommissioning phases.
- Clearly state all quantification methodologies, emissions factors, and assumptions used.
- Refer to ISO standard 14064-1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals, for general inventory preparation guidance, requirements, and presentation.

Air Quality

Discuss how dust from road construction, etc., and other air emissions will affect the existing atmospheric conditions and what will be done to avoid or mitigate negative impacts. Describe any monitoring programs that may be necessary to identify effects on air quality and the success of any mitigation measures employed.

Geology

- Describe the geological features of the wind power site including:
 - surficial geology — soil types, permeability, porosity, risk of erosion; and
 - bedrock geology — acid producing/consuming rocks, sulfides, carbonates, host rock.
- Conduct geotechnical investigations and include details of the investigations to help assess whether construction of the foundations for the wind turbines, the erection of the machines, and the provision of access roads is practical and economic.

- Include geological maps in your EA Registration Document.

Surface Water

- Qualified professionals (e.g., hydrologist, water resources engineer, limnologist, etc.) should be retained to complete the assessment of this VEC.
- Describe existing environment:
 - Describe the location of the project within the primary, secondary, and tertiary watersheds.
 - Describe the general hydrological conditions and water quality and quantity for all surface waters in the vicinity of the wind power project.
 - Describe the field investigations undertaken to support this description and bibliography of reference material as appropriate.
- Based on understanding the existing environment and the project description, clearly identify the area which may be impacted by the proposed undertaking.
 - Provide rationale for this delineation including upstream and downstream interaction.
 - Consider each phase of the project, including construction, operation, and decommissioning.
- For the assessment area, discuss and quantify the predicted effects (with rationale) the undertaking may have on existing surface water in the surface water assessment area.
 - Consider each phase of the project, including construction, operation, and decommissioning.
- Describe the proposed methods to avoid or mitigate such effects.
 - Consider each phase of the project, including construction, operation, and decommissioning.
 - This may include siting considerations, work seasons, erosion and sediment control measures, consideration for climate change impacts in the design of project elements, or maintenance etc.
- Describe any monitoring programs that will be designed to provide information on the effects of the project on surface water.
 - This may include monitoring programs cross identified in multiple VECs, or specific quantity or quality monitoring.

Groundwater

- Describe the general hydrogeological conditions in the vicinity of the wind power project. This is to include descriptions of hydrogeological properties (hydraulic conductivity, recharge/discharge conditions, hydrostratigraphic units, groundwater flow directions and so on), interaction between groundwater and surface watercourses (including wetlands), groundwater use for water wells and general groundwater quality conditions.
- Describe the appropriate reference sources used to support this description, including any groundwater field investigations conducted, and include these all in a bibliography.
- Identify and field verify the locations of water wells within 2 km of the project boundaries. Provide a site map showing these locations.
- Provide a description of any water supply sources to be used on the site, including groundwater or surface water.
- Provide detailed information on how potential water quantity or water quality impacts to groundwater due to site activities will be avoided or mitigated both on and off the site during the site construction, operations and decommissioned site phases.

Wetlands

- Identify the location, size, and class of any wetland on-site or downstream that may be impacted by the wind power project.
 - Please refer to “The Nova Scotia Wetland Conservation Policy” which identifies what legislation, regulations, and policies are currently relevant to wetland conservation (<https://www.novascotia.ca/nse/wetland/conservation.policy.asp>).
- If there are any wetlands at the project site, include the following in your EA Registration Document:
 - wetland delineation (location, size, boundaries) and functional assessment information, including a description of the methodologies used;
 - maps and photos clearly indicating the location of the project in relation to the wetland and other natural features;
 - description of the wetland’s ecological character;
 - presence of fish in the wetland;
 - existing hydrological characterization;
 - existing hydrogeological characterization;
 - a bibliography of reference materials used in developing the evaluation; and
 - a listing of the expertise retained in preparing the evaluation.

- Refer to “The Nova Scotia Wetland Conservation Policy” purpose and provide a detailed description of the proposed alteration including:
 - reason for the alteration;
 - nature of the proposed alteration;
 - alternatives that have been considered;
 - all identifiable impacts to the wetland (e.g., percent of wetland to be altered, species at risk present and/or species of conservation concern, terrestrial & aquatic flora and fauna species to be affected). This includes potential indirect effects;
 - past impacts to the wetland (if applicable);
 - expertise retained and resources referenced in determining the existing conditions and potential impacts; and
 - opportunities for mitigation of impacts and/or compensation.

Flora and Fauna Species and Habitat

- Qualified professionals (biologists, botanists, etc.) should be engaged by the proponent to conduct surveys to identify flora and fauna species that exist or that may exist throughout the wind power site and throughout any other areas which may be impacted by the development.
- Priority species and habitats for field inventory work should be identified through a desktop analysis using the process described in “A Guide to Addressing Wildlife Species and Habitat in an EA Registration Document”. A 100km radius around the project area is to be used as the minimum area for review of known occurrences of species of conservation concern.
- As part of the assessment the proponent should consider all species ranked S1-S3, all species assessed by COSEWIC, and all species listed under the federal *Species at Risk Act* and the *Nova Scotia Endangered Species Act*.
- The proponent must apply standards and protocols for bird monitoring specified for the given “Category” of project as defined by Environment and Climate Change Canada and the Canadian Wildlife Service.
- With respect to species listed as Endangered or Threatened under either the federal SARA or provincial NSESA, proponents should be aware of any identified or designated Core Habitat and federally identified Critical Habitat that may be affected by the project.

- The Province of Nova Scotia is committed to further enhancing land protection and nature conservation by various means. Prior to developing project proposals, proponents are encouraged to contact the Department of Natural Resources and Renewables (DNRR) and the Protected Areas and Ecosystems Branch of NSECC to review if project proposals may overlap with lands of special concern or are under consideration for conservation or land protection.
- Proponents are encouraged to avoid relatively intact natural area. These are lands that, while not necessarily pristine, have relatively low levels of anthropogenic disturbance at the landscape scale and are therefore critical to biodiversity conservation at the landscape level. These areas have a lower density of roads and other linear corridors such as power lines compared to other lands in the region and are generally comprised of more mature and less fragmented forests.
- Proponents are also encouraged to avoid lands that are important for regional ecological connectivity. These are lands that, due to their location on the landscape and ecological condition, play a critical role in biodiversity conservation by sustaining the long-term flow of ecological processes and native species (terrestrial species, birds, bats, etc.) across the landscape, including between relatively intact natural areas and between protected areas.
- Proponents are encouraged to contact the EA Branch, Nova Scotia Department of Natural Resources and Renewables, and the Canadian Wildlife Service early in the planning stages to ensure that all relevant issues have been identified and all required components of the EA are understood and considered.

Project Risk Categories:

- The project risk category is determined by a combination of site sensitivity, project size and turbine height. The category is used to qualify potential risk to wild species and/or their habitats. With this qualification, the project can be planned and monitored such that impacts resulting from its construction or operation can be minimized and/or mitigated.

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Project Size	Potential Sensitivity			
	Very High	High	Medium	Low
Very Large	Category 4	Category 4	Category 3	Category 2
Large	Category 4	Category 3	Category 2	Category 2
Medium	Category 4	Category 3	Category 2	Category 1
Small	Category 4	Category 2	Category 1	Category 1

- The Project Risk Category can be determined using the tables below.
- Please note all projects using turbines greater than 150 m in height are considered Category 4 projects. For projects with turbines < 150 m use the tables below to determine project category.

Site Sensitivity:

Potential Sensitivity	Determining factor
Very high	<p>Species identified are:</p> <ol style="list-style-type: none"> 1. Listed as “at risk” federally or provincially under the SARA or NSESA 2. Assessed as “at risk” by COSEWIC or S1, S2 and S3 listed species (under the Atlantic Canada Conservation Data Center) occurring within, or being negatively affected by the development <p>Site identified as:</p> <ol style="list-style-type: none"> 3. habitat for a large or important bird colony, such as herons, gulls, terns, common eider and seabirds 4. a known bat hibernacula (25 km radius) 5. a significant migration staging or wintering area for bats, waterfowl or shorebirds 6. an area recognized as internationally, nationally or provincially important for birds (e.g., by being located in or adjacent to a provincial Wildlife Management Area or Wildlife Sanctuary, National Wildlife Area, Migratory Bird Sanctuary, Important Bird Area, National Park, Western Hemisphere Shorebird Reserve Network (WHSRN) and/or Ramsar sites, or similar area specifically designated to protect birds) 7. providing habitat for large concentrations of raptors (e.g. wintering, migration) 8. a known, or reasonably inferred migration or connectivity corridor 9. having potential to reduce functional quality/quantity of habitat (e.g., relatively intact natural areas) and/or cause significant land

	<p>fragmentation with loss of connectivity</p> <p>10. having identified or designated provincial Core Habitat (including areas identified in Section 15(4)(h) of the <i>Endangered Species Act</i> to be considered for core habitat in a recovery plan), or federal Critical Habitat.</p> <p>11. an area recognized as provincially or nationally significant for habitat conservation of a listed “at risk” species (e.g., Significant Mainland Moose Concentration Areas)</p>
High	<p>Site identified as:</p> <p>12. having landform factors that concentrate species (e.g., shoreline, ridge, peninsula or other landform that may funnel bird movement) or significantly increase the relative height of the turbines</p> <p>13. a coastal island, or less than 5 km inland from coastal waters</p> <p>14. an area of large local bird movements (between habitats) or is close to significant migration staging or wintering area for waterfowl or shorebirds</p> <p>15. an area recognized as provincially or nationally significant for habitat conservation and/or protection.</p> <p>16. having increased bird activity from the presence of an area recognized as nationally and/or provincially important habitat for birds (e.g., a National Wildlife Area, Migratory Bird Sanctuary, Important Bird Area, National Park, or similar area protected provincially or territorially because of its importance to birds).</p> <p>17. containing non-listed species of high conservation concern (e.g. S1)</p>
Medium	<p>18. Site is recognized as regionally or locally important to birds, or contains provincially significant habitat types.</p>
Low	<p>19. Site does not contain any of the elements listed above.</p>

Project Size:

Size	Definition
Very large	Total local area projected to contain more than 100 turbines
Large	Total local area projected to contain 41- 100 turbines
Medium	Total local area projected to contain 11-40 turbines
Small	Total local area projected to contain 1-10 turbines

Turbine Height:

Turbines > 150 m	Wind turbines greater than 150m in height are categorized as Very High site sensitivity because they are within a known migratory corridor
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The following describes the level of monitoring typically required with each Project Category. Please note that field surveys including type, timing and duration should be designed in consultation with the appropriate regulatory agencies:

Category 1: Projects in this category represent the lowest level of potential risk to wild species and/or their habitats. Note: reference to required basic/baseline surveys do not include avian and bat radar or acoustic surveys; these survey requirements are addressed separately.

- **Basic field surveys:** Most Category 1 projects need some basic field surveys before an approval is granted to:
 - assess the occurrence of significant habitats and species within the proposed area for the turbines; and
 - confirm that no conservation issues were previously overlooked.
- **Carcass searches for bats and birds:** After the project is in operation, carcass searches are usually required to document unexpected mortality events.

Category 2: Projects in this category represent a moderate level of potential risk to wild species and/or their habitats.

- **Basic surveys:** Most require basic surveys, usually spread over a one-year period, to: obtain quantitative information on wild species and habitats on the site and identify any potential mitigation measures to minimize environmental impacts during construction.
- **Follow-up surveys:** Depending on the species and numbers detected, some follow-up surveys may be required to assess impacts. These follow-up surveys may not need to commence until one year after construction is completed.
- **Carcass searches** for bats and birds will usually be required after the project is in operation to document unexpected mortality events.

Category 3: Projects in this category represent an elevated level of potential risk to wild species and/or their habitat(s).

- **Comprehensive baseline surveys:** These will normally need to be done over the course of one calendar year unless additional concerns are identified in the process (e.g., an unexpected species at risk is found to be present), which could extend the time period. You must apply standards and protocols for bird monitoring specified for “Category 3” projects as defined by Environment and Climate Change Canada and the Canadian Wildlife Service.

- **Pre-construction surveys:** need to quantify what species are using the area and obtain measures of their relative abundance.
- **Detailed studies:** If the site contains concentrations of birds, or species thought to be particularly vulnerable to colliding with turbines, or that have potential to be negatively affected by the presence of turbines, more detailed studies may be required. Such information may help to inform placement of turbines, or to determine the need for other mitigation measures.
- **Post-construction follow-up surveys,** spread over at least two years, are required to determine changes in wildlife use of the area associated with installation of the turbines.
- **Regular carcass searches** will normally be required to monitor the impact to breeding and migrating bats and birds. Given the potential for fragmenting habitat and the resulting loss of landscape connectivity, by large (41-100 turbines) and very large (101 or more turbine) projects, these sites will require consideration and analysis of potential landscape scaled impacts.

Category 4: Projects in this category represent the highest level of potential risk to wildlife, and/or their habitats.

- **Comprehensive baseline surveys:** These will normally need to be done over the course of one calendar year unless additional concerns are identified in the process (e.g., an unexpected species at risk is found to be present), which could extend the time period. Proponents must apply standards and protocols for bird monitoring specified for “Category 4” projects as defined by Environment and Climate Change Canada and the Canadian Wildlife Service. Proponents are strongly encouraged to design and initiate baseline surveys as far in advance as possible.
- All projects using turbines greater than 150 m in height are considered Category 4 projects.

If the project is approved, detailed follow-up will normally be required as a condition of the approval:

- **Post-construction follow-up surveys,** spread over at least two years and sometimes more, are required to determine changes in wildlife use of the area associated with construction of the turbines.
- **More detailed studies,** if warranted: If the site contains concentrations of birds, Species at Risk, Species of Conservation Concern, species thought to be particularly vulnerable to

colliding with turbines, or that have potential to be negatively affected by the presence of turbines, then more detailed studies may be required.

- **Regular carcass searches** around turbines over at least 2 years will likely be required during seasons when there is an elevated collision risk (e.g., when concentrations of birds are present, seasonal patterns for migratory bats, or during the migration season).
- **Data gathering** for more than two years would normally be targeted to answer very specific questions or conservation concerns.
- **Long-term monitoring** extended over five years or more, for example, may in some cases be required to document potential negative effects of functional habitat loss. Given the potential for fragmenting habitat and the resulting loss of connectivity, by large (41-100 turbines) and very large (101 or more turbine) projects, these sites will require consideration and analysis of potential landscape scaled impacts.

Refer to:

- *Guide to Addressing Wildlife Species and Habitat in an EA Registration:*
<https://novascotia.ca/nse/ea/docs/EA.Guide-AddressingWildSpecies.pdf>
- The Wildlife Division of the Nova Scotia Department of Natural Resources and Renewables online database for the population status of flora and fauna taxonomic groups throughout Nova Scotia:
<http://www.gov.ns.ca/natr/wildlife/genstatus/ranks.asp><https://novascotia.ca/natr/wildlife/genstatus/>
- Endangered Species Act of Nova Scotia — and regulations — to identify species at risk:
<http://nslegislature.ca/legc/statutes/endspec.htm>
<http://www.novascotia.ca/just/regulations/regs/eslist.htm>
- The Nova Scotia Museum of Natural History and Department of Communities, Culture, Tourism and Heritage for information on significant habitat and species at risk and distribution data.
- Significant habitat data relative to endangered species can also be obtained from the Atlantic Canada Conservation Data Centre:
<http://www.accdc.com/>
- The Canadian Wildlife Service:
 - *Wind Turbines and Birds: A Guidance Document for Environmental Assessment*
 - *Recommended Protocols for Monitoring Impacts of Wind Turbines on Birds*

- Significant habitat data relative to endangered species can also be obtained from the Atlantic Canada Conservation Data Centre:
<http://www.accdc.com/>

Native Vegetation/Biodiversity

- Conservation and preservation of native vegetation, including rare species and species-at-risk, is a major objective. Generally, the appropriate siting and design of wind power projects ensures that native vegetation is maintained. However, transmission lines may traverse a much greater area than the turbines, making it more difficult to avoid damage to native vegetation.
- Consult early with Nova Scotia Department of Natural Resources and Renewables, Wildlife Division, to develop botanical inventory standards before undertaking any field work.

Bird Migration

- Select a wind power site that avoids negative impacts on bird species. Be aware of the paths for travel, roosting, nesting, and spring and autumn migrations, so that they can be avoided when choosing a wind power site.
- Existing data, supplemented with field surveys, should be used to support site selection.
- Negative impacts on bird species occur through the careless removal or disturbance of the native vegetation that supplies them with a food source and nesting places, and through the placement of wind turbines directly in a flight path.
- Migratory birds, their eggs, their nest, and their young are protected under the *Migratory Birds Convention Act* and the *Nova Scotia Wildlife Act*. Depending on the at-risk status of the species, additional protection may also be provided under the federal *Species at Risk Act* and *Nova Scotia Endangered Species Act*.
 - For more information, see the *Migratory Birds Convention Act*, *Nova Scotia Wildlife Act*, and Environment Canada's *Wind Turbines and Birds: A Guidance Document for Environmental Assessment* (Appendix).
- Before undertaking any field work, contact the Canadian Wildlife Service (Sackville, New Brunswick) and the Nova Scotia Department of Natural Resources and Renewables. Pre-development inventories and post-development monitoring will be required; specific requirements will be developed in consultation with regulators and will depend on project parameters (size of site, number of turbines, turbine type/size, location, etc.).

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- Avian radar study is required for projects that include turbines greater than 150 m in height. Radar baseline studies should be designed in consultation with the Canadian Wildlife Service and the Department of Natural Resources and Renewables. Please refer to the following Canadian Wildlife Service guidance documents for additional information:
 - *Wind Turbines and Birds: A Guidance Document for Environmental Assessment*
 - *Recommended Protocols for Monitoring Impacts of Wind Turbines on Birds*

Bats

- Bats serve an important ecological role. Locating wind turbines in bat migration areas can result in strikes and disruption of migration patterns. Proponents must:
 - Determine if the project within 25 km of any known bat hibernacula.
 - Determine whether significant numbers of bats migrate through the area.
 - Assess the possible impacts of wind turbines on migratory bats.
- Sites will require pre-development inventory for bats and post-development monitoring; specific requirements will be developed in consultation with regulators and will depend on project parameters (size of site, number of turbines, turbine type/size, location, etc.).
- Contact the Nova Scotia Department of Natural Resources and Renewables Wildlife Division early in the planning phases to establish whether inventory for bats will be required, inventory standards and requirements, and to establish post-development monitoring standards.
- If appropriate for the project site, also refer to Canadian Wildlife Service of Environment and Climate Change Canada (responsible for all migratory birds and for all wildlife on federally owned land).

Fish and Fish Habitat

The principles and information sources that apply to flora and fauna species and habitat also apply to fish and fish habitat.

Fisheries and Oceans Canada (DFO) will be reviewing the EA Registration Document. DFO ensures compliance with relevant provisions under the *Fisheries Act*, the *Species at Risk Act*, and the *Aquatic Invasive Species Regulations*, and reviews proposed developments that may impact fish and fish habitat. If the Project is taking place in or near water, the proponent responsible for understanding and describing the impacts the project will likely have on fish and fish habitat (including aquatic species at risk and their habitat); measures that can be implemented to avoid

and mitigate those impacts; and ensuring the project will not result in the introduction of aquatic species into regions or bodies of water frequented by fish where they are not indigenous.

It is important for the proponent to include information related to the number of watercourse crossings associated with access road upgrades and/or new access road construction. Details on fish presence and habitat quality for each watercourse is required along with the crossing type and construction methods. The proponent must provide sufficient information to allow DFO to assess the environmental effects of the Project on fish and fish habitat.

Hire a qualified professional to determine whether any fish or fish habitat exists in all watercourses located within the wind power site, along access road crossings, or any other receiving watercourse that may be impacted by the development. If the development has the potential to impact fish habitat, have the qualified professional describe the habitat, fish species present, and any measures that will be implemented to avoid and mitigate impacts to fish and fish habitat associated with the development.

The appropriate survey(s) should be conducted in a manner that is acceptable to DFO. If you need more information, contact DFO directly.

Visual Impact Assessment

- Describe the visual effect of the proposed wind turbines on the locality, taking into account each of the following:
 - the various perspectives of the “visual user” groups represented in the local community;
 - the degree to which turbines modify landscapes;
 - the visibility of the proposal from public viewpoints;
 - the proximity of the project to sites of significance such as conservation areas, parks and wilderness areas; and
 - the provincial significance of the landscape in question.
- Include evidence to support the description, such as illustrations, photographs and other graphic representations of the appearance of the wind projects and transmission lines (where applicable) from all significant vantage points including views from both the land, the beach and the sea, where relevant.
- A landscape analysis is likely required for locations of high landscape quality. The existing landscape should be described, and the potential visual impacts of the proposal assessed.

