



WEST HANTS REGIONAL MUNICIPALITY
Regular Meeting of Council Agenda **AMENDED**
February 23, 2021 - 6:00 p.m.
In-Person at Sanford Council Chambers, 76 Morison Drive, Windsor, NS
Also held Via Zoom and Facebook Livestreamed

1. Call to Order
2. Attendance
3. Announcements
4. Approval of the Agenda, including additions or deletions
 - a) Dashboard – Action Items
5. Declaration of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2021-01-26 Council Meeting minutes
 - b) 2021-01-26 Public Hearing Minutes - 426 Ashdale Road (conclusion)
 - c) 2021-01-26 Public Hearing Minutes - 543 O'Brien Street (conclusion)
 - d) 2021-01-26 Public Hearing Minutes – 583 Hwy 236 (conclusion)
 - e) 2021-01-26 Public Hearing Minutes – Heritage Property By-law (opening & conclusion)
 - f) 2021-01-26 Public Hearing Minutes – Repeal of Police Advisory Board By-laws (opening & conclusion)
7. Presentations - None
8. Unfinished Business/Postponed Motions
 - a) **Sewer Billing Review Update (Feb. 9th COTW)**
 - b) Royal Canadian Legion Funding Request (Feb. 9th COTW) (verbal)
9. Public Hearings
 - a) 20 Main Street, Hantsport (PID 45043312 and 45043304) Rezoning - Public Hearing (opening)
10. Second Readings for the Public Hearing Matters in Agenda Matter #9 - None
11. Mayor's Report
12. Committees of Council Recommendations
 - a) Committee of the Whole Excerpts – February 9 & 17, 2021
 - i. Accessibility Advisory Committee Member Appointment
 - ii. Bog Road (Letter to Province for repairs)
 - iii. December COTW and Council Meetings
 - iv. Municipal Climate Change Adaptation Plan (MCCAP) Term Position

- v. Noise By-law
 - vi. Temporary Borrowing Resolution
 - vii. West Hants Dial-a-Ride Funding
 - viii. West Hants Ground Search and Rescue Funding
 - ix. Windsor/West Hants Together Community Engagement Final Report
- b) Audit Committee Excerpt – February 3, 2021
 - i. Auditing Services
- 13. Councillor Municipal Activity Reports – Verbal Committee Updates
- 14. Correspondence
 - a) Information
 - i) Mun Affairs & Housing (Feb. 5, 2021) - Post-Consolidation Capital Funding Agreement Projects Evaluation
 - ii) Mun Affairs & Housing (Jan. 22, 2021) - COVID Safe Restart Letter
 - iii) Windsor Hockey Heritage Society (Feb. 13, 2021) – Grant thank you letter
 - b) Requests – None
- 15. New Business
 - a) Final Community Brand Design Creation - Recommendation Report
 - b) Provincial Representative Volunteer Award – Recommendation Report
 - c) Fiscal Highlights
 - d) Debt of the Municipality (Hartt)
- 16. In-Camera
 - a) 2021-01-26 Council In-camera Minutes
 - b) Land Matter (Purchase/Sale) – MGA S. 22(2)(a)
 - c) Land Matter (Purchase/Sale) – MGA S. 22(2)(a)
 - d) Contractual/Legal Matter (Inter-Municipal Shared Service Agreements) – MGA S. 22(2)(e)(g)
 - e) Contractual (Decision Request Report (Ivey) – MGA S. 22(2)(e)
 - f) Contractual (Decision Request Report (Ivey) – MGA S. 22(2)(e)
 - g) Negotiations - MGA S. 22(2)(e)
 - h) Personnel Matter – MGA S. 22(2)(c)
 - i) Personnel Matter – MGA S. 22(2)(c)
 - j) Personnel Matter – MGA S. 22(2)(c)
- 17. Next Meeting Date / Adjournment

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List) 2020/21
Feb.17, 2021

Green - Complete
Yellow - In-progress
Red - Not started

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Internet Access Business Plan - CAO to initiate process for dev of a business plan to present to Council (may req. consultation with market/industry experts for the delivery of high-speed internet access for WHRM residents. (Cross-ref with 2020-09-08 COTW direction)	Council	M	2020-04-28 (M) 2020-09-08 (D)	As per 2021-02-09 COTW; revisit in 6 mths		CAO
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes. (Tabled until after budget) (Also at 2020-04-14 COTW mtg)		M	5/12/2020			
2021-02-09 COTW) - Gerry Isenor to present during	COTW	D	2021-02-09	2021-03		CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	On-going until approx. Oct. 2022		PW
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - CAO to initiate process for financial evaluation which may include feasibility study on potential economic opportunities that exist with each of the causeway/aboteau options being considered with Hwy. 101 twinning proj. (Table motion until after Community Liaison Committee (CLC) meets)	COTW	M	2020-05-12			CAO
Branding for Region - proceed with Branding project	Council	M	2020-05-26	2021-03		CAO
Blended Rates (restructuring of existing tax rate) - Staff and council to review over the next year.	COTW	D	2020-06-01	2021-03		CAO/Fin

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PID 45245578 and portions of 45182797, 45245560, 45245552, 45184025, and 45182904 (Cogmagun Lands) - purchase as per Letter of Offer presented at 2020-06-09 COTW in-camera	Council	M	2020-06-23			CAO
Rural Internet - Send 'heatmap' survey to WHRM residents asking if they have internet	COTW	D	2020-09-08	2021-03		CAO
James Salter (Funding Req) - Resurrection of wooden statue. Staff to meet with Mr. Salter re proposed project cost(s) and meet with Hantsport Fire Dept. to discuss potential preservation options & report back.	Council	M	2020-09-22	2021-03		CAO
Restaurants/Mobile Canteens - Staff review existing by-laws/policies/fees (incl sidewalk cafes and mobile vending units). Report to include info on location permissions as well as comparable fees in our region for similar services along with any recommended changes.	Council	M	2020-09-22	2021-02		CAO/Planning
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.	Council	M	2020-09-22	Align with Branding outcomes		PW/Comm. Dev
Comms Plan/Process for Staff-Council	Council	D	2020-09-22	2021-02		CAO

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Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee members and mobilize the committee	COTW	M	2020-10-13	2021-02 (also with Rad Consulting Engagement Sessions)		CAO
Rezoning Application (20 Main St, Hantsport PIDs 45043312 & 45043304) - Work with Planning Dept for Rezoning	COTW	M	2020-10-13	2021-02		CAO/ Planning
Financial Status Updates - Staff to look at new structure to include more frequent reporting	COTW	D	2020-10-13	2021-01		CAO/Fin
Burning Permit - Staff review existing Fire-related by-laws	COTW	D	2020-11-10	2021-02		CAO/Fire Chiefs
In-Camera - (b)MGA 22(2)(a) Acquisition, Sale, Lease and Security of Municipal Property – Land Sale - Proceed with next steps/presentation	COTW	D	2020-11-10	2021-01		CAO
W.B. Stephens Building Design Project Management - On-hold. Get appraisals of Morison & King St Complexes, review of staffing complement, and review parking availability at King.	Council	D	2020-11-24	2021-02		CAO
Hantsport Municipal Office Surplus - Put on the market for sale.	Council	M	2020-11-24	2021-01		Comm Dev
West Hants Dial-a-Ride - Financial request to be added as a budget line item. (Staff to review WH Dial-a-Ride financials and report back at Feb. COTW) - For 2021/22, have them apply as Grant and then consider as budgetary line item	COTW COTW	D M	2021-01-12 2021-02-09	2021-02		Fin

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CAO Report - Sports Complex sponsorship update	COTW	D	2021-01-12	2021-02 COTW		CAO / Comm Dev.
Tax Dollars/Billing Breakdown - Send out the breakdown when bills are issued	COTW	M	2021-01-12	2021		Fin
Planning Process Review - Staff review existing processes to see if it can be streamlined (shortened)	COTW	M	2021-01-12	2021-02		CAO / Planning
Correspondence (NSTIR Jan. 12, 2021) - Speeding on Hwy 14. That staff send another letter to NSTIR noting that the speeding occurs in other communities, including Upper Vaughan	Council	M	2021-01-26	2021-02		CAO
Service Contracts (discussed under Item 15(a)) - That staff forward a list (provide access) of all service contracts to Council so Council is aware and can look for potential cost-savings	Council	M	2021-01-26			CAO
Royal Canadian Legion Funding Request - Staff look into & report back as to funding options	COTW	D	2021-02-09	2021-02 Council		Fin & PW
Dec. COTW/Council Mtgs (Meeting & Committee Procedural Policy) - Staff amend policy to have Dec. meetings	COTW	M	2021-02-09	2021-03		CAO
Noise By-law - Staff revise by-law	COTW	M	2021-02-09	2021-06		Planning /CAO

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Bog Rd - Write letter monthly to TIR (and cc. Premier, Premier-elect, Minister Porter) that road needs to be repaired)	COTW	M	2021-02-09	2021-03		CAO

REGION OF WINDSOR WEST HANTS
West Hants Sewer Utility
For the Ten Months Ending Sunday, January 31, 2021

	<i>2019-20</i>	<i>3/31/2020</i>	<i>2020-21</i>	<i>3/31/2021</i>
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Projections</i>
REVENUE				
SEWER RATES	1,012,100	1,043,387	1,078,390	1,162,345
TOTAL REVENUE	<u>1,012,100</u>	<u>1,043,387</u>	<u>1,078,390</u>	<u>1,162,345</u>
EXPENSES				
ADMINISTRATION EXPENSES				
SALARIES	191,625	169,136	238,000	208,480
OVERTIME	14,500	18,297	18,000	14,895
BENEFITS	30,950	28,903	31,800	38,457
MILEAGE & EXPENSES	1,500	1,415	750	637
TRAINING & DEVELOPMENT	3,000	1,206	2,400	506
CONVENTIONS & CONFERENCES	900	3		
MEMBERSHIP FEES	300	722		366
TELEPHONE	3,600	4,366	3,500	3,587
ASSET MANAGEMENT - SOFTWARE LICENSE/OTHER			6,667	6,667
MANDATED COMMUNICATIONS	600		600	88
MARKETING/PR				
PUBLIC INFORMATION				
ADMINISTRATION FEE	63,199	63,199	63,200	63,200
LEGAL				
INSURANCE - PREMIUMS & CLAIMS	3,500	3,348	3,500	2,565
ENGINEERING				
DEPRECIATION	351,244	-	310,977	-
EQUIPMENT				2,282
TRUCK/EQUIPMENT MAINTENANCE	18,400	8,812	15,630	8,240
TRUCK/EQUIPMENT FUEL	9,200	12,750	9,140	7,607
TRUCK/EQUIPMENT REGISTRATION	1,500	1,553	3,675	1,727
PW DISTRIBUTION	6,250	20,169	17,661	16,208
OTHER	2,500	4,342	5,000	
TRANSFER TO SEWER OPERATING RESERVE	-	351,244		310,997
CAPITAL OUT OF REVENUE	-			
INDUSTRIAL PARK - TOWN OF WINDSOR	13,000	-	-	-
TOTAL ADMINISTRATIVE EXPENSES	<u>715,768</u>	<u>689,466</u>	<u>730,500</u>	<u>686,508</u>
SEWAGE COLLECTION SYSTEMS EXPENSES				
PIPE MAINTENANCE	20,000	3,137	20,000	12,612
OPERATIONAL EXPENSES	3,500		3,500	11,066
ORDC EXPENSE - TOWN OF WINDSOR		(1,060)		
TOTAL SEWAGE COLLECTION SYSTEM EXPENSES	<u>23,500</u>	<u>2,077</u>	<u>23,500</u>	<u>23,678</u>
LIFT STATION EXPENSES				
INSURANCE - PREMIUMS & CLAIMS	6,100	5,750	6,100	5,165
LIGHTS & POWER	27,500	34,880	28,000	33,056
MAINTENANCE	22,500	54,861	30,000	46,291
STOCK ITEMS	2,500	-		(30)
FREIGHT CHARGES	1,000	-		-
PORTABLE GENERATOR	1,000	-	1,000	162
TOTAL LIFT STATION EXPENSES	<u>60,600</u>	<u>95,491</u>	<u>65,100</u>	<u>84,643</u>
SEWAGE TREATMENT & DISPOSAL EXPENSES				
SEWAGE TREATMENT FEE	146,000	158,108	146,000	16,174
LIGHTS & POWER	50,000	51,497	50,000	-
OPERATIONAL EXPENSES	28,000	60,118	30,000	52,564
TOTAL SEWAGE TREATMENT & DISPOSAL EXPENSES	<u>224,000</u>	<u>269,723</u>	<u>226,000</u>	<u>68,738</u>
LONG TERM DEBT PAYMENTS				
MFC PRINCIPAL PAYMENT	91,667	91,667	91,667	91,667
MFC INTEREST PAYMENT	26,290	26,290	22,725	22,725
TOTAL LONG TERM DEBT PAYMENTS	<u>117,957</u>	<u>117,957</u>	<u>114,392</u>	<u>114,392</u>
TOTAL EXPENSES	<u>1,141,825</u>	<u>1,174,715</u>	<u>1,159,492</u>	<u>977,959</u>
SURPLUS / DEFICIT	<u>(129,725)</u>	<u>(131,328)</u>	<u>(81,102)</u>	<u>184,386</u>
CAPITAL RESERVE CONTRIBUION AFTER DEFICIT		<u>219,916</u>		



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: _____
Sara Poirier, Planner

Date: 2021-02-23

Subject: File # 20-22 D: 20 Main St., Hantsport; PID 45043312 and 45043304

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210.

POSSIBLE MOTION

Should Council wish to approve the rezoning of 20 Main Street to Mixed Commercial / Residential (C-2) following completion of the Public Hearing, the following motion would be in order:

...that Council gives Second Reading to and approves amending the Zoning Map of the Hantsport Land Use By-law to enable the lots located at 20 Main Street, Hantsport, now identified as PID 45043312 and 45043304 and after consolidation of the lots by their joint successor PID, to be rezoned from the Institutional (I) Zone to the Mixed Commercial / Residential (C-2) Zone, as shown on Figure 2, and to consider amending the text of the Hantsport Land Use By-law to add "20 Main Street, West Hants Regional Municipality, Government Office" to the list of permitted institutional uses existing as of May 1, 2018 in the Mixed Commercial / Residential (C-2) Zone, in a manner substantively the same as Attachment A, all as attached to the report to the Hantsport Area Advisory Committee dated January 5, 2021, conditional on consolidation of the lots.

BACKGROUND

An application was received on October 27, 2021 from Mark Philips, CAO, to rezone the property at 20 Main Street, Hantsport (PID 45043312 and 45043304) from Institutional (I) to the Mixed Commercial / Residential (C-2) to allow the opportunity for the existing

building to be sold and used for commercial or residential uses. Policy IM-4 of the Hantsport Municipal Planning Strategy enables Council to consider rezoning the property to a zone permitted in the adjacent designation.

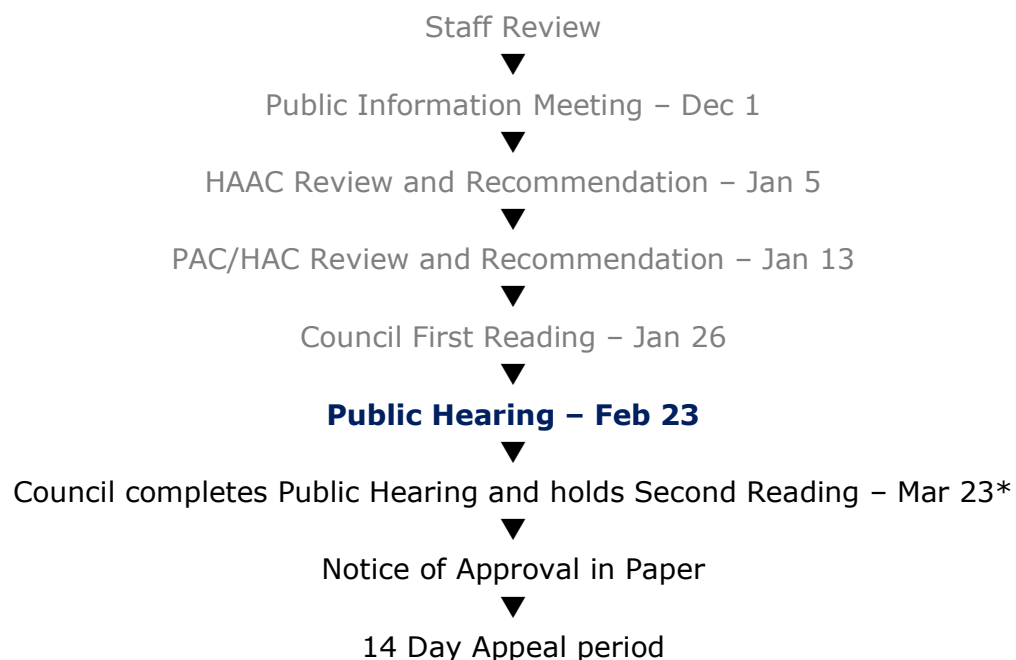
A Public Information Meeting (PIM) was held virtually and broadcast live on the Municipal Facebook page on December 1, 2020 to consider the requested amendment (Appendix A).

On January 5, 2021 staff presented a recommendation report to the Hantsport Area Advisory Committee (HAAC) (Appendix B). The HAAC recommended in favour of the application.

The Planning Advisory Committee / Heritage Advisory Committee (PAC/HAC) recommended in favour of the application on January 13, 2021.

Council held first reading on January 26, 2021.

NEXT STEPS



*anticipated dates; final dates will be set by Council

APPENDICIES

Appendix A 2020-12-01 Public Information Meeting Notes – File 20-22 A

Appendix B 2021-01-05 Staff Report - Land Use By-law Map Amendment: 20 Main Street, Hantsport; PID 45043312 and 45043304; File #20-22

Report Prepared by: _____
Sara Poirier, Planner

Report Reviewed by: _____
Madelyn LeMay, Director of Planning and Development

Report Approved by: Carlee Rochon
Carlee Rochon, Deputy CAO

Appendix A

Public Information Meeting Notes

December 1, 2020

File 20-22 A

20 Main Street, Hantsport; PID 45043312 and 45043304

Meeting date and time	A virtual Public Information Meeting was held on December 1, 2020 beginning at 6:30 p.m. The meeting was live broadcast on the Municipal Facebook page.
Attending	<p>In attendance:</p> <p>One (1) Councillor:</p> <ul style="list-style-type: none">• Deputy Mayor Morton <p>Five (5) Hantsport Area Advisory Committee members:</p> <ul style="list-style-type: none">• Angela Carver• Bill Preston• Glenn Deering• Jane Davis• Jason Tucker <p>Four (4) members of staff:</p> <ul style="list-style-type: none">• Director LeMay• Planner Shah• Planner Poirier• Meeting Secretary, Vanessa Lake <p>As this meeting was held virtually there were no members of the public present.</p>
Applicant: CAO Mark Phillips Site Location: 20 Main Street, Hantsport; PID 45043312 and 45043304	Planner Poirier outlined the request from CAO Phillips, as per direction from Council, to amend the Land Use By-law to rezone the property at 20 Main Street from Institutional (I) to Mixed Commercial / Residential (C-2) to allow the opportunity for the existing building to be sold and used for commercial or residential uses.
Comments	<p>Comments from the public could be submitted to Planner Poirier by mail, e-mail and telephone between December 1 and December 18, 2020.</p> <p>No written or verbal comments were received from the public.</p>
Adjournment	The meeting was adjourned at 6:40 p.m.

Appendix B



WEST HANTS REGIONAL MUNICIPALITY

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Hantsport Area Advisory Committee (HAAC)

Submitted by: _____
Sara Poirier, Planner

Date: 2021-01-05

Subject: Land Use By-law Map Amendment: 20 Main Street, Hantsport;
PID 45043312 and 45043304; File #20-22

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

To allow the request, staff recommends that the HAAC forward a positive recommendation by passing the following motion:

HAAC recommends that PAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Zoning Map of the Hantsport Land Use By-law to enable the lots located at 20 Main Street, Hantsport, now identified as PID 45043312 and 45043304 and after consolidation of the lots by their joint successor PID, to be rezoned from the Institutional (I) Zone to the Mixed Commercial / Residential (C-2) Zone, as shown on Figure 2, and to consider amending the text of the Hantsport Land Use By-law to add "20 Main Street, West Hants Regional Municipality, Government Office" to the list of permitted institutional uses existing as of May 1, 2018 in the Mixed Commercial / Residential (C-2) Zone, in a manner substantively the same as Attachment A, all as attached to the report to the Hantsport Area Advisory Committee dated January 5, 2021, conditional on consolidation of the lots.

BACKGROUND

On October 27, 2020 Council approved a motion to allow the Chief Administrative Officer to submit an application to the Planning and Development Department for the rezoning of 20 Main Street, Hantsport. A completed application was received on October 29, 2020 from Mark Phillips, Chief Administrative Officer of West Hants Regional Municipality, to rezone two lots at 20 Main Street, Hantsport (PID 45043312 and 45043304) from Institutional (I) to Mixed Commercial / Residential (C-2). The lots are owned by the Municipality.

The applicant has stated that they are proceeding with migration and consolidation of the two lots. The migration of the lots was completed on December 7, 2020. The Municipal Solicitor has advised that the deemed consolidation of the lots is in process.

The office and the associated parking area on these lots was once the location of the Town Hall of the former Town of Hantsport, and most recently the West Hants Public Works Office. Since consolidation with the former Town of Windsor in April 2020, the Regional Municipality no longer actively uses the property. The building still contains furniture, IT equipment and files which are being inventoried and moved to the Windsor offices.

On November 24, 2020, Council passed the motion to deem the property as surplus and list the property for sale at market value. The rezoning is being requested to allow the opportunity for the existing building to be sold and used for commercial or residential uses.

DISCUSSION

The lots are designated Residential on the Generalized Future Land Use Map of the Hantsport Municipal Planning Strategy (HMPS). Part 4.0 of the HMPS contains the overall intention for properties designated Residential in Hantsport.

The lots are zoned Institutional (I) on the Zoning Map of the Hantsport Land Use By-law (HLUB). Figure 1 shows the current zoning of the lots. Commercial or residential uses are not permitted in the Institutional (I) Zone.

The subject lots are on the corner of Main Street and Prince Street in Hantsport. They directly abut properties with a variety of different zoning and designations (Table 1).

Table 1: Use Abutting Subject Lots by Direction

North	Properties on the north side of Prince Street are zoned Commercial (C-1) and within the Commercial designation. The lot across the street from the subject lots to the North is the Hantsport Pizzeria and Deli.
East	There is a single unit dwelling zoned Single Unit Residential (R-1) within the Residential designation to the east of the subject lots. The subject lots also

	abut the Hantsport Memorial Community Centre open space which is zoned Recreation Open Space (ROS) and within the Open Space designation.
South	The lot directly abutting the subject lots to the south is used as a single unit dwelling which is zoned Single Unit Residential (R-1) and within the Residential designation.
West	The lots neighbouring the subject lots on the west of Main Street are zoned Multiple Residential (R-3) and Single Unit Residential (R-1). They are both within the Residential designation.

The applicant requests that Council consider rezoning the lots from Institutional (I) to Mixed Commercial / Residential (C-2) to allow the opportunity for commercial or residential development on the lots. If the application for rezoning is approved, any use permitted in the Mixed Commercial / Residential (C-2) Zone would be permitted on the lots as-of-right (Attachment B).

DOCUMENT REVIEW

Municipal Government Act

Currently the property at 20 Main Street, Hantsport is two separate lots, PID 45043312 and PID 45043304. The Development Officer has specified that the lot line runs through the existing structure and consolidation of the lots should be pursued to remove the encroachment.

Upon direction from the CAO, the Municipal Solicitor has advised that they are proceeding with deemed consolidation of the lots as per Section 268A, *Deemed Consolidation*, of the *Municipal Government Act*. Section 268A (1) specifies that "*Two or more lots that are contiguous, are parcels registered pursuant to the Land Registration Act and are and have been in common ownership and used together since April 15, 1987, or earlier are deemed to be consolidated if the owner or the owner's agent registers a statutory declaration in the parcel registers for the lots stating that the lots were in common ownership and used together on or before April 15, 1987, and have continued to be so owned and used, and including the facts that support the statement.*" Section 268 (2) specifies that registration of the statutory declaration referred to in Section 268 (1) is deemed to consolidate the lots as of the date of registration.

The lots were migrated (registered) in the online property registration system on December 7, 2020. The statutory declaration to consolidate the lots was prepared by the Municipal Solicitor, however, it has not yet been registered on the online property registration system. Once the statutory declaration is registered on the online property registration system the lots will be considered consolidated as one lot and a new PID number will be assigned.

Hantport Municipal Planning Strategy

For the lots to be used for the uses requested, an amendment to the Zoning Map of the HLUB is required. Figure 2 shows the proposed changes to the Zoning Map.

Section 4.0 of the HMPS contains the residential policies for Hantsport. There are no policies or criteria within Section 4.0 that outline a path to rezone to a commercial zone within the residential designation. However, there is a general policy (Policy IM-4) in Section 9.0, *Implementation*, which allows Council to *"consider a Land Use By-law amendment to zone any area immediately adjacent to a given land use designation on the Generalized Future Land Use Map (Map 1) to a zone permitted in the adjacent designation without requiring a Strategy amendment, provided that all policies of the Strategy are satisfied."* Section 3.3 of the Hantsport Land Use By-law states that *"where a zone boundary is indicated as following a street or highway the boundary shall be the centre line of such street or highway"*. Therefore, as the Commercial zone and designation is immediately adjacent to the zone and designation of the area under consideration along Prince Street, following consolidation, the lot under consideration can be considered for rezoning to a zone permitted in the Commercial designation without requiring an HMPS amendment, as specified in Policy IM-4 (Attachment C).

In the understanding that the Municipal Solicitor is working on the consolidation of the lots, that the lots have been used together for at least the last three decades and that the lot line runs through the existing structure, staff are confident that the consolidation will proceed, and that Policy IM-4 can be used to consider the rezoning. The motion in this recommendation report states that the recommendation is conditional on the consolidation of the lots and identifies that the PID number will change during consolidation.

HMPS Specific Criteria

Policy IM-4 establishes Council's intention to consider *"a Land Use By-law amendment to zone any area immediately adjacent to a given land use designation on the Generalized Future Land Use Map (Map 1) to a zone permitted in the adjacent designation without requiring a Strategy amendment, provided that all policies of the Strategy are satisfied"*. As there are no criteria within this policy staff used the general criteria in Policy IM-3 to to evaluate the application.

HMPS General Criteria

Once the lots are consolidated the proposal will meet the general criteria for amendment set out in HMPS Policy IM-3. These criteria are examined in detail in Attachment D. In summary:

- the proposal is not premature or inappropriate for the area;
- minimal municipal costs related to the proposal are anticipated;

- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Director of Public Works and Traffic Authority have no concerns.

Hantsport Land Use By-law

Text Amendment

Since the building is no longer actively being used by the West Hants Public Works Department, the applicant proposes the rezoning of the subject lots to allow a greater variety of uses to be developed on the lots to encourage the sale of the lots. Should the lots be consolidated and amended from the Institutional (I) Zone to the Mixed Commercial / Residential (C-2) Zone, a variety of commercial and residential uses would be permitted as-of-right (Attachment B).

Although the Municipality is not currently actively using the building to accept payments or as staff offices, the building is still being used for the storage of Municipal administrative and REMO items. The applicant has suggested that in the future the Municipality may decide that it would like to use the property as a government office again. Therefore, staff are requesting that a government office at 20 Main Street be added to the list of permitted institutional uses existing as of May 1, 2018 in the Mixed Commercial / Residential (C-2) Zone. The property was used as a Municipal Office prior to May 1, 2018 and continues to be owned and used by the Municipality at this time. This amendment would ensure the building could be converted back to a government office if the owner so chooses without going back through the amendment process (Attachment A).

Map Amendment

The proposed potential uses are not permitted in the Institutional (I) zone. There is a policy option to allow Council to consider rezoning the subject lots to zones permitted in the abutting Commercial designation following consolidation of the lots. The Commercial (C-1) and Mixed Commercial / Residential (C-2) Zones are permitted in the Commercial designation. The proposed uses are permitted in the Mixed Commercial / Residential (C-2) Zone. An amendment to the HLUB Zoning Map is required for this application. The proposed map amendment is shown in Figure 2.

MCCAP

The Municipal Climate Change Action Plan (MCCAP) for the community of Hantsport (2013) states that the municipal office is *"located in an area which is not subject to flooding and is not vulnerable to any other climate change risk"*.

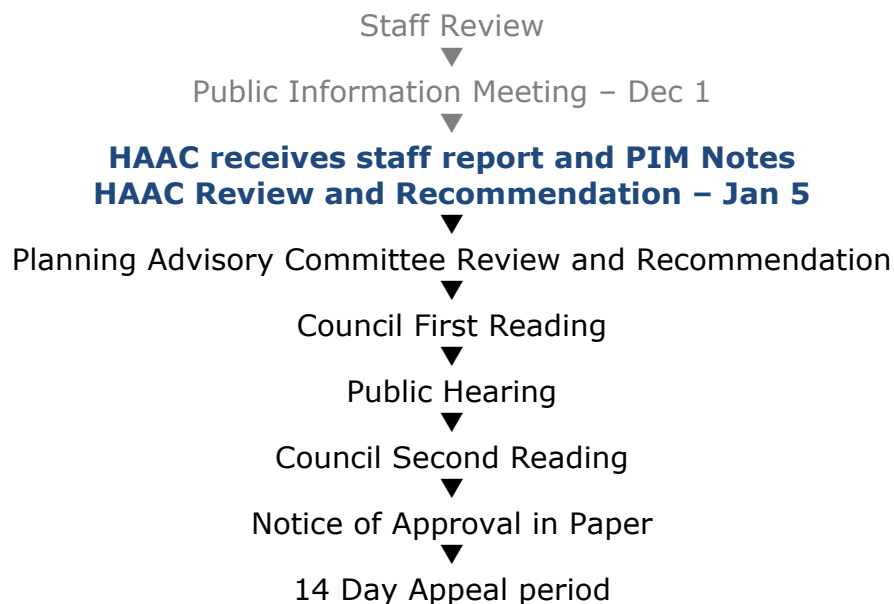
The Hantsport Stormwater Management Study (2018) completed a series of simulations to identify areas that may be potentially vulnerable to flooding. The

sections of Main Street and Prince Street that abut the subject lots were not identified as areas that could be potentially vulnerable to flooding, although other sections of those streets were.

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of the general policies of the HMPS and, upon consolidation of the lots, is consistent with the intent, objectives and policies of the HMPS. Upon consolidation of the lots the amendment also meets the general criteria for an amendment to the HLUB. As a result, it is reasonable to amend the zoning of the lot located at 20 Main Street, Hantsport (PID 45043312 and 45043304) from the Institutional (I) Zone to the Mixed Commercial / Residential (C-2) Zone on the Zoning Map of the HLUB and the text of the HLUB to amend the list of permitted institutional uses existing as of May 1, 2018 to include a government office at 20 Main Street in the Mixed Commercial / Residential (C-2) Zone, conditional on consolidation of the lots.

Process



FINANCIAL IMPLICATIONS

As the property owner, the Municipality will cover the cost of the migration and consolidation of the lots, and any advertising associated with the public meetings as required through the Public Participation Policy and *Municipal Government Act* for planning applications. There are no concerns with the Municipality being able to absorb any of these costs.

ALTERNATIVES

In response to the application, HAAC may recommend that PAC:

- recommend that Council hold First Reading and authorize a Public Hearing to approve the HLUB amendment as drafted or as specifically revised by direction of HAAC;
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	Draft Amendments to the Hantsport Land Use By-law
Attachment B	Mixed Commercial / Residential (C-2) Zone
Attachment C	Hantsport Municipal Planning Strategy (HMPS) Policy for Amendment
Attachment D	General Criteria for Amendment
Figure 1	Hantsport Zoning Map – Existing
Figure 2	Draft Hantsport Zoning Map – Proposed Amendment

Report Prepared by: _____

Sara Poirier, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A
Draft Amendments to the Hantsport Land Use By-law

Text amendments to the Hantsport Land Use By-law to permit the property at 20 Main Street to be used by the Municipality as a government office.

Amend Part 9.2.1 *Permitted Uses* in Part 9.2 of the Hantsport Land Use By-law, *Mixed Commercial/Residential (C-2)*, to include 20 Main Street to the list of permitted institutional uses existing as of May 1, 2018, by adding:

- (a) "20 Main Street" under the title "Civic Address"**
- (b) "West Hants Regional Municipality" under the title "Owner", and**
- (c) "Government Office" under the title "Use" so that it reads as follows:**

Part 9 Commercial

9.2 Mixed Commercial/Residential (C-2)

9.2.1 Permitted Uses

The following uses are permitted in this zone:

- all commercial uses
- artisan workshops
- offices
- medical clinics
- museums
- residential uses existing as of May 1, 2018
- single detached dwellings
- two-unit dwellings
- multiple unit dwellings
- residential day care centres
- guest houses
- bed and breakfast homes
- boarding rooms
- institutional uses existing as of May 1, 2018 as follows:

Civic Address	Owner	Use
20 Main Street	West Hants Regional Municipality	Government Office
58 Main Street	3262992 NOVA SCOTIA LIMITED	Nursing Home
59 Main Street 61 Main Street	Parish of Avon Valley Rector Wardens and Vestry of Saint Andrews Church	Place of Worship
67 Main Street	Roman Catholic Episcopal Corporation	Place of Worship

19 Chittick Avenue Municipality of The District of West Hants Department of Public Works

1 Oak Street Municipality of The District of West Hants Food Bank
3 Oak Street
36 William Street

5 Oak Street Municipality of The District of West Hants Fire Station
(Amendment HMPS LUB 17-01 – effective May 1, 2018)

9.2.2 Lot Specifications

	Minimum Specifications for all Commercial and New Residential uses
Minimum Lot Area	4004 sq. ft. (372 square metres)
Minimum Lot Frontage	39.4 feet (12 metres)
Required Side Yards	9.8 feet (3 metres)
Maximum number of units per building	4 for Townhouse Development 20 for Apartment Buildings and Grouped Homes

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

9.2.3 Increased Density in Existing Residential Buildings

Single and two-unit dwellings existing as of May 1, 2018 may be converted to the maximum number of units permitted in the Two Unit Residential (R-2) or Multiple Unit Residential (R-3) Zone provided all units are contained within the existing residential building.

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

Attachment B
Mixed Commercial / Residential (C-2) Zone

Part 9 Commercial

9.2 Mixed Commercial/Residential (C-2)

9.2.1 Permitted Uses

The following uses are permitted in this zone:

- all commercial uses
- artisan workshops
- offices
- medical clinics
- museums
- residential uses existing as of May 1, 2018
- single detached dwellings
- two-unit dwellings
- multiple unit dwellings
- residential day care centres
- guest houses
- bed and breakfast homes
- boarding rooms
- institutional uses existing as of May 1, 2018 as follows:

Civic Address	Owner	Use
58 Main Street	3262992 NOVA SCOTIA LIMITED	Nursing Home
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67 Main Street	Roman Catholic Episcopal Corporation	Place of Worship
19 Chittick Avenue	Municipality of The District of West Hants	Department of Public Works
1 Oak Street 3 Oak Street 36 William Street	Municipality of The District of West Hants	Food Bank
5 Oak Street	Municipality of The District of West Hants	Fire Station

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

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Single and two-unit dwellings existing as of May 1, 2018 may be converted to the maximum number of units permitted in the Two Unit Residential (R-2) or Multiple Unit Residential (R-3) Zone provided all units are contained within the existing residential building.

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

Attachment C
Hantsport Municipal Planning Strategy (HMPS) Policy for Amendment

Part 9 Implementation

11.3 Amendments of the Land Use By-law

11.3.2 Amendments not Requiring a MPS Amendment

When a rezoning to a zone is in an area not consistent with the Generalized Future Land Use Map, the rezoning should not be approved unless the Map is amended. However, since the designations on the GFLUM are meant to be general, a rezoning in an area adjacent to a required land use designation may be considered without amending the GFLUM.

Policy IM-4 *It shall be a policy of Council to consider a Land Use By-law amendment to zone any area immediately adjacent to a given land use designation on the Generalized Future Land Use Map (Map 1) to a zone permitted in the adjacent designation without requiring a Strategy amendment, provided that all policies of the Strategy are satisfied.*

Attachment D
General Criteria for Amendment

Part 9 IMPLEMENTATION

11.3 Amendments of the Land Use By-law

11.3.1 Criteria

Policy IM-3 *In considering amendments to the Town of Hantsport Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:*

CRITERIA	COMMENT
<i>(a) whether the proposal is considered appropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	The Director of Public Works confirmed that the lots have access to both water and sewer service.
<i>(ii) the adequacy of school facilities;</i>	Not applicable.
<i>(iii) the adequacy of fire protection;</i>	The local Fire Chief and the Manager of Building and Fire Inspection Services do not feel that this proposal is premature or inappropriate in terms of adequacy of fire protection.
<i>(iv) the impact on adjacent uses;</i>	The Development Officer has no concerns regarding the impact on adjacent uses.
<i>(v) the adequacy of road networks adjacent to, or leading to the development; and</i>	The Traffic Authority does not have any concerns with the adequacy of road networks adjacent to or leading to the lots.
<i>(vi) the financial capacity of the Town to absorb any costs relating to the development.</i>	As the property owner, the Municipality will cover the cost of the migration and consolidation of the lots, and any advertising associated with the public meetings required through the Public Participation Policy and <i>Municipal Government Act</i> for planning applications. There are no concerns with the Municipality being able to absorb these costs.

<p><i>(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i></p>	<p>The Traffic Authority has confirmed that the existing driveways are suitable for both commercial and residential access to the lots. They also commented that they do not have any concerns regarding traffic generation or traffic safety based on the proposed rezoning change.</p> <p>There is a sidewalk to accommodate pedestrian traffic along the north and west side of the property. There is also a marked crosswalk at the intersection of Main Street and Prince Street.</p> <p>There is no rail traffic in close proximity to the lots.</p>
<p><i>(c) the adequacy of the dimensions and shape of the lot for the intended use;</i></p>	<p>The Development Officer commented that the lot line runs through the existing structure. The Development Officer suggested that the two lots be consolidated to remove the encroachment and be migrated into the online property registration system. The migration of the lots was completed on December 7, 2020. The Municipal Solicitor has advised that the deemed consolidation of the lots is in process.</p> <p>Once consolidated, the Development Officer has no concerns regarding the lot size or dimensions for any of the uses permitted in the Mixed Commercial / Residential (C-2) Zone.</p>
<p><i>(d) the pattern of development which the proposal might create;</i></p>	<p>The Development Officer has no concerns regarding the pattern of development the proposal might create.</p>
<p><i>(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of</i></p>	<p>The lots are relatively flat and there are no water courses, marshes or bogs on the lots or in close proximity to the lots. The Coastal Flood Risk map in the Hantsport MCCAP (2013) does not show</p>

<i>water courses, marshes or bogs and susceptibility of flooding;</i>	that the property will be affected by sea level rise or storm surge.
<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>	All Municipal, Provincial and Federal regulations will have to be met.
<i>(g) the impact of not only the use being proposed but all uses permitted in the zone;</i>	The subject lots combined are a relatively large corner lot on the Main Street in Hantsport. There are already commercial uses at the intersection of Prince Street and Main Street with the Pharmasave and the Hantsport Pizzeria and Deli. As advised by the Traffic Authority, the current driveway is suitable for both commercial or residential uses, and there are no concerns on traffic generation or safety. Staff do not foresee any negative impact on adjacent uses with any of the permitted uses in the Mixed Commercial / Residential (C-2) Zone.
<i>(h) the site meets all of the zone requirements for the zone sought; and</i>	<p>The Development Officer commented that the lot line runs through the existing structure. The Development Officer suggested that the two lots be consolidated to remove the encroachment and be migrated into the online property registration system. The migration of the lots was completed on December 7, 2020. The Municipal Solicitor has advised that the deemed consolidation of the lots is in process.</p> <p>The minimum lot specifications for all commercial and new residential uses in the Mixed Commercial / Residential (C-2) are:</p>

	<ul style="list-style-type: none"> • 4,004 ft² (372 m²) minimum lot area, • 39.4 ft (12 m) minimum lot frontage, and • 9.8 ft (3 m) required side yards. <p>Once consolidated, the subject lot will exceed the minimum lot specifications with approximately:</p> <ul style="list-style-type: none"> • 10,400 ft² in lot area, • 110 ft of lot frontage, • and approximately 14 ft of side yard from the existing building to the exterior lot lines.
<i>(i) any other matter required by relevant policies of this Strategy.</i>	All other matters have been addressed elsewhere in this report.

**Figure 1
Hantsport Zoning Map – Existing**

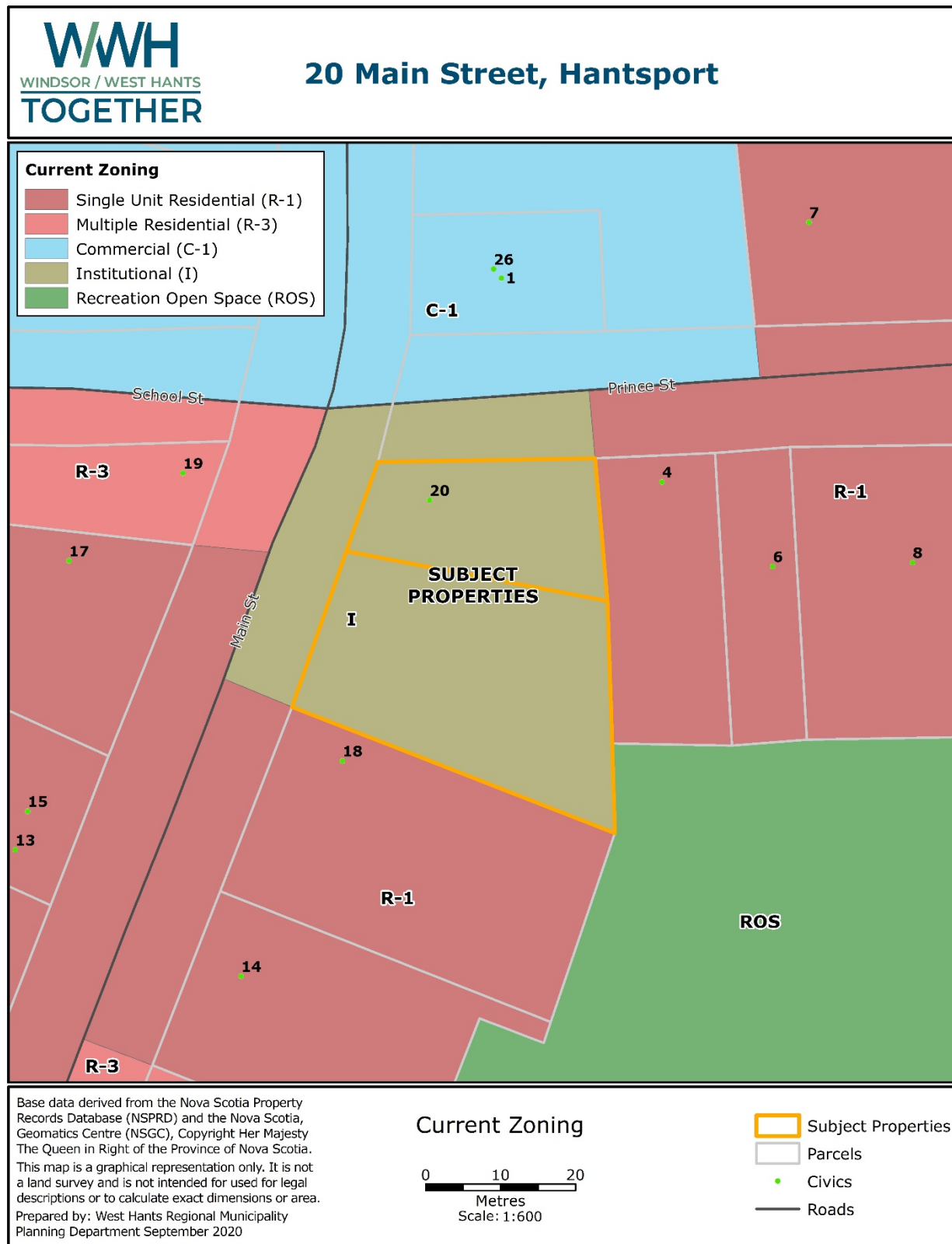
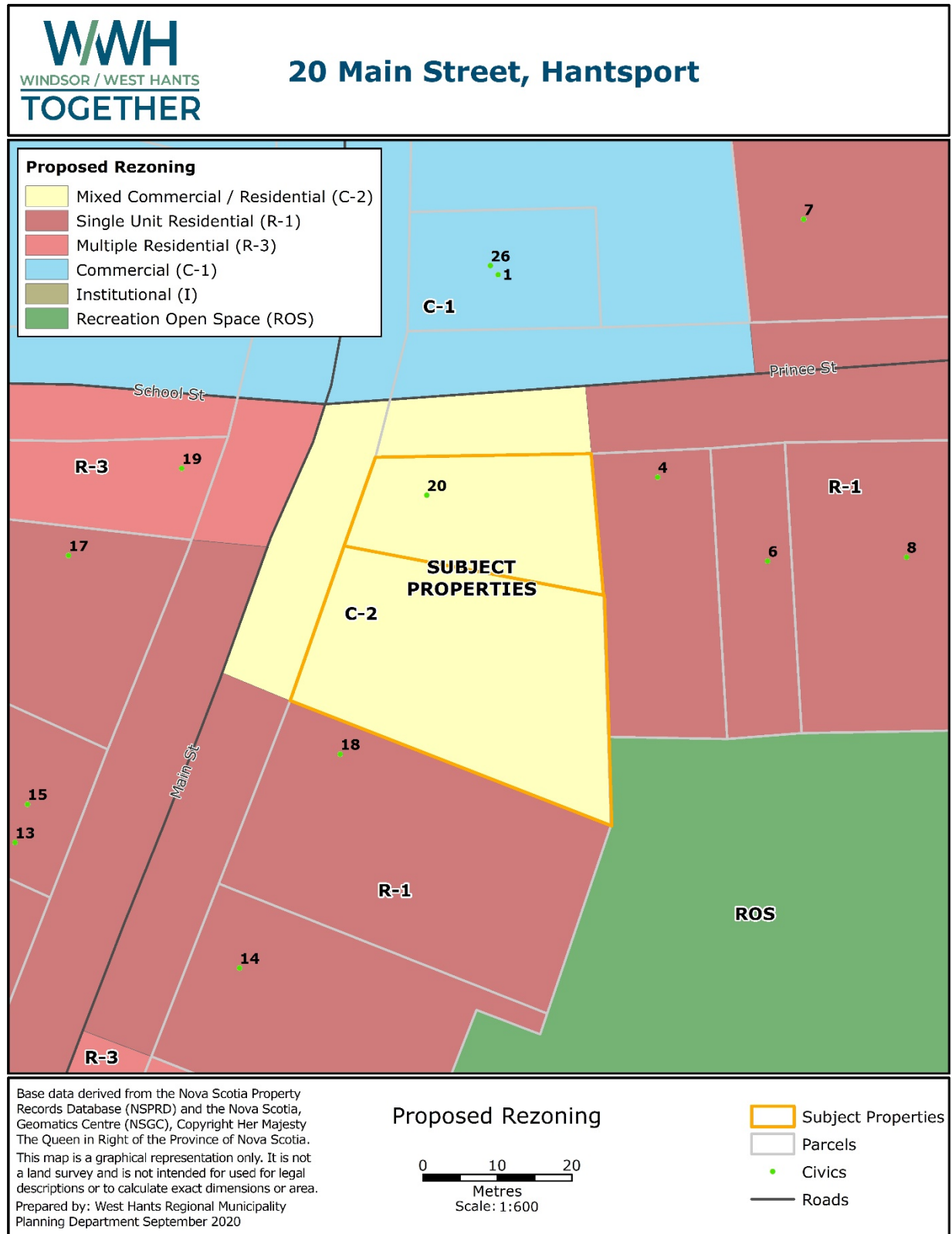


Figure 2
Draft Hantsport Zoning Map – Proposed Amendment





**WEST HANTS REGIONAL MUNICIPALITY
Mayors Report**

To: West Hants Regional Municipality Council

Submitted by: Mayor Zebian

Date: February 23, 2021

Another busy month Council. I found myself, for the first time, falling behind in my work and responding to residents. The interest in our new Region is through the roof. I enjoy introducing new people to our communities, taking calls from out of province of people wanting to move back, and potential new investment into our areas.