Noise Levels

- The proponent is expected to determine acceptable setback distances between wind turbines and receptors. Acceptable wind turbine setback distances depend on specific climatic conditions and the number and layout of turbines at the site.
 - In circumstances where municipal by-laws respecting wind turbines exist, the most stringent limits will apply.
- The appropriate setback distance varies depending on:
 - the type and number of turbines used;
 - topography;
 - vegetative cover across the landscape
 - proximity to the ocean; and
 - location of receptors.
- For the purpose of noise level measurements, a receptor is defined as an adjacent dwelling including, but not limited to, a building or structure that contains one or more dwellings, educational facility, daycare/nursery, place of worship, hospital, seniors residence and could also include a vacant lot where appropriate zoning or permits to build such dwellings have been approved.
- In establishing separation distances, a proponent must ensure that the wind farm design and turbine siting does not cause sound levels to exceed 40 dBA (A-weighted decibels) at the exterior of receptors.
- Through the EA process the proponent is expected to demonstrate through computer modelling data how the noise from the operational wind farm travels across the landscape. All noise modelling data, results, and assumptions should be included in the EA Registration Document.
- In the Registration Document, the proponent must:
 - identify all receptors within 2 km, including sensitive receptors (i.e. schools, campgrounds, care homes, etc.);
 - identify existing wind turbines within 3 km;
 - provide information on existing (background) noise levels and the expected levels of all potential noise sources associated with the construction and operation of the wind power project, including wind turbines, traffic movements, and substation;
 - discuss the predicted effects (with rationale), if any, the increased noise levels will have on wildlife and receptors near the wind power project;
 - include the sound power level for the turbine(s) to be used;
 - discuss the predicted effects (with rationale) of infra sound (or low frequency sound) on receptors;

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- describe the extent to which these noise emissions can be reduced and contained to minimize effects upon the wider locality and receptors, including potential future development; and
- discuss the methods to be used to monitor noise levels throughout the life of the development.
- discuss the methods to be used to mitigate noise levels throughout the life of the development should noise modelling be inaccurate or noise levels be greater than 40 dBA

Shadow Flicker

- Shadow flicker is the alternating periods of shadow and light that occur when a wind turbine is between the sun and a receptor. The sun shining through the spinning turbine blades causes this effect.
- Proponents must demonstrate through modelling that no receptor will receive 30 minutes or more per day, and/or 30 hours or more per year of shadow flicker.
 - discuss the methods to be used to monitor shadow flicker throughout the life of the development.
 - discuss the methods to be used to mitigate shadow flicker should modelling be inaccurate or shadow flicker be in excess of 30 minutes per day, and/or 30 hours or more per year.

Other Issues

- Consider whether any of the following other issues need to be addressed:
 - blade glint;
 - ice throw;
 - coastal erosion and/or inundation;
 - sites of cultural significance;
 - electromagnetic interference;
 - site access;
 - ecological impacts;
 - cumulative effects; and
 - geo-technical/ground stability.
- Consider the net benefits of the project, such as reduction of greenhouse gas emissions.

Socio-Economic Conditions

Economy

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- Describe the economic conditions for the region and surrounding communities. Information should be provided on the available labour supply and rates of employment for the region and surrounding communities.
- Detail the number of full and part-time jobs during the construction, operation, and decommissioning phases of the undertaking. Specify whether these will be new jobs or existing jobs that will be maintained.
- Predict the positive and negative effects that the proposed wind power project will have on the local economy. Explain your rationale.
- Discuss how any negative impacts to the economy will be avoided or mitigated.

Land Use and Value

- Identify the past land uses of the site and describe any potential contamination that may have resulted from past land use.
- Describe the planned and existing land uses within the wind power site and any other area that may be impacted by the proposed wind power project.
- Describe the predicted impacts that the proposed wind power project will have on the existing and planned land uses, such as property values, land use conflicts, architecture. Explain the rationale.
- Discuss the methods that will be used to avoid or mitigate impacts to land uses and existing structures.

Transportation

- Describe the existing conditions of the proposed modes and routes of transportation that will be used throughout the wind power project, such as provincial highways, arterial highways, and on-site access roads. Include information on the existing types and volumes of traffic.
- Discuss the predicted impacts to traffic volumes and road conditions. Explain the rationale. Include the proposed methods for avoiding or mitigating impacts to the existing transportation infrastructure.
- Discuss the impact on the air navigation system and specifically on civil and military air traffic control radars, navigation aids, and airports in the vicinity of the wind farm. This information is available from NAV CANADA's Land Use Office and from the Department

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of National Defence. Find contact information for NAV CANADA and Department of National Defence in the Appendix.

- Attach copies of assessment letters from NAV CANADA and Department of National Defence to the EA Registration Document.

Recreation and Tourism

- Discuss the existing and planned recreation and tourism activities for the surrounding area, such as hunting, fishing, hiking, parks.
- Describe the predicted effects the wind power project will have on recreation and tourism and how those effects will be avoided or mitigated. Explain the rationale.
- Include a discussion of the impacts of the wind power project's architecture on the landscape aesthetics and viewplanes.

Human Health

- According to the EA Regulations, an environmental effect in respect of an undertaking includes an effect on environmental health, which is defined as those aspects of human health that are or can be affected by contaminants or changes in the environment.
- Discuss the predicted effects that the undertaking will have on the health of people in the surrounding area and what will be done to avoid or mitigate any negative impacts. Explain the rationale.

Cultural and Heritage Resources

- Notify the Department of Communities, Culture, Tourism and Heritage of the proposed wind power project so that any areas of historical, archaeological, and paleontological importance can be identified.
- Obtain preliminary information and advice regarding the likelihood of archeological, historical, or paleontological (fossil) remains through the Heritage Division.
- Refer to the *Special Places Protection Act* if any of the above areas are identified.
- Conduct site investigations if it is determined that areas of historical, archaeological, and paleontological importance may exist.
 - Site investigations should be conducted in a manner that is acceptable to the Heritage Division, including obtaining the necessary permits.

- If any artifacts are discovered during a site investigation, you must notify the Heritage Division, Department of Communities, Culture, Tourism and Heritage. If the discovery is of known or suspected Mi'kmaw origin, the Kwi'mukw Mawklusuaqn Negotiation Office Archaeology Research Division, Sipekne'katik First Nation, and Millbrook First Nation should be notified.

Other Undertakings in the Area

- Indicate the type, size, location and any other relevant information of other undertakings or developments in the area of the site.
- Describe the predicted effects that the proposed wind power project will have on other undertakings in the area, including any effects that are cumulative in nature, such as through water withdrawal, wildlife habitat fragmentation or additional trucking traffic. Explain the rationale.
- Discuss how the predicted negative effects to other undertakings will be avoided or mitigated.

Effects of the Undertaking on the Environment

- Present an evaluation and summary of the benefits and drawbacks to the environment, including the VECs, during the construction, operation, and decommissioning phases of the undertaking.

Effects of the Environment on the Undertaking

- The variability in local conditions and natural hazards can have an immediate effect on a project's operations and may contribute to further environmental impacts.
- This section should describe the predicted effects of the environment (extreme storms, erosion, floods, wildlife, fire, drought, etc.) on the proposed undertaking.
- The analysis should consider a combination of existing conditions, project effects on the immediate area, as well as climate change data for the proposed timeframe.
- In addition, please provide a short summary of how the proposed undertaking will adapt or put in place measures to address these risks.

Other Approvals Required

- The project may also require an approval under Part V of the *Environment Act*. The activities that require authorization by ECC under this section of the act can be found in the *Activities Designation Regulations*. It includes activities such as watercourse alterations (crossings), wetland alterations, water withdrawal and various other industrial activities.
- It is the proponent's responsibility to identify any other approvals (provincial, federal and municipal) required for the proposed project.
- List the other permits, licenses, approvals, and other forms of authorization required for the undertaking to proceed, together with the names of the authorities responsible for issuing them — federal, provincial, and municipal government departments.

Funding

- Identify any public source of funding that will be used to finance any part of the undertaking.
- Include the contact information for any government department or agency from which the funds have been requested.

Additional Information

- Include any other information that you believe is necessary or relevant for the EA.

Reference Documents

Endangered Species Act of Nova Scotia

<http://www.gov.ns.ca/legislature/legc/statutes/endspec.htm>

Migratory Birds Convention Act (MBCA)

<http://laws.justice.gc.ca/eng/>

Nova Scotia Environment and Climate Change - Environmental Assessment Regulations

www.novascotia.ca/just/regulations/regs/envassmt.htm

Nova Scotia Environment and Climate Change - Fee Schedule for Environmental Assessment

<https://novascotia.ca/nse/ea/pubs.asp>

Nova Scotia Environment and Climate Change - Guide to Considering Climate Change in Project Development in Nova Scotia.

<https://www.novascotia.ca/nse/ea/docs/EA.Climate.Change.Guide.pdf>

Nova Scotia Environment and Climate Change - Nova Scotia Wetland Conservation Policy

www.novascotia.ca/nse/wetland/conservation.policy.asp

Nova Scotia Environment and Climate Change - Regulatory Time Frames for Environmental Assessment

<http://www.gov.ns.ca/enla/ea/docs/EATimeFrames.pdf>

Nova Scotia Environment and Climate Change - Requirements for Submitting Electronic Copies of Environmental Assessment Documents

<http://www.gov.ns.ca/nse/pubs/>

Nova Scotia Environment and Climate Change – Activities Designation Regulations - [Activities Designation Regulations - Environment Act \(Nova Scotia\)](#)

Nova Scotia Office of L'nu Affairs – Proponent's Guide: The Role of Proponents in Crown Consultation with the Mi'kmaq of Nova Scotia.

<https://novascotia.ca/nse/ea/docs/ea-proponents-guide-to-mikmaq-consultation.pdf>

Assembly of Nova Scotia Mi'kmaq Chiefs – Mi'kmaq Ecological Knowledge Study Protocol 2nd Edition

<https://novascotia.ca/abor/aborlearn/docs/mek%20protocol%20second%20edition.pdf>

Proponent's Guide to Environmental Assessment

www.gov.ns.ca/enla/ea/docs/EAProponentsGuide.pdf

Species at Risk Public Registry

<https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>

Special Places Protection Act of Nova Scotia

<http://www.gov.ns.ca/legislature/legc/statutes/specplac.htm>

Wildlife Division of the Nova Scotia Department of Natural Resources and Renewables online database for the population status of flora and fauna taxonomic groups throughout Nova Scotia:

<https://novascotia.ca/natr/wildlife/genstatus/>

"Wind Turbines and Birds - A Guidance Document for Environmental Assessment" and "Recommended Protocols for Monitoring Impacts of Wind Turbines on Birds":

<http://publications.gc.ca/site/eng/458437/publication.html>

DFO Projects Near Water

<https://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>

Fisheries Act

<https://laws-lois.justice.gc.ca/eng/acts/f-14/>

Species at Risk Act

<https://laws.justice.gc.ca/eng/acts/S-15.3/>

Aquatic Invasive Species Regulations

<https://laws-lois.justice.gc.ca/eng/regulations/sor-2015-121/FullText.html>

Appendix I

List of Abbreviations

ACCDC	Atlantic Canada Conservation Data Centre
COSEWIC	Committee on the Status of Endangered Wildlife in Canada
EA	Environmental Assessment
DFO	Fisheries and Oceans Canada
NSESA	Nova Scotia Endangered Species Act
PID	Property Identification Number
SARA	Species at Risk Act
UTM	Universal Transverse Mercator
VEC	Valued Environmental Components

Definitions

Adaptation

Climate adaptation is often described as “In *human systems*, the process of adjustment to actual or expected *climate* and its effects, in order to moderate harm or exploit beneficial opportunities.” – Intergovernmental Panel on Climate Change (IPCC), ([link: Intergovernmental Panel on Climate Change](#))

Bird Strike

A collision between a bird and a wind turbine.

Blade glint

The regular reflection of the sun off rotating blades. When turbines are situated near roads (depending on road alignment and the orientation of turbines), blade glint can potentially distract drivers.

Broadband

This is noise characterized by a continuous distribution of sound pressure with frequencies greater than 100 Hz. It is often caused by the interaction of wind turbine blades with atmospheric turbulence. It is often described as a characteristic "swishing" or "whooshing" sound.

Class 1 Undertaking

Class 1 undertakings include, but are not limited to, mines, certain highways and waste/dangerous goods handling facilities and are listed in Schedule A of *the Environmental Assessment Regulations*, which can be found at: [Environmental Assessment Regulations - Environment Act \(Nova Scotia\)](#)

Cumulative Effects

The combined impacts that may occur when wind power projects or other types of projects are located in the same region.

Decommissioning

Preparing facilities for abandonment at the end of project life.

Electromagnetic impacts

The potential for turbines to cause interference to television and radio reception, etc.

Environment

As defined in the Environment Act:

The components of the earth and includes:

- (i) air, land and water;
- (ii) the layers of the atmosphere;
- (iii) organic and inorganic matter and living organisms;
- (iv) the interacting systems that include components referred to in subclauses (i) to (iii); and
- (v) for the purposes of Part IV, the socio-economic, environmental health, cultural and other items referred to in the definition of environmental effect.

Environmental Assessment

The process by which the environmental effects of an undertaking are predicted and evaluated and a subsequent decision is made on the acceptability of the undertaking.

Environmental Effect

In respect of an undertaking,

- (i) any change, whether positive or negative, that the undertaking may cause in the environment, including any effect on socio-economic conditions, on environmental health, physical and cultural heritage or on any structure, site or thing including those of historical, archaeological, paleontological or architectural significance and (ii) any change to the undertaking that may be caused by the environment, whether the change occurs inside or outside the Province.

Erosion

Detachment of soil particles by agents such as water, wind, and ice.

Fauna

Animals

Fish Habitat

The spawning grounds and nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly to carry out their life processes.

Flora

Plants

Groundwater

All water naturally occurring under the surface of the province.

Habitat

The environment in which the life needs of a plant or animal are supplied.

Hazardous Materials

Any prohibited, restricted, or controlled product.

Heritage Resource

Includes archaeological resources, heritage structures, designated historic sites, sacred sites, burial sites, and areas of historical importance.

Hibernacula

The places in which an animal hibernates or overwinters during winter months.

Impact

An observable and measurable response of a population, individual, or abiotic factor to an external source of disturbance.

Impulsive (noise)

A noise that can be described as short acoustic impulses or thumping sounds that vary in amplitude with time. It is caused by the interaction of wind turbine blades with disturbed air flow around the tower of a downwind machine.

Low Frequency

Noise with frequencies in the range of 20 to 100 Hz. This is mostly associated with downwind turbines, which are turbines with the rotor on the downwind side of the tower. It is caused when the turbine blade encounters localized flow deficiencies due to the flow around a tower.

Migration (birds)

Movement of birds, usually in large numbers, with the purpose of reaching areas used for breeding.

Mitigation

With respect to an undertaking, the elimination, reduction or control of the adverse effects or the significant environmental effects of the undertaking and may include restitution for any damage to the environment caused by such effects through replacement, restoration, compensation, or any other means.

Tonal Noise

Tonal noise is defined as noise at discrete frequencies. It is caused by wind turbine components such as meshing gears, non-aerodynamic instabilities interacting with a rotor blade surface or unstable flows over holes or slits or a blunt trailing edge.

Paleontology

The study of the forms of life existing in prehistoric or geologic times, as represented by the fossils of plants, animals, and other organisms.

Proponent

Any person who carries out or proposes to carry out an undertaking, or is the owner or person having care, management, or control of an undertaking.

Property Identification Numbers

A unique number assigned to each piece of real estate.

Protected Areas

Include but are not limited to: National Parks, National Wildlife Areas, Wilderness Areas, Nature Reserves, larger Provincial Parks, land trust lands and lands subject to conservation easements.

Most parks and protected areas are illustrated on this web map:
<https://www.novascotia.ca/parksandprotectedareas/plan/interactive-map/>

Rotor Blades

The aerodynamic surface that catches the wind.

EA Registration Document

A document that identifies the proponent and outlines the general characteristics of the undertaking, including location, nature, purpose, schedules, etc. Proponents have the option to include other information that they feel is necessary.

Setback

The distance a structure must be set back from the property lines in accordance with local zoning ordinances or deed restrictions.

Shadow Flicker

This occurs when the sun is low on the horizon and the blades pass between the sun and an observer, creating a flickering. This issue needs to be considered as it could cause irritation and visual impairment.

Site Plan

A plan, prepared to scale, showing accurately and with complete dimensions the boundaries of a site, and the location of all buildings, structures, uses, and principal development features proposed for a specific parcel or parcels of land.

Significant

With respect to an environmental effect, an adverse impact in the context of its magnitude, geographic extent, duration, frequency, degree of reversibility, possibility of occurrence, or any combination of the foregoing.

Species

A self-perpetuating population of animals or plants that is more or less genetically isolated.

Species of Conservation Interest

Any species with a ranking of S1-S3 as identified by the Atlantic Canada Conservation Data Centre (ACCDC).

Species at Risk

A species that is determined to be Endangered, Threatened, or Vulnerable/Special Concern by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), Nova Scotia Endangered Species Act (NESA), or the federal Species at Risk Act (SARA).

Surface water

Water on the ground or in a stream, river, lake, sea, or ocean as opposed to groundwater.

Topography

The configuration of the Earth's surface, including the shape, elevation, and position of its natural and man-made features.

Undertaking

An enterprise, activity, project, structure, work, or proposal. May include, in the opinion of the Minister, a policy, plan, or program that has an adverse effect or an environmental effect. May include, in the opinion of the Minister, a modification, extension, abandonment, demolition, or rehabilitation of an undertaking.

Universal Transverse Mercator

A system of plane coordinates based upon 60 north-south trending zones, each 6 degrees of longitude wide, that circle the globe.

Valued Environmental Component (VEC)

A resource or environmental feature that is important (not only economically) to a local human population, or has a national or international profile, or if altered from its existing status will be important for the evaluation of environmental impacts of industrial developments.

Visual impact assessment

An assessment of potential impacts to visual amenity and landscape character, predictions of their magnitude, and significance to local “viewsheds” and landscape features.

Watercourse

The bed and shore of every river, stream, lake, creek, pond, spring, lagoon, or other natural water body, and the water therein, within the jurisdiction of the province, whether it contains water or not, and all groundwater.

Wetland

Land commonly referred to as marshes, swamps, fens, bogs, and shallow water areas that are saturated with water long enough to promote wetland or aquatic processes. Salt marshes are also wetlands.

Wind Power Project

Wind turbines connected to a common utility system through a system of transformers, distribution lines, and (usually) one substation. Operation, control, and maintenance functions are often centralized through a network of computerized monitoring systems, supplemented by visual inspection.

Appendix II

Contact Information

Nova Scotia Environment and Climate Change

Environmental Assessment Branch

Suite 2085 1903 Barrington Street

Halifax, NS

B3J 2P8

Phone: 902-424-3600

Fax: 902-424-0503

Email: EA@novascotia.ca

Website: www.novascotia.ca/nse/ea/

Nova Scotia Environment and Climate Change

Protected Areas and Ecosystems

Suite 2085 1903 Barrington Street

Halifax, NS

B3J 2P8

Phone: 902-424-3600

Fax: 902-424-0503

Email: protectedareas@novascotia.ca

Website: www.novascotia.ca/nse/protectedareas

Nova Scotia Department of Natural Resources and Renewables

Wildlife Division

136 Exhibition Street

Kentville, NS

B4N 4E5

Phone: 902-679-6091

Fax: 902-679-6176

Email: BIODIVERSITY@novascotia.ca

Website: www.gov.ns.ca/natr/wildlife

Nova Scotia Department of Communities, Culture, Tourism and Heritage

Heritage Stewardship Section

Heritage Division

1747 Summer Street

Halifax, NS

B3H 3A6

Phone: 902-424-7370

Fax: 902-424-0560

Website: <http://museum.gov.ns.ca/mnh/>

Nova Scotia Office of L'nu Affairs (OLA)

Consultation Division

5251 Duke Street, 5th Floor
PO Box 1617, Halifax, NS B3J 2Y3
E-mail: LnuAffairs@novascotia.ca

Atlantic Canada Conservation Data Centre

PO Box 6416
Sackville, NB
E4L 1G6
Fax: 506-364-2656
Website: www.accdc.com

Impact Assessment Agency of Canada

Atlantic Region

Suite 200, 1801 Hollis Street
Halifax, NS
B3J 3N4
Phone: 902-426-0564
Fax: 902-426-6550
Website: <http://www.ceaa-acee.gc.ca/>

Fisheries and Oceans Canada (DFO)

Fisheries Protection Program

1 Challenger Dr., 6th Floor Polaris, BIO
Dartmouth, NS
B2Y 4A2
Phone: 902-426-8015
Fax: 902-426-1489
Email: info@dfo-mpo.gc.ca
Website: <http://www.dfo-mpo.gc.ca>

Environment Canada and Climate Change

Canadian Wildlife Service

PO Box 6227
17 Waterfowl Lane
Sackville, NB
E4L 1G6
Phone: 506-364-5044
Fax: 506-364-5062
Email: FCR_Tracker@ec.gc.ca
Website: <http://www.cws-scf.ec.gc.ca/>

Kwilmu'kw Maw-klusuaqn Negotiation Office (KMKNO)

75 Treaty Trail
Millbrook, NS
B6L 1W3
Phone: 902-843-3880
Fax: 902-843-3882
Toll Free: 1-888-803-3880
Email : info@mikmaqrights.com
Website: <http://mikmaqrights.com/>

Native Council of Nova Scotia

Mi'kmaq Environments Resource Developments Secretariat (MERDS)

172 Truro Heights Road
Truro Heights, N.S. B6L 1X1
Phone: 902-895-7050
Fax: 902-895-8182
Email: merds@ncnsnetcomm.ns.ca
Website: www.ncns.ca

NAV CANADA

AIS Data Collection Unit and Land Use Office

P.O. Box 9824, Station T, 1601 Tom Roberts Road
Ottawa, ON
K1G 6R2
Phone: 866-577-0247
Fax: 613-248-4094
Email: landuse@navcanada.ca
Website: www.navcanada.ca

Department of National Defence

Wind Turbines

ATESS/CCISF
Box 1000 Stn Forces, 8 Wing Trenton
Astra, ON
K0K 3W0
Email: +windturbines@forces.gc.ca
Website: www.forces.gc.ca

Attachment D

WHMPS Excerpt

4.24 Wind Turbines

Council wishes to encourage the use of technologies that reduce dependence on non-renewable resources and do not contribute to greenhouse gas emissions. Wind energy systems are a clean, renewable source of electric power. Residential-scale wind turbines will be permitted in most zones, subject to lot size, setback and height requirements.

Utility-scale wind turbines have a rated production capacity greater than 100 kW. Much larger than those used for residential energy generation, utility-scale turbines may have towers ranging from 165 to 400 feet (50 to 120 meters) in height. These large wind turbines may be used in wind farms, where a number of turbines feed electricity directly into the utility grid, or as stand-alone installations. As Council wishes to facilitate the development of wind energy systems, the installation of exploration or test turbines will be treated as a temporary use and permitted as-of-right outside of the Growth Centres, Village and Hamlets subject to setbacks, minimum lot size standards, and requirements for removal within specified time limits. More permanent installations, including the establishment of wind farms, will be considered only by development agreement. Where these facilities have a production rating of two megawatts or more, they are also subject to the Nova Scotia Environmental Assessment Regulations as a Class I Undertaking. Most wind farms also require a federal Environmental Assessment under the Canadian Environmental Assessment Act (CEAA).

Policy 4.24.1 It shall be the intention of Council to include provisions in the Land Use By-law distinguishing between small wind turbines for residential or small business use, which are intended primarily to reduce on-site consumption of utility power, and large or utility-scale wind turbines with a production capacity greater than 100 kW.

Policy 4.24.2 It shall be the intention of Council to include standards in the Land Use By-law for the development of small wind turbines including minimum lot size, setback, height and similar requirements to ensure public safety and minimize the potential for land use conflicts.

Policy 4.24.3 It shall be the intention of Council to include standards in the Land Use By-law for the temporary establishment of large wind turbines for exploration or test purposes outside the Growth Centre, Village and Hamlet designations, including requirements for removal within specified time limits.

Policy 4.24.4 It shall be the policy of Council to consider the development of permanent or long-term installations of large wind turbines or wind farms outside the Growth Centre, Village and Hamlet designations by development agreement, having regard to the following:

- (a) any required provincial and/or federal government environmental assessment processes have been completed;
- (b) adequate separation distances are maintained from adjacent land uses to minimize impacts of noise and shadow and to ensure public safety;
- (c) the development is not visually intrusive in the landscape, taking into account the location and distance from which it is visible, and the significance and sensitivity of the landscape, topography, vegetation and built form in the surrounding area;
- (d) safe roadway access can be provided;
- (e) any other matter which may be addressed in a development agreement; and
- (f) Policy 16.3.1.

Attachment E
WHLUB Excerpt

Wind Turbines

5.52 Small wind turbines shall be permitted subject to the following:

- (a) not more than one turbine shall be permitted per lot except where the lot is at least 2 acres (0.81 ha) in area;
- (b) turbines with towers under 50 ft (15.24 m) in height shall be permitted in any zone provided the lot is at least 0.5 acres (0.20 ha) in area;
- (c) turbines with towers 50 ft (15.24 m) in height or greater shall be permitted only in zones outside the Growth Centre designation provided the lot is at least 1 acre (0.40 ha) in area;
- (d) the minimum setback from any lot line for the tower shall be the greater of:
 - (i) the minimum yard requirement for a main building; or
 - (ii) the height of the tower plus the distance from the top of the tower to the highest extended tip of the rotor blades;
- (e) the minimum setback for the tower from any dwelling on the same lot shall be the height of the tower plus the distance from the top of the tower to the highest extended tip of the rotor blades;
- (f) the minimum setback for the tower from any dwelling on an adjacent lot shall be 200 ft (60.96 m);
- (g) no ladder or permanent tower access device shall be located less than 12 ft (3.66 m) above grade;
- (h) there shall be no restriction on the height of the tower provided the property owner has received Aeronautical Clearance approval from Transport Canada.

5.53 For the purposes of Section 5.52 (b) and (c), height shall be measured as the distance above grade of the fixed portion of the tower, excluding the wind turbine itself.

5.54 The erection of a single large wind turbine for exploration or test purposes shall be permitted subject to the following:

- (a) the turbine shall not remain in place for more than two years;
- (b) turbines shall be permitted only in zones outside the Growth Centre, Village and Hamlet designations provided the lot is at least 10 acres (4.05 ha) in area; and
- (c) the requirements of Section 5.52 (d), (e), (f) and (g).

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Danny	Dill	2020-06-30	2020-07-14 COTW
Quentin	Davison	2020-07-06	2020-07-14 COTW
Alyson	Bremner	2020-07-07	2020-07-14 COTW
Cecil	Rolfe	2020-07-13	2020-07-14 COTW
Pat	Porter	2020-07-13	2020-07-14 COTW
Nikki-Marie	Lloyd	2020-08-02	2020-09-08 COTW
Heather	Boylan (Martock)	2020-09-01	2020-09-08 COTW
Greg	O'Leary	2020-09-03	2020-09-08 COTW
Dr. Abby	Kirumira	2020-09-02	2020-09-08 COTW
Dean	Manning	2020-09-08	2020-09-08 COTW
David & Michelle	Rideout	2020-09-08	2020-09-08 COTW
Colleen	Walsh-Bouman	2020-09-08	2020-09-08 COTW
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)	2020-09-08	2020-09-22 Council
Tasha	Rogers	2020-09-08	2020-09-22 Council
Brad	Carrigan	2020-09-23	2020-10-13 COTW
Karen	Carrigan	2020-09-23	2020-10-13 COTW
Elaine	Morehouse	2020-09-24	2020-10-13 COTW
Gary	Morehouse	2020-09-24	2020-10-13 COTW
Dr. A	Kirumira	2020-09-24	2020-10-13 COTW
Blake	Sarsfield	undated	2020-10-13 COTW
Greg	Webster	2020-10-01	2020-10-13 COTW
Bobby	Kidston	2020-10-02	2020-10-13 COTW
NSTIR	(Province of NS)	2021-01-13	2021-01-26 Council
Darren	Porter	2021-03-19	2021-03-23 Council
Rylan	Carrigan	2021-03-29	2021-04-13 COTW
Robin	Bremner-Popma (Hants Co Fed of Agri)	2021-03-29	2021-04-13 COTW
Roslyn	MacDuff	2021-03-29	2021-04-13 COTW
Darlene	Taylor	2021-03-23	2021-04-13 COTW
Daniel	Oulton	2021-03-26	2021-04-13 COTW
Karen	Carrigan	2021-03-26	2021-04-13 COTW
Marie & Andrew	Connolly	2021-03-26	2021-04-13 COTW
Robin	Thomson (Atlantic Division Canoe Kayak Canada)	2021-03-30	2021-04-13 COTW
Barbara	Hughes	2021-03-29	2021-04-13 COTW
Laura	Fisher	2021-04-01	2021-04-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Nikki-Marie	Lloyd	2021-04-06	2021-04-13 COTW
Ken	Donnelly (Hwy 101 Twinning CLC)	2021-04-01	2021-04-13 COTW
Darren	Porter	2021-04-06	2021-04-13 COTW
Karen	Lynch	2021-04-09	2021-04-13 COTW
Carilee	Eddy	2021-04-15	2021-04-27 Council
Nikki-Marie	Lloyd	2021-04-19	2021-04-27 Council
Sheldon	Hope	2021-04-19	2021-04-27 Council
Adrienne	Wood	2021-04-22	2021-04-27 Council
Magda	Montgomery	2021-04-22	2021-04-27 Council
Sheldon	Hope	2021-04-26	2021-04-27 Council
Andrew	Smiley	2021-05-02	2021-05-11 COTW
Carrilee	Eddy	2021-05-03	2021-05-11 COTW
Denise	Forand	2021-04-27	2021-05-11 COTW
Erin	Naugler	2021-05-02	2021-05-11 COTW
Janet	Comeau	2021-05-02	2021-05-11 COTW
Kristyn	Anderson	2021-05-02	2021-05-11 COTW
Laura	Fisher	2021-04-01	2021-05-11 COTW
Nick	Rafuse	2021-05-03	2021-05-11 COTW
Nicole	McLeod	2021-05-02	2021-05-11 COTW
Robyn	Cook	2021-05-02	2021-05-11 COTW
Sheldon	Hope	2021-05-02	2021-05-11 COTW
Tammy	Hilden	2021-05-02	2021-05-11 COTW
Tracey	Sexton	2021-05-03	2021-05-11 COTW
Ginette	Pitcher	2021-05-03	2021-05-11 COTW
Greg	Miller	2021-05-05	2021-05-11 COTW
David & Michelle	Rideout	2021-05-05	2021-05-11 COTW
Sylvia & Vince	Burgess	2021-05-05	2021-05-11 COTW
Scott (Adrienne)	Miniau (Wood)	2021-05-03	2021-05-11 COTW
Barbara	Sullivan	2021-05-06	2021-05-11 COTW
Sandra & Skip	Hogan	2021-05-06	2021-05-11 COTW
Marie & Andrew	Connolly	2021-05-06	2021-05-11 COTW
Karen	Carrigan	2021-05-07	2021-05-11 COTW
Adrienne	Wood (Petition)	2021-05-07	2021-05-11 COTW
Lisa	Hines	2021-05-07	2021-05-11 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Cam	Hartley	2021-05-07	2021-05-11 COTW
Troy & Vicki	Harvie	2021-05-07	2021-05-11 COTW
Jenn	McDermott	2021-05-08	2021-05-11 COTW
Jennifer	Daniels	2021-05-09	2021-05-11 COTW
Krista & Colin	Duncan	2021-05-09	2021-05-11 COTW
Robin	Bremner-Popma	2021-05-07	2021-05-11 COTW
Roslyn (Darlene) [Barb]	MacDuff (Taylor) [Hughes]	2021-05-08	2021-05-11 COTW
Wayne & Dianne	Hines	2021-05-09	2021-05-11 COTW
Bob & Sandra	Langdon	2021-05-10	2021-05-11 COTW
Brad	Hood	2021-05-10	2021-05-11 COTW
Ed & Cathy	Kerr	2021-05-10	2021-05-11 COTW
Ann	MacArthur	2021-05-10	2021-05-11 COTW
Carole Anne	Casey	2021-05-10	2021-05-11 COTW
Sarah	MacDonald	2021-05-10	2021-05-11 COTW
Andre & Donna	Arsenault	2021-05-11	2021-05-11 COTW
Aaron	Leblanc	2021-05-12	2021-05-25 Council
Adrian	Rooney	2021-05-19	2021-05-25 Council
Adrienne	Wood	2021-05-12	2021-05-25 Council
Barb	Sullivan	2021-05-16	2021-05-25 Council
Barbara	Beck	2021-05-15	2021-05-25 Council
Bethany	Rozee	2021-05-12	2021-05-25 Council
Carl	Siler	2021-05-12	2021-05-25 Council
Carol	Bradley	2021-05-16	2021-05-25 Council
Carol	McKinley	2021-05-12	2021-05-25 Council
Chad	Pothier	2021-05-18	2021-05-25 Council
Chris	Cann	2021-05-21	2021-05-25 Council
Connie	Shay	2021-05-15	2021-05-25 Council
Conrad	Mullins	2021-05-18	2021-05-25 Council
Darlene	Taylor	2021-05-15	2021-05-25 Council
Darren	Porter	2021-05-12	2021-05-25 Council
Darren	Woods	2021-05-13	2021-05-25 Council
Dawson	Sheehy	2021-05-16	2021-05-25 Council
Deanna	Hamilton	2021-05-15	2021-05-25 Council
Debbie	Porter-Wood	2021-05-13	2021-05-25 Council
Debbie	Siler	2021-05-15	2021-05-25 Council
Denise	Forand	2021-05-13	2021-05-25 Council

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Devan	Archibald	2021-05-18	2021-05-25 Council
Diane	Ogilvie	2021-05-13	2021-05-25 Council
Erin	Naugler	2021-05-13	2021-05-25 Council
Ernest	Eddy	2021-05-15	2021-05-25 Council
Gerry	Young	2021-05-15	2021-05-25 Council
Gina	Cochrane	2021-05-12	2021-05-25 Council
Harry	Ullock	2021-05-15	2021-05-25 Council
Hope	Moon	2021-05-12	2021-05-25 Council
Ian	Shaw	2021-05-16	2021-05-25 Council
J	Davis (and J Griffith)	2021-05-17	2021-05-25 Council
Jacqueline	Farvacque	2021-05-12	2021-05-25 Council
Jayne	Murray	2021-05-16	2021-05-25 Council
Jeff	Redden	2021-05-17	2021-05-25 Council
Jennifer	Shaw	2021-05-16	2021-05-25 Council
Jocelyne	Marchand	2021-05-12	2021-05-25 Council
John & Sarah	Monette	2021-05-19	2021-05-25 Council
Jordan	Macumber	2021-05-12	2021-05-25 Council
Josette	Dugue	2021-05-12	2021-05-25 Council
Judy	Lynch	2021-05-13	2021-05-25 Council
June	Pedersen-LaPierre	2021-05-15	2021-05-25 Council
Justin	Cochrane	2021-05-12	2021-05-25 Council
Karen	Lynch	2021-05-18	2021-05-25 Council
Kathryn	Bergeron	2021-05-16	2021-05-25 Council
Kathy	Veinot	2021-05-15	2021-05-25 Council
Kyle	Pellegrini	2021-05-12	2021-05-25 Council
Lachlan	Riehl	2021-05-12	2021-05-25 Council
Laura	Stewart	2021-05-19	2021-05-25 Council
Lee	Billington	2021-05-12	2021-05-25 Council
Lee	Millett	2021-05-12	2021-05-25 Council
Lexie	Barkhouse	2021-05-12	2021-05-25 Council
Linda	Card	2021-05-11	2021-05-25 Council
Monique	Wood	2021-05-16	2021-05-25 Council
Nancy	Sheehy	2021-05-16	2021-05-25 Council
Nancy	Sheehy	2021-05-18	2021-05-25 Council
Nikki-Marie	Lloyd	2021-05-12	2021-05-25 Council
Nikki-Marie	Lloyd	2021-05-17	2021-05-25 Council

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Olena	Kharytonova	2021-05-15	2021-05-25 Council
Pat	Porter	2021-05-12	2021-05-25 Council
Paula	Lake	2021-05-12	2021-05-25 Council
Robert	Bowkett	2021-05-18	2021-05-25 Council
Roslyn	MacDuff	2021-05-15	2021-05-25 Council
Ruth	Angevine	2021-05-13	2021-05-25 Council
Scotch Village	Farm	2021-05-19	2021-05-25 Council
Shirley	Pineo	2021-05-12	2021-05-25 Council
Stephen	Brooks	2021-05-12	2021-05-25 Council
Trudy	Sheehy	2021-05-17	2021-05-25 Council
Steven	Bouman	2021-05-17	2021-05-25 Council
Sue	Sheehy	2021-05-14	2021-05-25 Council
Susie	Smith	2021-05-12	2021-05-25 Council
Tasha	Rogers	2021-05-12	2021-05-25 Council
Tera	Brommit	2021-05-17	2021-05-25 Council
Toni-Lee	Burns	2021-05-12	2021-05-25 Council
Tony	Wood	2021-05-18	2021-05-25 Council
Tracey	Sexton	2021-05-16	2021-05-25 Council
Trevor	Levy	2021-05-12	2021-05-25 Council
Tricia	Brommit	2021-05-17	2021-05-25 Council
Vince & Sylvia	Burgess	2021-05-16	2021-05-25 Council
Loretta	MacEachern	2021-05-20	2021-05-25 Council
Tim & Jennifer	Bayers	2021-05-21	2021-05-25 Council
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darlene	Taylor	2021-05-25	2021-06-08 COTW
Darren	Porter (forwarded email from/to another source)	2021-05-27	2021-06-08 COTW
Dawn	Allen	2021-05-25	2021-06-08 COTW
John	Monette	2021-05-25	2021-06-08 COTW
Richard	Dunham	2021-05-25	2021-06-08 COTW
Carrilee	Eddy	2021-06-06	2021-06-22 Council
Darlene	Taylor	2021-06-09	2021-06-22 Council
Darren	Porter	2021-06-06	2021-06-22 Council
Lisa	Bland	2021-06-08	2021-06-22 Council
Krista & Scott	Lloy	2021-06-07	2021-06-22 Council
Nancy	Sheehy	2021-06-06	2021-06-22 Council
Karen	Beazley	2021-07-06	2021-07-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Quentin	Davison	2021-07-13	2021-07-13 COTW
Iain (Hon.)	Rankin	2021-07-16	2021-07-27 Council
Karen	Beazley	2021-07-15	2021-07-27 Council
G.E.	Morehouse	2021-07-22	2021-07-27 Council
Darlene	Taylor	2021-07-26	2021-09-14 COTW
Heather	MacLean	2021-08-13	2021-09-14 COTW
Kim (Hon)	Masland	2021-09-22	2021-10-12 COTW
Darren	Porter	2022-02-01	2022-02-08 Council
Hon. Steve	Craig	2022-03-02	2022-03-08 COTW
Hon. Greg	Morrow	2022-03-08	2022-03-22 Council
Sheldon	Hope	2022-03-10	2022-03-22 Council
Darren	Porter	2022-06-02	2022-06-14 COTW
Darren	Porter	2022-06-27	2022-06-28 Council
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Jennifer	Allen	2022-08-30	2022-09-13 COTW
Hon. Kody	Blois	2022-10-07	2022-10-11 COTW
K Salter	Salter	2022-10-28	2022-11-08 COTW
Hon. Kody	Blois	2023-06-02	2023-06-13 COTW
Andre	Arsenault	2023-06-02	2023-06-13 COTW
Darlene	Taylor	2023-06-02	2023-06-13 COTW
Kevin	Walsh	2023-06-03	2023-06-13 COTW
Alyson and Nicholas	Bremner/Juurlink	2023-06-03	2023-06-13 COTW
Hants County Federation of Agriculture		2023-06-03	2023-06-13 COTW
Al	Mailman	2023-06-03	2023-06-13 COTW
Greg	O'Leary	2023-06-03	2023-06-13 COTW
Lisa	Bland	2023-06-04	2023-06-13 COTW
Karen	Lynch	2023-06-04	2023-06-13 COTW
Judy	Lynch	2023-06-04	2023-06-13 COTW
Greg	Miller	2023-06-04	2023-06-13 COTW
Darren	Porter	2023-06-04	2023-06-13 COTW
Monique	Wood	2023-06-04	2023-06-13 COTW
Lana	Patterson	2023-06-04	2023-06-13 COTW
Dr. AK.	Kirumira	2023-06-04	2023-06-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

Bonnie	O'Leary	2023-06-04	2023-06-13 COTW
Robyn	Bremner-Popma	2023-06-04	2023-06-13 COTW
Traci and Elizabeth	Curry	2023-06-04	2023-06-13 COTW
Sheldon	Hope	2023-06-05	2023-06-13 COTW
Wilf and Diane	Ogilvie	2023-06-05	2023-06-13 COTW
Aaron	Ewing	2023-06-05	2023-06-13 COTW
Cara	Pfeffer	2023-06-05	2023-06-13 COTW
Maxine	Chandler	2023-06-05	2023-06-13 COTW
Pat	Porter	2023-06-05	2023-06-13 COTW
Shannon	Cunningham	2023-06-05	2023-06-13 COTW
Anna	DeNicola	2023-06-06	2023-06-13 COTW
Jen	Murphy	2023-06-06	2023-06-13 COTW
Karen	Beazley	2023-06-06	2023-06-13 COTW
Linda	Card	2023-06-06	2023-06-13 COTW
Richard	Dunham	2023-06-06	2023-06-13 COTW
Doug	Symonds	2023-06-06	2023-06-13 COTW
Krista	Lunn	2023-06-06	2023-06-13 COTW
Barbara	Hughes	2023-06-06	2023-06-13 COTW
Andrew	Smiley	2023-06-06	2023-06-13 COTW
Nikki	Lloyd	2023-06-06	2023-06-13 COTW
Aaron	Ewing	2023-06-07	2023-06-13 COTW
Jim	White	2023-06-07	2023-06-13 COTW
Sasha	Stevens	2023-06-07	2023-06-13 COTW
Chris	Phillips	2023-06-07	2023-06-13 COTW
Chad	Pothier	2023-06-07	2023-06-13 COTW
Darlene	Taylor	2023-06-07	2023-06-13 COTW
Nancy and Bruce	Cameron	2023-06-07	2023-06-13 COTW
James	Pothier	2023-06-07	2023-06-13 COTW
Abe	Zebian	2023-06-07	2023-06-13 COTW
Judith	Kazmirski	2023-06-08	2023-06-13 COTW
Nikki Lloyd	Lloyd	2023-06-08	2023-06-13 COTW
Darren	Porter	2023-06-09	2023-06-13 COTW
Ashley Imlay	Imlay	2023-06-09	2023-06-13 COTW
Valerie	Wilcox	2023-06-11	2023-06-13 COTW

Avon River Causeway Correspondence
(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