I enjoyed the refresher course on financial management offered through the Association of Municipal Administrators (AMA). Along with Councillors Francis and Hart we enjoyed three days of training on what to look for in the financial statements and what to expect. I will also note to our residents that most councillors have taken this course to date. It is always important that our residents know Councillors are invested in our Region and take their duties seriously.

Attended a Police Advisory Board meeting as ex officio. Had the opportunity to address some speeding issues in the Municipality among other concerns. Deputy Mayor Morton and Councillor Mark Maclean had great conversations and discussions with our new Staff Sergeant and the rest of the Committee.

Along with Councillor Morton, we had the opportunity to meet with Pastor Maria Sikal and the great folks out at the Glad Tidings Worship Center. We discussed how the group can restructure to offer more inclusive programs for the community, how they can give back and support the community, how they can offer their asset for the communities use, among many other things. The amount of work they have done to their Center is outstanding. It is so welcoming, functional, and offers so much space with endless potential. They just recently offered a free skate to the community at the sports complex on family day and have another one coming up during March Break. It's wonderful to see such an active group wanting to do good.

The Audit Committee met and were presented an update on the state on the Municipality's financial health as of the end of the third quarter. We are very healthy and have a projected surplus for year end March 31, 2021. Our collection percentage has

improved substantially, and I'd like to thank staff and the procedures they put in place to improve our financial health. It is definitely working.

I caught the end of a NSFM meeting in which affordable housing was the main topic. It seems the Province is committed to tackle this issue and I'm hopeful we will see wins in the near future.

CAO Philips and myself met with the owner of former Windsor Wear Textile Mill. The owner is very motivated to do something with the building and is looking for suggestions from the community in regard to possibilities. If anyone has any leads on potential clients or someone looking for substantial space to rent, please let us know. It is a beautiful building in a great spot that has had its better days.

I had the pleasure of stopping by Serenity Acres in Ardoise and viewing the work they are doing with people with PTSD using horses as a therapy. I was blown away with what I learned and viewing it in person. Everything a horse does, how it moves, the way it turns its head, the bending of its leg, and the signals you can give it to obey commands was incredible. But the most fascinating observation was the calming effect the horses have on people with PTSD. I know we will be hearing a lot from Serenity Acres in the near future and all the great things they will be doing. GREAT WORK Kristie and Richard Falconer!

The Valley Regional Enterprise Network (VREN) continues to meet regularly. Not much new to report back on with this.

The branding committee has been meeting and has scored the RFP's received. A total of five submissions were received and evaluated. A lot of work went into studying each proposal and researching the work each proponent has done in other areas. I was very impressed with the Committee and feel Council should know the level of interest members have shown in the process. The level of debate, the detail, it was a very interesting and rewarding process. I look forward to the debate from council on the topic later in the council meeting agenda.

I will continue to promote our new region. I believe we will be living in a much different community by the end of our current terms and for the better. When I recall the state of the Municipality in 2016 up to this second, I'm very proud of how far we have come. Today is bright. Let's make our future brighter!

Respectfully submitted.

Mayor Zebian



Committee of the Whole Excerpts
February 9, 2021

Accessibility Advisory Committee Member Appointment

The Accessibility Advisory Committee consists of seven (7) members of which half must be persons with disabilities or organizations representing persons with disabilities. Currently only 6 people have been appointed to the Committee.

The recommended motion was:

... that Council approves the following resident member(s) be appointed to the Accessibility Advisory Committee for the term April 01, 2020 to October 31, 2022: New Boundaries representative, Denise Long as primary member and Sarah Naugle as the alternate.



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 (WHRM) Committee of the Whole

Submitted by: _____
Shelleena Thornton, Administrative Supervisor

Date: February 09, 2021

Subject: Accessibility Advisory Committee - Resident Member Appointment

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

RECOMMENDATIONS

...that Council approves the following resident member(s) be appointed to the Accessibility Advisory Committee for the term April 01, 2020 to October 31, 2022: New Boundaries representative, Denise Long as primary member and Sarah Naugle as the alternate.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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The Meeting and Committees Procedural Policy RCOGE-003.00 (as amended) was approved by Council at the October 27, 2020 Council meeting. Included in that Policy are appendices with respect to other Committees of Council, including the Accessibility Advisory Committee.

DISCUSSION

Accessibility Advisory Committee (AAC) as per Policy

Will consist of seven (7) members as follows:

- Two-year term – One (1) member of Council
- Two-year term – four (4) Resident members
- Three-year term – two (2) Resident members

At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.

Current appointments include:

- Councillor Debbie Francis (2-year term)
- Jennifer Davison (resident)(3-year term)
- Mike Coulter (resident) (3-year term)
- Michael Bourgeois (2-year term)
- Roseanna Boyd (2-year term)
- Jordan Stephens (2-year term)

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

The newly appointed members will be contacted and notified of their appointment and the first meeting will be scheduled. A draft Administrative Terms of Reference will be created and reviewed at the first committee meeting.

FINANCIAL IMPLICATIONS

Resident members appointed to Committees of Council receive remuneration in accordance with West Hants Regional Municipality's Council Remuneration Policy, which is identified in the annual Operating Budget.

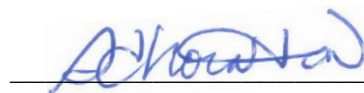
ALTERNATIVES

Council could choose to not support the recommendation and staff would continue to advertise.

ATTACHMENTS

Appendix D from the Meeting and Committee Procedural Policy: Accessibility Advisory Committee

Report Prepared by:



Shelleena Thornton, Administrative Supervisor

Report Approved by:



Mark Phillips, Chief Administrative Officer

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 Region of Windsor and West 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 Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.

4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of seven (7) members as follows:
- To a two-year term – One (1) members of Council
 - To a two-year term – four (4) Resident members
 - To a three-year term – 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 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.



Committee of the Whole Excerpts
February 9, 2021

Bog Road

Bog Road is in very bad shape and needs repairs. The road is not currently on the 5-year capital plan for Nova Scotia Transportation and Infrastructure Renewal.

The recommended motion was:

... that Council write a letter every month to Nova Scotia Transportation and Infrastructure Renewal (NSTIR) and it be copied to the Premier, Premier elect, and Minister Porter on the urgent need to have Bog Road repaired immediately.



Committee of the Whole Excerpts
February 9, 2021

December COTW and Council Meetings

The Municipal Government Act allows Councils to make policies respecting the date hour and place of meetings. The Municipality's Meeting and Committee Procedural Policy currently does not have meetings in December; however, this has created very busy agendas for January meetings. Due to Christmas holidays, meetings held in December may need to be bumped a week earlier.

The recommended motion was:

... that Council amend Policy RCOGE-003.00 Meeting and Committee Procedural Policy, Sections 3.2(b) and 3.3(b) by removing the month of December.



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 Members of West Hants Regional Municipality**

Submitted by: **Abraham Zebian, Mayor**

Date: February 9, 2021

Subject: December Committee of the Whole and Council Meetings and length of all Committee of the Whole and Council meetings.

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA)

Section 19- Council Meetings

Section 23- Council may make policies respecting meetings.

West Hants Regional Municipality Policy RCOGE-003.00 Meeting and Committee Procedural Policy

Sections 3.2 and 3.3- Time, Place, Date and Notice of Meetings

RECOMMENDATION or DECISION REQUEST

...that Council recommends amending Policy RCOGE-003.00 Meeting and Committee Procedural Policy, Sections 3.2(b) and 3.3(b) by removing the month of December.

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 former Municipality of the District of West Hants and Town of Windsor both had individual policies respecting the date, time, and frequency of meetings.

The former West Hants Council held Council meetings on the second Tuesday of a month and Committee of the Whole on the fourth Tuesday. The former Municipality of West Hants, by policy, took the July Committee of the Whole, August Council, and December Committee of the Whole meetings off.

The former Town of Windsor held Committee of the Whole the second Tuesday of a month and Council the fourth Tuesday of a month and they took August off.

DISCUSSION

As per the Municipal Government Act (MGA), Councils can hold other such meetings as may be necessary. Further, Council may make policies respecting the date, hour, and place of the meetings of Council and that notice be given for them. As well, Council may make policies with respect to committees.

The new structure of the Regional Municipality's Committee of the Whole, meeting the second Tuesday of a month and Council meeting the fourth Tuesday, provides opportunity for Council to ratify matters following a Committee of the Whole meeting, including at December meetings leading up to the Christmas holidays.

In certain years, depending on how days/dates fall in December, this may result in meetings having to be bumped a week earlier or back-to-back (for example, instead of the second and third Tuesdays, it may end up being the first and second, first and third, or second and third).

As the Municipality just experienced, not having December meetings created very busy agendas for both the January Committee of the Whole and Council meetings, with meetings lasting past midnight. To continue to support effective business of Council and community matters, it is suggested December meetings occur.

NEXT STEPS

Should this recommendation move forward, staff would proceed to amend the Policy and bring it to a future Council meeting for approval.

FINANCIAL IMPLICATIONS

There are no financial implications with the proposed recommendation.

ALTERNATIVES

Council could choose to not support the recommendation leaving the existing policy as-is.

Council may choose to further amend the policy meeting dates/ times with other alternatives.

ATTACHMENTS

None; however, Section 3 of the Policy is referenced below.

Section 3 of Policy RCOGE-003.00 Meeting and Committee Procedural Policy.

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 and December,
 - 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,
 - b) on the fourth Tuesday of each month except for August and December,
 - 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:
 - 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.

CHIEF ADMINISTRATIVE OFFICER REVIEW


I support the points raised in the report as well as the recommendation.

Report Prepared by: Abraham Zebian, Mayor

Report Reviewed by:


Mark Phillips, CAO

Report Reviewed by:


Shelleena Thornton, Administrative Supervisor



Committee of the Whole Excerpts
February 9, 2021

Municipal Climate Change Adaption Plan (MCCAP) Term Position

The Municipality is part of the Partners for Climate Protection (PCP) program aimed at reducing greenhouse gas (GHG) emissions. The MCCAP Committee plans to set and create a local action plan to reduce GHG in our Municipality. The Committee requested that Council approve \$10,000 in the 2021-2022 budget to hire a student to assist with the project before approving the full operating budget.

Due to the timing of approval of the Municipal budget in April-May, it is often hard to obtain qualified students who typically seek co-op opportunities in February for an April start. Most education programs require 15-16 weeks of employment for a co-op placement. A funding commitment by Council now would allow for advertisement of the student Term Position earlier. In addition, the Clean Foundation has given tentative approval for a grant, if funding is pre-approved by Council.

The recommended motion was:

... that Council approves the 2021-2022 MCCAP budget request of \$10,000 to ensure the Municipality can hire an individual for the Sustainability Planner position when the most relevant candidates are available and funding opportunities are maximized.



MCCAP Term Position

February 9, 2021

Background

- ▶ The West Hants Regional Municipality is in the Partners for Climate Protection (PCP) program.
- ▶ The PCP program is a series of milestones that enable the Municipality to reduce GHG emissions by:
 - ▶ understanding existing emissions;
 - ▶ setting reduction targets; and
 - ▶ developing and implementing a local action plan.

Background cont.

- ▶ The former Municipality of the District of West Hants joined the program in 2018 and started work on Milestone 1 to produce a GHG inventory for corporate and community emissions.
- ▶ West Hants received \$60,000 from the Low Carbon Communities Program and \$8,400 from the Labour and Advanced Education Co-op Program to hire WSP Canada Inc. and two (2) students to complete Milestone 1.

Background cont.

- ▶ Although the Municipality was awarded the funding for the students in March 2019, the Municipality was not able to hire for the Sustainability Planner positions until May 6th as Council did not approve the budget for 2019-2020 until April 23.

Background cont.

- ▶ For the 2020-2021 budget Council approved \$6,000 to cover the salary of a student for 10-weeks to complete Milestone 1
- ▶ The Town of Windsor data was not available until consolidation on April 1, 2020.
- ▶ Council approved the budget for student on June 3, 2020.

Background cont.

- ▶ Most students in university programs were hired by this date
- ▶ Staff were able to hire Casey Parker, one of the previous students from 2019, to complete this work on a part-time basis as she already had full-time summer employment.

Background cont.

- ▶ The MCCAP Committee intends to proceed with Milestones 2 and 3 in 2021 which involves Council setting GHG reduction targets and creating a local action plan.
- ▶ The MCCAP Committee requests \$10,000 for the 2021-2022 budget to hire a student to assist with this project.
- ▶ Staff request that Council consider approving this budget request before Council approves its operating budget

Discussion

- ▶ Staff have found it difficult to attract a wide range of candidates to complete the GHG emissions projects.
- ▶ The winter university term typically concludes in late March or early April.
- ▶ In programs that require a co-op placement, students start applying for positions in February and aim to have a position secured by April.
- ▶ This is to ensure they are able to meet their program requirements and be employed for the required amount of time (typically 15 to 16-weeks).

Discussion cont.

- ▶ The Career Services department at Dalhousie University has been interested in our previous positions for Masters of Planning program students.
- ▶ The Municipality interviewed some excellent candidates from this program and provided conditional offers to two (2) students in 2019 pending Council's budget decision.
- ▶ Both students initially accepted the offers but unfortunately were hired by other employers before they could start working in West Hants as those employers could guarantee their employment before the West Hants Council approved its budget.

Discussion cont.

- ▶ Staff sent a proposed Sustainability Planner job description to the Career Services department at Dalhousie University in early 2020 to receive their initial approval for one (1) position.
- ▶ The department mistakenly sent the job description to their students in February 2020 before the Municipality was ready to hire.
- ▶ The job posting received 16 applications.

Discussion cont.

- ▶ In comparison, when the Municipality offered two (2) Sustainability Planner positions in 2019 staff only received two (2) applications for the initial posting in March and five (5) applications for the second posting at the end of April only after staff expanded the search to other programs at Dalhousie University.

Discussion cont.

- ▶ Previous student positions have been partially covered by the Nova Scotia Department of Labour and Advanced Education Co-op Incentive which can cover half of the salary for a student completing a co-op program.
- ▶ However, hiring a co-op student with specific time requirements can be challenging if the student cannot be hired before Council approves its budget.

Discussion cont.

- ▶ Clean Foundation operates a summer internship program which covers up to 60% of the wages for a 15-week internship.
- ▶ Intern positions are posted in March and the student must be hired by the end of April as Clean Foundation offers an intern conference for their students in May.
- ▶ We have received tentative approval for this funding from Clean Foundation and would only be able to accept the funding if Council pre-approves the budget for the term position.

Recommendation

Should COTW wish to approve the Sustainability Planner (student term position) prior to overall budget considerations, the following motion would be in order:

COTW recommends that Council approves the 2021-2022 MCCAP budget request of \$10,000 to ensure the Municipality can hire an individual for the Sustainability Planner position when the most relevant candidates are available and funding opportunities are maximized.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X <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: _____
Saira Shah, Planner

Date: 2020-02-09

Subject: MCCAP Term Position

LEGISLATIVE AUTHORITY

MGA Section 65A (1) *the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;*

RECOMMENDATION

Should Council wish to approve the Sustainability Planner (student term position) prior to overall budget considerations, the following motion would be in order:

that Council approves the 2021-2022 MCCAP budget request of \$10,000 to ensure the Municipality can hire an individual for the Sustainability Planner position when the most relevant candidates are available and funding opportunities are maximized.

BACKGROUND

The West Hants Regional Municipality is in the Partners for Climate Protection (PCP) program. The PCP program is a series of milestones that enable the Municipality to reduce GHG emissions by understanding existing emissions, setting reduction targets, and developing and implementing a local action plan to reduce emissions. The former Municipality of the District of West Hants (West Hants) joined the program in 2018 and started work on Milestone 1 to produce a GHG inventory for corporate and community emissions. West Hants received \$60,000 from the Low Carbon Communities Program and \$8,400 from the Labour and Advanced Education Co-op Program to hire WSP Canada Inc. and two (2) students to complete Milestone 1. Although the Municipality was awarded the funding from the Labour and Advanced Education Co-op Program in March 2019, the Municipality was not able to hire for the Sustainability Planner

positions until May 6th as Council did not approve the budget for 2019-2020 until April 23.

For the 2020-2021 budget Council approved \$6,000 to cover the salary of a student for 10-weeks to complete Milestone 1 as the Town of Windsor data was not available until consolidation on April 1, 2020. Council approved the budget for 2020-2021 on June 3, 2020. As most students in university programs were hired by this date, staff were able to hire Casey Parker, one of the previous students from 2019, to complete this work on a part-time basis as she already had full-time summer employment.

The MCCAP Committee intends to proceed with Milestones 2 and 3 in 2021 which involve Council setting GHG reduction targets and creating a local action plan. The MCCAP Committee requests \$10,000 for the 2021-2022 budget to hire a student to assist with this project. Staff recommend that Council consider approving this budget request before Council approves its operating budget so that a student can be hired.

DISCUSSION

In previous years, staff have found it difficult to attract a wide range of candidates to complete the GHG emissions projects. The winter university term typically concludes in late March or early April. In programs that require a co-op placement, students start applying for positions in February and aim to have a position secured by April. This is to ensure they are able to meet their program requirements and be employed for the required amount of time (typically 15 to 16-weeks).

The Career Services department at Dalhousie University has been interested in our previous positions for Masters of Planning program students. The Municipality has interviewed some excellent candidates from this program and provided conditional offers to two (2) students in 2019 pending Council's budget decision. Both students initially accepted the offers but unfortunately were hired by other employers before they could start working in West Hants as those employers could guarantee their employment before the West Hants Council approved its budget.

Staff sent a proposed Sustainability Planner job description to the Career Services department at Dalhousie University in early 2020 to receive their initial approval for one (1) position. The department mistakenly sent the job description to their students in February 2020 before the Municipality was ready to hire. The job posting received 16 applications. In comparison, when the Municipality offered two (2) Sustainability Planner positions in 2019 staff only received two (2) applications for the initial posting in March and five (5) applications for the second posting at the end of April only after staff expanded the search to other programs at Dalhousie University.

Previous student positions have been partially covered by the Nova Scotia Department of Labour and Advanced Education Co-op Education Incentive which can cover half of the salary for a student completing a co-op program. However, hiring a co-op student with specific time requirements can be challenging if the student cannot be hired before Council approves its budget. Clean Foundation operates a summer internship program which covers up to 60% of the wages for a 15-week internship. Staff have contacted Clean Foundation to clarify program requirements. Intern positions are posted in March

and the student must be hired by the end of April as Clean Foundation offers an intern conference for their students in May. If Council pre-approves the budget for the term position it would enable staff to better utilize funding programs available to reduced overall project costs.

ATTACHMENTS

Appendix A Sustainability Planner Job Description

Report Reviewed by: _____
Madelyn LeMay, Director of Planning and Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

Appendix A
Sustainability Planner Job Description



**WEST HANTS REGIONAL
MUNICIPALITY**

JOB DESCRIPTION
**Sustainability Planner (student term
position)**

Position Title: Sustainability Planner (student term position)
Department/Division: Planning and Development
Reports To: Director of Planning and Development through Planner
Classification: 16-week contract

Position Summary: The primary responsibility of the Sustainability Planner will be assisting with the development of a greenhouse gas (GHG) emissions reduction plan for the West Hants Regional Municipality (West Hants).

West Hants recently completed the work for Milestone 1 of the Partners for Climate Change Protection program (<https://fcm.ca/en/programs/partners-climate-protection>) by developing a GHG inventory of corporate and community emissions. The Municipality expects to complete the work for Milestone 2 by setting emission targets in the spring of 2021. The Sustainability Planner will use the work completed in previous projects and provide research assistance to complete Milestone 3 to develop a local action plan to reduce emissions.

JOB DUTIES AND RESPONSIBILITIES

- Use all background material available (GHG inventories and action background study) to explore potential actions that would enable Council to reach its targets
- Provide extensive details on potential actions including costs, timelines, and implementation impacts
- Draft written material for the GHG emissions action plan
- Present findings to relevant committees

JOB CHARACTERISTICS AND WORK ENVIRONMENT

The Sustainability Planner will be expected generally to work 35 hours per week. There is opportunity for flexibility in terms of hours but it is expected that the Sustainability Planner will work predominately during weekdays (Monday to Friday) from 8:30 a.m. to 4:30 p.m. Any change in hours must be approved by the Planner prior to the change in hours. The Sustainability Planner will be expected to establish a suitable work- from-home environment and will complete their work virtually.

JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)

Education & Experience

Enrollment in a co-op program for a University degree or college diploma in urban planning, environmental science, environmental studies, geography, engineering, or equivalent in Nova Scotia.

Knowledge, Skills, & Abilities

- Strong knowledge and interest in the areas of GHG emissions reductions, sustainable development and asset management
- Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations either in-person at meetings or virtually)
- Excellent writing and communications skills (e.g. ability to write succinct reports)

Please submit your resume and your cover letter to Madelyn LeMay, Director of Planning and Development at mlemay@westhants.ca. The deadline for applications is **date**.



Committee of the Whole Excerpts
February 9, 2021

Noise By-law

The former Towns of Hantsport and Windsor each have Noise By-laws, the Hantsport By-law is only enforceable through the “long-form” process rather than a Summary Offence Ticket. The Noise By-laws can be subjective as there is no definition of continuous noise and set decibel (sound) levels may be too low. The sound meter purchased by the Town of Windsor requires calibration by a service technician which can not be found in Nova Scotia, so the purchase of a new meter may be needed.

Only a few noise complaints are received each year in the Municipality. Noise measurements can be affected by wind and humidity level. Having a less technical by-law, such as a Peace and Good Order By-law, would allow for issues to be addressed. After hours enforcement of the Municipality’s By-law by the RCMP would require authorization. Agriculture operations are commonly exempted from Noise By-laws.

The recommended motion was:

... that Council to create a Noise By-law for the Regional Municipality.



Noise By-law
COTW February 9, 2021
Madelyn LeMay

DECISION REQUEST

- requesting direction on whether:
 - material should be prepared to begin repeal of the Noise By-laws for Windsor and Hantsport; or
 - a Noise By-law should be drafted for the Region

BACKGROUND - HANTSPORT

Issues determined in staff review of By-laws:

Hantsport

- not enforceable by Summary Offense Ticket – would require the lengthy “long-form” process to enforce
- subjective:
 - no definition of continuous noise;
 - no statement of the length of time a noise can occur before being in violation

BACKGROUND- WINDSOR

Windsor

- not enforceable by Summary Offense Ticket – would require “long-form” process
- subjective:
 - no definition of continuous noise;
 - no statement of the length of time a noise can occur before being in violation
- some noise not defined by decibel level;
- where decibel maximums are set they appear to be too low;
- appears to be conflict within the document;
- clause regarding barking is covered by the Dog By-law;
- clause regarding *fighting, screaming, shouting, or singing* should not be in Noise By-law

2019 WEST HANTS PROPOSED NOISE BY-LAW

- only 10 complaints had been received:
 - truck traffic
 - forestry operations
 - noise bangers at vineyard
 - mowing grass
- process was followed; Noise By-law drafted
- not approved by Council

EQUIPMENT

- Windsor sound meter purchased ~ 2005
- meter should be calibrated only by service technicians; none found in Nova Scotia
- age can have negative affect on accuracy of readings
- if there is a Noise By-law for the Region, a new sound meter which can be calibrated effectively by By-law Enforcement staff will be needed

CHIEF ADMINISTRATIVE OFFICER REVIEW

- Noise By-law presents many challenges:
 - timing of the complaint
 - measurement of the noise creating the complaint
 - noise complaint often originates as an issue between neighbors
- using RCMP and Bylaw Enforcement to promote "Peace and Good Order" when complaint is received will have more success addressing the concern, educating the public and utilizing the WHRM human resources

CHIEF ADMINISTRATIVE OFFICER RECOMMENDATION

- that the By-laws be repealed and
- that the matter be reviewed with the Police Advisory Board (PAB) for the Region to forecast impacts that the matter be reviewed with the Police Advisory Board (PAB) for the Region to forecast impacts should the By-laws be repealed.

DIRECTION of COTW

- that the process be initiated to repeal the Noise By-laws for Windsor and Hantsport, including review by the Police Advisory Board to forecast impacts should the By-laws be repealed:

OR

- that a Noise By-law be drafted for the Region



WEST HANTS REGIONAL MUNICIPALITY

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor and Members of Council

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: 2021-02-09

Subject: Noise By-law

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act s. 172

2.0 BACKGROUND

In reviewing By-laws which must be enforced, By-law Enforcement determined that neither Hantsport nor Windsor's Noise By-law can be effectively enforced unless changes are made to the By-Laws by Council.

3.0 DECISION REQUEST

Staff requests direction from Committee of the Whole (COTW) on whether material should be prepared to begin repeal of the Noise By-laws for Windsor and Hantsport or whether a Noise By-law should be drafted which would encompass the Region.

4.0 DISCUSSION

A brief review of the Hantsport and Windsor Noise By-laws resulted in the identification of the following issues:

4.1 Hantsport's Noise By-Law Issues

- this By-law (Attachment A) is not enforceable by Summary Offence Ticket (SOT) as it is not listed on the Province's SOT Booklet Attachment (Attachment B). At present, By-Law officers are able to issue a warning or proceed by way of a "long form" – a process which is not recommended. It is lengthy and includes completion of an Information Form, a Summons and an Affidavit of Service. Each of these must be signed by a Justice of the Peace before being issued and the Affidavit of Service must be signed by a Commissioner of Oaths

or a Justice of the Peace. In order for SOTs to be issued amendments would be needed to the Provincial SOT Regulations. Should the By-law be kept, the long-form procedure would be required for enforcement until such time as SOTs could be issued;

- there is no definition of continuous noise and no statement of the length of time a noise can occur before being in violation of the By-law, which makes enforcement subjective.

4.2 Windsor's Noise Bylaw Issues

- this By-law (Attachment C) has no definition of continuous noise and no statement of the length of time a noise can occur before being in violation of the By-law, which makes enforcement subjective;
- the decibel maximums are established at 55dBA for the 7am-10pm period and 45dBA for the 10pm -7 am period. The maximums are likely too low since a regular conversation would be approximately 60dBA;
- there is no offense listed in the SOT Booklet regarding Section 33.03(1), *Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows: Time Commercial and Institutional Property Residential Property 7:00 am – 10:00 pm 55 dBA 65 dBA 10:00 pm – 7:00 am 45 dBA 55 dBA the decibel and time restrictions.* The Sound Meter would be used for this section, but a SOT could not be issued;
- Section 33.03 (3) *The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.;* seems to contradict Section 33.03(1) above.
- Section 33.04 (1) *No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it;* this does not define the noise by decibel level, which makes it a subjective area.
- Section 33.04 (2) *No person who owns, or has under their supervision, a dog, shall permit the dog to make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it;* this section should be removed as it forms part of the Dog By-law;
- Section 33.04 (4) *No person shall by; (a) fighting (b) screaming (c) shouting, or (d) singing; cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.* Clauses (a) (b) and (c) should be responded to by the RCMP and not included within a Noise By-law.

4.3 West Hants 2019 Proposal

When a Noise By-law was proposed in 2019, fewer than ten complaints about noise in West Hants, including Hantsport, had been received by By-law

Enforcement. These were all related to truck traffic, forestry operations, noise bangers at a grape vineyard, and one to mowing grass. Unfortunately, the complaints were not recorded at that time.

Following consideration, the Noise By-law proposed in a 2019 report from the then-West Hants CAO, Martin Laycock, to West Hants Council (Attachment D) was not approved by Council.

4.4 Equipment

The Sound Meter owned by Windsor and apparently used by the Commissionaires appears to have been purchased in 2005, when the By-law came into effect, and was manufactured well before 2005.

If the machine is not calibrated, the accuracy of the measurements could be called into question during court proceedings. The manual for the Windsor sound meter states that the meter should be calibrated only by service technicians; however there does not appear to be anyone providing calibration services in Nova Scotia.

It also appears that the age of the Sound Meter can have a negative affect on an accurate reading.

Should Council wish to proceed with a Noise By-law for the Region, a new sound meter should be purchased. Any new meter should be able to be calibrated effectively by By-law Enforcement staff.

5.0 NEXT STEPS

Staff will prepare reports and documents based on the direction from COTW.

6.0 FINANCIAL IMPLICATIONS

This report does not have any financial implications for WHRM. A Noise By-law for the Region would require expenditure of between \$500. And \$1,000 for purchase of a new Sound Meter.

7.0 ATTACHMENTS

Attachment A	Hantsport Noise By-law
Attachment B	Summary Offense Ticket Booklet extract
Attachment C	Windsor Noise By-Law
Attachment D	Recommendation Report: Noise By-law, N-001

8.0 CHIEF ADMINISTRATIVE OFFICER REVIEW

In addition to the items noted in the report I would add that the enforcement of a noise bylaw presents many challenges. For example; the timing of the complaint, the measurement of the noise creating the complaint and reflecting that a noise complaint

often originates as an issue between neighbors, to name a few. The utilization of the RCMP and Bylaw Enforcement Officers to promote a standard of "Peace and Good Order" when a complaint is received would likely promote a higher level of success in addressing the concern, to educate the general public and to best utilize the human resources provided by the WHRM.

I would recommend repealing the bylaws and further suggest that the matter be reviewed with the Police Advisory Board (PAB) for the Region to forecast impacts should the bylaws be repealed.

Report Prepared by: _____
Madelyn LeMay, Director, Planning and Development
Ryan Parker, By-law Officer

Report Reviewed by: _____
Rhonda Brown, Clerk

Report Approved by:  _____
Mark Phillips, CAO



ATTACHMENT A

Town of Hantsport By-law #101-2

Noise By-law

PREAMBLE:

The residents of this normally quiet and peaceful town continue to experience the challenge of finding the appropriate level of control over the action of people in Town to encourage respect for others' privacy and their enjoyment of life.

Through a "living in community" initiative by Town Council, examining what contributes to and what detracts from comfort levels for residents of Hantsport, excessive noise has been identified as a significant factor.

With the authority vested in the Town by the Municipal Government Act to control noise, this bylaw is intended to establish acceptable standards for noise to encourage respect for the comfort, privacy and enjoyment of life for Town residents without the sanctions, which accompany the control of excessive noise generating behavior through the Canadian Criminal Code.

Be it therefore enacted by the Council of the Town of Hantsport, as follows:

1. This by-law shall be known as By-law No. 101-2 and may be cited as the Noise By-law.
2. In this by-law:
 - (1) "A-weighted Continuous Noise Level" and "dBA" both have the meaning used in Ontario Municipal Model Noise Code (1978);
 - (2) "Dwelling Unit" means living quarters, accessible from a private entrance either outside a building or in a common area within a building, that are occupied or, if unoccupied, are reasonably fit for occupancy, and that: contain kitchen facilities within the unit and have toilet facilities that are not shared with the occupants of other dwelling units;
 - (3) "Occupier" means a person who is in possession of a dwelling unit, or a person who has responsibility for and control over the condition of a dwelling unit or the activities there carried on.

Notwithstanding that there is more than one occupier of the same dwelling unit;

- (4) "Sound system" includes a public address system, phonograph, gramophone, radio, cassette tape player, compact disc player, computer or computer accessory, loudspeaker, microphone, or any other device or apparatus, whether moveable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that apparatus amplifies, emits or transmits sounds;
 - (5) "Town" means the Town of Hantsport.



**Town of Hantsport
By-law #101-2**

Noise By-law

3. The following acts, among others, are hereby declared to be noises, which disturb or tend to disturb the peace and tranquility of the Town or any portion of it:

- (1) Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

Time	Residential Property	Commercial and Institutional Property
7 a.m. – 10 p.m.	55dBA	65 dBA
10 p.m. – 7 a.m.	45 dBA	55dBA

- (2) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor boat, except through a muffler or other device which will effectively prevent loud or explosive noises from it;
- (3) The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.;

4.

- (1) No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquility of the Town or any portion of it.
- (2) No person who owns, or has under his or her supervision, a dog, shall permit the dog to make any noise, which disturbs or tends to disturb the peace and tranquility of the Town or any portion of it.
- (3) No person, in the Town, shall operate, or cause or permit to be operated any sounds system at such a level that the resulting sound is heard, in a dwelling unit or other building, other than the dwelling unit or other building in which the sound system in question is located.
- (4) No person shall be:
- fighting
 - screaming
 - shouting, or
 - singing

No person shall cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.



**Town of Hantsport
By-law #101-2**

Noise By-law

5.

- (1) No occupier shall allow or permit to occur in the dwelling unit of which that person is the occupier, any activity prohibited by Section 4 above.
- (2) It is a defence to a charge under this section that there was another occupier who had a greater right of possession or greater responsibility and control over the dwelling unit in question at the time of the prohibited activity.

6. This by-law does not apply to the following:

- (1) Employees of the Town, the Government of Canada, the Province of Nova Scotia Inc., Minas Basin Pulp & Power Company Ltd., Fundy Gypsum Company, Windsor and Hantsport Railway Company Limited, Nova Scotia Power or Maritime Tel and Tel when those employees are acting in the reasonable execution of their duties;
- (2) Noises emitted by machinery or equipment when used under the provisions of (1) above;
- (3) A person or a corporation, or an employee of such person or corporation, reasonably performing work at the request of any party described in (1) above;
- (4) Noise emitted by machinery and equipment, or either of them, used in snow removal and snow clearing operations on public or private property, not later than 48 (forty-eight) hours after the end of the storm which left the snow;
- (5) Noises in connection with athletic, recreational or school activities in arenas, playing fields, courts, school grounds or in Town park areas between the hours of 7 a.m. and 11 p.m.;
- (6) Noises in relation to parades, street dances, or other community activities between the hours of 7 a.m. and 11 p.m. subject to permission having been granted under Section 8 of this By-law;
- (7) Noises in relation to religious activities between the hours of 7 a.m. and 11 p.m.;
- (8) (a) The regulation of any loud and unnecessary noise in or from the engine, exhaust system, braking system, or from the contact of the tyres with the roadway, by a motor vehicle from starting, driving, turning, stopping, or accelerating;

(b) The regulation, registration, licensing or identification of vehicles, or the use of the highway by such vehicles, both categories of which are within the jurisdiction of the Motor Vehicle Act.



**Town of Hantsport
By-law #101-2**

Noise By-law

7. Notwithstanding any other provision of this By-law, it is lawful to emit or cause or permit the emission of noise in connection with:
 - (1) Emergency measures undertaken for the immediate health, safety and welfare, or any of them, of the inhabitants of the Town;
 - (2) Emergency measures undertaken for the preservation of property;
 - (3) Construction activities between the hours of 8 a.m. and 8 p.m. for which a Building Permit has been issued by the Town;
 - (4) Agriculture activities carried on by a farm operation.
8. An exemption from the application of the By-law may be granted by the Council under the following terms:
 - (1) Notwithstanding anything contained in this By-law, any person may make application to the Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might be prosecuted. The Council may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser affect. Any exemption granted shall specify the time period, not in excess of 6 (six) months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as the Council deems appropriate;
 - (2) In deciding whether or not to grant an exemption, the Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to the Council, the proposed hours of operation of the proposed noise making activity, and the proposed duration of the subject activity;
 - (3) In deciding whether or not to grant an exemption, the Council shall give the applicant and any person or person, who may be affected by the proposed activity, an opportunity to be heard and may consider such other matters as the Council deems appropriate;
 - (4) Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by the Council shall be investigated by Town staff and reported to the Council in writing. The Council shall determine whether or not a breach has taken place. If the Council determines that a breach has taken place the Council may revoke the exemption.
9. Every person who contravenes or fails to comply with any of the provisions of the By-law



**Town of Hantsport
By-law #101-2**

Noise By-law

shall be liable to a penalty of not less than \$50 (fifty dollars) and not more than \$200 (two hundred dollars), and default of payment, to imprisonment for a period not exceeding 60 (sixty) days.

Passed by the Town Council of the Town of Hantsport on the 24th day of October, 2001.

Approved by the Minister of Municipal Affairs on (no ministerial signature).

ATTACHMENT B

Schedule M-26 Town of Windsor By-laws

Offence	Section	Out of Court Settlement
Alarms By-law:		
Failing to maintain current list of contact persons	32.04	\$237.50
Installing, maintaining or using audible alarm other than for heat, smoke or fire that is capable of being sounded outside for greater than 15 minutes	32.06	\$237.50
Owner causing or permitting false alarm contrary to by-law	32.07	\$237.50
Using, permitting, maintaining or installing automatic calling device contrary to by-law	32.1	\$237.50
Civic Addressing By-law:		
Refusing to comply with assignment or re-assignment of civic number	31.4.4	\$237.50
Owner of private road failing to erect road sign according to specifications in by-law	31.6.2	\$237.50
Dog By-law		
Owning dog that runs at large	38.12(1)(a)	\$352.50
Owning dog that is not registered or has unpaid registration (specify)	38.12(1)(b)	\$352.50
Owning fierce or dangerous dog	38.12(1)(c)	\$697.50
Owning dog that disturbs quiet of neighbourhood	38.12(1)(d)	\$697.50
Owner of dog, other than dog that is trained to assist and is assisting person with disability, failing to remove dog feces from property other than owner's property	38.13(1)	\$352.50
Owner of dog failing to provide statutory declaration as required by Bylaw when disposing of dog carcass without exhibiting it to bylaw enforcement officer	38.15(2)	\$352.50
Owner failing to deliver statement in writing of number of dogs owned, harboured, or habitually kept (specify) on premises of owner as required by bylaw	38.24	\$352.50
Exotic Pet By-law		
Bringing into town, possessing, having care or control of or harbouring (specify) prohibited animal	42.02(a)	\$295.00
Disposing of prohibited animal	42.02(b)	\$295.00
Selling or offering for sale (specify) prohibited animal	42.02(c)	\$295.00
Owner of exotic animal failing to ensure it is kept in secured enclosure	42.03	\$295.00
Fire Arms By-law		
Firing or discharging fire arm	8.01	\$237.50
Hawkers, Traders and Peddlers By-law		
Hawking, peddling or going from door to door to sell or offer for sale (specify) without license	15.01	\$237.50
Operating mobile canteen or mobile refreshment stand (specify) without license	15.06(a)	\$237.50
Exercising business of auctioneer without first obtaining auctioneer's license	15.07(a)	\$237.50
Minimum Standards By-law:		
Owner failing to maintain building to standards (specify)	36.06	\$369.75
Noise Bylaw		
Making noise that tends to disturb peace and tranquillity of Town	33.04(1)	\$180.00
Person supervising dog permitting dog to make noise that tends to disturb	33.04(2)	\$180.00

**Schedule M-26
Town of Windsor By-laws**

Offence	Section	Out of Court Settlement
Operating sound system so that sound is heard in other dwelling unit	33.04(3)	\$180.00
Causing loud and unnecessary noise by fighting, screaming, shouting or singing (specify) that is heard at boundary line with other property	33.04(4)	\$180.00
Occupier permitting activity prohibited by Section 4 of bylaw (specify) in dwelling unit	33.05(1)	\$180.00
Occupier permitting noise to be made that disturbs peace and tranquillity of Town	33.05(2)	\$180.00
Outdoor Fire By-law:		
Operating open fire pit within Town	39.03(1)	
first offence		\$410.00
second offence		\$1272.50
third offence		\$5872.50
Having outdoor fire within Town not contained as required	39.03(2)	
first offence		\$410.00
second offence		\$1272.50
third offence		\$5872.50
Burning non-designated material or waste within Town	39.03(3)	
first offence		\$410.00
second offence		\$1272.50
third offence		\$5872.50
Failing to obtain special burn permit for open air burning	39.05	
first offence		\$410.00
second offence		\$1272.50
third offence		\$5872.50
Protection from Second-Hand Smoke By-law:		
Smoking where prohibited	4	\$352.50
Respecting Smoke Free Public Spaces Bylaw		
Smoking in park on Town property or property Town is licensed to maintain (specify)	4(a)	\$410.00
Smoking in playground on Town property	4(b)	\$410.00
Smoking in outdoor recreational facility on Town property	4(c)	\$410.00
Smoking on grounds of Town building	4(d)	\$410.00
Smoking on grounds of event on Town property open to public	4(e)	\$410.00
Smoking on path on Town property or property Town is licensed to maintain (specify)	4(f)	\$410.00
Smoking on street within Town boundaries	4(g)	\$410.00
Sewers and Sewage Discharges By-law		
Discharging or causing or permitting discharge (specify) of any storm water into public sanitary sewer system	11.02(a)	\$237.50
Discharging or causing or permitting discharge (specify) of sanitary sewage into public storm sewer system	11.02(b)	\$237.50
Injuring, breaking or removing portion of public sewer system (specify) or device installed in public sewer system for purpose of measuring, sampling or testing sanitary sewage	11.02(c)	\$237.50

ATTACHMENT C



TOWN OF WINDSOR BYLAW # 33 PREVENTION OF EXCESSIVE NOISE BYLAW

With the authority vested in the Town by the Municipal Government Act to control noise, this bylaw is intended to establish acceptable standards for noise to encourage respect for the comfort, privacy and enjoyment of life for Town residents.

Be it therefore enacted by the Council of the Town of Windsor, as follows:

33.01 This Bylaw shall be known as Bylaw No. 33 and may be cited as the Noise Bylaw.

33.02 In this Bylaw:

- (1) "A-weighted Continuous Noise Level" and "dBA" both have the meaning used in Ontario Municipal Model Noise Code (1978);
- (2) "Dwelling Unit" means living quarters, accessible from a private entrance either outside a building or in a common area within a building, that are occupied or, if unoccupied, are reasonably fit for occupancy, and that:
 - (a) Contain kitchen facilities within the unit; and
 - (b) Have toilet facilities that are not shared with the occupants of other dwelling units; and includes any additional space which the occupier is entitled to occupy, including but not limited to decks, patios, yards and driveways.
- (3) "Occupier" means,
 - (a) A person who is in possession of a dwelling unit, or
 - (b) A person who has responsibility for a control over the condition of a dwelling unit or the activities there carried on, notwithstanding that there is more than one occupier of the same dwelling unit.
- (4) "Sound System" includes a public address system, phonograph, gramophone, radio, cassette tape player, compact disc player, computer or computer accessory, loud speaker, microphone, or any other device or apparatus, whether operated electrically, mechanically or in any other way whatsoever, whether moveable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits, or transmits sounds;
- (5) "Town" means the Town of Windsor.