Colleen	Walsh-Bouman	2023-06-12	2023-06-13 COTW
G. Wayne	Hines	2023-06-12	2023-06-13 COTW
Sharon	Johnson	2023-06-12	2023-06-13 COTW
Nicholas	Juurlick	2023-06-11	2023-06-13 COTW
Ed and Cathy	Kerr	2023-06-12	2023-06-13 COTW
Tracey	Sexton	2023-06-12	2023-06-13 COTW
Peter	Nicol	2023-06-12	2023-06-13 COTW
Jennifer	Shaw	2023-06-13	2023-06-13 COTW
Jayne	Murray	2023-06-13	2023-06-13 COTW
Reid & Roslyn	MacDuff	2023-06-13	2023-06-13 COTW
Monique	Wood	2023-06-13	2023-06-13 COTW
Dean	Manning	2023-06-13	2023-06-13 COTW
Karen	Beazley	2023-06-14	2023-06-27 Council
Carrilee	Eddy	2023-06-15	2023-06-27 Council
Maria DeNicola	DeNicola	2023-06-15	2023-06-27 Council
Anna	DeNicola	2023-06-16	2023-06-27 Council
Karen F.	Beazley	2023-06-16	2023-06-27 Council
Lisa	Bland	2023-06-16	2023-06-27 Council
Duncan	Armour	2023-06-19	2023-06-27 Council
Gwendolyn	Aker	2023-06-19	2023-06-27 Council
Laura	Fisher	2023-06-19	2023-06-27 Council
Barbara	Hughes	2023-06-21	2023-06-27 Council
Reid & Roslyn	MacDuff	2023-06-21	2023-06-27 Council
Kim	Jansen	2023-06-22	2023-06-27 Council
Brian and Sandra	Hogan	2023-06-22	2023-06-27 Council
Maria	DeNicola Re Concerns of Racism, Bullying and Slander	2023-06-22	2023-06-27 Council
Karen	Langille	2023-06-22	2023-06-27 Council
Anne	Desneiges	2023-06-22	2023-06-27 Council
Darren	Porter	2023-06-25	2023-06-27 Council
Barbara	Hughes	2023-06-27	2023-07-11 COTW
Louis	Coutinho	2023-06-28	2023-07-11 COTW
Darlene	Taylor	2023-06-29	2023-07-11 COTW
Eric	D-Entremont	2023-07-10	2023-07-11 COTW
Canadian Wildlife Federation Letter		2023-07-10	2023-07-11 COTW

Avon River Causeway Correspondence

(aka Hwy. 101 Twinning, Aboiteau, Causeway, Lake Pisiquid)

[illegible]

Correspondence Received

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine	Mcleod, P.Eng, Dept. Environment and climate change	2021-10-28 (Received)	2022-01-11 COTW
Hants County Legion		2021-11-25	2021-12-07 COTW
Hon. Melissa	Sheehy-Richard	2021-11-30	2021-12-07 COTW
Hon. John	Lohr	2021-11-30	2021-12-07 COTW
Hon. Kim	Masland	2021-12-01	2021-12-16 Council
NSUARB		2021-12-10	2021-12-16 Council
Bennet	Mary Lou	2021-12-13	2021-12-16 Council
Hon. Kim	Masland	2021-12-17	2022-01-11 COTW
Bland	Lisa	2021-01-17	2022-01-11-COTW
Wilson	John	2021-12-21	2022-01-11 COTW
Pineo	Shirley	2021-12-17	2022-01-11 COTW
Nelson	Gary	2022-01-11	2022-01-25 Council
Hon. Kody	Blois	2022-01-13	2022-01-25 Council
Denise	Forrand	2022-01-19	2022-01-25 Council
Dawn	Allen	2022-01-18	2022-01-25 Council
Sarah	Brothers	2022-01-19	2022-01-25 Council
Roland	Newcombe	2022-01-20	2022-01-25 Council
Valerie	Newcombe	2022-01-20	2022-01-25 Council
Andrea	Moore	2022-01-21	2022-01-25 Council
Gary	Nelson	2022-01-26	2022-02-08 COTW
Hon. Minister	Johns	2022-01-27	2022-02-08 COTW
Hon. John	Lohr	2022-02-01	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Kim	MacQuarrie	2022-02-06	2022-02-22 Council
Sheldon	Hope	2022-02-08	2022-02-22 Council
Brad	Carrigan	2022-01-24	2022-03-08 COTW
Dr. Gordon	Haliburton	2022-02-14	2022-03-08 COTW
Hon. Kim	Masland	2022-03-01	2022-03-08 COTW
East Hants		2022-03-01	2022-03-08 COTW
Hon. John	Lohr	2022-03-22	2022-04-12 COTW
Andrea	Parker	2022-03-28	2022-04-12 COTW
Bulk Water Haulers		2022-03-30	2022-04-12 COTW
Mark	Wainman	2022-04-04	2022-04-12 COTW
Jeff	Houser	2022-03-23	2022-04-12 COTW
Kathrin	Winkler	2022-04-05	2022-04-12 COTW
Joseph, PVSC	Feeney	2022-04-14	2022-04-26 Council

Correspondence Received

Darren	Porter	2022-04-21	2022-04-26 Council
Daphnee	de Lamirande	2022-04-29	2022-05-10 COTW
Hon. John	Lohr	2022-05-02	2022-05-10 COTW
Ann- Marie	Mathieu, Annapolis Valley Regional Library	2022-05-05	2022-05-10 COTW
2022-05-11 Yves	Arsenault re Information session for Hosting of 44th annual Final des Jeux de l'Acadie for 2025	2022-05-11	2022-05-26 Council
Anna	Allen	2022-05-22	2022-06-14 COTW
Seamus	Marriott, Community Petition re Zwicker lake	2022-05-31	2022-06-14 COTW
Scott	Carson (Presenting letter in person to Council)	2022-06-03	2022-06-14 COTW
Hon. John	Lohr (DMA)	2022-06-10	2022-06-14 COTW
Nancy	Sherwood	2022-06-14	2022-06-28 Council
Bobby	Best	2022-06-16	2022-06-28 Council
Hon. Kim	Masland	2022-06-21	2022-06-28 Council
Sherri	Bulger	2022-06-28	2022-06-28 Council
Hon. John	Lohr	2022-06-30	2022-07-12 COTW
Domenic	Padula	2022-07-07	2022-07-12 COTW
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Diana	Gibson re: RCMP & Fort Edward Information	2022-06-29	2022-07-26 Council
Acute Care	Tanya Penney	2022-07-19	2022-07-26 Council
Darren	Porter	2022-07-27	2022-09-13 COTW
PVSC		2022-08-02	2022-09-13 COTW
DMA		2022-08-04	2022-09-13 COTW
Breaking Barriers Together		2022-08-17	2022-09-13 COTW
Bill	Preston	2022-08-18	2022-09-13 COTW
Alix	Munro (POSSE)	2022-09-01	2022-09-13 COTW
County of Annapolis	Letter to Premier Tim Houston and Hon. Tim Halman re Moratorium on Aerial Herbicide Spraying	2022-09-14	2022-09-27 Council

Correspondence Received

Darren	Porter	2022-09-14	2022-09-27 Council
Darren	Porter	2022-09-16	2022-09-27 Council
Philip	Hyam	2022-09-17	2022-09-27 Council
Mash Up Lab re: Opportunity for Aspiring Entrepreneurs in West Hants		2022-10-17	2022-10-25 Council
Minister Masland	Re: Potential Mi'kmaq Burial site	2022-10-19	2022-10-25 Council
Heather Hughes,	Executive Director Re: Proposed changes to Weed Control Act	2022-09-13	2022-11-08 COTW
Minister of Finance and Treasury Board	Re: Provincial Non-Resident Deed Transfer Tax	2022-10-21	2022-11-08 COTW
Home Hardware	Re: Security Cameras	2022-10-21	2022-11-08 COTW
Windsor Township	Re: Security Cameras	2022-10-24	2022-11-08 COTW
Dawna MacIvor	Re: November is Crohn's and Colitis Awareness Month	2022-10-28	2022-11-08 COTW
Waye Mason	re Concerns and Information regarding Bill 225 and HRM Noise By-Law	2022-11-02	2022-11-08 COTW
Peter Gregg	Re Information on Bill 212, An Act to Amend Public Utility Act	2022-11-02	2022-11-08 COTW
Andrea Parker	Re Road repair work needed	2022-11-06	2022-11-22 Council
WAEFA Recipient Confirmation - 2022	(Awards sponsored by the West Hants Regional Municipality)	2022-11-07	2022-11-22 Council
CAO Letter	Comfort Centre Designation - Garden of Eden Community Centre	2022-11-10	2022-11-22 Council
David Old,	President Hantsport Seniors and Elders Club re Community Generator Program	2022-11-10	2022-11-22 Council
Juanita Wilcox	re Expression of Thanks	2022-11-12	2022-11-22 Council
Emily McNeil	re Renewal of the Operating Approval for the Avon Hydro System	2022-11-14	2022-11-22 Council
Paul Beazley	re Boundary Review Questions	2022-11-16	2022-11-22 Council
West Hants Historical Society	Re Old Parish Burying Ground Letter	2022-11-16	2022-12-06 COTW
Graham Sanford	Re Road Concerns	2022-11-16	2022-12-06 COTW
Fidelis House	Re financial assistance request	2022-11-30	2022-12-06 COTW
Lawrencetown Education Centre	Re Big Chill Donation request	2022-12-06	2022-12-13 Council
Kate Sircom, Secretary, St. Andrew's Church Council	Re Community Comfort Centre proposal	2022-12-06	2022-12-13 Council
NSFM	Re: Code of Conduct - Summary of content	2022-12-14	2023-01-10 COTW

Correspondence Received

	from consultation		
Graham Sandford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.	2023-01-09	2023-01-10 COTW
Graham Sanford	Re: File to Rezone Lots along Bog Road	2023-01-24	2023-01-24 Council
Nova Scotia Department of Public Works Request	Re: Pothier Motors Crosswalk Request	2023-02-03	2023-02-14 COTW
Windsor Township Business Association	Re: Expression of Thanks and Continued Conversations	2023-02-09	2023-02-14 COTW
Hants County Federation of Agricultural and the Great Falmouth Marsh Body	Re: Remaining ACOA funds	2023-02-23	2023-02-28 Council
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-02-17	2023-03-14 COTW
Windsor Lions Club	Re Tourist Bureau Park Request	2023-02-23	2023-03-14 COTW
Carrilee Eddy	Re Affordable Housing	2023-02-28	2023-03-14 COTW
Graham Sanford	Re: Don't Be The Dirt Advocacy Presentation	2023-02-28	2023-03-14 COTW
Andrew Hardman	Re 997 Highway 14 Distribution Depot - Trans-World Concerns	2023-03-02	2023-03-14 COTW
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-03-02	2023-03-14 COTW
FCM Executive Decision	Re Green Municipal Fund application	2023-03-03	2023-03-14 COTW
Avondale Hall	Re Floor repair and renovation request	2023-03-08	2023-03-14 COTW
Letter From Private Road Development	Re Petition for Waste Collection Services	2023-03-09	2023-03-14 COTW
Hon. Greg Morrow	Response to Expenses incurred due to fencing	2023-03-14	2023-03-28 Council
Sarah Reddington	Re Hantsport Memorial Community Center and Pickleball Facility	2023-03-14	2023-03-28 Council
Core Committee - Zwicker Lake Property Owners	Re Permit Clarification	2023-03-14	2023-03-28 Council
Hantsport Community Rep	Re: Apple Blossom Festival Sponsorship Request	2023-03-15	2023-03-28 Council
MLA Sheehy-Richard	Request for a Nomination for the Order of Nova Scotia	2023-03-15	2023-03-28 Council
VREN I	Re Response to continued partnership and IMSA	2023-03-16	2023-03-28 Council
NS Power	Re Avon Hydro System Relicensing	2023-03-20	2023-03-28 Council

Correspondence Received

Public Health	Re New alcohol guidance on harms and risks for residents	2023-03-20	2023-03-28 Council
Kody Blois	Re: Letter to the Hon. Kim Masland	2023-03-21	2023-03-28 Council
Margot Bureaux	Re Cancellation of ABF Leadership Competition	2023-03-21	2023-03-28 Council
Shawna Nichols	Re: Lego program	2023-03-23	2023-03-28 Council
West Hants Historical Society	Proclamation Request	2023-03-23	2023-03-28 Council
Pisiquid Canoe Club	Re: Funding Request	2023-03-24	2023-03-28 Council
KMK Negotiation Office	Re: Expression of interest to meet and discuss the Avon River and downtown waterfront	2023-03-28	2023-04-11 COTW
Markus Kehoe	Re Expression of appreciation	2023-03-29	2023-04-11 COTW
Chantelle Hill	Re Proclamation of Parental Alienation Bubbles of Love Day April 25 2023 Request	2023-03-30	2023-04-11 COTW
Communities in Bloom	Re Invitation to participate	2023-03-30	2023-04-11 COTW
David Simpson	Re Rails-to-trails to Windsor	2023-03-30	2023-04-11 COTW
Mark Kehoe	Re Permit D2023-019 Pisiquid Canoe Club Day Camps - Not Valid	2023-03-30	2023-04-11 COTW
Minister Lohr DMA	Re Sustainability Services Growth Fund (SSGF)	2023-03-30	2023-04-11 COTW
Hon. Masland	Re Intersection Lighting	2023-04-03	2023-04-11 COTW
Brenda Shiers Chair West Hants Uniacke Community Health Board	Re Request for Funding Support	2023-04-04	2023-04-11 COTW
Windsor Township Business District	Reimagine Lake Pisiquid	2023-04-04	2023-04-11 COTW
Poplar Grove Community Hall	Funding Request	2023-04-06	2023-04-11 COTW
Heather Lake	Re Cogmagun and Beaver Pond Petition	2023-04-11	2023-04-11 COTW
Laurent Breault, General Director	Re International Day Against Homophobia and Transphobia, May 17, 2023	2023-04-09	2023-04-25 Council
Trudy Flynn	Re Light up Municipal office Purple for May 12 Fibromyalgia Awareness Day.	2023-04-10	2023-04-25 Council
Zwicker Lake Core Committee	Re Letter of Complaint - Disrespectful Behaviour	2023-04-10	2023-04-25 Council
Gloria Shanks	Re Old Shanks Road dated March 30, 2023	2023-04-10	2023-04-25 Council
Response to MP Blois	Re Highway 101 Twinning	2023-04-11	2023-04-25 Council

Correspondence Received

Hants County Federation of Agriculture	Re Expression of Appreciation for meeting	2023-04-11	2023-04-25 Council
Trevor Levy	Re Scotch Village Station Road Development	2023-04-14	2023-04-25 Council
Mark Kehoe	Re 2023-24 Tax Exemption Concern - Upper Vaughan	2023-04-16	2023-04-25 Council
Tom Levy	Re 301 Station Road Development	2023-04-16	2023-04-25 Council
Roberto Gueli and Anke Kungl	Re Community feedback for Sustainable Hill proposal	2024-04-17	2023-04-25 Council
Glooscap First Nation	Letter of Intent Re Proposed Addition to Reserve, Glooscap First Nation	2023-04-18	2023-04-25 Council
VREN to WHRM	Re Regional Enterprise Networks Review	2023-04-18	2023-04-25 Council
Mike Smith	Re Support of the Proposal from Sustainable Hill Campground and Yoga Dome	2023-04-20	2023-04-25 Council
Kathy Blois, Chair Hants County Senior Safety Association	Re Letter of Notice	2023-04-20	2023-04-25 Council
Seamus Marriot	Re FOIPOP Follow up	2023-04-20	2023-04-25 Council
Erin Naugler	Re Falmouth Highway Access	2023-04-23	2023-04-25 Council
Jessica and Allan Hill	Re Additional Considerations for Sustainable Hill's Application	2023-04-24	2023-04-25 Council
Karen Bourque-Ward and Art Ward	Re Scotch Village Station Road PID 45166915	2023-04-24	2023-04-25 Council
Wesley Petite	Re MPSA Retroactive Pay	2023-04-24	2023-04-25 Council
Hants County Federation of Agriculture	Re Scotch Village Rezoning Application	2023-04-25	2023-04-25 Council
Andrew Hardman	Re 997 Highway 14 - Zoning Change challenge	2023-04-26	2023-05-09 COTW
Guide Furlani	Re Concerns re 20 deer roaming and eating anything they can	2023-04-26	2023-05-09 COTW
Trevor Levy	Re Scotch Village Station Rd. PID 45166915	2023-04-26	2023-05-09 COTW
Denise Forand	Re Windsor Causeway and my Windsor's township waterfront vision	2023-04-27	2023-05-09 COTW
Barry Maxner	Re 50% Tax Reduction Request pertaining to Zwicker Lake Property and Pisiquid Canoe Club Concerns	2023-04-29	2023-05-09 COTW
Margot Bureaux	Re Banners	2023-05-02	2023-05-09 COTW
Grant Thomas	Re Theft	2023-05-03	2023-05-09 COTW

Correspondence Received

Aissa Thomas	Re Windsor Textile Development	2023-05-04	2023-05-09 COTW
Art Ward	Re Scotch Village Station Road PID 45166915	2023-05-06	2023-05-09 COTW
Core Committee Zwicker Lake Property Owners	Re CCBF Funding and the Canoe Club	2023-05-08	2023-05-09 COTW
John Fitzgerald	Re Scotch Village yoga retreat	2023-05-10	2023-05-23 Council
Karen Fitzgerald	Re Yoga resort plan	2023-05-10	2023-05-23 Council
Bill Preston	Re Unsightly etc.	2023-05-11	2023-05-23 Council
Garret Johnston	Re Avon Street Erosion Hantsport Nova Scotia	2023-05-11	2023-05-23 Council
Margy Fletcher	Re Expansion to King Street from Payzant Drive	2023-05-11	2023-05-23 Council
Art Ward and Karen Bourque-Ward	Re Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-15	2023-05-23 Council
Letter to NSFM from the Minister of Municipal Affairs and Housing	Re 12 Month Notice	2023-05-15	2023-05-23 Council
Andrew Hardman	Re Property Tax Exemption List	2023-05-15	2023-05-23 Council
Upper Vaughan Property Owners	Re 997 Highway 14, Permit #C2020-371	2023-05-15	2023-05-23 Council
Denise Forand	Re Waterfront options are ours to design for generations to come. Ebb n Flow.	2023-05-16	2023-05-23 Council
Warden Nickerson	Re RCMP Retroactive Costs - Copy	2023-05-18	2023-05-23 Council
Art Ward	Re Proposed DA for Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-19	2023-05-23 Council
Shelley Arsenault	Re Rezoning and Development of Agricultural Land	2023-05-19	2023-05-23 Council
Lee and Debbie Watson	Re Old Railway, Collapse in Mt Denson	2023-05-21	2023-05-23 Council
Dave Smith	Re Zwicker Lake Petition	2023-05-22	2023-05-23 Council
Seamus Marriott	Re Petition to Reconsider Canoe Club Tax Exemption	2023-05-22	2023-05-23 Council
Denise Thibault	Re Concerned property owner and taxpayer	2023-05-23	2023-06-13 COTW
Glooscap First Nation	Re Proposed Addition to Reserve, Bishopville Road	2023-05-25	2023-06-13 COTW
Mark Kehoe	Re Property Tax Exemption Community Center	2023-05-26	2023-06-13 COTW
Barry Maxner	Follow up Re Definition of Community	2023-05-29	2023-06-13 COTW

Correspondence Received

	Centre and the Pisaquid Canoe Club		
Will Balser, Coastal Adaptation Coordinator	Re Joint Statement Call to Release the Coastal Protection Act Regulations	2023-06-01	2023-06-13 COTW
Chrystal Fuller on behalf of Mitch Brison	Re connecting Payzant and King Street request to Council	2023-06-02	2023-06-13 COTW
Carrilee Eddy	Re World Ocean Day	2023-06-07	2023-06-13 COTW
Carrilee Eddy	Re Fire Protection	2023-06-07	2023-06-13 COTW
Mark Peck, CEO of Joint Regional Transportation Agency	Re Invite to Municipal Working Group	2023-06-07	2023-06-13 COTW
Wayne and Edith.	Re the Gate and the Crossing.	2023-06-07	2023-06-13 COTW
Steph Sedgwick	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Debbie Stoddard-Pageau	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Rachelle Trudel	Re Garlands Crossing - Access Roads	2023-06-09	2023-06-13 COTW
Mike MacDonell	Re Agritourism and Rural Development - Sustainable Hill Resort	2023-06-11	2023-06-13 COTW
Melissa Levy	Re Appeal	2023-06-12	2023-06-13 COTW
Paul and Amy Brown	Re Gate in the crossing	2023-06-13	2023-06-13 COTW
Jason Tucker and Tim Carr	Re Canada Day Events in Hantsport	2023-06-13	2023-06-13 COTW
Kimm Kent, POSSE	Re Addressing housing insecurity and homelessness	2023-06-13	2023-06-27 Council
Paul Pierce	Re Award of Tender	2023-06-15	2023-06-27 Council
Nova Scotia Provincial Housing Agency	Re Priority Access to Housing	2023-06-09	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re CCBF Funding	2023-06-14	2023-06-27 Council
Adriane Salah	Re Request for letter of support Re Tremaine Crescent	2023-06-20	2023-06-27 Council
<u>Barry Maxner</u>	Re No replies - Concerns with the Pisiqid Canoe Club.pdf	2023-06-23	2023-06-27 Council
Honourable Timothy Halman	Response Re Coastal Protection Act	2023-06-25	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re Seeking clarity	2023-06-27	2023-06-27 Council
Core Committee Zwicker Lake Property Owners (Seamus Marriott)	Re Seeking clarity	2023-06-29	2023-07-11 COTW