33.03

The following acts, among others, are hereby declared to be noises which disturb or tend to disturb the peace and tranquillity of the Town or any portion of it;

- (1) Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

Time	Commercial and Residential Property	Institutional Property
7:00 am – 10:00 pm	55 dBA	65 dBA
10:00 pm – 7:00 am	45 dBA	55 dBA

- (2) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor boat, except through a muffler or other device which will effectively prevent loud or explosive noises from it;
- (3) The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.;

33.04

- (1) No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it.
- (2) No person who owns, or has under their supervision, a dog, shall permit the dog to make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it.
- (3) No person, in the Town, shall operate, or cause or permit to be operated any sound system at such a level that the resulting sound is heard, in a dwelling unit or other building, other than the dwelling unit or other building in which the sound system in question is located.
- (4) No person shall by
 - (a) fighting
 - (b) screaming
 - (c) shouting, or
 - (d) singing;cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.

33.05

- (1) No occupier shall allow or permit to occur in the dwelling unit of which that person is the occupier, any activity prohibited by Section 4 above.

- (2) No occupier shall permit noise to be made in or on the occupier's dwelling unit which disturbs the peace and tranquillity of the Town or any portion of it.
- (3) It is a defence to a charge under this section that there was another occupier who had a greater right of possession or greater responsibility and control over the dwelling unit in question at the time of the prohibited activity.
- (4) In a prosecution for a violation of the bylaw, evidence that one person is disturbed is *prima facie* evidence that the Town or any portion of it is disturbed.

33.06

This Bylaw does not apply to the following:

- (1) Employees of the Town, the Government of Canada, the Province of Nova Scotia, Windsor & Hantsport Railway Company Limited, Registered Utility Companies when those employees are acting in the reasonable execution of their duties;
- (2) Noises emitted by machinery or equipment when used under the provisions of (1) above;
- (3) A person or corporation, or an employee of such person or corporation, reasonably performing work at the request of any party described in (1) above;
- (4) Noise emitted by machinery or equipment used in snow removal and snow clearing operations to provide safe and unimpeded access to and egress from health care and health service facilities, homes or health care providers, where the responsible health care provider has concluded that such operations must be carried out at that time;
- (5) Noises in connection with athletic, recreational or school activities in arenas, playing fields, courts, school grounds or in Town park areas between the hours of 7 a.m. and 11 p.m.;
- (6) Noises in relation to religious activities between the hours of 7 a.m. and 11 p.m.;
- (7) Noises in relation to parades, street dances, or other community activities between the hours of 7 a.m. and 11 p.m. subject to permission having been granted under Section 8 of this Bylaw;
- (8)
 - (a) The regulation of any loud and unnecessary noise in or from the engine, exhaust system, braking system, or from the contact of the tires with the roadway, by a motor vehicle from starting, driving, turning, stopping, or accelerating;
 - (b) The regulation, registration, licensing or identification of vehicles, or the use of the highway by such vehicles, both categories of which are within the jurisdiction of the Motor Vehicle Act.

33.07

Notwithstanding any other provision of this Bylaw, it is lawful to emit or cause or permit the emission of noise in connection with:

- (1) Emergency measures undertaken for the immediate health, safety and welfare, or any of them, of the inhabitants of the Town;
- (2) Emergency measures undertaken for the preservation of property;
- (3) Construction activities between the hours of 8 a.m. and 8 p.m. for which a Building Permit has been issued by the Town;
- (4) Agricultural activities carried on by a farm operation.

33.08

An exemption from the application of this Bylaw may be granted by the Council under the following terms:

- (1) Notwithstanding anything contained in this Bylaw any person may make application to the Council to be granted an exemption from any of the provisions of this Bylaw with respect to any emission of noise for which that person might be prosecuted. The Council may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser affect. Any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as the Council deems appropriate;
- (2) In deciding whether or not to grant an exemption, the Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to the Council, the proposed hours of operation of the proposed noise making activity, and the proposed duration of the subject activity;
- (3) In deciding whether or not to grant an exemption the Council shall give the applicant and any person or persons who may be affected by the proposed activity an opportunity to be heard any may consider such other matters as the Council deems appropriate;
- (4) Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by the Council shall be investigated by Town staff and reported to the Council in writing. The Council shall determine whether or not a breach has taken place. If the Council determines that a breach has taken place the Council may revoke the exemption.

33.09

Every person who contravenes or fails to comply with any of the provisions of the Bylaw shall be liable to a penalty of not less than fifty dollars (\$ 50.00) and not more than two hundred dollars (\$ 200.00), and default of payment, to imprisonment for a period not exceeding sixty (60) days.

Clerk's Annotation for Official Bylaw Book

Date of first reading of bylaw: June 28, 2005

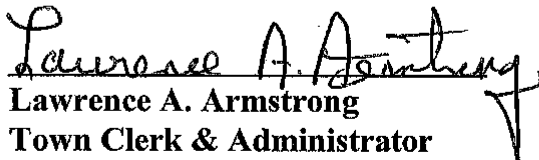
Date of advertisement of Notice of Intent to Consider: July 6, 2005

Date of second reading of bylaw: July 26, 2005

***Date of advertisement of Passage of Bylaw:** August 3, 2005

Date of mailing to Minister a certified copy of Bylaw: Aug. 4, 2005

I certify that this Prevention of Excessive Noise bylaw was adopted by Council and published as indicated above.


Lawrence A. Armstrong
Town Clerk & Administrator
Town of Windsor

Aug. 4, 2005
Date

ATTACHMENT D



MUNICIPALITY OF THE DISTRICT OF WEST HANTS RECOMMENDATION REPORT

To: Members West Hants Council

Submitted by: _____
Martin Laycock, Chief Administrative Officer

Date: January 22, 2019

Subject: Noise By-law, N-001

Origin:

Council approved a motion on July 10, 2018 to proceed with the finalizing a Noise By-law for the growth areas of Three Mile Plains, Hantsport and Falmouth.

Legislative Authority:

Municipal Government Act – Section 172

Recommendation:

Committee of the Whole recommends that:

... that Council give First Reading and proceed to a Public Hearing for the Noise By-law N-001 as presented in the Noise By-law, N-001 Recommendation Report dated January 22, 2019.

Background:

Council originally requested information on a Noise By-law in January 2017 after receive information regarding on-going noise related issues. An information report was provided to the Committee of the Whole (COTW) in February 2018, and a motion recommending a Noise By-law be created for the growth centers of Three Mile Plains, Hantsport and Falmouth was deferred at that meeting. The June 26, 2018 COTW approved and recommended the deferred motion to Council. Council approved the motion to create a Noise By-law for the growth centres at the July 2018 Council meeting.

Noise By-laws from various municipal units were review and sent to Councillors by the Municipal Clerk for information and feedback. The majority of Councillors stated a preference for the model Noise By-law put forth by the Association of Municipal Administrator of Nova Scotia (AMANS).

Noise By-laws are found in 17 of the 24 district or county municipalities in Nova Scotia. The Municipality of West Hants currently has a Noise By-law for just the community of Hantsport and a Peace and Good Order By-law covering the entire Municipality, except Hantsport. The Peace and Good Order By-law only speaks to the sounds of motorized vehicles and may be proposed for repeal as the Motor Vehicle Act already addresses the sounds of vehicles.

Discussion:

The draft Noise By-law outlines what noise is not acceptable, including a measurable sound limit. The By-law provides for activities and sounds which are automatically exempt, a process by which Council may grant an exemption and penalties should the By-law or exemption fail to be adhered to. The proposed Noise By-law also repeals and replaces the Noise By-law #101-2 of the Former Town of Hantsport.

The draft Noise By-law being proposed was based on the AMANS model Noise By-law, but has been modified for understanding and usage by the Municipality to ensure compliance and enforcement abilities. Some of the changes include:

- additional definitions,
- stating that noise will be measured by Type 2 sound level meter over a period of 5 minutes to determine compliance with the By-law,
- automatic noise exemption for Minas Basin Pulp and Power Company Ltd., refrigeration units and power generators,
- defined a maximum Council exemption period of 24 months, at which time an applicant would need to re-apply for an exemption, and
- provides a higher penalty for a second offence within a 6-month period.

It should be noted the By-law has allowed for automatic exemptions in Section 4.3 (e) for events which have received a Special Event Permit under the Special Events By-law. As well, Schedule A of the proposed Noise By-law has been adjusted to consider businesses operating on Sundays and to specifically include lawn care equipment.

The proposed Noise By-law has been written so enforcement could be by the Municipality or by the Royal Canadian Mounted Police (RCMP). However, permission for the RCMP to enforce the By-law is yet to be obtained, as a final draft was desired for their review. Enforcement for noise complaints would typically include the measurement of the sound level using A-weighted sound pressure level readable on the sound level meter. If the sound level meter is unavailable Section 3.2 and 6.2 would allow an officer to issue a Notice of Violation or Summary Offence without determining sound levels.

Under the proposed Noise By-law, a noise complaint would only be investigated if it was continuous noise, meaning the noise was consistent for period exceeding 30 minutes or

recurring with interruptions of up to an hour in duration. In order for any Officer to enforce the By-law and obtain a sound level, the noise would need to be occurring when the Officer arrives at the site.

Amendments to the Provincial Summary Offence Ticket Regulations to allow for Summary Offence Tickets (SOTs) to be issued will be sought if Council approves the By-law, until such time the Summary Offences would be pursued under court action. It should be noted that many of the other municipalities with Noise By-laws do not pursue penalties under their by-law, and so it is undetermined if the provisions in the proposed Noise By-law enable a successful legal action.

Financial Implications:

The exact financial implications of the proposed Noise By-law are unknown. To enforce the By-law at possibly 2 sound level meters would need to be purchased, one for the Municipality and one for the RCMP; should the RCMP ability to enforce the By-law be approved. The meter to be purchased is yet to be determined so the exact cost is unknown, and may require Council's approval as it would be outside the current budget.

As the number of potential noise complaints is unknown, the financial implications of an Officer's time and Municipal legal costs to enforce the By-law cannot be determined and it is possible legal costs, resulting from long form or disputed SOTs, may not be recovered, even if a case is successful.

Alternatives:

1. Committee of the Whole may choose not to recommend the draft Noise-By-law to Council.
2. Committee of the Whole may recommend changes before recommending the Noise By-law to Council.

Attachments:

1. Draft Noise By-law N-001
2. Example of a Noise By-law Exemption Application

Report Prepared by: _____
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director of Finance



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Noise By-Law

1. TITLE, PURPOSE and SCOPE

- 1.1. This by-law shall be known and cited as the "Noise By-law".
- 1.2. The purpose of the Noise By-law is to set acceptable standards for noise in designated areas of the Municipality of the District of West Hants to allow for the peaceful enjoyment of property by residents.
- 1.3. This Noise By-law shall only apply within the boundaries of the designated growth centres of Three Mile Plains and Falmouth, as identified in the Municipality of the District of West Hants' Municipal Planning Strategy (as amended), and to the former Town of Hantsport.

2. DEFINITIONS

2.1. In this By-law

- a) "A-weighted Sound Pressure Level or dBA" is the sound pressure level modified by application of A-weighting, which is intended to approximate the relative sensitivity of the normal human ear to different frequencies of sound and is measured in decibels by a sound level meter;
- b) "construction" includes erection, alteration repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or fell trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;
- c) "construction equipment" means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other materials handling equipment;
- d) "continuous noise" means
 - i. uninterrupted noise for a period of time exceeding 30 minutes; or
 - ii. recurring noise having periods of interruption of up to 1 hour in duration;

- e) "Council" means the Council of the Municipality of the District of West Hants;
- f) "dwelling unit" means one or more habitable rooms designed or intended to be used by one or more individuals as a separate and independent housekeeping place in which separate kitchen and sanitary facilities are provided for the exclusive use of such individual or individuals, with a private entrance from outside the building or from a common hallway or stairway inside the building; and includes any additional space which the occupier is entitled to occupy , including but not limited to decks, patios, yards and driveways;
- g) "emergency response personnel" includes police, fire departments or brigades, registered emergency service providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;
- h) "emergency response vehicle" means any vehicle that is designated and authorized to respond to an emergency in a life-threatening situation;
- i) "motor vehicle" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power; but does not include a motorized wheelchair, a vehicle running only upon rails, a farm tractor or a self-propelled implement of farming, or an off-highway vehicle as defined from time to time in the *Off Highway Vehicles Act*;
- j) "Municipality" means the Municipality of the District of West Hants;
- k) "neighbourhood" means the area surrounding a particular place, person or object.
- l) "occupant" means a person(s) who is in a possession of dwelling unit or a person(s) who has responsibility for and control over the condition of a dwelling unit or the activities there carried on. For greater clarity, there may be more than one occupant of a dwelling unit;
- m) "Officer" means the Municipality's By-law Enforcement Officer, Special Constable, or a member of the Royal Canadian Mounted Police;
- n) "point of reception" means any point on premises where sound, originating from other premises, including other dwelling units, is received;

- o) "recreational vehicle or boat" means an off-highway vehicle as defined in the Off-Highway Vehicles Act and includes any motorized water-craft, but does not include a commercial fishing boat or a boat used as a ferry or in a commercial enterprise;
- p) "sound system" means a public address system, television, radio, cassette tape player, compact disk player, computer or computer accessory, loud speaker, microphone, or any other device or apparatus, whether operated electronically, mechanically, or in any other way whatsoever whether movable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits or transmits sound.

3. PROHIBITIONS and INTERPRETATIONS

- 3.1. No person shall engage in any activity which unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.
- 3.2. For the purpose of this section, evidence that the peace and tranquility of one person, including an Officer, is unreasonably disturbed by a noise is prima facie evidence that the peace and tranquility of the neighbourhood is unreasonably disturbed.
- 3.3. Without limiting the generality of Section 3.1, the activities listed in Schedule "A" during the prohibited times and places set out therein are deemed to be activities that unreasonably disturb the peace and tranquility of a neighbourhood.
- 3.4. Without limiting the generality of Section 3.1, no person shall generate, or cause or permit to be generated, a continuous noise that is measurable in A-weighted sound pressure level at a point of reception:
 - a) in excess of 70 dBA, before 7:00 a.m. or after 10:00 p.m.
 - b) in excess of 90 dBA, at other times.The A-weighted sound pressure level will be measured by a Type 2 sound level meter or better, over a period of 5 minutes.

4. FIXED EXEMPTIONS

- 4.1. This By-law does not apply to:
 - a) Emergency response personnel engaged in the execution of their emergency response duties; or
 - b) Persons acting at the request of emergency response personnel during an actual or apparent emergency condition.

- 4.2. Without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution.
- 4.3. Notwithstanding any other provision of this By-law, this By-law shall not apply to or prohibit:
- a) the emission of sound in connection with any organized traditional, festive or religious activity celebrating:
 - i. Canada Day;
 - ii. New Year's Eve; or
 - iii. religious holidays;
 - b) the emission of sound in connection with calls of worship, ringing of bells at places of religious worship, or services of religious worship;
 - c) noise caused by the Municipality, the Government of Canada, the Province of Nova Scotia, the Nova Scotia Power Corporation, Minas Basin Pulp and Power Company Ltd., and telecommunication companies, and their contractors and employees when acting in the reasonable execution of their duties
 - d) noises in connection with organized athletic or recreational activities in municipal or public park areas, arenas or community centres between 5:00 a.m. and midnight;
 - e) noises from organized and scheduled festivals, parades, street dances, rallies or other community activities funded, sponsored or licenced by the Government of Canada, Province of Nova Scotia or the Municipality;
 - f) noises emitted by audible pedestrian signals;
 - g) noises resulting from operation of any refrigeration unit which is capable of being attached to a refrigeration truck;
 - h) noises from the operation of off-highway vehicles at sites designated for that purpose;
 - i) noises emitted by machinery or equipment used in snow removal or snow clearing operations on public or private property;
 - j) noises in connection with agriculture activities carried on agriculture operations; and
 - k) noises associated with power generators used during an electrical power outage.

5. GRANT of EXEMPTIONS by COUNCIL

- 5.1. Notwithstanding anything contained in this By-law, any person may make an application, in the format approved by the Municipality, to Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might otherwise be prosecuted.
- 5.2. Council, by resolution, may refuse to grant the exemption or may grant the exemption with or without conditions.

- 5.3. Any exemption granted pursuant to Section 5.2 shall:
- specify a time period of not greater than twenty-four (24) months during which the exemption shall be effective;
 - shall be confirmed in writing by the Municipality before becoming effective; and
 - shall include such terms and conditions as Council deems appropriate.
- 5.4. Any person requesting an exemption pursuant to Section 5.1 must submit an application to the Municipality at least thirty (30) calendar days prior to the date and time of the noise for which the exemption is sought.
- 5.5. In deciding whether or not to grant an exemption under Section 5.1 or in determining terms or conditions of the exemption, Council shall give consideration to:
- the social or economic benefit of the proposed activity to the Municipality;
 - the volume, nature, duration and consistency of noise emission from the proposed activity;
 - the proximity and nature of abutting or adjacent land uses;
 - the hours of operation of the proposed activity;
 - the views of any residents of the Municipality which may be expressed to Council;
 - any other factors relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.
- 5.6. In deciding whether or not to grant an exemption, Council shall give the applicant, and any person opposed to the application, an opportunity to be heard by Council.
- 5.7. Applications for an exemption for an activity of less than 14 days duration do not require a public hearing pursuant to this section or notice pursuant to Section 5.4.
- 5.8. Fourteen (14) days notice of the time, date and purpose of a Public Hearing pursuant to Section 5.6, shall be mailed to the assessed owner or owners, as shown in the records of the Assessment Office, of each property which contains a building located within 150 meters (492 feet) of the property which will be the subject of the hearing.
- 5.9. Where the exemption is sought for an outdoor event not conducted at a fixed location, notice may be given by advertisement in a local news paper of mass circulation and the Municipality's website. The cost associated with notification shall be paid by the applicant.

5.10. Any contravention of the terms or conditions of an exemption granted pursuant to Section 5.1 shall constitute a contravention of this By-law. In addition to any other available remedies for such contravention, an Officer may on reasonable and probable grounds, without a hearing, suspend an exemption for a period of up to 30 days pending Council review of the exemption.

5.11. Any exemption granted pursuant to Section 5.2 shall be reviewable by Council at any time upon 14 days notice to the person exempted.

5.12. Council is free to revoke, suspend, amend or restrict any exemption under review, having regard to the criteria set forth in Section 5.5, and without giving notice to adjacent owners in accordance with Sections 5.8 and 5.9.

6. ENFORCEMENT and PENALTY

6.1. Any Officer may enter upon private property for the purpose of investigation and enforcement of this By-law.

6.2. Any Officer who believes on reasonable and probable grounds that there has been a violation of this By-law may issue a Notice of Violation or Summary Offence Ticket.

6.3. Each day during which any contravention of this By-law continues shall be deemed a separate offence.

6.4. Any person who contravenes any provision of this By-law shall be guilty of an offence and shall, on summary conviction, be liable:

- a) for the first offence to a fine of not less than two hundred dollars (\$200.00) and not more than five thousand dollars (\$5000.00) or imprisonment for a period not exceeding sixty (60) days;
- b) for the second offence or any subsequent offence within a six-month period to a fine of not less than five hundred dollars (\$500.00) and of not more than ten thousand dollars (\$10,000.00) or imprisonment for a period not exceeding ninety (90) days.

6.5. In lieu of prosecution under this By-law, the Officer may, in his sole and absolute discretion, issue to any person he believes upon reasonable grounds has committed an offence under this By-law, a Notice of Violation. The Notice of Violation shall require the person to whom it is directed to pay to the Municipality within fourteen (14) days of the issuance of the Notice the sum of \$100.00 for an offence under this By-law. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this By-law requires the Municipality to issue a Notice of Violation before initiating a prosecution.

6.6. Where a Notice of Violation is issued, and that sum is not paid within fourteen (14) days as required, the Officer shall proceed with the penalty outlined in Section 6.4.

6.7. If a court of competent jurisdiction should declare any section or part of section of the 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.

7. REPEAL

7.1. The Noise By-law #101-2 of the former Town of Hantsport is hereby repealed and replaced by this By-law.

DRAFT

Schedule "A"

Part 1: Activities that unreasonably disturb the peace and tranquility of a neighbourhood, at all times, where the sound resulting therefrom is audible at a point of reception and exceeds an A-weighted sound pressure level in excess of 70 dBA:

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and in constant operation;
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sound due to an improperly secured load or equipment or inadequate maintenance;
3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;
4. The detonation of fireworks or explosive devices not used in construction or quarrying, except in accordance with Section 4.3 (a);
5. The discharge of firearms except when used as a signaling device in a sporting competition;
6. The operation of a combustion engine which is used in or intended for use in a toy or a model or replica of any device, which model or replica has no function other than amusement or which is not a conveyance;
7. The operation of a recreational vehicle or boat within 20 meters (65 feet) of a dwelling unit without the consent of an adult occupant of the dwelling unit;
8. Persistent barking, howling or other persistent noise-making by an animal, other than a dog, owned or possessed by the occupant of the premises;
9. The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes unless:
 - a. the original equipment manufacturer specifically recommends a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded;
 - b. operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to, operation of ready-mixed concrete trucks, lift platforms and refuse compactors;
 - c. weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers

- or animals, or the preservation of perishable cargo, and where the vehicle is stationary for the purposes of delivery or loading;
- d. prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine;
 - e. the idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit.
10. The operation of any item of construction equipment in a residential area without effective muffling devices in good working order and in constant operation.

Part 2: Activities that unreasonably disturb the peace and tranquility of a neighbourhood on a Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday before 7:00 a.m. or after 9:30 p.m.; on a Sunday, Statutory Holiday or Remembrance Day before 8:00 a.m. and after 8:00 p.m, where the sound resulting therefrom is audible at a point of reception and exceeds an A-weighted sound pressure level in excess of 70 dBA :

- 1. The operation in the outdoors of any power tools; other than for snow removal;
- 2. The operation in the outdoors of any lawn care equipment;
- 3. Yelling, shouting, hooting, whistling, singing or playing musical instruments;
- 4. The loading or unloading of any containers, products, materials or refuse with the exception of private household effects;
- 5. The use or operation of any commercial vacuuming equipment such as rug cleaning equipment;
- 6. The operation of any sound system in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted;
- 7. The operation of motorized conveyance other than on a street or other place intended for its operation;
- 8. The use or operation of construction equipment, except where such equipment is used or operated on any highways;
- 9. The operation of a power assisted hang glider, parafoil or hot-air balloon;

10. Construction and the operation of any equipment in connection with construction;
11. The operation of any powered rail car including but not limited to refrigeration cars, locomotives or self-propelled passenger cars, while stationery on property not owned or controlled by a railway governed by the Canada Railway Act.
12. The operation of a garburation, solid waste bulk lift, refuse compacting equipment or hydraulic dumpster associated with a commercial enterprise;
13. The operation of a commercial car wash;
14. All selling or advertising by shouting or outcry or amplified sound;
15. The venting, release or pressure relief of air, steam or other gaseous material, product or compound from any autoclave, boiler pressure vessel, pipe, valve, machine, device or system.

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, 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 Municipality of the District of West Hants at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

(Signature of Municipal Clerk)
(Typed name of Municipal Clerk)

By-Law Adoption	
First Reading:	Date
Notice Published:	Date
Second Reading & Approval	Date
Final Publication	Date
Notice to Municipal Affairs	Date
Description:	



Committee of the Whole Excerpts
February 9, 2021

Temporary Borrowing Resolution(s)

A Temporary Borrowing Resolution is a required step to secure borrowing for items of significant cost. The 2020-2021 Capital budget approved funding for the purchase of Rescue Airbags for Brooklyn Fire Department and Maxi Force Airbags for Hantsport Fire Department in the amount of \$12,957 for each department. The airbags are life saving equipment used to lift vehicles.

The total borrowing cost is reduced by the budgeted debt servicing cost of \$1,352 to equal \$24,093.

The recommended motion was:

... that Council approves a temporary borrowing resolution in the amount of \$24,093, for airbag replacement and components for Hantsport Fire and Brooklyn Fire Departments.



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: WHRM Committee of the Whole

Submitted by: Carlee Rochon
Carlee Rochon, Director of Financial Services

Date: February 9, 2021

Subject: Temporary Borrowing Resolution

LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65 & 66

RECOMMENDATION

That Committee of the Whole recommends that . . .

. . . Council approves a temporary borrowing resolution in the amount of \$24,093, for airbag replacement and components for Hantsport Fire and Brooklyn Fire Departments.

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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A Temporary Borrowing Resolution (TBR) is a required step in the process to secure the necessary borrowing to support the purchase of items of significant cost required by the Municipality. A TBR requires Council's approval to move forward.

West Hants Regional Council approved the following capital projects in the 2020-2021 capital budget on June 3rd, 2020:

- Rescue Airbags for Brooklyn Fire in the amount of \$12,957.
- Maxi Force Airbag Set for Hantsport Fire in the amount of \$12,957.

DISCUSSION

Rescue Airbags and Maxi Force Airbag Set

The total cost for the required airbags and airbag components for both Hantsport and Brooklyn Fire was \$25,444.84, which is within the approved amount of \$25,914.

In the 2020-21 Operating budget Council approved the amount of \$1,352 as debt servicing. The total cost is then reduced by the budgeted debt servicing for the total amount borrowed of \$24,093.

NEXT STEPS

1. Minister approval of temporary borrowing resolutions.
2. Recommendation report to West Hants Regional Council to apply for Spring 2021 Debenture once announced.

FINANCIAL IMPLICATIONS

The full financing charges for all the above already make up part of the current fiscal year's budget, so they will have no impact on the budget.

ALTERNATIVES

1. Council could reject the proposed TBR's, but in doing so would have to direct staff as to how the items are to be funded.

ATTACHMENTS

- TBR RESO - 20 21 Rescue Airbags and Maxi Force Airbag Set – BFD/HFD

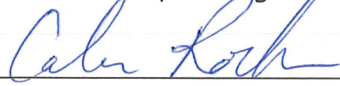
CHIEF ADMINISTRATIVE OFFICER REVIEW

No further comments.

Report Prepared by:

Diana Gibson, Manager of Accounting and Financial Reporting

Report Reviewed by:



Carlee Rochon, Director, Financial Services

Report Approved by:



Mark Phillips, Chief Administrative Officer

MUNICIPAL COUNCIL OF THE
West Hants Regional Municipality
TEMPORARY BORROWING RESOLUTION

Amount: \$ 24,093

Purpose: BFD/HFD - Maxi Force Airbag Set and

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the West Hants Regional Municipality has determined to borrow the aggregate principal amount of twenty-four thousand, ninety-three Dollars (\$ 24,093) for the purposes of BFD/HFD - Maxi Force Airbag Set and Rescue Airbags;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding twenty-four thousand, ninety-three Dollars (\$ 24,093) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding twenty-four thousand, ninety-three Dollars (\$ 24,093) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 23 day of February, 2021.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this ____ day of _____, 2021.

Clerk



Committee of the Whole Excerpts
February 9, 2021

West Hants Dial-A-Ride

West Hants Dial-A-Ride (DAR) is a non-profit organization providing door to door transportation service to residents of West Hants Regional Municipality and Mount Uniacke. Funding for DAR is received from multiple sources and in 2020 received a grant from the Municipality of \$8,500. DAR has requested to be a line item in the annual budget with a contribution of \$75,000 to further subsidize cost to users.

Current grants are funded to 1% of the operating budget or approximately \$200,000; the funding request would reduce funds available for other organizations. DAR helps with the strategic goal of rural transportation which could be funded outside the grant process and could be incremental depending on ridership. If fully funded, additional information may be needed during the Municipal annual audits to meet the Public Sector Accounting Board standards.

The service provided by DAR goes beyond transportation and often includes waiting and assisting clients with other needs during the trip. There are no criteria set to be a client and some who can afford to pay may be subsidized. Promotion of DAR to increase usage has been unsuccessful; promotion of who the drivers are in the community may help.

The recommended motion was:

... that staff be directed to proceed with Option A with respect to West Hants Dial-a-Ride's request and also review as a line item amount in future budgets outside the grant process, still requiring all financial information without the application.



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: _____
Carlee Rochon, Director, Financial Services

Date: February 9, 2021

Subject: West Hants Dial-A-Ride

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA)

- Section 65 – Authorized Municipal Expenditures
- Section 65(C) – Grant Disclosure Policies
- Chapter 18 of the Acts of 1998

West Hants Policy

- Grants and Contribution Policy, RCOFN-012.00

REQUEST FOR DIRECTION

It is asked that the Committee provide staff with direction as to the option it would like to see for West Hants Dial-a-Ride's request as outlined in the "Options" section of this report. Once consensus has been achieved through this committee, a possible motion could be...

Committee of the Whole recommends to Council that staff be directed to proceed with Option XX with respect to West Hants Dial-a-Ride's request.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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West Hants Dial-a-Ride is a non-profit organization that provides accessible door-to-door service for all residents of West Hants Regional Municipality as well as

Mount Uniacke for medical appointments, personal errands, business, social, recreational, and educational opportunities.

In April 2010 former West Hants Council approved \$23,500 in funding support from the Gas Tax Fund for the purchase of an accessible van for West Hants Dial-A-Ride. The total cost of the accessible van purchased was \$46,411.90. In 2019, West Hants Dial-A-Ride received funding from the former entities for a combined total of \$18,550. In 2020, the Regional Council awarded a grant of \$8,500.

On January 12th, 2021, West Hants Dial-A-Ride presented to Committee of the Whole, requesting to become a line item in the operating budget with an annual contribution of \$75,000. Council requested further information be provided, such as their financials and statistics. These were forwarded on January 13, 2021. Staff have reviewed the financials and prepared information for Council to consider as they make their decision.

Rural transportation was a strategic goal of the former Municipality of West Hants Council. A report was presented to the former Municipality of West Hants on June 25, 2019 with an overview on Rural Transportation. Former West Hants Council, also directed staff to send a letter to the Province in February 2020, requesting changes to the Motor Vehicle Act to allow for ride sharing for class 5 licenses.

DISCUSSION

In staff's review of West Hants Dial-a-Ride's 2020 Financials, they reported an operating surplus of \$48,986.10. This is going into a retained earnings account, earmarked for a new accessible van in 2021. As the recent grant request to the Municipality was requested to further subsidize user fees (and not for the new accessible van), Council may wish to consider a funding agreement with criteria for the requested funds to ensure they are not used for capital through an annual surplus.

Staff reviewed the reporting requirements for an operating grant of this size. Under Public Sector Accounting Board's accounting standards, Section PS 1300 Government Reporting Entity, the element of "Control" was examined. Staff are responsible for applying this standard and supporting it during the Annual Audit. Based on the financials attached, the Regional Municipality would represent 28% of the annual revenue Dial-A-Ride received in 2020, 35% of budgeted revenues in 2021, and 34% of budgeted revenue in 2022. But financial dependence would not be an indicator of control.

Depending on the criteria Council wishes to establish to govern the support of this annual funding, it may be reassessed as the Regional Municipality having control of the entity. If that is the case Section PS 3070 would be applied and West Hants Dial-A-Ride would be accounted for in our financial statements using the modified equity method, with a note disclosure. This would require review from the Audit Committee and additional auditing service, during the preparation of the annual Financial Statements. Further, if fraud, injury, legal action, bankruptcy, etc. were to occur the Municipality may also be liable. If control were determined, staff would request copies of West Hants Dial-A-Ride insurance policies.

FINANCIAL IMPLICATIONS

In the Grants and Contribution Policy, approved November 24, 2020, the total amount paid for grants in a fiscal years' operating budget will not normally exceed one percent of the taxes for general municipal purposes.

For example, in 2020-21 this amount would have been \$186,511. If this funding levels were approved at \$75,000 thousand for West Hants Dial-A-Ride, it would leave \$111,511 remaining, for other groups that applied for municipal grants.

OPTIONS

- A. Council may choose to continue to determine the level of support during the annual grant and contribution process. Requiring an annual application, and applicable to the Grants and Contribution Policy. (status quo)
- B. Council may choose to add a line item for a lower amount as the annual grants' contribution, but still requiring all supporting financial documentation is still required, less the application prior to March 1st.
- C. Council may choose to add the full amount requested for the annual grant contribution, but still requiring all supporting financial documentation is still required, less the application prior to March 1st.
- D. Council may choose to add the full amount requested for the annual grant contribution, with no restrictions. This alternative is not recommended by Staff, as assurance and accountability for the use of public funds at this funding level would be recommend.


ATTACHMENTS


- WH Dial-a-Ride Financial & Supporting Info Package
- June 25, 2019 Rural Public Transportation Report to Municipality of West Hants's Committee of the Whole.

CHIEF ADMINISTRATIVE OFFICER REVIEW

It should be highlighted that "Rural Transportation" has emerged as a top five priority of this Council through the recent strategic planning process. I have not further comments regarding the prepared report.

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

Report Reviewed by:  _____
Shelleena Thornton, Administrative Supervisor

Report Approved by:  _____
Mark Phillips, CAO

From: Sewell, A Gregory
Sent: January 13, 2021 11:25 AM
To: Andrea Boone
Subject: CTAP Funding

Andrea,

Further to our discussion today this is to confirm that the Provinces contribution to West Hants Dial-A-Ride will not be reduced if there is a contribution from your municipal partners. Community transportation funding from the Community Transportation Assistance Program (CTAP) is allocated based on the population and linear kms of a service providers service area. The amount of municipal contribution is not factored into this calculation.

If you required any further details please let me know.

Greg

*Greg Sewell
Director, Accessibility & Community Transportation
Department of Communities, Culture & Heritage
902-719-7673*

Ac...	Account Description	Debits	Credits
1030	Mental Health and Addictions	599.87	-
1035	Municipal Affairs Grant Prepaid	737.26	-
1040	Vibrant Communities Grant	-	19.44
1050	High Interest Savings	11,354.24	-
1060	Chequing Bank Account	28,504.20	-
1200	Accounts Receivable	85,219.59	-
1215	CTAP - Receivable	-	12,572.00
2100	Accounts Payable	-	188.37
3560	Retained Earnings - Previous Year	-	64,649.25
4020	Province of Nova Scotia	-	15,563.00
4042	United Way HFX	41.48	-
4045	CHB Wellness Fund	-	1.00
4050	CTAP	-	76,596.65
4072	User Revenue	-	169,847.31
4075	Contract Revenue	-	5,535.00
5010	Vehicle - Cell Phone	980.08	-
5020	Vehicle - Fuel	3,668.63	-
5025	Vehicle - Licenses & Fees	275.20	-
5030	Vehicle - Repairs & Maintenance	5,040.94	-
5035	Vehicle - Supplies	401.28	-
5040	Vehicle - Insurance	3,924.05	-
5275	HST Paid	2,036.44	-
5410	Wages & Salaries (Fixed)	66,901.92	-
5460	RRSP Contributions	1,258.14	-
5615	Advertising & Promotions	86.01	-
5635	Bank Charges	413.48	-
5645	Vehicle Insurance	250.00	-
5650	Mileage Reimbursement- Volunt...	94,383.76	-
5651	Meals/Parking - Volunteers	628.88	-
5652	Tokens/Parking	3,333.11	-
5655	Sub Contract Costs	4,385.84	-
5690	Interest & Bank Charges	122.64	-
5700	Office Supplies	882.94	-
5705	Office Furniture and Equipment	943.04	-
5710	Volunteer Appreciation	10.00	-
5720	Professional Fees	17,108.62	-
5725	Professional Development	76.12	-
5735	Membership & Licenses	100.00	-
5760	Rent	11,000.00	-
5780	Telephone/Internet	298.56	-
5785	Travel & Meals	5.70	-
		<u>344,972.02</u>	<u>344,972.02</u>

REVENUE

revenue

Province of Nova Scotia	15,563.00	(NS-TRIP → BOLT pilot)
United Way HFX	-41.48	
CHB Wellness Fund	1.00	
CTAP	76,596.65	
User Revenue	169,847.31	
Contract Revenue	5,535.00	
Net Sales	<u>267,501.48</u>	

TOTAL REVENUE

267,501.48

EXPENSE

Cost of Goods Sold

Vehicle - Cell Phone	980.08	
Vehicle - Fuel	3,668.63	
Vehicle - Licenses & Fees	275.20	
Vehicle - Repairs & Maintenance	5,040.94	
Vehicle - Supplies	401.28	
Vehicle - Insurance	3,924.05	
Vehicle Expense - Total		14,290.18
HST Paid	<u>2,036.44</u>	
Net Purchases		2,036.44
Total Cost of Goods Sold		<u>16,326.62</u>

Payroll Expenses

Wages & Salaries (Fixed)	66,901.92
RRSP Contributions	1,258.14
Total Payroll Expense	<u>68,160.06</u>

General & Administrative E...

Advertising & Promotions	86.01
Bank Charges	413.48
Vehicle Insurance	250.00
Mileage Reimbursement- Volunt...	94,383.76
Meals/Parking - Volunteers	628.88
Tokens/Parking	3,333.11
Sub Contract Costs	4,385.84
Interest & Bank Charges	122.64
Office Supplies	882.94
Office Furniture and Equipment	943.04
Volunteer Appreciation	10.00
Professional Fees	17,108.62
Professional Development	76.12
Membership & Licenses	100.00
Rent	11,000.00
Telephone/Internet	298.56
Travel & Meals	5.70
Total General & Admin. Exp...	<u>134,028.70</u>

TOTAL EXPENSE

218,515.38

NET INCOME

48,986.10 (reserve for
New van 2021)

ASSET

Current Assets

Mental Health and Addictions	599.87	
Municipal Affairs Grant Prepaid	737.26	
Mun WH Grant	0.00	
Town of Windsor 2019	0.00	
Vibrant Communities Grant	-19.44	
High Interest Savings	11,354.24	
Bank - Savings (0066818)	0.00	
Chequing Bank Account	28,504.20	
Bank adjustments	0.00	
Total Cash		41,176.13
Accounts Receivable	85,219.59	
CTAP - Receivable	-12,572.00	
Total Receivable		72,647.59

Total Current Assets

113,823.72

TOTAL ASSET

113,823.72

LIABILITY

Current Liabilities

Accounts Payable		188.37
RRSP Employer Contribution	0.00	
Total RRSP Payable		0.00
Deferred Revenue		0.00
Gift Card Deferred Revenue	0.00	
Gift Card Redeemed	0.00	
Net Gift Card		0.00

Total Current liabilities

188.37

TOTAL LIABILITY

188.37

EQUITY

Retained Earnings

Retained Earnings - Previous Year	64,649.25
Current Earnings	48,986.10

Total Retained Earnings

113,635.35

TOTAL EQUITY

113,635.35

LIABILITIES AND EQUITY

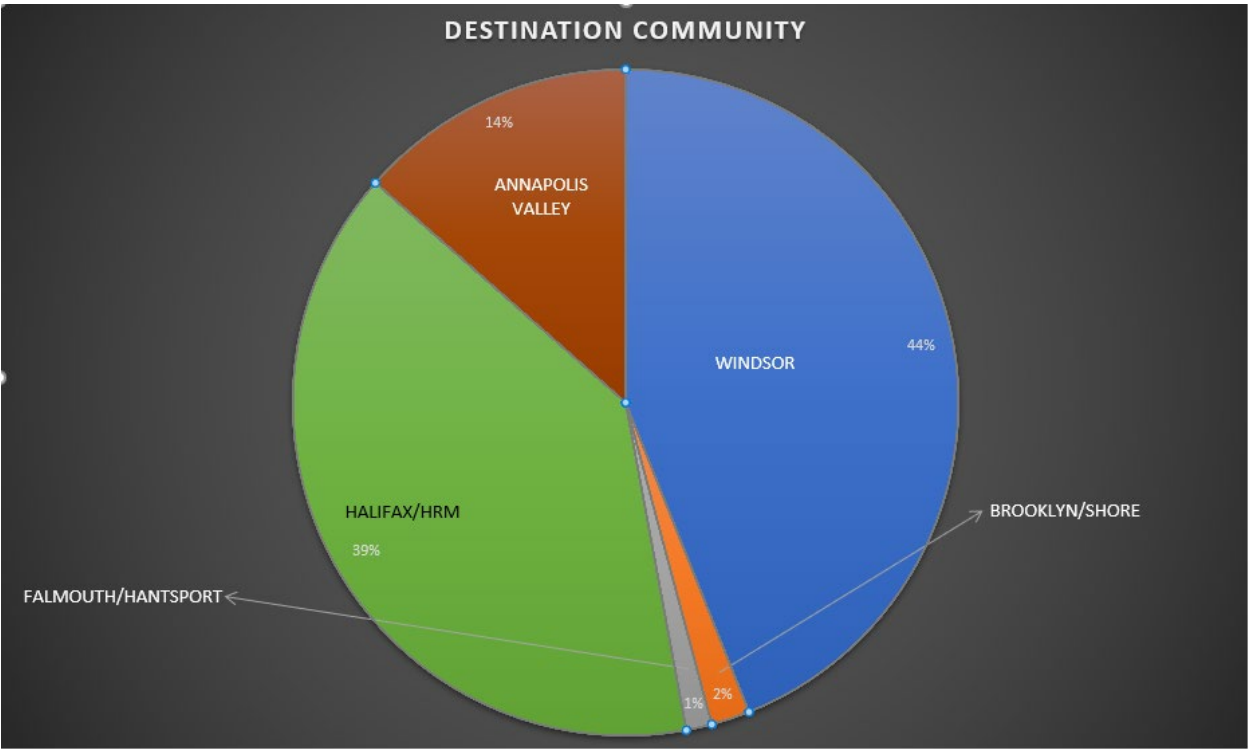
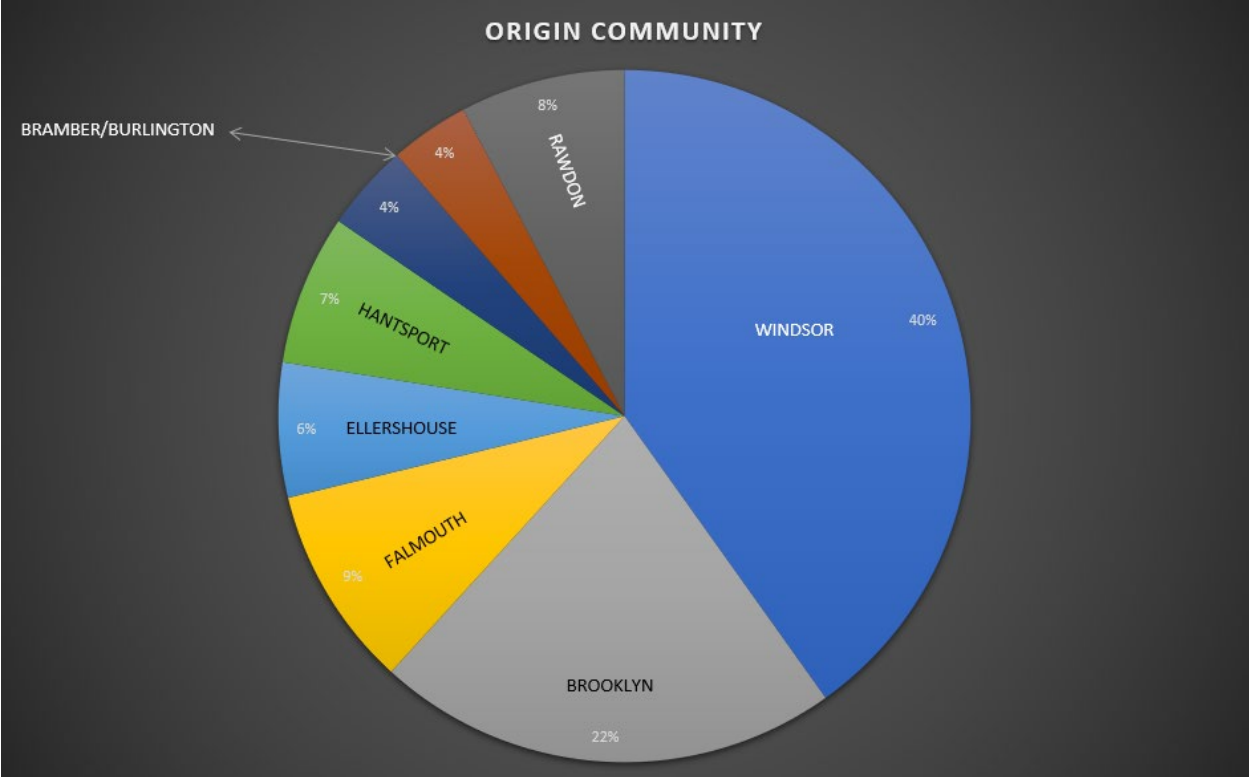
113,823.72

COMMUNITY TRANSPORTATION ASSISTANCE PROGRAM (CTAP)

3 Year Approved Budget (per annual fiscal year)

	Budget 2019-20	Actuals 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Notes:	As per approved 19-20 budget	Should be identical to signed Schedule C-D	Once approved this should be identical to Schedule C-D	Explain significant variances	Explain significant variances
Revenue Sources:					
CTAP (Province)	76,596	76,596	76,596	76,596	76,596
Fuel Tax Rebate (Province)					
Poverty Reduction Strategy (Province)					
Municipal		12,572			
Federal Gas Tax Rebate	8,550	8,550	8,550		
HST Rebate					
Fare Income	1,750	2,174	2,000	2,000	2,000
Charter	110,000	126,148	115,000	120,000	126,000
Contactual					
Fund Raising	16,500	14,351	10,000	14,000	14,000
Memberships	250	250	250	250	250
Donations (receipt issued)					
Corporate Sponsorship					
NS-TRIP					
Other (Specify)	22,588	22,588			
United Way					
Town of Windsor			5,000		
TOTAL Revenue	10,000	10,000			
	246234	273,229	217,396	212,846	218,846
Administrative Expenditures:					
Salaries & Benefits (mgt/dispatch/term)	65,788	68,282	70,124	70,124	70,124
Office Rent/Utilities/Maintenance	11,000	11,000	12,000	12,000	12,000
Office Expenses/Supplies	1,800	2,096	1,500	2,000	2,000
Phone/Internet/Web Costs	1,050	1,046	1,000	1,050	1,050
Advertising, Promotion	1,000	1,054	1,000	1,000	1,000
Contractual Costs (accounting, legal)	900	900	900	900	900