Correspondence Received

Lisa Bland	Re Safety Measures during this Emergency (Request)	2023-06-30	2023-07-11 COTW
Nancy Sheehy	Re State of Emergency (Request)	2023-06-30	2023-07-11 COTW
Pat Miller	Re Fireworks and Calming your dog	2023-06-30	2023-07-11 COTW
Carrilee Eddy	Re Avon River Fish Passage (Request)	2023-07-03	2023-07-11 COTW
Maria DeNicola	Re clarification on health and safety issue	2023-07-05	2023-07-11 COTW
Nova International	Re Letter to West Hants	2023-07-05	2023-07-11 COTW
NSEMO - Emergency Management Preparedness Office	Re Region 3 Resignation	2023-07-06	2023-07-11 COTW
Chris Shields	Re Construction on the 101 and Lake Pisiquid	2023-07-07	2023-07-11 COTW
Carrilee Eddy	Re Declining to meet with Nikki-Marie Lloyd	(WHRM copied) 2023-07-12	2023-07-25 Council
East Hants Letter	Re Bill 236 - Railways Act - Windsor Hantsport Rail	(WHRM copied) 2023-07-19	2023-07-25 Council
Matt Dunfield	Re Question Re Falmouth Family Park	2023-07-20	2023-07-25 Council
Laura de Boer	Re St. Croix Dam Evacuation - Flood Mapping Request	2023-07-23	2023-07-25 Council
Benjamin Dykeman	Re Municipal Funding to Community Crisis Response	2023-07-24	2023-07-25 Council
Louis Coutinho	Re EMO and Torrential Rain & Flooding	2023-07-24	2023-07-25 Council
Peter Moore	Re Where's the pump X 4	2023-07-24 and July 25, 2023	2023-07-25 Council
Denise Forand	Re Questions re Cunnable Creek and overflow	2023-07-24 and 2023-08-14	2023-09-12 COTW
CCBF	Re Confirmation of Funding Re Pisiquid Canoe Club	2023-08-01	2023-09-12 COTW
Municipality of Kings County	Re Flood Event	2023-07-28	2023-09-12 COTW
Hants County Condominium Corp.	Re Damages to Critical infrastructure	2023-08-09	2023-09-12 COTW
UARB	Re 2023 Municipal Boundary Notice of Approval	2023-08-10	2023-09-12 COTW
Virginia Deering	Re Flooding on Chittick Ave.	2023-08-09 and 2023-08-11	2023-09-12 COTW
Hon. Greg Morrow response to Correspondence Re Fresh water resource for the Agricultural Community	Re Fresh water resource for the Agricultural Community	2023-08-14	2023-09-12 COTW

Correspondence Received

Jacqueline and Ryan Heffler	Re Bus transportation needed	2023-08-25	2023-09-12 COTW
MP Kody Blois	Re Letter to Minister Morrow re Dyke Land (WHRM copied)	2023-08-31	2023-09-12 COTW
Darren Porter	Re Water Testing and follow up emails	2023-08-14 and 2023-09-05	2023-09-12 COTW
Pamela DeNicola	Re Agricultural land preservation and protection	2023-09-06	2023-09-12 COTW
Jean Sanford	Re chairs	2023-09-12	2023-09-26 Council
Keith Aucoin	Re Impact of Hurricane Lee	2023-09-12	2023-09-26 Council
Luke Garagan	Re Transportation for West Hants	2023-09-12	2023-09-26 Council
Maria Medioli	Re Response to Blaise Fraser and Jackie Doucet Re Kings Meadows (WHRM copied)	2023-09-13	2023-09-26 Council
Peter Moore	Re Unprecedented weather event and Preparedness	2023-09-13 and 2023-09-14	2023-09-26 Council
Jennifer Moore	Re Preparedness	2023-09-14 x 2	2023-09-26 Council
Steve Turner	Re Windsor Hantsport Railway (WHRM copied)	2023-09-14	2023-09-26 Council
Laura Moore	Re Abuse of Emergency Management Act	2023-09-16	2023-09-26 Council
Daniel Steeves	Re Short Term Rental	2023-09-21	2023-09-26 Council
Kings County	Re Notice of Public Hearing	2023-09-21	2023-09-26 Council
Colleen Rogers	Re Transportation in West Hants	2023-09-23	2023-09-26 Council
Selling Scotia	Re Discussions around banning STRs	2023-09-25	2023-09-26 Council
Hants Health and Wellness Team	Re Transportation Options and Municipal Staff to undertake a Feasibility Study	2023-09-28	2023-10-10 COTW
Sherry Williams	Re Concern for Kings Meadows Closing (WHRM copied)	2023-09-29	2023-10-10 COTW
Peter Moore	Re CBC, below sea-level	2023-09-30	2023-10-10 COTW
Denise Forand x2	Re CBCL	2023-10-04	2023-10-10 COTW
Peter Moore	Re Weather	2023-10-05	2023-10-10 COTW
Peter Moore	Re A Study or Plan and why it matters	2023-10	2023-10-24 Council
NS Public Works	Response to Reimagine the Windsor and Falmouth Waterfront area	2023-10-11	2023-10-24 Council
Shelburne Counties	To NSFMR Re Cellular Coverage (WHRM copied)	2023-10-11	2023-10-24 Council
Glen LeBlanc	Re Poor Cellular Service	2023-10-13	2023-10-24 Council

Correspondence Received

Letter mailed to WHRM	Re 35 William Street Developer	2023-10-16	2023-10-24 Council
Response from Maria Medioli	Re King's Meadows (WHRM copied)	2023-10-17	2023-10-24 Council
King's Meadows Residence	Re Non Profit Options	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re Future Energy Security for NS letter to Councillor	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re YourHealthNS app	2023-11-02	2023-11-14 COTW
Sheldon Hebb	Re Curbside Waste Collection	2023-10-25	2023-11-14 COTW
VREN	Re Land and Asset Database Update and User Integration	2023-11-06	2023-11-14 COTW
Kelsey MacNeil	Re Wind Strength Update	2023-11-08	2023-11-14 COTW
Steven Hart (Protect Vaughans Community)	Re Amendment to Policy 4.22.4 (3 emails)	2023-11-02	2023-11-14 COTW
Mandy Singleton	Re Riverview Drive Rezoning Brooklyn	2023-11-09	2023-11-14 COTW
Ian Daniels	Re Windsor Elementary School	2023-11-13	2023-11-14 COTW
Sandra Watson	Re Rezoning PID 45215290 Riverview Drive Brooklyn	2023-11-15	2023-11-28 Council
Steven Hart	Re Follow-up to Policy Amendment 4.22.4 (4 emails)	2023-11-16	2023-11-28 Council
Amanda Dunfield	Re Windsor Stormwater: CSO Outfall Signage	2023-11-20	2023-11-28 Council
Hon. Kim Masland	Re Provincial Intersection Street lighting	Sent 2023-04-03 and resent 2023-11-21	2023-11-28 Council
Amanda Dunfield	Re Minas Basin Sessions/Requests Recording of Community Events	2023-11-23	2023-11-28 Council
Kelsea MacNeil, Director, Public Relations & Business Development Membertou Development Corporation	Re Bear Lake Wind Project Information Session	2023-11-23	2023-11-28 Council
Residents of the Concerned Citizens	Call to Action	2023-11-24	2023-11-28 Council
MADD Annapolis Valley	Re Red Ribbon Request	2023-11-16	2023-11-28 Council
Dykeland Lodge	Re Request for a Secondary Exit from College Road	2023-11-21	2023-11-28 Council

Correspondence Received

Protect Vaughans Community (Steven Hart)	Re Follow-Up To Wind Farm	2023-11-21	2023-11-28 Council
Kelsey McNeil	Re Bear Lake Wind Information - Tax Memo & Community Benefits	2023-11-30	2023-12-05 COTW
Lubna Jamshaid	Re Support Ceasefire in Gaza!	2023-11-28	2023-12-05 COTW
Jill Pasquet	Re Cease Fire	2023-11-28	2023-12-05 COTW
Shawkat Ali	Re Support for Ceasefire in Palestine	2023-11-28	2023-12-05 COTW
Youseff Rafih	Re Ceasefire Now! Not Pause	2023-11-30	2023-12-05 COTW
Ahmed Nassrat	Re Motion for Peace	2023-11-29	2023-12-05 COTW
Andrew Zebian	Re Call For Ceasefire	2023-11-30	2023-12-05 COTW
Jennifer Crawford	Re West Hants call for ceasefire in Gaza	2023-11-30	2023-12-05 COTW
Kody Blois to the Premier	Re Marshlands (WHRM copied)	2023-12-01	2023-12-05 COTW
Amanda Dunfield	Re 2023.11.30 Stormwater Discussions Formal Request for Presentation Materials	2023-11-30	2023-12-05 COTW
Elizabeth Tuck	Re In Support of a Ceasefire	2023-12-03	2023-12-05 COTW
Frank Bezanson	Re A call for a permanent ceasefire	2023-12-03	2023-12-05 COTW
Mohammed Barrah	Re Urgent Letter to Mayor Zebian and WHRM Council	2023-12-04	2023-12-05 COTW
Lubna Jamshaid	Re: Support Ceasefire in Gaza	2023-12-05	2023-12-12 Council
Andrea Parker	Re Health Plan Survey Opportunity	2023-12-06	2023-12-12 Council
MLA Sheehy-Richard	Re: Response Re Additional Carpool Parking Lot	2023-12-12	2023-12-12 Council
Myra Stephen	Re: When you know better, do better	2023-12-13	2024-01-09 COTW
Katherine Wadden	Re: PID 45215290 Riverview Drive Brooklyn	2023-12-13	2024-01-09 COTW
Jeff Dunfield	Re: Council Meeting Called for Next Week (Dec. 19, 2023)	2023-12-15	2024-01-09 COTW
Peter Moore	Re December 19th Special Council Meeting	2023-12-18	2024-01-09 COTW
NSFM	Re: Letter To Minister Morrow Re Dyke System (WHRM copied)	2023-12-20	2024-01-09 COTW
Peter Moore	Re: COTW - October 12, 2021	2023-12-20	2024-01-09 COTW
Minister Rushton	Re: Response to WHRM Re Smiley's Park	2023-12-21	2024-01-09 COTW
Robert Crow	Re: Lot 13 Rezoning Milliard Crt	2024-01-03	2024-01-09 COTW

Correspondence Received

Annapolis Valley Regional Library	Re: Letter to Minister MacMaster (WHRM copied)	2023-12-05, Received 2024-01-04	2024-01-09 COTW
Emily Seaboyer	Re: Application for Rezone of OS lot, Millard Court, Union Corner	2024-01-04	2024-01-09 COTW
Denise Forand	Re: The rezoning of gifted lands for subdivisions and our Historic Architectural zone	2024-01-06	COTW2024-01-09
Elizabeth Rondhuis	Re: Land Rezoning PID45236601	2024-01-07	2024-01-09 COTW
Karl Coutino	Re Request for Postponement of Commercial Wine Support Program Announcement	2024-01-08	2024-01-09 COTW
Peter Moore	Re Rainfall Warning	2024-01-09	2024-01-09 COTW
Christina Hudgins	Re Millard Court	2024-01-09	2024-01-23 Council
Emily Seaboyer, Shawn Seaboyer & Family	Re Application for Rezone of OS lot, Millard Court, Union Corner	2024-01-09	2024-01-23 Council
Phil Pidgeon	Re Rezoning of PID 45236601 Millard Court, Union Corner	2024-01-12	2024-01-23 Council
Haley Brown	Re Urgent Request for Postponement of Commercial Wine Support Program Announcement	2024-01-12	2024-01-23 Council
Wine Growers Nova Scotia (WGNS)	Re Important Update on Nova Scotia Farm Wine Industry Developments with attached letters	2024-01-16	2024-01-23 Council
Mary Penner	Re Thank You to Citizens of Windsor	2024-01-18	2024-01-23 Council
West Hants Historical Society Letter to WHRM	Re Paris Name	2024-01-17	2024-01-23 Council
Andrew Hardman	Re Supreme Court Decision re Permit D2023-019	2024-01-23	2024-01-23 Council

From: [Scott McLean](#)
To: [Deanna Snair](#)
Subject: Fwd: Millard Court
Date: Tuesday, January 9, 2024 5:23:31 PM

From: Christina Hudgins
Date: January 9, 2024 at 2:37:52 PM AST
To: Scott McLean <smclean@westhants.ca>
Subject: Millard Court

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Good afternoon, Scott. I am writing in regard to the rezoning of our green space lot for our community. I, as well as my neighbours are opposed to this rezoning. This is a beautiful neighborhood and we are blessed to witness nature and all her beauty every day. My property borders the green space lot. We have lady slippers and other flora, beavers, many different species of birds, deer, raccoons and foxes. My worry about the rezoning of said lot to R4 will totally destroy an integral part of an ecosystem. The lot is small and I question whether the parameters could even be met to develop it as an R4. Our well is on the side of our lot closer to the green space. I am very concerned about the waterway on the greenspace that flows down towards the 236. We worry a well big enough to support an R4 development will affect our supply of water. This lot as a designated green space for our community is invaluable. We will be attending the information session next week but I would love to chat with you about where you stand on this matter and what options we may have to save this beautiful space. Thank you for your time.

Christina Hudgins

From: Emily Seaboyer
To: [PublicOnlyCouncilEmail](#)
Subject: Application for Rezone of OS lot, Millard Court, Union Corner
Date: Tuesday, January 9, 2024 8:29:06 PM

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

To Whom It May Concern,

I'm writing in regards to the proposed rezoning of the Open Space lot on Millard Court, Union Corner.

PID 45236601 is directly across from the home my husband and I purchased 15 years ago. The home we purchased- with the express understanding that we were buying directly across from the (undeveloped) green space dedicated for our community.

Under no circumstances do we support any rezoning efforts with the potential for future building projects, residential or otherwise.

I suspect that our personal feelings on this matter or those of the other residents on our quiet street are of little consequence to the municipality, but suffice it to say that this is not something we support in any way, and we will stand up for as required.

Our thoughts on this are echoed with that of every neighbour I've spoken with so far.

The solitude we've all become accustomed to is shared by any number of flora and fauna as most of the lot in question is very boggy. Multiple neighbours have told me they have Lady Slipper varieties growing wild on this same stretch of land- a protected species as I'm sure you're aware.

Also worth considering is the water quality or more specifically the lack of readily available water for several of the homes on this lower laying area- where for several months of the year they must buy and have water delivered.

Respectfully, we will be attending all upcoming meetings on this matter in hopes of becoming more informed and ultimately that the suggested change in zone will be dropped.

(Additionally, the sign that has been posted across from our home says that the meeting is to be held on Tuesday, January 16 at 6:00pm, however the notice we just received in the mail does not specify a day. If you would kindly confirm the date so I can ensure it's correct in our calendar I would appreciate it).

Your consideration of our open green space and preservation of rural lifestyle is appreciated.

Emily Seaboyer, Shawn Seaboyer & Family

From: [Scott McLean](#)
To: Phil.Pidgeon@forces.qc.ca
Cc: pidgeonp@gmail.com; [PublicOnlyCouncilEmail](#)
Subject: Re: Rezoning of PID 45236601
Date: Friday, January 12, 2024 11:01:04 PM

On Jan 12, 2024, at 8:56 AM, Phil.Pidgeon wrote:

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Dear Councillor McLean,

I'm writing you today as a concerned citizen of West Hants and specifically as a home owner on Millard Court in Union Corner.

I was recently made aware of the Municipality's plan to change the zoning of PID 45236601 from Open Space (OS) to Rural Residential (R4), and was shocked to learn of this.

Let me be clear, under NO circumstances do I or can I support this proposal!

Our Home at [REDACTED] is less than 500 feet from this property, when we purchased our property, we were told that this lot was an Open Space with absolutely no chance of future development, so this change was in the municipality's plan has come as a surprise to us.

Upon researching the Subdivision By-Law I found that in Part 14, Parkland Dedication, para 71 (a) there is a requirement for the Applicant to:

“transfer to the Municipality, free of encumbrances, for parks, playgrounds, and similar public purposes, an area of useable land within the area being subdivided equal to five percent (5%) of the area of the lots to be approved, “

I believe that this was how PID 45236601 came to be zoned as OS, with this parcel being transferred in good faith from Mr. Ken Millard to West Hants under this clause. As such, the lot was defined as being “for parks, playgrounds, and similar public purposes“, not for residential development, but for the use of all who live on or close to Millard Court.

This is the only public property within walking distance of the homes along Millard Court and as such I feel it should be maintained with an OS zoning.

Further to this I would think that perhaps Council would be better off educating the West Hants community as a whole, on how to utilize Open Spaces. I am confident that with some guidance the residents of Millard Court could develop this acreage into a useful and enjoyable space for all to enjoy. It would not take much beyond our cooperation, to open the space along the brook to allow for walks or family time. This could be done in a sensitive and gentle manner vice having a developer use heavy equipment to tear through the lot. I sense that the only reason this has not been discussed amongst the neighbours is the lack of understanding what restrictions, if any, the Municipality has on OS property use. So, I would ask that Council educate us on what can be done to utilize this area to improve all of our lives and help us to improve on our sense of community by working together for the benefit of all of us, and not convert this lot to an R4 zoning.

Going beyond the public space issue there is also the potential environmental issues that would occur with the clearing of this area for building.

As all of the neighbours are aware, water has been and will be a problem with some homes needing to haul water throughout the year, including us. Clearing this lot would have an effect on the flow of the brook and potentially the amount of usable water in the watershed affecting the entire community.

Moreover, any development of this property would inevitably lead to siltation of the Brook that flows adjacent to the North. This Brook feeds into the wetland behind the homes on the East side of Millard. This Brook in turn flows to a Beaver Pond south of Quarry Road before it connects to the 236. Any pollution in this waterway would present potential damage to the ecosystem surrounding our homes.

Furthermore, there is a local population of Lady Slippers found throughout the properties along Millard Court. These flowers include the occasional Yellow Lady Slipper (please see attached photos taken by my wife, Karolyn over the years), which is much more uncommon than the rare Pink Lady Slipper. These flowers are listed by the Nature Conservancy of Canada as:

"What is this species' conservation status? - It faces several threats, including exploitation for horticultural and medicinal purposes; habitat loss and disturbance from urbanization and real estate development; competition with invasive species, such as Japanese honeysuckle; climate change; and forest habitat alterations through fire suppression." NCC: Pink lady's-slipper (natureconservancy.ca) <https://urldefense.proofpoint.com/v2/url?u=https-3A__www.natureconservancy.ca_en_what-2Dwe-2Ddo_resource-2Dcentre_featured-2Dspecies_plants_pink-2Dlady-2Dslipper.html&d=DwMFAg&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpnVfiuMM&r=iZiVwWJWXhiPgcX2DrUmk1svFp8uzoJ5ZxfeTUF0WE&m=KFUiAbWBRqON8wbk9e-1XgX5_4pj0nXFxeiOfvwey3teItuSmnsdN8g7gHkbQzv&s=BvFX0XkEcIcnojTSSktbcju9UMYPLsCI_rymOQonU5g&e=>>
Additionally, the North American Orchid Center lists the Nova Scotian population of Yellow Lady Slippers as being on their watch List. *Cypripedium parviflorum* (Yellow Lady's Slipper): Go Orchids (northamericanorchidcenter.org) <https://urldefense.proofpoint.com/v2/url?u=https-3A_goorchids.northamericanorchidcenter.org_species_cypripedium_parviflorum_&d=DwMFAg&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpnVfiuMM&r=iZiVwWJWXhiPgcX2DrUmk1svFp8uzoJ5ZxfeTUF0WE&m=KFUiAbWBRqON8wbk9e-1XgX5_4pj0nXFxeiOfvwey3teItuSmnsdN8g7gHkbQzv&s=K8mcviBND54VlpEpFVgj5_TW-x5_1H6Lm5E4pUYaCk4&e=>>
This clearly states that real estate development and habitat loss are threats to the very survival of the Lady Slipper population. Any destruction of this delicate ecosystem should be avoided especially when West Hants uses the Lady Slipper as a symbol on all of the By Law covers.

[cid:image003.png@01DA4535.2318EBF0]

In closing let me say Thanks You for the opportunity you have given us to bring our little community closer together with a common cause, that is to not have this rezoning take place.

I hope that I have been able to give you points to reflect upon when it comes time to make your decision on the rezoning of PID 45236601.

Sincerely

Phil Pidgeon



From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Urgent: Request for Postponement of Commercial Wine Support Program Announcement
Date: Friday, January 12, 2024 2:47:47 PM
Attachments: [24 01 10 - WGNS - Letter to Minister Morrow final.pdf](#)
[24 01 12 - WGNS - Response letter to Minister Morrow Minister MacMaster final.docx.pdf](#)

From: Haley Brown

Date: January 12, 2024 at 2:20:47 PM AST

To: Abraham Zebian <AZebian@westhants.ca>, Rupert Jannasch <RJannasch@westhants.ca>, Scott McLean <smclean@westhants.ca>, Mark McLean <mmclean@westhants.ca>, Jeff Hartt <jhartt@westhants.ca>, Debbie Francis <DFrancis@westhants.ca>, Bob Morton <bmorton@westhants.ca>, Ed Sherman <esherman@westhants.ca>, Paul Morton <PMorton@westhants.ca>, John Smith <JSmith@westhants.ca>, Laurie Murley <lmurley@westhants.ca>, Jim Ivey <jivey@westhants.ca>

Subject: Fwd: Urgent: Request for Postponement of Commercial Wine Support Program Announcement

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Dear Mayor and Council Members,

I trust this message finds you well. We have recently become aware of a provincial "Commercial Winery Support Program," and it is imperative that we communicate our concerns to you and the communities and stakeholders affected.

Our primary apprehension stems from the fact that commercial wineries, without the obligation of maintaining their own grape acreage in Nova Scotia, nor Nova Scotia grape content in their wine are slated to receive the same benefits as Nova Scotia Farm Wineries. This development not only grants commercial wineries, essentially functioning as bottling depots, access to the same program that local farm wineries have diligently worked to establish but also allows them to source grapes externally from farms heavily subsidised by their own regional governments outside of Nova Scotia and even Canada, to double dip on Nova Scotia tax payers dime.