Association Dues and Fees		200	200	200	200	200	200
Meeting/Conference Expenses		200	200	200	200	200	200
Travel (Kms)		150	150	100	100	150	150
Staff/Volunteer Training		300	300	200	200	300	300
Insurance		500	500	500	500	500	500
NS-TRIP			30,072				
Other (Specify)							
Total Admin Expenditures		82,888	115,800	87,624	88,424	88,424	88,424
Vehicle Expenditures:							
Salaries & Benefits (Drivers)		25,000	29,265	18,000	21,000	22,500	22,500
Stipend to Volunteers		100,000	114,097	90,000	93,000	94,000	94,000
Parking/Tolls Expense		2,000	1,918	1,000	1,000	1,500	1,500
Insurance (vehicles)		1,033	1,020	1,000	1,033	1,033	1,033
Vehicle Repairs/Maintenance		4,500	7,705	3,000	4,000	4,000	4,000
Vehicle Registration		70	70	70	70	70	70
Fuel		7,500	7,286	3,000	4,000	4,500	4,500
Other (Specify)							
Total Vehicle Expenditures		140,103	161,361	116,070	124,103	127,603	127,603
TOTAL OPERATING EXPENSES		222,991	277,161	203,694	212,527	216,027	216,027
CASH SURPLUS (Deficit)		23,243	-3,932	13,702	319	2,819	2,819
CURRENT BANK BALANCE							
CAPITAL (VEHICLE) RESERVE							
ATAP							
TOTAL RIDERSHIP							
RIDES PER CAPITA		0.00	0.00	0.00	0.00	0.00	0.00



2019-20 Community Transit - Poverty Reduction Investment Program

Organization		West Hants Dial a Ride				Reporting Period		Jan-20	
Date	Community Name Pickup	Community Name Dropoff	Trip Type	Wheel Chair Passenger	Age Demographic	# of Riders	Regular Fare	1/2 Drive Subsidy	1/3 Drive Subsidy
Jan 6/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	87	44	29
Jan 1/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	87	44	29
Jan 20/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	89	45	30
Jan 27/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	89	45	30
Jan 28/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	93	47	31
Jan 29/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	93	47	31
Jan 2/20	Windsor	Windsor	medical appointments to hospitals	yes	general	1	80	40	27
Jan 3/20	Windsor	Windsor	medical appointments to hospitals	yes	general	1	80	40	27
Jan 4/20	Falmouth	Windsor	other medical appointments	yes	senior	1	55	28	18
Jan 2/20	Brooklyn	Halifax	other medical appointments	no	senior	1	89	45	30
Jan 10/20	Windsor	Kentville	medical appointments to hospitals	no	general	1	69	35	23
Jan 23/20	Mt Uniacke	Wolfville	other medical appointments	no	general	1	99	50	33
Jan 30/20	Burlington	Halifax	medical appointments to hospitals	no	senior	1	104	52	35
Jan 14/20	Windsor	Kentville	reduce social isolation	no	senior	1	230	115	77
Jan 21/20	Windsor	Halifax	medical appointments to hospitals	no	youth	1	92	46	31
Jan 26/20	Windsor	Wolfville	other medical appointments	no	general	1	49	25	16
Jan 27/20	Windsor	Kempt	other medical appointments	no	senior	1	44	22	15
Jan 28/20	Brooklyn	Halifax	medical appointments to hospitals	yes	senior	1	170	85	57
Jan 2/20	St. Croix	Halifax	medical appointments to hospitals	no	senior	1	84	42	28
Jan 2/20	Windsor	Windsor	medical appointments to hospitals	yes	senior	1	55	28	18
Jan 2/20	Windsor	Dartmouth	other medical appointments	yes	senior	1	99	50	33
Jan 2/20	Brooklyn	Windsor	other medical appointments	yes	general	1	80	40	27

2019-20 Community Transit - Poverty Reduction Investment Program

Organization		Reporting Period							
West Hants Dial a Ride		Jan-20							
Date	Community Name Pickup	Community Name Dropoff	Trip Type	Wheel Chair Passenger	Age Demographic	# of Riders	Regular Fare	1/2 Drive Subsidy	1/3 Drive Subsidy
Jan 6/20	Windsor	Sackville	other medical appointments	no	general	1	163	82	54
Jan 3/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	114	57	38
Jan 3/20	Windsor	Halifax	other medical appointments	no	general	1	89	45	30
Jan 3/20	Brooklyn	Windsor	medical appointments to hospitals	yes	general	1	80	40	27
Jan 3/20	Brooklyn	Windsor	employment	no	general	1	5.75	3	-
Jan 6/20	Burlington	Halifax	other medical appointments	no	senior	1	106	53	35
Jan 6/20	Windsor	Bedford	other medical appointments	yes	senior	1	170	85	57
Jan 6/20	Brooklyn	Windsor	other medical appointments	yes	general	1	80	40	27
Jan 6/20	Windsor	Windsor	other medical appointments	yes	senior	1	55	28	18
Jan 6/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	173	86	58
Jan 7/20	Windsor	Halifax	other medical appointments	no	senior	1	89	45	30
Jan 7/20	Burlington	Halifax	medical appointments to hospitals	no	senior	1	153	75	51
Jan 7/20	Windsor	Windsor	other medical appointments	yes	general	1	55	28	18
Jan 7/20	Windsor	Windsor	food bank	no	general	1	17	9	6
Jan 7/20	Brooklyn	Windsor	employment	no	general	1	5	-	-
Jan 7/20	Windsor	Windsor	food bank	no	general	1	17	9	6
Jan 8/20	Brooklyn	Windsor	employment	no	general	1	5	-	-
Jan 8/20	Burlington	Halifax	medical appointments to hospitals	no	senior	1	153	75	51
Jan 9/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	91	45	30
Jan 9/20	Brooklyn	Windsor	employment	no	general	1	5	-	-
Jan 10/20	Windsor	Halifax	other medical appointments	no	senior	1	89	45	30
Jan 10/20	Brooklyn	Windsor	employment	no	general	1	6	3	-

2019-20 Community Transit - Poverty Reduction Investment Program

Organization		Reporting Period							
West Hants Dial a Ride		Jan-20							
Date	Community Name Pickup	Community Name Dropoff	Trip Type	Wheel Chair Passenger	Age Demographic	# of Riders	Regular Fare	1/2 Drive Subsidy	1/3 Drive Subsidy
Jan 10/20	Brooklyn	Halifax	medical appointments to hospitals	no	general	1	74	38	25
Jan 10/20	Burlington	Halifax	medical appointments to hospitals	no	senior	1	153	75	51
Jan 13/20	Windsor	Dartmouth	other medical appointments	no	senior	1	84	42	28
Jan 13/20	Windsor	Fairview	other medical appointments	no	general	1	89	45	30
Jan 13/20	Mt Denson	Wolfville	other medical appointments	no	senior	1	46	23	15
Jan 13/20	Scotch Village	Halifax	medical appointments to hospitals	no	senior	1	81	40	27
Jan 13/20	Burlington	Halifax	medical appointments to hospitals	no	senior	1	153	75	51
Jan 14/20	Brooklyn	Halifax	other medical appointments	no	senior	1	86	43	29
Jan 14/20	Scotch Village	Halifax	medical appointments to hospitals	no	senior	1	100	50	33
Jan 14/20	Brooklyn	Windsor	employment	no	general	1	6	-	-
Jan 14/20	Hantsport	Kentville	medical appointments to hospitals	no	senior	1	65	33	22
Jan 14/20	Windsor	Windsor	other medical appointments	no	general	1	17	9	6
Jan 15/20	Ellershouse	New Minas	medical appointments to hospitals	no	general	1	118	59	39
Jan 15/20	Hantsport	Halifax	medical appointments to hospitals	no	senior	1	116	58	39
Jan 15/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	91	45	30
Jan 15/20	Windsor	Halifax	other medical appointments	no	senior	1	89	45	30
Jan 15/20	Windsor	Halifax	medical appointments to hospitals	no	general	1	89	45	30
Jan 15/20	Windsor	Windsor	medical appointments to hospitals	yes	senior	1	55	28	18
Jan 15/20	Mt Denson	Berwick	other medical appointments	no	senior	1	81	40	27

2019-20 Community Transit - Poverty Reduction Investment Program

Organization		Reporting Period							
West Hants Dial a Ride		Jan-20							
Date	Community Name Pickup	Community Name Dropoff	Trip Type	Wheel Chair Passenger	Age Demographic	# of Riders	Regular Fare	1/2 Drive Subsidy	1/3 Drive Subsidy
Jan 15/20	Burlington	Windsor	employment	no	general	1	5.75	-	-
Jan 15/20	Hantsport	Windsor	medical appointments to hospitals	no	senior	1	75	38	25
Jan 15/20	Cheverie	Windsor	other medical appointments	no	senior	1	81	40	27
Jan 15/20	Hantsport	Windsor	reduce social isolation	no	general	1	43	20	14
Jan 16/20	Burlington	Windsor	employment	no	general	1	5	-	-
Jan 16/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	89	45	30
Jan 16/20	Windsor	Windsor	other medical appointments	yes	senior	1	55	28	18
Jan 16/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	89	45	30
Jan 16/20	Windsor	Brooklyn	reduce social isolation	yes	general	1	120	60	40
Jan 16/20	Scotch Village	Halifax	medical appointments to hospitals	no	senior	1	104	50	35
Jan 16/20	Brooklyn	Windsor	employment	no	general	1	5	-	-
Jan 17/20	Brooklyn	Windsor	employment	no	general	1	5	-	-
Jan 17/20	Windsor	Windsor	food bank	no	general	1	17	9	-
Jan 17/20	Newport Station	Halifax	medical appointments to hospitals	no	senior	1	82	40	27
Jan 18/19	Windsor	Sackville	reduce social isolation	no	general	1	64	32	21
Jan 18/19	Windsor	Ardoise	reduce social isolation	no	general	1	80	40	26
Jan 19/19	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	84	42	28
Jan 20/20	Scotch Village	Halifax	medical appointments to hospitals	no	senior	1	101	50	34
Jan 20/20	Ellershouse	Windsor	other medical appointments	no	general	1	49	25	16
Jan 20/20	Ellershouse	Dartmouth	other medical appointments	no	senior	1	67	34	22
Jan 20/20	Windsor	Windsor	food bank	no	general	1	17	9	6

2019-20 Community Transit - Poverty Reduction Investment Program

Organization		Reporting Period							
West Hants Dial a Ride		Jan-20							
Date	Community Name Pickup	Community Name Dropoff	Trip Type	Wheel Chair Passenger	Age Demographic	# of Riders	Regular Fare	1/2 Drive Subsidy	1/3 Drive Subsidy
Jan 21/20	Ellershouse	Middleton	other medical appointments	no	general	1	300	150	100
Jan 21/20	Bramber	Lower Sackville	other medical appointments	no	senior	1	114	57	38
Jan 21/20	Brooklyn	Windsor	employment	no	general	1	6	-	-
Jan 22/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	92	46	31
Jan 22/20	Hantsport	Windsor	educational programing	no	general	1	22	11	7
Jan 22/20	Windsor	Windsor	medical appointments to hospitals	yes	senior	1	55	46	18
Jan 22/20	Windsor	Wolfville	other medical appointments	no	general	1	50	25	16
Jan 23/20	Brooklyn	Windsor	employment	no	general	1	6	-	-
Jan 27/20	Windsor	Dartmouth	other medical appointments	no	senior	1	100	50	33
Jan 27/20	Newport Station	Windsor	medical appointments to hospitals	no	senior	1	90	45	30
Jan 27/20	Scotch Village	Halifax	medical appointments to hospitals	no	senior	1	101	50	34
Jan 28/20	Brooklyn	Windsor	employment	no	general	1	5	-	-
Jan 28/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	183	92	61
Jan 28/20	Hantsport	Kentville	medical appointments to hospitals	no	senior	1	65	32	22
Jan 28/20	Ellershouse	Windsor	other medical appointments	no	general	1	50	25	16
Jan 29/20	Brooklyn	Windsor	employment	no	general	1	5	-	-
Jan 29/20	St. Croix	Halifax	medical appointments to hospitals	no	senior	1	99	50	33
Jan 29/20	Ellershouse	Windsor	other medical appointments	no	general	1	33	17	11
Jan 29/20	Brooklyn	Windsor	medical appointments to hospitals	no	general	1	5	-	-
Jan 29/20	Brooklyn	Union Corner	reduce social isolation	yes	general	1	170	85	57
Jan 29/20	Brooklyn	Windsor	other medical appointments	no	general	1	6	-	-

2019-20 Community Transit - Poverty Reduction Investment Program

Organization		Reporting Period							
West Hants Dial a Ride		Jan-20							
Date	Community Name Pickup	Community Name Dropoff	Trip Type	Wheel Chair Passenger	Age Demographic	# of Riders	Regular Fare	1/2 Drive Subsidy	1/3 Drive Subsidy
Jan 29/20	Brooklyn	Windsor	other medical appointments	no	general	1	6	-	-
Jan 29/20	Windsor	Windsor	medical appointments to hospitals	yes	senior	1	110	55	37
Jan 29/20	Brooklyn	Windsor	medical appointments to hospitals	no	general	1	6	-	-
Jan 30/20	Ellershouse	Windsor	other medical appointments	no	general	1	50	25	17
Jan 30/20	Falmouth	Middleton	other medical appointments	no	senior	1	126	63	42
Jan 30/20	Brooklyn	Halifax	medical appointments to hospitals	no	senior	1	87	44	29
Jan 30/20	Brooklyn	Kentville	medical appointments to hospitals	no	senior	1	67	34	22
Jan 30/20	Falmouth	New Minas	other medical appointments	no	senior	1	73	37	24
Jan 30/20	Windsor	Lower Sackville	other medical appointments	no	senior	1	74	37	24
Jan 30/20	Ellershouse	New Minas	medical appointments to hospitals	no	general	1	50	25	17
Jan 31/20	St. Croix	Halifax	medical appointments to hospitals	no	general	1	168	34	56
Jan 31/20	Windsor	New Minas	other medical appointments	no	general	1	59	30	20
Jan 31/20	Windsor	Windsor	reduce social isolation	yes	general	1	110	55	37
Jan 31/20	Brooklyn	Windsor	medical appointments to hospitals	no	general	1	6	-	-
Jan 31/20	Windsor	Halifax	other medical appointments	no	general	1	106	53	35
Jan 31/20	Ellershouse	Windsor	reduce social isolation	yes	senior	1	130	65	43
Jan 31/20	Brooklyn	Windsor	other medical appointments	no	general	1	6	-	-
Jan 31/20	Windsor	Windsor	reduce social isolation	yes	senior	1	110	55	36
Jan 31/20	Windsor	Windsor	medical appointments to hospitals	yes	general	1	55	28	18
Jan 31/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	132	66	44
Jan 31/20	Ellershouse	Halifax	medical appointments to hospitals	no	senior	1	164	82	55
Jan 31/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	57	29	19

2019-20 Community Transit - Poverty Reduction Investment Program

Organization		West Hants Dial a Ride		Reporting Period		Jan-20			
Date	Community Name Pickup	Community Name Dropoff	Trip Type	Wheel Chair Passenger	Age Demographic	# of Riders	Regular Fare	1/2 Drive Subsidy	1/3 Drive Subsidy
Jan 31/20	Windsor	Halifax	medical appointments to hospitals	no	senior	1	99	50	33
Jan 31/20	Mt Uniacke	Coldbrook	other medical appointments	no	general	1	111	56	37
Jan 31/20	Windsor	Hantsport	medical appointments to hospitals	no	general	1	20	10	7
Jan 31/20	Windsor	Halifax	medical appointments to hospitals	no	general	1	89	45	30
							\$ 10,196.50	\$ 5,026.00	\$ 3,359.00

*~\$5000 x 12= ~\$3500 x 12= \$42,000 *

From January 2020 actuals. If subsidy was granted, these amounts will be greater with popularity and accessibility to lower drive costs

Also factor in more reimbursement costs as well as increased gas consumption costs



MUNICIPALITY OF THE DISTRICT OF WEST HANTS INFORMATION REPORT

To: Warden Zebian and Members of West Hants Council

Submitted by: _____
Sara Poirier, Planner

Date: June 25, 2019

Subject: Rural Public Transportation

Origin

Objective 6.1 of the West Hants Strategic Plan states that the Municipality should *"encourage affordable transportation options"* with Action item 6.1.1 aiming to accomplish this by *"investigating rural transportation options, including rural transit, and conducting a transportation needs assessment"*.

Legislative Authority

Municipal Government Act Part IV Section 65 *power to expend money*.

Discussion and Document Review

West Hants Strategic Plan 2017

The Municipality hired consultants to develop the West Hants Strategic Plan (2017-2022) which provides direction and allocates resources for the Municipality over the 5-year plan period. The plan has eight specific goals which outline action items, the rationale, the municipal champions and start date for each. The goals of the plan include: (1) economic development, (2) agriculture, (3) financial management, (4) inter-municipal cooperation, (5) community connections, (6) inclusive and supportive community, (7) tourism, arts and culture and (8) implementation.

Goal 6 of the Plan suggests that the Municipality should *"Become a more inclusive and supportive community by encouraging community health, as well as transportation and*

housing options that will meet the needs of the Municipality's changing demographic profile." Objective 6.1 of the Plan states to *"encourage affordable transportation options"* with Action 6.1.1 aiming to accomplish this by *"investigating rural transportation options, including rural transit, and conducting a transportation needs assessment."* The rationale for this action item was that *"Transportation is on average the second largest expense for Nova Scotia households. Further study is warranted to explore transportation options that meet the needs of residents and helps reduce household expenditures."* It was anticipated that this action should begin within one year of the Strategic Plan adoption.

Benefits of Rural Public Transportation

There are a variety of social, economic and environmental benefits of rural public transportation (Table 1). Encouraging a rural public transportation system also assists with Objective 6.3 and 6.4 of the Strategic Plan which are to *"Encourage West Hants to be a healthy and active community"* and to *"Reduce isolation of older adults and other marginalized groups"*.

Table 1: Benefits of Rural Public Transportation	
Allows residents with low income to gain access to services, employment, healthcare, food, etc.	Reduces transportation costs for low income residents, single-parent families, residents with disabilities, etc.
Increases independence for those without a vehicle (youth and seniors)	Allows seniors to age in place
Reduces social isolation and ensures people can remain connected	Potential economic boost for businesses on the transit route and can aid in tourism
Provides opportunity to develop partnerships in the community	Potential to reduce traffic and parking requirements
Helps promote active transportation	

History of Public Transportation in West Hants

For 10 years (2006 - 2016), the Kings Transit Authority provided a transit service to a portion of the Municipality of West Hants. The route serviced Wolfville to Brooklyn and included stops in Hantsport, Mount Denson, Falmouth, Windsor and Ellershouse. The Municipality contributed \$188,721 in the 2013/2014 budget to the Kings Transit Authority for the service. As ridership dwindled and costs of providing the service rose, both Windsor and West Hants Councils made the decision to give notice to Kings Transit Authority to withdraw from the service. Since then West Hants Council has been interested in investigating alternatives for providing or supporting rural public transportation.

In November 2018, Colleen Rogers from the West Hants Uniacke Community Health Board and Andrea Parker from the Nova Scotia Health Authority made a presentation to the West

Hants Committee of the Whole regarding their research on transportation in the Windsor / West Hants area to date (Appendix A). Ms. Rogers reported that the Community Health Board produced the 2017 Central Zone Community Health Plan which prioritized transportation as one of the factors that influence the social determinants of health.

The West Hants Uniacke Community Health Board sub-committee met with residents, service providers, the Mayor of the Town of Windsor and the Warden of the Municipality of the District of West Hants. The discussions from these meetings identified the need to link rural communities to Windsor, and link Windsor to the Annapolis Valley and to the Halifax Regional Municipality. The sub-committee also looked at potential service options and identified the need for a community champion.

At the same COTW meeting in November 2018, Andrea Boone, Sara Downing, and Nancy McKinley from West Hants Dial-A-Ride made a presentation about the door-to-door service they provide to the community. The representatives from West Hants Dial-A-Ride suggested that if they were to receive funding from West Hants Council that there may be an opportunity for Dial-a-Ride to further subsidize fare prices for users. Council passed a motion to consider Dial-a-Ride's funding request during the 2019/2020 budget discussions.

Existing Service Providers in West Hants

Maritime Bus

Maritime Bus offers a flag stop service between Falmouth and the Halifax Regional Municipality or Falmouth and the Annapolis Valley. A flag stop service is one where passengers can request a stop along the route. The bus stop in Falmouth is located at the Falmouth Circle K, 2113 Highway 1. Stops at this location must be booked a day in advance. The service is available seven days a week and costs approximately \$26 return from Falmouth to Halifax.

West Hants Dial-a-Ride

West Hants Dial-a-Ride is a non-profit organization that provides a door-to-door accessible transportation option to seniors, residents with disabilities and those unable to obtain reliable transportation for medical appointments, errands and other activities. The service is available seven days a week with pick up areas in West Hants and Windsor. Their drivers use two wheelchair-accessible vans as well as their own personal vehicles to transport residents from the Municipality or Town to appointments across the Province. Reservations must be made at least 24 hours in advance. In the November 2018 presentation to Committee of the Whole, the representatives from West Hants Dial-a-Ride stated that the average cost of one trip to Halifax would be approximately \$153, in which the user would only pay \$76.50 as the other half was covered by grants.

Windsor Senior Bus Society

The Windsor Senior Bus Society is a non-profit organization that provides a transportation option for seniors and residents with disabilities living in assisted care facilities in West Hants and Windsor. Five care homes in the community currently pay users fees to have access to the service. In March 2018 the society received approval to begin providing services to

groups or organizations within Hants and Kings Counties. The service utilizes one 36-passenger accessible bus and takes residents on planned outings to the Annapolis Valley or Halifax Regional Municipality. In January 2019 the Society received \$10,000 from the Windsor Rotary Club to be used towards the purchase of a new bus.

Errands by Karen

Errands by Karen opened in 2014 to provide transportation assistance to residents of West Hants and Kings County. Karen helps with errands, appointments, and outings. Her services are available between 7 a.m. and 7 p.m. Monday to Saturday and she charges \$25 per hour for errands and outings. Her goal is to *"help people remain independent and engaged in their community"*.

Taxi's

There are 10 taxi providers that service the Annapolis Valley East which includes the area from Berwick (west) to Kennetcook (east) and Mount Uniacke (south).

Example of Other Service Providers in Surrounding Municipalities

Kings Transit

Kings Transit began operating in 1981 and currently has 6 routes that travel to communities between Weymouth and Hants Border. Their stop on Tannery Road in Hants Border located just outside of Hantsport is the closest connection to the Municipality. Buses on this route between Hants Border and Kentville run every two hours from 7:00 a.m. to 8:00 p.m. Monday to Friday and 9:00 a.m. to 6:00 p.m. on Saturday. The stop on Tannery Road is approximately 12km from downtown Windsor.

Halifax Transit

Halifax Transit, previously known as Metro Transit, began operation in the Halifax Regional Municipality in 1982. Halifax Transit has 65 fixed route buses, two ferry routes and owns over 320 buses and five ferries. Their routes are concentrated in areas of downtown Halifax, Dartmouth, Bedford and Sackville but also have routes that reach communities as far away as Porters Lake and Upper Tantallon.

Halifax Transit also provides a low-income transit pass program which accepts 2,000 transit users from low-income households per year and allows them to purchase monthly transit passes at 50% of the regular price. They also provide a variety of senior's services including free fare for seniors on Tuesdays and "request a stop" service available on all routes after 6 p.m.

The Sackville Terminal location off Exit 2 of Highway 101 is currently the closest location for residents of West Hants to travel to gain access to the Halifax Transit service. There is a proposed bus terminal to be constructed in 2020 at Margeson Drive in Lower Sackville. The proposal includes a park and ride location for approximately 500 vehicles and would be served by the Middle Sackville Regional Express. This terminal would be located off Exit 2A of Highway 101, which is a 45km drive to downtown Windsor.

Halifax Regional Municipality also supports other transportation options in their municipality. In 2014 HRM Council adopted the Rural Transit Funding Program which provides grants to rural transit operators to subsidize the cost of operating their service. The grants are provided as either a lump sum payment up to \$10,000 or a flat rate of \$0.50 per kilometer travelled up to \$105,000 (2017/2018). To be eligible to receive the funding the transit service must meet an unmet demand, serve the residents of the municipality, not be membership based, and be operated by a non-profit or cooperative.

The SmartTrip Program administered by the HRM offers employee transit passes (EPass), lunch and learns about cycling, a guaranteed ride home program, and online ride matching. The online ride matching service is called Halifax Ride Match where users create a profile and input details of their commute (i.e. days, times and locations). The system then matches the user with other users that may be traveling between similar locations at similar times. The program provides a way to contact the matched users and provide tips on how to organize a carpool but leaves it to the users to organize the details.

Transportation Needs Assessment

As stated previously, Action 6.1.1 of the West Hants Strategic Plan encourages Council to investigate rural transportation options by conducting a transportation needs assessment. A transportation needs assessment evaluates the demographics of an area and estimates the potential demand for a transit service. A transportation feasibility study goes further to examine the feasibility of a new transit service and discusses the potential features of a service including the size of service, routes, stop locations, times and payment methods. Any transportation needs assessment / feasibility study for the area should be done collaboratively with the Town of Windsor, Nova Scotia Health Authority, existing service providers and residents to determine specific needs of the community and what potential service options could look like.

Windsor – West Hants Consolidation

Conducting a transportation needs assessment / feasibility study is the first step to determine the best rural transportation service option for the Municipality and would require the Municipality to hire consultants to provide assistance with this project. As there has been no funding budgeted for this assessment / study staff have investigated potential external funding sources (Appendix B). However, due to consolidation and the new Windsor-West Hants regional government beginning on April 1, 2020 it would not be in the current West Hants Councils purview to make the decision to fund this project. The long-term decisions regarding rural public transportation and the transportation needs assessment / feasibility study should be discussed by the new regional government.

Funding Opportunities

Staff investigated potential funding opportunities for transportation research in Nova Scotia (Appendix B). Certain funding streams are solely available for non-profit community-based organizations and others assist with existing transit services.

The main source of funding that would support a transportation feasibility study/needs assessment is the Nova Scotia Transit Research Incentive Program (NS-TRIP) through the Nova Scotia Department of Communities, Culture and Heritage. In phase 1 it can provide up to \$15,000 to cover 100% of a feasibility study/needs assessment for a new community transit service (door-to-door or fixed flex route transit service), new fixed route transit service, or research projects for existing services. Applications for this program are usually accepted annually between March and April.

The new regional government could direct staff to apply for funding through one or more of the programs outlined in Appendix B.

Options

Although this is not an exhaustive list, staff have prepared a few options for COTW to consider recommending to Council to encourage affordable rural transportation in the Municipality. The short-term actions can be undertaken immediately in collaboration with the Town of Windsor whereas the long-term options should be considered in the context of the new regional government. The current West Hants Council is not able to make decisions that will surpass March 31, 2020 due to consolidation. Any long-term options should be conducted collaboratively with the Town of Windsor and funding for these projects would need to be determined by the new regional government.

Short-term

- *Advertise the existing services:* Make information about existing transportation services more readily available to residents. Provide links on the Municipal website and social media pages, and post information at the Municipal and Town offices regarding car sharing programs, carpooling and provincial carpool parking lots, existing transportation providers, funding, etc.
- *Support the existing rural transportation service providers:* As there is already a variety of services provided to residents, it may be beneficial to start by financially supporting (through partnerships, providing letters of support, staff time, and annual community grants (Dial-a-Ride received funding in 2019-2020 budget)) the existing service providers including those non-profits outlined previously. The additional support could help the service providers expand their services or provide a more affordable service to residents.

Long-term (for consideration by the new regional government)

- *Encourage partnerships with Kings Transit and Halifax Transit to provide a connection between the Annapolis Valley and Halifax:* This would require extensive staff time or a consultant to be hired to determine the feasibility, cost, service options (daily, weekly, monthly) of the proposed service. This option could include creating partnerships to utilize the West Hants Dial-a-Ride and/or the Windsor Senior Bus Society to get residents from the rural areas of West Hants to the Town of Windsor, and then from

the Town of Windsor to Sackville for pick up by Halifax Transit or to Hants Border for pick up by Kings Transit. Schedules would have to be created that align with all services and agreements would need to be reached among all parties.

- *Consider dedicating annual funding to rural transportation providers in the Municipality:* This fund could be similar to HRM's Rural Transit Funding Program and could be applied for by service providers annually to provide a flat rate per km (up to a certain amount) to existing and new transportation service providers in the Region, subject to funding criteria established by Council.
- *Conduct a transportation needs assessment:* Colleen Rogers and Andrea Parker already spoke to their findings of the transportation needs in the communities of Windsor and West Hants. Hiring a consultant to prepare a transportation needs assessment / feasibility study would determine the feasibility of a new transit service to fill the communities needs and discuss the potential features of a service including the size of service, routes, stop locations, times and payment methods. This option should only be considered in collaboration with community stakeholders and existing transportation providers. It should focus on maximizing the potential of the existing services, identifying gaps and the options that could be used to fill those gaps.
- *Investigate the options available to create a carpool website for the Region:* This option would require the Region to purchase and administer an online system that would connect residents with similar commutes (i.e. if two residents travel from the Windsor / West Hants area to the Annapolis Valley or Halifax Regional Municipality at a similar time of day they would be matched). The system could be similar to Halifax Ride Match under the HRM SmartTrip Program where the program matches the residents and it is up to them to contact each other to organize the carpool.

Financial Implications

There are no financial implications to the Municipality in relation to the filing of this report. There are associated financial implications with any of the options provided for Council to consider. None of the options provided have been budgeted for.

Conclusion

As the population ages, household transportation costs increase, and the Municipality encourages more economic growth, the demand for providing an affordable and efficient transportation system increases. This report presents an overview of the history of transportation in West Hants, the existing services and provides some options for moving forward.

As outlined previously in this report, there are a variety of options Council could pursue to meet Objective 6.1 of the Strategic Plan. However, the current West Hants Council has not budgeted for a transportation needs assessment which would specifically address Action 6.1.1 of the Strategic Plan. The long-term options would need to be considered collaboratively with the Town of Windsor and funding for these projects would have to be considered by the new regional government.

Attachment

- Appendix A 11-27-2018 COTW West Hants Dial-a-Ride Presentation
- Appendix B Table 2: Possible Funding

Report Approved by: Madelyn LeMay, Director of Planning and Development

Report Reviewed by: Martin Laycock, CAO

West Hants Dial-A-Ride

A Project of the Family Resource Centre

Funding Plan



Who We Are & What We Do

- ▶ Dial a Ride provides door-to-door pre-booked accessible rural transportation for those with transportation barriers of any kind.
- ▶ We enable adult learners access to educational opportunities.
- ▶ Give seniors and other general public a sense of independence they may be lacking.
- ▶ Enable the public who need to get to important and routine medical appointments, job interviews, food banks, grocery stores or any social events (funerals, visitations, family visits, etc.).

Current Transportation Options in West Hants/Windsor

- ▶ Dial A Ride
 - ▶ Taxi's
- ▶ Windsor Senior Bus Society
 - ▶ Errands by Karen

Statistics on Ridership

2017/2018 Fiscal Year

Total kilometers driven: 181,724

Total Ridership: 3,970

Department of Community Services: 1,284

General: 1,806

Contracts: 880

Of the 3,970: 857 required the wheelchair accessible van, 3,113 were able bodied.

Of the 3,970: 1,002 were seniors, 126 youth, and 2,842 were general public.



Funding

Dial a Ride is funded by:

- ▶ Community Transportation Assistance Program (CTAP)
- ▶ Poverty Reduction Government Investment Program (PRGIP)
- ▶ User Fares
- ▶ HST Rebates
- ▶ Provincial Grants
- ▶ Contract Revenue
- ▶ Donations
- ▶ Any other miscellaneous revenue



Community Transportation Assistance Program (CTAP)

2017/18: \$59,810 → 2018/19: \$76,598

- ▶ Pay increases for the van drivers as well as a small increase in salaries for administration workers.
- ▶ Upgraded technologies within the office (ie: new laptops)
- ▶ The ability to hire a new administrative assistant for 8-10 hours a week
- ▶ Purchase new advertising signs required for the new van



Poverty Reduction Government Investment Program (PRGIP)

This fiscal year (April 1/18 to March 31/19) Dial A Ride was offered program funding in the amount of \$8000 to subsidize low income residents of West Hants and Windsor with transportation costs.

- ▶ Pay What They Can – Dial A Ride with its grants will cover the remaining balance.
 - ▶ Go to appointments
 - ▶ Grocery shopping
 - ▶ Church
 - ▶ Social Events



Grants

2018/19 Fiscal Year Dial A Ride received:

Department of Communities, Culture and Heritage with Department of Community Services:

Building Vibrant Communities Fund - \$5000.00

In 5 months we have subsidized or totally covered over 60 drives with the **one time** \$5000.00 grant.



Building Vibrant Communities Grant

\$5,000 was spent:

- ▶ Seniors medical appointments: \$2,823
- ▶ Medical appointments: \$453
- ▶ Seniors outings: \$1432
- ▶ Clients needing transportation to bank appointments, grocery store, school who had no other means of paying: \$296



Costs for Dial A Ride

► Van

Driver's wages, vehicle insurance, fuel, maintenance and registration on vehicle, and an allowance for the purchase of a new van every 3-4 years.

► Volunteer

Reimbursement of mileage @.44 per kilometer, any costs incurred such as extra vehicle insurance for passengers, parking fees, bridge tolls, and drivers abstract as required.



- ▶ Drivers' Wage Total: \$15.68 per hour
- ▶ One trip to Halifax is about 4 hours: \$62.72 (\$15.68x4)
- ▶ Costs of fuel: (170km): \$60
- ▶ Insurance, maintenance, allowance for new van: \$30.00

TOTAL: 152.72

- ▶ Volunteer Drivers
- ▶ Round-trip to Halifax: 170km x .44: \$74.80
- ▶ Parking fees, drivers abstract, bridge tolls, etc: \$6

TOTAL: \$80.80

Expenses covered under the CTAP agreement each year (2017/18)

▶ Administration Wages:	\$48,705
▶ Rent:	\$ 6,000
▶ Office Expenses:	\$ 2,039
▶ Phone/Internet:	\$ 1,888
▶ Association Fees:	\$ 200
▶ Meeting Expenses	\$ 17
▶ Training	\$ 311
▶ Board Insurance	\$ 500
▶ Travel Expenses (Admin.)	\$ 150

TOTAL: \$59,810.00

Other Expenses Covered by Fare Income, HST Rebate, Contractual, etc. (2017/18)

▶ Volunteer Driver Stipend:	\$72,043
▶ Driver's Wages:	\$17,470
▶ Fuel:	\$ 5,382
▶ Vehicle Insurance:	\$ 4,356
▶ Vehicle Registrations:	\$ 66
▶ Vehicle Repairs:	\$ 7,031
▶ Parking:	\$ 904
▶ Accounting Fees:	\$ 1,814
▶ Advertising:	\$ 964
▶ Meeting Expenses:	\$ 197

TOTAL: \$110,227

Total Revenue was \$184,997

Total Expenses were \$170,037

*Net Income of \$14,960

The net income is deferred to an account to help pay for the new van and any vehicle-related expenses.

Funding Needs

- ▶ Block funding (secured): match the \$8,000 grant from Poverty Reduction Government Investment Program.
- ▶ Per kilometer funding: Take last fiscal year's total kilometers driven @ 15¢ per kilometer= between \$26,000 and \$27,000

Why Approve This Funding?

- ▶ Makes sense for this area
- ▶ Other grants received have had a very positive outcome
- ▶ Need more available transportation options
- ▶ No municipal funding since ~2015.
- ▶ This would be completely for the public, not for administration.
- ▶ Possibility of doing routes (ie: scheduled drives from Windsor to Halifax or Valley each morning and evening)

We can make a little bit of money go a long way. Opportunities can be endless, and we would like the chance to explore that.



Words From Our Clients...

“It made me feel more independent”

“It made me feel like less of a burden to my family”

“it’s such a convenient service for this area”

“I wouldn’t change a thing you are doing”

“You are a saviour for people like me”

“I don’t have to rely on others – you come straight to my door”

“I get nervous driving in the city – I can relax on my way to an appointment now”

Thank you.

Questions & Answers

Report back to community from the West Hants Uniacke Community Health Board – Regarding transportation needs in the Hants West Uniacke area

August 2018

During the spring of 2016 the seven Community Health Boards (CHB) in the Central Zone of the Nova Scotia Health Authority, (NSHA), formally consulted with community on health needs for the 2017 Central Zone Community Health Plan. During these consultations a recurrent theme was the lack of access to affordable, appropriate modes of transportation in the Windsor/West Hants area. Many citizens spoke of when Kings Transit was operating they had more options - i.e. could go to the valley for the day to see a movie. To shop, to see family and friends.

In the Fall of 2017 after the Spring release of the Central Zone Health Plan the West Hants Uniacke CHB began focusing on priority areas of community health identified by area residents. Access to affordable and appropriate transportation and recreation options were noted as priority areas. A sub-committee of CHB members was formed and a plan of engaging with community began. The committee decided to ask three plain language questions to anyone they spoke with about transportation:

- 1) How did you get here today?
- 2) What places do you have trouble getting to?
- 3) What type of transportation service would help you get where you want/need to go?

Starting in December 2017 formal consultations/survey work continued until May 2018. The following groups/organizations were involved:

- Seniors at the Annual Seniors Christmas Breakfast
- Family Resource Centre of West Hants – Toddler Play Group and Baby Love groups
- Students/staff at the Windsor Adult High School
- Hants Learning Network Association
- New Boundaries Society
- Hants Shore Seniors Drop In
- Housing Complex in Mount Uniacke

Members and staff engaged with a total of 159 individuals.

Key themes from these consultations were:

- People need a link from Windsor area to the Valley and to HRM.
- Aging citizens are relying on children for drives to medical appointments
- Seniors are relying on other seniors for drives – if the senior that drives falls ill/moves then that senior becomes isolated.
- Anxiety about driving in the city was felt from all age groups
- DCS funding covers very little per month

- Dial-A-Ride is a service that is well respected, loved by users but cost is a barrier to many.
- The inequity that a bus comes almost to Hantsport and people of Hantsport can walk to catch the bus but no access from Windsor.
- Medical appointments in the city including dialysis treatment is a major need.
- Having a bus link – including a central “terminal” location in Windsor would be very helpful.
- Students had particular needs – being able to stay after school for sports for middle school students was identified. Adult High School students having a link to Brooklyn area to and from Windsor was important.
- If you do not have 2 cars and you a stay at home parent you are isolated.
- Families will sacrifice other expenditures and go to free community events only just to be able to afford the second vehicle.
- A smaller type of bus is needed not a large bus unless the need is there
- Using social media would be key to getting the word out about transportation options

Also during this time frame committee members and staff met with the following individuals for input:

- Mayor of the Town of Windsor –Anna Allen
- Warden of the District of the Municipality of West Hants - Abraham Zebian
- MLA Chuck Porter
- Stephen Foster from Kings Transit

On November 6 2017 the CHB brought together Community Stakeholders to discuss transportation. This was facilitated by a health promotion student - Alyce Casey.

Attendees included: Transportation Providers in Windsor/West Hants - Dial a Ride, Windsor Seniors Citizens Bus Society, Errands by Karen, Donnie’s Taxi.

Community groups and government departments with a vested interest in transportation – Hants Learning Network Association, Hants Shore Community Health Centre, Department of Community Services, Family Resource Centre.

Please see attached gaps and needs document. Key suggestions in solving transportation barriers were:

- Having a Transportation Navigator
- Funding to expand Dial-a-Ride
- Engaging with metro transit to link to Uniacke
- A community shuttle.

It was noted by CHB members during these consultations that all transportation providers in the area knew each other and worked with each other to see who the most logical provider to serve the client is. A good solid base of transportation infrastructure is in place and a community of transportation providers who easily work with each other and support each other is evident. Expansion and linking is necessary.

Gaps and Needs

Affordability

- People are stuck – if they can't access transportation, they can't access programs to help them be more successful and to afford transportation in the future.
- Huge challenge for the working poor.
- Current options are not feasible for people to use on a regular basis.
- DCS transportation limits are too low (\$150 per person).
- There are few sources of direct funding available for medical appointments etc. but there are caps and not everybody knows about them.
- Cost of ambulance vs. alternative transportation (not cost-effective).
- Even within town area taxis are too expensive to use regularly.
- Dial-a-Ride/Taxi can use up maximum in one trip.

Isolation / No Family Support

- Communities are distinct and separated – no transportation connection.
- People who don't or can't drive anymore are cut off/isolated.
- People have to move to the city if they don't have enough transportation support for medical appointments.
- Many people rely on others for drives, but what happens when those people can't drive anymore?
- If you don't have family/friend support (with vehicles) or medical support \$\$, etc. you are isolated.

Seniors

- Aging have high medical needs.
- Seniors have to coordinate medical appointments, picking up medications, groceries, banking etc. all on one day because of transportation cost.

Medical

- Dialysis patients.
- Addictions (methadone) patients.

Recreation

- People don't even sign up for activities because they don't have a way there or have to work.

Distance travel

- Travel to Halifax or valley.
- Not enough medical services close by.
- Work in Halifax.
- No bus link.

Not enough coordination between local services!

Resources Available

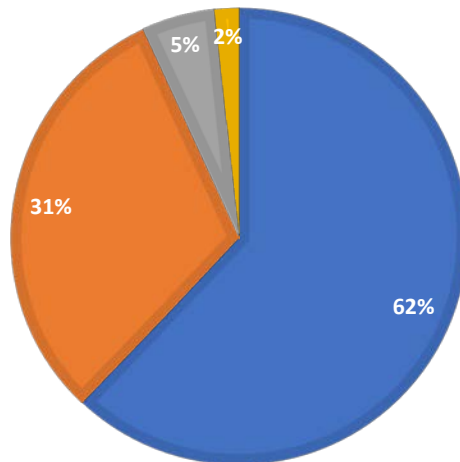
- Family Resource has small fund for transportation.
- BTO Boarding Transportation & Ostomy Program: transportation for cancer patients.
- Free ambulance transportation if medically necessary but ties up ambulances.

Suggestions

- Need community “champions” to help explain what is available, be aware of literacy challenge.
- How to educate people on programs available to support them – medical offices, rack cards, social media?
- Promote programs at seniors’ breakfast and other community events.
- Adapt existing structures.
- VON volunteer transportation.
- Funding to expand Dial-a-Ride.
- Metro transit link to Uniacke.
- “Transportation Navigator”.
- What are other rural communities doing? Municipal funding?
- Possibility for some sort of community shuttle?

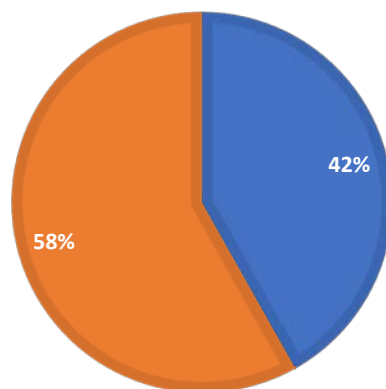
REASON FOR TRAVEL

■ Medical ■ Social ■ Food Bank/Grocery ■ Education



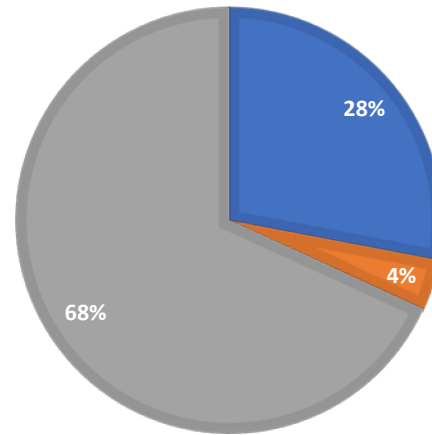
ACCESSIBILITY

■ Wheelchair ■ Able-Bodied



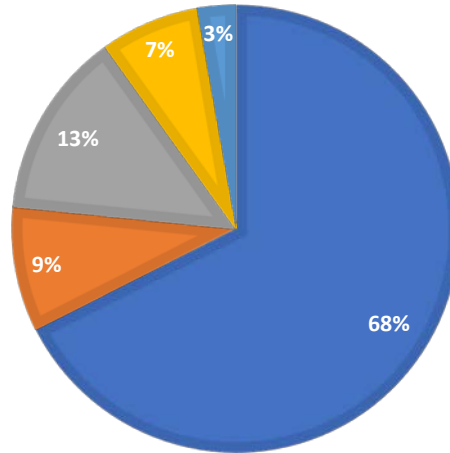
CLIENTS

■ Seniors ■ Youth ■ General



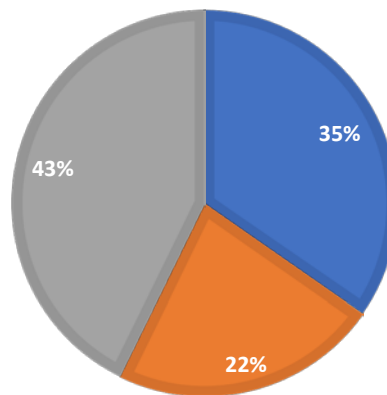
TRAVEL ORIGIN

■ Windsor ■ Falmouth ■ Brooklyn ■ Hantsport ■ Mt. Uniacke



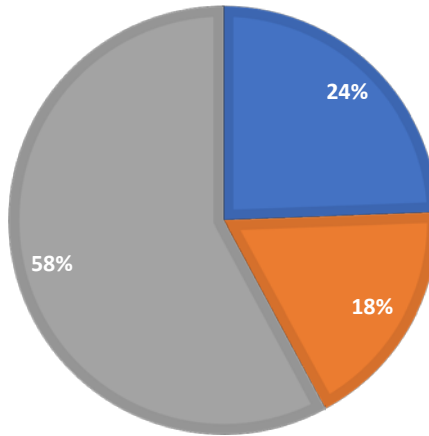
TRAVEL DESTINATION

■ Windsor ■ Valley ■ Halifax



CLIENT GROUP

■ DCS ■ Contracts ■ General



CTAP Poverty Reduction Grant

Date	From	To	Reason	Wheelchair	Total Fare	Grant Portion	Customer Paid
July 4/2018	Falmouth	Windsor	Medical	Yes	55	25	30
July 5/2018	Falmouth	Windsor	Medical	Yes	55	25	30
July 7/2018	Windsor	Windsor	Medical	No	50	25	25
July 15,22,28/18	Windsor	Grand Pre	Social/Isolation	Yes	400	200	200
July 9/18	Windsor	Falmouth	Medical	Yes	55	25	30
July 13/18	Windsor	Halifax	Medical	Yes	170	85	85
July 13/18	Brooklyn	Mount Uniacke	Medical	Yes	114	57	57
July 13/18	Windsor	Halifax	Medical	Yes	170	85	85
July 13/18	Brooklyn	Mount Uniacke	Medical	Yes	114	57	57
July 15/18	Windsor	Grand Pre	Social/Isolation	No	100	50	50
July 16/18	Windsor	Lower Sackville	Medical	No	50	25	25
July 16/18	Windsor	New Minas	Medical	No	45	23	22
July 17/18	Newport Corner	Tantallon	Medical	No	75	38	37
July 18/18	Windsor	Windsor	Medical	Yes	55	25	30
July 20/18	Windsor	Halifax	Medical	No	75	38	37
July 20/18	Windsor	Sackville	Social/Isolation	No	50	25	25
July 22/18	Windsor	Grand Pre	Social/Isolation	No	100	50	50
July 23/18	Windsor	Halifax	Medical	No	75	38	37
July 24/18	Newport Corner	Dartmouth	Medical	No	75	38	37
July 25/18	Ellershouse	Windsor	Medical	No	30	15	15
July 25/18	Windsor	Halifax	Social/Isolation	No	75	38	37
July 26/18	Ellershouse	Windsor	Medical	No	30	15	15
July 27/18	Windsor	Halifax	Medical	No	75	38	37

July 27/18	Hantsport	Bedford	Social/Isolation	No	30	15	15
July 31/18	Mount Uniacke	Halifax	Medical	No	100	50	50
							-
August 1/18	Windsor	Halifax	Medical	No	75	30	45
August 7/18	Windsor	Halifax	Medical	No	170	85	85
August 13/18	Windsor	Halifax	Medical	No	75	38	37
August 13/18	Windsor	Grand Pre	Social/Isolation	Yes	100	50	50
August 15/18	Windsor	Halifax	Medical	No	75	50	25
August 18/18	Windsor	Sackville	Food Bank/Grocery	No	50	25	25
August 19/18	Windsor	North Grand Pre	Social/Isolation	Yes	100	25	75
August 20/18	Windsor	Halifax	Medical	No	75	50	25
August 21/18	Hantsport	Halifax	Medical	No	90	38	52
August 21/18	Windsor	Windsor	Social/Isolation	Yes	55	25	30
August 21/18	Windsor	Halifax	Medical	Yes	170	85	85
August 21/18	Windsor	Windsor	Medical	Yes	55	25	30
August 24/18	Windsor	Grand Pre	Social/Isolation	Yes	100	25	75
August 26/18	Windsor	Windsor	Medical	Yes	55	25	30
August 27/18	Windsor	Tantallon	Medical	No	75	25	50
August 27/18	Windsor	New Minas	Medical	No	45	23	22
August 28/18	Brooklyn	Walton	Social/Isolation	No	50	25	25
August 28/18	Windsor	Windsor	Medical	Yes	55	25	30
August 28/18	Windsor	Windsor	Food Bank/Grocery	No	14.95		15
August 28/18	Windsor	Windsor	Medical	Yes	55	25	30
August 29/18	Windsor	Halifax	Social/Isolation	No	75	38	37
August 29/18	Windsor	Halifax	Medical	No	85	42	43
August 30/18	Windsor	Middleton	Medical	No	75	38	37
August 30/18	Windsor	Halifax	Social/Isolation	Yes	75	28	47
August 31/18	Hantsport	Hantsport	Medical	Yes	55	25	30
August 31/18	Windsor	Windsor	Social/Isolation	No	30	15	15

September 1/18	Windsor	Grand Pre	Social/Isolation	Yes	100	50	50
September 4/18	Windsor	Halifax	Social/Isolation	No	75	38	38
September 4/18	Windsor	Sackville	Social/Isolation	No	45	23	23
September 4/18	Windsor	Windsor	Education	No	49.45	-	49
September 5/18	Windsor	Middleton	Medical	Yes	250	125	125
September 5/18	Ellershouse	Windsor	Medical	No	30	15	15
September 6/18	Brooklyn	Halifax	Medical	No	75	38	38
September 6/18	Windsor	New Minas	Medical	Yes	115	58	58
September 6/18	Hantsport	Halifax	Medical	No	100	50	50
September 6/18	Brooklyn	Brooklyn	Social/Isolation	Yes	75	-	75
September 7/18	Windsor	Windsor	Social/Isolation	Yes	55	25	30
September 7/18	Brooklyn	Truro	Social/Isolation	No	100	50	50
September 7/18	Brooklyn	Windsor	Medical	No	40	20	20
September 7/18	Falmouth	Windsor	Social/Isolation	Yes	84	42	42
September 7/18	Falmouth	Windsor	Social/Isolation	Yes	55	25	30
September 10/18	Windsor	Halifax	Medical	No	124.74		125
September 10/18	Windsor	Halifax	Medical	Yes	170	85	85
September 10/18	Windsor	Halifax	Medical	Yes	170	85	85
September 10/18	Windsor	New Minas	Medical	No	45	23	23
September 11/18	Falmouth	Windsor	Social/Isolation	Yes	55	25	30
September 11/18	Windsor	New Minas	Medical	Yes	115	58	58
September 12/18	Falmouth	Windsor	Medical	Yes	55	22	33
September 14/18	Windsor	New Minas	Medical	No	45	23	23
September 14/18	Windsor	Windsor	Food Bank/Grocery	No	14.95	-	15
September 18/18	Windsor	New Minas	Medical	Yes	170	85	85
September 18/18	Hantsport	Halifax	Medical	No	90	45	45
September 19/18	Ellershouse	Windsor	Medical	No	30	15	15
September 19/18	Hantsport	Windsor	Social/Isolation	No	56.92	-	57

September 20/18	Windsor	Sackville	Social/Isolation	No	50	25	25
September 21/18	Brooklyn	Halifax	Medical	No	75	38	37
September 21/18	Hantsport	Windsor	Food Bank/Grocery	No	30	15	15
September 21/18	Falmouth	Windsor	Social/Isolation	Yes	55	25	30
September 24/18	Scotch Village	Halifax	Medical	No	75	38	37
September 24/18	Windsor	Windsor	Medical	Yes	55	25	30
September 24/18	Windsor	Windsor	Food Bank/Grocery	Yes	55	25	30
September 25/18	Windsor	Sackville	Medical	No	50	25	25
September 25/18	Hantsport	Windsor	Social/Isolation	No	30	15	15
September 25/18	Windsor	Tantallon	Medical	No	75	37	38
September 25/18	Mount Uniacke	Halifax	Medical	No	75	37	38
September 26/18	Windsor	Halifax	Social/Isolation	No	75	38	38
September 27/18	Falmouth	New Minas	Medical	Yes	115	58	58
September 27/18	Brooklyn	Mount Uniacke	Medical	Yes	116	58	58
September 27/18	Hantsport	Wolfville	Medical	No	36	18	18
September 27/18	Ellershouse	Windsor	Medical	No	30	15	15
September 28/18	Brooklyn	Brooklyn	Social/Isolation	Yes	75	-	75
September 28/18	Windsor	Halifax	Medical	No	75	38	37

Building Vibrant Communities Grant - \$5,000

DATE	REASON FOR TRIP	TOTAL	GRANT
APRIL 9 2018	SKI MARTOCK	\$ 20.00	\$ 20.00
APRIL 9/2018	DRIVE HOME WITH CHILD	\$ 7.47	\$ 7.47
APRIL 9/2018	\$ NOT PD BY DCS	\$ 135.00	\$ 135.00
APRIL 9/2018	MEDICAL	\$ 170.00	\$ 170.00
APRIL 9/2018	CS DECEASED	\$ 115.00	\$ 115.00
APRIL 9/2018	OVG FOR CS NOT PD BY DCS	\$ 176.19	\$ 176.19
APRIL 9/2018	OVG NOT PD BY DCS FOR MEDICAL	\$ 46.71	\$ 46.71
APRIL 9/2018	CS UNABLE TO PAY	\$ 55.00	\$ 55.00
APRIL 6/2018	QE2 HALIFAX MEDICAL	\$ 170.00	\$ 170.00
APRIL 10/2018	HALIFAX INFIRMARY	\$ 100.00	\$ 100.00
APRIL 11/2018	WALTON CEMETERY	\$ 50.00	\$ 50.00
APRIL 12/2018	HALIFAX MED APPT	\$ 75.00	\$ 75.00
APRIL 13/2018	HALIFX VG MEDICAL	\$ 75.00	\$ 75.00
APRIL 16/2018	WINDSOR	\$ 55.00	\$ 55.00
APRIL 15/2018	WINDSOR MEDICAL	\$ 100.00	\$ 100.00
APRIL 16/2018	HALIFAX MEDICAL	\$ 170.00	\$ 170.00
APRIL 16/2018	FALMOUTH SCHOOL	\$ 45.05	\$ 45.05
APRIL 17/2018	DENTIST FALMOUTH	\$ 55.00	\$ 55.00
APRIL 17/2018	FALMOUTH SCHOOL	\$ 52.47	\$ 52.47
APRIL 27/2018	MUDCREEK WOLFVILLE	\$ 61.88	\$ 61.88
APRIL 29/2018	HALIFAX CHURCH	\$ 170.00	\$ 170.00
	TOTAL	\$ 1,904.77	\$ 1,904.77

Building Vibrant Communities Grant - \$5,000

DATE	REASON FOR TRIP	TOTAL	GRANT
MAY 8/2018	HANTSPORT BANK APPT	\$ 30.69	\$ 30.69
MAY 14/2018	WINDOSR DOCTOR	\$ 75.00	\$ 75.00
MAY 25/2018	NEW ROSS FARMS	\$ 113.85	\$ 113.85
MAY 26/2018	BROOKLYN CHURCH	\$ 40.00	\$ 40.00

MAY 29/2018	HALIFAX MEDICAL	\$	109.39	\$	109.39
MAY 30/2018	HALIFAX MEDICAL	\$	75.00	\$	75.00
MAY 30/2018	WINDSOR MEDICAL	\$	30.00	\$	30.00
	TOTAL	\$	473.93	\$	473.93

Building Vibrant Communities Grant - \$5,000

DATE	REASON FOR TRIP	TOTAL	GRANT	CS PAID	INVOICED
JUNE 3/2018	BURLINGTON HALL	\$75.00	\$75.00		
JUNE 10/2018	BROOKLYN CHURCH	\$75.00	\$75.00		
JUNE 19/2018	COBEQUID CTR MEDICAL	\$170.00	\$170.00		
JUNE 17/2018	NORTH GRAND PRE	\$100.00	\$50.00	\$50.00	
JUNE 24/2018	NORTH GRAND PRE	\$100.00	\$50.00	\$50.00	
JUNE 6/2018	WINDSOR FUNERAL	\$55.00	\$30.00	\$25.00	
JUNE 7/2018	LUNENBURG FUNERAL	\$250.00	\$125.00	\$125.00	
JUNE 8/2018	KENTVILLE APPOINTMENT	\$62.37	\$62.37		
JUNE 12/2018	WINDSOR DENTIST	\$55.00	\$30.00	\$25.00	
JUNE 10/2018	WINDSOR APPOINTMENT	\$55.00	\$30.00	\$25.00	
JUNE 19/2018	WINDSOR HOSPITAL	\$55.00	\$30.00	\$25.00	
JUNE 15/2018	HINCHIN BROOK FARM	\$109.39	\$109.39		
JUNE 21/2018	MIDDLETON FUNERAL	\$250.00	\$125.00		\$ 125.00
JUNE 26/2018	HALIFAX MEDICAL	\$170.00	\$85.00	\$85.00	
JUNE 27/2018	WINDSOR DENTIST	\$55.00	\$30.00	\$25.00	
JUNE 27/2018	HALIFAX FORUM	\$150.00	\$75.00	\$75.00	
JUNE 29/2018	WINDSOR GROCERIES	\$55.00	\$55.00		
JUNE 30/2018	NORTH GRAND PRE	\$100.00	\$50.00	\$50.00	
JUNE 3/2018	HALIFAX MEDICAL	\$97.51	\$97.51		
JUNE 28/2018	HALIFAX MEDICAL	\$112.36	\$112.36		
JUNE 12/2018	COBEQUID CTR MEDICAL	\$170.00	\$85.00	\$85.00	
JUNE 22/2018	SOBEYS WINDOSR	\$55.00	\$30.00	\$25.00	
JUNE 29/2018	RIB FEST HALIFAX	\$170.00	\$85.00		\$ 85.00
JUNE 23/2018	HANTSPORT	\$75.00	\$37.50		\$ 37.50
	TOTAL	2621.63	\$ 1,704.13	\$670.00	\$ 247.50

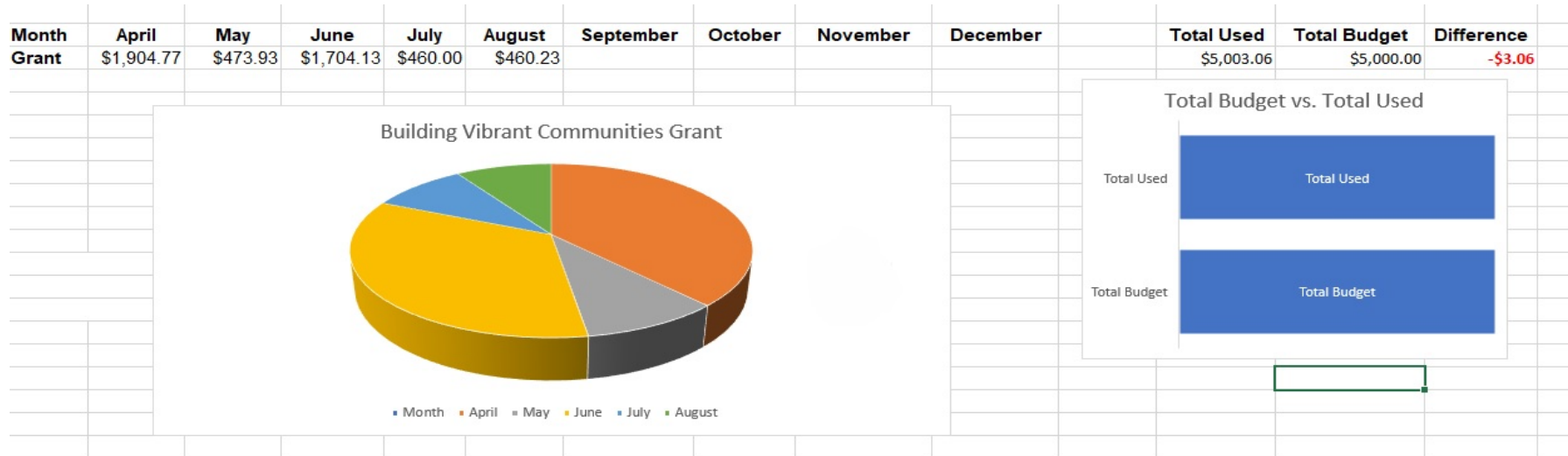
Building Vibrant Communities Grant - \$5,000

DATE	REASON FOR TRIP	TOTAL	GRANT	CS PAID
JULY 4/2018	WINDSOR DOCTOR	\$55.00	\$30.00	\$25.00
JULY 5/2018	OUTING	\$55.00	\$30.00	\$25.00
JULY 9/2018	DENTIST	\$55.00	\$30.00	\$25.00
JULY 16/2018	MEDICAL	\$50.00	\$25.00	\$25.00
JULY 16/2018	DOCTOR	\$45.00	\$22.50	\$22.50
JULY 17/2018	DOCTOR	\$75.00	\$37.50	\$37.50
JULY 18/2018	MEDICAL	\$55.00	\$30.00	\$25.00
JULY 20/2018	MEDICAL	\$75.00	\$37.50	\$37.50
JULY 20/2018	ERRANDS	\$50.00	\$25.00	\$25.00
JULY 23/2018	MEDICAL	\$75.00	\$37.50	\$37.50
JULY 24/2018	MEDICAL	\$75.00	\$37.50	\$37.50
JULY 25/2018	MEDICAL	\$30.00	\$15.00	\$15.00
JULY 25/2018	VISITATION	\$75.00	\$37.50	\$37.50
JULY 26/2018	MEDICAL	\$30.00	\$15.00	\$15.00
JULY 28/2018	OUTING	\$100.00	\$50.00	\$50.00
	TOTAL	\$900.00	\$460.00	\$440.00

Building Vibrant Communities Grant - \$5,000

DATE	REASON FOR TRIP	TOTAL	GRANT	CS PAID
AUGUST 1/2018	MEDICAL	\$55.00	\$30.00	\$25.00
AUGUST 2/2018	SOCIAL	\$55.00	\$30.00	\$25.00
AUGUST 2/2018	MEDICAL	\$50.00	\$25.00	\$25.00
AUGUST 4/2018	SOCIAL	\$55.00	\$27.50	\$27.50
AUGUST 5/2018	SOCIAL	\$100.00	\$50.00	\$50.00
AUGUST 7/2018	SOCIAL	\$55.00	\$30.00	\$25.00
AUGUST 8/2018	MEDICAL	\$45.00	\$22.50	\$22.50

AUGUST 9/2018 MEDICAL	\$75.00	\$37.50	\$37.50
AUGUST 9/2018 MEDICAL	\$45.00	\$22.50	\$22.50
AUGUST 10/2018 MEDICAL	\$45.00	\$22.50	\$22.50
AUGUST 11/2018 MEDICAL	\$32.17	\$32.17	\$0.00
AUGUST 14/2018 MEDICAL	\$75.00	\$37.50	\$37.50
AUGUST 15/2018 MEDICAL	\$59.40	\$59.40	\$0.00
AUGUST 17/2018 FOOD BANK	\$33.66	\$33.66	\$0.00
TOTAL	\$780.23	\$460.23	\$320.00



APPENDIX B
Table 2: Possible Funding

Funding Source	Description	Eligibility	Funding %
FEDERAL			
Public Transit Infrastructure Fund Building Strong Cities Through Investments in Public Transit	<p>The Public Transit Infrastructure Fund (PTIF) will provide short-term funding of \$3.4 billion to help accelerate municipal investments to support the rehabilitation of transit systems, new capital projects, and planning and studies for future transit expansion to foster long-term transit plans.</p>	<p>Gets funneled through to Municipalities from the Province based on ridership numbers</p> <p>Municipalities need to have an existing transit service to be eligible</p>	N/A
PROVINCIAL			
Nova Scotia Transit Research Incentive	<p>The Nova Scotia Transit Research Incentive Program (NS-TRIP) provides funding for transit projects that generate new and improved public transit services in rural areas and underserved urban areas of the province.</p> <p>Projects must be directly related to enhancing the service capacity of new or</p>	<p>Yes, for underserved areas of the Municipality only</p>	<p>Projects can be door-to-door and fixed or flex route transit services</p> <p>Phase 1: Feasibility Study/ Needs Assessment - 100% of total study up to \$15,000</p> <p>Phase 2: Business Plan Development - 75% of total</p>

	<p>existing public transit organizations in Nova Scotia. The program provides cost sharing at various funding levels depending on the scope of the project. Please see program criteria for details. Funding is available for only one project per year per organization.</p>	<p>project up to \$15,000</p> <p>Phase 3: Pre-Pilot Implementation - 75% of total project up to \$25,000</p> <p>Phase 4: Pilot Project - 75% of total project up to \$50,000</p> <p>Phase 5: Service Start-up - 50% of total operating costs net of CTAP funding up to \$25,000</p>	
Community Transportation Assistance Program	<p>The Community Transportation Assistance Program (CTAP) covers a portion of the operating costs of a community-based inclusive transportation service. Services are developed and provided by non-profit organizations through partnerships by coordinating public, private, non-profit, and volunteer resources and services. Inclusive transportation services are community-based public transportation systems in rural Nova Scotia</p>	<p>No, only non-profit community-based organizations (incorporated groups) involved in the delivery of inclusive transportation services in low-population density areas of the province</p>	<p>Covers a portion (not specified) of the operating costs</p>

	aimed at improving transportation service to disabled, elderly and low-income Nova Scotians who need transportation to and from medical appointments, education, and recreation opportunities.		
Accessible Transportation Assistance Program	The Accessible Transportation Assistance Program (ATAP) provides funding to assist organizations that receive funding from the Community Transportation Assistance Program (CTAP) and municipal accessible transit organizations across the province in the purchase of accessible vehicles or modification of existing vehicles.	No as the Municipality is not eligible to receive funding from the Community Transportation Assistance Program (CTAP)	66% of the total capital cost to a maximum of \$70,000 for new or \$15,000 for used vehicles
Community ACCESS-Ability Program	The Community ACCESS-Ability Program reflects the Government of Nova Scotia's commitment to persons with disabilities by providing equal opportunity and improved access to community facilities. This program offers cost-shared	Yes	May be able to cover 2/3 of an upgrade for a bus ramp (would have to contact them directly to find out) 66% up to \$10,000

	grants to community groups for accessibility related capital improvements.	
Community Transportation Action Plan Strengthening Communities Through Transportation	In collaboration with partners and stakeholders we will support local community transportation services in areas that are unserved or underserved. This work will make it easier for Nova Scotians to access services, jobs, and schools in their communities, and travel between communities and to Halifax. Together, through community-based planning, we can ensure Nova Scotians are connected to services, to opportunities, and to each other.	Not stated – email connect@communitytransitns.ca for more information



Committee of the Whole Excerpts
February 9, 2021

West Hants Ground Search and Rescue Funding

West Hants West Hants Ground Search and Rescue (WHGSAR) is a non-profit organization providing search and rescue services within their local zone. WHGSAR owns its own building to provide monthly training sessions and administration, the building also acts a community centre for the Mount Denson area.

Many Municipalities include Ground Search and Rescue organizations as an independent line item within the Protective Services Operating Budget if they follow the Municipality's Emergency Services Provider policy. There is no cost to register as an emergency service provider, but documentation is required annually like that provided for grants.

Being a registered emergency provider does not affect grants from the Province and may allow for submission of capital requests to the Municipality. There are no concerns regarding insurance and liability to have WHGSAR registered as an emergency provider.

The recommended motion was:

... that West Hants Ground Search and Rescue be added as an independent line item under Protective Services within the annual Operating Budget.



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: Committee of the Whole

Submitted by: Shelleena Thornton, Administrative Supervisor

Date: February 09, 2021

Subject: Ground Search and Rescue Funding – Recommendation Report

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA)

- Section 65 – Authorized Municipal Expenditures
- Section 65(C) – Grant Disclosure Policies
- Section 295 - Registration as emergency services provider
- Section 296 – Policies

West Hants Policy

- Fire and Emergency Service Policy, COGE-007.00

RECOMMENDATION

...that Committee of the Whole recommends to Council that West Hants Ground Search and Rescue be added as an independent line item under Protective Services within the annual Operating Budget.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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West Hants Ground Search and Rescue has been in existence since 1977 and is located in Mount Denson, Hants County, Nova Scotia. Composition includes both long-serving members and new recruits (all with a variety of experience and backgrounds). The organization has

been active in searches for the local Search and Rescue zone as well as providing mutual aid for searches across the province as needed.

The Team owns and operates its own building which acts as a community center for the Mount Denson area. In normal (non-COVID) times there are weekly jam/music sessions and the monthly meeting of the Mount Denson Garden Club, along with many private groups/parties. It is also available as an emergency drop-in center, if needed.

The team actively trains and holds realistic and engaging training sessions two to three times a month in addition to having some members participate in provincial level training throughout the year at other locations. On a typical team training night, the team members may train in the base, practice in the woods below the base or the woods of the area or have a combination of the two. The team also meets the last Sunday of every month at the Base in Mt. Denson from 7:00 p.m. for administrative work and training.

At the January 12, 2021 Committee of the Whole meeting, a request was brought forward by Councillor Richard Murphy asking that the annual funding amount provided to West Hants Ground Search and Rescue (WHGSAR) continue; however, as an independent line item in the annual Operating Budget of the Municipality (which will circumvent the organization from having to apply annually through the Grant process).

Council directed staff to review how other Ground Search & Rescues are funded by other Municipalities in Nova Scotia.

DISCUSSION

Staff reached out to Nova Scotia Municipality's to learn of their funding process for Ground Search and Rescues. Below is a table of information received.

Ground Search & Rescues - Funding by NS Municipalities

Column1	Mun. County of Antigonish	County of Kings	Town of Barrington	Mun. of Shelburne	Mun. of County of Pictou	Mun. of East Hants	Mun. of Colchester	Mun. of Argyle
Mun. Funding?	yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Grant or Line-item in Operating Budget?	Grant	Line-item	Line-item	Grant	Grant	Grant (as independent line item)	Line-item	Grant
Frequency (if a grant)?	Annually	n/a	n/a	Annually	Annually	Annually	n/a	Annually
Funding amount (subject to change)	\$5,000	\$38,972 Op; \$15,500 Cap.	\$15,000	\$4,470	\$4,240	\$28,000	\$35,000 Op; \$11,000 (fleet, equip, bldg, liability ins, and personal private ins)	\$4,000
Registered "Emergency Service Provider" with the Municipality?	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Will be as they are likely move to a 'line-item'

To expand on the above table, it was noted by a couple of municipalities (Pictou and Argyle), that they will likely be switching from the annual grant application process to including Ground Search & Rescues as an independent line item within the Protective Services Operating Budget as long as they follow the Municipality's Emergency Services Provider policy (as per the Municipal Government Act). Further, it was noted that the Municipalities are aware their local Ground Search and Rescues also seek funding from additional sources (e.g. neighbouring municipalities).

A couple of other worthy notes to mention:

- even when identified as a line-item within the Grants section of the operating budget, all supporting financial documentation is still required, less the application.
- Should an emergency service provider seek funding with the *NS Emergency Services Provider Fund*, if not already aware, the Province contacts the Municipality to ensure the 'Provider' is registered with us because if they are not, that hinders their application.

Current West Hants Municipality Funding Process to WH GSAR

Grant Application

- Annual application providing (but not limited to):
 - Information about the Organization and contact information
 - Registry of Joint Stocks information
 - Project information/description and financial breakdown (applicable to grant request)
 - Type of grant applied for
 - Organization's commitment to specific principles
 - Financial Statements for previous year
 - Budget for current/following year
 - Must align with the Municipality's Grant Policy (specifically but not-inclusive, Section 5.3)

NEXT STEPS

Pending the direction of Council, some 'next step' considerations may include:

- **As a Grant:** WHGSAR continue to apply online for the Municipality's Grant Program at <https://www.westhants.ca/grants-and-contributions.html>, before February 11, 2021 and their application considered through the annual Grants Review Process.
- **As an annual line-item within the Grants section of the Operating Budget:** Should council wish to include WHGSAR as an independent line item within the "Grants" section of the Operating Budget, it would circumvent WHGSAR from applying annually; however, they would still have to provide the necessary financial information, etc. Further, it should be suggested that they also register with the Municipality as an *emergency services provider* which would still require them to follow West Hants's Fire and Emergency Service Policy, COGE-007.00 (more specifically (but not inclusive), Sections 7 & 8 of the Policy).
- **As an annual line-item within the Protective Services section of the Operating Budget:** Create an independent line-item within the Protective Services account in the upcoming 2021/22 Operating Budget. WHGSAR would be required to register as an Emergency Services Provider and provide all necessary information as identified in our

policy prior to April 1st of each year (more specifically (but not inclusive), Sections 7 & 8 of the Policy).

All of the above-mentioned steps are reviewed by Council each year during budget deliberations.

FINANCIAL IMPLICATIONS

Between 2016 – 2020, annual grant contributions have ranged from \$7,075.00 to \$8,500. Unless determined other wise by Council, a similar amount would remain in the Municipality's operating budget either as an annual Grant review or as a line-item within the annual operating budget under Grants or Protective Services. Should be noted that Section 5.3 of the Grants Policy identifies the maximum contribution to be \$7,500 for public safety grants.

If registered as an Emergency Service Provider through our Policy, the Municipality may receive capital requests which would require the Organization to also follow our Municipal Procurement and Tendering Policy RCOFN-003.00.

No matter the form of funding application, all methods are considered during budget deliberations each year and ultimately, a decision of Council.

ALTERNATIVES

- Status-quo (they apply annually as a Grant)
- Be added as annual line-item under "Grants" and not register as an Emergency Services Provider
- Be added as an annual line-item under "Grants" and still be required to register as an Emergency Services Provider

ATTACHMENTS

Fire and Emergency Services Policy COGE – 007.00

Grants and Contributions Policy RCOFN - 012.00

Report Prepared by:



Shelleena Thornton, Administrative Supervisor

Report Reviewed by:

Carlee Rochon, Director of Financial Services

Report Approved by:



Mark Phillips, CAO



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Fire and Emergency Service Policy

Table of Contents

1. Purpose Statement	3
2. Applicability	3
3. Definitions.....	3
4. Acknowledgement of Service	5
5. Beneficial Ownership.....	5
6. Governance and Oversight of Policy and Service.....	5
7. Registration Process and Procedure.....	6
8. Financial Matters	7
9. Procurement Practices.....	9
10. Public Meeting Requirements	10
11. Training.....	10
12. Mutual Aid Agreements	10
13. Service Levels	11
14. General Service (or Operating) Guidelines	12
15. Automatic Aid Protocols.....	13
16. Personal Protection Equipment.....	14
17. Apparatus right sizing for the region- local availability.....	14
18. Facility/building – right sizing.....	14
19. Honorarium	14
20. Custodial and Fire Support	15
21. Motor Vehicle Safety	15
22. Volunteer Complement	15
23. Municipal Fire Zones.....	16
24. Disputes with Interpretation of this Policy	16
25. Limitation Period	16
26. Morals Clause.....	16
27. Internal Disciplinary Matters	16
Schedule 1 – Beneficial Ownership Agreement	18



POLICY

COGE-007.00

Schedule 2 – Service Registration Form	20
Schedule 2A – Example of Training Record Format.....	28
Schedule 3 – Medical Service Levels	29
Schedule 4– Role of Custodial and Fire Support Position.....	30
Schedule 5 – Maximum Complement of Trained Service Providers	31

1. Purpose Statement

The purpose of this Policy is:

- a) To establish requirements and procedures for Registration;
- b) To provide for an annual public meeting for Registered Fire Service providers;
- c) To establish a framework for accountability to Council from Registered Service Providers for the use of Municipal funds;
- d) To provide for other matters necessary and expedient for the provision of fire and emergency services, including:
 - (1) To establish a framework for determining appropriate levels of fire and non-fire emergency services throughout the Municipality of West Hants;
 - (2) To establish policies for setting minimum service standards for the delivery of fire and non-fire emergency services to a level which reasonably protects human life and well-being, property and the environment through education, leadership and effective response to emergencies, to the extent consistent with the Council's budgetary priorities;
 - (3) To create the framework by which the participating Service Providers and the Municipality can explore opportunities to standardize the delivery of fire and non-fire emergency services including fire prevention activities such as promoting awareness and providing education, and centralization of services and associated costs where it improves efficiency and effectiveness such as by purchase of bulk materials, sharing of specialized equipment and other means;

2. Applicability

This policy shall apply to all Service Providers providing fire and non-fire emergency services within the boundaries of West Hants.

3. Definitions

- a) "Active Volunteers" are defined as volunteers with a Registered Service Provider who maintain good standing by attending training, meetings and responding to calls, to the levels required by their respective Registered Service Provider bylaws, and, for greater certainty, includes volunteer first responders who assist with non-fire emergency services.
- b) "Capital Assets" means a non-financial asset with a value greater than \$2500 that is purchased, constructed or developed and



- (1) is 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 tangible capital assets;
 - (2) requires operating and maintenance expenditures and may need to be replaced in the future
 - (3) has a useful life extending beyond an accounting period;
 - (4) can be used on a continuing basis;
 - (5) and is not for sale in the ordinary course of operations.
- c) "Chief Administrative Officer" or "CAO" is the senior administrative official for the municipality, and includes any Municipal employee to whom the CAO delegates authority.
- d) "Fire Response and Emergency Services Provider" or "Service(s) Provider(s)" includes organizations which provide one or more fire response and/or non-fire emergency response services, including Mutual Aid Providers.
- e) "Mutual Aid Provider" means a Service Provider which may be called for assistance and support at the request of a Primary Service Provider, and includes both (a) Registered Service Providers providing services outside the zone and/or service type for which they are Registered as Primary Service Providers, and (b) Service Providers who are not Registered with the Municipality but who are called upon to attend an event in response to a mutual aid call.
- f) "Municipality" refers to the Municipality of the District of West Hants and its successors, and "Council" refers to that Municipality's Council.
- g) "Primary Fire Response and Emergency Services Provider" or "Primary Service Provider" means a fire response and emergency services provider which is intended to be called by emergency services dispatchers for the primary provision of a service or services in a defined zone within the Municipality of the District of West Hants, and to which Mutual Aid Providers are subordinate once the Primary Service Provider has arrived on the scene.
- h) "Registered" means registered by the Municipality of West Hants in accordance with Part X of the Municipal Government Act and the provisions of this Policy and "Registered Service Providers" excludes Mutual Aid Providers who are not registered as Primary Service Providers for any fire or emergency services in any zone of the Municipality.
- i) "Zone" or "fire zone" are geographically described areas of response located in the Municipality of the District of West Hants which have been formally assigned to a primary services provider.



- j) "Regional Services" means the collective efforts of Registered Service Providers and, by invitation, Service Providers in neighbouring areas, working in a collaborative environment for the planning against, preparing for, responding to and recovering from fire and other emergencies in an efficient and effective manner; and to pursue collectively, opportunities for the betterment of Active Volunteer Fire fighters.

4. Acknowledgement of Service

The Municipality of the District of West Hants acknowledges the dedicated and community minded services it receives through the provision of fire response and emergency services by volunteer fire departments and/or other volunteer entities.

5. Beneficial Ownership

- a) The Municipality has in the past funded operating and capital expenses for various Service Providers, including capital expenses for fire and/or other emergency services equipment ("Equipment"), and plans to continue to do so for its Registered Service Providers to the extent authorized from time to time by Council.
- b) In consideration of such funding, Registered Service Providers agree to acknowledge beneficial ownership, to the extent of the Municipality's capital funding contribution, of equipment funded in the past, present or future by the Municipality through the signing of the Beneficial Ownership Agreement, attached as Schedule 1, or such amended Agreement as may be specified from time to time by the Municipality as a condition for Registration.
- c) Use of Equipment for Non-Emergency Activities

Except as agreed to in writing by the Municipality, the use of equipment and apparatus funded in whole or in part by the Municipality is restricted to the emergency use within the Municipality and outside the Municipality as outlined in formal mutual aid agreements to which the Municipality has agreed in writing. Non-emergency use of such equipment and apparatus is restricted to Hants West and Mutual Aid Provider's areas for fund-raising, community events, and training activities. The Municipality's written permission must be given for movement of such equipment and apparatus outside of the Hants West and Mutual Aid Provider's boundaries except for responding to mutual aid calls, servicing needs, and for the sale or gift of such equipment or apparatus.

6. Governance and Oversight of Policy and Service

- a) The Municipality of the District of West Hants shall determine levels and standards of services to be provided to its residents through the operating and capital funding approval process



- b) The Chief Administrative Officer has oversight responsibility and will act as the liaison between the Municipality and the Registered Service Providers. The Chief Administrative Officer is responsible for monitoring and reporting upon the Municipality's receipt of services and standards to the level agreed to by all parties through the annual registration process, including the review of finances, call volume and method of responses, zone definition and service type definition, apparatus and equipment requirements, and other matters as they arise.
- c) The Municipality shall establish a Fire Chiefs Advisory Committee (FCAC), consisting of one representative from each Registered Service Provider, the CAO and if established the Fire Services and/or Emergency Coordinator. The purpose of the committee is to provide information and advice to Council on operational issues such as capital asset management, communications, planning, costs of service, impediments to efficient and effective service, and feedback on proposed amendments to this Policy, for consideration of Council.
- d) Each Registered Service Provider is responsible to deliver the services to the minimum standards accepted, and to:
 - (i) Reasonably protect and preserve human life and property from fire, threat of fire and/or other emergency to the best of its ability;
 - (ii) Promote and encourage fire prevention;
 - (iii) Through mutual aid agreements, support and assist other service providers.

7. Registration Process and Procedure

The Municipality shall register a Fire Response and Emergency Services Provider, with or without conditions, that complies with the requirements of the Municipal Government Act if:

- a) The Municipality is satisfied based on a review of the application that services being offered can be provided and the Municipality is willing to accept;
- b) It carries a minimum of \$5,000,000 in liability insurance for the vehicles it owns or operates and a minimum of \$5,000,000 in liability for insurance for claims brought against it for wrongful acts or omissions respecting the fire response and emergency services which it provides;
- c) It does not provide fire response and/or emergency services for profit;
- d) the Municipality does not otherwise provide or support others to provide the same primary service for the same zone unless the Municipality and two or more Service providers have expressly agreed to have overlapping primary service providers;



- e) It has completed and signed an application in the form provided by the Municipality (Schedule 2);
- f) It has provided a list of its Active Volunteers and their training record in a format acceptable to the Municipality (Example of format is provided in Schedule 2A);
- g) It has provided a schedule of mutual aid agreements with identification of approval details from the Municipality;
- h) In subsequent years, following initial acceptance of a Service Provider as a Registered Service Provider, the Service Provider must file an annual form, on a form suitable to the Municipality, outlining the services to be provided in the upcoming year, by April 1 of each year;
- i) Registration is effective upon receipt and signoff of the application form by the CAO or designate which shall be for the services outlined in the application form, up to the levels of services previously established by Council, unless amended by the Municipality during acceptance of the form and subject to any conditions imposed by the Municipality during the registration process. A copy of the signed unamended or amended application form shall be provided to the fire department on or before April 30th. In the event a Service Provider is dissatisfied with a decision of the CAO to refuse registration, or registration renewal, or to impose conditions or amendments upon the registration, the service provider may appeal to Council by written notice to the Municipality's Clerk given on or before May 15th of the same year; and
- j) In addition to any other just cause for revoking registration, non-compliance with any conditions of registration, or with the terms of this Policy, or failure or inability to perform the services to the standards established pursuant to this Policy or otherwise mandated by Council or other regulatory authorities shall be just cause for revocation of registration as a Service Provider, or for imposing additional conditions upon the registration.

8. Financial Matters

- a) Council, through the annual budgeting process, may provide capital and operating funding to Registered Service Providers following the submission of a budget request through the CAO who will review and forward to Council. Representatives from each Registered Service Provider shall attend budget meetings to inform Council of operational matters and answer questions regarding service response.

Registered Service Providers shall use all funds provided by the Municipality for services responsive to their registration as a service provider to the Municipality and not for other activities nor for services for other Municipalities except as authorized in writing by the CAO or Council.

Council may require proof of compliance with its policies before advancing any funds.

A budgetary allocation for funding shall be provisional in the event that the Registration process has not been completed as at the budget approval date.

- b) Operating Budget – Operating budget submissions shall be submitted within the time frame set by the Municipality and on a form suitable to the Municipality and include, at minimum:
 - (i) The actual or projected actual operating expenditures of the current budget period, categorized as determined by the Municipality;
 - (ii) The current year budget;
 - (iii) The proposed budget request;
 - (iv) A description supporting any significant (greater than 5%) change from the prior year.
- c) Operating deficits incurred at the end of a given year are to be included in the estimates of the next budget year unless otherwise provided for from reserves or other external sources.
- d) Capital Budget – Each Service Provider will file capital apparatus and equipment schedules on a form acceptable to the Municipality. The Municipality's acceptance of the form is not agreement or approval of projected capital expenditures in future years but a document to be used for planning purposes.

Each Registered Service Provider will provide an annual update of the capital apparatus and equipment schedules as part of the budget process.
- e) Emergency Funding – Council may provide funding outside of the annual budgeting process, upon request of the Registered Service Provider. Emergency funding normally would be considered only where the Registered Service Provider has experienced unexpected costs requiring immediate action by the Registered Service Provider.

A request for Emergency Funding must be made to the Chief Administrative Officer who will review the circumstances and make a recommendation to Council.
- f) Reserve Funds – Council may establish reserve fund (s) for fire and emergency purposes such as for the capital cost of equipment or apparatus and training, as recommended by the Director of Finance and accepted by Council. The Municipality, Registered Service Providers or both may hold the reserved funds which:



- (i) May be funded by operating surpluses or other funding sources, upon recommendation of the CAO and approval of Council.
 - (ii) Must be drawn down to offset operating deficits, as repayment in the current year, or else must be included in the budget estimates for the upcoming year.
 - (iii) May be used to fund the purchase of fire and emergency equipment or apparatus if the use of the reserve funds for that purpose is approved by the Municipality.
- g) It is a policy of the Municipality to use the most cost-effective method of funding for capital equipment and apparatus purchases at the best value and lowest cost to the Municipality, and all Registered Service Providers are required to conform to that policy.
- h) Council may, at its discretion grant or loan money or assets or guarantee loans for Registered Service Providers, subject to section 8(f) of this Policy.
- i) Financial Statements – Each Registered Service Provider shall provide to a review engagement standard, independently reviewed financial statements for the period April 1st to March 31st, in keeping with the approved budget period by July 31st of the new fiscal year. Registered Service Providers are encouraged to establish a fiscal year congruent with the Municipality, namely April 1st to March 31st.

Where the Municipality does require audited financial statements of a Service Provider, the Municipality shall pay the cost.

- j) Funds received through volunteer efforts, donations, bequests or endowments (intended specifically for the furthering of incorporated purposes) are not subject to the Municipality's determination of operating or capital budgets.

9. Procurement Practices

Except to the extent of any written waiver from the Municipality, any Registered Service Provider receiving funding of \$25,000 or higher from the Municipality of the District of West Hants for any single capital project must use a procurement practice which meets or exceeds those used by the Municipality. Service providers receiving funding agree to provide documentation of expenses or other financial information upon request.

Grants under the \$25,000 threshold for any single capital project will be evaluated on a per application basis. If deemed necessary for the nature of the project, the Registered Service Provider may be required by the Municipality to meet the minimum procurement standards of the Municipality.



10. Public Meeting Requirements

As under the Municipal Government Act, Section 296(2)(d), each Registered Services Provider shall hold an annual meeting within the zone for which it is registered as a Primary Service Provider to report to, and answer questions from, the public concerning the fire and non-fire emergency services for which they are registered to provide.

Notice of such annual meetings shall be advertised in the local newspaper, posted on appropriate social media sites and posted in at least three conspicuous places within the applicable zone. The annual public meeting may be held concurrently with the service provider's own annual meeting.

11. Training

The health and safety of volunteer Service Providers is very important to the Municipality. The Municipality will support minimum training levels for Active Volunteers, officers and chiefs to a qualified level and encourages training levels as outlined and amended from time to time by the Fire Services Association of Nova Scotia in conjunction with the Fire Marshall's Office of the Province of Nova Scotia. Registered Service Providers agree to train volunteers to this minimum level.

At no time will a Service Provider knowingly place a volunteer in a position for which he or she is not qualified or competent to act with an appropriate level of skill, fitness, training and judgement. The Municipality acknowledges the likelihood of fluctuations in training budgets due to attrition of volunteer members. Service Providers acknowledge that the annual funding levels in place at the time of adoption of this Policy includes sufficient funding for a volunteer attrition or turnover rate of 10%.