We need to be clear, the program will funnel millions of dollars to two commercial entities with no connection to the land with no cap on funding or limits in place to the number of commercial licenses that will be granted, every year. Early estimates are that it will cost Nova Scotians \$6-12 Million alone in the first year if this program is implemented....to just two commercial operators.

While we have always supported the commercial winery business model, the prospect of them availing themselves of the same program without having any connection to the land and acreage regulations that Nova Scotia Farm wineries do could be detrimental to the Nova Scotia Farm Wine industry and its associated communities and industries. Essentially the Nova Scotia government will be funding farms from outside of the province and even Canada while commercial wineries will also significantly undercut Nova Scotia Farm wineries at NSLC store shelves.

Compounding the issue, we were only notified of this significant change Friday, with a pending announcement this past Monday. Fortunately, we have pleaded to the province to pause and have met with Minister McMaster and Minister Morrow on Wednesday with only the commitment of further discussion. We need to be clear. This program needs to be halted. This will cost Nova Scotians millions of dollars every year with no cap to two commercial entities and money that could be better spent elsewhere for rural Nova Scotia. The Nova Scotia Farm Wine Industry is a significant contributor to the province, generating hundreds of millions of dollars to the local Nova Scotia economy and we believe that this sudden shift could have severe consequences for the industry and the communities we are connected.

The province's rationale, attributing the decision to last year's polar vortex, raises questions about the consistency of such a policy. Other provinces, such as British Columbia, and Ontario have also faced weather-related challenges, and we are concerned about the potential impact on various agricultural sectors affected by the Polar Vortex.

If you have any questions or require further clarification, please do not hesitate to reach out. I have shared our formal responses from the last week in the attached documents. We look forward to engaging in a productive conversation to safeguard not only the Nova Scotia Farm Wine industry but the communities and industries that will be greatly impacted by this decision

Thank you,

Haley

--

Haley Brown

Executive Director | Wine Growers Nova Scotia winesofnovascotia.ca |
Facebook/Instagram/Twitter: @winesofns



January 10, 2024

Honourable Greg Morrow
Minister of Agriculture
6th floor (Suite 605), WTCC
1800 Argyle Street P.O. Box 2223
Halifax, Nova Scotia
B3J 3C4

Sent by email: MIN_DAG@novascotia.ca

Dear Minister,

We appreciate your commitment to creating a sustainable wine industry in Nova Scotia and we look forward to working with you to develop a Farm Wine Support Program that ensures long-term sustainable growth.

However, the "Commercial Wine Program" as outlined in a meeting with the NSLC and the Department of Finance on January 5, 2024, and your letter dated January 7, 2024, will have a catastrophically negative impact on Nova Scotia Farm Wineries and the rural communities intricately connected to them across the province, which cannot be your intended outcome.

If implemented, the program would subsidize commercial wineries and foreign grape growers' vineyards, at the expense of local Nova Scotian businesses. We cannot be more adamant in the fact that this would hollow out the core and vibrancy of the rural Nova Scotia farm wine region, resulting in business closures and job losses.

It has also come to our attention that, under this program, substantial sums, ranging from \$6-\$12 million annually, could be allocated to just two commercial operators, with no apparent limits on funding or the number of licenses that will be granted, further putting our industry at a competitive disadvantage.

Given the monumental impact of our industry across the province and your government's commitment to supporting local business, we do not believe that it is your intent to impose such hardship. The Nova Scotia Farm Wine industry is not just an economic driver but a cornerstone of our provincial identity, culture, and economic sustainability.

Collectively we provide full-time employment to over 1,100 Nova Scotians, and our commitment to the local economy is evident, with 100% Nova Scotia Farm wines contributing over \$92.07 million in business revenue, \$14.36 million in tax revenues, and \$34.99 million in wages every year.

The total economic activity related to Nova Scotia Farm Wine and associated organisations across the province's agriculture, tourism, retail, and hospitality sectors has surged to an impressive \$245 million annually, reflecting a noteworthy increase of \$27 million since 2015.

This includes over 50 Nova Scotia wine grape growers and wine-related tourism, which alone contributed \$36.8 million in revenues in 2019, supporting 301 jobs and over \$11.9 million in wages specific to farm wine-related travel. In addition, a 2019 economic impact study led by Wine Growers Canada, and supported by Wine Growers Nova Scotia, concluded imported wine has a value of \$16.57 per bottle for the province where a Nova Scotia grown product has a value of \$76.73 per bottle.

We look forward to providing feedback to your questions and reaching a constructive resolution during our meeting that unequivocally safeguards Nova Scotia Farm Wineries and the rural communities we are intricately connected to.

Sincerely,



Karl Coutinho
Board Chair - WGNS
Avondale Sky



Darren Carey
Bear River Vineyards



Ashley McConnell-Gordon
Treasurer - WGNS
Benjamin Bridge



Tim Ramey
Blomidon Estate Winery



Beatrice Stutz
Secretary - WGNS
Domaine de Grand Pre

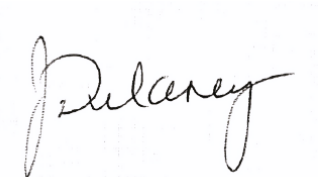
Melanie and Jake Eelman



Kenneth MacLellan
Eileanan Breagha



Mike Lightfoot
Lightfoot & Wolfville Vineyards



Jill Delaney
Board Director - WGNS
Lost Bell



Geena Lockett
Vice Chair – WGNS
Lockett Vineyards

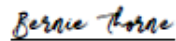


John McLarty
Board Director – WGNS
Planter's Ridge

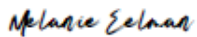
Board of Directors
Grape Growers Association of Nova Scotia



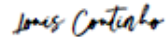
Steve Ells
President



Bernie Thorne
Vice President



Melanie Eelman
Secretary



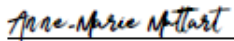
Louis Coutinho
WGNS Representative



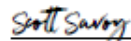
Jean Benoit Deslaurier
WGNS Representative



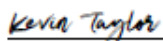
Naeem Khan
Director



Anne-Marie Muttart
Director



Scott Savoy
Director



Kevin Taylor
Director

Cc:

Premier Tim Houston
Hon. Allan MacMaster
Hon. John Lohr



January 12th, 2024

Honourable Greg Morrow
Minister of Agriculture
6th floor (Suite 605), WTCC
1800 Argyle Street P.O. Box 2223
Halifax, Nova Scotia
B3J 3C4

Honourable Allan MacMaster
Deputy Premier and Minister of Finance
7th Floor, Provincial Building
1723 Hollis Street
P.O. Box 187
Halifax, NS
B3J 2N3

Sent by email: MIN_DAG@novascotia.ca

Dear Minister MacMaster and Minister Morrow,

We trust this letter finds you well. As emphasized in our meeting Wednesday, January 10th and in response to Minister Morrow's letter dated January 7th, the potential implementation of the Commercial Wine Support Program raises significant concerns, particularly in its impact on farm wineries and the rural communities we are connected to throughout the province. This is not a debate between Premium vs. Value wines; rather, it is a crucial discussion about the potential risks associated with supporting Commercial Bottlers over our Farm Wineries and Grape Growers.

We collectively reiterate our plea to the provincial government to immediately halt the Commercial Wine Support Program. If implemented, this program will devastate grape growing within our industry, eroding the very essence of the Nova Scotia Farm Wine Industry, which plays a pivotal role in shaping Nova Scotia as a world-class destination.

The key points we presented during our meeting underscore the urgency and critical nature of this request:

1. **Over 1,100 Farm Winery Jobs at Risk:** The potential implementation of the program puts over 1,100 farm winery jobs and grape growers at risk, posing a serious threat to our industry's livelihood.
2. **Significant Financial Contributions:** Collectively, our farm wineries and grape growers provide well paid full-time employment to over 1,100 Nova Scotians. The commitment to the local economy is evident, with 100% Nova Scotia Farm wines contributing over \$92.07 million in business revenue, \$14.36 million in tax revenues, and \$34.99 million in wages every year.
3. **Total Economic Activity:** The total economic activity related to Nova Scotia Farm Wine and associated organisations across the province's agriculture, tourism, retail, and hospitality sectors has surged to an impressive \$245 million annually.
4. **Job Creation and Tourism Impact:** Farm wineries play a crucial role in job creation in rural Nova Scotia, contributing significantly to tourism and local agriculture, injecting hundreds of millions of dollars back into the economy both into the soil, infrastructure and into the pockets of rural Nova Scotians.
5. **Value of Nova Scotia Grown Products:** A 2019 economic impact study led by Wine Growers Canada, and supported by Wine Growers Nova Scotia, concluded that imported wine has a value of \$16.57 per bottle for the province, whereas a Nova Scotia grown product has a value of \$76.73 per bottle.

During our meeting, we answered your questions and discussed the various considerations related to the proposed Commercial Wine Support Program, and we want to collectively reiterate some of these key points:

No Incentive for Locally Produced Grapes: The proposed Commercial Wine Support Program eliminates any incentive to purchase locally grown grapes, forcing wineries to choose the more economical option of imported juice to maintain competitiveness.

Loss of Agricultural Sector: The program jeopardizes an agriculture sector built through decades of hard work and investment, threatening the existence of vineyards that significantly contribute to the Nova Scotia economy and cultural identity.

Need for Regular Dialogue: There is a pressing need for more regular and comprehensive dialogue between elected representatives, government departments and industry stakeholders to make informed decisions. Establishing a Ministers Nova Scotia Wine Board for diverse voices to contribute constructive thoughts is essential.

Complexity of Farm Winery Operations: Farm winery operations are complex, requiring a year-round commitment from full-time teams. They contribute to year-round destinations in rural Nova Scotia and build demand for world-class products in export markets.

Decimation of Vineyards: It is critical that all stakeholders are involved in designing an equitable program, recognizing the unique level of investment and economic impact of our farm wineries and grape growers.

The urgency of this matter cannot be overstated. Under this Commercial Wine Support Program, substantial sums, ranging from \$6-\$12 million annually, will be allocated to just two commercial operators, with no apparent limits on funding or the number of licenses that will be granted. The proposed program threatens the very existence of an industry that has not only helped shape the economic landscape for rural Nova Scotia but has also garnered international acclaim.

We collectively implore you to take immediate action by suspending new licenses for commercial entities and halting the Commercial Wine Support Program. Not only will it devastate the Farm Wine Industry and the 1,100 jobs, but also the rural communities we are deeply connected to.

We anticipate a prompt and resolute response, ensuring the preservation of the Nova Scotia farm wine industry.

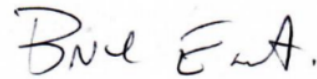
Sincerely,



Karl Coutinho
Board Chair - WGNS
Avondale Sky



Darren Carey
Bear River Vineyards



Bruce Ewert
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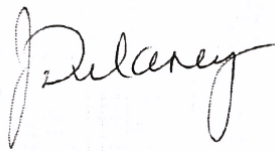
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Beausoleil Farmstead



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Lightfoot & Wolfville Vineyards



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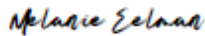
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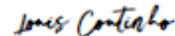
Steve Ells
President



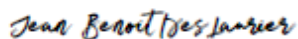
Bernie Thorne
Vice President



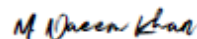
Melanie Eelman
Secretary



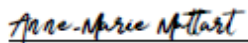
Louis Coutinho
WGNS Representative



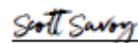
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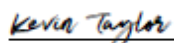
Naeem Khan
Director



Anne-Marie Muttart
Director



Scott Savoy
Director



Kevin Taylor
Director

Cc:
Premier Tim Houston
Hon. John Lohr

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Important Update on Nova Scotia Farm Wine Industry Developments
Date: Tuesday, January 16, 2024 9:46:56 PM
Attachments: [24 01 10 - WGNS - Letter to Minister Morrow final.pdf](#)
[24 01 12 - WGNS - Response letter to Minister Morrow Minister MacMaster final.docx \(2\).pdf](#)

From: Wines of Nova Scotia
Date: January 16, 2024 at 7:56:40 PM AST
Subject: Important Update on Nova Scotia Farm Wine Industry Developments

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Dear Valued Members of the Nova Scotia Farm Wine Community,

We hope this message finds you well. If you've received similar updates, we apologize for any repetition, but it's crucial to keep everyone informed about the Commercial Wine Support Program proposed by the Nova Scotia Government.

This program directs millions of Nova Scotia taxpayer dollars annually with no cap in licenses or limits in funding to commercial bottlers, who are already supported by regional governments outside of Nova Scotia. Enclosed are our collective responses to the province, including the latest letter dated Friday, January 12th, 2024. We wish to underscore that this is not a trade issue; no trade agreement mandates local taxpayers to subsidize commercial bottlers. Additionally, it's crucial to highlight that commercial wine bottlers can seamlessly compete with Nova Scotia Farm Wine at any price point. The proposed provincial Commercial Wine Support Program would enable these commercial bottlers to simultaneously benefit from Nova Scotia taxpayer dollars, posing a threat to the core, culture, and rural communities associated with the Nova Scotia Farm Wine Industry.

While the Government of Nova Scotia has committed to further discussion, they have not yet committed to halting the Commercial Wine Support Program indefinitely.

The Nova Scotia Farm Wine Industry is vital to our local economy in rural Nova Scotia. Although we're not currently taking this matter to the media, your ongoing support and advocacy are not only appreciated but crucial in halting this program.

Thank you sincerely for your understanding and engagement on this critical issue. Feel free to reach out for any clarification or questions.





January 10, 2024

Honourable Greg Morrow
Minister of Agriculture
6th floor (Suite 605), WTCC
1800 Argyle Street P.O. Box 2223
Halifax, Nova Scotia
B3J 3C4

Sent by email: MIN_DAG@novascotia.ca

Dear Minister,

We appreciate your commitment to creating a sustainable wine industry in Nova Scotia and we look forward to working with you to develop a Farm Wine Support Program that ensures long-term sustainable growth.

However, the "Commercial Wine Program" as outlined in a meeting with the NSLC and the Department of Finance on January 5, 2024, and your letter dated January 7, 2024, will have a catastrophically negative impact on Nova Scotia Farm Wineries and the rural communities intricately connected to them across the province, which cannot be your intended outcome.

If implemented, the program would subsidize commercial wineries and foreign grape growers' vineyards, at the expense of local Nova Scotian businesses. We cannot be more adamant in the fact that this would hollow out the core and vibrancy of the rural Nova Scotia farm wine region, resulting in business closures and job losses.

It has also come to our attention that, under this program, substantial sums, ranging from \$6-\$12 million annually, could be allocated to just two commercial operators, with no apparent limits on funding or the number of licenses that will be granted, further putting our industry at a competitive disadvantage.

Given the monumental impact of our industry across the province and your government's commitment to supporting local business, we do not believe that it is your intent to impose such hardship. The Nova Scotia Farm Wine industry is not just an economic driver but a cornerstone of our provincial identity, culture, and economic sustainability.

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The total economic activity related to Nova Scotia Farm Wine and associated organisations across the province's agriculture, tourism, retail, and hospitality sectors has surged to an impressive \$245 million annually, reflecting a noteworthy increase of \$27 million since 2015.

This includes over 50 Nova Scotia wine grape growers and wine-related tourism, which alone contributed \$36.8 million in revenues in 2019, supporting 301 jobs and over \$11.9 million in wages specific to farm wine-related travel. In addition, a 2019 economic impact study led by Wine Growers Canada, and supported by Wine Growers Nova Scotia, concluded imported wine has a value of \$16.57 per bottle for the province where a Nova Scotia grown product has a value of \$76.73 per bottle.

We look forward to providing feedback to your questions and reaching a constructive resolution during our meeting that unequivocally safeguards Nova Scotia Farm Wineries and the rural communities we are intricately connected to.

Sincerely,



Karl Coutinho
Board Chair - WGNS
Avondale Sky



Darren Carey
Bear River Vineyards



Ashley McConnell-Gordon
Treasurer - WGNS
Benjamin Bridge



Tim Ramey
Blomidon Estate Winery



Beatrice Stutz
Secretary - WGNS
Domaine de Grand Pre

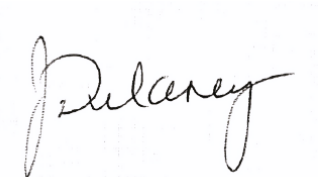
Melanie and Jake Eelman



Kenneth MacLellan
Eileanan Breagha



Mike Lightfoot
Lightfoot & Wolfville Vineyards



Jill Delaney
Board Director - WGNS
Lost Bell



Geena Lockett
Vice Chair – WGNS
Lockett Vineyards



John McLarty
Board Director – WGNS
Planter's Ridge

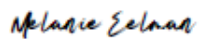
Board of Directors
Grape Growers Association of Nova Scotia



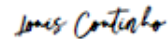
Steve Ells
President



Bernie Thorne
Vice President



Melanie Eelman
Secretary



Louis Coutinho
WGNS Representative



Jean Benoit Deslaurier
WGNS Representative



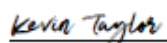
Naeem Khan
Director



Anne-Marie Muttart
Director



Scott Savoy
Director



Kevin Taylor
Director

Cc:

Premier Tim Houston
Hon. Allan MacMaster
Hon. John Lohr



January 12th, 2024

Honourable Greg Morrow
Minister of Agriculture
6th floor (Suite 605), WTCC
1800 Argyle Street P.O. Box 2223
Halifax, Nova Scotia
B3J 3C4

Honourable Allan MacMaster
Deputy Premier and Minister of Finance
7th Floor, Provincial Building
1723 Hollis Street
P.O. Box 187
Halifax, NS
B3J 2N3

Sent by email: MIN_DAG@novascotia.ca

Dear Minister MacMaster and Minister Morrow,

We trust this letter finds you well. As emphasized in our meeting Wednesday, January 10th and in response to Minister Morrow's letter dated January 7th, the potential implementation of the Commercial Wine Support Program raises significant concerns, particularly in its impact on farm wineries and the rural communities we are connected to throughout the province. This is not a debate between Premium vs. Value wines; rather, it is a crucial discussion about the potential risks associated with supporting Commercial Bottlers over our Farm Wineries and Grape Growers.

We collectively reiterate our plea to the provincial government to immediately halt the Commercial Wine Support Program. If implemented, this program will devastate grape growing within our industry, eroding the very essence of the Nova Scotia Farm Wine Industry, which plays a pivotal role in shaping Nova Scotia as a world-class destination.

The key points we presented during our meeting underscore the urgency and critical nature of this request:

1. **Over 1,100 Farm Winery Jobs at Risk:** The potential implementation of the program puts over 1,100 farm winery jobs and grape growers at risk, posing a serious threat to our industry's livelihood.
2. **Significant Financial Contributions:** Collectively, our farm wineries and grape growers provide well paid full-time employment to over 1,100 Nova Scotians. The commitment to the local economy is evident, with 100% Nova Scotia Farm wines contributing over \$92.07 million in business revenue, \$14.36 million in tax revenues, and \$34.99 million in wages every year.
3. **Total Economic Activity:** The total economic activity related to Nova Scotia Farm Wine and associated organisations across the province's agriculture, tourism, retail, and hospitality sectors has surged to an impressive \$245 million annually.
4. **Job Creation and Tourism Impact:** Farm wineries play a crucial role in job creation in rural Nova Scotia, contributing significantly to tourism and local agriculture, injecting hundreds of millions of dollars back into the economy both into the soil, infrastructure and into the pockets of rural Nova Scotians.
5. **Value of Nova Scotia Grown Products:** A 2019 economic impact study led by Wine Growers Canada, and supported by Wine Growers Nova Scotia, concluded that imported wine has a value of \$16.57 per bottle for the province, whereas a Nova Scotia grown product has a value of \$76.73 per bottle.

During our meeting, we answered your questions and discussed the various considerations related to the proposed Commercial Wine Support Program, and we want to collectively reiterate some of these key points:

No Incentive for Locally Produced Grapes: The proposed Commercial Wine Support Program eliminates any incentive to purchase locally grown grapes, forcing wineries to choose the more economical option of imported juice to maintain competitiveness.

Loss of Agricultural Sector: The program jeopardizes an agriculture sector built through decades of hard work and investment, threatening the existence of vineyards that significantly contribute to the Nova Scotia economy and cultural identity.

Need for Regular Dialogue: There is a pressing need for more regular and comprehensive dialogue between elected representatives, government departments and industry stakeholders to make informed decisions. Establishing a Ministers Nova Scotia Wine Board for diverse voices to contribute constructive thoughts is essential.

Complexity of Farm Winery Operations: Farm winery operations are complex, requiring a year-round commitment from full-time teams. They contribute to year-round destinations in rural Nova Scotia and build demand for world-class products in export markets.

Decimation of Vineyards: It is critical that all stakeholders are involved in designing an equitable program, recognizing the unique level of investment and economic impact of our farm wineries and grape growers.

The urgency of this matter cannot be overstated. Under this Commercial Wine Support Program, substantial sums, ranging from \$6-\$12 million annually, will be allocated to just two commercial operators, with no apparent limits on funding or the number of licenses that will be granted. The proposed program threatens the very existence of an industry that has not only helped shape the economic landscape for rural Nova Scotia but has also garnered international acclaim.

We collectively implore you to take immediate action by suspending new licenses for commercial entities and halting the Commercial Wine Support Program. Not only will it devastate the Farm Wine Industry and the 1,100 jobs, but also the rural communities we are deeply connected to.

We anticipate a prompt and resolute response, ensuring the preservation of the Nova Scotia farm wine industry.

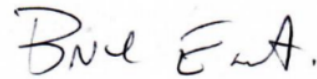
Sincerely,



Karl Coutinho
Board Chair - WGNS
Avondale Sky



Darren Carey
Bear River Vineyards



Bruce Ewert
L'Acadie Vineyards



Ashley McConnell-Gordon
Treasurer - WGNS
Benjamin Bridge



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Blomidon Estate Winery



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Domaine de Grand Pre



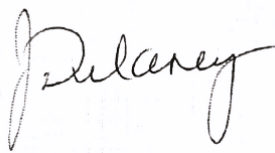
Melanie Eelman
Beausoleil Farmstead



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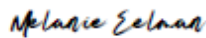
Board of Directors
Grape Growers Association of Nova Scotia



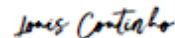
Steve Ells
President



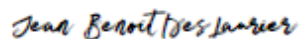
Bernie Thorne
Vice President



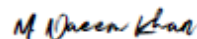
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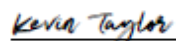
Naeem Khan
Director



Anne-Marie Muttart
Director



Scott Savoy
Director



Kevin Taylor
Director

Cc:
Premier Tim Houston
Hon. John Lohr

From: Mary Penner
To: [PublicOnlyCouncilEmail](#)
Subject: Thank You to Citizens of Windsor
Date: Thursday, January 18, 2024 6:21:34 AM

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Dear Mr. Mayor,

On December 6, 2023 I had the misfortune of being rear ended at the intersection of Grey and Gerrish Sreet. My vehicle ultimately hit the Mermaid Theatre. Fortunately, although my airbag was deployed, I was able to exit it in a state of shock. Immediately, I was surrounded by at least 10 concerned civilians offering to help. They remained with me until I was attended by EMS. I want to thank each of them very much! The town of Windsor should be proud of those kind people who were so caring and compassionate.

Mary Penner

Sent from my iPhone



West Hants Historical Society

*281 King Street
PO Box 2335*

*Windsor, NS
B0N 2T0*

Tel: 902-798-4706

email: info@westhantshistoricalsociety.ca

President: Shirley Pineo

Secretary: Paul Brison

January 17th, 2024

West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, NS
B0N 2T0

Att: Mark Phillips, CAO

Dear Mark:

Re: Paris name for Street

It has been brought to our attention that certain comments were included in a Town of Windsor Staff Report dated December 12, 2012 referring to the West Hants Historical Society as follows: "The previous Civic Addressing Coordinator advises 'Paris' name was previously referred to the West Hants Historical Society which concluded that, while the name was [of] historical significance for Curry's Corner, it has little for the Town itself."

Please be advised that this is not the opinion of the present West Hants Historical Society.

The name "Paris" is long and significantly associated with Windsor. The West Hants Historical Society hereby wholeheartedly endorses and recommends that the request put forward in the petition signed by all residents of Cottage Street be accepted.

Yours sincerely,

West Hants Historical Society

Shirley Pinneo, *President*

cc. Percy Paris

SP/:

From: Andrew Hardman
To: [PublicOnlyCouncilEmail](#)
Cc: Seamus Marriott; Mark Kehoe; Debbie Innes
Subject: Supreme Court Decision re Permit D2023-019
Date: Tuesday, January 23, 2024 2:09:16 PM
Attachments: [2024 NSSC 22 Harman et al.pdf](#)
[WHRM Permit D2023-019, Feb 6, 2023.pdf](#)

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Hello Councillors:

We are attaching a copy of the recent decision of the Supreme Court of Nova Scotia. The decision refers to a judicial review requested of a permit issued by the WHRM to permit "Seasonal Daycamps (sic)" to operate in the General Resource zone. (Permit #D2023-019)

The reason that we are sending you a copy of the decision is that we do not have faith in our administrative staff to be forthright. We have seen, during council sessions, that information on this subject has been withheld and there seemed to be a good amount of gaslighting taking place.

The Court's decision, in summary, says:

1. The logic involved in reaching the decision to issue the permit did not track as coherent reasoning.
2. The decision to issue the permit did not conform to the land use bylaws.

We would like to note here that the Director of Planning and Development, at the time, did not agree with issuing a permit for "Seasonal Daycamps (sic)" since they would be an accessory use to a community center. No permit for a community center had been issued. The development permit applicant simply claimed that the property was a community center because of their organizational structure.

The Director of Planning and Development has said in the past that "...change of ownership or tenancy does not change the use of a property...." The property was, and still is, residential. No other permits have been issued other than a permit to store equipment.

It is worth noting that the development permit for "Seasonal Daycamps" was applied for on February 2, 2023, and issued on February 6, 2023. Just a few days after (we believe) the Director of Planning and Development retired.

Members of the Upper Vaughan Community have incurred almost \$21,000 in legal and consulting costs related to this judicial review. That is, costs that we should not have had to incur if our municipal staff had been doing their jobs properly. Jobs that we already pay for through our taxes.

The WHRM will also have had legal and other costs in this court case. Costs that the taxpayers of WHRM will have to cover.

If we had to estimate, the cost to the taxpayers will be well over \$50,000.

We want to be clear. No one has ever sought to cease youth sports on Zwicker Lake. Since early 2022, the only thing that we have asked is that the WHRM and the permit applicant follow the process outlined in the LUB for a non-permitted use. That is either a Development Agreement or a Zoning change. Both of which would require a public input process.

Instead, the WHRM and the permit applicant seem to have taken an approach that appears to be entitled and have disregarded our bylaws. The bylaws have been developed by the citizens of WHRM. By past and present Councils. If we were Councillors, we would be offended by the disregard for the hard work of past and present Councils.

We trust that no costly appeal will be mounted by WHRM. We trust that Council will give firm direction to the administrative staff to follow the process carefully. We trust that you will be aware if

there is more gaslighting during your Council sessions. We trust that you will ask tough questions and demand answers. We trust that you will demand that our laws be taken seriously.

We would be glad to make available all the material we have related to this Judicial Review. It includes:

1. Permits
2. FOIPOP
3. WHRM Communication Record
4. WHRM Supplemental Communication Record
5. Motions and letters
6. Lawyers' briefs
7. Summary of costs
8. NS Supreme Court Decision

Sincerely,

Andrew Hardman
Debbie Innes
Mark Kehoe
Seamus Marriott

SUPREME COURT OF NOVA SCOTIA

Citation: *Hardman v. West Hants (Municipality)*, 2024 NSSC 22

Date: 20240122

Docket: *Kentville*, No. 522430

Registry: Kentville

Between:

Andrew Hardman, Debbie Innes, Mark Kehoe and Seamus Marriott

Applicants

v.

West Hants Regional Municipality and Pisiquid Canoe Club

Respondents

Judge: The Honourable Justice Gail L. Gatchalian

Heard: November 3, 2023, in Kentville, Nova Scotia

Counsel: Richard W. Norman, for the Applicants
John T. Shanks, for the Respondent Municipality
R. Michael MacKenzie, for the Respondent Pisiquid Canoe
Club

By the Court:

Introduction

[1] Until 2022, the Pisiquid Canoe Club operated on Lake Pisiquid in Windsor, Nova Scotia. In 2022, Lake Pisiquid was drained under the terms of a federal Department of Fisheries order. In the spring of 2022, the Canoe Club bought property on Zwicker Lake. The property falls in the General Resource zone under the Land-Use By-Law of the West Hants Regional Municipality. The property had previously been used as a residential property. The Canoe Club wanted to carry out outdoor seasonal day camps on the property. This was a change in use, requiring the Canoe Club to obtain a development permit under the Land-Use By-Law. On February 6, 2023, the Municipality granted a development permit to the Canoe Club, which reads as follows:

...

Proposed Use: *Seasonal Daycamp*

Use Description: Operation of the noted PID's as a paddling club focused on athlete training, equipment storage *seasonal day camp* programming for youth athletes.

...

Conditions:

Development permit issued for change in use for *athletic Day Camps &* equipment storage related to non-profit community canoe club. ...

[emphasis added]

[2] The Applicants, Andrew Hardman, Debbie Innes, Mark Kehoe and Seamus Marriott, also own properties on Zwicker Lake. The Applicants filed an application for judicial review of the decision of the Municipality to issue the development permit to the Canoe Club. The Applicants say that the Land-Use By-Law prohibits the operation of outdoor recreational activities, such as the Canoe Club's day camps, on the property. They want the court to quash the development permit.

Standard of Review

[3] Reasonableness is presumed to be the applicable standard of review, and there is no basis for departing from that presumption in this case: *Canada v. Vavilov*, 2019 SCC 65 at paras.23, 33 and 53. The burden is on the Applicants to show that the Municipality's decision is unreasonable: *Vavilov* at para.100.

[4] In circumstances where reasons for an administrative decision are required and available, the decision must be: (a) based on reasoning that it is both rational and logical and (b) justified in light of the relevant factual and legal constraints: *Vavilov* at paras.78 and 101.

[5] Even in circumstances in which a decision-maker is not required to give reasons, the reviewing court must look to the record as a whole to understand the decision: *Vavilov* at para.137. If neither the record nor the larger context sheds light on the basis for the decision, the reviewing court must still examine the decision in light of the relevant constraints on the decision-maker in order to determine whether the decision is reasonable: *Vavilov* at para.138.

The Record

[6] The decision to grant the development permit to the Canoe Club was made by the Municipality's Development Officer, Doug MacInnis. He did not provide reasons when he issued the development permit.

[7] The Municipality filed a 308-page record and a 61-page supplemental record in response to the application for judicial review. I also permitted the Municipality to supplement the record with an affidavit of Mr. MacInnis concerning past decisions of the Municipality: *Hardman v. West Hants (Municipality)*, 2023 NSSC 211. Mr. MacInnis was cross-examined on his affidavit. Further exhibits were entered into evidence at the hearing.

[8] The record shows why Mr. MacInnis made the decision to issue the development permit. After he granted the development permit, Mr. MacInnis

provided the following reasons for his decision in an email to the Applicants dated February 23, 2023:

... The General Resource zone allows a wide range of community non-commercial activities. Pisaquid [sic] Canoe Club is governed by a local board registered under the Societies Act as a not for profit organization which carries out community activities not unlike a tennis club, or soccer club, or softball association which provides sporting and/or training activities to any community members who wish to register and participate for the programs offered. ...

[9] In his affidavit, Mr. MacInnis stated that his decision to issue the permit was based on the material from his file as well as his knowledge that the Municipality and its predecessors have always allowed day camps to take place in buildings that were community centres within the definition the Land-Use By-Law, including at the Ellershuse Community Hall, the Ardoise Community Recreation Centre and the Centre Burlington Hall. Mr. MacInnis stated that each of these buildings is located in a zone that permits “churches, community centres and fire halls,” just as the General Resource zone allows.

The Position of the Parties

The Applicants

[10] The Applicants say that the decision to grant the development permit is unreasonable because, under the terms of the Land-Use By-Law, day camps are not listed as a permitted use on land zoned General Resource. The Applicants also rely on the fact that the term “day camp” only appears once in the Land-Use By-Law, in the definition of “Recreation Uses, Outdoor.”

[11] “Recreation Uses, Outdoor” is defined as:

... the use of land for parks, playgrounds, tennis courts, lawn bowling greens, outdoor skating rinks, athletic fields, golf courses, driving ranges, picnic areas, outdoor swimming pools, *day camps*, and similar uses to the foregoing together with necessary and accessory buildings and structures but shall not include a track for the racing of animals, or any form of motorized vehicles.

[emphasis added]

[12] Recreation Uses, Outdoor is a permitted use only on land that is zoned Water Supply and Open Space.

The Municipality

[13] The Municipality says that Mr. MacInnis' decision is based on his conclusion that the Canoe Club meets the definition of "community centre."

"Community centre" is one of the permitted uses in the "General Resource" zone.

[14] The Land-Use By-Law defines "community centre" as follows:

any tract of land and the buildings thereon, the control of which is vested in the Municipality or local board or agent which is used for community activities and not used for commercial purposes ...

[Emphasis added]

[15] The Municipality says that Mr. MacInnis reasoned that day camps are permitted and customarily included in a community centre, and therefore that the Canoe Club is authorized to operate day camps. The Municipality also says that day camps are permitted as an "accessory use" to a community centre.

[16] Accessory Use is defined in the Land-Use By-Law as "a use ***subordinate in impact*** and naturally, customarily and normally ***incidental to*** and exclusively devoted to a ***main use*** of land or building and located on the same lot" [emphasis added].

Issues

[17] In order to determine whether the Applicants have discharged their burden to show that Mr. MacInnis' decision to issue the permit was unreasonable, I will consider the following:

1. Whether the conclusion of Mr. MacInnis – that day camps are a permitted use on the property – follows from his analysis that the Canoe Club meets the definition of community centre.
2. Whether an interpretation of the Land-Use By-Law as allowing outdoor recreational activities on property zoned General Resource is justified in light of the governing statutory scheme and the principles of statutory interpretation, in particular, the definition of “Recreational Uses, Outdoor,” the definition of “community centre,” and the context in which “community centre” is used.

Internally Coherent Reasoning?

Legal Principles

[18] As a reviewing court, I must place Mr. MacInnis' reasons first: *Vavilov* at para.84. I must examine the reasons he provided with “respectful attention” and seek to understand the reasoning process that Mr. MacInnis followed to arrive at his conclusion: *ibid*. I do not ask what decision I would have made in place of that of Mr. MacInnis, attempt to ascertain the “range” of possible conclusions that

would have been open to him, conduct a *de novo* analysis or seek to determine the “correct” solution to the problem: *Vavilov* at para.83. I am not to make my own yardstick and then use that yardstick to measure what Mr. MacInnis did: *ibid*.

[19] The reasons of Mr. MacInnis should be read in light of the record and with due sensitivity to the administrative regime in which they were given: *Vavilov* at para.103. For example, I might consider the evidence before Mr. MacInnis, the submissions of the parties, publicly available policies or guidelines that informed his work, and past decisions of the Municipality: *Vavilov* at para.94.

[20] Reasonableness review is not a “line-by-line treasure hunt for error”: *Vavilov* at para.102. However, the reviewing court must be able to trace the decision-maker’s reasoning without encountering any fatal flaws in its overarching logic, and it must be satisfied that there is a line of analysis within the given reasons that could reasonably lead the decision-maker from the evidence before him to the conclusion at which he arrived: *ibid*.

[21] A decision will be unreasonable if the reasons for it, read holistically, fail to reveal a rational chain of analysis or if they reveal that the decision was based on an irrational chain of analysis: *Vavilov* at para.103. A decision will also be unreasonable where the conclusion reached cannot follow from the analysis

undertaken, or if the reasons read in conjunction with the record do not make it possible to understand the decision-maker's reasoning on a critical point: *ibid.*

Review of Record

[22] I have reviewed and taken into account the entire record. However, I will only be referring to the most relevant portions of the record in these reasons.

Communication between Development Officer and Applicants

[23] There was a significant amount of communication between Mr. MacInnis and the Applicants concerning the proposed change in use of the Canoe Club's property, beginning as early as May of 2022, and continuing after Mr. MacInnis granted the permit.

[24] The Applicants took the position throughout that day camps were not a permitted use on the property, and that the Canoe Club did not meet the definition of community centre.

[25] At first, Mr. MacInnis and his superior, Madelyn LeMay, the Municipality's Director of Planning and Development, appeared to agree with the position of the Applicants.

August 3, 2022 Email from Ms. LeMay to Mr. MacInnis

[26] On August 3, 2022, Ms. LeMay emailed Mr. MacInnis, asking whether he had obtained a legal opinion regarding whether the term “community centre” includes the use of a sports organization that runs day camps. Ms. LeMay stated that Mr. MacInnis’ conclusion that the Canoe Club did not meet the definition of “community centre” was the reason that the Club was asked to apply for a by-law amendment. Ms. LeMay asked Mr. MacInnis to consider that day camps are included within the definition of Recreation Uses, Outdoor, which is listed as a permitted use only on property zoned Water Supply and Open Space.

August 5, 2022 Letter from Mr. MacInnis

[27] In a letter dated August 5, 2022 to the Canoe Club, Mr. MacInnis informed the Canoe Club that day camps were not a permitted use on the property and that the Canoe Club was in violation of the Land-Use By-Law.

August 8, 2022 Email from Director of Planning and Development

[28] In an email dated August 8, 2022 to Mr. MacInnis, Ms. LeMay suggested that the Canoe Club apply in writing for development permit for a community centre so that Mr. MacInnis could refuse it in writing.

August 18, 2022 Email from Mr. MacInnis

[29] However, on August 18, 2022, after receiving legal advice that the property met the definition of community centre, Mr. MacInnis directed the Canoe Club to apply for a permit for a change of use to day camps.

October 7, 2022 Email from Director of Planning and Development

[30] Ms. LeMay disagreed with Mr. MacInnis' approach. She emailed Mr. MacInnis on October 7, 2022, stating that the Canoe Club must first apply to use the property as a community centre and then apply for a separate permit to operate a day camp.

October 7, 2022 Email from Mr. MacInnis

[31] Later on October 7, 2022, Mr. MacInnis wrote to the Canoe Club, suggesting that the Club complete an application to use the property as a community centre and stating that he would then determine whether such a development permit could be issued.

November 2, 2022

[32] Approximately one month later, on November 2, 2022, Mr. MacInnis wrote to the Canoe Club, pointing out that he had not yet received an application for a development permit to operate a “not for profit community sports organization,” and that he was passing the matter on to the Municipality’s lawyer for legal action.

Application and Permit

[33] The Canoe Club eventually applied for a permit to authorize “[o]peration of the noted PID’s as a paddling club focused on athlete training, equipment storage seasonal day camp programming for youth athletes.”

[34] Ultimately, Mr. MacInnis granted the development permit, which authorizes the property to be used for seasonal day camps.

Conclusion re: Internally Coherent Reasoning

[35] There is a fatal flaw in Mr. MacInnis’ reasoning process. According to his rationale, the Canoe Club is permitted to run a day camp because it meets the definition of a community centre. However, the Canoe Club did not apply for nor did Mr. MacInnis grant the Canoe Club a development permit to operate a community centre. In the absence of such a permit, the Canoe Club is prohibited

from operating a community centre under the terms of the Land-Use By-Law. The Club cannot, therefore, operate a day camp on the property. The conclusion reached by Mr. MacInnis – that day camps are a permitted use on the property – cannot follow from his analysis.

Consistent with the Text, Context and Purpose of the Statutory Scheme?

Legal Principles

[36] In addition to the need for internally coherent reasoning, a decision, to be reasonable, must be justified in relation to the constellation of law and facts that are relevant to the decision: *Vavilov* at para.105. A number of elements will generally be relevant in evaluating whether a decision is reasonable: the governing statutory scheme, other relevant statutory or common law, the principles of statutory interpretation, the evidence before the decision-maker, the submissions of the parties, the past practices and decisions of the administrative body, and the potential impact of the decision on the individual to whom it applies: *Vavilov* at para.106.

[37] In this case, the most relevant constraints are the governing statutory scheme and the principles of statutory interpretation.

[38] Matters of statutory interpretation are also evaluated on a reasonableness standard: *Vavilov* at para.115.

[39] On a question of statutory interpretation, I do not undertake a *de novo* analysis of the question or ask myself what the correct decision would have been: *Vavilov* at para.116.

[40] Administrative decision-makers are not required to engage in a formalistic statutory interpretation exercise: *Vavilov* at para.119. However, they are to interpret the contested provision in a manner consistent with the text, context and purpose of the provision: *ibid* at para.121. The decision-maker's responsibility is to discern meaning and legislative intent, not to "reverse-engineer" a desired outcome: *ibid*.

[41] If it is clear that the decision-maker may well, had it considered a key element of a statutory provision's text, context or purpose, have arrived at a different result, its failure to consider that element would be unreasonable: *Vavilov* at para.122. Omissions are not stand-alone grounds for judicial intervention: the key question is whether the omitted aspect of the analysis causes the reviewing court to lose confidence in the outcome reached by the decision-maker: *ibid*.

[42] Even if my task is not to perform a *de novo* analysis or to determine the correct interpretation of a disputed provision, it may sometimes become clear that the interplay of text, context and purpose leaves room for a single reasonable interpretation of the statutory provision: *Vavilov* at para.124.

The Governing Statutory Scheme

The Municipal Government Act

[43] Municipal planning is governed by the *Municipal Government Act*, S.N.S. 1998, c.18.

[44] The purpose of the *Act* includes vesting municipalities such as the West Hants Regional Municipality with broad authority: see ss.2 and 9A of the *Act* and *Midtown Tavern & Grill Ltd. v. Nova Scotia (Utility and Review Board)*, 2006 NSCA 115 at para.33.

[45] The subjects of planning and development of land are dealt with in Part VIII of the *Act*. Under Part VIII, municipalities are given primary authority over planning: see s.190 of the *Act* and *Midtown Tavern & Grill* at para.34.

[46] Under the *Act*, a municipality must appoint a development officer to administer its land-use by-law [s.243(1)], a development permit must be obtained

before any development is commenced [s.244(1)], and a development permit “shall” be issued for a proposed development if the development meets the requirements of the land-use by-law [s.246(1)].

The Municipal Planning Strategy

[47] A municipality must adopt a municipal planning strategy, and all land within a municipality must be the subject of a municipal planning strategy: ss.212(1) and (3) of the *Act*.

[48] Under s.213 of the *Act*, the purpose of a municipal planning strategy is to provide statements of policy to guide the development and management of the municipality.