12. Mutual Aid Agreements

- a) The Municipality of the District of West Hants acknowledges mutual aid or support services provided by or to Registered Services Providers who have signed a Mutual Aid Agreement approved by the Municipality. The Municipality of the District of West Hants authorizes Primary Service Providers to request and obtain assistance where reasonably necessary from other Service Providers which are lawfully authorized Primary Service Providers in other geographic areas, municipal units or jurisdictions provided that a Mutual Aid Agreement is in force, or with written approval by the Municipality in response to an *ad hoc* request.
- b) Notwithstanding any other provision herein, the Municipality adopts as a mutual aid agreement of the Municipality of the District of West Hants for the purposes of s.302 of the Municipal Government Act:
 - (i) Each standing mutual aid agreement entered into by a Registered Service Provider with Municipality's approval;



- (ii) Each *ad hoc* request made by a Registered Service Provider for assistance at fires, rescues and other emergencies which results in another Service Provider responding to the event; and
 - (iii) Each *ad hoc* request made to a Registered Service Provider for assistance at fires, rescues and other emergencies which results in a Registered Service Provider responding or attempting to respond to the event.
- c) Nothing in this Policy authorizes a Primary Service Provider to obligate or purport to obligate the Municipality of the District of West Hants to make cash payments for aid or assistance received from other Service Providers or to require or take cash payments for aid or assistance given to other Service Providers.

13. Service Levels

In this section, the Municipality sets out the minimum service level standards acceptable through the registration process for the specified activity and zone. Where the Municipality or a Registered Service Provider does not currently meet the minimum service standard, Council will endeavor to provide funding, as budgetary limitations allow, to bring the service up to the level adopted under this Policy and/or to create additional service for West Hants.

Medical and Emergency Medical Response

The Municipality recognizes that the provision of medical and emergency medical services is the responsibility of the Province of Nova Scotia. Funding provided to Registered Service Providers is not an admission of responsibility for medical services within the jurisdiction of West Hants, nor is it a commitment to continue funding this service from year to year. For purposes of establishing medical services levels accepted by West Hants the guideline as set out in Schedule 3 will be applied.

Fire and Rescue Services

The Municipality adopts the Minimum Service Level Standards described in the Table below for fire and rescue services.

For purposes of establishing service standards, a "Serviced" area is defined as a geographic area of the Municipality served by hydrant fire protection. An "Unserviced" area is defined as a geographic area which is not served by hydrant fire protection.

Minimum Service Level Standards Table:

Minimum Service and Level Standards	Per Station	Per Station ²	Per Region	Outside Support
	Serviced	Unserviced		
Fire - Structure	yes	yes		
Fire - Defensive	yes	yes		
Medical - Reg First Responder (level 4)		yes		
Medical - Medical Assistance (level 1-3,5,6)	yes			
Veh Rescue-Technician	NA	NA		
Veh Rescue Operational	yes	yes		
Veh Rescue Awareness	NA	NA		
Water Rescue - Technician	NA	NA		
Water Rescue Operational	yes	yes		
Water Rescue Awareness	yes	yes		
Ice Rescue Technician	NA	NA		
Ice Rescue Operational	yes	yes		
Ice Rescue Awareness	yes	yes		
Structural/Excavation Collapse Technician				
Structural/Excavation Collapse Operational			1	HRM
Structural/Excavation Collapse Awareness	NA	NA		
High Angle Rescue Technician			1	1
Hig Angle Rescue Operational			1	
High Angle Rescue Awareness	NA	NA	1	
Hax Mat Technician				1
Haz Mat Operational	yes	yes	1	
Haz Mat Awareness	NA	NA		
Ground Search and Rescue Provider	no	no		
Ground Search and Rescue Assistance	yes	yes		

14. General Service (or Operating) Guidelines

- a) The Municipality and Registered Service Providers recognize the fundamental principle that each Registered Service Provider and volunteer will, to the best of their ability and judgment, refrain from undertaking any activity unless the benefit of the activity appears at the time to outweigh the risks of the activity, including any risks arising from deficiencies or limitations of trained personnel, command/management expertise and equipment available at the site.
- b) The Municipality and Registered Service Providers acknowledge the operational response protocol to be used within West Hants as the Incident Command System (ICS) which is a standard on site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. Registered Service Providers agree



to develop operational guidelines that allow for the safe and efficient operation of their own department during emergency and day to day operations which complements the ICS. Once established, the authority to deviate from the established guidelines rests with the Incident Commander who is solely responsible for the results of the deviation.

- c) The operational practices and guidelines established by each Registered Service Provider shall attempt to meet or exceed National Fire Protection Association (NFPA) standards, Maritime Fire Chiefs Association, the Office of the Fire Marshal, Provincial laws, and recognized fire fighting and emergency response practices.
- d) Alternatively, Registered Services Providers may choose to establish one uniform operational guideline to apply across the Municipality which shall meet the principles outlined in this Section.

15. Automatic Aid Protocols

Call Response Standards

The Municipality hereby adopts an automatic aid protocol based on closest available service provider to a call within a travel-distance of 3 km for commercial/industrial areas, 5 km to a primarily residential serviced areas and 8 km for unserved areas. Numbers and type of equipment called out will be based on the nature or type of call. The first Registered Service Provider to be called is the Registered Service Provider closest to the call, with the subsequent service providers called in order of closeness to the call location.

Automatic Aid protocols, as established by the Registered Service Providers, for the dispatching of additional resources outside of a Registered Service Provider's own department will be designed in the most efficient and effective manner for the service levels accepted by the Municipality and will consider availability of sufficient first responders to meet:

- a) Service Delivery level and standard – Activation response times for nature of emergency based on time of day, day of week, etc.
- b) Specialized equipment and training outside of departments' registered service level.
- c) Additional resources necessary to respond to expected or observed conditions including onsite, environmental and geography.
- d) Ability of communications/dispatcher to meet protocol requirements.

16. Personal Protection Equipment

- a) Following appropriate orientation, probationary period and training, each Active Volunteer will be outfitted with the appropriate Personal Protection Equipment sufficient for the duties for the services provided, and which will be replaced on an "as needed" basis.
- b) Active Volunteers are responsible for the proper care and keeping of fire fighting equipment provided to them until they retire or resign from the fire department.

17. Apparatus right sizing for the region- local availability

The Municipality reserves the right to adopt a fire services capital asset management strategy for future needs of fire apparatus and operational support equipment which may be scheduled for replacement, in responding to and mitigating fire and emergency incidents. The development and adoption of a fire services capital asset management strategy will consider best practices in fire protection which considers, for example:

- Operational performance
- Fire Service Delivery objectives
- Water Supply
- Automatic Aid, mutual aid and service agreements
- Emergency call volumes and types of incidents
- Existing apparatus inventory

The Municipality will consult with the Fire Chiefs Advisory Committee in the development of a fire services capital asset management strategy prior to adoption.

18. Facility/building – right sizing

The Municipality will provide operating and capital funding for fire station costs proportionate to the support of services accepted by and delivered to the Municipality.

19. Honorarium

An honorarium is a voluntary payment that is given to an Active Volunteer for services for which fees are not legally required.

- a) The Municipality shall establish and fund annual honorarium budgets for each Registered Service Provider. The method of distribution of a Registered Service Provider's annual honorarium allotment shall be established by the Registered Service Provider, who may, based on funds from sources other than the Municipality being available to fund it, award an honorarium greater than the total value of the amount awarded by Council.



- b) Registered Service Providers agree to comply with all applicable income tax requirements in the distribution of the honorarium to individual personnel.

20. Custodial and Fire Support

The Municipality acknowledges that the services provided by Active Volunteers in response to fire and emergency events takes them away from their families, friends and sometimes their jobs. Maintenance and care of the fire equipment and apparatus following its use is critical to the health and safety of the volunteers who use the asset, as well as the longevity of the asset.

- a) The Municipality will provide funding for some custodial/fire support positions. The role of the Custodial and Fire Support position is defined in Schedule 4.
- b) The Municipality is committed to efficiency and effectiveness in all the services it provides. Therefore, the pooling of custodial resources and services is an expectation of Registered Service Providers, where feasible.
- c) Nothing in this section is intended to relieve Active Volunteers from taking reasonable care of equipment, apparatus, and personal protection equipment and clothing.

21. Motor Vehicle Safety

Registered Service Providers agree to comply with all federal, provincial and municipal regulations with respect to vehicle apparatus usage, registration, insurance and maintenance.

Active Volunteers will comply with all regulations pertaining to the operation of emergency vehicles/equipment and apparatus on highways as defined in the *Motor Vehicle Act* and, specifically, will stop at all stop signs and obey all traffic control signals when responding to a call, and only continue when it is safe to do so.

Registered Service Providers may adopt more stringent operational standards and specifications that exceed the *Motor Vehicle Act* and Regulations, but such additional standards and specifications must not conflict with the *Motor Vehicle Act* and Regulations.

22. Volunteer Complement

The Municipality recognizes and agrees to support up to the maximum complement of trained Active Volunteers for the services accepted, as determined in Schedule 5, as of the adoption of this Policy. Changes in volunteer complement may be considered periodically, including changes arising from changes in fire zone boundaries.

23. Municipal Fire Zones

The Municipality, through the Fire Chiefs' Advisory Committee will review existing fire zones and confirm or amend fire zones at least once every five years. More frequent review may occur where significant changes occur before the next scheduled review.

24. Disputes with Interpretation of this Policy

Any dispute, controversy or claim between the Municipality and a Registered Service Provider, or between two or more Registered Service Providers regarding the interpretation or application of this Policy will first be discussed between the parties in an effort to find an amicable solution.

If over a period of up to 60 days direct discussions between the parties the dispute is not resolved, it shall be the subject of mediation (if agreed to between the parties) and/or arbitration by a single Arbitrator, consensually selected or appointed by the Nova Scotia Supreme Court in the absence of consent, without right of appeal on questions of fact or law or mixed fact and law, with jurisdiction of the Arbitrator to determine procedural and jurisdictional issues and otherwise conforming with the *Commercial Arbitration Act* or successor legislation. By applying for Registration under Part X of the Municipal Government Act, and by the Municipality's Registration of a service provider, Service Providers and the Municipality mutually acknowledge that this clause constitutes an arbitration agreement precluding access to the Courts prior to Arbitration.

25. Limitation Period

Any decisions or actions taken by the Municipality pursuant to this Policy, including registration, conditional registration, suspension or revocation of registration, may be discussed with the Municipality for a period of 30 days and after which shall be deemed final and beyond dispute unless Notice of Arbitration is served within 60 days of receiving notice of the impugned decision or action.

26. Morals Clause

Registered Service Providers and its members shall not commit any act or do any thing which might reasonably be considered: (i) to be immoral, deceptive, scandalous or obscene; or (ii) to injure, tarnish, damage or otherwise negatively affect the reputation and goodwill associated with the Municipality of West Hants.

27. Internal Disciplinary Matters

Registered Service Providers are responsible for dealing with disciplinary matters regarding their Active Volunteers and their officers. The Municipality shall not be a party to a dispute between a Registered Service Provider and its members or officers for discipline, seniority, promotion or entitlement to individual honorariums for volunteers, nor to any dispute between members or between members and officers or between officers. Nor shall any funding provided by the Municipality be used by a



POLICY

COGE-007.00

Registered Service provider to hire legal counsel or other professionals to deal with such matters, except with the express written permission of the Municipality.



Schedule 1 – Beneficial Ownership Agreement

Between:

Municipality of the District of West Hants ("the Municipality")

-and-

XX Department ("Fire Service Provider")

Beneficial Ownership Agreement

Whereas the Municipality has funded operating expenses of the Fire Service Provider and capital expenses for the Fire Service Provider, including capital expenses for fire and/or other emergency services equipment ("Equipment") and plans to continue to do so as authorized from time to time by its Council;

Whereas in consideration of such funding, Fire Service Provider agrees to acknowledge beneficial ownership of equipment funded in the past, present or future by the Municipality as provided for herein;

NOW THEREFORE IT IS AGREED:

1. Fire Services Provider acknowledges that capital funding for Equipment has been and is being prospectively provided by the Municipality so that the Equipment will be available for use of the Fire Service Provider and other Fire Departments in providing fire and/or other emergency services to the Municipality.
2. Fire Services Provider acknowledges that while it shall continue to be the legal owner of the Equipment, the Municipality is a beneficial owner of all the Equipment owned by the Fire Services Provider in proportion to its funding contribution (if other municipal units or donors have or will contribute), notwithstanding that its use shall be under the control and direction of Fire Services Provider, and shall be maintained, insured and fitted-out by Fire Services Provider, for as long as Fire Services Provider uses it as a fire and/or other emergency services responder for the Municipality.
3. In the event that Fire Services Provider ceases for any reason to continue to provide fire and/or other emergency services for the Municipality, Fire Services Provider shall execute any documents reasonably requested by the Municipality for the legal title to the Equipment to be transferred to the Municipality, should the Municipality have provided the majority (51%) of the capital funding for the Equipment. If the Municipality has provided less than the majority of the capital funding for the Equipment, then the Fire Service Provider shall submit to the Municipality the greater



POLICY

COGE-007.00

of the book value or sale value received for the Equipment which will be proportionate to the capital funding provided by the Municipality.

4. In the event the Equipment becomes obsolete or surplus, Fire Services provider shall consult with the Municipality regarding its disposition and the use of any proceeds of disposition, should the Municipality have provided the majority of capital funding for the equipment.
5. Should the Municipality have provided the majority of capital funding, Fire Services Provider shall maintain insurance for the Equipment and shall have the Municipality named as an additional named insured in the Equipment's insurance policy or provide other coverage satisfactory to the Municipality to protect its property and liability interests, and shall provide proof of coverage to the Municipality upon request from time to time.

DATED at _____, Nova Scotia, this _____ day of XX, 20XX.

Municipality of the District of West Hants

Witness

Per: _____

XX Fire Department

Witness

Per: _____



POLICY

COGE-007.00

Schedule 2 – Service Registration Form

Application for Registration as a Fire Department or Emergency Provider
under the Municipal Government Act

Municipal Unit: _____

Department Name: _____

Contact/Address: _____

Incorporated body under: _____

Required Insurance Held: _____

Communities or areas protected by this Registration: _____

Please indicate the service that the department will endeavor to provide and the level of service by placing an X in the appropriate box.

	Structural	Defensive		N/A
1. Fire and Fire Related Emergencies	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Registered First Responder	Medical Assistance		N/A
2. Medical Emergencies	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Technician	Operational	Awareness	N/A
3. Vehicle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ice Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Structural/Excavation Collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



POLICY

COGE-007.00

	Technician	Operational	Awareness	N/A
8. Hazardous Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provider	Assistance		N/A
9. Ground Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Other: Man made and natural disasters for which the service has the training, equipment and command system to undertake.				
<div style="border: 1px solid black; height: 50px;"></div>				

Please refer to the "Evaluation of Services Provided and Level of Service Information" attached in Appendix A, in answering the following questions.

11. Are there limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:
<div style="border: 1px solid black; height: 70px;"></div>
12. Does the department have the equipment to perform the services checked?
<div style="border: 1px solid black; height: 70px;"></div>
13. Does the department have the training or experience necessary to perform the services checked above?
<div style="border: 1px solid black; height: 70px;"></div>

Date: _____

Signature of Department Representative

Signature of Municipal Representative



POLICY

COGE-007.00

Signature of Related Body Representative
(such as rural fire district, Town, village, if
applicable)

Please Note: Explanation of the terminology used in this registration form is provided in the attached message from the Fire Marshal (Appendix A). To register, a department must be incorporated and hold any valid liability insurance that is required by Municipal policy. The department must operate on a not-for-profit basis. The registration does not make the department an agent of the Municipality. This registration may be modified by notifying the Municipality thirty (30) days in advance. The Municipality may revoke this registration for cause.



APPENDIX A

Evaluation of Services Provided and Level of Service for Use with Application for Registration as a Fire Department or Emergency Services Provider under the Municipal Government Act

Information from the Office of the Fire Marshal

The registration of a fire department or emergency services provider is a replacement for the fire ward system. The process recognizes that fire departments may carry on a wider variety of services than under the previous Act.

The following is a direct quote from National Fire Protection Association Standard 1500:

Spelling out the specific parameters of services to be provided allows fire department to plan, staff, equip, train and deploy members to perform these duties. It also gives the governing body an accounting of the costs of services and allows it to select those services they can afford to provide. Likewise, the governing body should identify services it cannot afford to provide and that it cannot register the department to deliver.

There are a number of fire departments who have expressed concern that they could be prevented from attending at emergencies in their communities. The registration should not therefore be an all or nothing situation. The responding department may not have the training, equipment or command system to fully handle the situation. The department may, however, be able to provide assistance to the victims until more qualified help does arrive. This level of service can be indicated upon registering, in a letter form or on the registration form, by a note indicating a limit on the level of service to be provided, or by a note stating what, in the definitions provided below will not be provided.

To assist the fire service and the municipal units, the Office of the Fire Marshal has developed a registration form that includes a check list for services and level of abilities. This check list was developed with the assistance of the Fire Officers Association directors. The use of this form is not compulsory. Each municipality may develop its own registration process in accordance with the *Municipal Government Act*, although it is noted that it is the desire of the fire service advisory group that there should be one common system rather than 55.

The Office of the Fire Marshal will not be evaluating the fire departments; the registration process is between the municipality and the fire department.

The standards selected are from the National Fire Protection Association 1500 standard for Firefighter Occupational Health and Safety. The key to this standard is that, "no activity is undertaken unless the benefit outweighs the risk", for example, items such as a minimum four-person crew for interior attack should be followed except where a rescue of someone inside the building is possible. The NFPA 1500 document should be the corner stone upon which each fire department attempts to meet the highest standard of safety. There are sections such as physical fitness requirements and recruiting that may require a different approach by the fire department.

Definitions of Terms Used in the Registration Form

1. Fire and Fire Related Emergencies

- a. **Structural:** means the activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles, vessels, or like properties that are involved in a fire or emergency situation. Departments should have firefighters trained to NFPA 1001, protective personal equipment, down alarms, accountability system, adequate water supply, pumping capacity and an incident command system. Departments should also have the proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard. Shipboard firefighting, if provided, should be carried out following the NFAP standard 1405 1996 Edition Guide for Land Based Fire Fighters Who Respond to Marine Vessel Fires. Protection of Aircraft at airports by volunteers, if provided, should be in accordance with Transport Canada guidelines.
- b. **Defensive:** means actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas. Defensive operations are generally performed from the exterior of structure and are based on a determination that the risk to personnel exceeds the potential benefits of offensive actions. Fire departments without the ability to carry out structural firefighting may register as providing property protection through defensive strategies. Rescue may be undertaken if the benefit warrants the risk. Departments should have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard.
- c. **N/A:** means the department does not respond to these calls.

2. Medical Emergencies: response to known medical emergencies

- a. **Registered First Responder:** means responders registered with the Department of Health through EHS first responder program and responds to medical calls or provide medical assistance at the scene of an incident.
- b. **Medical Assistance:** means responders who have standard or emergency first aid and respond to medical emergencies or provide medical assistance at a response incident. Equipment includes a first aid kit.

3. to 7. The following terminology is used in respect to vehicle rescue, water rescue, ice rescue, structural/excavation collapse and high angle rescue:

These activities should be carried out in accordance with NFPA 1670 Standard for Rescue, 1999. Generally, these terms mean:

Technician: First responders at the technician level are those persons who respond, as either initial call out or as a mutual aid response to contain and



control the incident. The level of service usually will provide a high degree of intervention.

Operations: First responders at the operations level are those persons who respond as the initial response to an incident for the purpose of protecting nearby persons, the environment, or property from the effects of the incident. First responders at the operations level are expected to respond in a defensive fashion to control, prevent a worsening of the incident and provide services within their capabilities.

Awareness: First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency. First responders at the awareness level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.

Refer to Standard 1670, but, for example, these terms mean:

3. **Vehicle Rescue:** means removal of victims from a vehicle following an accident. This may require elaborate or simple tools and knowledge depending on the incident. The first responder should be aware of the departments abilities and when it is necessary to request a higher level of service.
 - a. **Technician:** properly maintain complete set of heavy hydraulic extrication equipment and associated spreaders, cutters, rams, chains, cribbing etc. and trained as a team to use the equipment, recognize hazards and protect the victim.
 - b. **Operations:** properly maintained hand tools, manual hydraulic tools, air tools and trained as a team to use the equipment, recognize hazards and protect the victim.
 - c. **Awareness:** does not have the equipment for extrication but does respond to motor vehicle accidents.
4. **Water Rescue:** means rescue of individuals from rivers, lakes, ponds, and may include body retrieval.
 - a. **Technician:** survival suits, water rescue kit, if diving is provided – appropriate equipment for conditions, a boat including life jackets. Training to a level for the service provided, either surface or diving. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Life Safety Rope and System Components 1995 Edition.
 - b. **Operations:** approved life jackets for each rescuer, throw ropes, life ring with rope, a boat. Training should include boating safety. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.



- c. **Awareness:** responds but does not have the equipment or training.
- 5. **Ice Rescue:** Rescue of individuals from extremely cold water or ice.
 - a. **Technician:** full ice rescue kit including floatation suit and ice board or equivalent. Training for cold water rescue. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.
 - b. **Operations:** approved life jackets for each rescuer, throw ropes, life ring with rope. Trained respecting safety of rescuer and victim. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.
 - c. **Awareness:** responds but does not have the equipment or training.
- 6. **Structural/Excavation Collapse:** rescue of persons for collapsed ditches, etc. or collapsed structures. There are five levels of service – each department should examine the document to determine their own level of ability.
 - a. **Technician:** providing this service should meet the full requirements of NFPA 1670.
 - b. **Operations:** provides a medium level of service in accordance to NFPA 1670.
 - c. **Awareness:** assists visible victims; prevents further collapse.
- 7. **High Angle Rescue:** Rescue of persons from building faces, cliffs trees or other locations where individuals must be lowered or raised by the rescuer.
 - a. **Technician:** equipment recommended by and training provided by a recognized high angle rescue organization.
 - b. **Operations:** Ropes and other similar equipment should meet NFPA Standard, gloves, protective clothing required for the particular incident. Training on knot tying.
 - c. **Awareness:** secures the scene, stabilizes the incident.
- 8. **Hazardous Material:** Response to chemical incidents. All levels should be in accordance with NFPA 472 1997 Edition Standard on Professional Competence of Responders to Hazardous Materials Incidents. Fuel spills such as oil, gas and diesel may be handled by all three levels if the spill is minor and stabilized. The important fact is knowing the departments limitations.
 - a. **Technician:** hazardous materials technicians are those persons who respond to releases or potential releases of hazardous materials for the purpose of



controlling the release. Hazardous materials technicians are expected to use specialized chemical protective clothing and specialized control equipment.

- b. **Operations:** first responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.
 - c. **Awareness:** first responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area.
9. **Ground Search and Rescue:** self-explanatory
- a. **Provider:** meets the Nova Scotia Emergency Measures Organization's provincial standard for SAR teams.
 - b. **Assistance:** members are under control of a SAR team.

**Schedule 3 – Medical Service Levels**

Medical Response	Level	Description of Service Response
Medical Assistance	1	Do not Notify for medical calls. First Responder for Vehicle Fires
Medical Assistance	2	Only notify if requested by paramedics
Medical Assistance	3	Notify for "Time Critical" Emergency calls as determined by EHS
Medical Registered First Responder	4	Notify for all emergency calls
Medical Assistance	5	Notify for cardiac arrests, motor vehicle collisions and lift assists only.
Medical Assistance	6	Notify if requested by paramedics for all cardiac arrests and motor vehicle collisions

**Schedule 4– Role of Custodial and Fire Support Position****Purpose**

The purpose of the Fire Department Custodian (Custodian) is anticipated to be a paid position to provide for the cleaning and maintenance of fire department facilities, equipment and apparatus, to ensure the health and safety of volunteers after its use. The Fire Department Custodian may also be of assistance by ensuring a qualified operator is available during working hours.

Position Summary

The Custodian will be responsible for the operation and maintenance of fire apparatus and facilities, under the supervision of the Fire Chief or Executive Committee. Responsibilities may include janitorial, carpentry, painting and light mechanical functions. Hours of work are dependent on need of the Fire Department and may range from 16 to 40 hours per week.

Expectations

1. Keep the fire station clean inside and out, including all rooms in the fire station, associated kitchens and reception halls (as required). Maintenance outside may include but is not limited to mowing, snow removal, and salting.
2. Cleaning and maintenance of fire apparatus and equipment after a fire call.
3. Set up fire station for all functions requested.
4. Respond to emergency calls by being qualified to drive and operate equipment and apparatus and acting as Incident Commander at emergency sites until a senior officer relieves them of duty.
5. Obtain sufficient knowledge of radio and communication equipment.
6. Willing to work with all members of the Fire Department including training with and providing assistance to training staff.
7. Maintain suitable training and licensing certification levels to ensure proper and safe operation of equipment and apparatus, and maintenance thereof.
8. Report suggestions or improvement to the Fire Chief or Executive Committee.
9. Perform any other duty as assigned by the Fire Chief or Executive Committee.

**Schedule 5 – Maximum Complement of Trained Service Providers**

Station Complement	Total Maximum
Brooklyn 1	60
Brooklyn 2	40
Hantsport	50
Southwest Hants	20
Summerville	46
Mt. Uniacke	45
Walton	60
Windsor	50
Totals	371

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the 9th day of **October, 2018**.

R. N. Brown
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	October 2, 2018
<i>Approval:</i>	October 9, 2018
<i>Description: Initial approval of Fire and Emergency Service Policy COGE-007.00.</i>	

GRANTS AND CONTRIBUTIONS POLICY

1.0 PURPOSE

The West Hants Regional Municipality wishes to recognize the valuable contributions provided through the volunteer efforts of community organizations and agencies on behalf of its residents. This policy demonstrates and formalizes Council's commitment to assist organizations which provide beneficial programs, services or projects to the community while, at the same time, recognizing the financial constraints affecting the Municipality's ability to provide funding to these groups.

This policy will establish eligibility requirements, identify types of funding available, explain how this is established each year and outline application, monitoring and reporting requirements. Application forms and guidelines will be developed by the Administration in support of the policy intent.

2.0 POLICY OBJECTIVE

The objective of this policy is to treat all organizations fairly, equitably and reasonably, within the parameters established by Council as follows:

- a) Youth development
- b) Senior support and services
- c) Public safety
- d) Provincial events
- e) Heritage and Culture

On an annual basis Council will determine the amount of funding during the budget process.

3.0 AUTHORITY

Authority is provided under Section 65, Municipal Government Act, as amended. The total of the amounts paid for grants in a fiscal years' operating budget will not normally exceed one percent of the taxes for general municipal purposes levied by the municipality.

4.0 ORGANIZATIONAL ELIGIBILITY

Pursuant to Section 65 of the *Municipal Government Act*, grants or contributions may be expended where required by the Municipality to:

- a society within the meaning of the Children and Family Services Act,
- a mental health clinic in receipt of financial assistance from the Province,
- an exhibition held by an educational institution in the

GRANTS AND CONTRIBUTIONS POLICY

Municipality,

- a club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province
- a day care licensed under the Day Care Act,
- a registered Canadian charitable organization,
- a volunteer fire and emergency services providers, as defined in Municipal Government Act, who are registered with the Municipality.

Heritage Property Act

Heritage designated properties within the boundaries of the West Hants Regional Municipality may be eligible for municipal grants and contributions not included within this policy.

5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION

Grants are generally provided in the form of funds, while contributions may be through in-kind support using municipal resources, both tied to a specific outcome. Both sources of support must be reported annually by the Municipality, as is required by legislation. Council has the authority to fund projects outside of the maximum approved funding allocations stated in this Policy.

5.1 Operating grant – Maximum contribution \$1,500

- Operating funding for not-for-profit community groups to assist with general operating expenses, including administrative costs and program related expenses.

5.2 Community Capital Project grant Maximum contribution \$2,500

- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for projects under \$2,500. *Funding will not be granted to purchasing recreation equipment that the Municipality can reasonably expect individuals or groups to buy for themselves.*
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.

5.3 Public Safety Grants – Maximum contribution of \$7,500, up to the amount set in the fiscal operating budget.

GRANTS AND CONTRIBUTIONS POLICY

- Grants under this category are for non-profit organizations registered with the Municipality that provided or ensure public or community safety.
- 5.4 Community Recreation Program grant – Maximum contribution \$1,000
- Recurring community recreation programs which Council has determined provide significant benefit to the broad community and are open to all members of the public.
 - Assistance provided to groups interested in the creation, expansion and improvement or recreational opportunities in their communities.
- 5.5 Community Event grant – Maximum contribution \$1,000
- Community Events that are of a cultural, social or recreational significance to the community.
- 5.6 Special Events Operations & Promotion grant – Maximum contribution \$5,000
- To provide assistance for special events operations and promotions that will see participants and spectators attend from outside the West Hants Regional Municipality. This funding will support events that foster good community relations, support culture, develop the local economy and tourism industry and enrich the quality of life for residents and visitors.
- 5.7 Leadership grant – Maximum contribution - \$1,000
Grants available for recreation groups
- Seeking help to provide supervision and leadership to implement a program.
 - Wanting to have representatives attend leadership training that will improve the function of the group or the quality of leadership.
- 5.8 Sponsorship Advertising/Donation of Prizes Requests – Maximum contribution per organization per year \$100. - Grants will only be awarded to the extent the current fiscal budget permits.
- To provide assistance for advertising to local not-for-profit organizations for projects, events or initiatives that benefit residents and are within the mandate of the Municipality.
- 5.9 Youth Travel Assistance – Maximum Contribution Limits apply – Grants will only be awarded to the extent that the current fiscal budget permits.
- The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non-profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events.

GRANTS AND CONTRIBUTIONS POLICY

5.10 Community Trail Funding Program – Maximum contribution - \$2,500

- The trail funding program supports community organizations in the maintenance and development of trails for public use.

5.11 Major Capital Project grant

- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for capital projects
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
 - Gas Tax funding requirements:
 - Agreement to abide by the Municipal agreement with the Province of Nova Scotia.
 - Community Energy Systems - \$2,500 limit
 - Cultural Infrastructure - \$5,000 limit
 - Tourism Infrastructure - \$5,000 limit
 - Recreational Infrastructure - \$5,000 limit
 - Broadband Connectivity - \$5,000 limit
 - Trails - \$2,500 limit

5.12 In-kind Contributions

- The provision of Municipal property/facilities, materials or resources to support a service, program, project or event.

6.0 FUNDING ELIGIBILITY

An applicant organization must meet the following criteria in order to be considered for a Grant or Contribution.

6.1 There can only be maximum of two applications per organization per fiscal year.

6.2 Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The West Hants Regional Municipality should not be considered as a primary source of funding for the organization. (This Section 6.2 is not applicable to those applicants who provide volunteer services on behalf of the Municipality in lieu of the Municipality providing the services directly, i.e. Volunteer Fire Societies.)

6.3 Funding requests can be defined as events/projects/programs which support, sustain, promote, inform, educate, celebrate, preserve, and/or

GRANTS AND CONTRIBUTIONS POLICY

provide access to the arts, culture, environment, heritage, safety and/or health activities for a specific or general demographic or geographic group.

- 6.4 Requests for financial assistance for events of a Municipal, Provincial or National significance which would be expected to bring economic and/or public relations benefit to the Municipality.
- 6.5 The applicant must demonstrate a commitment to all of the following principles:
 - a) Accessibility (open to all Municipal residents)
 - b) Effectiveness (funding supports specific Municipal goals or objectives)
 - c) Accountability (through sound management and financial practices)

7.0 GENERAL INFORMATION

- 7.1 Municipal Council sets the funding limits and annual budget allotments within this Grants and Contributions Policy.
- 7.2 Applicants will complete the appropriate Municipal application form and supply the requested documentation.
- 7.3 Application deadlines and expiry periods may apply.
- 7.4 All applications except for youth travel and sponsorship/donations are approved by Council and applicants will be notified by letter of approval or denial. The letter will state any terms and conditions that apply to the grant approvals.
- 7.5 Applications for youth travel and sponsorship/donations are reviewed and approved by either the Director of Community Development or the Chief Administrative Officer.
- 7.6 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices and development of volunteers.
- 7.7 A financial statement and pertinent documentation must be filed with the Municipality annually.

GRANTS AND CONTRIBUTIONS POLICY

- 7.8 The Municipality reserves the right to deny any application it deems not within its' mandate.
- 7.9 All proposed work must comply with Municipal, Provincial and Federal regulations.
- 7.10 The following are the evaluation criteria that will be applied when reviewing grant applications:
- a. Project/program fits within the mandate (vision/mission) of the Municipality.
 - b. The organization is a not-for-profit and in good standing with the Registry of Joint Stock Companies.
 - c. The application is for a program, event, facility is for public community purpose.
 - d. A financial need is demonstrated.
 - e. The organization is sourcing other funding partners.
 - f. The project is economical.
 - g. The project/program brings value to the residents of the Municipality.
 - h. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
 - i. The facility, program or event provides a good return on investment. The applicant has demonstrated that they will recognize the Municipality's contribution.
 - j. The organization has demonstrated long-term sustainability.
 - k. The applicant has demonstrated its own commitment to the project (ie. In-kind donations, financial contribution etc.)
- 7.11 Individuals are not eligible for funding under the Grants and Contributions Policy except with written authorization through recognized organizations or where legislation allows the Municipality to do so.
- 7.12 Funding will not be provided to offset accumulated deficits or funding shortfalls. Funding consideration is based only on budgeted revenues and expenditures in the year for which the assistance is requested.
- 7.13 The applicant organization must spend or allocate grant funding within the current fiscal year for which it has been approved and for the sole purpose under which it has been granted unless approved by the Municipality.

8.0 APPLICATION PROCESS

GRANTS AND CONTRIBUTIONS POLICY

- 8.1 Requests for funding under this program must be submitted on or before the deadlines stated by Municipal Administration. Public notification will be provided of the submission dates and requirements for all grant programs.
- 8.2 All applications must be accompanied by the required documentation to be considered complete when received.
- 8.3 Incomplete or late applications received after the deadlines set by Administration will not be processed.
- 8.4 Applicants receiving a grant or contribution under the Grants and Contribution Policy will not be eligible to receive a grant or contribution under any other grant program established by Council in the same fiscal year. This does not apply to organizations exempted under the Property Tax Exemption policy.

9.0 GENERAL TERMS

- 9.1 Granting of assistance in any one year or over several years is not a commitment to future funding.
- 9.2 Applications for in-kind support will be forwarded to the respective department for review and a separate report to Council will be prepared for consideration and approval during the approval process.

10.0 THE ROLE OF ADMINISTRATION

- 10.1 The Administration of West Hants Regional Municipality will set application deadlines, receive and process written and complete submissions by applying established parameters, within the budget approved by Council.
- 10.2 Grant applicants determined to be ineligible for funding will be notified, in writing as soon as is practically possible.
- 10.3 The Chief Administrative Officer will provide a written report to Council on the recommended disposition of funds, annually.
- 10.4 Requests for grants, contributions or in-kind support received outside of the established grant application period will only be considered should sufficient funding be available in the current fiscal year.

GRANTS AND CONTRIBUTIONS POLICY

10.5 Successful applicants will be notified with an official letter with instructions and reporting requirements.

10.6 Pursuant to the Municipal Government Act, Section (65C), a list of grants approved by West Hants Regional Municipality to community organizations will be published annually on the municipal website. The information will include the name of the applicant, name of the organization and grant funding approved.

11.0 RELATED PROGRAMS & INFORMATION

11.1 Youth Travel Assistance Program Guidelines

11.2 Community Trail Funding Program Guidelines

11.3 Community Development In-kind Contribution Grant

11.4 Grants to Recognized Fire Services

11.5 Registered Heritage Properties Grant

12.0 REPEAL

12.1 The Grants and Contribution Policy, COUNCIL-01-003, dated February 10, 2015 of the former Municipality of the District of West Hants is hereby repealed.

I, Rhonda Brown, 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 **24th** day of **November, 2020**.



R.N Brown
Municipal Clerk

GRANTS AND CONTRIBUTIONS POLICY

<i>Adoption</i>	
<i>Notice to Council:</i>	November 10, 2020
<i>Approval:</i>	November 24, 2020
<i>Description:</i> Initial approval of the Grants and Contribution Policy, RCOFN-012.00.	



Special Committee of the Whole Excerpts
February 17, 2021

Windsor / West Hants Together Community Engagement Final Report

As part of the Windsor/West Hants Consolidation, RAD Consulting was hired in December 2019 to conduct a comprehensive community engagement project about the future of the united Municipality. The project was conducted in 2 parts, the first was to gather insights from community leaders representing various groups. The second part was to engage the broader community, this part was delayed due to COVID and was achieved through surveys and online engagement sessions.

The Final Report by RAD Consulting proposed 14 areas of recommendations to address community concerns and enhance community relations. The detailed Final Report and Presentation to Committee of the Whole can be found at <https://www.westhants.ca/committee-of-the-whole/committee-of-the-whole-packages-april-2020-march-2021/2021-cotw-agenda-packages/3080-2021-02-17-special-committee-of-the-whole-agenda-package-amended/file.html>.

The recommended motion was:

... that Council accept the recommendations in principle included in the Community Engagement Final Project Report presented to Committee of the Whole on February 17, 2021 by RAD Consulting and direct staff to find ways to implement the recommendations in order to enhance community relations.



Community Engagement Final Presentation

RAD Consulting
February 17, 2021

Acknowledgements


- Nova Scotia Department of Communities, Culture and Heritage for funding this project.
- The consultation project was initiated by hard-working staff at the Municipality of West Hants and the Town of Windsor before the consolidation. It was then followed by dedicated help and assistance from current staff members at West Hants Regional Municipality, particularly Ms. Chrystal Remme.
- We extend our gratitude to all the community leaders and members who gave us their precious time during the consultation process. They always made themselves available to bring ideas and challenges forward to be captured in this report. They reminded us of the beauty of the region, the magnitude of the challenges ahead, and the great potential of the region that keeps them here and encourages them to show up and give of their ideas, vision, passion, energy, and time to improve their community through incremental efforts that have long-lasting implications.

Phase 1: GATHERING INSIGHTS

Project Goals

- Go beyond current consolidation process
- Engage internal staff
- Identify and engage minority groups and other stakeholders
- Identify and engage community leaders
- Six community workshops
- Identify community-led projects
- Research regional, provincial and national project funding opportunities
- Propose a future engagement framework
- Present findings to future council

Community Leaders' Interview Summary

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- Glooscap First Nations
- African Nova Scotian
- Acadian
- Students
- LGBTQ+

Glooscap First Nations

- Afraid to walk alone because of dangers faced by Native women
- Trail maintenance needed (e.g. to clear felled trees)
- Enjoys crafts (e.g. basket weaving by self and with granddaughters) and would like to see more creative workshop offerings
- Communication strategies between reserve members needs strengthening: not everyone uses the internet

Glooscap First Nations

- Not just youth programming or a youth center needed, but support for LGBTQ+ youth and their families
- Her children both struggle with self-harm and have been the victims of violent crime
- Her home is one of the only "safe spaces" available for LGBTQ+ youth in Glooscap: an inclusive youth resource center is needed
- Exercise groups for everyone

Glooscap First Nations

- Enjoys the seclusion but hopes for greater ties with surrounding communities
- Youth need both a youth center and youth programming
- Major transportation issues leading to isolation, particularly among elders
- Better access to health services, particularly for aging population
- Road repairs, trail maintenance, and pedestrian walkways needed

Acadian

- Better road signs are needed as the current signs are faded, and not clear or thorough enough to indicate the way to local destinations and landmarks such as the cemetery
- They would like Windsor to obtain a large stone monument, like the one along the Halifax waterfront, commemorating the 1,000 Acadians who were deported from Fort Edward by the British. The monument would cost \$65,000 but is important to preserving the historical legacy of the Acadian community and fundraising could support the cost
- Newspaper ads and articles, community days, and word of mouth suggested to promote news of consolidation
- Broader local, regional, and national knowledge of and appreciation for Acadian history and culture is needed

African Nova Scotian

- Concerns about existing forms of racism, especially environmental racism (e.g. noise pollution, no walkways, road neglect, park neglect, transportation and education issues, etc.)
- Lack of representation of the African Canadian community of West Hants in positions of power and authority (e.g. law, council, medicine) remains a significant issue
- Lack of acknowledgement of Black History month and commemoration of the many important African Canadian figures from the region is another main issue that disempowers the black community
- Greater prevention and treatment measures for health issues affecting the black community are needed, as well as transportation innovations
- The elderly of the black community are impaired by the lack of communication, transportation, and medical care: while gentrification may be an economic necessity, first honor the lives of all residents of color and the agricultural roots of the region

Youth

- Proud of agriculturally-rich coastal region yet many innovations are needed particularly for youth
- Transportation issues to and from the high school need to be addressed: many students can't participate in after-school activities because the school services such a wide radius (65km)
- Lake Pisaquid could be teeming with fish and plant life, but is instead almost empty because the causeway wasn't built properly and the city favors beautification efforts rather than healthy saltwater ecology
- More safe places for teens other than the skate park (which encourages dangerous behaviors) are needed, as well as community events to keep the entire population of West Hants integrated and active as a community
- More community integration would help bridge the generation gap between older and younger residents, many of whom struggle with depression, anxiety, eating disorders, and other feelings of isolation and misunderstanding relating to race and sexual orientation, in particular

Staff Internal Workshop

- **Challenges**
- **Solutions**
- **Public Engagement**
- **Aspirations for Future**

Staff Internal Workshop

- Sense of excitement about the consolidation
- Hopes for greater efficacy and internal-departmental integration and collaboration
- Internal Communication: Some frustrations with communication from leaders
- Internal: HR and community relations
- External: consistency, accessibility and transparency in community engagement and communication
- External: generating more excitement and energy in participation between staff, residents and representatives
- Internal & External: building trust within the new organization and with the public

Warden Zebian

- Excited about the work ahead
- Sees tremendous potential
- Would like to see better engagement and representation of diverse community in order to attract more people to the region
- Improve quality of life of existing residents through better service delivery

Mayor Allen

- Excited about consolidation (“FINALLY!”)
- Need to address housing disparity and transportation issues
- Deeply concerned with racial divide
- Need for inclusiveness and education around diversity
- Goals for creating unity and empowering all residents

Mr. Mark Philips, CAO

- Believes in the region to have everything a great community would need
- Has faith in the organization to be able to deliver on the promises of the consolidation
- Goals for empowering and trusting the expertise of staff
- Consistency, collaboration and continuity in relations with the public as top importance
- Will consider important initiatives such as diversity hires in order to better represent the richness of the region's culture and population

Themes & Findings to Date

- **Improved public transit** to connect residents to communities and regional services
- **Strengthened advocacy for physical and mental health services** that encompasses the needs of an aging rural population and other marginalized community members
- **Targeted education and awareness programs** to draw attention to the region's rich social and cultural history, particularly to address issues of systemic racism
- **Greater diversity representation and inclusion** in all areas of administration, governance, and decision-making processes

Themes & Findings to Date (continued)

- **Improvements to community infrastructure such as trails and roads**, including a safer and more expansive trail system, and extended waterfront connections
- **Affordable housing** for all generations living in the region, including seniors looking to downsize, expanding young families, and young professionals
- **Creating belonging through community led projects** such as youth centres and rec centres that support the needs and desires of a dynamic, changing population
- **Ongoing and consistent engagement and relationship building** between politicians, staff, and the public



Next Step: Workshops

- First Nation Workshop: Glooscap Community Centre
- African Nova Scotian Workshop: Three Mile Plains
- Rural & Town Community Workshop: Hantsport
- Urban Community Workshop: Windsor
- Shore & Greater Rural Workshop: Brooklyn OR Ellershouse

PHASE 2 - GENERATING SOLUTIONS

Engagement Process

- whrmtogether.com
- Survey
- Online Engagements

WHRM Together.

Windsor West Hants Community Engagement

November 2020 - January 2021

“Building a stronger West Hants Regional Municipality together”

Survey

- The survey was sent out to just under 12,000 households throughout the municipality, to be filled out and sent back by mail, by calling a municipal staff member, or online
- received 135 responses to the survey

Communities

- Three Miles Plains: 8 people
- Windsor: 29 people
- Garlands Crossing: 8 people
- Falmouth: 24
- Hantsport: 13
- Brooklyn: 7
- Ardoise: 3
- Avondale: 9
- Bramber: 1
- Burlington: 3
- Cheverie: 3
- Curry's Corner: 4
- Ellershous: 1
- Greenhill: 1
- Lakeland: 1
- Mantua: 2
- Martock: 1
- Mount Denson: 1
- Newport: 3
- Summerville: 3
- Scotch Village: 2
- Poplar Grove: 1
- St. Croix: 1
- Vaughan: 1
- Wentworth: 2

Gender & Age

- Female: 90
- Male: 40
- Non-Binary: 1
- Other: 4

20-30: 8
30-40: 23
40-50: 26
50-60: 32
60-70: 22
70-80: 14
80-90: 4

What do you love about your community?

- Rural lifestyle: quiet, natural setting, small, sense of privacy, country living, feeling of safety
- The people and friendly neighbours, and the strong community spirit
- Natural beauty, the tidal river system, the mud, waterfronts and trails
- History and diversity of cultures
- Future potential

What are some of the difficulties you face living here?

- Lack of public transportation, difficulty of getting around
- Lack of access to services, food deserts, car-dependency
- Pedestrian safety in the communities (lack of sidewalks and safe trail system)
- Lack of reliable internet access and poor cell service
- Lack of amenities and community gathering spaces
- Lack of programming for youth and seniors
- High taxes
- Buildings in state of disrepair
- Poor public engagement
- Racism
- Affordable housing

What inspires you about the future?