[49] Section 9 of the Municipality’s Municipal Planning Strategy sets out the policy of the Municipality in relation to lands designated “Resource,” including lands zoned General Resource. Section 9.1 sets out the Municipality’s policy in relation to the General Resource zone. Policy 9.1.2 of the Municipal Planning Strategy provides as follows:

Policy 9.1.2 It shall be the policy of Council to permit in the General Resource (GR) zone uses such as: agricultural and agricultural support uses; forestry and forestry related uses; structures associated with sand and gravel extraction operations; single

and two unit dwellings, manufactured homes; *community and commercial uses which serve the local area such as community centres, churches, fire halls, restaurants, small retail stores, automobile service stations, farm equipment sales and personal service shops.*

[emphasis added]

The Land-Use By-Law

[50] Under s.219(1) of the *Act*, where a municipality adopts a municipal planning strategy that contains policies about regulating land use and development, it must, at the same time, adopt a land-use by-law that enables the policies to be carried out.

[51] A land-use by-law must divide the planning area into zones and list permitted or prohibited uses for each zone: s.220(1) and (2) of the *Act*.

[52] Section 2.4 of the Municipality's Land-Use By-Law states that: (a) unless otherwise stated in the By-Law, no person shall use land without first obtaining a development permit from the development officer, and that (b) the development officer shall only issue a development permit in conformance with the By-Law.

[53] Section 4.4(a) of the Land-Use By-Law states that "any use not listed as a permitted use in a zone *is prohibited* in that zone unless otherwise indicated"

[emphasis added]. Section 4.4(b) states that, "[w]here a permitted use within any

zone is defined in this By-Law, the uses permitted in the zone include any *similar uses* that satisfy such definition except where a definition specifically excludes any similar use” [emphasis added].

[54] Section 5.1(g) of the Land-Use By-Law states that “[a]ccessory uses” shall be located on a lot held in the same ownership and: (i) within the same zone as the main building or use it is intended to serve or within an abutting zone in which the main use or building is permitted; and (ii) on a lot which directly abuts or is directly across a public street or highway or private road from the lot containing the main building or use it is intended to serve.

[55] Section 22.1 of the Land-Use By-Law states that “[t]he following uses shall be permitted in the General Resource (GR) zone.” Sixteen permitted uses are listed, including “Churches, community centres and fire halls.” Day camps are not listed as a permissible use in the General Resource zone.

[56] Section 35.1, the definition section of the Land-Use By-Law, states that “all words carry their customary meaning except for those words and phrases defined as follows...” Section 35.1 contains the definitions for the terms “Recreation Uses, Outdoor,” “Community Centre,” and “Accessory Use.”

Conclusion re: Consistency with Text, Context and Purpose of Governing Statutory Scheme

[57] The decision of Mr. MacInnis to issue a permit for the day camps proposed by the Canoe Club is not justified in light of the constraints imposed on him by the text of the Land-Use By-Law considered as a whole and in the context of the *Act* and the Municipal Planning Strategy. In coming to this conclusion, I have not undertaken a *de novo* analysis or asked myself what the correct decision would have been. Rather, I have asked myself whether the merits of Mr. MacInnis' decision are consistent with the text, context and purpose of the relevant statutory provisions.

[58] While it is true that, under the *Act*, the Municipality is given broad authority, the role of the Municipality's Development Officer within the governing statutory scheme is quite strictly constrained: see *Entertainment Software Association v. Society Composers*, 2020 FCA 100 at para.33, appeal dismissed, 2022 SCC 30. No person shall use land without first obtaining a development permit from the development officer. The development officer *must* issue a development permit for a proposed development *if* the development meets the requirements of the Land-Use By-Law. He may *only* issue a development permit in conformance with the Land-Use By-Law. A land-use by-law *must* list permitted or prohibited uses for

each zone. Any use not listed as a permitted use in a zone is *prohibited* in that zone unless otherwise indicated.

[59] The specific reference to the term “day camp” in the definition of Recreation Uses, Outdoor in the Land-Use By-Law, and the absence of that term anywhere else in the By-Law, strongly suggests that the Municipality intended that outdoor recreational activities such as the day camps run by the Canoe Club would only be allowed in zones with Recreation Uses, Outdoor listed as a permitted use.

[60] My conclusion is supported by the fact that the definition of Recreation Uses, Outdoor includes “similar uses” to those uses listed, which include the use of land for tennis courts, lawn bowling greens, outdoor skating rinks, athletic fields, golf courses, driving ranges, and outdoor swimming pools. As recognized by Mr. MacInnis in his February 23, 2023 email, the Canoe Club carries out community activities not unlike a tennis club, or soccer club, or softball association that provides sporting and/or training activities. The Canoe Club’s outdoor day camps clearly fall within the definition of Recreation Uses, Outdoor.

[61] The question is whether there is another reasonable interpretation of the Land-Use By-Law, that is, whether outdoor day camps are also permitted to be carried out by a community centre.

[62] In my view, Mr. MacInnis' interpretation of "community centre" as encompassing the outdoor day camps proposed by the Canoe Club fails to consider the words used in the definition of "community centre" and the context within which the term "community centre" is used in the Municipal Planning Strategy and within the Land-Use By-Law.

[63] The definition of community centre in the Land-Use By-Law is "any tract of land *and* the buildings thereon..." [emphasis added], suggesting that the activities of a community centre are operated out of a building and cannot be exclusively outdoor activities. This alone might not be sufficient to render the decision of Mr. MacInnis unreasonable. However, when the entire context is considered, I lose confidence in the outcome reached by Mr. MacInnis. In the Municipal Planning Strategy and the Land-Use By-Law, "community centre" is used in a manner that strongly suggest that it is an indoor use or operated out of a building, and that it does not refer to recreational activities that are solely conducted outside.

[64] In Policy 9.1.2 of the Municipal Planning Strategy, which describes the types of uses permitted in the General Resource zone, community centres are listed along with churches, fire halls, restaurants, small retail stores, automobile service stations, farm equipment sales and personal service shops as examples of

“community and commercial uses.” All of these examples operate out of a building.

[65] In the Land-Use By-Law, “community centre” is not listed by itself as a permitted use in the General Resource Zone. Rather, the permitted use is worded as “Churches, community centres and fire halls.” Churches and fire halls are buildings.

[66] In the “Rural Residential” zone, one of the permitted uses is “[e]xisting churches, community centres, fire halls, schools and post offices,” all buildings. In the “Manufactured Home Park” zone, the Land-Use By-Law refers to “indoor recreational uses *such as community or recreation centres*” [emphasis added]. In the “Agricultural Priority Two” and “Agricultural Priority Three” zones, the Land-Use By-Law sets out the maximum height of the main building for “Dwellings, Churches, Community Centres, Fire Halls.” In the Institutional zone, community centres are listed as a permissible use along with 14 other uses that appear to involve a building, for example, churches, colleges and indoor recreation uses.

[67] Mr. MacInnis appears to have focussed only on part of the definition of community centre, and to have failed to consider the words “and the buildings

thereon” in the definition as well as other key elements of the text, context and purpose of the relevant statutory provisions.

[68] It was therefore unreasonable for Mr. MacInnis to find that the day camps proposed by the Canoe Club fall within the definition of “community centre” and that they are therefore a permitted use on the Club’s Zwicker Lake property.

[69] Although not necessary, I will address the argument of the Municipality that the proposed day camps are an “accessory use” to a community centre. Even if the Canoe Club met the definition of “community centre,” the proposed day camps would not be a use subordinate in impact to the community centre purportedly operated by the Canoe Club. The proposed day camps are not incidental to a main use. The day camps are the main use.

Conclusion


[70] Multiple legal and factual constraints may bear on a given administrative decision, and these constraints may interact with one another: *Vavilov* at para.194. In some case, a failure to justify the decision against any one relevant constraint may be sufficient to cause the reviewing court to lose confidence in the reasonableness of the decision: *ibid*. In this case, the text of the Municipality’s Land-Use By-Law, considered as a whole and in the context of the *Act* and the

Municipal Planning Strategy, points overwhelmingly in favour of only one reasonable interpretation: that the intention of the Municipality was to limit outdoor recreational activities, including day camps like those being carried out by the Canoe Club, to land zoned Water Supply and Open Space.

[71] As Mr. MacInnis' decision to issue the development permit to the Canoe Club is not justified in relation to the relevant statutory constraints, it is unreasonable. The application for judicial review is granted, and the development permit is quashed.

Remedy

[72] Declining to remit a matter to the decision-maker may be appropriate where it becomes evident to the court, in the course of its review, that a particular outcome is inevitable and that remitting the case would therefore serve no useful purpose: *Vavilov* at para.142. For the reasons already outlined, the text of the Municipality's Land-Use By-Law leads inevitably to the conclusion that the Canoe Club's day camps are not a permitted use on its Zwicker Lake property. I exercise my discretion not to remit the matter to the Development Officer for redetermination.


Gatchalian, J.



West Hants

PLANNING & DEVELOPMENT SERVICES
76 Morison Drive, Windsor-West Hants Industrial Park
P.O. Box 3000, Windsor, Nova Scotia B0N 2T0
Tel: (902) 798-8391 Ext. 122 Fax: (902) 798-8553

DEVELOPMENT PERMIT

Permit #: D2023-019

Issued Date: February 06, 2023

Property Address: 1011 Highway 14, Upper Vaughan

PID: 45041886

AAN: 04742915

Land Use Zone(s): GR

Lot: A &
PARCE

Class of Work: New Use

Bldg Type: Park/Recreational

Designation:

Estimated Cost of Construction: \$0.00

Proposed Use: Seasonal Daycamp

Use Description: Operation of the noted PID's as a paddling club focused on athlete training, equipment storage seasonal day camp programming for youth athletes.

Owner:

Pisiquid Canoe Club
8 Po Box 2254 King Ext ST
Windsor NS B0N2T0
(W)902-471-6426

Applicant:

Pisiquid Canoe Club
8 Po Box 2254 King Ext ST
Windsor NS B0N2T0
(W)902-471-6426

Contractor:

Building Details:

Width: 0.00 ft

Length: 0.00 ft

Building Area: 0.00 sq. ft

No. of Floors: 1.0

MINIMUM SETBACKS: **Front Yard Setback:** 25.00 ft

Rear Yard Setback: 50.00 ft

Left Yard Setback: 15.00 ft

Right Yard Setback: 15.00 ft

Conditions:

Development permit issued for change in use for athletic Day Camps & equipment storage related to non-profit community canoe club. Setbacks from property lines approved as per site plan submitted with application. This Development permit shall automatically expire 12 months from the date of issue if the development has not commenced. Lots in the area may be underlain by rocks of the Windsor group which are prone to the formation of sinkholes and karst topography. There exists a possibility of sinkholes in the area. Redirection of water courses or added sources of surface runoff contribute to the rapid development of karst and should be mitigated during construction and operations. Although WHRM does not require investigation as a requirement to obtain a permit, proper hydrogeological and geotechnical investigations by the owner relating to the potential karst formation is recommended prior to construction. WHRM is not responsible for assessing or remediating problems arising from these conditions.

D. Mailu

Feb 6/2023

Approval Date

Correspondence Sent

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine MacLeod	MacLeod, Dept. Envir. and Climate Change	2021-10-27	2022-01-11 COTW
Robyn	Homans	2021-11-23	2021-12-07 COTW
Hon. Kim	Masland	2022-01-20	2022-01-25 Council
Hon. Kim	Masland re: clarity on correspondence sent 2022-02-20	2022-02-16	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Hon. Greg	Morrow	2022-02-04	2022-02-08 COTW
VREN		2022-03-10	2022-03-22 Council
Station Food Hub		2022-04-28	2022-05-10 COTW
MLA Melissa	Sheehy-Richard re: Avon River Eco/Tourism	2022-05-02	2022-05-02 COTW
MLA Melissa	Sheehy-Richard re: exit 6	2022-05-02	2022-05-02 COTW
Hon. Joyce	Murray	2022-05-06	2022-05-10 COTW
KMK Assembly Mi'kmaw Chiefs		2022-05-06	2022-05-10 COTW
The Premier	The Hon. Tim Houston	2022-06-27, sent 2022-06-30	2022-07-09 COTW
The Premier	The Hon. Tim Houston	2022-06-30	2022-07-09 COTW
Hon. Kim	Masland	2022-08-23	2022-09-13 COTW
POSSE		2022-09-14	2022-09-27 Council
Minister Murray	re Pumpkin Regatta	2022-10-20	2022-10-25 Council
VREN	Re: IMSA and request for a presentation to Council	2022-12-20	2023-01-10 COTW
MLA Sheehy-Richard	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
MP Kody Blois	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
Deputy Minister of Environment and Climate Change	Re: Costs incurred for fencing at 417 Wentworth Road	2023-02-15	2023-02-24 Council
VREN	Re Continued Partnership and Intermunicipal Service Agreement (IMSA)	2023-03-03	2023-03-14 COTW
Minister Masland	Re Provincial Intersection Street Lighting	2023-03-10	2023-03-14 COTW
Hockey Hall of Fame	Re Letter of Support John Paris Jr	2023-03-14	2023-03-28 Council
Premier Tim Houston	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Joyce Murray	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council

Correspondence Sent

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Hon. Steve Craig	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Tim Halman	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Susan Corkum-Greek	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Kim Masland	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MP Blois	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard, Premier, NS Public Works Minister(Kim Masland), District Area Manager (Robyn Homans)	Re Support to pave Cogmagun and Beaverpond Roads	2023-05-17	2023-05-23 Council
Hon. Tim Halman, Premier, MLA Sheehy-Richard	Re Coastal Protection Act Regulations	2023-05-23	2023-05-23 Council
Indigenous Services Canada	Re Response to the Proposed Addition to Reserve, Glooscap First Nation	2023-06-27 Sent 2023-06-30	2023-07-11 COTW
Premier Tim Houston, Hon. Joyce Murray, Hon. Steve Craig, Hon. Tim Halman, Hon. Susan Corkum-Greek, Hon. Kim Masland, MP Blois, MLA Sheehy-Richard	Re Follow up to correspondence sent on March 23, 2023 Re Reimagination Strategy Exercise	2023-06-29	2023-07-11 COTW
Hon. Kim Masland	Re The Railways Act- Bill 236	2023-07-05	2023-07-11 COTW
NS Minister of Agriculture, Premier of NS, Minister of Fisheries, Oceans and the Canadian Coast Guard, Minister of Fisheries and Aquaculture, Minister of Public Works, MP Blois, MLA Sheehy-Richard, Nic Juurlick, President of the Hants County Federation of Agriculture	Re Permanent Freshwater Resource for Agricultural Communities	2023-07-20	2023-07-25 Council

Correspondence Sent

[illegible]



January 18, 2024

The Honourable Tim Houston
Premier Nova Scotia,
PO Box 726
Halifax, N.S.
B3J 2T3

Delivered electronically to: premier@novascotia.ca

RE: Affordable Housing in West Hants Regional Municipality, Nova Scotia

The Honourable Tim Houston, Premier Nova Scotia,

Please accept this letter on behalf of the West Hants Regional Municipal Council to draw attention to and highlight the pressing need to proactively address housing affordability within the West Hants Regional Municipality.

West Hants is not immune to the issue of perpetual and severe lack of affordable housing. Like many regions the rapid population growth has created economic prosperity while simultaneously creating an environment where many residents in our region continue to experience increased financial hardships due to inflation, increased housing costs and the lack of affordable housing units available to those in need. This lack of affordable housing and homelessness can be felt throughout our communities.

As representatives of the West Hants Regional Municipal Council, we were pleased when Minister Lohr announced on April 21, 2023 that additional housing was coming to West Hants, noting that more than 100 new homes would be created for the people of West Hants.

The April 21, 2023 announcement highlighted collaborating parties working to achieve a similar goal, "This is a prime example of how government, community groups and the private sector are working together to increase housing supply, support growth and create vibrant, healthy communities". Further the proposed Windsor development would feature a mix of one- to four-bedroom units and net-zero design elements for energy efficiency, with thirty per cent of the units being affordable (rents estimated from \$750 to \$1,225 monthly)."

During the December 12th, 2023, meeting, Council were notified of the Nova Scotia Affordable

Housing Association's decision to not proceed with the Tremaine Crescent affordable housing project, which would have been located in the community of Windsor, Nova Scotia.

As Council we understand Geotechnical concerns resulted in the project not being able to move forward; however, we wish to express our desire for the province to review and evaluate other provincially owned lands that would be suitable and move this project forward. Affordable housing remains a priority need for our region.

We respectfully urge you to continue with this initiative and creatively explore other provincially owned land that would be appropriate for much needed affordable housing in our region.

To formally express the current position of the West Hants Regional Municipal Council who met on December 12, 2023 to further discuss this matter the following motion was ratified.

"STAFF WRITE A LETTER TO THE PROVINCE OF NOVA SCOTIA AND ALL MINISTERS RESPONSIBLE, URGING THEM TO TRANSFER THE PROPOSAL FROM THE AFFORDABLE HOUSING ASSOCIATION OF NOVA SCOTIA AND DORA CONSTRUCTION TO ANOTHER SUITABLE SITE WITHIN WEST HANTS TO ADD THE MUCH-NEEDED AFFORDABLE HOUSING TO OUR COMMUNITY."

West Hants Regional Municipality appreciates your attention to this matter, and we look forward to a collaborative effort from all levels of government that addresses affordable housing for our region.

Respectfully,



Abraham Zebian
Mayor

az/ds

CC: Minister of Municipal Affairs and Housing, The Honourable John Lohr
Member of Parliament for Kings-Hants, Kody Blois
MLA Hants West, Melissa Sheehy-Richard
WHRM Council
Chief Administrative Officer, Mark Phillips



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Council

Submitted by: Mayor Abraham Zebian

Date: January 23, 2024

Subject: Windsor Food Bank

LEGISLATIVE AUTHORITY

Municipal Government Act

West Hants Regional Municipality Committee and Procedural Policy

RECOMMENDATION or DECISION REQUEST

Council approve funding for the Windsor Food Bank in the amount of \$3,700/month beginning March 1, 2024 and lasting 1 year (end of March 31, 2025) to cover operating costs. Funds to come from operating reserve for the current budget cycle and then decided upon by council and staff for the 2024/25 budget cycle.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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The Windsor Food Bank has been operating for 50 years serving hundreds of people in West Hants monthly. The food bank is run by a volunteer board and services all communities in West Hants as well as working with the Hantsport Food bank on occasion. In recent years, the food bank has had to relocate to 90 Sanford Drive, Windsor which created financial pressures due to increased costs.

DISCUSSION

In recent years, the demands on the food bank have risen exponentially as inflation continues to squeeze residents in West Hants. More families are now having to rely on the food bank to help feed themselves creating funding issues. Volunteers have had to think creatively, looking for solutions to make each dollar stretch further. Many times they have had to substitute essential products for other items because of funding shortfalls. The pressures have mounted to a point where they believe they will not be able to operate beyond March 2024 leaving many within our communities hungry who rely on the help and generosity of the food bank.

Recently, Council helped the Hantsport food bank relocate from the Hantsport Fire Department property to another municipal property. The benefits that the Hantsport Food bank receives because of this are, in my opinion, a main reason for the longevity and strength of the organization. I have been looking at options for the Windsor Food Bank in regards to Municipal properties but none have been suitable to this point without major investment and upgrades. The intent of the 1 year funding would be to give time for Council, staff, and the food bank to look at options and alternatives to help the organization become sustainable for many years to come.

NEXT STEPS

If council approves this recommendation, Staff to do the necessary work to disperse these funds monthly.

FINANCIAL IMPLICATIONS

There will be budgetary implications to the current budget cycle and 2024/25 budget cycle if council approves this funding.

ALTERNATIVES

Council may not approve funding.

Council may request something different.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State "Not Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: Abraham Zebian, Mayor

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Committee of the Whole

Submitted by: Mayor Abraham Zebian

Date: January 23, 2024

Subject: Girls AV High School All Star Game

LEGISLATIVE AUTHORITY

Municipal Government Act

West Hants Regional Municipality Committee and Procedural Policy

RECOMMENDATION or DECISION REQUEST

Council approve an in-kind donation of ice time (approx. 3 hours) at the West Hants Sports Complex for the Avon View Girls Hockey Team to host the NS Valley High School Girls Hockey All Star Game to be played on March 1, 2024 at the John Paris Jr. Rink.

BACKGROUND

The Girls Avon View Hockey Team has been operating for a number of years. The team has grown, provided an exceptional experience to players, and has had incredible success recently making Provincials last year.

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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DISCUSSION

The promotion of the game of hockey for females has been gaining much momentum in recent years. The creation of the new PWHL (Professional Women's Hockey League) has highlighted that momentum. The talent level, the excitement, and the endless opportunity is very noticeable with women's hockey. With the hosting of the Valley Girls High School All Star Game here in West Hants, our local female players, team, and players from all parts of the valley will be able to showcase the talent they have while providing West Hants with some economic benefits. 10 Teams will be represented with hundreds travelling in to view the game.

The intent of girls team is to provide this event as a free admission to help promote the game to younger girls who have a dream to play when they grow up. The donation of the ice time(approx. 3 hours or \$700) will allow the team to put on a top notch experience for all without the burden of having to fundraise the extra funds. In my opinion, it's a win-win for both the girls and the region.

NEXT STEPS

If the recommendation is approved, staff to carry out the direction of council.

FINANCIAL IMPLICATIONS

If the recommendation is approved, the in-kind donation of ice time will result in less revenue for the West Hants Sports Complex in the amount of approximately \$700.

ALTERNATIVES

Council may not choose to direct staff.

Council may choose a different course of action.

ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State "Not Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: Abraham Zebian, Mayor

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)