- Potential for community growth,
- Small business growth
- Recreational opportunities
- New people, new ideas, new initiatives
- Becoming a healthy and active community
- Youth moving to the region, growing up and making the community theirs
- New recreation, sports and community centres
- Possibility of more youth and senior services
- Possibility for green and sustainable initiatives

How can the new municipality better serve you and your community?

- Better outreach and engagement
- Job creation and wage equality
- Better transportation services
- Investing in sidewalks and trails
- Equity, Diversity and Inclusion
- More housing opportunities for young families and seniors
- Transparent governance
- Balancing urban and rural investments
- Working together as a regional municipality instead of working to advance one community agenda over another

Community-Led Projects

- Active transportation corridor, connecting multiple communities safely, such as rails to trails
- Transportation services such as ridesharing, shuttle service, public transportation
- Outdoor/indoor rinks and community sports facilities and infrastructure
- Storytelling projects and initiatives to highlight rich history of the region, including Black Nova Scotian, Acadian, and Glooscap communities and cultures
- Initiatives to address racism such as recognizing and celebrating Black History Month
- Investment in beautification of public open spaces and parks
- Empowering communities to undertake smaller-scale projects by themselves
- Better community programming and involving the community's youth

How has the previous municipality engaged you and your community in the past?

- A vast majority of respondents said that they either have never been consulted, or engagements have been insufficient, or that they feel their input did not result in any meaningful change
- Others indicated councilor's pop-ups in the community, visits by staff and politicians, Mayor's newsletter, townhall meetings, and Facebook posts as ways they have been previously engaged

How would you like the new municipality to engage you and your community in the future?


- Open, direct, transparent and honest communication
- Events and activities (some already existent in various communities)
- Regular newsletters and social media posts
- More surveys and requests for input
- A coordinated quarterly communication campaign with information on important updates, communicated through social media, print media, radio and townhalls in the various communities
- Amplifying and considering voices from marginalized communities and vulnerable populations
- Door to door, business to business, pop-ups
- Using the momentum of the new municipality, and continuing to engage positively and take input seriously

What are some of the weekly, monthly, and annual events in your community?

- Church service, sporting events, bingo games, museums and libraries, Lion's Club gatherings, schools and school-related activities, senior events, Farmers' Markets
- Hantsport Homecoming Music Festival
- Christmas parade
- The Windsor exhibition
- Avon River Days
- Pumpkin Regatta
- Monday Jam nights at Avondale Hall
- Friday night BBQs at the museum
- Full Circle Festival
- North Along the Shore Jamboree
- Monthly arts and culture events throughout the summer at the museum
- Garlic Festival

Do you feel
priorities identified
in Phase 1
accurately
represent the
aspirations of this
diverse and
growing region?

- Over 90% of the respondents agreed with the priorities listed above
- Some expressed their agreement with the goals, but were doubtful of possibility for the new council to address these challenges



What other priorities would you add to this list for the region?

- Celebrating cultures
- Climate change
- More mental health services
- Addressing LGBTQ+ challenges
- Building a new rink
- Equitable taxation
- Internet and connectivity in rural areas
- Affordable housing and energy sources
- Public transit solutions such as commuter train

What other priorities would you add to this list for the region? (Continued)

- Creating more small business opportunities
- Improving quality of natural beauty and resources such as adding a fish passage on the Avon River
- Rural economic development projects
- More fun activities for all ages and communities such as more places for swimming outdoor and indoor, outdoor rinks, more informal gathering spaces within each community, dog-friendly areas and dog parks
- More opportunities to learn from various cultures in the region
- By-laws to improve communities' well-being such as road calming and noise by-laws

Online Engagements

Session One: Greater Rural Workshop

- More comprehensive bus routes and updated road signage needed
- Retain youth in the workforce with viable employment opportunities
- Recognize the value of rural communities and their youth
- Mail communication is ideal in lieu of in person, and municipal funding for community access points in rural communities for public access to internet connection is needed
- Native, Acadian, and Black Nova Scotian heritage markers are needed
- Regulation of landlord/tenant relations and foreclosure/eviction protection needed
- Given the rising price of homes (accessibility/affordability), address restrictive bylaws for non-traditional housing such as tiny houses and for those who want to farm
- Paid museum staff, use museum for townhall meetings, and “find creative ways to share or solicit information” with community members such as interactive museum exhibits

Session Two: Urban Community Workshop

- Limited transit options make access to mental and physical health services difficult
- Cultural deficits in West Hants
- Poor internet (dial-up rather than high-speed) and cell phone service
- Loneliness for people working from home or not working: people living in “silos” of isolation
- Better promotion and sharing of regional treasures needed (beaches, water access points, trails) and continued celebration of diversity
- Council not included in online community engagement sessions so as to better appreciate “community concerns, ideas, aspirations, and sharing,” without the sessions turning into a political forum
- Fire Department commended for their excellent work

Session Three: Rural & Town Community Workshop

- Climate change is dire: Clear-Cutting and Carbon Sequestering
- “No environment, no economy” (link between jobs and environment)
- Council’s support sought with utilizing land, and abandoned farmland
- Low income, health insurance deficits, and transportation issues severely impacting health care (mental and physical) for seniors and general population
- Existent racism and poor minority representation in the local job force
- West Hants Historical Society providing excellent exhibits on race history
- “Overhousing” for senior population and lack of affordable housing for youth and growing families a serious problem
- Province and/or municipality should help regulate rent control

Session Three: Rural & Town Community Workshop - Continued

- Community praise for “hands-on” efforts of Council to reach out to individuals and local business owners and be present at Town Hall meetings
- West Hants seniors enjoy more programming activities than in Hantsport
- Disbanded RDA’s, Board of Trade, and Arts Council a disappointment
- Vetted “Senior Assistance Group” with annual membership fee proposed
- Support for residential retrofitting needed, as 40% of homes are “energy poor”
- Celebrate “varied, unifying, and holistic” local resources such as gypsum quarries, East Hants caves, lakes, and “rivers the salmon would return to if given the chance.”

Session Four: African Nova Scotian Workshop



- Question of survey's efficacy given the time constraints: phone calls and text messages suggested in the ongoing and future "rolling engagement"
- Major transportation issues in Three Mile Plains, including complete lack of shoulder or sidewalks, and continual heavy construction traffic Panuke Road, Grade and Pleasant Streets, making pedestrian foot traffic impossible: a prior consultation before construction started would have been appreciated
- Road infrastructure system "inequitable" across region (particular near the water, plumbing, and sewer plants); noise pollution also a problem

Session Four: African Nova Scotian Workshop - Continued

- Rails to Trails movement unanimously supported by all present, with a presentation on alternative modes of transportation by Jeremy Cromwell, but the railway owner wants to keep the rails as is in case needed for gypsum transport in the future; other option includes building trails adjacent to rails (\$1.4-1.8 million dollar project, or \$50k/kilometer), but with economic benefit
- Many TMP schoolchildren learning to ride bikes for the first time; additional trails need into town from elementary school, or connected to the high school

Session Four: African Nova Scotian Workshop - Continued

- Black History Month needs commemoration and celebration, with a public proclamation and consultation: a Black Lives Matter march was held, but “marches only go so far.” Awareness and structural changes are needed
- Educational assistance and job training programs needed in addition to equal opportunity employment, to help residents gain knowledge and skills, so as to overcome employment barriers: “A conversation needs to happen”
- Equal, balanced representation in job sector and medical sector needed, or else black residents won’t come to town or seek out the services they need because they do not feel represented and fear being misunderstood

Session Four: African Nova Scotian Workshop - Continued

- Greater celebration of George Elliot Clark (black Windsor-born poet) needed (along with the Howard Trail and the Windsor Birthplace of Hockey), and African Nova Scotians who were or are pioneers in hockey, the military, and the arts need to be recognized, commemorated, and celebrated
- Too much bureaucratic “red tape” involved in accessing mental health services, particularly for vulnerable populations such as youth, seniors, and LGBTQ+ residents; stigmatization, lack of education, and transportation issues compromise residents’ ability to access mental health services
- Safe spaces for youth such as the skate park also impacted by a lack of transportation services (youth have difficulty getting home once there)
- Juanita Harvey praised the young, educated, Three Mile Plains leaders present during this engagement session: “I’m totally impressed”

Funding and Partnership Opportunities

- Federal
- Provincial & Regional
- Organizations

Final Recommendations

Start small, start today:

Recognition of Black History Month, February-March 2021

- This may be achieved by:
- allocating more resources from existing municipal budgets;
- holding an online celebration in February by inviting local representatives of the black community to discuss their history and culture;
- inviting members of Black Nova Scotian community and/or a black artist/poet to at least one of the upcoming council meetings to talk about their experiences living and working in the municipality;
- inviting the community leaders identified in this report to provide recommendations for short-and long-term initiatives they see as appropriate to commemorate the Black History Month in 2021 and in the future;

Tactical Urbanism

- Temporary traffic calming measures such as narrowing main roads using painted concrete blocks
- Open Street Sunday: opening a major road, or a portion of a major road that connects several communities to pedestrian and cyclists
- Activating existing public spaces by adding chairs and tables in an initiative known as Chair Bombing
- Reallocation of parking to small pocket parks for a day in an initiative known as Park(ing) Day
- Short-term beautification or community service projects, such as wreath-making, tree-decorating, "Knit bombing"
- Fundraising campaigns to raise money for informational and memorial signage, road-markers, monuments, and plaques



Tactical Urbanism



Tactical urbanism in other areas of community development

- forming of Youth and Senior Advisory Committees
- Shared activities uniting a variety of groups such as a litter Cleanup Day, Ecology Awareness Day, or letter-writing day to area representatives responsible for making policy guidelines on how bodies of water, and private and public woodlands are protected against clear-cutting

Create A Comprehensive Community Plan

- There are multitudes of efforts underway in different communities across the municipality
- A Comprehensive Community Plan developed through a community-based process would bring many of such pieces together
- It is recommended Council direct staff to continue the engagement efforts and work with communities across the municipality to prepare a create a comprehensive community plan that provides the guiding principles for the entire municipality. Regional organizations such as Cities and Environment Unit (based in Halifax) are able to assist the municipality with preparing such a plan.

Making Planning and Engagement More Visible

- A vast majority of survey respondents indicated that they feel that they have never been engaged by the previous municipality and town,
- Many expressed their desired to be heard and involved in the future planning of the municipality
- It is recommended to make planning and engagement more visible. This can be achieved through mobile engagement and planning pop-ups during ongoing community events and activities as well as a storefront operation.





Prepare an Integrated Mobility Plan

- One of the largest challenges identified by the community members engaged in this project, regardless of age, race, ethnicity, and socioeconomic background, was lack of access to reliable public transportation and safe active transportation infrastructure
- It is recommended that Council consider directing staff to prepare a comprehensive public and active transportation plan. A successful example of such a report and its phased implementation is Halifax's Integrated Mobility Plan, which encompasses practical solutions for a municipality with an urban, suburban and rural character.





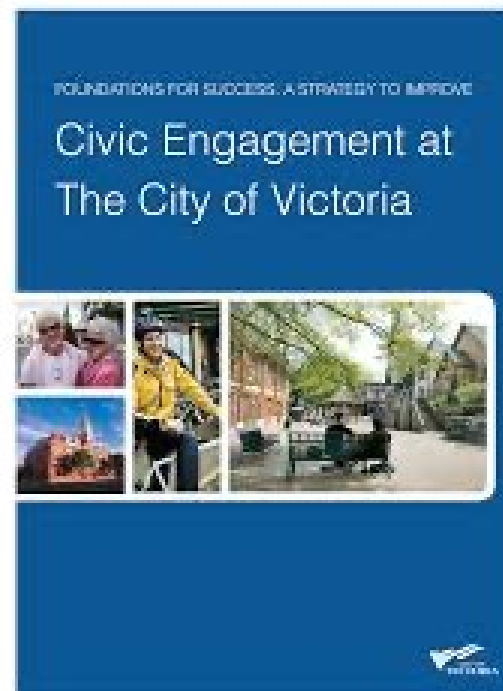
Prepare an Integrated Mobility Plan (continued)

- Consider becoming a part of initiatives such as Leading with Transit, which is working towards province wide transit system that could greatly benefit the communities in Regional Municipality of Windsor West Hants.
- Seek funding provincially: Kings Transit, Halifax Transit, Transit Cape Breton, Straight Area Transit, Antigonish Community Transit
- Federally, Infrastructure Canada has several funding mechanisms to help build and strengthen public and active transportation in urban and rural communities



Create and Adopt A New Engagement Framework

- It is recommended that Council designate internal staff members to further analyse the information from this engagement project and solicit internal municipal and external community leaders to implement this proposed engagement framework for the municipality beyond the scope of this initial phase. This extensive engagement framework may then be adopted by Council and be used for all future projects.
- Consider initiating an open-source platform for engagement. There are existing online platform that are part of a new generation of open-source civic technologies which can be used to engage the public in decision-making. Initiating such platform may be a feasible goal given availabilities of various tested and affordable technology solutions.
 - Madrid's Decide Madrid platform in 2015. Decide Madrid aims to ensure transparency of government proceedings in the city of Madrid and to widen public participation in Council decision-making and spending processes.





395,000+

Number of registered users on Decide Madrid



9,000,000

Number of site visits



21,000

Number of proposals submitted



38

Decisions made through direct voting

Infogram



Form an Internal Diversity and Inclusion Committee



- Given the diversity of the region, and the extensive feedback we received regarding the lack of consultation with diverse communities, and diverse representation in areas of governance, it is important for the municipality to form an internal Diversity & Inclusion Committee to assist staff and Council in identifying areas of improvement, as well as help promote and fund projects throughout the municipality in recognition of the rich cultural history of the region. Nova Scotia Department of Communities, Culture and Heritage has funding opportunities available that may assist the municipality in setting up this committee.

Form an External Advisory Committee to Council

- Many marginalized communities in the region face challenges of representation and inclusion.
- To help bridge the gap between the municipality, Council and the communities is an external residence advisory committee to Council
- Must include representatives from the Acadian, Black Nova Scotian, and Glooscap First Nation communities, as well as youth, seniors, LGBTQ+, and newcomers
- It is recommended to appoint internal staff and/or an external consultant to assist with preparing a mandate, governance model, targeted responsibilities, and a budget for this committee. A practical guide for forming this committee is “How to Create a functional, effective advisory committee” by Health Nexus, a Canadian bilingual health organization.



Adapted into English by Robyn Kaida and Andrea Bodkin, HC Link
Original French version by Patrick Delorme, HC Link

INTRODUCTION

CONTENTS

What is an advisory committee, and why have one?
Steps for implementing a functional, efficient advisory committee
Don't forget!
Final words
Want to know more?
Suggested resources
References

Putting an advisory committee in place can be a good way to involve and engage the community in your organization's work. However, not all advisory committees are engaged, functional, and effective! This basic guide offers tips drawn from HC Link consultants' experiences as well as other resources. It will help community organizations use best practices for creating advisory committees as an element of supporting community engagement. The guide may be useful to others as well.

This resource has been adapted from the original [French version](#).





Invest in Building New Multi-Purpose Community Centres or Enhancing Existing Ones

- The desire for better and more community centres was a consistent need that was expressed throughout in-person interviews, survey responses and online engagements.
- This was also pointed out by a Glooscap parent of LGBTQ+ youth who said her home is the only safe space for her children and their friends to express themselves freely.
- It is recommended to map all existing community centres and activities taking place within them and build a strategy and a phased approach to building new centre and enhancing existing ones, through repairs and programming, with the goal of all communities throughout the municipality having access to such centres

Start a Safe Streets and Trails Initiative

- A challenge facing many rural communities, including those in West Hants, is street safety along the main and side streets, as well as the trail network.
- It is recommended to prepare a priority list of renovated or new streets and trails that would vastly improve the quality of life for residents throughout the municipality. This list can be compiled with the help of residents and community leaders in each community using available technology for community mapping.
 - Halifax Regional Municipality's Traffic Calming Assessment Lists
- Explore federal and provincial funding and partnership opportunities



Address Systemic Racism and Environmental Racism

- A main finding of this report is the need to address systemic racism and environmental racism that has negatively impacted the Black Nova Scotians in the community for decades.
- It is recommended that Council form a taskforce to strategically address this issue and put together a comprehensive plan for addressing racism, both through internal review of policies, plans and procedures, as well as external education for the general public through initiatives such as commemoration of the Black History Month



Address Climate Change

- Climate change poses a serious risk to the quality and way of life of all people living in the communities across West Hants
- It is recommended to prepare a plan to both address climate change adaptation as well as outline steps the municipality is able to take to reduce its carbon footprint
 - Bridgewater's Energize Bridgewater plan that aims at addressing energy poverty and climate change
 - Halifax's Halifacts 2050 plan aiming at significantly reducing municipality's carbon footprint by 2050.
- Seek federal and provincial funding to both prepare such plans, and help implement them



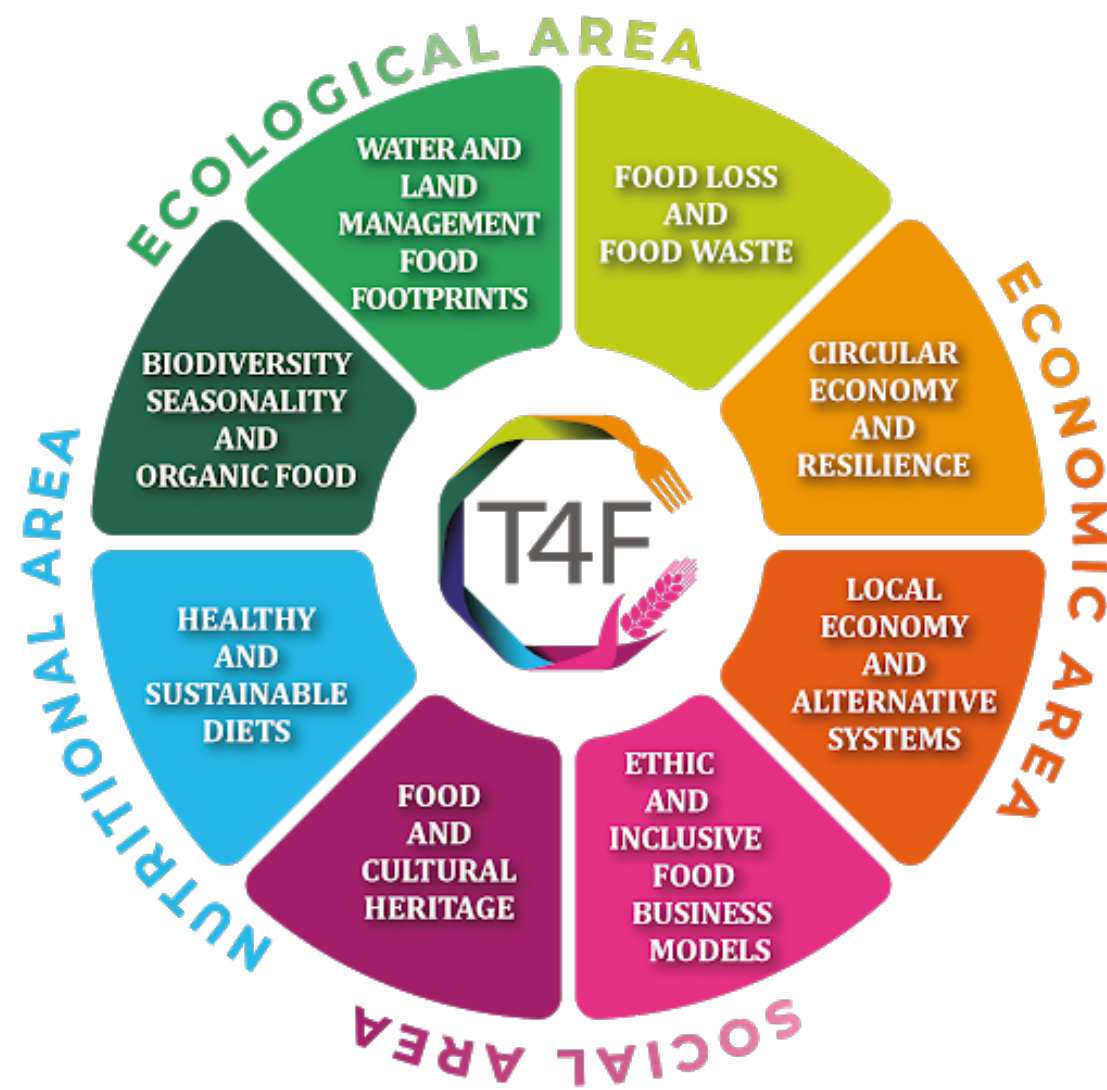
Address Affordable Housing

- It is recommended that Council direct staff to undertake a comprehensive analysis of these tools that the municipality can introduce to encourage the development and enhancement of access to affordable housing including :
 - Providing municipally owned lands for affordable housing
 - Encouraging innovative land use planning by-laws allowing for larger inventories of developable land within complete neighbourhoods
 - Permitting secondary and backyard suites for individual homeowners
 - Addressing energy poverty concerns through retrofit programs
 - Streamlining the development approval process to reduce housing development costs.

Local business improvement

- It is recommended that Council direct staff to undertake a retail mapping study to better understand existing retail stores and also to identify gaps between needed retail services in every community across the municipality.
 - Invest in infrastructure such as safe sidewalks and crossings and new trail connections, that strengthen existing retailers
 - Consider land use policies that would encourage more retail businesses in areas where such services are needed but are currently lacking.
- it is recommended that Council direct staff to undertake a mapping exercise of existing agricultural uses in the region. Doing so can allow for comprehensive work that would support a farm to table movement, not just around the municipality but in all of Nova Scotia.
 - Guelph-Wellington's Canada Smart Cities Challenge Proposal in 2019







Farmers



Implementation

- This report provides a comprehensive list of priorities and community-led projects gathered through the engagement sessions
- The list is expansive and includes monumental structural undertakings, including addressing climate change, systemic, and environmental, racism, implementing safe active transportation infrastructure, improving employment services, and activating governmental assistance with affordable housing
- It is up to Council to review, analyse, prioritize, and allocate staff and resources into implementation of these projects



Closing Thoughts

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”

Margaret Mead



Thank You

RAD Consulting
info@radconsulting.com



Audit Committee Meeting Excerpts
February 3, 2021

Recommendation Report for Auditing Services

On December 18, 2020, a Request for Proposals (RFP) for auditing services was posted to the Nova Scotia Procurement Website with a closing date of January 21, 2021. Two submissions were received: one from Kent & Duffett Chartered Accountants and the second from Grant Thornton LLP, both locally located in Kentville.

The reviewers determined that, while both proposals met the pass mark for Phase 1 and were almost even in scoring, Kent & Duffett Chartered Accountants provided a better overall proposal that was tailored to the RFP and WHRM requirements.

Both proposals' scores moved them into the second part of the bid (Financial) for review. The following were the proposed total costs for the audits for each of the five fiscal years:

Company	2021	2022	2023	2024	2025
Kent & Duffett	\$35,900	\$37,900	\$39,000	\$40,000	\$41,200
Grant Thornton	\$39,500	\$40,250	\$41,000	\$41,750	\$42,500

If Council decides to move forward with the recommended auditor, the cost of the annual audit would result in a cost savings compared to the amount that each of the former units were paying for auditing services, resulting in no impact on the tax rate for the Municipality.

Discussion included contract security, audit team size, and length of the contract. Staff clarified that we have contract security, through the service contract and the municipal insurance policy. Staff also identified that both bidders proposed the same audit team size, and that it is typical for auditing services to be contracted for a five-year period.

Audit Committee recommends that:

Council award a contract to Kent & Duffett Chartered Accountants to perform annual auditing services for West Hants Regional Municipality and the two Water Utilities (West Hants and Windsor), and to perform annual financial statement compilation services for Hantsport Fire Department for fiscal year ends March 31, 2021, through to March 31, 2025.



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: Audit Committee

Submitted by: Carlee Rochon
Carlee Rochon, Director, Financial Services

Date: February 3, 2021

Subject: Request for Proposals – Annual Audit Services

LEGISLATIVE AUTHORITY

- Municipal Government Act, Part II – Administration, 42 (1)
- Nova Scotia Utility and Review Board – Water Utility Accounting and Reporting Handbook – Section 2000

RECOMMENDATION or DECISION REQUEST

Audit Committee recommends that:

Council award a contract to Kent & Duffett Chartered Accountants to perform annual auditing services for West Hants Regional Municipality and the two Water Utilities (West Hants and Windsor), and to perform annual financial statement compilation services for Hantsport Fire Department for fiscal year ends March 31, 2021 through to March 31, 2025.

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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Council is required under Section 42 of the Municipal Government Act (MGA) to appoint a registered auditor who will perform an annual audit for the Municipality. In addition, section 2000 of the Nova Scotia Utility and Review Board (UARB) Accounting and Reporting Handbook requires that an annual audit for the water utilities occur.

On December 18, 2020, a Request for Proposals (RFP) for auditing services was posted to the Nova Scotia Procurement Website with a closing date of January 21, 2021. Two

submissions were received: one from Kent & Duffett Chartered Accountants and the second from Grant Thornton LLP, both locally located in Kentville. The proposals were reviewed and discussed in Financial Services by the Director and Manager of Accounting and Financial Reporting between January 21-25, 2021. As this was a two-phase process, the price component of the proposals (Phase 2) was kept in a sealed envelope until the discussions and initial scores from Phase 1 were determined by the reviewers. 64 out of 80 possible points was the minimum score (80%) required to move on to the price component.

The price component for the proposals are based on a percentage calculation using the lowest bid submitted to determine the percent of the 20 points available each submission would receive, with the lowest bidder receiving full points.

DISCUSSION

Upon review of Phase 1, the following scores were determined:

Company	Proposal Score
Kent & Duffett	71.5/80 = 89%
Grant Thornton	70.5/80 = 88%

The reviewers determined that, while both proposals met the pass mark for Phase 1 and were near-even in scoring, Kent & Duffett Chartered Accountants provided a better overall proposal that was tailored to the RFP and WHRM requirements. This was primarily a result of Kent & Duffett providing detailed descriptions of each phase of the audit including the amount of hours required in each, and providing a proposal that spoke to all elements involved in the auditing services, such as the Water Utilities and Hantsport Fire.

Once the proposal scores had been determined and agreed upon by the review team, the price envelopes were opened. The following were the proposed total costs for the audits for each of the five fiscal years:

Company	2021	2022	2023	2024	2025
Kent & Duffett	\$35,900	\$37,900	\$39,000	\$40,000	\$41,200
Grant Thornton	\$39,500	\$40,250	\$41,000	\$41,750	\$42,500

NEXT STEPS

Have the five-year contract signed.

FINANCIAL IMPLICATIONS

If Council decides to move forward with the recommended auditor, the cost of the annual audit would result in a cost savings compared to the amount that each of the former units were paying for auditing services, resulting in no impact on the tax rate for the Municipality.

ALTERNATIVES

1. Council could reject the recommendation and choose to offer the contract to Grant Thornton.
2. Council could reject both proposals and have the RFP resubmitted, however this would likely result in a need to extend the 2021 audit period.

ATTACHMENTS

- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

Not Applicable

Report Prepared by: _____
Diana Gibson, Manager, Accounting & Financial Reporting

Report Approved by: Carlee Rochon
Carlee Rochon, Director, Financial Services



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

February 5, 2021

Mr. Paul Morton
Deputy Mayor
West Hants Regional Municipality
76 Morison Drive
Windsor, NS B0N 2T0

Dear Deputy Mayor Morton:

Thank you for your letter of October 13, 2020, wherein you requested post-consolidation capital funding under subsection 2.1 of the *Post-Consolidation Funding Agreement* dated March 23, 2020.

I have asked staff to evaluate your proposal of the various infrastructure projects noted in your letter. I understand that our Director of Governance and Advisory Services, Nick Barr, has been in touch with Mark Phillips, CAO of the Municipality, to advise that we are actively working on your request and will provide an update in the near future.

Thank you for all of your work in bringing together the former Town of Windsor and the Municipality of the District of West Hants.

Sincerely,

Chuck Porter
Minister

c: Abraham Zebian, Mayor, WHRM
Mark Phillips, CAO, WHRM
WHRM Council
Catherine Berliner, Deputy Minister, DMAH
Mark Peck, Associate Deputy Minister, DMAH
Martin Laycock, A/COO, Housing Nova Scotia
Nick Barr, A/Director of Governance and Advisory Services, DMAH

M616/nb



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

JAN 22 2021

Mr. Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality
P.O. Box 1264
Liverpool, NS B0T 1K0

Dear Mr. Phillips:

To protect the health of Canadians, all governments need to continue to work together effectively to manage the impacts of the global COVID-19 pandemic. I know municipalities are on the frontlines, and to safely restart the economy, municipalities need to continue to put in place appropriate precautions to minimize the spread of COVID-19 and manage public spaces and critical services, such as public transit.

In partnership with the Government of Canada, the Province, through the Safe Restart Agreement (SRA), has provided \$67.5 million to support municipalities with COVID-19 operating costs. The SRA funding will provide much-needed support for West Hants Regional Municipality's pressures, estimated to reach approximately \$619,248 based on a survey conducted by the Nova Scotia Federation of Municipalities.

The Municipality has received \$634,521 under the SRA.

The SRA funding is to help the Municipalities:

- address increased operating costs resulting from a reduction in revenue due to COVID-19;
- continue to implement social distancing and infection prevention and control protocols required to operate facilities, public spaces and effectively deliver services to citizens;
- support safe transit operations and innovative solutions required to adjust to modified capacity; and
- acquire additional PPE.

Should you have any questions, please contact Bongsun Cho-MacDonald, Manager of Municipal Finance, at (902) 424-4961.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chuck Porter'.

Chuck Porter
Minister

c: Mayor and Council
Bongsun Cho-MacDonald, Manager of Municipal Finance, DMAH

Windsor Hockey Heritage Society

PO Box 430 Windsor Nova Scotia B0N 2T0

www.BirthplaceOfHockey.com



Windsor/West Hants Regional Municipality
Atten: CAO Mark Phillips and Council

Feb. 13, 2021

RE: 2020 Grant

On behalf of the Windsor Hockey Heritage Society I would like to thank Council for its financial contribution to our strategic plan.

I feel obligated to apologize for the long delay in sending this thank-you letter, however, we were pleasantly surprised when we learned only three weeks ago (when we received a call from Rhonda) that your September/2020 grant letter had been returned undelivered by Canada Post to the Municipal office. It was a much-appreciated surprise to kick-off 2021.

As an update, and although COVID has caused a bit of a hurdle in implementing our 3-year plan, a portion of the grant will be used immediately to assist us in financing one of our top priorities: to build a dynamic new website that leverages our Brand DNA and promote a fresh Brand identity. The website will inspire visitors to explore the history of hockey in Windsor-West Hants and provide the ability for visitors to purchase rebranded merchandise, allow for on-line e-commerce and donation opportunities, as well as being responsive to modern mobile devices. We have recently contracted with development partner Revolve to complete the website rebuild and Brand DNA project.

In addition, we are proceeding with design elements for display cases and common areas in the new sports complex. Our arena display committee, chaired by Avarad Wolliver, is hard at work collecting/reproducing meaningful heritage photos and interpretive text to tell the story of our local and Nova Scotia hockey heritage.

Once again, we thank Council for its ongoing support.

Yours truly,

Paul Beazley,
Windsor Hockey Heritage Society

“Supporting Hockey for Youth – the Originators of Canada’s National Game”



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: 
Shelleena Thornton, Administrative Supervisor

Date: February 23, 2021

Subject: Final Community Brand Design Creation Tender Award (WHRMAD20-06)

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act

Section 13(1) - Perpetual succession and seal
Section 62(1-3) - Flag, symbol or coat-of-arms
Section 65 - Power to expend money

RECOMMENDATION

...that Council approves the awarding of Tender WHRMAD20-06 to iImagine for the final community brand design creation at a tendered price of \$ 58,832.50 plus HST.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Prior to the April 1, 2020 consolidation of both the former Town of Windsor and Municipality of the District of West Hants, both Municipalities had individual and unique brands, logos, crests, and official seals.

- March 23, 2020 Co-ordinating Committee meeting – the Co-ordinating Committee adopted the “Region of Windsor and West Hants Municipality” seal.
- April 28, 2020 Council meeting – Council approved the Region of Windsor and West Hants Municipality name be changed to West Hants Regional Municipality.

- May 12, 2020 Committee of the Whole Meeting and May 26, 2020 Council Meeting – A report was presented, *Municipal Seal and Process for Community Branding*, and the process adopted by Council, including reference to the estimated budget of \$60,000.
- June – November 2020 – Advertisements seeking community members to join the Community Branding Team commenced.
- October 6, 2020 – Governor in Council (Province of NS) approved the Municipality’s official name be changed to “West Hants Regional Municipality.”
- December 16, 2020 – Community Branding Leadership Team (Committee) held its first meeting and reviewed and provided input into the draft Request for Proposals (staff incorporated the suggestions).
- December 22, 2020 – Request for Proposals was posted on the NS Procurement website.
- January 21, 2021 – Request for Proposals closed.
- January 2021 – An email was circulated by the Branding Team Co-Chair, Tim Carr asking all committee members who would be interested in sitting on a sub-committee to review the RFPs; eight responded.
- February 10, 2021 – The sub-committee met to talk about the RFPs, review the independent scores, and discuss each in-depth to reach a consensus for a recommendation to the committee.
- February 16, 2021 – The full committee met and received an update from the sub-committee and had lengthy discussion/debate on the procurement process. The committee voted on a recommendation (as presented in the ‘recommendation’ section of this report).

DISCUSSION

The Community Branding Leadership Team consists of 14 members:

- Business Members
 - Tim Carr (Co-Chair, School Street Studio Glass)
 - Melissa Velden (Co-Chair, Flying Apron)
 - Adrienne Wood (Windsor Township)
 - Abbey Kirumira (TheraPBios PHARMA)
- Culture/heritage Members
 - Lisa Hines (Windsor Agricultural Society)
 - Devin Lake (Avondale)
 - Krista Lloy (Windsor Hockey Heritage)
- Tourism
 - Andy McLean (Ski Martock)
- Municipal
 - Mayor Abraham Zebian
 - Saira Shah (Planning & Development)
 - Mark Phillips, (Administration)
 - Kathy Johnston-Isenor (Community Development/Recreation)
 - Chrystal Remme (Community Development/Relations)
 - VanEssa Roberts (Community Development/Economic)

A single-phase Request for Proposals, as per the Municipality's *Procurement and Tendering Policy*, was issued on December 22nd and closed January 21st. A two-phase approach is often used where detailed specifications are not available or it is impractical to prepare a specification based on price.

The Request for Proposal specifications and criteria requested, at minimum, the following (but not limited to), be provided:

- A consultant experienced in community brand development and brand execution with proven skills to accomplish the following:
 - Help identify our region's unique identity and our promise of what we represent.
 - Creation of that identifiable design representing what West Hants Regional Municipality, its people and places represent (the look, feel, and imaging we should have).
 - Complete the design work and production of materials that showcase West Hants Regional Municipality's new community brand and represent visually what that brand is.
 - Assistance with development of a community brand launch event.
 - Creation of a final brand, image package to be used by the Region and community for promotion of the business sector, tourism, and the Municipality in-general. As well as full brand development, which includes "brand usage guidelines."
 - Associate visual identification for the various growth centers and communities within the Region that fits under the overarching brand created for the region.
 - Design of collateral marketing materials including visual identify, tagline, and key messages. Design and production of application-ready files for use in marketing and media including the provision of a full range of icons to be used to display the various activities, destinations, municipal services, etc.
 - Employee/stakeholder brand training package.
 - Design image guidelines.
 - Templates for print advertisements.
 - Letterhead and business card designs.

In response to the RFP, five proposals were received:

Proponent	Technical /80	Financial /20	Total Score	Price (less HST)
Prime Creative	73.5	20	93.5%	\$ 32,000.00
iImagine	74.45	10.8	85.25%	\$ 58,832.50
The Northern Creative Agency	63.7	11	74.7%	\$ 58,500.00
We Us Them	55.5	10.8	66.3%	\$ 59,125.00
Operative Brand Consultants Inc			Did not qualify on technical nor financial	

For review of the five proposals, eight members of the committee formed a sub-committee and volunteered for the evaluation/scoring process. Each member evaluated the proposals independently and then met collectively on February 10th to gather, discuss, and determine a final consensus score for each, for a recommendation to the Branding Leadership Team.

When reviewing the RFP's evaluation procurement rubric at the February 10th sub-committee meeting, there was a tie position amongst members of the Top 2 proposals; however, the sub-committee recognized it would need to take a recommendation to the full committee and opted for iImagine.

The full Branding Team met on February 16th to discuss the scoring and recommendation from the smaller evaluation team (sub-committee), as ultimately, the recommendation before Council is from the entire committee.

Discussion was held with respect to the procurement process and legalities of having to accept a proposal just because it was a lower cost. Staff and Mayor Zebian advised that the lower cost is not always needing to be accepted; however, there must be details as to why it is not, that the proponent with the lower bid is unable to demonstrate they could fulfil the specifications identified in the RFP. This information can be requested by all proponents and as per legal advice from Municipal Solicitor, John Shanks with Stewart McKelvey, does put the Municipality at significant risk of a legal action because in this case, the Top 2 proponents were both very strong, scored high, and demonstrated competency. Community members of the committee expressed concern with the procurement process and expressed the importance of a community lead process that may not be as technical as a traditional municipal procurement process. Staff and Mayor Zebian assured the committee that this is but one step of many for the branding project and the community, and being community driven is paramount; however, procurement is a step in which staff and Council has to follow mandated procurement processes; that having received five proposals and a photo-finish of two proponents speaks volumes and reflects that the region is in great hands with this project, despite which of the two were awarded the tender.

The committee voted on the proposals and concluded with seven in-favour of the report recommendation; five nays; and one abstained (and one member was absent from the meeting).

As per the Municipality's Policy, *"The Municipality must award the procurement contract to the supplier whose proposal is determined to provide the best value to the Municipality based upon the evaluation criteria set out in the RFP and equitably applied to all proposals."* And further, *"depending on the evaluation method defined in the procurement documents, it will be customary to award the tender, RFP, or contract to the bidder of the lowest price or the highest cumulative score meeting the specifications. However, the Municipality reserves the right to accept or reject any offer; if it is in the best interest of the Municipality to reject the lowest tender and accept another tender, this may be done. The reasons for the decision must be clearly documented."*

COMMITTEE INPUT

About our committee, re: community involvement: This branding process, in one form or another has been going on for a number of years. Community involvement, including community input has been a consistent theme throughout. Our committee is an excellent representation of our larger community. We work, raise children, own businesses, volunteer, enjoy recreation, and above all, share a commitment to this process.

As co-chair, two key things were important to me during this process.

- 1) No volunteer would ever be discouraged to participate, at any stage.
- 2) Debate, discussion and discourse would have real value in this process.

The sub-committee, consisting of 8 volunteers from our full committee, met on February 10th (virtually) to assess, evaluate and debate results of our independent reviews. Sub-committee members had approximately 10-14 days previous to this meeting to review and assess the 5 proposals. Our goal was to reach as best a consensus as possible, with plans to present our findings to the full committee on February 16th. The expectation was that we would provide the full committee with a strong recommendation for moving forward, and in turn, an eventual recommendation/report to council. The 5 proposals were discussed generally, then assessed based on quantitative results (scoring rubric), and an in-depth qualitative conversation/debate about each.

Three proposals were quickly deemed inappropriate for the purposes of this project. One far surpassed budget expectation. The sub-committee thought it would be irresponsible for the interests of stakeholders to pursue it. Another 2 proposals, while meeting some of the predetermined criteria, were not strong enough to fully meet all requirements in the RFP. They were eliminated from contention based on the pre-determined criteria, and our in-depth conversations regarding the strengths and weaknesses of all 5 proposals.

Two proposals were highlighted in our conversation and became the focus for our decision-making process.

We unanimously decided that 2 proposals were strong enough to debate in depth. Results of the scoring matrix separated the two proposals by a very small margin. The sub-committee continued the discussion, based on criteria, expectations from the RFP, and numerous other considerations regarding the branding process. The sub-committee focused on key deliverables, including community participation, brand usage guidelines, a launch event, and a clear timeline with an achievable and clear methodology.

Both proposals meet the RFP criteria based on opinions of the majority of our sub-committee), but iImagine's proposal was a clear favourite for committee members involved in travel/tourism and the business sector. The iImagine proposal admit much of their branding work relates to tourism and "destination branding." Their proposal aims to achieve the requirements of the RFP, but also intend for the new brand to "Assist the Municipality in creating a truly, remarkable, competitive and sustainable brand which residents, visitors and investors can embrace and see themselves within." The majority of the sub-committee felt this could also be delivered in the iImagine proposal, in a highly effective way. iImagine provided numerous examples of previous branding projects, and come highly recommended externally, as well as with a few members of the sub-committee who have had connections with iImagine before, or have knowledge of their wider reputation with successes, or first-hand experiences through previous community projects. Although based in Charlottetown, this company seem to have an intimate knowledge of the area and the needs of its people. They have worked with a number of local businesses and entities. They address the unique challenges and needs of developing a brand in a region with numerous, and spaced communities, as well as unpredictable pressures on the process from Covid-19.

The sub-committee, by motion and vote chose to move forward with a strong recommendation for iImagine. Based on our conversation, the 2nd proposal, Prime would also be revisited if necessary. The Prime proposal does meet criteria indicated in the RFP, and as previously mentioned, was the lowest tendered bid of the 5, by a substantial margin.

The sub-committee was aware that the scoring for both proposals left them extremely close (mathematically). Our debate and conversation focused on the merits of both, and what we,

as community volunteers, thought was the best proposal and plan for this branding process. We agreed to move forward with iImagine's proposal as our strong recommendation to the full committee, with the Prime proposal our second choice.

On February 16th our committee met fully, with only one absence. Our intention was to present our first choice, while being prepared to continue to evaluate its merits, alongside the Prime proposal.

Shortly before our meeting was to begin our committee was presented with municipal legalities regarding the selection of a proposal. This news, admittedly, derailed our planned meeting approach and forced us to reconsider our assessments up to that point. It was suggested that the risk of moving forward with a proposal that did not have the lowest tender price may be problematic. This new information was not welcome news by most, with some committee members expressing concern for the proposal selection process as a whole, and indeed, the value of their time and input. We acknowledged in the meeting that municipal policy, and potential litigation were not our responsibility.

After another lengthy discussion surrounding the merits of the two proposals, our larger committee agreed to move forward with the iImagine proposal, despite the new information given to us about potential litigation.

Our committee look forward to council's decision. We are eager and ready to begin the branding process. We hope our efforts, assessments, and the quality of our debates will be very helpful in guiding the decision.

I will be available to answer questions about our process, our selections, our rationale, and other relevant information needed by council. Thank you for your considerations.

Tim Carr (Co-chair)

NEXT STEPS

The successful proponent will be contacted, and initial meeting scheduled.

FINANCIAL / LEGAL IMPLICATIONS

Council approved \$60,000 for branding in the 2020-21 Capital Budget, on June 3rd, 2020. This expense is offset by consolidation funding by the Province and would be funded through the consolidation reserve. The total cost net HST rebates would be \$61,356.41, should council approve the recommendation, it would result in the need for an additional \$1,356.41 to come from consolidation reserve.

As per the Municipality's procurement policy and legal advice, there is significant legal concerns associated with the recommendation from the Branding Team with respect to awarding the tender to a higher priced proponent when other proponents met the specifications outlined in the RFP.

ALTERNATIVES

- Council could choose to not support the recommendation and award it to another proponent.
- Council could choose to re-issue the RFP (this is not recommended by staff as there were multiple proposals that displayed competency at being able to provide and deliver what the Branding Leadership Team Committee sought in the initial RFP).

CAO COMMENTS

As a sitting member of the brand committee I endorse all the comments made above regarding the quality of the submissions and the full discussion of the committee regarding the selection of the firm to guide us through the branding process. Community engagement is paramount and in fact is one of the lead components in this branding process. I am confident that all members of the committee have been engaged and their point of use have been expressed. The resulting recommendation from the committee is a result of their discussions in one that I observed and participated in. However, due to the procurement process we have in place and our requirement to adhere to policy I cannot support the recommendation. Noting the very close scores and quality of both the top two submissions I am confident in the abilities of both firms performing the task of rebranding our Region and I am further confident the committee shares the same perspective.

In alignment with my comments I recommend the following for Council's consideration

RECOMMENDATION

...that Council approves the awarding of Tender WHRMAD20-06 to Prime Creative for the final community brand design creation at a tendered price of \$ 32,000.00 plus HST.

ATTACHMENTS

- May 12, 2020 Municipal Seal and Process for Community Branding Recommendation Report

Report Prepared by:



Shelleena Thornton, Administrative Supervisor

Report Prepared by:

Tim Carr, Branding Leadership Team Co-Chair

Report Approved by:



Mark Phillips, Chief Administrative Officer



Committee of the Whole Excerpts
May 12, 2020

Branding for the Region

The attached report from Committee of the Whole outlined the process for creating a new brand for WHRM. The discussion points at Committee of the Whole were:

- As most of the research has already been done, Phase 1 of the branding could be done within approximately 6 months.
- There could be ways to incorporate the WTBA branding while remaining independent from them, this may depend on the vendor obtained through the procurement process for the branding.
- The recruitment process for committee members is still to be determined but would include a public call for members and considerations of the sector and diversity principles of the membership.
- No study has been done on the cost of a full implementation of the brand, but it could be phased in over time and some costs may be capital items.

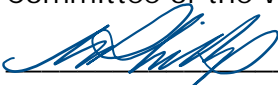

The recommended motion was:

... that Council adopts and approves the process as outlined in the "Municipal Seal and Process for Community Branding" report, including the principles listed for Phase 1 of the West Hants Regional Municipality's Community Branding Project.



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
RECOMMENDATION REPORT**

To: Committee of the Whole

Submitted by:  
Mark Phillips, Chief Administrative Officer
Shelleena Thornton, Administrative Supervisor

Date: May 12, 2020

Subject: Municipal Seal and Process for Community Branding

LEGISLATION

Nova Scotia Municipal Government Act

Perpetual succession and seal

Section 13(1) A municipality has perpetual succession and shall have a common seal.

Business and industrial development

57 (1) A municipality may

(d) prepare and disseminate information about the municipality or any part of the municipality and the surrounding areas for the assistance of institutions, industries and businesses intending to locate or expand in the municipality or the surrounding area.

Flag, symbol or coat-of-arms

62 (1) The council may, by policy, adopt a flag, symbol or coat of arms for the municipality.

(2) A flag, symbol or coat of arms adopted pursuant to this Section may be registered pursuant to an Act of Parliament in order to prevent its unauthorized use.

(3) No person, other than the municipality, shall use a flag, symbol or coat of arms of the municipality unless specifically authorized by the council and upon payment of any fee charged by the municipality for the use

Power to expend money

65 The council shall adopt an operating budget and a capital budget for each fiscal year.

RECOMMENDATION

...that Committee of the Whole recommends to Council

that Council adopts and approves the process as outlined in the “Municipal Seal and Process for Community Branding” report, including the principles listed for Phase 1 of the West Hants Regional Municipality’s Community Branding Project.

BACKGROUND

The former Town of Windsor underwent a branding exercise approximately 24 years ago for the Birthplace of Hockey and Little Town of Big Firsts brands/slogans. In 2012 the former West Hants Chamber of Commerce (now Avon Chamber of Commerce) underwent a regional branding exercise that resulted in the tourism community and Town of Windsor also adopting the Avon Land of Plenty brand for regional tourism while also preserving its two former brands. The Town of Windsor had an official crest insignia adopted in 1953 that would be used on all official documentation (formal and legal). The former Town also used the Birthplace of Hockey logo for marketing and promotional (informal) materials.

In 2016, the former Municipality of the District of West Hants underwent a branding project which included the adoption of their logos and the West Hants branding story. The “Lady Slipper” symbol of West Hants was the official symbol of the Municipality to be used in an official capacity by the Municipal Clerk and Council but the marketing logo, the “Wave” was the marketing symbol of West Hants on the website, social media, advertising and signage.

DISCUSSION

April 28, 2020 Council meeting – Council approved the Region of Windsor and West Hants Municipality name be changed to West Hants Regional Municipality.

March 23, 2020 Co-ordinating Committee Meeting – the Co-ordinating Committee adopted the “Region of Windsor and West Hants Municipality” seal.

Seal – a device that leaves a detailed impression of either an image with entity name or just the entity name for authenticating official municipal documents (agreements, deeds, tax certificates, by-laws, etc). The present seal is that of the current legal name of the municipality, Region of Windsor and West Hants Municipality. This will require changing once the new name gets legalized and would require council approval. Should council opt to include the image in the seal following branding, it too would require council approval come that time.

Further, a process has been adopted including a 13-step process for community or place branding developed and promoted by Roger Brooks of Destination Development International which outlines very specific principles and practices for success.

Specific benefits/reasons to buy into this method:

1. This method maintains a balance between the use of in-house and external resources. Overall control of the project remains at a local level and professional; external support will provide stability and ensure objectivity throughout the process.
2. It allows for and requires engagement at a committee level and will gather input for evaluation from both local and outside perspectives.
3. The process and expertise of Roger Brooks and Destination Development International are recognized throughout Canada and the US as leaders in

community and place branding. Brooks has been used across Nova Scotia for secret shopping assessments and community evaluations. He is recognized by Tourism Industry Association Nova Scotia (TIANS) and Tourism Nova Scotia (TNS) as a valuable resource and consultant in the fields of Tourism and Economic Development.

Phase one, (developing the "Brand Direction") will take the Brand Development Team through steps 1-5 using Roger Brooks' recommended model. At the end of the first phase, the Brand Direction will have been identified; the steps have been outlined below.

Phase 1: Developing the Brand Direction (Brand Development Phase)

Step 1- Creating the Brand Development Committee (BDC)

The committee will be made up of no more than 13 people and will include representatives from the following groups/sectors:

Tourism (1)
Business Sector Representatives (4)
Elected Municipal Official (1)
Chief Administrative Officer (1)
Planning and Development Representative (1)
Community Development Representatives (2)
Cultural and Heritage Representatives (3)

A recruitment document will be created to provide guidelines for committee member selection and will be distributed to the groups/sectors requiring representation on the committee.

Step 2 – Education

The committee, along with facilitation support from an outside third party will educate local stakeholders on "what a brand is" and why the process as outlined is important to follow.

Step 3 - Identify the Markets

The Committee will identify the markets our community is hoping to attract. Markets will include tourism and business (jobs). This step will involve gathering input from the public, both local and outsiders through revisiting recent studies and perhaps open houses, workshops and surveys. This step will ensure widespread awareness that the Regional Municipality community is participating in a branding, and that as many people as possible know how and where there are opportunities to provide input.

Step 4 - Go through the Filtering Process

The committee will then filter the items collected by grouping like items, and then running all items through a ten-point feasibility test. After this step, niche and sub brands will have been identified and a clear Brand Direction will have emerged.

Step 5 - Create the Brand Leadership Team

Once the Brand direction has been identified by the BDC, the Brand Leadership Team (BLT) will be created. The BLT will lead Phase 2, steps 6-13 of the process. Some of the same members from the original committee may remain, some may not. The BLT will

be the group to push the Brand forward (they will champion it), and come up with ideas around how to reinforce the Brand Direction through product development, infrastructure support etc. This group will be made up of members from areas including not for profit and community organizations, the business sector, non-government agencies, and community members. This group will be the group that will "hit the streets" and deliver the brand. This will also be the team that will work on creating the look and feel of the brand (logo, tagline, etc).

It is important to recognize that at the end of Phase 1, the BDC will have identified the Brand Direction. Phase 2 will see the development of a logo and tagline. The goal of Phase 1 is to determine the direction West Hants Regional Municipality will go in terms of *feel*, *identity* and *vision*. The logo and tagline will be by-products of the "Brand Development Phase". Creative development of a logo and tagline will occur during Phase 2.

During Phase 1, specific principles will be adhered to ensure best practices are followed throughout the process of developing the Brand Direction.

Phase 1 Principles

1. The Brand Development Committee during Phase 1 will develop a Brand Direction for West Hants Regional Municipality.
2. The Branding Development Committee will be made up of representatives from the group outlined above; with the business sectors having the largest collective representation.
3. The project of Branding West Hants Regional Municipality will not be a government led process.
4. The process will be carried out using both in-house resources and third-party support.
5. We will confirm that consultations with the public were thorough and conducted with regional municipality residents, businesses, and visitors. If required, additional consultation will take place.
6. It is recognized that the business sector will play a significant role in "delivering" the brand during and after phase 2.

NEXT STEPS

Staff would issue a Public Tender and progress with the necessary steps in-compliance with the Municipality's Procurement and Tendering Policy to engage a consultant.

Seal – The tender process will include the creation of a Municipal seal for which options will be created for council's consideration and approval.

Policy Implications - Future policies will be influenced by the outcome of the Branding Project. Once the brand has been created, an action plan will be developed, which will include both in-house action items and items to be owned by other sectors including business and tourism. Action items may include recommended changes to policy around marketing etc. A "brand standards" guide will be created as part of phase 2.

FINANCIAL IMPLICATIONS

Estimated cost is \$60,000

This expense is offset by post-consolidated funding by the Province. This would be funded through the consolidation reserve.

ALTERNATIVES

- Council could choose to not adopt the process and ask staff to further research and report back.

OTHER SUPPORTING DOCUMENTS

- RAD Consulting - Community Engagement Report (current)
- Windsor Business Enhancement Society Branding Project (2020)
- West Hants Branding Project 2016
- West Hants Chamber of Commerce Branding Project 2012
- CBCL Municipal Boundary Review Consultations and Survey 2019
- Windsor-West Hants Consolidation Survey 2019
- Imagine West Hants Destination Assessment Report (Harvey Sawler) (current)

ATTACHMENTS

- The Art of Branding: The Power of Narrowing your Focus (Roger Brooks)
- The Step-by-Step Guide to Branding (Roger Brooks)

Report Prepared by:



Shelleena Thornton, Administrative Supervisor

Report Reviewed
and Approved by:



Mark Phillips, Chief Administrative Officer



The Step-by-Step Guide to Branding

- HANDOUT -

1

Brand Development Committee

This is the group of stakeholders who will take the lead in developing the brand

direction. Typically keep it to 13 people, or fewer. As you know, the larger the committee the less likely you are to get things accomplished.

Typical members might include:

- Economic Development
- Chamber of Commerce
- Tourism
- City/county elected official
- City/county senior staff
- Downtown representative
- Planning director
- Six business sector representatives

These folks will help decide on the final brand direction. They need to be “heavy hitters” locally.

Get an outside facilitator

It’s extremely important to get an outside facilitator – someone with no political ties locally, and not in business locally. This way politics won’t get in the way. Someone who has nothing to gain or locally should help facilitate the process.

If you had a sports retailer as your local facilitator, and then sports ends up being the most feasible brand direction, the community will assume that he or she steered the brand that direction, thus eliminating the non-biased opinion.

The facilitator will also be charged with helping to “sell” the community on the brand once it’s been decided, so make sure you have a good speaker who can excite the community about the brand direction.

2

Educate locals on what a brand is

Now it’s time to educate local stakeholders, organizations,

businesses and business leaders, as well as the general population on what a brand is and why this is important to do. Otherwise, you’ll end up with a population sending you just slogans and logo concepts.

Prepare a 20-minute presentation and give it at local board meetings (Chamber, City Council, Auxiliary organizations such as Rotary and Kiwanis, school boards, hospital boards, etc.

Also include the press on the brand education so they understand it and will also educate local residents and business leaders.

Inventory your assets

What do you have that makes you a desirable community for establishing a new business? As a place to live? Or as a place to visit? Make it specific. Do NOT use “quality of life” on the list. Break it down. What, specifically, makes you special. This can be quite the list.

Then take the list and if some items can be found closer to the markets you are hoping to attract, move it to the “diversionary” or “secondary” list. You

13 Steps to Success | Handout

are hoping to find one or two things the markets can't get or do closer to home. This may take some time and you may need to really dig deep.

You are looking for possible building blocks or a foundation upon which you can build your brand.

Ask the community

This is where the community can weigh in and have their chance to provide input. Here are ways to ask:

- Hold an open house and provide places for people to provide input. Often this can be combined with educational workshops.
- Do an online survey using Constant Contact or another service like Survey Monkey.
- Interview local stakeholders asking for specific input.
- Through the press: radio, television, print media.

Yes, you'll get some sarcasm, and yes, you'll get some slogans. That's okay. Take it all in.

Find your "anchor tenants"

Take the "seven questions quiz" to local meetings such as Kiwanis, Rotary, Chamber and other organizations and ask them the questions. You'll find out, quickly, who your "anchor tenants" are in terms of restaurants, retail shops and activities.

Here's a sample list of questions you can start with:

1. Where can I get the best dessert? Name the restaurant and the dish.
2. Where will me and my partner have the best dining experience? It can be fancy, great food, great ambiance, or great characters. Breakfast, lunch, or dinner.
3. Where can I get gourmet items for a picnic?
4. Where, specifically, can I see a breathtaking sunrise or sunset?
5. Where is the best place to take a memorable photo that says I was really there?
6. Where can I check my e-mails?
7. Where can I get the perfect gift? Something locally or regionally made?

Then have your audience put these in order of an itinerary as if a guest was coming into town on a Friday evening, and spending the weekend in town.

This is what every visitor is looking for. Itineraries from the locals. You **MUST** promote your "anchor tenants." They make you worth a special trip and an extended stay. Everyone will benefit from them. Think Orlando and Disney World.



Identify the markets

The next step is to identify the markets you are hoping to attract. This is not just about tourism, but also the types of

markets you are looking for in terms of business (jobs).

Those markets should include:

- Geographic areas (primary and secondary)
- Demographics (Young people? Creative Class? Retirees? Families?)
- Lifestyle or psychographics: Identification of personality characteristics and attitudes that affect a person's lifestyle and purchasing behaviors.
- Primary and secondary markets.
- Industry: The type of industry best suited for the area based on your points of differentiation.

4

Go through the filtering process

Take the entire list from the community (over perhaps three or four weeks), combine similar concepts, and then remove the ones

that are too generic or can fit other communities within the markets you are hoping to attract.

This will typically shorten the list from perhaps 100 different items down to, in most cases, less than ten items.

Keep track of items you heard from multiple people. Perhaps these can be used as niche brands or as supporting activities to the final brand direction.

Run the ideas through the 10-point Feasibility Test

These are listed in the previous section. Run each item on the list through the feasibility test and see what's left. If you're lucky, you should have it narrowed down to just one or two items. The goal is to get down to one item.

In many cases there may be no items left on the list. Don't despair! This gives you a clean slate to build a fresh brand, still using the assets you listed earlier. Look for other ideas. Dig a little deeper. It's ok to duplicate another community's brand as long as it's different from what the markets you are hoping to attract can get or do closer to home.

Identify the niche and sub-brands

Sub or niche-brands are smaller well-defined brands where you can market to that group specifically. Typical niche brands include:

- Sports
- Bird watching
- Fishing and hunting
- RV'ing

Make sure there is good "cross-participation" between the primary brand and niche brands. For instance, art and food go well together. Sports and entertainment are a good fit. Birding and gardening are compatible brands/niche-brands.

By identifying these, you'll be able to provide your primary brand with "legs" - or offshoots.

Pick one and only one

The natural tendency will be to pick several and to head down the path of "we have something for everyone!" Don't even try it.

Pick one that the Brand Development Committee can buy into and that makes sense. If someone else has this brand in a different market, check it out. How's it working for them? Can you reasonably duplicate it or exceed it?

If you have to develop a new brand, don't panic about the time it will take to develop. We'll get to BridgeBrands in a minute.

5

Create the Brand Leadership Team

Your Brand Development Committee got you

to this point. They "developed" the brand. Now that you have the brand direction, you need to shift the focus to those who will "lead" the brand - The BLT.

The entire branding effort will hinge on the efforts of this group of people. Once again, keep it to 13 people. Seven of them should be from the private sector and should have a vested interest in the brand direction. They are most willing to champion the cause because their paycheck depends on it.

The other six people would include the supporting organizations. There might be a wholesale change from the BDC to the BLT.



Develop the “Brand Bank”

These are the ideas that will reinforce and support the brand. When Leavenworth, Washington decided to become a Bavarian

themed town, the ideas included:

- An amphitheater where they would produce The Sound of Music annually.
- Maypole dances, long-pipe festival, and other Bavarian-oriented events.
- Facade improvements.
- Bavarian eateries, retail sales of goods made in Bavaria.
- Bavarian artists in action, art shows.

And the list goes on. They did such a good job that 40% of Leavenworth’s population is now from Germany. Remember that brands are built on product, so this should be the focus.

Look for partnership opportunities.



Write the brand promise

This is the paragraph that describes what you will be ten, 15 years down the road. Not today, but what you aspire to become.

This is the goal that you are aiming for.

Make sure it’s not generic. Read it, rewrite it, and keep fine tuning it until it is very specific and would make you want to go there or move there when it’s in place.

Business prospects should read this and think “Gee, there’s a business opportunity for me here.” You can develop a long version (three paragraphs or so) and a short version, which would be just one paragraph of no more than five lines.

Short, to the point, very specific, and well defined.



Create the look and feel of the brand

We’re finally to the look and feel of the brand: the logo or brand identity, color

schemes, tag lines and all the marketing elements that will be used as you develop the brand and claim ownership of it. This is where communities go sideways, typically putting this first without going through the other 13 necessary steps.

Hire professional services to do this for you and remember that you are selling a feeling more than the physical attributes that support the brand.

Develop a Brand Style Guide and include all your local marketing organizations. Continuity is critical at this point.

Remember that the logo and tag line make up 2% of a brand, but will get virtually all of the attention. You cannot do this by public consent. Do NOT make this a public process. It can kill your entire effort.



Developing an Action Plan

All successful brands are built on product so develop a Branding, Development & Marketing Action

Plan. No more strategic plans. You need action steps - a to do list - as opposed to strategies, goals and objectives.

For each recommendation provide the following:

- A description of the recommendation
- Who would be charged with implementation. It takes a village to win.
- When it would be implemented.
- Cost of implementation
- Where the money would or could come from.
- The rationale for making the recommendation.

The marketing action plan

Telling the world is how you stake your claim - ownership - of your brand. Like the product development plan, the marketing plan should include the same elements and should incorporate all partnering organizations. Everyone has a role to play in a successful branding effort.

The plan should include graphics, advertising, public relations (a cornerstone of the branding

effort), photography, video, marketing materials, web and Internet marketing initiatives, brand-building posters and give-away items, etc.

Always promote the businesses, specifically, that reinforce and support the brand. Don't let politics get in the way of marketing your "anchor tenants."

Define the roles

As just noted, it takes a village to win. Every organization plays a role. For instance, Kiwanis or Rotary might take on the development of new entry points (fitting the brand), while the city may take on the development of a Wayfinding System (decorative directional signage that fit the brand). This can extend into downtown business recruitment, facade improvements, event development and a host of other brand-specific assignments.

When you get everyone on the same page, pulling in the same direction, this becomes fun. This is where you put it all together.



Make something happen

This can be a new wayfinding sign or entry sign. Or even something as simple as new business cards or

the redevelopment of an existing website. People are impatient, so having something physical they can see will help sell the brand, and will tell the community you're serious and this won't be another plan sitting on a shelf gathering dust.

The best way to develop a brand is to slide it in slowly. All of a sudden a new sign goes up with a new identity and tag line on it. Then another, and over time, it becomes pervasive throughout the community.

Sell it! Begin the outreach program

One of the big responsibilities of the Brand Leadership Champions are selling the brand to the community and creating buy-in opportunities for local organizations.

This will include your "BridgeBrand" as well as your long-term branding goals and implementation of the plan.

Every member of the BLC should be charged with speaking at three, four, five or six events a year. They need to be good speakers, enthusiastic and able to convince others to jump on board the band wagon.

This process doesn't end for years until the brand has taken on momentum of its own.

11

Keep the energy high.

The first year is ALWAYS the toughest year when implementing a branding program.

Because you are

narrowing your focus, you will undoubtedly run into opposition who want your community to be all things to all people – that you really do have “something for everyone.” Even though that marketing approach no longer works, the blogs will light up with dissent and so your brand champions must just let it go and MUST work to keep the energy high.

Once the branding effort starts taking hold, people will come on board – slowly at first – and as they “get used” to the new direction, and businesses begin to invest in it, it will garner strength over time. Nobody in Napa Valley complains about it being the world’s “wine capital.” Nor do they complain about Nashville owning the country music brand. Over time it became organic to the community – who they are. The same holds true with your community.

Just remember that there are only three killers of any branding effort. Period:

1. Local politics – and it’s far worse with membership organizations than it is with elected officials.

2. Lack of champions – No branding effort can succeed without tireless pioneers who champion the cause – especially in the face of criticism – but push the agenda forward and never take no for an answer.
3. Lack of money – both public and private. Almost every well-branded city, town, county, or destination in the world was founded on private sector investment and marketing. Consider these:
 - a. Orlando, Florida and Anaheim, California (Disney – kids & family)
 - b. Napa Valley, California (wine)
 - c. Nashville, Tennessee (country music)
 - d. Memphis, Tennessee (home of Graceland)
 - e. Hershey, Pennsylvania (chocolate)
 - f. Lancaster, Pennsylvania (Amish)
 - g. Hollywood, California (movies and stars)
 - h. Silicon Valley, California (high tech)

Finally, every community is full of CAVERS – people who don’t want change and will fight it. What’s a CAVER? Citizens Against Virtually Everything.

Keeping the energy high is the make or break it for any branding effort.

12

Tell the world

Once you have the product – and people – in place, it’s time to tell the world of who you are, what separates you from everyone else and

makes you THE destination of choice. Now it’s time to drive your stake in the ground that you “own” your brand. After all, brands are about owning your niche in the marketplace.

You build your brand through public relations. Advertising is used to maintain your ownership position. Remember that brands are a perception – what people think of you when your name is mentioned. And perceptions are created from first impressions, visual things we see once in your community, what we see on the news or read in print publications, and now what we “hear” in social media.

This is where you put together a detailed Marketing Action Plan – with all of your local organizations at the table (branding requires continuity) and craft a plan on how you are going to tell the world what you’re about – specifically.

When it comes to marketing budgets, here’s a guideline to use:

45% - Website | Pay Per Click | SEO | online advertising | social media | apps | anything that is Internet-related.

20% - Public relations – getting articles written about you, creating video contents, professional photography reinforcing the brand, creating brand-specific itineraries – getting the word out there.

20% - Advertising. And this is to drive people to your website, which must be good enough to close the sale.

10% - Printed collateral materials. With the advent of the Internet, apps, and PDF docs available on smart phones, tablets and laptop computers, the need for printed materials is declining fast. They are still important, but should not be the priority.

5% - Trade shows, billboards, other forms of marketing.



Revisit the plan

And do it every year, if not every few months. Do NOT let your plan sit on a shelf gathering dust! Keep your focus narrow, go right down

the list and make sure your branding “partners” are keeping up with their assignments and the timelines outlined in the plan.

Branding is a fluid process that is crafted and molded over time. You may end up adding to-do items to the plan, moving some things around, but it is ALWAYS your to-do list and the plan that will lead to your success.

If you need to, bring back your facilitator every four months, six months, or once a year to pump up your champions, to cut through any red herrings, or to address challenges you’re having along the way. A good facilitator can help you update the plan, on the spot, or as a contracted service.

And finally, never, ever give up. Branding and stamina go hand in hand. The plan is your guide.

The Bridge Brand

It can take anywhere from three to 20 years to fully “own” your brand. Rarely is it a shorter or longer process. But what can you do between now and then? How do you “bridge” the gap while you’re developing your brand?

This is where the BridgeBrand comes to play. If you want to become a culinary destination, then start by promoting your best restaurants, a culinary school, and culinary events. Don’t tell the world you are a culinary destination, but start to market the small things that are the foundation or building blocks of your long-term brand direction.

BridgeBrands are often used as a “repositioning” or “rebranding” effort. Often communities have a negative perception that needs to be turned around before implementing the final brand. Look at the case histories in this kit where BridgeBrands for Stockton and Oxnard, California are displayed. Also look at the League City, Texas BridgeBrand.

Mottos to Live By

“If you think you’re too small to make a difference, try going to bed with a mosquito in the room.” - unknown

“Never doubt that a small group of thoughtful committed people can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead

“A by-product of brands ‘for the people’ is the committee that compromises and kills a potential brand home run. This is why you never see statues of committees in public parks. You see brave leaders.”

“Nothing great was ever achieved without enthusiasm.” – Ralph Waldo Emerson

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206-241-4770

About Roger Brooks

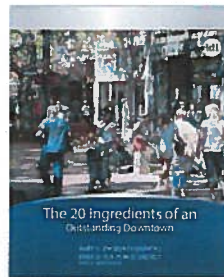
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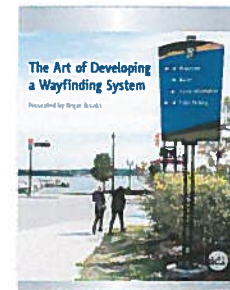
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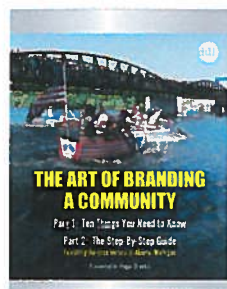
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HD Video | Part I: 63 min. Part II: 60 min.



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HD Video | 72 minutes



The Art of Branding:

The power of narrowing your focus

- HANDOUT -

The Art of Branding a Community | Handout

Introduction to Branding

Branding is the art of setting yourself apart from everyone else, and making you the destination of choice for investment, business opportunities, and as the place to live and visit.

The entire idea behind branding is to import more cash into the community than you export when locally earned money is spent elsewhere.

All of the rules in this handout apply to business as well as to the community.

The Four Ingredients of Change

1. We are slowly climbing out of the private-sector recession, but we are just entering the public-sector recession. As the federal government and just about every state or province struggles to balance budgets, cities, towns, and counties must now act and think like a business, finding ways to import fresh cash into the community - your tax base.
2. Just about every community in North America was founded on a natural resource: timber, fishing, mining, agriculture or were founded on transportation: close to major freeways, railways, or waterways. Manufacturing uses the combination of both natural resources and transportation. But now that we're in a global economy, core industries are dying as are the cities and towns that supported those industries. In a nutshell, communities are now looking for their "second act." Everyone wants a piece of the tourism or economic development pie.

Sad fact: there are more ghost towns in the making today than ever before in North American history.

Every year hundreds of communities are working to diversify their economies.

3. The Internet has changed everything. 90% of the population now has immediate access to the web, and of that group 94% use it to determine where they will live, work or play. Yet 70% of web users are frustrated because you're marketing communities and geographic locations, and they are looking for experiences - job opportunities, best restaurants, things to see and do that cater to them. Your location is second.

If you want new business, residents or visitors, it starts in front of a computer screen.

The web should be your number one marketing priority. BUT it MUST be good enough to close the sale. Period.

4. We are exposed to 5,000 marketing messages a day. We are drowning in advertising overload.

Billions of dollars are spent marketing communities every year and 97% of that is ineffective. That's right: 97%. This includes chambers of commerce, destination marketing organizations, economic development agencies, cities, downtowns, counties, districts, regions, states and provinces.

We simply block out anything that doesn't appeal to us directly. So ask yourself this one question: What do we have that the people we are hoping to attract can't get or do closer to home? Whatever it is, you need to hang your hat on that. We have the world at our fingertips in seconds. What sets you apart from everyone else?

Communities, like businesses, have been forced to specialize yet most are stuck in the membership-mentality of being all things to all people. Have you ever gone anywhere because they have "something for everyone"?

Welcome to the era of the brand.



1. You must Jettison the Generic

The narrower your focus the stronger your success will be. You simply cannot be all things to all people and win. Find your niche and promote it like crazy.

Look at your taglines and marketing text. If it can fit anyone, toss it and start over.

Don't just market what you have, but what will close the sale. You must separate your primary lure from your complementary or secondary activities.

Lure: What sets you apart from everyone else.

Complementary activities: Things we can do closer to home but will do while in your community. They include shopping, dining, entertainment, historical attractions, walking tours, etc.

Amenities: Local parks, parking, visitor info, lodging, dining, shopping, medical, etc.

Ambiance: Historic downtowns, beautification, landscaping, street trees, benches, etc.

The Art of Branding a Community | Handout

Icon: The photo opportunity that shows I was really there.

And avoid marketing lists. Have you ever gone anywhere because they had a great list of things to see and do?

Words and phrases to avoid:

- | | |
|--------------------------|-------------------------------|
| - Explore | - Discover |
| - Outdoor recreation | - Unlike anywhere else |
| - So much to see and do | - The four season destination |
| - Historic downtown | - Center of it all |
| - Best kept secret | - We have it all |
| - Experience... | - Visit (name of town) |
| - Beauty and heritage | - Naturally fun |
| - Gateway | - Close to it all |
| - Your playground | - So much history |
| - Purely natural | - The place for all ages |
| - ...and so much more! | - Home away from home |
| - A slice of heaven | - It's all right here! |
| - Recreation unlimited | - The perfect getaway |
| - The place for families | - Start your vacation here |
| - Recreational paradise | - Take a look! |
| - Unique | |

You MUST Jettison the Generic! Always promote your truly unique selling proposition. And remember that primary lures cannot succeed without the complementary activities.

FACT: The number one complementary activity of visitors, in the world, is shopping, dining and entertainment in a pedestrian-friendly intimate setting - your downtown. This is where 80% of all non-lodging visitor spending takes place. Why do you think Disney built Downtown Disney just outside each of its parks? To capture than 80%.



2. Logos and slogans are not brands

They are just marketing messages used to support and reinforce your brand. Its an exclamation point on your key marketing message.

The rules of slogans or tag lines:

- No more than seven words (three is best)
- It must be specific. If you have to explain it, toss it.
- It should convey a feeling or bring a picture to mind.
- It needs to be obvious what you're about.
- It must be unique in your market

Brand identities, or logos, make up 2% of a brand yet get 98% of the political attention locally. Have you ever gone anywhere because they had a great logo?

A word about logos:

- One simple graphic
- Easily recognizable
- Unique to the community
- Rarely do good logos contain a physical item (Think Nike, Toyota, Chevrolet, Reebok, Coca-Cola, Apple...)
- They need to convey a feeling



3. A brand is a perception

What people think of you when your name is mentioned. How perceptions create a brand:

- Visual cues as we pass through the community
- The people and local attitudes
- Word of mouth
- Publicity, the news, social media

This is why you build a brand using public relations. Advertising is used to maintain your ownership position. The goal is to "own" your brand in your market. Nashville "owns" the country-music brand. Napa Valley "owns" the wine brand.

Sometimes communities need a "repositioning" or "rebranding" effort. A brand is also a promise - that you will deliver on that perception when we arrive.

Check out Asheville, North Caroline, one of the best branded communities in the U.S. They do a good job conveying the feeling of a hip arts and "foodie" community and the "feeling" portrayed supports that.



4. Your name must be synonymous with your brand

Country music capital	- Nashville
Gambling/Adult fun	- Las Vegas
Kids & Family	- Anaheim, Orlando
Music theater	- Branson, MO
Graceland/Elvis	- Memphis
Winery capital	- Napa Valley, CA
Frozen tundra	- Green Bay, WI
Hershey, PA	- Chocolate
Gettysburg, PA	- Civil War
Lancaster, PA	- Amish
Washington, DC/Ottawa	- Government
Hollywood	- Movies and stars
Detroit	- Cars
Silicon valley	- High tech
Stratford, ON/Ashland, OR	- Shakespeare
Your town?	-??????

5. Successful brands are built on product

You must champion the cause for product development. Product sells itself. All successful brands are built on product, not just marketing.

Round Rock, Texas: The Sports Capital of Texas. The product: A 500-acre sports park, baseball team, sports-oriented community.

Jefferson, Texas: The Antique Capital. This town of 2,500 residents has an antique dealer for every 20 residents in the town! (125 antique dealers). Because so many people drive four hours from the Dallas area to visit Jefferson it's now become the official B&B capital of the state.

Jackson, Wyoming: The home of Western Living. This town of 12,000 residents boast 110 galleries and western living shops in its downtown. And the town hosts nearly four million visitors a year.

Product development never ends. You can never rest on your laurels. Avoid hiring any branding company that doesn't concentrate on product development.

6. You NEVER use focus groups

You heard that right: You NEVER use focus groups to build a brand. If it has to be explained toss it. The focus group mentality results in generic mediocre brands that are rarely successful.

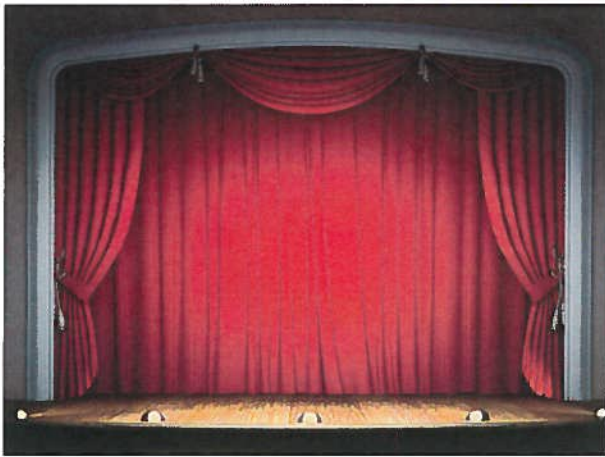
You CANNOT do branding by public consent. You build your brand on feasibility, not just local sentiment.

A brand is "earned" - good or bad. After all, it's a perception - what people think of you.

The Seven Phases of a Public Project

1. Enthusiasm
2. Planning
3. Disillusionment
4. Fear & Panic
5. Search for the guilty
6. Punishment of the innocent
7. Praise and honors for the non-participants

The Art of Branding a Community | Handout



7. You never “roll out” a brand

You never roll out a brand until you can deliver on the promise. It is earned, over time (good or bad).

Sometimes you have to create a “Bridge Brand” that will cover the gap of where you are today and where you hope to end up - your brand direction.

Remember that brands are what people think of you. Changing that perception can take time - sometimes years. And those perceptions change based on product and local attitudes. Brands always start within the community and then spread outwards.



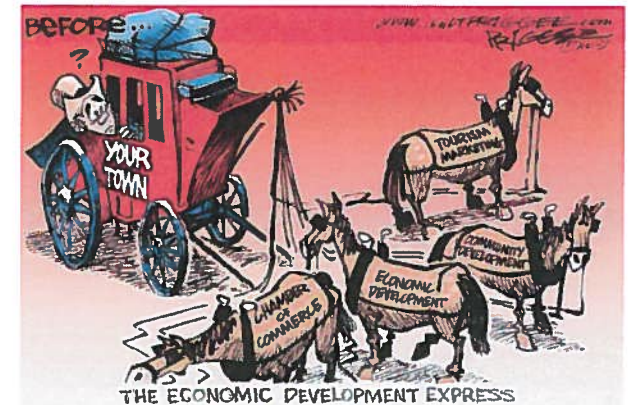
8. Great brands always start with a plan

Branding (what it is you want to be known for)
Development (the needs to be done so you “own” it)
& Marketing (how to tell the world)
Action Plan (the to do list)

No more strategic plans! An Action Plan includes:

- Each recommendation in chronological order of when it will be implemented
- A description of the recommendation
- Who would be charged with its implementation (it takes a village to win)
- The cost of implementation
- Where the money would come from
- When it would be started and completed
- The rationale for making the recommendation

The best plans are less than 100 pages in length. You want a plan that will NOT end up on a shelf gathering dust. The days of Strategic Plans are over.

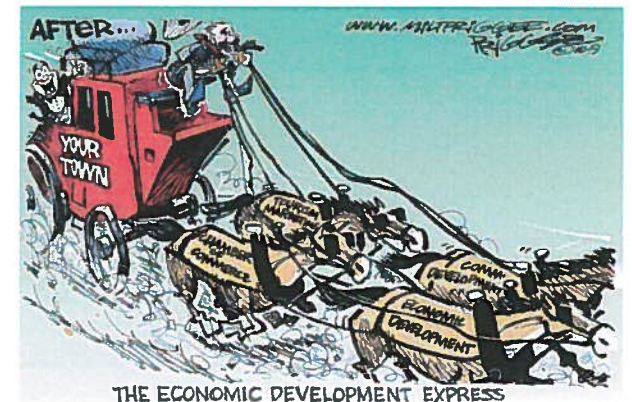


9. Branding is a team sport!

The biggest, most powerful effect of branding is getting everyone on the same page pulling in the same direction. Once again, it takes a village to win. You'll be far more powerful as a single unified voice than as a bunch of independent singular voices.

Have everyone on your team memorize this exercise, repeating after you. Say it at every meeting:

- “I promise to promote only what’s truly unique”
- “I promise to be different”
- “I promise not to repeat what other people say!”





10. Don't let politics kill your branding efforts

There are only three killers of any branding project. There is never a fourth. Ever.

1. Local politics - and this is worse with membership organizations than with elected officials.

2. Lack of champions - those who are willing to take some hits for narrowing the focus and who will push the brand forward.

3. Lack of money (both public and private) - the best brands are built on private investment, not public:

- Napa Valley
- Anaheim, Orlando
- Nashville
- Silicon Valley
- Hollywood
- Hershey, PA
- Lancaster, PA

The bottom line: If you have the right champions on board, they will get past the politics and will find the money to make something happen.



Branding is not a top-down exercise

"A by-product of brands 'for the people' is the committee that compromises and kills a potential brand home run.

This is why you never see statues of committees in public parks. You see brave leaders."

Cities, towns, counties, states & provinces can help fund & facilitate the process, but shouldn't lead the effort. The business community should always champion and pioneer the effort.

We surveyed 400 successfully branded cities and towns and only three were top-down efforts.



Umbrella brands

Multi-community organizations often need to create an "umbrella brand" that encompasses its various communities, each with their own unique brand.

Think of Chevrolet. Its umbrella brand is "Buy American." Its slogans are "Heartbeat of America" and "An American Revolution." But they don't run ads that say "buy a Chevy."

They market the Malibu to families looking for a mid-priced sedan. They market the Corvette to, primarily, baby boomer guys. The Aveo caters to those in their early 20s looking for a high-mileage inexpensive car. The Suburban is marketed to people looking for a large SUV. And then each add is tagged with the umbrella brand "An American Revolution."

BUT your umbrella brand still must differentiate the county or region from all others in the marketplace. It's not so easy. In fact, if this process was easy everyone would be doing it!

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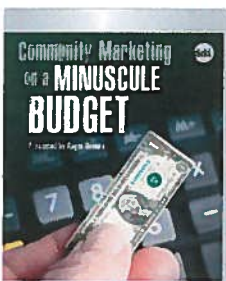
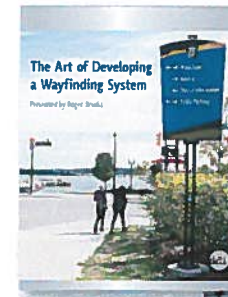
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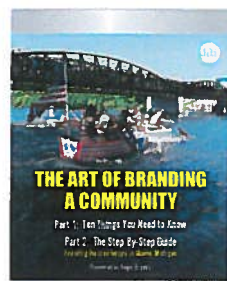
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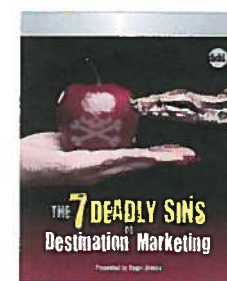


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HD Video | 72 minutes



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 and Members of Council

Submitted by: Kathy Kehoe, Director Community Development

Date: February 23, 2021

Subject: Provincial Representative Volunteer 2021

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

...that Council recommends the Newport and District Rink Commission be nominated for the 2021 Provincial Representative Volunteer Award for the West Hants Regional Municipality.

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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Annually municipal units are invited to nominate a volunteer to receive provincial recognition as a representative volunteer for their community.

The Community Development Department received nominations of deserving volunteers from community groups/councillors and the public over a five-week period.

DISCUSSION

Individuals not selected as the West Hants Regional Municipality Provincial Representative Volunteer and have not received local recognition in the past five years will be recognized for their service during the West Hants Regional Municipality annual recognition event.

The Community Development Department sought clarification regarding the nomination process from the province and confirmed that a municipal unit is permitted to select an individual OR a not-for-profit organization as the municipal representative volunteer.

NEXT STEPS

Should this recommendation be approved staff will prepare the information required to submit the nomination to the province.

FINANCIAL IMPLICATIONS

There are no additional implications as this recognition award is included in the Community Development operating budget.

ALTERNATIVES

Council can choose not to accept the recommendation and can recommend a different nominee from the nominations list previously circulated.

Council can choose not to recognize a volunteer to the Provincial Volunteer event.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

No further comments. Pending the approval of Council, "Congratulations to the Newport and District Rink Commission".

Report Prepared by: _____
Kathy Kehoe, Director Community Development

Report Approved by:  _____
Mark Phillips, CAO

**2020-21 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
THIRD QUARTER ENDING DECEMBER 31, 2020**

REVENUE	2020-21 BUDGET	% OF BUDGET	FORECAST MARCH 31, 2021	% OF VARIANCE	VARIANCE
TAXES	\$ 18,775,421	75%	\$ 18,803,660	0.15%	\$ 28,239.00
SEWER / BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 3,157,114	13%	\$ 4,562,160	44.50%	\$ 1,405,045.67
GRANTS	\$ 114,548	0%	\$ 114,522	-0.02%	\$ (26.00)
1SERVICES PROVIDED TO OTHER GOVERNMENTS	\$ 1,101,044	4%	\$ 1,141,823	3.70%	\$ 40,779.23
SALES OF SERVICES	\$ 521,676	2%	\$ 419,031	-19.68%	\$ (102,644.57)
2OTHER REVENUE	\$ 683,216	3%	\$ 908,711	33.00%	\$ 225,495.33
UNCONDITIONAL TRANSFERS	\$ 557,223	2%	\$ 558,608	0.25%	\$ 1,385.00
TRANSFERS FROM FED OR PROV GOVT.	\$ 146,637	1%	\$ 117,802	-19.66%	\$ (28,834.90)
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 115,520	0%	\$ 100,520	-12.98%	\$ (15,000.00)
TOTAL	\$ 25,172,399	100%	\$ 26,726,838	6.18%	\$ 1,554,438.76
EXPENSES					
3GENERAL GOVERNMENT SERVICES	\$ 3,302,669	13%	\$ 3,348,895	1.40%	\$ 46,225.67
4PROTECTIVE SERVICES	\$ 8,708,179	35%	\$ 9,120,443	4.73%	\$ 412,264.25
TRANSPORTATION	\$ 1,838,739	7%	\$ 1,717,559	-6.59%	\$ (121,179.80)
5ENVIRONMENTAL HEALTH SERVICES	\$ 3,671,717	15%	\$ 3,228,540	-12.07%	\$ (443,176.67)
6PUBLIC HEALTH SERVICES	\$ 155,344	1%	\$ 148,949	-4.12%	\$ (6,395.00)
PLANNING	\$ 760,319	3%	\$ 600,921	-20.96%	\$ (159,397.67)
RECREATION	\$ 2,075,146	8%	\$ 1,648,203	-20.57%	\$ (426,943.00)
EDUCATION	\$ 4,683,280	19%	\$ 4,683,280	0.00%	\$ -
PRINCIPAL INSTALLMENTS	\$ 1,505,580	6%	\$ 1,520,636	1.00%	\$ 15,055.80
NET TRANSFERS*	-\$ 1,528,574	-6%	-\$ 1,406,744	-7.97%	\$ 121,829.73
TOTAL	\$ 25,172,399	100%	\$ 24,610,682	-2.23%	\$ (561,716.68)
SURPLUS / DEFICIT	\$ -		\$ 2,116,155		
BUDGETED TRANSFER OPS RESERVE*			1,515,721		
More / (Less) Transfer			600,434		

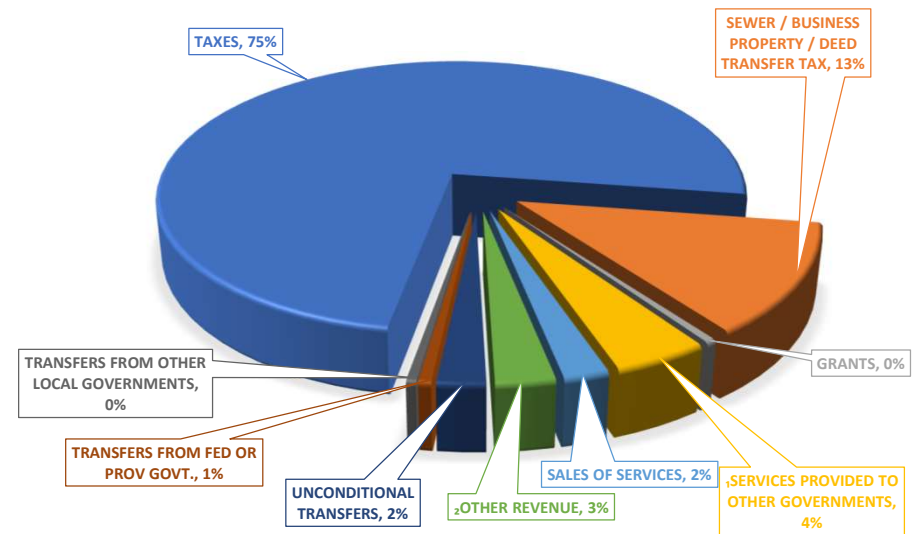
Projections are based on the current information and limited historical trends. The possibility of fluctuations within these projections should be presumed.

The overall projected surplus based on the variance analysis for the general fund is \$600,434. These remaining funds will be moved to the Operating Reserve as per the Reserves policy.

LEGEND:

- 1 SERVICES PROVIDED TO OTHER GOVERNMENTS INCLUDES: RECYCLING/ENFORCMENT, HOST COMMUNITY FEES, ADMINISTRATION FEES, COURTHOUSE
- 2 OTHER REVENUE INCLUDES: INTEREST & PENALTIES, RETURN ON INVESTMENTS, ADMINISTRATIVE RENTALS AND LEASES, FINES, LICENSES & PERMITS
- 3 GENERAL GOVERNMENT SERVICE INCLUDES: LEGISLATIVE, ADMINISTRATION, FINANCIAL SERVICES, FACILITIES, LIBRARIES
- 4 PROTECTIVE SERVICES INCLUDES: RCMP, FIRE, REMO, BY-LAW, COURTHOUSE, BUILDING INSPECTION
- 5 ENVIRONMENTAL HEALTH SERVICES INCLUDES: SEWER, WASTE COLLECTION, WASTE DIVERSION, LANDFILL
- 6 PUBLIC HEALTH SERVICES INCLUDES: CEMENTERIES, PUBLIC HOUSING

REVENUE BY SOURCES



EXPENSES BY DEPARTMENT

